

FROME TOWN COUNCIL

making Frome a better place

FROME TOWN COUNCIL MEETING

Wednesday 23 March, 7pm

Rook Lane Chapel, Bath Street, Frome BA11 1DN

Members of Frome Town Council:

Al O’Kane, Alison Barclay, Cath Puddick, Colin Cobb, Gary Collinson, Heather Wride, Jean Boulton, Kate Bielby, Mel Usher, Nick White, Peter Macfadyen, Pippa Goldfinger, Richard Ackroyd, Sheila Gore, Tim O'Connor, Toby Eliot, Tricia Golinski

AGENDA

1. Apologies for absence, declaration of members’ interests and minutes from the last meeting on 24 February 2016
2. Questions and comments from the public including Gloria and Ian Buchan, Frome Park Bowling Club
3. Questions and comments from Cllrs
4. For information: Project Updates
5. Presentation from Chris Stringer: Planned work for 2016/17 for the FTC Environment Team
6. For decision: Management plans for Victoria Park and Mary Baily Playing Field
7. For decision: Management plans for the Old Showfield
8. For decision: Management and improvement plans for other smaller open spaces
9. For decision: Proposed use of s106 funding to promote walking and cycling in Frome
10. For decision: Changes to FTC community grants 2016-2019
11. For decision: To approve the remit of the Music and Arts panel
12. For information: Health and safety update
13. The next meeting will be at 7pm on Wednesday 27 April at Selwood Academy
14. This item will be held in private as it discusses the financial situation of an organisation in the town. The press and public will be requested to leave the meeting.

Yours sincerely



Paul Wynne, Town Clerk.

Frome Town Council, 5 Palmer Street, Frome BA11 1DS

16 March 2016

FROME TOWN COUNCIL

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AGENDA

1. Apologies for absence, declaration of members' interests and minutes from the last meeting on 24 February 2016

Draft Minutes of a meeting of Frome Town Council

Wednesday 24 February 2016 at 7pm
Selwood Academy, Berkley Road, Frome BA11 2EF

Present:
Councillors: Richard Ackroyd, Kate Bielby, Jean Boulton, Colin Cobb, Toby Elliot, Tricia Golinski, Pippa Goldfinger, Sheila Gore, Peter Macfadyen, Tim O'Connor, Al O'Kane, Cath Puddick, Mel Usher, Nick White

In attendance:
Andy Mallender (Mendip Area of Outstanding Natural Beauty), Caroline Wood (Frome Standard), MDC Cllrs Des Harris and Eve Berry, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development and Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Ruth Knagg (Community Projects Officer), Kate Hellard (Community Projects Officer), Chris Stringer (Environment Manager), Laura Poulton (Administration Officer)

15 members of the public.

Minute Ref	Agenda Item	Action
2016/13/FC	<p>The meeting started at 7.05pm</p> <p>1a. Apologies for absence Received from Gary Collinson, Ali Barclay and Heather Wride.</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 20 January 2016 Chris Stringer gave an update on the issue of offensive graffiti on the wall at Welshmill Park. He explained that FTC would be monitoring the content of the artwork and will remove anything that is thought of as offensive. Paul Wynne also noted that Jane Llewellyn (FTC Planning and Development Officer) was liaising with the relevant authorities and Selwood Parish Council over the issue of speeding on Jeffries Lane.</p> <p>The minutes of the Frome Town Council meeting held on 20 January 2016 were approved as a true record of the meeting and signed by the Chair.</p>	

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	Proposed Sheila Gore, seconded Toby Eliot, agreed unanimously.	
2016/14/FC	<p>2. Questions and comments from the public</p> <p>Gill Fone asked when the residents of Foundary Barton could expect to see the drawings for the new open space. Chris Stringer noted that there was a meeting scheduled for 12 March and drawings would be produced after that meeting.</p> <p>Bob Ashford of Fair Frome noted that a petition had been set up to persuade Asda in Frome to reinstate the collection point for donations to the Fair Frome food bank. He also noted that Fair Frome would be showing the film 'The Divide' at the Westway Cinema on April 24 and would be inviting Cllrs and other local politicians to a discussion after the film.</p> <p>Mel Usher arrived at 7.10pm</p> <p>Margaret Merrill asked that with the closure of the Slaughterhouse on Vicarage Street would this be considered as a new entry way into the Saxonvale site. Mel Usher explained that the buildings and land were owned by MDC and therefore were not currently being considered however it could be a future possibility.</p>	CS
2016/15/FC	<p>3. Questions and comments from Cllrs</p> <p>District Cllr Des Harris noted that the article in the Frome Times from 24 February appealing for accommodation for two Syrian refugees was no longer relevant as two flats had been located in Frome.</p> <p>Tricia Golinski asked if anyone knew whether the planning conditions for the development at Trinity Park had been broken by not having a pedestrian crossing at the traffic lights which were currently being installed. She also asked if there was a way that this could be prevented for future developments. Paul Wynne said that he would ask Jane Llewellyn to look into whether conditions were broken and that FTC would continue to campaign for appropriate conditions on future developments.</p>	
2016/16/FC	<p>4. Short talk from Andy Mallender, Mendip Area of Outstanding Natural Beauty</p> <p>Andy introduced the 'Walkers are Welcome' scheme which operates nationally. The scheme works by businesses and accommodation providers offering an attractive offer to walkers in the area. This could be, for example, a place to dry walking clothes or a free drink. Andy used Cheddar as a recent example and noted they had reported a 40% increase in visitors since adopting the</p>	

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	<p>scheme. He explained it was a simple process for Frome to complete and required minimal start-up costs.</p> <p>Kate Bielby thanked Andy for his presentation.</p>	
<p>2016/17/FC</p>	<p>15. For decision: Promotion of walking and cycling in Frome</p> <p>Kate Bielby brought forward this item given its similarity to the previous presentation.</p> <p>Ruth Knagg explained that achieving ‘Walkers are Welcome’ status was part of the wider project of improving walking and cycling routes in Frome and encouraging sustainable transport.</p> <p>Richard Ackroyd gave his support for the project and said that some of the surrounding parishes at the meeting the previous evening were also keen for the status to be achieved.</p> <p>Jean Boulton asked Andy if walks that began just outside of Frome could be included. Andy confirmed this was possible as long as the focus of the walk was in Frome.</p> <p>Peter Macfadyen asked if the original use of the s106 money to improve the Market Yard car park was still part of the project. Peter Wheelhouse confirmed that within the new project the improvements could still be made to the Market Yard car park that could also benefit walkers and cyclists.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Formally endorse the application for Frome to apply for ‘Walkers are Welcome’ status 2. Request that section 106 funds of £38,000 from the Mendip Lodge Hotel site be ring-fenced for marketing of Frome as a destination for walkers and cyclists with detailed breakdown of costs be presented for approval at a future meeting. <p>Proposed Richard Ackroyd, seconded Tricia Golinski, agreed unanimously.</p>	
<p>2016/18/FC</p>	<p>5. For information: Project updates</p> <p>Pippa Goldfinger arrived at 7.25pm</p> <p>Peter Macfadyen asked that it be well advertised by FTC that the applications for road closures for the ‘Big Lunch’ needed to be sent to MDC by the end of March. Kate Hellard noted that it was planned as part of the campaign.</p>	

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	<p>Mel Usher asked that an extraordinary meeting be held if it is found that the Frome Independent is not able to begin in April.</p>	
2016/19/FC	<p>6. For Decision: Ratify the response to Housing and Planning Bill 2015 – 16</p> <p>Pippa Goldfinger explained that, following a comprehensive discussion at the Planning Advisory Group and because of the deadline for submission, she had sent a response on behalf of FTC to the Government’s consultation on the proposed Housing and Planning Bill. She explained that the bill would have an adverse effect on social housing and the planning system and was an attempt to solve the housing crisis in the wrong way.</p> <p>Cllrs were asked to ratify the response to the bill.</p> <p>Proposed Peter Macfadyen, seconded Colin Cobb, agreed by majority.</p>	
2016/20/FC	<p>7. For decision: To approve amendments to the Financial Regulations</p> <p>The recommendation was to approve the draft Financial Regulations tabled for adoption to become the formal Financial Regulations at the end of the meeting.</p> <p>Proposed Toby Eliot, seconded Sheila Gore, agreed unanimously.</p>	
2016/21/FC	<p>8. For decision: To approve the Risk Register for 2015/16</p> <p>Jackie Wheeler explained while the vast majority of the risks identified in the risk register are classed as “low risk”, there were five that Council should be aware of as representing a higher risk. These included using the skate park and pump track. She explained that these are managed to reduce the likelihood of an accident but nonetheless are relatively risky.</p> <p>Mel Usher asked whether the other play parks should be included along with the skate park and pump track. Jackie Wheeler explained that the skate park and pump track are calculated separately because they represent a relatively high risk while other play activities do not.</p> <p>Peter Macfadyen asked why the appearance of the website was a risk rather than content. Paul Wynne explained that it was a reputational risk but now that the website had been redesigned the risk should be lowered and this was agreed.</p> <p>The recommendations were:</p>	JW

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	<p>1. Reduce the website risk and approve the 2015/16 Risk Register.</p> <p>2. Request the Chair sign the 2015/16 Action Plan on behalf of the Council</p> <p>Proposed Richard Ackroyd, seconded Pippa Goldfinger, agreed unanimously.</p>	
2016/22/FC	<p>9. For information: Health and safety update</p> <p>The report noted there had been a road traffic accident involving a member of staff, that it had been reported to the Health and Safety Executive and existing risk assessments had been reviewed and revised accordingly.</p> <p>Cllrs wished the staff of member concerned a speedy recovery.</p>	
2016/23/FC	<p>10. For information: A review of the Ethical Decision Making Matrix</p> <p>Jackie Wheeler explained that the Ethical Decision Making Matrix is used by staff members when making decisions about purchasing goods and services. Jackie noted that staff would find it more useful if the matrix could be condensed into a questionnaire that could be sent to a potential supplier.</p> <p>Jean Boulton suggested that staff show how they followed the decision making matrix and give examples. Mel Usher also suggested that all current FTC suppliers are reviewed against the matrix.</p> <p>Peter Macfadyen noted that the matrix was not currently in a user friendly format and should be reviewed further before being approved. It was decided to bring a revised version of the matrix back to the next finance themed Council meeting.</p>	JW
2016/24/FC	<p>11. For decision: FTC One Planet Internal Action Plan</p> <p>Peter Wheelhouse explained that the draft plan illustrated a direction of travel and that it would be developed and targets identified in future.</p> <p>Jean Boulton suggested that the good business framework was used as the basis for the One Planet Action Plan. She also suggested that the recommendations were amended to approve the principle of the plan and bring a more detailed plan back to another meeting for final approval.</p> <p>The recommendations were:</p>	

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	<ol style="list-style-type: none"> 1. Approve the principle in the FTC One Planet Action Plan 2. Explore using the Good Business Framework as a template for a FTC plan. 3. Return to a future Council meeting with a detailed plan that identifies economic/social/environmental risks and costs 	<p>AF</p> <p>AF</p>
2016/25/FC	<p>12. For decision: Ratify the response to the government bill to ban Councils from divesting</p> <p>Tim O'Connor explained that the Government's proposal to evoke and replace the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 raised a number of concerns including the fact it centralises decision making and ignores localism. Tim and Peter Macfadyen had drafted and sent a response to Government given the tight deadline and asked Council to ratify it.</p> <p>Cllrs were asked to ratify the response to the consultation.</p> <p>Proposed Peter Macfadyen, seconded Toby Eliot, agreed by majority.</p>	
2016/26/FC	<p>13. For information: Financial update as at 31 January 2016</p> <p>Tricia Golinski queried what the Town Digital Hub was for. Peter Macfadyen explained that it would eventually be a comprehensive database that would link organisations in the town. He explained however that it had been decided to put the project on hold for the time being in order to identify a project that it could be tested on.</p> <p>Mel Usher queried the earmarked reserves and suggested that the money held for the projects should be spent to help bring them to completion.</p> <p>Council noted the report.</p>	
2016/27/FC	<p>14. For decision: To approve the Local Government Pension Scheme Discretions Policy</p> <p>The recommendation was to adopt the Local Government Pension Scheme Discretions policy.</p> <p>Proposed Tricia Golinski, seconded Tim O'Connor, agreed unanimously.</p>	
2016/28/FC	<p>16. For decision: A review of how panels have gone and possible changes to structure from April onwards</p>	

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	<p>Peter Macfadyen explained that the panels had worked effectively and it was important to continue the momentum from the outcomes of the work of the panels and give an update on progress to those involved.</p> <p>The report also proposed individual Cllrs as project sponsors and that future Council meetings would be themed around each of the three pillars in the corporate Strategy.</p> <p>Kate Hellard noted that the Sport and Leisure Panel had now become a forum and it was planned to meet quarterly.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Formally recognise the role of Councillor Sponsors and a definition be included in the appropriate standing orders. 2. Approve the list of existing sponsors and sponsor topics as identified in the report and that a further report be brought to the March Council meeting giving a short brief for each topic area, any gaps in topics covered and any topic areas that might be too extensive in the issues to be covered. 3. Future formal Council sponsors and topics be approved by the Council and that sponsors to report back to Council in an agreed way. 4. For Council to continue to meet monthly and its agendas should run wherever possible on the 4 monthly thematic cycle as identified in this report. 5. Any future Panel and its remit to be approved by Council and that the brief for the Arts and Music panel be tabled at a future meeting. 6. The Senior Staff Advisory Group continues with 4 Cllrs and 4 senior staff and that the Mayor, Leader and 2 other Cllrs are elected annually at the May Council meeting. 7. The proposals be reviewed by the Leader and Town Clerk and a report be brought to Council in March 2017 <p>Proposed Richard Ackroyd, seconded Colin Cobb, agreed unanimously.</p>	<p>PWy</p>
<p>2016/29/FC</p>	<p>17. For decision: To approve recommendations from the Grants Advisory Group</p> <p>Ruth Knagg explained that the criteria for the community grants process was to be reviewed and the proposal would be brought back for decision at the March Council meeting.</p> <p>Proposed Richard Ackroyd, seconded Nick White, agreed by majority.</p>	<p>RK</p>

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2016/30/FC	<p>18. For decision: Fundraising and support contract Ruth Knagg left room 8.55pm</p> <p>Colin Cobb asked for some further information about the tender process and the criteria used to decide who to award the contract. Paul Wynne confirmed he would send all Cllrs an email detailing the process along with the wording for the tender advert.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Agree the length of this contract to be 2 years starting in April 2016 with an annual cost of £10k to be paid from budget line 600/4725 2. Delegate authority to recruit and appoint a contractor to deliver the fundraising support package to the Town Clerk in consultation with Toby Elliot (Chair of the Grants Advisory Group) and Kate Bielby. <p>Proposed Peter Macfadyen, seconded Nick White, agreed unanimously.</p> <p>Grants Advisory Group propose the following applications be approved in Round 3 of the 2015/16:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 2px;">Recommended for approval</th> </tr> <tr> <th style="width: 30%; padding: 2px;">Organisation</th> <th style="width: 30%; padding: 2px;">Project</th> <th style="width: 15%; padding: 2px;">Amount Requested</th> <th style="width: 10%; padding: 2px;">Amount agreed</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Frome SODA</td> <td style="padding: 2px;">Ceramics tuition</td> <td style="padding: 2px;">£200</td> <td style="padding: 2px;">£200</td> </tr> <tr> <td style="padding: 2px;">Frome Community Productions CIC</td> <td style="padding: 2px;">Skills training programme</td> <td style="padding: 2px;">£300</td> <td style="padding: 2px;">£300</td> </tr> <tr> <td style="padding: 2px;">Frome & District Day Centre/Active living</td> <td style="padding: 2px;">Intergenerational project with Frome College</td> <td style="padding: 2px;">£2,000</td> <td style="padding: 2px;">£600</td> </tr> <tr> <td style="padding: 2px;">Frome Carers Group</td> <td style="padding: 2px;">Respite days at Ammerdown</td> <td style="padding: 2px;">£400</td> <td style="padding: 2px;">£300</td> </tr> <tr> <td style="padding: 2px;">Foreground</td> <td style="padding: 2px;">Small Town Art Club</td> <td style="padding: 2px;">£2,000</td> <td style="padding: 2px;">£200</td> </tr> <tr> <td style="padding: 2px;">Edventure</td> <td style="padding: 2px;">Drop in/support network - Frome Feeling Good?</td> <td style="padding: 2px;">£3,000</td> <td style="padding: 2px;">£1,000</td> </tr> <tr> <td style="padding: 2px;">Frome College as sponsor (Youth Bank application)</td> <td style="padding: 2px;">School Shop</td> <td style="padding: 2px;">£1,000</td> <td style="padding: 2px;">£1,000</td> </tr> <tr> <td colspan="3" style="text-align: right; padding: 2px;">Total</td> <td style="padding: 2px;">£3,600</td> </tr> </tbody> </table>	Recommended for approval				Organisation	Project	Amount Requested	Amount agreed	Frome SODA	Ceramics tuition	£200	£200	Frome Community Productions CIC	Skills training programme	£300	£300	Frome & District Day Centre/Active living	Intergenerational project with Frome College	£2,000	£600	Frome Carers Group	Respite days at Ammerdown	£400	£300	Foreground	Small Town Art Club	£2,000	£200	Edventure	Drop in/support network - Frome Feeling Good?	£3,000	£1,000	Frome College as sponsor (Youth Bank application)	School Shop	£1,000	£1,000	Total			£3,600	<p>PWY</p> <p>PWY</p>
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2016/31/FC	<p>19. For information: Literacy – a plan for development Kate Hellard explained that this project had come about in order to support and co-ordinate the organisations that can help improve literacy skills for those in Frome.</p> <p>Nick White asked if this was a responsibility of Somerset County Council. Kate Bielby, project sponsor, explained that SCC have the statutory obligation and FTC’s role would be to create a facilitative lead for organisations with a remit to improve literacy levels in the town. No financial resources would be incurred except for some of Kate Hellard’s time.</p>																																									

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	Regular updates will be provided to Council as actions are identified. Council noted the report.	
2016/32/FC	20. The next meeting will be at 7pm on Wednesday 23 March at Rook Lane Chapel	
The Chair closed the meeting at 9.15pm		

2. **Questions and comments from the public**
3. **Questions and comments from Cllrs including Gloria and Ian Buchan, Frome Park Bowling Club**
4. **For information: Project Updates**
The project update is at Appendix 1.
5. **Presentation from Chris Stringer: Planned work for 2016/17 for the environment team**
Chris Stringer, Environment Manager to present
6. **For decision: Management plans for Victoria Park and Mary Baily Playing Field**
Author: Chris Stringer, Environment Manager

Summary

The first version of the combined plan for Victoria Park & Mary Baily was presented and discussed at Council in February 2014, this was called the 'Emerging Idea'. It has subsequently been the subject of widespread public consultation and this report proposes the adoption of the final version of the plan which is included with this report at Appendix 2.

Background

Between February 2104 and now, both the sports court (multi-use games area) and three new community tennis courts have been successfully delivered as discrete projects with external funding for both. We have also established an effective community partnership with Frome Selwood Tennis Club to deliver the tennis courts project and manage them in the future.

And this spring we have planted a number of new trees in Victoria Park and on Mary Baily – another set of works proposed in the 'Emerging Idea'.

Because we've delivered two significant parts of the plan, thoughts naturally turned to considering the detail of the 'Emerging Idea'. We have taken the opportunity to make sure that the new Council as well as the new Environment Team are in agreement about what is to be done in the future. As such, the plan has been discussed at two very well attended public meetings; one in November and one in January. We also invited comments before and after both of these meetings.

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Detail of the proposed plan

The changes & revisions from the first version of the plan to the new 'Management & Improvement Plan' (MIP) are summarised here:

- The enclosed, separated area in front of the park office and greenhouse is now being retained and will be used for a combination of toddler play, boules & picnics, all tied together with new planting
- As a result of this, the line of the proposed path across the park has been adjusted
- Improving the perimeter footpath around the park has been identified as a priority on this plan
- The plan shows new planting in the north east corner of the park, near the bowls club
- The site of the old tennis courts will be reinstated with grass seed to allow time to see how this space gets used before making any decisions about changing it
- The fitness equipment suggested for Victoria Park has been removed at this stage but remains in the Old Showfield plan

Key Ideas

Reflecting these changes, the key strategic ideas are as follows:

- Formality & Heritage in Victoria Park – conservation management and conservation maintenance to reflect the history and status of the park
- Play & Recreation on Mary Baily – a safe, vibrant and exciting space for children and families
- A central pavilion to link the spaces and provide high quality facilities & amenities, including modern public toilets & refreshments
- Improved access & accessibility – to *and within* both spaces – by providing a network of high quality footpaths
- Updated planting – using complementary schemes to link the two spaces, but also to reflect their distinct character & qualities

The Plan – In theory & in practice

It should be noted that the proposed MIP outlines the **overall (strategic) ambitions** for Victoria Park and Mary Baily. This means that the plan will provide the basis and framework for our work in Victoria Park & Mary Baily for next 2 to 5 years, and possibly even the next 5 to 10 years. Accordingly the plan will be used to help construct upcoming budgets and work programmes.

These timeframes also mean that although the plan suggests a number of specific aims within the overall strategy, the detail and delivery of actions may change as the site evolves and develops; and especially as funding is identified and sought. This will be true if we continue to deliver the plan in discrete projects rather than as a single piece of work.

As an example of this, one of the overall ambitions for Mary Baily is to add more opportunities for play. This is illustrated in the MIP by the trike trail and water play. However, as and when funding has been secured to add new play to the site it might be that another type of play is preferred.

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Delivery

Section 106 (s106) Agreements

We've initially identified a s106 of £25,953 from the Bennetts Gardens development to provide improved (more inclusive) access on Mary Baily by adding new paths to better link the play area and sports facilities. This sum would buy approximately 250m of good quality 2m wide path and will be completed in 2016/17.

Earmarked Reserves (EMRs)

There are no EMRs identified for Victoria Park at the present time, but up to £9,000 of the existing 'Play' EMR has been identified to either replace the zip-wire or install a new piece of play equipment. This will be completed in 2016/17.

Revenue Budgets

Revenue budgets for 2016/17 will be used to bring forward the following smaller works including improvements to the enclosed area in front of the greenhouse and an improved space in the corner by the bowls club.

Further ahead

The s106 totalling £233,195 from the Garston Road development has been identified for improving play opportunities in a number of Frome's green spaces including Mary Baily.

This will be subject to detailed work, but an initial allocation of £110,000 for Mary Baily would allow for new play equipment at this site, for example the water play and trike trail.

The costs associated with the other suggested improvements mean that they are being looked at for 2017/2018 and beyond. This includes the Pavilion and the discussed refurbishment of the public toilets; a project that will need to be given serious consideration within the next few years.

Since this scenario changes if we're successful in obtaining external funding for the Pavilion, it is recommended that identifying and applying for funding is also a priority for 2016/2017.

Recommendations

1. Agree the 'Management & Improvement Plan' as proposed
2. Request that the identified s106 funds amounting to £25,953 are designated and secured for the improvement of the site footpaths
3. Delegate responsibility to the Environment Manager to identify funding for the plan as a whole; or elements of the plan with the Pavilion as a key consideration
4. Review the funding situation before setting next year's budget in order that decisions can be made surrounding the existing public toilets and other parts of the MIP.

7. For decision: Management plans for the Old Showfield

Author: Chris Stringer, Environment Manager

Summary

The first draft of this plan was drawn up in January 2016, based on the findings of a number of public consultations that started as far back as 2014.

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The draft plan was published and discussed at a public meeting in January. Comments and views were also invited before and after this meeting.

The plan has since been updated to reflect the consensus comments, ideas and recommendations that came from that meeting.

The updated 'Management & Improvement Plan' (MIP) is at Appendix 3.

Detail of the proposed plan

The minor changes and revisions from the draft version of the MIP discussed at the meeting in January are summarised here:

- Creating a wildflower meadow in Field B to begin with, rather than both Fields A & B at the same time
- Planting a mixed native hedge around the play area instead of traditional play fencing
- Hard-surfaced paths all the way around the outside of the site
- Further tree planting on the rise by the football pitch

Key Ideas

This means the key strategic ideas for the Old Showfield are as follows:

- Better footpaths round the site – including a hard-surfaced route all the way round the extents of the site
- An enclosed play area that will make it possible to keep dogs out
- A community orchard and picnic space
- Additional planting, including tree planting; and creating wildflower meadows & margins
- The provision of outdoor fitness opportunities

The Plan – In theory & in practice

It should be noted that the proposed MIP outlines the **overall (strategic) ambitions** for the Old Showfield. This means that the plan will provide the basis and framework for our work here over the next 2 to 5 years, possibly even the next 5 to 10 years. Accordingly, the plan will be used to help construct upcoming budgets and work programmes.

These timeframes also mean that although the plan suggests a number of specific aims within the overall strategy, the detail and delivery of actions may change as the site evolves and develops; and especially as funding is identified and sought.

As parts of the plan come to fruition we will therefore involve the community in further discussions.

Financials

Section 106 (s106) Agreements

We've initially identified the following s106 funds for providing improved (resurfaced) footpaths: £5,791 and £38,607 from the development of the Community Hospital & Medical Practice.

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Earmarked Reserves (EMRs)

Up to £9,000 of the existing FTC 'Play' EMR has been identified for new play surfacing.

Up to £2,500 of the existing 'Trees' EMR has been identified for tree planting, including the orchard.

Up to £15,000 of the existing 'Open Spaces' EMR has been identified for path improvements. This is in addition to the S106 sums above, giving a total of £59,398 for upgraded footpaths. This should allow us to resurface approximately 500m to 600m of footpath.

Up to £3,000 from the same 'Open Spaces' EMR has been identified for outdoor fitness equipment and exercise, to add to the £7,435 ring-fenced s106 money already held by FTC in the '106' EMR.

This gives a total budget of £10,435 for outdoor fitness.

Other

The current revenue budgets will also cover the smaller works in the plan too, including things like adding benches & bins.

Delivery

There is funding identified and in place to cover a significant amount of the MIP.

This means that if the MIP is approved, much of the work can commence in 2016/17:

- Up to 600m of better footpaths, starting with the route across the bottom of the site
- New play surfacing
- A hedge around the play area, backed by temporary fencing
- Tree planting and picnic tables
- A wildflower meadow and margins project with Somerset Wildlife Trust
- The provision of outdoor fitness opportunities

Further ahead

The s106 totalling £233,195 from the Garston Road development has been identified for improving play opportunities in a number of Frome's green spaces. This will be subject to further work, but an initial allocation of £30,000 for the Old Showfield would allow for new play equipment at this site – likely as part of a natural extension to the existing play space.

Recommendations

1. Agree the 'Management & Improvement Plan' as proposed
2. Request that the identified s106 funds amounting to £44,398 are designated and secured for the improvement of the site footpaths
3. Note the other financials
4. Delegate responsibility to the Environment Manager to start delivering the plan
5. Delegate responsibility to the Environment Manager to identify and apply for funding to deliver the elements of then plan without funding at the present time

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8. For decision: Management and improvement plans for other smaller open spaces

Author: Chris Stringer, Environment Manager

Summary

Frome Town Council is now responsible for looking after the following parks and green spaces in Frome:

Chateau-Gontier Walk	Foundry Barton & Henley Way	The Otherside
Mary Baily	Victoria Park	New Road
North Parade	Rodden Meadow	The Dippy
The Old Showfield	Welshmill	Weylands

Looking ahead, we're currently in discussions with MDC over the play and recreation areas at Chapmans Close, Packsaddle & Tower View.

Plans & Strategies

It's important that we have approved 'Management & Improvement Plans' (MIPs) for all of these spaces and these plans should clearly outline and define the aims, objectives and ambitions for these spaces in the future.

In doing so, the plans will shape our work programmes and our seasonal schedules; and inform the Council's decisions, including the annual budget setting process.

Just as importantly, a clear set of plans will enable people to find out what will be happening across Frome's parks and green spaces in the future and thereby provide opportunities for community involvement and engagement.

There is already an approved MIP for The Dippy; and plans for Victoria Park, Mary Baily and the Old Showfield have all been prepared for discussion and approval at Council.

The Roundhouse & The Otherside

Additionally, the proposed MIP for The Roundhouse & The Otherside is at Appendix 4.

Next steps

The intention is that we have 'Management & Improvement Plans' for all of the parks and green spaces the Council looks after.

As such we'll be reviewing the existing strategic plans for Rodden Meadow & Welshmill over the next year and potentially updating them.

We'll also prepare MIPs for the other spaces, including the new play spaces. As appropriate, we'll consider joint plans where spaces are naturally linked. An example of this could be a joint plan for Foundry Barton and Henley Way.

We would invite and welcome community interest and involvement with this process.

All of these plans will then fit together under our town wide Open Spaces Strategy and an upcoming new Play Strategy.

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Delivery - The Dippy

One of the aims in the MIP for The Dippy was improving the site footpaths.

We've initially identified the following s106 fund of £19,005 from the former Cuprinol site for providing resurfaced footpaths here.

This sum will be used to improve approximately 200-250m of footpath (so *either* the stretch of footpath between Culverhill and the central crossroads or Adderwell and the crossroads)

This will be done in 2016/2017.

Recommendations

1. Agree the proposed MIP for The Roundhouse & The Otherside
2. Request that the identified s106 funds amounting to £19,005.79 are designated and secured for the improvement of the main footpath at The Dippy
3. Note the approach to MIPs and strategic documents generally

9. For decision: Proposed use of s106 funding to promote walking and cycling in Frome

Author: Ruth Knagg, Community Projects Officer

Summary

As agreed at the last meeting, the Community Projects Officer is pursuing, with great support from the various local walking groups, the status of 'Walkers are Welcome' for Frome.

Estimated costing has been put together to propose how the Section 106 funds from the Mendip Lodge site could be effectively used in the campaign to market and promote Frome as a destination for both walkers and cyclists.

Background

'Walkers are Welcome' has had a measurable impact on the numbers of people visiting other towns that have adopted this scheme.

Steps that are required for 'Walkers are Welcome' status

1. Demonstration of support by 5% of the population. Forms are circulating. Please sign up if you haven't already or email knaggr@frometowncouncil.gov.uk to pledge your support
2. Formal endorsement by the Town Council; agreed at the February Council meeting
3. Commitment to maintenance of public footpaths; ongoing by FTC & Mendip Ramblers
4. Adequate marketing of 'Walkers are Welcome' status
5. Show how use of public transport will be encouraged
6. Demonstrate future maintenance of 'Walkers are Welcome' status by having a steering committee

Combining with cycle path provision and promotion

We have already agreed that it would be most effective to use the 'Walkers are Welcome' platform alongside the promotion of cycling routes to promote and market Frome as a destination for both walkers and cyclists.

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FTC and Frome’s Missing Link are working on a bid to the Heart of Wessex LAG funding scheme (the deadline for which is on 18 April) to the ‘rural tourism’ strand that promotes both walking and cycling.

The LAG fund is focused mainly on funding items of capital expenditure and the ‘Missing Link’ cycle path will, of course, require mainly that. Promotion of walking and cycling will be partly done via websites and social media that LAG funding will not cover and that is why we are requesting to use part of the Section 106 funds for this purpose.

Many of the promotional opportunities will be largely cost-free via other interested community websites (see February paper for a list of those initially identified). The most costly items of expenditure, other than creating a website in the first place, are those of physical signage and of plugging the key gap in our cycle path network: the ‘Missing Link’ path.

The total estimated cost of the Phase 2 section of the ‘Missing Link’ is £200,000. The local group are well on their way to the £20,000 they pledged to raise from the local community. We are aiming to request £50,000 from the LAG fund and it will make an enormous difference to the chances of that bid if we can demonstrate match funding towards this, hence the figure of £30,000 in the table of costings below.

Promoting Frome as walking and cycling destination		
Walkers are Welcome scheme:	Cost	
Membership cost for the scheme	£55	
Website domain name purchase - cost for 5 years	£10	Suggest fromewalking.org.uk to match cheddarwalking format
Website design	£500	
Logo/sticker design	£150	Could be a College project
Production of stickers & other promo materials	£300	
Mapping of walks - only small quantities printed	£200	Print for specific outlets. Otherwise maintain online
Finger pointer sign for Mendip Way from Boyle Cross	£800	
Explanatory signage for Mendip Way walk	£500	
Small pointer arrows for walls, gateposts etc. (c.50)	£750	
Promotion and PR for ‘Walkers are Welcome’ scheme	£1,000	For targeted paid advertising since most will be cost free
Cycling and cycle path costs:		
Improved cycle route signage to Commerce Park	£500	
Match fund bid to LAG for ‘Missing Link’ path Phase 2	£30,000	

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New bike shelter in Market Yard car park	£750	
Contribution to electric bike hire scheme	£2,500	
Total estimated costs	£38,015	

Recommendation

Request that section 106 funds of c £38,000 from the Mendip Lodge Hotel site be ring-fenced for the above purposes.

10. For decision: Changes to FTC community grants 2016-2019

Authors: Ruth Knagg and Kate Hellard, Community Projects Officers

Summary

The Grants Advisory Group has been discussing how FTC can provide support to community groups in the town. This report brings together in a coherent and transparent way how we could do this. The group proposes to continue awarding direct grants for under £300 and between £300 and £3000, although the way the Grants Advisory Group scores each application has been amended in order to reflect the new corporate strategy (see Appendix 5 on page 20).

The way FTC decides how to award grants over £3000 to organisations including multi-year arrangements has also been considered. It is proposed that, for 2017/18, the Grants Advisory Group makes recommendations to Council over the larger grants and multi-year arrangements in the same way that it currently does for community grants under £3000.

Cllrs should note that these proposals expand the remit of the Grants Advisory Group and they will need to be confident that the membership of the group (decided by Council in May) reflects this broader remit.

Background

For many years FTC has operated a community grants scheme. It has also funded work by external organisations and charities that contribute to the strategic aims of the Council through other budget lines. For example, we have provided funding:

1. To organisations such as Fair Frome and The Frome Festival
2. Services of the Health Connections project, the Citizens Advice Bureau and the Apprenticeships Coordinator.

FTC sometimes provides grant aid to organisations year on year, sometimes with a time limited arrangement, sometimes without. The decisions over how much one organisation is granted and with what conditions are at present *ad hoc* and do not benefit from the same level of interrogation that the smaller grants do.

Support to groups may be in the form of direct grants and or advice. Councillors have already agreed to continue to contract the services of a fundraising professional or agency to offer free advice and support to any Frome community group that requests it. The

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Community Projects Officers will refer organisations to this fundraising and support service, ensuring that we are working towards meeting the strategic aims of FTC whilst also being responsive to emerging needs in the town.

Alongside that, Community Projects Officers also canvass groups to find out what other training might be useful and have planned a series of useful sessions e.g. first aid training, trustees training, etc.

Discussion

For the year ahead, it is proposed that the Grants Advisory Group meets three times; May, September and February. As there is a new FTC Strategy the criteria for applicants to follow has been amended and this is at the end of this report.

The February 2017 meeting will also consider any multi-year or larger grants for payment at the start of the new financial year in April. It is anticipated that staff will need to have quite detailed dialogue with possible recipients to firm up an application and this will need to happen in the Autumn to make sure there is a sufficient budget.

In order to ensure fairness and transparency it is proposed that one off and multi-year funding applications should be evaluated in the same way as grants up to £300 and between £300 and £3000. For all three types of grant an appropriate monitoring mechanism will be developed by the Grants Advisory Group.

Council has already agreed several large awards to organisations for 2016/17 and it is not reasonable to make any changes to these commitments, although all of these organisations will be asked to submit application so that we can ensure compliance.

Recommendations

1. Make three types of grant available, all of which can be used to fund project, capital, and/or core costs, all which are to be considered by the Grants Advisory Group and evaluated in the same way
2. Small grants of up to £300 that will be considered on an ongoing basis by the current Mayor and ratified by Council at its next meeting
3. Large grants, normally capped at £3,000 , will be considered in three funding rounds in the financial year (May, September and February)
4. Grants of above £3000 and multi-year grants to organisations to be considered in February. These grants must demonstrate that they deliver a key element of the Council's strategy (these will require detailed discussions between the relevant member of staff, Cllr and organisation prior to being tabled at the February grants meeting).

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Appendix 5 – Draft Grants Criteria to be issued with application form.

There are three types of grants available:

- 1. Small grants of up to £300 that will be considered on an ongoing basis by the current Mayor and ratified by other Cllrs*
- 2. Large grants, normally capped at £3,000, that will be considered by an advisory group of Cllrs in three funding rounds in the financial year*
- 3. Grants over £3000 or multi-year arrangements to organisations that can demonstrate they provide a key element of the Council's strategy*

All grants can be for project, capital or core costs.

Criteria to qualify for a FTC community grant

Grants awarded by FTC are public money. Local tax payers pay for them and we are accountable to them for all expenditure. Therefore we apply very stringent criteria to each application.

FTC's Strategy recognises the crucial role that volunteers and community groups and other organisations play in Frome and how key they are to a successful community. Where a community organisation provides a key element of the Council's strategy we may wish to provide significant support while working to ensure their long term independent future.

The 2016 – 2020 Strategy has three broad areas, one or more of which your project should address in order to qualify for funding.

- Wellbeing*
- Prosperity*
- Environmental sustainability*

Terms & Conditions

Please ensure that you can answer yes to the following statements before completing your application.

- 1. Grant applications will only be considered where the project or activity directly benefits residents within the parish boundaries of Frome.*
- 2. The organisation has clearly defined aims and objectives*
- 3. The organisation has its own bank account with at least 2 authorised signatories (see exceptions below)*
- 4. Grants cannot cover costs that have already been incurred*
- 5. The organisation must be a non-party political and non-profit making. Individuals will not be funded*
- 6. The applicant must abide by all relevant laws and regulations. Frome Town Council reserves the right to request sight of the organisation's policies*
- 7. If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Frome Town Council into disrepute, action will be taken and the grant terminated*
- 8. Applicants must be prepared to supply all supporting documents as required on the application form with their application*

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How grant applications will be assessed

All applications will be assessed by a panel of Councillors using a scoring system as a guide to decision making.

Strategy area one: Wellbeing

FTC aims to see a flourishing and active community of people and organisations working together. Applicants that can demonstrate good networking & partnerships will therefore score favourably.

FTC wants to make the best use of resources to plug existing and emerging gaps in provision of projects that promote wellbeing. In 2016/17, areas of focus include (but are not restricted to):

- *Mental health*
- *Literacy*
- *Respite care*
- *Projects for young men*

FTC recognises the wellbeing aspect of the use of the town's open spaces. Walking, cycling, and formal sports opportunities are important for both health and social connections.

FTC wishes to encourage participation beyond the 'usual suspects', for example by providing opportunities for young people to be included in the town's decision making.

Strategy area two: Prosperity

FTC will support a thriving business community, connected with each other and with the town, providing employment and prosperity.

FTC will prioritise projects that implement a 'Good Business' strategy, 'Good' being defined as acting in ways that are socially, economically, and environmentally sustainable.

Projects that help to promote Frome as a destination for business or tourism are welcome.

Projects that are educational beyond the school curriculum and foster life-long learning will be encouraged.

Culture and arts have a crucial role in both business and in wellbeing. Applications must demonstrate the benefit of any cultural and arts projects to the wider community of Frome.

Strategy area three: Environmental sustainability

FTC will favour projects that can demonstrate one or more of the following; whether as a central project focus or as part of their organisation's working ethos:

- *Enhance attractiveness, variety and accessibility of green spaces*
- *Increased focus on renewable energy*
- *Capitalise on energy efficiency*
- *Reduce waste*
- *Improve community transport*

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Scoring Mechanism

Marks out of 10 will be given in each of the following criteria:

- 1. Networking/partnering*
- 2. Plugging gaps in provision*
- 3. Walking, cycling, sport provision*
- 4. Widening participation*
- 5. 'Good business' ethics*
- 6. Tourism*
- 7. Culture and arts*
- 8. Green spaces*
- 9. Renewable energy or efficiency*
- 10. Waste reduction*
- 11. Community transport*

The scoring, however, forms the basis for a discussion between a committee of Councillors rather than being followed strictly. If your project has the potential for impact in just one of the Council's strategic areas, this may take precedent over scoring points in every category.

Exceptions

- For new groups that do not yet have bank accounts, small grants may be considered whereby the Town Council can order part or all of the resources for you*
- New groups without bank accounts should provide a simple Business Plan stating aims and objectives together with a financial projection for the forthcoming year*

Payment requirements

- Grants should be spent for the purposes stated on the application only*
- Frome Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given*
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned*

Publicity Requirements

- Please request a copy of the Frome Town Council logo if you wish to add it to any documents and promotional material referring to the project funded*
- For our own publicity material the Council may require photos with agreement from participants and may use the name of the organisation and project*

Organisations receiving grants are required to report on how the funds were spent and its impact. A form can be provided if you do not have a suitable report form of your own. Further grants will not be awarded if reporting is missing.

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11. For decision: Arts, Music and Entertainment panel

Authors: Cllr Al O’Kane and Kate Hellard, Community Projects Officer

Summary

At the last Council meeting it was agreed that we would table a brief for an Arts, Music and Entertainment panel. Cllrs Al O’Kane, Peter Macfadyen, Rich Ackroyd and Nick White met on 8 March and the proposal is to hold four meetings and report back to Council on 21 September with recommendations for next steps. The proposed remit of the panel is:

“To identify ways that FTC could support the development of the arts scene in Frome and promote its local, regional and national profile”.

Background

In 2012 there was some work undertaken by FTC to bring together the venues in Frome with limited success. This, along with other goals, is one of the aspects we propose to revisit through the creation of a new Arts, Music and Entertainment Panel.

Following the successes and lessons learnt from the first tranche of panels we know that they are more successful and manageable if the remit is clear, focused and has the ability to produce a series of discrete tangible projects.

Discussion

Initial thoughts were that the panel would focus on music. However, the discussion on 8 March decided that it would be more appropriate to host four meetings focussing on venues, performers, local organisations/charities and audiences respectively, across all of the arts with the aim of identifying ways that we could support the development of the arts scene and promote its local, regional and national profile.

Each meeting will be clearly promoted, in good time and will be preceded by a survey monkey. It will be sent as widely and as inclusively as possible to the relevant sector, asking what they need, what they would like and how they think we could help as a Town Council. This will help construct the four agendas and make best use of each meeting.

These meeting will be facilitated in order to achieve the result we want and prevent “mission creep.”

The timescale will be:

1. April - Venues meeting – to include, but not exclusively, representatives from Rook Lane, The Merlin Theatre, Memorial theatre, The Cheese and Grain, Cooper Hall, The Hub Nub, The Independent Market, The Wheatsheaves, The Artisan, The Griffin, The Cornerhouse, The Archangel and The Granary.
2. May - Performers meeting – Open to all artists, musicians, bands and entertainment groups, organisations, charities, creative industry professionals and individuals based in the town.

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3. June - Audiences – to hear from residents of Frome and the surrounding towns and villages
4. July – Roundup / feedback meeting.

Depending on the issues and themes emerging it might be advantageous to continue the panel to discuss specific arts; for example, music, visual and media art, dance etc. If this is the case, recommendations will be tabled at the Council meeting on 21 September.

Recommendations

1. Agree the formation of the Arts, Music and Entertainment Panel
2. Approve remit and the timescale outlined above
3. Appoint Al O’Kane as sponsor of the panel with support from Kate Hellard and Mark Brookes.

12. For information: Health and safety update

Nothing to report

13. The next meeting will be at 7pm on Wednesday 27 April at Selwood Academy

14. This item will be held in private as it discusses the financial situation of an organisation in the town. The press and public will be requested to leave the meeting.