

HUNGERFORD TOWN COUNCIL

ACTION PLAN 2018-2020

RECREATION & AMENITIES

PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Allotments Aim - Provision	Obtain signed 5-year lease for Marsh Lane	HIGH	March 2018	Cost minimal if any
	Consider seeking longer term lease at Fairfields	MEDIUM	February 2019	Professional fees budget
Youth & Community Centre Aim – Provision of facilities to run a youth club	Negotiation of continued lease of Y&C Centre building with freeholders Excalibur	HIGH	August 2018 (lease due)	Professional fees budget
	Negotiation of continued lease of tennis court (outside play area) with freeholders WBC	HIGH	June 2020 (lease due)	Professional fees budget
Croft Field Centre Aim – Improve building as a valuable community resource	Building of Garden Room. Contractor instructed.	HIGH	22 nd January 2018 (scheduled start date)	£8k Grant funding secured. Balance Ear-marked.
	Internal restructure to include new wash rooms and new main hall flooring.	HIGH	November 2019 (out of season)	Budget £5500. Need to fundraise. Estimate £30,000 cost.

Car Parks Provision of adequate parking for each building	Croft Field – Repairs/resurfacing to the car park area to be carried out in conjunction with internal restructure project	LOW	November 2019 (out of season) to January 2020	Budget 2019/20 or CIL
	Triangle Field, Swimming Pool House, St Saviours & Skate Park car park – Monitor potholes and carry out repair when required	LOW	On-going	Ear marked reserves
Triangle Field Changing Rooms Aim – Improve building as a valuable community resource	Improvement of standard of cleaning of changing rooms. Regular use of Karcher equipment, painting of walls for easy maintenance in Changing Room 3 & 4 .	MEDIUM	May 2018	Ear marked reserves
Community facilities Aim – Promotion of facilities to encourage and maximize potential use Aim – Improve Health & Safety	Marketing and promotion of Croft Field and Triangle Field facilities. Use of on-line calendar to manage and grow bookings.	MEDIUM	Commence April 2018 and on-going	Advertising budget
	Quarterly checks to be carried out by Town Council for all areas it is responsible for and the following checks: - Fire Risk Assessments, 5 year fixed wiring, PAT test, Fire extinguishers, Emergency lights, legionella, fire alarms, check first aid kits and accident books in place, risk assessments for events	HIGH	On-going	H&S budget
Graveyards & Memorials AIM – Ensure public open spaces are well maintained	Cleaning of Bridge St War memorial for centenary – Quote obtained, and grant application made	LOW	November 2018 (centenary)	Grant from WMTG with 25% from EMR
	Power washing of paving slabs at Bridge St War memorial to rid of moss	LOW	Consider need annually ahead of Nov 11th	Salaries budget

<p>Trees on land leased or owned by Town Council</p> <p>Aim – Ensure public open spaces are well maintained</p>	<p>Construct programme of regular checks and maintenance</p> <p>e.g. checking/trimming/pollarding where necessary of all trees under HTC’s responsibility</p>	MEDIUM	March 2018 (programme to be in place before spring) to commence Oct/Nov 2018	Ear marked reserves
<p>Benches for which Town Council is responsible</p> <p>Aim – Ensure public open spaces are well maintained</p>	<p>Construct programme of regular checks and maintenance of all benches/picnic benches</p> <p>e.g. cleaning/oiling benches and the repair and removal of broken materials</p> <p>List by area, priority and target date for maintenance man</p>	MEDIUM	March 2018 (2 year programme to be in place before spring)	Salaries budget and Seat repair and maintenance budget
<p>Playparks/skate park and recreation ground</p> <p>Aim – Ensure public open spaces are well maintained</p>	<p>Ensure contractors are completing all required tasks to a high standard as identified in quarterly ROSPA reports and inspections by Town Council and our Health & Safety Consultant</p>	HIGH	On-going	Playground repairs budget and Play equipment Ear Marked Reserves
EVENTS				
<p>Beacon Lighting marking 100 years since the end of WW1</p>	<p>Lighting of 1000 beacons will take place in the UK and UK overseas territories at 7pm.</p> <p>HTC has registered for this event which is planned to take place at the Triangle Field</p>		November 11th 2018	Advertising budget

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HIGHWAYS & TRANSPORT

PROJECTS	DESCRIPTION	PRIORITY	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Railway Station Aims - Encourage the use of public transport by improving facilities and increasing passenger comfort Improve the station's appearance and attract visitors Improve health & Safety	Extend the waiting shelter on the up line. Costs obtained, GWR grant applied for.	HIGH	Sept 2018	CCIF bid successful
	Consider Adoption of the Station	LOW	May 2018	
	Form a 'Friends of Hungerford Station group' to obtain passenger feedback	LOW	May 2018	
	Pursue painting and cleaning of station furniture, including painting of footbridge	MEDIUM	May 2018	GWR/NR cost
	Litter levels to be kept to minimum Network Rail offer 5 community days. Request clearance of their land north of the platform	MEDIUM	On-going	
Coaches and buses Aims – Encourage more visitors to the town Encourage the use of public transport by improving facilities and increasing passenger comfort	Secure a central coach drop-off point outside the Corn Exchange. Opportunity has arisen since buses have been rescheduled to drop off and collect passengers in Church St, freeing up space for coaches.	MEDIUM	May 2018	No cost
	Obtain quotes and funding for new bus shelter in Church Street	LOW	Sept 2018	Application for member's bid successful

<p>Street lighting</p> <p>Aim - Improve safety for road users and pedestrians</p> <p>Reduce Town Council's liability and reduce the precept</p>	<p>Aim to replace or upgrade by road or section, lamps owned by HTC to a standard acceptable for WBC to adopt</p>	<p>HIGH</p>	<p>Commencing April 2018 (estimated 10-year project)</p>	<p>CIL</p>
<p>Public Parking</p> <p>Aim – Adequate provision and improvement of options</p>	<p>Pursue 30 min free parking</p>	<p>MEDIUM</p>	<p>2019</p>	
	<p>Take over running of car parks from WBC</p>	<p>LOW</p>	<p>2020</p>	
	<p>Develop a parking strategy for the town to accommodate any changes in available car parking including investigating options to provide additional car parking by adding a deck above existing car parks.</p>	<p>MEDIUM</p>	<p>2019</p>	
<p>Traffic</p> <p>Aim – Reduce congestion in the High Street</p>	<p>Assessment of problems and development of strategy to minimize impact of any increase in through traffic</p>	<p>MEDIUM</p>		
<p>Public toilets</p> <p>Aim – Adequate provision and upkeep of facilities</p>	<p>Obtain security of tenure of Church St Toilets through long term lease. Include within Library transfer. Ensure Public toilets are in good state of repair e.g. replacement of rusty doors required.</p>	<p>HIGH</p>	<p>April 2018 (start of financial year) 99 year lease obtained 15th June 2018</p>	<p>Professional fees budget</p>
	<p>Vandalism concern to be monitored</p>	<p>MEDIUM</p>	<p>On-going</p>	
	<p>Public access to toilet on A4 bath road to be retained.</p>	<p>MEDIUM</p>	<p>On-going</p>	
	<p>Carry out tender process for renewal of toilet cleaning/maintenance contract</p>	<p>HIGH</p>	<p>1st Sept 2020 (contract expires)</p>	

	Annual checks and services in place i.e. disposal of waste, servicing of hand wash units	HIGH	On-going	Church St Toilets budget
CCTV Aim - Improve safety and help reduce crime by increasing conviction rates	Install extra cameras at entrance/exit points to town.	LOW	2018	Apply for the Crime prevention grant
	Retain the 5 existing cameras in good condition and maintain accessibility of footage for the police	MEDIUM	On-going	Support from Police grant
Monitoring of speeding Aim - Improve safety for road users and pedestrians	Request enforcement of speed zones around Hungerford Use of SID	MEDIUM	On-going	No cost
Footpaths and Cycle Routes Aim - Increase the use of "green transport"	Bike storage and cycle routes	LOW	Assess need	
	Improvements to footpaths	LOW	Assess need	
Health & Safety Aim - Improve health and safety for road users and pedestrians, residents and visitors Improve the town's image for visitors	Maintaining and adequate supply of grit bins around Hungerford and checks in place to ensure they are kept filled	MEDIUM	On-going	Salt bins budget
	Adequate supply of dog bins and campaigns to promote use of	MEDIUM	On-going	
	Control the amount of pigeons. Produce a plan for the next 3 years.	MEDIUM	May 2018 (3-year plan)	Pigeon Control budget

ANNUAL EVENTS				
<p>Switching on of Christmas Lights</p> <p>Aim – Bring Christmas spirit and increase visitor numbers</p>	<p>A contractor is appointed by tender process to install the Xmas trees and lights.</p> <p>A celebrity is invited to flick the switch following musical entertainment. Road closure is required.</p>	MEDIUM	<p>Each July (tender process starts)</p> <p>Event takes place end Nov/beginning of Dec</p>	Christmas Lights budget
	<p>Succession planning for the coordinator role for the Christmas lights</p>	HIGH	July (volunteer needed)	
<p>Hungerford in Bloom</p> <p>Aim – Improve street scene and promote community involvement</p>	<p>Competition for residential, business, community and allotment entries with judging in July and presentation held in September</p>	LOW	July (judges required)	Hungerford in Bloom budget
	<p>Continue to maintain floral displays in the High Street</p>	MEDIUM	May/June (display starts)	Hanging baskets budget
<p>Armed Forces Day Parade</p> <p>Aim – Continue our link with 6th Battalion REME</p>	<p>REME event held close to or on Armed Forces Day 24th June</p>	MEDIUM	June (Annually)	No cost
<p>Remembrance Day Parade</p> <p>Aim – Honour those that fought in the war</p>	<p>RBL lead the organisation of a parade and service</p>	HIGH	Nov – Remembrance Sunday	Budget for Order of Service printing
<p>Annual Litter Pick</p> <p>Aim - Improve health & safety and the appearance of the town</p>	<p>Held in April before spring growth</p>	MEDIUM	April (in 2018 set for April 8th)	Advertising budget

ENVIRONMENT & PLANNING

PROJECTs	DESCRIPTION	PRIORITY	COMPLETION TARGET	EMR/Budget or Grant Funded
Neighbourhood plan Aim - Ensure Hungerford continues to be a sustainable community which fulfils the needs and aspirations of all residents through the next 20 years	3-year project considering: -	HIGH	Spring 2021 for referendum	£9k grant Locality £5k NP
	Environment /AONB			
	Housing including affordable/Local development/Employment Protection Zones			
	Infrastructure/leisure			
	Social issues/Community resilience			
EVENTS				
Public Consultations/ Workshops/surveys	As part of the NP process		Spring 2021- completion of NP	As above
S106/CIL expenditure	Allocation of money to projects (particularly from Salisbury Road)	MEDIUM	Money expected in 2019 at commencement of housing build	Allocation and expenditure within 3 years of receipt
Empty premises (also a T&E project)	Establish number of properties in town. Contact property owners to enquire about future plans.	LOW		No budget

TOURISM & ECONOMY

PROJECTS	DESCRIPTION	PRIORITY	COMPLETION TARGET	EMR/Budget or grant funded
Great Western Way	Ensure Hungerford has a full involvement in this project, to promote the work of the GWW and encourage Hungerford businesses to become involved. HTC to work with Town and Manor and the Chamber of Commerce to achieve this	MEDIUM	On-going	Consider if gateway ambassador or designated ambassador, 1 or 3 years – cost varies
New edition of Town Guide & Maps	Compilation of new guide and tourist literature Introduce a Welcome pack for possible investors, visitors, people moved to area	HIGH	New leaflets to be printed every 18 months	T&E budget to cover cost approx. £600 a time
Welcome signage	New signs to the four points of entry to the town, bearing the NWD logo.	HIGH	By April 2019 (end of this financial year)	Apply for Parish Plan Grant
Tourist Info point	To be set up within Hungerford Library once the lease is agreed	LOW	By April 2019 (end of this financial year)	HL&CT to arrange
Reduce number of Empty Shops (Also an E&P Project)	Development of strategy to remove the number of empty shops and consider larger companies to enter town to enhance the local enterprise	LOW		
Promotion of Town Aim – Improve economy by supporting retailers and local businesses	Place to work and visit Work with Chamber of Commerce to enhance support to local businesses Business network creation	MEDIUM	On-going	
EVENTS				
Town Trade Fair Aim – To promote business and training/employment links with the school?	First held in September 2017 at JOG School.	LOW	Held Annually in the autumn	Cost of hire of hall to be covered by budget

FINANCE & GENERAL PURPOSES

PROJECTS	DESCRIPTION & FUNDING		COMPLETION TARGET	EMR/Budget or grant funded
Library transfer to HTC	Agreement of 99-year lease and joint user agreement to ensure continued library service. Survey identified improvement works required to be paid by WBC. License to be issued by HTC to HL&CT for use of building as a community hub.	HIGH	June 2018 Library lease in place 15th June 2018	Budget of £10k allocated to HL&CT Further budget of £10k allocated for Library (HL&CT and HTC)
	Building will have internal improvements in order to function as a Community Hub when handover is complete	HIGH	July 2018	Grant obtained from WBC for £12k
Local Council Award Scheme	Obtain the Foundation Award (by adopting an Action Plan) Obtain the Quality Award (2/3rds of councillors to be elected. Evidence of helping the community plan for its future etc. See criteria.	LOW	April 2019	Training budget available
Furthered use of Cemetery Package software	To plot Town Council assets such as salt bins, benches etc.	LOW	April 2019	Software to be purchased from Computer cost budget
Improvement of communication	Improved use of social media, newsletters, website Introduction of a suggestions scheme Improved transparency - display of reports as an attachment to minutes Use of white board to display plans and info at meetings Upgrade of the Council web pages Councilor surgeries to enhance communication	MEDIUM		

Planned fundraising	Ability to plan further ahead and apply for funds for future projects outlined in Action Plan	MEDIUM		
Localism	Further services to be devolved from WBC??	MEDIUM	Unknown	
Compliance with policy	General Data Protection Regulations – Data protection officer to be appointed and changes to be implemented ahead of change in legislation H&S actions to be met, including producing of Annual Risk Assessments, complying with insurance conditions and auditor requests.	HIGH	25th May 2018	Budget for audit
Formulate Emergency Plan		LOW	April 2020	
Training sessions	Put in place a training policy for councillors and staff Clerk to be trained (12 cpd points annually) Include H&S training every 3 years	MEDIUM	April 2019	Training budget
Promote the setting up of a Volunteers List		LOW		
EVENTS				
Grant presentation	Annual event presenting cheques to local organisations and charities benefitting the residents of Hungerford	LOW	July Annually	
Freedom of the Town Awards	Presentation of awards to worthy recipients following their announcement at the Town Meeting	LOW	April/May Annually	
Town Meeting	Held annually in March open to all, with presentations from all Chairman and from invited guests Finance report to detail Precept and budgets	HIGH	March Annually	

Fly a flag (Commonwealth Day)	Civic event led by the Mayor	LOW	March Annually	
Mayor's Reception	Evening social event	LOW	April Annually	
Town's Carol Service	Hosted by the Mayor	LOW	Held on a Sunday before Christmas	