

Hungerford Town Council (updated Dec 2023) - DRAFT

Action Plan 2023-2026 Recreation & Amenities

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Allotments					
Dec-23	Aim – Provision	Renew 5-year lease for Marsh Lane	HIGH	Lease ended 12/2022	EMR legal costs £3966. Annual rent income £1,000
Apr-24		Consider seeking longer term lease at Fairfields. Rent - Peppercorn	LOW	During 2024	
Oct-23		Hungerford Allotment Holders Association run both allotments and are seeking water provision and repairs at Fairfields. Approach Thames Water.	MEDIUM		Sinking fund £1,400
Youth & Community Centre					
Dec-26	Aim – Provision of facilities to run a youth club	Negotiation of continued lease of Y&C Centre building with freeholders Excalibur	MEDIUM	Lease due 11/08/2027	Professional fees EMR £1,894
Oct-23		Negotiation of continued lease of tennis court (outside play area) with freeholders WBC	MEDIUM	Lease due 13/1/2024	Professional fees annual budget £3000 (to cover all HTC assets)
Croft Field Activity Centre					
	Aim – Improve building as a valuable community resource	Internal restructure to include new washrooms and improve building accessibility, in line with the Equality			
		Phase 1 – Main Hall/toilets and making building accessible		Phase 1 building work completed Aug 2023	
		Phase 2 – North room/gazebo/new kitchen	LOW	Planning permission in place for Phase 2 and 3. Works unlikely to proceed.	Apply for grant applications for further work (phase 2 & 3) if decided to proceed.
		Phase 3 – External cladding	LOW	Works unlikely to proceed	
Car Parks					
	Provision of adequate parking for each building	Triangle Field, Swimming Pool House, St Saviour's & Skate Park car park – Monitor potholes and carry out repair when required	MEDIUM	Monitoring On-going	EMR car parks £1,500
Nov-23	Provision of Electric Vehicle Charging points	Consider suitable locations for charging points	HIGH	WBC appointing a contractor to install rapid electric car chargers	Local authority funds EVCP
Triangle Field Changing Rooms					

	Aim – Improve Health & Safety	Health & Safety checks to be carried out by main user	MEDIUM	Responsibility of leasee. Evidence of checks required by HTC. Quarterley.	HRFC funds costs
Jan-24	Aim – Improve building as a valuable community resource	Annual inspection by HTC	LOW		
		Building (excluding small storage room) leased to main user. HTC hold freehold.	HIGH	Lease due 7/4/2028	HRFC funds costs
Community facilities					
	Aim – Promotion of facilities to encourage and maximize potential use	Marketing and promotion of Croft Field and Triangle Field facilities. Use of on-line calendar to manage and grow bookings.	MEDIUM	On-going	Advertising annual budget £1400
Jan-24	Aim – Improve Health & Safety	Annual checks to be carried out by Town Councillors for all areas it is responsible for to feed into the LCRS document.	LOW	Annually	Councillors/volunteers
Jan-24		Mandatory 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. Refer to H&S schedule.	H&S annual budget and part of annual maintenance salary budget
Graveyards & Memorials					
Oct-23	Aim – Ensure public open spaces are well maintained	Power washing of paving slabs at Bridge St War memorial gardens to rid of moss	LOW	Clean annually ahead of Nov 11th	Provided by local firefighters at no cost.
Apr-26		Project to replace surface at Bridge St War memorial garden. Consider bonded resin	MEDIUM	2026	EMR £1,000
Apr-26		Project to renovate War Memorial Avenue Bulpit Lane	MEDIUM	2026	
Trees on land leased or owned by Town Council					
Jan-24	Aim – Ensure public open spaces are well maintained	Maintain programme of regular checks and maintenance	MEDIUM	On-going - refer to Tree Programme	
Jan-24		e.g. checking/trimming/pollarding where necessary of all trees under HTC's responsibility	MEDIUM	Works currently underway	EMR £3931 less recent works appointed
Benches for which Town Council is responsible					
	Aim – Ensure public open spaces are well maintained	Construct programme of regular checks and maintenance of all benches/picnic benches. List by area, priority and target date for maintenance man.	MEDIUM	Programme on-going.	
		e.g. cleaning/oiling benches and the repair and removal of broken materials	MEDIUM	Repairs as required	EMR £1,110 plus salaries budget - maintenance man labour.
		Refer to Bench policy for any requests for new benches	LOW		Consider plastic recycled benches costing £570 with minimal maintenance.

Playparks/skate park and recreation ground					
Jun-24	Aim – Ensure public open spaces are well maintained	Ensure contractors are completing all required tasks to a high standard as identified in quarterly ROSPA reports and	HIGH	Quarterly ROSPAs due Sept, Dec, March, June.	Budget playground repairs £2,200 Budget playground inspections £800 Play equipment EMR £14,800 Play equipment repairs EMR £295
Jul-24		Inspections by Town Council and our Health & Safety Consultant	HIGH	Annual H&S Risk Assessment in July.	Health & Safety budget £1900 (covers all HTC assets)
		Maintain and promote new skate ramps/parkour and pump track installed Sept 2023	MEDIUM	On-going. Soft opening planned.	Advertising budget £1400 (covers all HTC advertising)
Development of a Leisure Strategy for Hungerford.					
		Build new 3G pitch at John O Gaunt school		Academy leading this project. Completed Oct 2023	Externally funded with HTC contributing £10k CIL
		Promote usage of 3G pitch	MEDIUM		
		Investigate possibilities for a splash park	LOW		

Hungerford Town Council Action Plan 2023-2026 Highways and Transport

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Railway Station					
	Aims -				
	Encourage the use of public transport by improving facilities and increasing passenger comfort	Consider options to increase public parking. Feasibility study required at considerable expense.	MEDIUM		EMR £2,500 for HTC contribution (possibly for CCIF bid)
	Improve the station's appearance and attract visitors	Pursue painting and cleaning of station furniture, including painting of footbridge	MEDIUM	Completed except footbridge	GWR/NR cost
	Improve health & safety	Litter levels to be kept to minimum	MEDIUM	On-going	Voluntary group helping
		Network Rail offer 5 community days. Request clearance of their land north of the platform	MEDIUM		NR cost
		Pursue installation of a public toilet and kiosk	MEDIUM		GWR/NR cost or grant funding
Coaches and buses:					

	Aims:				
	Encourage the use of public transport by improving facilities and increasing passenger comfort	Secure central coach parking.	HIGH		
	Encourage more visitors to the town	Improved bus provision	MEDIUM	Monitor new on demand bus service in place from Nov 2023	Bus route subsidy budget £5500
Street lighting					
	Aim - Improve safety for road users and pedestrians	Ensure lights are kept in good repair. Report any issues to West Berks Council.	MEDIUM		
Mar-24	Reduce Town Council's liability	Aim to replace or upgrade by road or section, lamps owned by HTC to a standard acceptable for WBC to adopt. NOTE: 31 of the 62 lampposts left have been identified by WBC as acceptable for an upgrade to LED. 31 are not suitable and will remain in HTC possession.	HIGH	Project commenced April 2018. Financial year 2023 will see the upgrade of 31 lampposts to LED completed and handed over to WBC. Cost to upgrade, for WBC adoption, is £39,500. Project part complete.	EMR Lamppost replacement and upgrade to LED £12,028.68. £10,500 agreed in this budget year to ensure remainder of works are completed.
Public Parking					
	Aim - Adequate provision and improvement of options	Pursue 30 min free parking	HIGH		
		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.	HIGH	Refer to Town Centre strategy	
Traffic					
	Aim - Reduce congestion in the High Street	Assessment of problems and development of strategy to minimize impact of any increase in through traffic	HIGH	Refer to Town Centre strategy	
Public toilets					
	Aim - Adequate provision and upkeep of facilities	Vandalism concern to be monitored	LOW	CCTV in place	Insured
		Public access to toilet on A4 bath road to be retained.	LOW	On-going	No cost to HTC. Funded by BMW garage.
Jun-26		Carry out tender process for renewal of toilet cleaning/maintenance contract including waste disposal	HIGH	1st Sept 2026 (contract expires)	Public toilet annual budget £13,000
		Annual checks and services in place i.e servicing of hand wash units	MEDIUM	On-going	Included in above budget
CCTV					
	Aim - Improve safety and help reduce crime by increasing conviction rates	Retain the 19 existing cameras in good condition and maintain accessibility of footage for the police. Consider expanding network of cameras.	MEDIUM	On-going	EMR CCTV Repair £2,578 EMR CCTV New £11,500 Annual request to Police for grant approx. £500 usually received.

Monitoring of speeding					
	Aim - Improve safety for road users and pedestrians	Request enforcement of speed zones around Hungerford	MEDIUM	20mph zones being investigated	
		Purchased 3 x speed indicator devices plus one on the Common to use at agreed locations and regularly relocate.	MEDIUM	Cllrs and staff member trained in use of SIDs	EMR £2,497.50 Maintenance budget. Annual Electric budget £65pm approx.
Footpaths and Cycle Routes					
	Aim - Increase the use of "green transport"	Bike storage and cycle routes	MEDIUM	Assess need	
		Improvements to footpaths	LOW	Assess need	Nil
Health & Safety					
	Aims - Improve health and safety for road users and pedestrians, residents and visitors	Maintaining and provide adequate supply of grit bins around Hungerford and checks in place to ensure they are kept filled	MEDIUM	On-going	Annual salt bin budget £1,500
	Improve the town's image for visitors	Adequate supply of dog bins. Ensure regular emptying and encourage proper use.	MEDIUM	New contractor employed Aug 2023 on trial.	Annual dog & litter bin budget £2,000
		Control the amount of pigeons. Prevention of damage to property and risk to health.	HIGH	On-going programme to encourage property owners to install pigeon prevention netting and spikes.	EMR £4,800
ANNUAL EVENTS					
Switching on of Christmas Lights					
Jun-24	Aim – Bring Christmas spirit and increase visitor numbers	A contractor is appointed by tender process to install the Xmas trees and lights.	HIGH	July 2024 (3-year tender process starts)	Christmas Lights budget £40,550
Mar-24		Christmas trees are purchased separately.	MEDIUM	Place order in spring	Budget £7,300
		A celebrity is invited to flick the switch following musical entertainment.	LOW	Event takes place end Nov/beginning of Dec	
Feb-24		Road closure is required	MEDIUM		WBC
Hungerford in Bloom					
May-24	Aim - Improve street scene and promote community involvement	Competition for residential, business, community and allotment entries with judging in July and presentation held in September	LOW	July (judges required)	Annual Hungerford in Bloom budget £700
Jan-24		Continue to maintain floral displays in the High Street	MEDIUM	May/June (display starts)	Annual hanging baskets budget £6,000
Armed Forces Day Parade					
	Aim – Continue our link with 6th Battalion REME	REME event held close to or on Armed Forces Day 24 th June. REME organise.	MEDIUM	June (Annually)	Funded by REME
80th Anniversary of D-Day					

Jan-24	Aim – Honour those that fought in the war	Ensure rolling road closures for Vehicle convoy and Parade. Entertainment/Camping/Commemoration	MEDIUM	Weekend 28th, 29th, 30th June 2024	
Remembrance Day Parade					
	Aim – Honour those that fought in the war	RBL lead the organisation of a parade and service	HIGH	Nov – Remembrance Sunday	RBL
Oct-24		HTC hold responsibility for event management including road closure, risk assessment, traffic management plan, insurance.	HIGH		Included within salary budget
Annual Litter Pick					
	Aim - Improve health & safety and the appearance of the town	Using own equipment with any extra hired FOC from local authority		Usually held in spring or autumn	Volunteers

Hungerford Town Council

Action Plan 2023-2026 Hungerford Neighbourhood Plan

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	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: - a. Environment/AONB b. Housing including affordable/Local development/Employment Protection Zones c. Infrastructure/leisure d. Social Issues/Community Resilience	HIGH	Dec 2024 for referendum NB: Delay of WBC local plan delayed our Neighbourhood Plan (NP) and resulted in a second call for sites being required. The WBC local Plan is now under review. Our NP is almost at Regulation 14 stage	£18k Locality grant is available. 2 applications have been made and received, totalling £15,500. Balance currently unspent of £3515 is allocated for future work.
Climate Emergency Environmental Policy					
HTC Policy elements					
	1. The Council's operational activities	a. Energy – reducing consumption and using lower carbon energy sources for our buildings and facilities. b. Waste – using products and materials efficiently (e.g. paper) and specifying low environmental impact in their sourcing, production, use and disposal. Ensuring all recyclable waste is correctly handled.			

2. The Council's contractors and suppliers	<p>c. Travel – using sustainable transport options or video conferencing for meetings whenever possible</p>			
3. West Berkshire Council's Policies and plans	<p>Supplier environmental credentials – include the requirement for significant suppliers and long-term contractors (contracts of £5,000 or more) to declare their environmental credentials and their commitment to emissions reductions as part of the procurement process. Include this aspect as part of the supplier selection criteria.</p>			
4. Hungerford Parish households, businesses and organisations	<p>a. Buildings – engage to influence and encourage WBC's planning policies and individual planning application decisions to achieve low energy consumption and reduced emissions from new and extended buildings in the parish.</p>			
	<p>b. Travel – formulate and promote improvements to the travel and transport options in and around Hungerford with WBC. Encourage low and zero emissions approaches where possible. Facilitate increased safe active travel (pedestrian and cycle) routes.</p>			
	<p>c. Waste – Work with WBC to ensure appropriate and convenient waste recycling facilities exist in Hungerford for local use.</p>			
	<p>a. Grow awareness – Identify and capitalise on opportunities for promoting environment-friendly actions to reduce greenhouse gas emissions to households, companies and other organisations by collaborating with relevant local, regional and national bodies.</p>			
	<p>b. Encourage action – on the local take up of low carbon and renewable energy technologies in the town</p>			
	<p>c. Local skills – Encourage tradespeople and services business in the local area to become skilled to provide emissions-reducing offerings (such as home insulation, electric vehicle charge point installation, solar panels and low carbon energy heating systems)</p>			
Public Consultations/ Workshops/surveys				
		As part of the NP process	HIGH	2024- completion of NDP
S106/CIL expenditure				

		Allocation of money to projects	MEDIUM		
Empty premises					
	(also a T&E project)	Establish number of properties in town. Contact property owners to enquire about future plans.	LOW	Review this action	

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Action Plan 2023-2026 Tourism & Economy (Budget from F&GP Committee)

PLANNED REVIEW DATE	PROJECTS & AIMS	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. Maintain Designated Ambassador status	MEDIUM	On-going	Included in Annual subscriptions budget £2,400
New edition of Town Guide & Maps					
		Compilation of new guide and tourist literature Welcome pack delivered to new houses built	MEDIUM		Annual Tourism budget £2,000
Tourist Info point					
		Information leaflets available in the foyer of the Hub.	LOW	Any further actions?	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	Review this action	
Promotion of Town					
	Aim – Improve economy by supporting retailers and local businesses	Work with Chamber of Commerce to enhance support to local businesses	MEDIUM	On-going	EMR £3,358
		Progress Town Strategy	MEDIUM	On-going	

		Create a Heritage Trail		Created on-line. Produce maps/plaque	
		Develop Visit Hungerford website	MEDIUM	New website is live. Continue to improve.	
Town Trade Fair					
	Aim – To promote business and training/employment links with the school?	First held in September 2017 at JOG School. Now run by JOG School. HTC to support.	LOW	Held Annually in the autumn	Nil cost

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Action Plan 2023-2026 Finance & General Purposes

	PROJECTS	DESCRIPTION & FUNDING	PRIORITY	COMPLETION TARGET	EMR/Budget or grant funded
Local Council Award Scheme					
2026		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.	MEDIUM	Quality Award achieved 2022. Valid for 4 years.	Annual Staff Training budget available £750
Furthered use of Cemetery Package software					
		To plot Town Council assets such as salt bins, benches etc.	LOW	2024	Software to be purchased from Computer cost budget £1,200
Improvement of communication					
		Improved use of social media, newsletters, website	MEDIUM	On-going	Annual Report and newsletters budget £4,000
		Keep website compliant with accessibility requirements			
		Introduction of a suggestions scheme			
		Improved transparency - display of reports as an attachment to minutes			
		Use of interactive board to display plans/ info at meetings			
		Councillor surgeries to enhance communication			
Planned fundraising					
		Ability to plan further ahead and apply for funds for future projects outlined in Action Plan Use of The Good Exchange local fundraising platform	MEDIUM	On-going	No fee for use of fundraising platform
Localism					

Jan-24		Further services to be devolved from WBC??	MEDIUM	Bins, grass cutting? Wait outcome of consultation in January. Changes effective from April 2024.	Annual contingency budget £7,500
Compliance with policy					
May-24		General Data Protection Regulations – Clerk appointed as Data protection officer.	MEDIUM	On-going	Health & Safety annual budget £1,800
Jan-24		H&S actions to be met, including producing of Annual Risk Assessments.			HR annual budget £1,800
Mar-24		Complying with employment law and insurance conditions.			Annual Insurance budget £5,600
		Meeting legal requirements for audit,			Annual audit budget £1,700
Formulate Emergency Plan					
			MEDIUM	Plan produced. On-going updates.	No cost as in-house
Training sessions					
		Training policy in place for councillors and staff	MEDIUM	Training on-going.	Annual Councillor training budget £500
		Clerk to be trained (12 cpd points annually) to qualify for Local Council Awards	MEDIUM	Training logged	Annual staff training budget £750
Jan-24		Include H&S training every 3 years	MEDIUM	Next session due Feb 2024	Included in above budgets.
Promote the setting up of a Volunteers List					
		Smarten Up Hungerford volunteers are available	LOW		SUH EMR £1,000
ANNUAL EVENTS					
Jan-24	Town Meeting	Held annually in March open to all, with presentations or displays from local groups and HTC Finance report to detail Precept and budgets Question & answer session to be included	HIGH	March Annually	Annual room hire budget £800
Sep-24	Grant presentation	Annual event presenting cheques to local organisations and charities benefitting the residents of Hungerford	LOW	July Annually	Annual civic expenses budget £2,000
Jun-24	Freedom of the Town Awards	Presentation of awards to worthy recipients following their announcement publicly	MEDIUM	Sept event	Included in above budget.
Jan-24	Fly a flag (Commonwealth Day)	Civic event led by the Mayor	LOW	March Annually (if required)	Included in above budget.
Nov-24	Town's Carol Service	Hosted by the Mayor	LOW	Held on a Sunday before Christmas	Included in above budget.
Feb-24	Mayor's Reception	Evening social event	LOW	April Annually	Annual mayoral expenses budget £1,500