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**KIDSGROVE TOWN COUNCIL**

**FIVE YEAR ACTION PLAN**

**Version 1.4 – January 2020**

**Note – References to Kidsgrove refer to all communities within the Town Council boundary unless stated otherwise.
The designated committee must comply with Council policies regarding decisions which must be made at Full Council and make appropriate recommendations. This document does not delegate decision making more refers to the running of projects.**

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| **No** | **Objectives** | **Key Tasks** | **Responsibility** | **Timescales** | **Source of Funding** | **Comments** |
| **A - Office and Administrative Matters** |
| A1 | To build a staffing structure appropriate and adequate to support the Town Council.  | * Caretaker provision in the Victoria Hall.
* Admin/deputy support to the Clerk
 | Staffing Committee | May 2019 to March 2021 | Costs to be allocated and forecast from precept income | Care taker employed from the beginning of August 2019 |
| A2 | To ensure Town Council office space is adequate. | * Storage space - files
* Storage space – hall furniture/equipment
* Office work stations
 | F&GP and Staffing | May 2019 to March 2021 | Funding not allocated at present.  | Discussion ongoing with NULBC. Some office file storage space has been made available. Negotiating regarding office space is ongoing.  |
| A3 | Ensure that the Council operates according to legislation and keeps abreast of new legislation | * Training Policy
* Training for staff
* Training for Councillors
* Training Records
* Foundation Level Quality Council Award
 | F&GP /all councillors and staff | Policies in place by March 2020. 2020 | Not applicable | Training for councillors should be seen as key to Council development. Quality Status will inspire confidence in the Council and its procedures.  |
| A4 | To effectively communicate to the electorate and to ensure openness and transparency. | * Full compliance with the transparency code for larger councils.
* Effective use of website.
* Use of Social Media
* Published newsletter
* Email distribution list
* Press releases
* Noticeboards
* Consultations when appropriate through a variety of media
* Appropriate policies to be in place.
 | F&GP | On-going | Ensure budgetary provision for communication. |  |
| A5 | To ensure the town council’s finances are effectively managed. | RFO to ensure legislative requirements are met. | F&GP | On-going | None required |  |
| A6 | Ensure compliance with the GDPR legislation 2018. | Some criteria already met. Some policies still required.  | F&GP | To be complete March 2020. | None required |  |
| A7 | Appropriate and effective tendering processes in place | * Produce a procurement policy
* Ensure contracts are properly documented.
* Consider SLAs and list of preferred suppliers.
 | F&GP | March 2020 | None required | Ensure all contracts for 2020/21 are approved by or before March 2020. |
| **VH - Victoria Hall – Management and Commercial Aspects** |
| VH1 | Health and Safety Aspects | * Training as appropriate
* React to health and safety surveys and fire risk assessment.
* First Aid training and designated first aider.
 | F&GP | On-going | Ongoing use of a health and safety consultant requires budgeting for.  |  |
| VH2 | Caretaking and security provision | Continue to monitor caretaking needs. | Staffing/ F&GP | On-going | Ensure adequate budgetary provision. |  |
| VH3 | Promotion of the Venue for commercial events to contribute to revenue required for the upkeep. | * Balance community use versus commercial use.
* Update booking costs and booing forms.
 | F&GP | Q1 2020 |  |  |
| VH4 | Community Use – To ensure the building serves the community as a hub. | * Concession policy required.
* Support community group as appropriate.
 | F&GP/Events and Community | Q1 2020Ongoing | Not applicable. |  |
| **E - Environmental Projects including Ranger Activity** |
| E1 | Parks and Green Spaces throughout all three wards – to survey, monitor and strive to improve the town’s green spaces and play areas.  | * Report from each ward.
* To compile a detailed plan.
* Focus on one area
* Possible working party
 | Environment and allotments Committee | Ongoing each year | Possible funding available |  |
| **E2** | Planting and basket schemes throughout all three wards – to improve provision. | * Start immediately costing up planters where required.
* Imaginative schemes:Community OrchardWildflowers/pollinator
* Contact companies for help
* S106 money requests
 | Environment and allotments Committee | Ongoing each year | £1000 budgetedFunding available. |  |
| E3 | Identifying uncared for spots within the area. | * Fanny Pool off Birchenwood
 | Environment and allotments Committee | Ongoing each year |  |  |
| E4 | Footpaths and PROWS – to monitor and ensure maintenance of the town’s PROW network.  | * To identify and log the condition of PROWs within the Parish
* To act where required.
 | Environment and allotments Committee |  | Budget allocated, funding opportunities  |  |
| **AL - Allotments** |
| AL1 | Crown Bank Expansion Project | Create more space to cater for allotment need. | Environment and allotments Committee |  |  |  |
| AL2 | Lamb Street – land ownership to be passed to Town Council |  | Environment and allotments Committee |  |  |  |
| AL3 | Ownership of driveway – Crown Bank |  | Environment and allotments Committee |  |  |  |
| AL4 | Allotment – Water Supply | To provide a water supply at Crown Bank | Environment and allotments Committee |  |  |  |
| **Town Centre improvements (including the villages: Newchapel, Mow Cop, Talke, Butt Lane)** |
| TC1 | Notice boards  | To investigate styles and prices of notice boards.2019-20 – concentrate on mapping what there is and repairing to make good. | Planning, Infrastructure and Highways Committee | 2019-2024 | Money to be budgeted over the next three years. | Rolling program.  |
| TC2 | Mapping and signage | * Work with and support partners especially Go Kidsgrove
* Heritage Signs
* Large Map
 | Planning, Infrastructure and Highways Committee | 2019- 2023 | Look for funding  |  |
| TC3 | Train Station | Need to wait and see what transpires with the regeneration planned.  | Planning, Infrastructure and Highways Committee | 2020-2024 | Funding streams – money passed down from Central Government. |  |
| TC4 | To work with businesses and other Community Groups to foster pride and care.  |  | All committees |  |  |  |
| TC5 | Markets: To work to bring back markets to Kidsgrove centre– both outdoor and using the Victoria Hall. |  | Events and Community Committee |  |  |  |
| TC6 | To promote diversity of businesses and to encourage brand names | Work with partners to encourage diversity.  | Planning, Infrastructure and Highways Committee | 2020-2024 | Funding pots. | Will be part of the Neighbourhood Plan. |
| TC7 | To encourage future proofing of the area | * Car charging points. – Will need to work with NULBC who are looking at this.
 | Planning, Infrastructure and Highways Committee | 2020-2024 | No budget forecast as present |  |
| TC8 | CCTV | * Meet with NULBC and then establish costs.
* Potential to share costs with NULBC
* Establish locations required for cameras
 | Planning, Infrastructure and Highways Committee | 2020-2023 | Budget money over the coming year.  | The cameras will be monitored from the Stoke central system. Potential cost - £5000 per camera.  |
| TC9 | Christmas Lights: To improve the Christmas Lights in Kidsgrove. |  | Events and Community Committee |  |  |  |
| **PN – Planning and Neighbourhood Planning** |
| PN1 | To produce a Neighbourhood Plan for Kidsgrove | Initial steps.* Information events
* Form a steering group
* Consultations
 | Planning, Infrastructure and Highways Committee – via a Neighbourhood Plan Group sub-committee | 2019-2022 | Funding from locality with contributions from the Town Council funds. |  |
| PN2 | To consider planning application in the Town Council’s area and to respond to Newcastle Borough Council. | To respond to Planning Applications in a timely manner. | Planning, Infrastructure and Highways Committee | Ongoing | N/A |  |
| **HI - Highways and Infrastructure** |
| HI1 | Road Safety – Speed Watch – To encourage and support the Speed Watch Initiatives | * Provide boundary signs
* Future support for equipment and training
 | Planning, Infrastructure and Highways Committee | 2019-2024 | Budgetary provision in 2019-2020. |  |
| HI2 | Road safety – SID provision throughout Kidsgrove | * Poles to be placed so SIDS can be rotated.
 | Planning, Infrastructure and Highways Committee | 2020-2024 | Budget for 1 SID a year.  |  |
| HI3 | To help to improve and maintain transport links for Kidsgrove in communication with relevant bodies.  | To encourage better communication between Highways England and Staffordshire County Council | Planning, Infrastructure and Highways Committee | Ongoing | - |  |
| HI4 | To investigate helping maintain school crossing patrols in Kidsgrove | Currently being discussed with SCC – options need ascertaining.  | Planning, Infrastructure and Highways Committee |  |  |  |
| **Tourism** |
| T1 | Canals network – To work with the Canal and River Trust to capitalise on the canal network and the visitors which that brings to the canal. |  | Events and Community |  |  |  |
| T2 | Town Centre Promotion |  | Events and Community |  |  |  |
| T3 | To promote the town’s heritage aspects  |  | Events and Community |  |  |  |
| T4 | To promote, improve and protect the town’s conservation area (working with NULBC)  | This will be progressed through the Neighbourhood Plan.To consider communication with residents.  | Planning, Infrastructure and Highways Committee | Ongoing | No budgetary provision. |  |
| **EC - Events and Community** |
| EC1 | To consult with the community regarding events that would appeal and to help facilitate the organisation. |  | Events and Community |  |  |  |
| EC2 | To administer a community grants scheme to support community projects  | * Grant scheme ongoing
 | F&GP | Ongoing | £10,000 a year |  |
| EC3 | To promote activities aimed at offering career advice and training support to both young people and adults | * Improve links with schools.
 | Events and Community |  |  |  |
| EC4  | Youth support and provision:To work with community groups to help provide, promote and facilitate youth activities.  |  | Events and Community |  |  |  |
| EC5 | Town Council Twinning - To foster the town twinning project to the benefit of both communities.  |  | Events and Community |  |  |  |
| EC6 | Community Events – To continue to provide the Town a diversity of community events. |  | Events and Community |  |  |  |
| **Health and Wellbeing** |
| HW1 | Dementia Project:To progress Kidsgrove as a dementia friendly community. | See action Plan HW1 | F&GP |  |  |  |
| HW2 | Defibrillator Project:To ensure Kidsgrove has adequate public access defibrillator provision. | See action plan HW2 | F&GP |  |  |  |
| HW3 | To consider and plan the long-term provision of leisure facilities for Kidsgrove |  |  |  |  |  |
| HW4  | Youth provision in Kidsgrove | To set up a cross party working party to examine options.  | F&GP | 2020 | Needs not currently determined. Funding may be available.  |  |
| HW5 | Social Isolation assistance |  | F&GP |  |  |  |