

KIDSGROVE TOWN COUNCIL

FIVE YEAR ACTION PLAN

Version 1.5 – January 2021



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.

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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Training Policy Training for staff Training for Councillors Training Records 	F&GP /all councillors and staff	Policies in place by March 2020.	Not applicable	Training for councillors should be seen as key to Council development.

		<ul style="list-style-type: none"> Foundation Level Quality Council Award 		2020		Quality Status will inspire confidence in the Council and its procedures.
A4	To effectively communicate to the electorate and to ensure openness and transparency.	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Balance community use versus commercial use. • Update booking costs and booring forms. • 	F&GP	Q1 2020		
VH4	Community Use – To ensure the building serves the community as a hub.	<ul style="list-style-type: none"> • Concession policy required. • Support community group as appropriate. 	F&GP/Events and Community	Q1 2020 Ongoing	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.	<ul style="list-style-type: none"> • 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. £7500 budgeted in 2021-22.	<ul style="list-style-type: none"> • Talks ongoing with NULBC regarding partnership working at Newchapel Recreation Ground. • Talks ongoing with NULBC regarding creation of a sensory garden behind the pavilion in Clough Hall Park.
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E2	Planting and basket schemes throughout all three wards – to improve provision.	<ul style="list-style-type: none"> • Start immediately costing up planters where required. • Imaginative schemes: Community Orchard Wildflowers/pollinator • Contact companies for help • S106 money requests 	Environment and allotments Committee	Ongoing each year	£6000 budgeted In 2021-22	<ul style="list-style-type: none"> • Railing baskets provided in the Rookery (Newchapel Rd). • Current project – improved planting at the top of
E3	Identifying uncared for spots within the area.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • To identify and log the condition of PROWs within the Parish • To act where required. 	Environment and allotments Committee		Budget allocated, funding opportunities. £500 in the 2021-22 budget.	<ul style="list-style-type: none"> • Working party established to begin to meet now Covid is over.
E5	Bench Provision	To identify spots within the parish that would benefit from bench provision.	Environment and allotments Committee	Ongoing each year	£1800 allocated in 2021-22 budget (3 benches)	<ul style="list-style-type: none"> • Spots identified and permissions and quotes to be put in place.
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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>Initial steps.</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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			