DRAFT Master Action Plan

Notes: The Council's key priorities.
A. The Council's key priorities are colour coded to actions as follows. Note each item is allocated to what is considered the primary applicable objective (may need to consider a better way of doing this)
1. To respond effectively and speedily to the climate emergency.
2. To develop a resilient, sustainable town which will provide a home for residents now and in the future.
3. To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.
4. To work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity.

B. The Council is a body in perpetuity with a life beyond the current administration, beyond which it extends; it is intended that it is updated each year and the period of the plan extended.

			2020-21 BUDGET		2021- 22 BUDGET				2022- 23 BUDGET				2023 - 24 BUDGET				2024 - 25 BUDGET				2025 - 26 BUDGET				
	Status of Committee deliberations and actions required	(Potential) projects for prioritisation and timetabling	Oct to Dec 20	Jan to Mar 21	Apr to June 21	July to Sept 21	Oct to Dec 21	Jan to Mar 22	Apr to Jun 22	July to Sept 22	Oct to Dec 22	Jan to Mar 23	Apr to June 23	July to Sept 23	Oct to Dec 23	Jan to Mar 24	Apr to June 24	July to Sept 24	Oct to Dec 24	Jan to Mar 25	Apr to June 25	July to Sept 25	Oct to Dec 25	Jan to Mar 26	April 2026 onwards
Council	To agree 27/1/21		All Committees to consider their projects and work priorities for consideration for approval 16th December (January for budget). Governance review to commence (see separate section below)	Governance Review adoption Adopt new standing orders Adoption of CIL Policy Jan. Resolve budget March:Parish meeting	New Committee system May: County election			Jan: Resolve budget Parish meeting				Jan : Resolve budget Parish meeting	Local elections			Jan : Resolve budget Parish meeting									
F & GP	Agreed	Add in additional line with estimated uplift to council tax base as a result of new build	Budget Key priorities - major grants review efficiencies Forward planning to all committees IT Support contract to tender	Options appraisal for Information centre location	Review of Local transport support New IT support contract commences		budget				budget				budget										
Amenities & Recreation	18/11/20 Approved TC report	Rewilding and tree planting programme Annual programmes for: cemetery improvements, major arboricultural works (inc date of next major survey), vehicles/equipment replacement dates, street furniture. Potential one-off items: Chilton Close footpath; Market Place bollards	Install noticeboards by 24/12/2020 Assess need for Christmas lights earmarked reserve	Plan for community woodland Review of play areas	Negotiate land for community wood				Commence work on community woodland Commission tree report								Commission tree reports								
Cemetery subject to key decision (Amenities Committee, 26/6/19)	18/11/20 Approved TC report				Land offer from VOWH - Key decision on proceeding	Drainage surveys and discussions regarding transfer date			Undertake drainage works. Employ an surveyor / architect to design buildings and layout of the new cemetery. Apply for planning permission.						Commence building work				Open new cemetery					
Community Services	3/11/2020 Agreed key priorities as highlighted and appointed lead members to consider further	Review events: how do they meet our priorities, if continuing, how should they be resourced/ delivered	1. Begin work on new website 2. Work on youth strategy review with budget bid of £50,000 3. Deliver second tranche of Chromebooks for members	1 Consider bandstand project (Complete new website) Review any adopt flag policy Review of Grants Policy Stands of new website 6 Complete communications review	1 Consideration of environmentally friendly measures to address the climate emergency in relation to Market Place events. 2 Agree draft plans for Platinum Jubilee	1 Completion and implementation of environmentally friendly measures to address the climate emergency in relation to Market Place cafes and commercial markets				Platinum Jubilee														
Guildhall	12/11/2020 Delegate to Chair and Town Clerk - capital projects allocations at Working Group December 2020		Sign off new lease to 28/2/22. Installation of new boilers	Agree new lease and arrangements re the guildhall Decide on longer term priorities for the Guildhall complex Agreement of maintenance and improvement programme	Maintenance and improvement programme year 2	Agreement of any new lease and Guildhall arrangements with Abbey Cinema		End of lease on Abbey Cinema (28.02.22)	Maintenance and improvement programme year 3				Maintenance and improvement programme year 4				Maintenance and improvement programme year 5								
Museum	Chair and Town Clerk have agreed detail NTA for now	Add in the temporary exhibition programme. Development of the virtual offer esp. in relation to display of objects		Options appraisal for basement	Discuss potential for lift to Sessions Hall/ Attic	approach English Heritage			Planning application - Potential grant applications (this will affect timeline)			Procurement subject to grants timetable (if available)	Work on site		Activation submission work. Deadline Jan 2024. New lift complete. Subject to grant/ s									
Planning	Agreed for recommendation to council 16/11/2020		Conservation Area Albert submit to DC			Commence town centre conservation area appraisal	DC to approve Albert Park Conservation Area Appraisal	Submit town centre conservation area appraisal to district council																	
Neighbourhood Development Plan (FGP)	Timeline based on latest advice from Forta Urbanism and VWHDC	Seek clarification of key milestone dates	Ongoing	End of Stage 1; commission consultancy re stage 2 so that starts 1/4/21	Stage 2 of Plan	Draft Neighbourhood Plan complete and first 6 week consultation under reg 14	Work through consultation responses	Submit to DC for examination under reg 15; timetable then outside of everyone's control (inc. DC), for example will depend on availability of examiners etc		Referendum and adoption of Plan (earliest)		Referendum and adoption of Plan (backstop)												
Green Advisory & Scrutiny	Further proposals from "long list" of projects to come back to February 2021 meeting.	Ensure actions and decisions are in line with and partner the Neighbourhood Plan and relevant Local Plan work. Be ready to be a pilot town for innovative green schemes which may emerge, noting that this will require flexibility in relation to this section of the Forward Plan. Council to allocate responsibility re speed awareness and pushing forward on the 20 mph speed zone policy	Cllr Andrew Coveney & Anne Smart to liaise with takeaway establishments regarding climate emergency. Invite experts to discuss	Start process of reducing TC carbon emissions through Scope 1 &2 Energy Audit of Guildhall and Museum. Audit procured and SGS appointed. Process passed to service committees to modify, modernise & apply. Design and produce tote bags. Work with ACC regarding the plastic free town initiative with the objective that shop and market retailers use no plastic or polystyrene. Commence this work with an audit of retailers.Establish mission statement for the committee, in accordance with ATV vision and key objectives and process of communication and informing the other committees.Discuss the merits of the active travel and LCWIP adoption	Agree and implement measures and incentives to achieve the objective that shop and market retailers use no plastic or polystyrene. Commence work on a biodiversity plan for the town council Increase awareness and ability to recycle, in partnership with ACC and VWHDC. Organise an energy renewable workshop (may need to be virtual). Workshop to promote plans which can be locally adopted to support renewable energy (e.g. solar panels, heat pumps).		Promote cycling and walking infrastructure. Adoption of biodiversity plan	Promote small financial awards programme for environmental initiatives especially in relation to schools		Environmental Awareness Day													
Communications Review (CS)	Previously agreed		second tranch of tablets Complete review																						
Personnel	Previously agreed; PS-C to agree further programme		Implementation inc recruitment of committee clerk and property officer and their commencement in post during December	Consider role of project officer																					
Governance/ Democratic Structures Review (CS)	Previously agreed		Commission review of governance/ democratic structures. Member questionnaire to be sent.	Undertake review ready for implementation May 2021																					