

HUNGERFORD TOWN COUNCIL (UPDATED APRIL 2023)

ACTION PLAN 2020-2024

RECREATION & AMENITIES

PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Allotments Aim - Provision	Renew 5-year lease for Marsh Lane	HIGH	Ahead of 12/2022	Annual rent budget £1400 EMR legal costs £2966
	Consider seeking longer term lease at Fairfields Rent - Peppercorn	MEDIUM	During 2023	Peppercorn rent
	Hungerford Allotment Holders Association run both allotments and are seeking water provision and repairs at Fairfields.	MEDIUM		Sinking fund £1,400
Youth & Community Centre 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 £5,000
	Negotiation of continued lease of tennis court (outside play area) with freeholders WBC	LOW	Lease due 13/1/2024	Professional fees annual budget £3000
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 Act 2010, whilst considering suitability for long term hirers Phase 1 – Main Hall/toilets and making building accessible (estimated £50K cost for phase 1)	HIGH	2023 Building work underway Obtained planning permission Funds in place for Phase 1	TOTAL £92,255.24 Including £21,680.24 S106 +£33,200.00 CIL

	Phase 2 – North room/gazebo/new kitchen Phase 3 – External cladding			Apply for grant applications for further work (phase 2 & 3)
Car Parks Provision of adequate parking for each building Provision of Electric Vehicle Charging points	Triangle Field, Swimming Pool House, St Saviour's & Skate Park car park – Monitor potholes and carry out repair when required Consider suitable locations for charging points	MEDIUM	Monitoring On-going	EMR car parks £1,500 Local authority funds EVCP
Triangle Field Changing Rooms Aim – Improve building as a valuable community resource	Health & Safety checks to be carried out by main user	MEDIUM	Evidence required annually	HRFC funds costs
	Building (excluding small storage room) leased to main user	LOW	Lease due 7/4/2028	HFRC funds costs
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	On-going	Advertising annual budget £1400
	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	Included in annual maintenance salary budget
	Facilities to be Covid Secure From 19th July 2021 restrictions no longer mandatory but caution advised	MEDIUM	Any necessary restrictions/requirements on hiring in place/signage etc. Supply of hand gel	H&S annual budget £1800

Graveyards & Memorials AIM – Ensure public open spaces are well maintained	Power washing of paving slabs at Bridge St War memorial gardens to rid of moss	LOW	Consider need annually ahead of Nov 11th Last carried out Nov 2021	Provided by local firefighters at no cost.
	Project to replace surface at Bridge St War memorial garden. Consider bonded resin	MEDIUM	2022	EMR £1,000
	Project to renovate gardens at Bridge St War Memorial & Bulpit Lane Tragedy gardens		Completed 2021	Match funded by Member's Bid
Trees on land leased or owned by Town Council Aim – Ensure public open spaces are well maintained	Construct programme of regular checks and maintenance e.g. checking/trimming/pollarding where necessary of all trees under HTC's responsibility	MEDIUM	Programme on-going	EMR £8701.27 (of which £7280 already committed for works scheduled this year 2022)
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 e.g. cleaning/oiling benches and the repair and removal of broken materials List by area, priority and target date for maintenance man Refer to Bench policy for any requests for new benches	MEDIUM	Programme on-going	Salaries budget as repairs carried out by maintenance man. Seat repair and maintenance budget to be set in November 2020. EMR £230
Playparks/skate park and recreation ground 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 inspections by Town Council and our Health & Safety Consultant	HIGH	On-going	Annual playground repairs budget £2,000 Play equipment EMR £10,000
	Investigate replacement of skate ramps	HIGH	Contractor appointed to build new skate park 2023	EMR £37,958.56 CIL £95,000.00
Development of a Leisure Strategy for Hungerford.	Investigate possibilities for: <ul style="list-style-type: none"> • a 3G pitch at JOG site 	HIGH	Academy leading this project to be completed 2023	Externally funded HTC CIL contribution TBC
	<ul style="list-style-type: none"> • a pump track at the Skate Park 		Included in skate park design for 2023 build.	CIL £13,120

HUNGERFORD TOWN COUNCIL

ACTION PLAN 2020-2024

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	Pursue painting and cleaning of station furniture, including painting of footbridge	MEDIUM	Completed except footbridge	GWR/NR cost
	Consider options to increase public parking Feasibility study required. GWR investigating	MEDIUM	On-going	EMR £2,500 for HTC contribution
	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	Voluntary group helping
	Pursue installation of a public toilet and kiosk	MEDIUM		GWR/NR cost or grant funding
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	Action to be reviewed	

<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>NOTE: 31 of the 62 lampposts left have been identified by WBC as acceptable for an upgrade to LED.</p> <p>Cost to upgrade, for WBC adoption, is £39,500. (Agreed April 2022 to proceed subject to budget)</p> <p>This leaves 31 that WBC will not upgrade or adopt.</p>	<p>HIGH</p>	<p>Commencing April 2018</p> <p>Financial year 2023 will see the upgrade of 31 lampposts to LED completed and handed over to WBC.</p> <p>31 lampposts left in HTC possession.</p>	<p>EMR Lamppost replacement and upgrade to LED £40,022.79</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>Action to be reviewed</p>	
	<p>Investigate taking over running of car parks from WBC</p>	<p>MEDIUM</p>	<p>Action to be reviewed</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>Action to be reviewed</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>Action to be reviewed</p>	
<p>Public toilets</p> <p>Aim – Adequate provision and upkeep of facilities</p>	<p>Vandalism concern to be monitored</p>	<p>MEDIUM</p>	<p>CCTV in place</p>	<p>Insured</p>
	<p>Public access to toilet on A4 bath road to be retained.</p>	<p>MEDIUM</p>	<p>On-going</p>	<p>No cost to HTC. Funded by BMW garage.</p>
	<p>Carry out tender process for renewal of toilet cleaning/maintenance contract</p>	<p>LOW</p>	<p>1st Sept 2023 (contract expires)</p>	<p>Public toilet annual budget £13,000</p>
	<p>Annual checks and services in place i.e. disposal of waste, servicing of hand wash units</p>	<p>MEDIUM</p>	<p>On-going</p>	<p>Included in above budget.</p>

<p>CCTV</p> <p>Aim - Improve safety and help reduce crime by increasing conviction rates</p>	<p>Retain the 19 existing cameras in good condition and maintain accessibility of footage for the police</p>	<p>MEDIUM</p>	<p>On-going</p>	<p>Support from Police grant approx. £500</p> <p>CCTV Annual budget £2,500</p> <p>Annual Electric budget £450</p>
<p>Monitoring of speeding</p> <p>Aim - Improve safety for road users and pedestrians</p>	<p>Request enforcement of speed zones around Hungerford</p> <p>Purchased 3 x speed indicator devices plus one on the Common to use at agreed locations and regularly relocate.</p>	<p>MEDIUM</p>	<p>On-going</p> <p>Cllrs trained in use of SID</p>	<p>EMR £815</p>
<p>Footpaths and Cycle Routes</p> <p>Aim - Increase the use of “green transport”</p>	<p>Bike storage and cycle routes</p>	<p>MEDIUM</p>	<p>Assess need</p>	<p>EMR £3,000 routes/racks</p>
	<p>Improvements to footpaths</p>	<p>LOW</p>	<p>Assess need</p>	<p>Nil</p>
<p>Health & Safety</p> <p>Aim - Improve health and safety for road users and pedestrians, residents and visitors</p> <p>Improve the town’s image for visitors</p>	<p>Maintaining and provide adequate supply of grit bins around Hungerford and checks in place to ensure they are kept filled</p>	<p>MEDIUM</p>	<p>On-going</p>	<p>Annual salt bin budget £1,500</p>
	<p>Adequate supply of dog bins and campaigns to promote use of</p>	<p>MEDIUM</p>	<p>On-going</p>	<p>Annual dog & litter bin budget £2,000</p>
	<p>Control the amount of pigeons. Prevention of damage to property and risk to health.</p> <p>Cull took place July 2021</p>	<p>HIGH</p>	<p>On-going programme to encourage property owners to install pigeon prevention netting and spikes.</p>	<p>EMR £4,800</p>

ANNUAL EVENTS				
Switching on of Christmas Lights Aim – Bring Christmas spirit and increase visitor numbers	A contractor is appointed by tender process to install the Xmas trees and lights. Christmas trees are purchased separately. A celebrity is invited to flick the switch following musical entertainment. Road closure is required.	HIGH	July 2024 (3-year tender process starts) Event takes place end Nov/beginning of Dec	Christmas Lights budget £40,550 (current contract in place until 2023)
Hungerford in Bloom 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
	Continue to maintain floral displays in the High Street	MEDIUM	May/June (display starts)	Annual hanging baskets budget £5,500
Armed Forces Day Parade Aim – Continue our link with 6 th Battalion REME	REME event held close to or on Armed Forces Day 24 th June. REME organise.	MEDIUM	June (Annually)	Funded by REME
	REME wish to hold a large Family Day celebration	LOW	Date yet to be set	Fundraising from MOD and via TGE
Remembrance Day Parade Aim – Honour those that fought in the war	RBL lead the organisation of a parade and service HTC hold responsibility for event management.	HIGH	Nov – Remembrance Sunday	Included within salary budget
Annual Litter Pick Aim - Improve health & safety and the appearance of the town	Held in April before spring growth Using own equipment with any extra hired FOC from local authority	MEDIUM	April or in the Autumn	No cost

PROJECTs	DESCRIPTION	PRIORITY	COMPLETION TARGET	EMR/Budget or Grant Funded				
<p>Neighbourhood plan</p> <p>Aim - Ensure Hungerford continues to be a sustainable community which fulfils the needs and aspirations of all residents through the next 20 years</p>	<p>3-year project considering: -</p> <table border="1" data-bbox="527 337 1136 808"> <tr> <td data-bbox="527 337 1136 440">Environment /AONB</td> </tr> <tr> <td data-bbox="527 443 1136 574">Housing including affordable/Local development/Employment Protection Zones</td> </tr> <tr> <td data-bbox="527 578 1136 680">Infrastructure/leisure</td> </tr> <tr> <td data-bbox="527 683 1136 808">Social issues/Community resilience</td> </tr> </table>	Environment /AONB	Housing including affordable/Local development/Employment Protection Zones	Infrastructure/leisure	Social issues/Community resilience	<p>HIGH</p>	<p>Dec 2023 for referendum NB: Delay of WBC local plan has delayed H2036 NDP WBC local plan going to planning inspectorate March 2023</p>	<p>£9k grant Locality (spent) Budget £6,908 EMR £7,046</p>
Environment /AONB								
Housing including affordable/Local development/Employment Protection Zones								
Infrastructure/leisure								
Social issues/Community resilience								
<p>Climate Emergency Environmental Policy</p> <p>HTC Policy elements</p> <p>1. The Council’s operational activities</p>	<p>a. Energy – reducing consumption and using lower carbon energy sources for our buildings and facilities.</p> <p>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.</p> <p>c. Travel – using sustainable transport options or video conferencing for meetings whenever possible</p>							

<p>2. The Council’s contractors and suppliers</p>	<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>			
<p>3. West Berkshire Council’s Policies and plans</p>	<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>4. Hungerford Parish households, businesses and organisations</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>			
EVENTS				
Public Consultations/ Workshops/surveys	As part of the NP process	HIGH	2024- completion of NDP	As above
S106/CIL expenditure	Allocation of money to projects (particularly from Salisbury Road)	MEDIUM	Four x £59,173.96 (CIL) received April 2022 for commencement of housing build Salisbury Road	Allocation and expenditure within 3 years of receipt All allocated
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	No budget

TOURISM & ECONOMY (BUDGET FROM F&GP COMMITTEE)

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	Included in Annual subscriptions budget £2,400

	Maintain Designated Ambassador status			
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	To be set up within Hungerford Library once the lease is agreed	LOW	Review this action	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	Place to work and visit Work with Chamber of Commerce to enhance support to local businesses Business network creation Create a Heritage Trail Develop Visit Hungerford website	MEDIUM	On-going	EMR £3,358
EVENTS				
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

FINANCE & GENERAL PURPOSES

PROJECTS	DESCRIPTION & FUNDING		COMPLETION TARGET	EMR/Budget or grant funded
Local Council Award Scheme	Obtain the Foundation Award (by adopting an Action Plan)	MEDIUM	Quality Award achieved 2022. Valid for 4 years.	Annual Staff Training budget available £750

	Obtain the Quality Award (2/3rds of councillors to be elected. Evidence of helping the community plan for its future etc. See criteria.			
Furthered use of Cemetery Package software	To plot Town Council assets such as salt bins, benches etc.	LOW	2023	Software to be purchased from Computer cost budget £1,200
Improvement of communication	Improved use of social media, newsletters, website 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	MEDIUM	On-going	Annual newsletter budget £4,000
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	Further services to be devolved from WBC??	MEDIUM	Unknown	Annual contingency budget £7,500
Compliance with policy	General Data Protection Regulations – Clerk appointed as Data protection officer. H&S actions to be met, including producing of Annual Risk Assessments. Complying with employment law and insurance conditions. Meeting legal requirements for audit,	MEDIUM	On-going	Health & Safety annual budget £1,800 HR annual budget £1,800 Annual Insurance budget £5,600 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		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
	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
EVENTS				
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
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
Freedom of the Town Awards	Presentation of awards to worthy recipients following their announcement publicly	MEDIUM	Sept event	Included in above budget.
Fly a flag (Commonwealth Day)	Civic event led by the Mayor	LOW	March Annually (if required)	Included in above budget.
Town's Carol Service	Hosted by the Mayor	LOW	Held on a Sunday before Christmas	Included in above budget.
Mayor's Reception	Evening social event	LOW	April Annually	Annual mayoral expenses budget £1,500