

HUNGERFORD TOWN COUNCIL UPDATED 21/7/2021

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 | Cost minimal if any |
| | Consider seeking longer term lease at Fairfields | MEDIUM | During 2022 | Professional fees budget £1500 |
| 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 | Agreed renewal in 2020 Wait documents | Professional fees budget |
| | Negotiation of continued lease of tennis court (outside play area) with freeholders WBC | LOW | Lease due 13/1/2024 | Professional fees budget £2000 |
| 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) Phase 2 – North room/gazebo/new kitchen Phase 3 – External cladding | HIGH | (out of season) 2022 Plans drawn up Obtained planning permission Funds in place for Phase 1 Invite tenders | £21,680.24 S106 + <u>£33,200.00</u> CIL £54,880.24 TOTAL Apply for grant applications for further work |

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|--|---|----------------------|--|-----------------------------------|
| <p>Car Parks</p> <p>Provision of adequate parking for each building</p> <p>Provision of Electric Vehicle Charging points</p> | <p>Triangle Field, Swimming Pool House, St Saviour's & Skate Park car park – Monitor potholes and carry out repair when required</p> <p>Consider suitable locations for charging points</p> | <p>MEDIUM</p> | <p>Monitoring On-going</p> | <p>Ear marked reserves</p> |
| <p>Triangle Field Changing Rooms</p> <p>Aim – Improve building as a valuable community resource</p> | <p>Health & Safety checks to be carried out by main user</p> | <p>MEDIUM</p> | <p>Evidence required</p> | |
| | <p>Building (excluding small storage room) leased to main user</p> | <p>LOW</p> | <p>Lease due 7/4/2028</p> | <p>Professional fees</p> |
| <p>Community facilities</p> <p>Aim – Promotion of facilities to encourage and maximize potential use</p> <p>Aim – Improve Health & Safety</p> | <p>Marketing and promotion of Croft Field and Triangle Field facilities. Use of on-line calendar to manage and grow bookings.</p> | <p>MEDIUM</p> | <p>On-going</p> | <p>Advertising budget</p> |
| | <p>Quarterly checks to be carried out by Town Council for all areas it is responsible for and the following checks: -</p> <p>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</p> | <p>HIGH</p> | <p>On-going</p> | <p>H&S budget</p> |
| | <p>Facilities to be Covid Secure</p> <p>From 19th July 2021 restrictions no longer mandatory but caution advised</p> | <p>MEDIUM</p> | <p>Extra cleaning products being used on facilities.</p> <p>Necessary restrictions/requirements on hiring in place/signage etc.</p> <p>Supply of hand gel</p> | |

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|---|--|---------------|--|---|
| 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 | Salaries budget |
| | Project to replace surface at Bridge St War memorial garden. Consider bonded resin | MEDIUM | 2022 | Bewley interested in funding |
| | 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 | Ear marked reserves |
| 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 and Seat repair and maintenance budget |
| 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 | Playground repairs budget and Play equipment Ear Marked Reserves |
| | Investigate replacement of skate ramps | HIGH | Tenders invited 2022 | 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 | 2022 | External funding/FF CIL £60,000 |
| | <ul style="list-style-type: none"> • a pump track at the Skate Park | | | 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 | MEDIUM | On-going | CIL |
| | 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 | | Grant funded |
| 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 | No cost |

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| <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>(Estimated 10-year project)</p> | <p>£30,134</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>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>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>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>Insurance</p> |
| | <p>Public access to toilet on A4 bath road to be retained.</p> | <p>MEDIUM</p> | <p>On-going</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>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>Church St Toilets budget</p> |

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| 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 | MEDIUM | On-going | Support from Police grant |
| Monitoring of speeding Aim - Improve safety for road users and pedestrians | Request enforcement of speed zones around Hungerford Use of SID. Purchase of SIDS | MEDIUM | On-going Cllrs trained in use of SID | Budget 2022/23 £6000 EMR £1500 |
| 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 | |
| Health & Safety Aim - Improve health and safety for road users and pedestrians, residents and visitors Improve the town’s image for visitors | Maintaining and provide adequate supply of grit bins around Hungerford and checks in place to ensure they are kept filled | MEDIUM | On-going | Salt bins budget |
| | Adequate supply of dog bins and campaigns to promote use of | MEDIUM | On-going | |
| | Control the amount of pigeons. Produce a plan for the next 3 years. | HIGH | May 2019 (3-year plan) Pigeon prevention netting and spikes being installed 2020/21 Culling instructed July 2021 | EMR £6k |

| ANNUAL EVENTS | | | | |
|---|---|---------------|---|--|
| <p>Switching on of Christmas Lights</p> <p>Aim – Bring Christmas spirit and increase visitor numbers</p> | <p>A contractor is appointed by tender process to install the Xmas trees and lights.</p> <p>A celebrity is invited to flick the switch following musical entertainment. Road closure is required.</p> | HIGH | <p>July 2024 (3-year tender process starts)</p> <p>Event takes place end Nov/beginning of Dec</p> | <p>Christmas Lights budget (current contract in place until 2023)</p> |
| <p>Hungerford in Bloom</p> <p>Aim – Improve street scene and promote community involvement</p> | <p>Competition for residential, business, community and allotment entries with judging in July and presentation held in September</p> | LOW | July (judges required) | Hungerford in Bloom budget |
| | <p>Continue to maintain floral displays in the High Street</p> | MEDIUM | May/June (display starts) | Hanging baskets budget |
| <p>Armed Forces Day Parade</p> <p>Aim – Continue our link with 6th Battalion REME</p> | <p>REME event held close to or on Armed Forces Day 24th June</p> | MEDIUM | June (Annually) | No cost |
| | <p>REME wish to hold a large Family Day celebration</p> | LOW | Date yet to be set | Fundraising from MOD and via TGE |
| <p>Remembrance Day Parade</p> <p>Aim – Honour those that fought in the war</p> | <p>RBL lead the organisation of a parade and service</p> | HIGH | Nov – Remembrance Sunday | Budget for Order of Service printing |
| <p>Annual Litter Pick</p> <p>Aim - Improve health & safety and the appearance of the town</p> | <p>Held in April before spring growth</p> | MEDIUM | April or in the Autumn | Advertising budget |

ENVIRONMENT & PLANNING

| PROJECTs | DESCRIPTION | PRIORITY | 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: - | HIGH | Spring 2022 for referendum – NB: Delay of WBC local plan will delay H2036 NP | £9k grant Locality (spent) £5k NP |
| | Environment /AONB | | | |
| | Housing including affordable/Local development/Employment Protection Zones | | | |
| | Infrastructure/leisure | | | |
| | Social issues/Community resilience | | | |
| EVENTS | | | | |
| Public Consultations/ Workshops/surveys | As part of the NP process | HIGH | Spring 2022- completion of NP | 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 | | No budget |

TOURISM & ECONOMY

| 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. Maintain Designated Ambassador status | MEDIUM | On-going | |
| New edition of Town Guide & Maps | Compilation of new guide and tourist literature Introduce a Welcome pack for possible investors, visitors, people moved to area | MEDIUM | | Tourism budget |
| 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 | | |
| 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 | MEDIUM | On-going | WBC Heritage strategy action plan may lead to fundraising/budget |
| 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 | |

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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) Obtain the Quality Award (2/3rds of councillors to be elected. Evidence of helping the community plan for its future etc. See criteria. | HIGH | In progress. Target 2022 | Training budget available |
| 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 |
| 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 white board to display plans and info at meetings Councilor surgeries to enhance communication | MEDIUM | On-going | |
| Planned fundraising | Ability to plan further ahead and apply for funds for future projects outlined in Action Plan | MEDIUM | | |
| Localism | Further services to be devolved from WBC?? | MEDIUM | Unknown | |
| Compliance with policy | General Data Protection Regulations – Data protection officer appointed and changes to be implemented ahead of change in legislation | MEDIUM | On-going | Budget for audit |

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| | H&S actions to be met, including producing of Annual Risk Assessments, complying with insurance conditions and auditor requests. | | | |
| Formulate Emergency Plan | | MEDIUM | Plan produced. On-going updates. | |
| Training sessions | Put in place a training policy for councillors and staff | | Policy in place. Training on-going. | Training budget |
| | Clerk to be trained (12 cpd points annually) to qualify for Local Council Awards | MEDIUM | | |
| | Include H&S training every 3 years | MEDIUM | Next session due Feb 2024 | |
| Promote the setting up of a Volunteers List | | LOW | | |
| EVENTS | | | | |
| Grant presentation | Annual event presenting cheques to local organisations and charities benefitting the residents of Hungerford | LOW | July Annually | |
| Freedom of the Town Awards | Presentation of awards to worthy recipients following their announcement publicly | MEDIUM | Sept event | |
| 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 | HIGH | March Annually | |
| Fly a flag (Commonwealth Day) | Civic event led by the Mayor | LOW | March Annually (if required) | |
| Mayor's Reception | Evening social event | LOW | April Annually | |
| Town's Carol Service | Hosted by the Mayor | LOW | Held on a Sunday before Christmas | |