

HONITON TOWN COUNCIL ACTION PLAN

March 2016

| Aim | Description | Action | Timeframe & Measurement | Budget Requirement |
|--------------------------|---|---|--|--|
| To Upgrade Town CCTV | To raise funds and appoint contractor to install new IP link system to ensure a full CCTV system is in operation | Funds in precept 2014/15 and 2015/16, grant from LAG and EDDC Housing Association | Installation of new improved CCTV System - completed | Budget in 2014/15 and 15/16 included £2,000 and precepted each year and donations obtained from LAG to complete work |
| Dementia Friendly Status | To champion in conjunction with Honiton Dementia Action Alliance and Memory Café, information and facilities to retail businesses in the Town so there is a greater understanding and awareness of the needs of people suffering from the various stages of Dementia. | Allocate Town Council representatives and for a steering group. Obtain Status no later than November 2015. Training workshop early 2016 for Town Councillors and Chamber Of Commerce. | Dementia Friendly Status Awarded. Training Completed February 2016. | No cost to Town Council Cost for room hire from Town Council room hire budget |
| Council Surgeries | To hold regular Council surgeries on a market day during the summer months to enable local community to meet their councillor and to identify initial needs in the form of a wishing tree for Honiton | Organise surgery dates and cover. Collate and analyse wishes and identify the needs for Honiton. | 6 surgery session completed. Wishes obtained and information collated as part of the first stage of consulting with the public. | No cost to Town Council |
| Council Administration | Ensure Office deals with public enquiries, agendas, minutes, reports, newsletters, Annual newsletters, IT and Office equipment and website | Provide customer service, complete preparation and publication. Review website to meet with current standards | On-going To complete by the end of March. | Administration costs budget in normal manner and included in precept |
| Neighbourhood Plan | Designate area, move process along so that plan can be prepared. Need to ensure maximum public involvement throughout the process | Contact EDDC to designate area Set up steering group and start process | Area designated Steering group partially set up – require more community involvement. Press releases issued. | An initial £5,000 was included in precept in 2014/15. EDDC provided non-returnable £2,000 |

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| | | Consult and keep public informed | Frequent press releases - ongoing Produce questionnaire and distribute – April/May 2016 Follow process for developing NP – ongoing | grant for designating the area. Further grant of up to £8,000 available – to be applied as needed |
| Civic and Heritage Events | Enhance the civic ceremonial part of the council. Assist in the Hot Pennies and Charter day events | Mayor to attend other civic events and arrange Charity ball to raise awareness of local needs. Work closely with Hot Pennies and Charter Day committees | Deliver Charity Ball Hot Pennies – Tues 26 th July Charter Day – Sat 23 rd July | No cost to Town Council £100 included in budget £500 included in budget |
| Honiton Street Market | To set market objectives in order to re-fresh the market and encourage more footfall | Expand market to include late night and themed markets | Complete by Christmas 2016 | £1,000 included in budget for overheads |
| Honiton Tourist Information | To re-launch a tourist information centre model in light with 21 st century capabilities | To review the requirements and re-model using new skill sets | New model in place in 2016 | £10,000 included in budget to be used as on contingency basis |
| Community Engagement Forum | To create a more open and approachable Town Council by having a forum where there is efficient and effective two-way flow of communication on significant issues affecting the development of Honiton between the Town Council and the main community organisations | Set up forum and agree terms of reference and meeting frequency. Liaise with NP steering group to encourage more public participation | Forum to be set up and hold its first meeting before the Policy meeting in May. Ongoing liaison with NP Steering group. | No cost to Town Council £1,000 for Town Marketing included in budget |

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| Play Park Upgrade | To identify play park facilities to be upgraded using s106 funding and consulting with local school children to identify their needs and allow them to vote for winning designs | To consult with children on what they would like to see To determine Play parks to be upgraded To approach schools to determine preferred designs and TC to ratify outcome | Completed Completed To ratify designs and submit minutes to EDDC to release s106 funding | Up to £50,000 available from s106 funds |
| Emergency & Flood Plan | To complete the Emergency Plan by adding an appendix relating to a Flood plan as it was the most likely risk for Honiton To identify equipment and resources needed to implement plan and apply for any funding | To update plan and ratify by Town Council To make funding applications for emergency and flood risks | Completed December 2015 To be completed March 2016 | £200 included in current budget, £200 earmarked and £200 in 2016 budget. Grants up to £2,000 available |
| Review of Play pitch facilities for Honiton | To identify potential sites within Honiton for play pitches To identify projects suitable for s106/CIL funding To consider how such sites are to be implemented | Work with EDDC to develop this | To produce technical report with EDDC identifying sites that may be suitable – Summer 2016 Implementing and funding will be ongoing | No cost to Town Council |
| Quality Award under Local Council Award Scheme | Council should aim to achieve Quality Award status with a view to moving toward Gold within a year of achieving Quality status. | Ensure all requirements in place for Quality Level and make application through DALC | To achieve Quality Status before end of 2016 | £100 from Subscriptions included in budget 2016/17 |
| Christmas Lights for Honiton | To continue the appeal launched to provide Christmas Lights and purchase additional lights to provide lights for High Street, New Street and Dowell Street corner. | To apply for Parishes Together funding with Exmouth TC and ensure sufficient funds available in budget to maintain each year | Precept demand based on budget approved in January. PT Application submitted in February – waiting decision. | £6,000 budget available in 2016/17 PT application for £9,105.80 submitted |

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| Electronic Banking | Set up online banking based on existing mandate arrangement to minimise bank charges | Complete online registration | Use of online banking and BACS payments by April 2016 | To avoid bank charges at no cost to Town Council |
| Protect Council Funds | FSCS now valid for Town Councils so protection needed where possible for funds exceeding £75,000 | Separate out reserves | New account to be in place for start of new financial year | No cost to Town Council |
| Town Floral | To ensure floral display found in main points of entry to Town and the High Street | To set up working group to arrange with contractor to carry out work in agreed budget | To start in Spring for summer displays | £6,000 included in 2016/17 Budget |
| Grants | Grants to be provided to local organisations to support them in their projects | Grant applications available and publicised Finance Committee to review based on agreed criteria Town Council to approve recommendations and payments to be made by Town Clerk | January 2016 with a deadline of 31 st March 2016. April 2016 May 2016 | £8.575 included in budget of which £5,000 for general grants, £1,500 to CAB, £1,000 to youth group, £75 to United Charities, £1,000 to Honiton Together |
| Community Complex (HCC) | To provide support to ensure sustainability | Set up a Beehive Overview sub-committee to work closely with HCC | Sub-committee set up in May 2015, meet quarterly | Achieved and on-going |
| Maintaining Open Spaces and footpaths | To ensure footpaths (including those under P3) scheme, seats and Roundball Wood are maintained for the benefit and enjoyment of the local community | Carry out regular footpath inspections, identify and carry out work Work with Roundball Wood wardens and provide support | On-going On-going | £1,000 in budget for 2016/17 with additional funds earmarked £1,000 in budget for 2016/17 |