

HONITON TOWN COUNCIL ACTION PLAN

August 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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		<p>Consult and keep public informed</p> <p><i>Consultation on draft questionnaire at Honiton show</i></p> <p><i>Development of final questionnaire in Sept/Oct</i></p>	<p>Frequent press releases - ongoing</p> <p>Produce questionnaire and distribute – April/May 2016</p> <p>Follow process for developing NP – ongoing</p>	<p>grant for designating the area.</p> <p>Further grant of up to £8,000 available – to be applied as needed</p>
Civic and Heritage Events	<p>Enhance the civic ceremonial part of the council.</p> <p>Assist in the Hot Pennies and Charter day events</p>	<p>Mayor to attend other civic events and arrange Charity ball to raise awareness of local needs.</p> <p><i>Mayor was able to provide approx. £3,000 to Honiton Hospital Relatives room and has raised £450 towards portrait refurbishment</i></p> <p>Work closely with Hot Pennies and Charter Day committees</p> <p><i>Record turnout</i></p>	<p>Deliver Charity Ball</p> <p>Hot Pennies – Tues 26th July</p> <p>Charter Day – Sat 23rd July</p> <p>Update details on website</p>	<p>No cost to Town Council</p> <p>£100 included in budget</p> <p>£500 included in budget</p> <p>No cost to Council</p>
Honiton Street Market	<p>To set market objectives in order to re-fresh the market and encourage more footfall</p>	<p>Expand market to include late night and themed markets</p>	<p>Complete by Christmas 2016</p>	<p>£1,000 included in budget for overheads</p>
Honiton Tourist Information	<p>To re-launch a tourist information centre model in light with 21st century capabilities</p>	<p>To review the requirements and re-model using new skill sets</p>	<p>New model in place in 2016</p>	<p>£10,000 included in budget to be used as on contingency basis</p>

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		Consider working with other East Devon Town to deliver tourism service and improve economy	Consider Parishes Together funding application to help deliver model	Possible £9,000 available through Parishes Together
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 Liaise with Honiton Together	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
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 <i>Refurbished playparks delivered</i>	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 <i>Obtained Grant of £2,000</i>	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

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	To carry out preliminary trial of plan with EA assistance	Schedule an Exercise Update Plan following exercise	Exercise to take place in August Arrange meeting to update plan to be approved by the Town Council by November 2016	
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 Respond to consultation and request involvement	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 Work remaining – website improvements	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 <i>Funds obtained</i> <i>Work with Committee to purchase/insure/store lights</i>	Precept demand based on budget approved in January. PT Application submitted in February – waiting decision. <i>Purchase Lights and arrange for setting up in November 2016</i>	£6,000 budget available in 2016/17 PT application for £9,105.80 submitted <i>£9,105.80 to be claimed through invoices from EDDC</i>

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Electronic Banking	Set up online banking based on existing mandate arrangement to minimise bank charges	<p><i>Completed online registration</i></p> <p><i>On-line banking up and running</i></p> <p><i>Review ways of minimising bank charges</i></p>	<p>Use of online banking and BACS payments by April 2016</p> <p><i>Review banking arrangements</i></p>	<p>To avoid Excessive bank charges Set up at no cost to Town Council</p> <p><i>Ensure budget includes bank charges</i></p>
Protect Council Funds	FSCS now valid for Town Councils so protection needed where possible for funds exceeding £75,000	<p>Separate out reserves</p> <p><i>Nationwide Bank account set up</i></p>	New account to be in place for start of new financial year	No cost to Town Council
Town Floral	<p>To ensure floral display found in main points of entry to Town and the High Street</p> <p>Maintain for future years</p>	<p>To set up working group to arrange with contractor to carry out work in agreed budget</p> <p><i>Prepare for future years</i></p>	<p>To start in Spring for summer displays</p> <p><i>Displays now in full bloom and press release issued</i></p> <p><i>Review budget needed and provide Finance Committee with details</i></p>	<p>£6,000 included in 2016/17 Budget</p> <p><i>Amount to be reviewed and agreed for future years</i></p>
Grants	Grants to be provided to local organisations to support them in their projects	<p>Grant applications available and publicised</p> <p>Finance Committee to review based on agreed criteria</p> <p>Town Council to approve recommendations and payments to be made by Town Clerk</p>	<p>January 2016 with a deadline of 31st March 2016.</p> <p>April 2016</p> <p>May 2016</p>	<p>£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</p>

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Community Complex (HCC)	To provide support to ensure sustainability	Set up a Beehive Overview sub-committee to work closely with HCC <i>Annual report to the Town Council</i>	Sub-committee set up in May 2015, meet quarterly <i>Arrange for item on the agenda in July</i>	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
Allotments	Continue with search for land Consider other options such as shared garden schemes	Review land availability Remain in contact with allotment association Ensure list of interested allotment holders is up to date	<i>If possible, ensure allotments are available for the next growing season (Early 2017)</i>	<i>Earmarked funds will be needed to set up allotments and contracts</i>
<i>Footpaths</i>	<i>To review footpaths once proposals for A30/Eastern Bypass road improvements were agreed</i>	<i>Determine re-assignment of footpaths</i>	<i>Dependant on if and when A30/Eastern Bypass road improvements were agreed</i>	<i>To commence adding funds within budget to ensure when needed there are sufficient funds available.</i>