

Background

Preparation of a Work Programme was initiated by Motion 3 June 2021 (Focus on Governance Structures), to be led by establishing a Review Working Group (17 June 2021 Full Council) and Terms of Reference approved by Full Council 9 August 2021. A draft Work Programme (August 2021) was first presented to Full Council 11 October 2021. Since then each Committee and all Councillors have been asked to provide their contributions to the draft Work Programme, which were considered by F&P Committee 29 November 2021; contributions are included in the initial list below. F&P Committee considered the draft Work Programme again at its meeting 20th December 2021 and agreed to Recommend a final version to Full Council for its approval.

The following is a simple prioritised list of items suggested for the Work Programme from F&P Committee. It is opportune to approve the Work Programme as the timing dovetails with setting the budget and Precept 22/23 and which is intended to provide the resources to facilitate and implement the Work Programme; the Work Programme and budget 22/23 are intended to work in tandem.

Since February 2022, the financial sustainability of the Beehive, and more specifically Honiton Community Complex to lease the Council's asset as a community venue, required an update of the Work Programme.

Some of the list below represents statutory obligations or duties of a local council (eg democratic services, finances and governance) and as an employer; it is suggested that those are prioritized.

Included is a list of circa 70no. projects which the Council has powers (choices) but not duties to implement and can act as influencer of others' services /initiatives.

Report

Committee is asked to NOTE the Work Programme and its prioritisation as updated.

P – Priority (statutory requirement)

S – short term, less than 12 months;

M – medium term, more than 12 months; and

L – longer term.

List of work activities (May 2022):

P – Priority (statutory requirement)

1. Committee democratic services:
 - a. Full Council and other Committees: F&P, Strategy, G&OS, HR, TMC
 - b. Planning Committee and consultations (currently Delegated)

- c. Working Groups: Review, Christmas Lights, Honiton Primary School Letters, Climate Change, Allotments, Street Art, Queen's Platinum Jubilee, Market, Council Surgeries, Community Strategy, Beehive Strategy and Footpaths WGs.
2. Employment:
 - a. Recruitment
 - b. Induction
 - c. Employment law cases (at ET x3) – part concluded
 - d. Subject Access Requests
 - e. Salary/payroll
 3. Governance:
 - a. Co-option (ongoing occasional)
 - b. Review of SO (done 31 August 2021)
 - c. Insurance (particularly Events and employment law – LTA with Zurich July renewal date)
 - d. Website development (new website commissioned 2021)
 - e. Representation and Special Responsibilities (done annually)
 - f. Fol and GDPR responses and compliance
 - g. H&S compliance
 - h. Member services
 - i. Policies review / revision (several renewed 2021 and 2022)
 4. Financial:
 - a. External Audit 2019/20 – done
 - b. External Audit 2020/21 - done
 - c. AGAR 2020/21 - complete
 - d. Annual Budget – budget 2022/23 done
 - e. Grants 2021/22 – done
 - f. Routine monthly internal control: eg invoices/receipts; schedule of payments; authorisation; banking (Unity Trust); inputting (Rialtas); reconciliation; reporting
 - g. S106 and CIL payments and receipts
 5. The Beehive

To provide for the short term financial sustainability of HCC to operate the Beehive as a community venue. To prepare a strategy for the long term use of the Beehive.
 6. Allotments (Battishorne Way):

This is short term and will become business as usual now that the project to construct the new allotments as reached substantial completion with most Plots let and the allotments being used. Outstanding matters include obtaining Planning Permission for sheds and S106 funding from EDDC. The project is now moving into a business as usual service. A Working Group continues.

 - a. Substantial completion of construction (done)
 - b. Application for S106 funding from EDDC (part received)
 - c. Allocation of plots and start-up (done – but some Plots still to allocate)

- d. Licences (issued)
 - e. Collection of fees and banking (now ongoing)
 - f. Opening ceremony June 2022
7. Footpaths and signage, P3:
This is medium term priority to be done as staffing resources are available. The Council has an Agreement with DCC to maintain several footpaths (P3) which requires the Council to fulfil functions including annual inspection, maintenance and signage and is reimbursed circa £1,000 pa (note, capital funding has not been secured from DCC). A Working Group has been established.
- a. Establishing Land ownership/responsibility
 - b. Application for P3 funding from DCC
 - c. Annual inspection
 - d. Signage
 - e. Road near Stout Farm
 - f. Wadmore Lane
 - g. Footpath 27 – Whitmore Way
8. Market:
This is a short term priority and ongoing. Operation and management of the Street Market is an ongoing service. A Working Group has been established.
- a. Market Superintendent (appointed)
 - b. Regularisation of insurance, permissions
 - c. Introduction of charges on trial/reconciliation and banking
 - d. Market & High Street Development
9. Events:
Although not prioritised the Events are annual and requires community and Officer time to implement.
- a. Charter Day (2021 complete)
 - b. Gate to Plate (2021 complete)
 - c. Honiton Show (2021 complete)
 - d. Hot Pennies (2021 complete)
 - e. Christmas lights and trees (2021 complete)/ Town Christmas Lights – Working Group established
 - f. Hanging baskets (2021 complete)

Projects:

S – short term, less than 12 months;

1. Preparation of Community Strategy
The Community Strategy and Council Plan was discussed at Strategy Committee December 2021; a Working Group has been established.
2. Councillor IT strategy
The Council's ICT provider (Core Office IT) has quoted for an improved contract offer, which was approved by Full Council March 2022.
3. Data security/ access/ GDPR

- The Council's Policy and Privacy Notice have been prepared and approved May 2022 including obtaining advise from the Council's data security adviser (Hope & May)
4. Corporate Risk Assessment
A Corporate Risk Assessment was approved by Full Council December 2021 and March 2022.
 5. Welcome Back Fund projects
Council has identified projects early 2021 – implementation is being planned with EDDC and Town Signboard installed.
 6. Roundball Wood: Grounds Maintenance
Council has appointed a Contractor and schedule of works is approved.
 7. Recording/broadcasting of meetings
Council has decided to implement. Site visits with specialists were arranged and a preferred supplier approved; testing with users is being arranged for July 2022. The Council livestreams its meetings on Zoom and records meetings.
 8. Poverty Steering Group / Winter Welfare
A meeting of the Poverty Steering Group was convened November 2021 and volunteer action is proposed during winter 2021/22. Council has approved use of the Hub to provide advise to alleviate Fuel Poverty. A YES1 Event was led by the Town Council.
 9. Revision/updating of the Emergency Plan
The revision was approved by Council January 2022.
 10. Recruitment and staffing levels (Market Assistant, resilience)
This proposal has been built into the draft revenue budget 22/23 following HR Committee November 2021. A temporary Market Assistant has been appointed (to be confirmed by Council June 2022).
 11. Councillor surgeries
These Surgeries have begun including with a schedule of attendance by Councillors and a Working Group established.
 12. Grant finding
 13. Queen's Jubilee celebrations
A Working Group has been established and several events are arranged.
 14. Town information Notice Boards, Replace/upgrade/Review
 15. Awards: eg Local Council Award Scheme
 16. Ramp access Lace Car Park to High Street

M – medium term, more than 12 months;

1. Twinning
2. Neighbourhood Planning
3. High Street/Pottery Close
4. Beehive hearing loop to JLA
A preferred supplier has been selected and tests are being arranged.
5. Youth projects
6. Riverside Walk (inc landownership – three additional sections)
7. Town Centre Water Channels – site visit to be planned for July 2022
8. TIC and signage/ Virtual TIC (including joint Sidmouth TC bid to EDDC IRF)

9. Communications /Social media/ Social media administrator for Council Policies have been revised and approved by Finance & Policy Committee February 2022.
10. War memorial, missing names
11. Boundary CGC
HTC comments have been provided to EDDC.
12. Climate change
A Working Group has been established reporting to Strategy Committee.
13. Inputting into EDDC/DCC consultations (cultural strategy, leisure strategy, playing pitch strategy etc)
14. New youth sports facilities on Tower Road
15. Neighbourhood wardens/policing connections
16. Fairtrade Town
17. Storage Containers and area tidy up
18. Welcome to Honiton Boundary signs replace/repair

L – longer term:

1. Community Asset Transfers (eg cattle market)
2. Town Park
3. Wild Honiton
EDDC has presented this project to HTC early 2021, since when EDDC has made no progress.
4. Public Rights of Way Claims (Definitive Map)
Various applications have been submitted to PINS.
5. VR mailbox
Early 2021 the Council decided to take no further action.
6. Bus shelters
Council has considered.
7. Street art
8. Public conveniences
HTC comments have been provided to EDDC. Transfer from EDDC to HTC of King's Street pc by April 2023.
9. Changes to beehive car park lay out
10. Electric car charging Points – agreed with Trip
11. Sliver street cattle Market ownership
Ownership has been established. Planning Application at Appeal with PINS (to be reconsidered by PINS).
12. Town Maintenance
13. Town Furniture
14. Phone Box
Considered by Council.
15. CCTV Independent Power supply (quote obtained), extra cameras town and Allhallows

HTC to influence decisions of others:

1. Public highway signage - Highways (DCC)

2. Community Asset Register - EDDC
3. Street lighting - Highways (DCC)
4. Bus stops - Highways (DCC)
5. Bus services/ Better town bus system - Highways (DCC)
6. 20mph zones in residential areas - Highways (DCC)
7. 20 Mile Speed limit from copper castle through high street - Highways (DCC)
8. Regeneration of New Street/High Street corner - Highways (DCC)
9. High Street Regeneration/ High street regeneration (pedestrianisation?) - Highways (DCC)
10. Zebra crossing at new street - Highways (DCC)
11. Enforcement of weight restriction through high street - Police
12. Increase traffic light change over time at Dowell street, make a little longer - Highways (DCC)
13. Clapper lane safety by reducing vehicle access - Highways (DCC)
14. Relocation of High Street taxi rank
15. Provision of disabled access rank at Manor House between Lace Walk car park and High Street

Completed projects:

1. Sand & Sandbags
2. Primary School letters (ongoing, letters sent and Working Group established)
3. Councillors Name Badges
4. Car Park review
5. Town Christmas lights 2021

Name: Stephen Hill

Post: Town Clerk

Month year: 24 May 2022