

ACTION PLAN 2019-2020

Ref.	Objectives and Actions	Comments and Progress (date)	Resource requirements	Est. Delivery	Measure of Success	Responsibility	RAG Risk Assessment
	<u>Training and Development</u>						
AP1	Training opportunities created for Councillors and staff and monitor this annually. Training needs should be relevant to both Council's and Councillor's aspirations. Councillors supported to continually develop appropriate knowledge, skills and confidence over their term of office, giving public assurance.	PDPs for staff in place. Councillor training programme spanning a 4 year term of office to be developed.	Appropriate training budget for staff and councillors	Jun-19	PDPs for all Councillors and Staff in place	Personnel Committee	
AP2	Create a range of Member-focused development events, workshops and networking opportunities for Council Members and staff relevant to the work of the Council	Suggestions to be sought from current Members and explored with Members elected in May 2019.	Meeting facilities, cost of training/workshop materials and refreshments	May-20	Feedback from Members elected in May 2019	Officers and Members	
	<u>Community Engagement</u>						
AP3	Invite outside agencies to present on key matters of interest at Council meetings and Member briefings.	Natural England Coast Path. Others TBC.	None.	May-20	Feedback from Members and presenters.	Clerk and Mayor	
AP4	Full review of Terms of Reference (by May 2019) and thereafter develop a public-friendly, plain English, constitution to encompassing Council's policies and regulations (by May 2020).	Terms of Reference review due at March F&GP meeting	None.	May 2019 and May 2020	Terms of Reference updated. Constitution approved by Council.	F&GP Committee / Council	
AP5	Support strategic objectives of Felixstowe Forward such as the development of Timebanking, Visit Felixstowe CIC and a Business Improvement District .	See F.Fwd progress report.	Unknown at this time.	Ongoing	Evaluated by Council in conjunction with F.Fwd Change Director Magazine delivered. Cost of production supported by advertising/sponsorship in order that funding required is in line with previous newsletter costs.	C&C Committee / Council	
AP6	Publish a new quarterly community magazine for distribution to all Felixstowe households from the Summer of 2019.	Quotes received and budget approved (Jan 2019) Working Group set up by C&C (Feb 2019)	Budget for print and distribution. Content. Sponsorship/Advertising	Summer 2019		C&C Committee	
	<u>Assets and Services</u>						
AP7	Increase the use of Felixstowe Town Council assets in order to maximise income and minimise increases to Council Tax.	Fees and Charges reviewed (Sep 2018).	Staff time	Ongoing	Budget review/setting.	A&S Committee	
AP8	Review operational costs to ensure best value for local residents.	Insurance costs reduced (Jan 2019). Printer contract reduced (Oct 2018).	Staff time	Ongoing	Budget review/setting.	A&S Committee	
AP9	Support community-focused events at Council buildings in conjunction with other local organisations.	Local Plan briefings at Town Hall. SNT meetings previously held at Town Hall. Timebanking Coordinator hosted meetings at Town Hall.	Cost of supporting meetings, opportunity cost of lost hall hire.	Ongoing	Council buildings	A&S Committee	

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AP10	Analyse local demand for allotment plots and respond to the level of need. Review holdings and future use of allotment sites.	Allotment availability reviewed quarterly. Availability of allotments regularly promoted via newsletter and website.	Costs associated with land surveys and purchase. Staff time.	Feb-20	Reduced vacancies, action taken on uncultivated plots, report to A&S on land holding.	A&S Committee	
AP11	Review the District Council's Community Asset Register to ensure all Assets of Community Value are listed.	Playing field at Langley Avenue listed by FTC in 2014 renew prior to expiration in in Sept 2019).	Support from EDC with listings	Nov-19	Successful listing on Community Asset Register.	A&S Committee	
<u>Felixstowe in Flower</u>							
AP12	Promote the value of Felixstowe in Flower as an important element of the town's civic pride and maintain its sustainability by working towards cost-neutrality by maximising opportunities for local sponsorship.	Annual launch event established in town centre. Sponsorship at highest level in 2018	Staff time	Mar-20	Increased level of sponsorship.	C&C Committee	
AP13	Reinvest any surplus funds from Felixstowe in Flower back in to the scheme to further enhance its impact.	Updated tubs and planters purchase. Increased number of floral displays,	None.	May-20	Higher quality displays, upgraded equipment and additional number of locations.	C&C Committee	
<u>Community Policing and Safety</u>							
AP14	Improve the quality of CCTV provision both in terms of up-time and image quality.	Cameras being replaced in turn. Meetings held with contractor to improve system.	Members and officers attending meetings with contractor to regularly review provision and agree actions. Sufficient budget for maintenance contract.	Jan-20	A trend of fewer system dropouts, improvements to equipment and quality of images. Police reporting successful use of recordings.	C&C Committee	
AP15	Address community policing needs – hold the PCC to account, ensure regular attendance at SNT/ASB meetings.	SLA with Suffolk Constabulary for PCSO agreed Oct 2018	Member attendance at SNT. Ensuring adequate budget provision for PCSO	ongoing	Data to show SNT priorities are being addressed effectively.	C&C Committee / SNT Representatives / Council	
AP16	Monitor and evaluate effectiveness of locally-funded PSCO	PCSO commenced duties in Dec 2018	Monthly reports considered by Council. SNT reps to guide priorities.	Ongoing to December 2021	Data to evidence that Council-approved priorities addressed effectively	Council	

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	<u>Planning & Environment</u>						
AP17	Identify local infrastructure projects and create a CIL priorities strategy for the use of receipts from the Community Infrastructure Levy (CIL). Identify what the Town Council will achieve directly and which strategic projects it will be seeking to be supported via District Council CIL funding.	Use of portion of CIL funds as part of Felixstowe Play Area Review (March 2019)	FTC / SCDC CIL	ongoing but before 5-year deadline of CIL funds being received	Projects identified have been completed, are underway or otherwise programmed.	Council/Committees	
AP18	Promote the need for Shared Space treatment to be completed along Hamilton Road between Orwell Road and Bent Hill and seek support from Suffolk County Council / Suffolk Coastal District Council to establish a positive course of action.	Identified as a priority in SCDC draft Local Plan (Feb 2019) Shared Space being attended by Highways (March 2019)	SCC/SCDC funding, CIL	ongoing	Commitment to Shared Space completion established.	P&E Committee	
AP19	Promote community understanding of Shared Space, including parking and signage.	Engagement with retailers though emerging BID process.	Council endorsement of BID. Member engagement with SCDC/SCC	ongoing	Improved signage and increased activities to make the most of the space	P&E Committee / C&C Committee / Council	
	<u>Play Equipment and Parks</u>						
AP20	Consider opportunities for improvements to existing play and leisure facilities throughout the town and investigate additional opportunities for the development of new creative play projects, in consultation with the local community. Consider opportunities for asset-transfer from the District Council as a way to deliver capital improvements.	Joint project with SCDC to upgrade three play areas in progress (March 2019)	SCDC / FTC funding, CIL, S106	June 2019 and beyond.	Play areas improved. Further play projects completed or underway. Improved programme of maintenance.	C&C Committee / Council	
AP21	Work with local groups to help improve community areas, replicating the success of the Friends of the Seafront Gardens.	TBC	Staff time, Member engagement	TBC	Friends groups established.	C&C Committee / Council	