

## APPENDIX B – ACTION PLAN

This Action Plan summarises the projects and proposals that Felixstowe Town Council, sometimes in partnership with others, will develop and/or deliver during its 4 year term. The document will be subject to alteration and amendment and will inform the budget setting process.

Review and Evaluation: The Action Plan will be regularly reviewed and formally reviewed annually. It is a 'live' document and the Council can add to it and amend as necessary. Progress on projects will be reviewed by the Finance and General Purposes Committees and reported to Full Council.

### MAJOR PROJECTS AND POSSIBLE NEW INITIATIVES 2016 - 2020

Category:

Project A defined structure exists with a clear understanding of tasks, costs, timescales and risks

Proposal An idea that is yet to be structured, that requires study and debate; it will require evidence of both community and Town Council support; justification and planning. It is likely that a working party will take the idea forward

Ongoing task Essential work that has to be done but, due to unknown content, cannot be structured as a project

Easy task Highly desirable with low resource requirements

Timescale:

High Already started; to be delivered during 2018/19

Medium To be delivered during 2019/20 (or spanning over more than 1 year)

Low To be delivered during a period of more than two years

Note This list does not include work that carries on year-on-year, for example Remembrance events, Civic Service and other Civic events, Christmas events, and the day to day running of services of the Town Council, Cemetery, allotments and buildings. .

REF	OBJECTIVE	LEAD/ PARTNERS	ACTIVITY	CATEGORY/ TIMESCALE	BUDGET REQUIRED	COMMENTS / DATE COMPLETED
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**Full Council**

FC1 (p.12)	Support Outside Bodies	FTC	<ul style="list-style-type: none"> <li>In order to facilitate coordinated effort, working groups are set up with other statutory and voluntary bodies, businesses, residents and other stakeholders as appropriate.</li> </ul>	Ongoing		<p>Representatives re-appointed to outside bodies (May 2018). Representatives of each outside body encouraged to report to Council at least once during Member's 4 year term. Felixstowe Forward provides an update on the Town Improvement Plan and activities at each Council meeting. Members and officers represent Council on other partnership bodies such as Landguard, Felixstowe Forward, SNT and CCTV.</p>
FC2 (p.25)	To be well-informed about the needs and opinions of the town's residents and businesses by consulting them on major issues.	FTC	<ul style="list-style-type: none"> <li>Invite representatives of outside agencies to address the Council on key matters of interest at Town Council meetings.</li> <li>Provide consultations for major issues.</li> </ul>	Ongoing		<p>Community stakeholders invited to address Council throughout the year included: Felixstowe Beach Huts and Chalets Association, Suffolk Coastal District Council and Suffolk Constabulary. Consultations promoted to the community included: Local Plan Review Issues &amp; Options Consultation (September 2017) Suffolk's Energy Gateway (Suffolk County Council Consultation (September 2017) PSPOs Dog Control consultation (Sept 2017) Leisure Provision consultation (April 2018)</p>

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FC3 (p.25)	Ensure that the council is run in a legal and business-like manner.	FTC	<ul style="list-style-type: none"> <li>Carry out annual policy and governance reviews, with any recommendations for changes to be agreed at the next Annual Town Meeting, or Council meeting.</li> </ul>	Ongoing  Short Term		<p>Council Policies are reviewed throughout the year.</p> <p>Constitution being drafted which will include all policies and associated documents in one source. Anticipated for completion during 2018/19.</p>
FC4 (p.26)	Promote the highest standards of openness and transparency	FTC	<ul style="list-style-type: none"> <li>Ensure that as much information as possible is available online.</li> <li>Protect sensitive and confidential information through an effective Data Protection Policy.</li> </ul>	Ongoing		<p>The website is updated regularly to ensure up to date information is always available.</p> <p>Council re-approved its publication scheme and Freedom of Information policy in May 2018 which outlines Council's commitment to providing as much appropriate information as possible online.</p>

#### Finance & General Purposes Committee

F&GP1 (p.20)	Maximise Income	FTC	<ul style="list-style-type: none"> <li>Seek to maximise income.</li> <li>Advertise and promote Town Council services.</li> <li>Set prices competitively.</li> <li>Regularly consider retention of assets which may be surplus to requirements.</li> </ul>	Ongoing		<p>A Cemetery brochure for the New Memorial Garden, Wedding &amp; Felixstowe in Flower flyers have been produced during the year and circulated. Services are also regularly promoted via the website, Facebook and twitter.</p> <p>Recent review approved the sale at auction of some low-value (less than est. £500) items held at the Town Hall surplus to requirements.</p>
F&GP2 (p.21)	Keep Expenditure within budgets	FTC	<ul style="list-style-type: none"> <li>Keep expenditure within budget.</li> <li>Any proposed new activities or services which require additional resources to be considered against any potential cost-savings,</li> </ul>	Ongoing		<p>Total expenditure against budget for the year was 96.4% and Council achieved an income of 112.6%, equating to a positive outturn against budget of £107,984. Any additional out-of-budget expenditure was agreed by Council.</p>

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			<p>efficiencies or cuts to existing services, or funded from reserves.</p> <ul style="list-style-type: none"> <li>All out of budget expenditure to be agreed by Full Council.</li> </ul>			Total expenditure from budget for 2017/18 was £622,329 Total Income £758,070.
F & GP3 (p.21)	To adopt a risk-based approach to levels of reserves	FTC	<ul style="list-style-type: none"> <li>Earmarked Reserves to be held in order to provide a balanced approach to capital expenditure, ie saving for future projects.</li> <li>General reserves to be held of between 3-9 months average working capital.</li> </ul>	Ongoing		<p>Council reviewed Earmarked Reserves and approved transfers and movements in January 2018.</p> <p>The General Fund at 31 March 2018 stood at £356,823 which is approximately 6 months average working capital.</p>
F&GP4 (p.23)	Risk Management	FTC	<ul style="list-style-type: none"> <li>Review and maintain an up-to-date and effective Risk Management strategy (review at least annually).</li> </ul>	Ongoing		Risk Management strategy updated May 2018.
F&GP5 (p.24)	Policy and Strategic matters	FTC	<ul style="list-style-type: none"> <li>Review, Implement or recommend policies to Council on matters relating to: <ul style="list-style-type: none"> <li>Insurance</li> <li>Risk management</li> <li>Financial control/audits</li> <li>Financial Regulations</li> <li>Standing Orders</li> <li>Investments</li> <li>Loans</li> <li>Long term plans and strategy</li> <li>Legal issues</li> </ul> </li> </ul>	Ongoing		<p>Policies are reviewed at least annually, published on the website and are available as per Council's Publication Scheme and Schedule.</p> <p>In March 2018, Council introduced a 'Single-use Plastics Policy.' FTC seeks to make a measurable difference to the environment and to improve the quality of life of the community it serves. To this end Council has committed to phase out single-use plastics wherever possible and will work with local businesses and media to promote the phasing out of single-use plastic items such as containers, cups, cutlery, drinks bottles, straws and plastic promotional goods.</p>

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Assets & Services Committee						
A&S1 (p.27)	Identify priorities for the town's 'community assets' (key community buildings and land).	FTC	<ul style="list-style-type: none"> <li>Members engage with the community to identify priorities for the town's 'community assets'</li> <li>Advise SCDC on the 'Community Asset list' and consider what opportunities there may be to protect and enhance these assets.</li> </ul>	Ongoing		<p>Beach Hut Review February 2017.</p> <p>Members and officers walking review of resort assets with SC Norse March 2018.</p> <p>One application for addition of Victoria Public House to Community Asset List was reviewed and recommended for approval by P&amp;E Committee in May 2018.</p>
A&S2 (p.29-31)	Maintain Town Hall, Walton Community Hall and Broadway House	FTC	<ul style="list-style-type: none"> <li>Carry out an in-depth review of the operation of all Town Council owned buildings and endeavour to run it in the most cost effective manner for the benefit of local residents.</li> </ul>	Medium Term	Budget provision via 4170 Repairs & Maintenance Budget reviewed annually and monitored by Assets & Services Committee/ Council	<p>Council Caretakers regularly carry out maintenance and cleaning to all TC owned buildings. New carpets purchased and redecoration planned for 2018.</p> <p>Regular reports are received by the Assets &amp; Services Committee reviewing a variety of operational matters for all of the Town Council owned buildings.</p> <p>New lease arrangement for the use of Broadway House by FOPWA has been agreed.</p>
A&S3 (p.29-31)	Support community-focused events and local non-profit organisations	FTC	<ul style="list-style-type: none"> <li>Encourage community-focused events at the Town Council owned buildings in conjunction with other local organisations</li> </ul>	Ongoing		The Community/Charity hire rate remains at a reduced charge for hirers. In 2016/17 a session rate was also introduced for a 4 hour session at a discounted rate to encourage regular hirers. The Assets and Services Committee agreed to a nil increase in venue hire rates for the year 2018/19
A&S4 (p.32)	Maintain and further develop Felixstowe	FTC	<ul style="list-style-type: none"> <li>Continue to improve site maintenance at the Cemetery.</li> </ul>	Ongoing	Budget provision via 4170/205 Repairs &	New Memorial Garden officially opened in April 2017, and continues to bloom, with further roses to be planted in 2018. Work to

REF	OBJECTIVE	LEAD/ PARTNERS	ACTIVITY	CATEGORY/ TIMESCALE	BUDGET REQUIRED	COMMENTS / DATE COMPLETED
	Cemetery		<ul style="list-style-type: none"> <li>Plan and develop for additional capacity at the Cemetery.</li> <li>Develop a management plan for the operation of the Cemetery.</li> </ul>	<p>Medium Term</p> <p>Medium Term</p>	<p>Maintenance, 4260/205 Equipment Purchases, reviewed annually and monitored by Assets &amp; Services Committee/ Council.</p> <p>Assets &amp; Services to consider use of 9040/900 Cemetery Projects Earmarked Reserve in any recommendation to Council.</p>	<p>remove some overgrown conifers and tidy up the northern boundary of the Cemetery was carried out. The conifers have been replaced with laurel to provide screening for the neighbouring residence with reed screening put in place whilst the laurel is being established</p> <p>In 2016/17 a new Urn/Ashes Block M and New Memorial Garden were created.</p> <p>A cemetery digitisation package has been chosen and will be installed during 2018.</p> <p>Work to develop a management plan for the operation of the cemetery will be instigated during 2018/19.</p>
A&S5 (p.33)	Maintain and improve Felixstowe Town Council's 5 allotment sites	FTC	<ul style="list-style-type: none"> <li>Analyse local demand for allotment plots and respond to the level of need when appropriate.</li> <li>Maximise opportunities for leasing allotment plots.</li> <li>Promote availability of allotments.</li> <li>Maintain and improve security at each allotment site.</li> </ul>	Ongoing	<p>Budget provision via 4170/205 Repairs &amp; Maintenance reviewed annually and monitored by Assets &amp; Services Committee/ Council</p>	<p>Regular reports on need, viability and popularity of Council's existing allotment sites are regularly bought to committee.</p>
A&S6 (p.34)	Maintain and upkeep Peewit Hill	FTC	<ul style="list-style-type: none"> <li>Seek to introduce a management plan for Peewit Hill</li> </ul>	Long Term		
A&S7 (p.35)	Support Play Equipment initiatives and	SCDC	<ul style="list-style-type: none"> <li>Consider opportunities for improvements to play and leisure facilities throughout</li> </ul>	Ongoing	<p>Assets &amp; Services Committee to consider use of</p>	<p>A meeting with Norse has highlighted issues with existing play equipment. Although Parks and play equipment are currently in the remit</p>

REF	OBJECTIVE	LEAD/ PARTNERS	ACTIVITY	CATEGORY/ TIMESCALE	BUDGET REQUIRED	COMMENTS / DATE COMPLETED
	Parks in Felixstowe		<p>the town and work with partners to ensure that play equipment provides a healthy and safe environment for all users.</p> <ul style="list-style-type: none"> <li>• Work with partners to improve existing sports facilities, such as the quality of the football pitches.</li> <li>• Aim to increase public participation in outdoor activities.</li> <li>• Encourage local groups to help improve community areas</li> <li>• Support SCDC to improve dog fouling enforcement in the town including all parks. Purchasing dog bins when a need is identified.</li> </ul>		<p>9070/900 Play Equipment Earmarked Reserve in any recommendation to Council</p> <p>Budget provision via 4605/301 Litter/Dog bins reviewed annually and monitored by Civic &amp; Community Committee/ Council.</p>	<p>of SCDC, FTC will continue to consider opportunities for improvements to both play and leisure facilities.</p> <p>An occasional grant was given in 2016/17 to Felixstowe &amp; Walton United Football Club towards the construction of their new build clubhouse &amp; changing rooms. In 2017/18 an occasional grant was given to Felixstowe Hockey Club towards sport equipment.</p> <p>Clean for Queen held with members of the public cleaning an area in the town centre.</p> <p>A review of all the dog litter and waste bin locations was carried out during 2017/18 by Norse, which should achieve comprehensive coverage for the town.</p>
<b>Civic &amp; Community Committee</b>						
C&C1 (p.38)	Support Youth Activities in the town	FTC	<ul style="list-style-type: none"> <li>• Continue to promote the value of the Youth Forum with local schools and youth service providers.</li> <li>• Actively encourage youth participation in community initiatives through the work of the Youth Forum.</li> <li>• Provide Grants for youth organisations</li> </ul>	Ongoing	<p>Budget provision via 4675/301 Youth Forum, 4620/302 Annual Grants and 4655/302 Occasional Grants reviewed annually and monitored by C&amp;C Committee/ Council</p>	<p>Marked increased attendance at Youth Forum, including schools from Trimley.</p> <p>The Youth Forum's budget has helped to provide the following:  2015/16 Free Ice Rink for Christmas 2016  2016/17 Free open air cinema July 2017  2017/18 Free trampolines at the Carnival July 2018.</p> <p>Youth groups supported by Council's grant scheme.</p>

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C&C2 (p.39-40)	Support Mayoral and Civic Events	FTC	<ul style="list-style-type: none"> <li>Regularly review civic events to ensure their continued improvement.</li> <li>Support the community in celebration &amp; commemoration of key local &amp; national events.</li> <li>Continue to recognise contributions to the community made by individuals, young people and organisations in the town at the annual Civic Awards evening.</li> <li>Promote the work of the office of the Mayor of Felixstowe.</li> </ul>	Ongoing	Budget provision via 4530/301 Civic Events, 4530/301 Civic Awards and 4505/301 Mayoral Allowance reviewed annually and monitored by Civic & Community Committee/ Council	<p>Over 220 Mayoral engagements in both 2016/17 and again in 2017/18.</p> <p>May 2018 saw a new Annual Town Meeting which included Civic Awards at the Felixstowe Academy. Over 26 local organisations had a display.</p> <p>Community groups are encouraged to invite the Mayor to get involved in either presenting a cheque or ceremonially launching a project which achieved grant funding from the Town Council. The work of the Mayor is publicised online and in the newsletter.</p>
C&C3 (p.41)	Promote Tourism	Felixstowe Forward, SCDC & FTC	<ul style="list-style-type: none"> <li>Support the establishment of a local initiative to support safe, successful events and promote the town.</li> <li>Work closely with Felixstowe Forward to achieve their current objectives.</li> <li>Work with Felixstowe Forward and any other representative body to improve access to external funding.</li> <li>Work closely with neighbouring bodies and organisations to promote the town as an exciting visitor attraction.</li> </ul>	Ongoing		<p>FTC is part of the Tourism sub-group which meets regularly to support and work alongside bodies and organisations to help promote the town as a tourist attraction.</p> <p>In March 2017 Tourism week was launched at the Town Hall, in conjunction with Felixstowe Forward. In March 2018 Tourism week was launched at another venue and the Tourism Award was launched. Voting was promoted online and the award was presented at the Felixstowe Annual Town Meeting in May 2018.</p> <p>Visit Felixstowe CIC incorporated in Feb 2017. In 2018, the Visit Felixstowe website was revised and optimised for mobile.</p>



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C&C4 (p.41)	Support Community Events	FTC, Felixstowe Forward, SCDC & Community Groups in Felixstowe	<ul style="list-style-type: none"> <li>Consider how best to fund and support community events.</li> <li>Host information about local clubs and societies on the Town Council website or provide up to date links to other websites which promote local events</li> <li>Promote key local events through the Town Council's media channels.</li> </ul>	Ongoing	Budget provision via 4620/302 Annual Grants and 4655/302 Occasional Grants reviewed annually and monitored by Civic & Community Committee/ Council	A new events facility is currently being worked on for the website, which will advertise local clubs and societies with links to each organisation's website. It will be more community based than the events which are currently being promoted on the Visit Felixstowe website which is designed more for visitors to Felixstowe. FTC has also given grants and supported local events including Art on the Prom, Felixstowe Carnival, Felixstowe & District Horticultural Show 2016, the Book Festival and the first Felixstowe Kite, Craft, Kids & Car Festival, and Music in Felixstowe.
C&C5 (p.44)	Support local non-profit organisations through Occasional and Annual Grants	FTC	<ul style="list-style-type: none"> <li>Regularly review the grant policy in terms of assessing the likely impact of the grant.</li> <li>Increase active promotion of the Occasional Grants scheme on the Town Council website, newsletters and in the press.</li> <li>Request feedback from successful grant applicants to evaluate the success of their projects.</li> </ul>	Ongoing	Budget provision via 4620/302 Annual Grants and 4655/302 Occasional Grants reviewed annually and monitored by Civic & Community Committee/ Council.	Grants pot increased to £25,000.  Promotion increased by emailing over 100 local organisations and promoting in newsletter and online.  Feedback reports were requested from all grant recipients 2017/18, and these formed part of the agenda for the Annual Town Meeting. This helped promote not just FTC's grant support but also the valuable work of the organisations receiving the grants.
C&C6 (p.45)	Improved Communication	FTC	<ul style="list-style-type: none"> <li>Review and improve other methods of distribution for Town Council news.</li> <li>Produce and share an Annual Report covering Town Council activities during the previous twelve months at the Annual Meeting.</li> </ul>	Ongoing	Budget provision via 4483/304 Website, 4420/304 Newsletter Print and 4421/304 Newsletter distribution	Regular posts on twitter, Facebook and the website continue to promote and share information about the Town Council and signposts to other partner organisations.  The third newly developed Annual Report covering the year 2017/18 has been released and published on the website and are

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			<ul style="list-style-type: none"> <li>Keep up a dialogue with local groups/associations/residents to obtain interesting and relevant articles for publication.</li> </ul>		reviewed annually and monitored by Civic & Community Committee/ Council	<p>circulated to a variety of places such as Walton Community Hall, Cemetery, the Library, doctor's and dentist surgeries.</p> <p>The noticeboards are regularly updated with both Council business and promotion of community events.</p>
C&C7 (p.46)	To provide flower baskets, troughs and bedding plants throughout Felixstowe	FTC, SCDC, Norse	<ul style="list-style-type: none"> <li>Continue to support SCDC in providing bedding plants at the Triangle and on the Seafront.</li> <li>Investigate opportunities to further develop the Felixstowe in Flower scheme</li> </ul>	Ongoing	Budget provision via 4640/305 Floral Bedding and 4290/303 Flowers & Containers reviewed annually and monitored by Civic & Community Committee/ Council	<p>FTC continues to support SCDC in providing the plants and flowers along the seafront and in the centre of town at the Triangle.</p> <p>Successful new style launch in June 2017, to be repeated on 23 June 2018 at the Triangle. Sunflower plants &amp; other goodies will be given out and there will also be stands from local community groups there.</p>
C&C8 (p.47)	Remembrance	FTC	<ul style="list-style-type: none"> <li>Liaise with local clergy and Royal British Legion to oversee the smooth running and organisation of the remembrance events.</li> </ul>	Ongoing Annually	Budget provision via 4531/301 Remembrance Day reviewed annually and monitored by Civic & Community Committee/ Council	<p>Regular liaison and planning takes part to ensure a smooth running and organisation of the remembrance events. After the success of inviting school children on remembrance day 2016, this will be continued next year.</p> <p>With the forthcoming Centenary Remembrance 2018, a 'project board' has been set up to oversee and support several remembrance events to mark the centenary and to ensure that Council is aware of what is being planned elsewhere. It is hoped that the Armed Forces Weekend Legacy Fund can be used to help fund some of these events.</p>

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C&C9 (p.48)	To support Community Policing and Safety	Safer Neighbourhood Team (SNT), Suffolk Constabulary, FTC	<ul style="list-style-type: none"> <li>Continue to work with SNT and Suffolk Constabulary to share information on local crime and safety issues.</li> <li>Hold the Police and Crime Commissioner for Suffolk to account by reviewing and responding to local policing strategies on behalf of local residents.</li> <li>Maintain and evaluate CCTV provision.</li> </ul>	Ongoing	Budget provision via 4600/301 CCTV reviewed annually and monitored by Civic & Community Committee/ Council	<p>FTC are hosting a public meeting in Felixstowe on Thursday 7<sup>th</sup> June 2018 which gives an opportunity for the public to ask questions of the Commissioner and the Constabulary, and to find out more about policing in the area.</p> <p>Regular meetings are held by the CCTV working group with the CCTV provider and Suffolk Constabulary. This enables Council to evaluate the CCTV provision.</p>
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Planning & Environment Committee

P&E1 (p.49-50)	To review and respond to consultations on matters relating to planning or the local environment	FTC, SCDC	<ul style="list-style-type: none"> <li>Continue to comment on all key strategic planning documents and consultations that affect Felixstowe, ensuring that the Council's knowledge and understanding of the local context is taken into account in planning decisions.</li> <li>Continue to establish close working relations with SCDC, Planning Officers and Members on the Planning Committee, in order to ensure that the needs and best interests of Felixstowe are taken into account in planning decisions.</li> <li>Lobby regional, County and District authorities to ensure</li> </ul>	Ongoing		<p>During 2017/18 the Planning &amp; Environment Committee considered a total of 207 local planning applications. It was noted that 87.5% of the decisions made by the planning authority over this time (154 of 176 reported applications); Suffolk Coastal District Council has supported the recommendation of the Town Council's Planning &amp; Environment Committee. This compares to 2016/17, when 230 applications were considered and 92% (211 of 230 reported applications) SCDC supported the recommendation of FTC's Planning &amp; Environment Committee.</p> <p>On 26 January 2017 the Felixstowe Peninsula Area Action Plan was formally adopted as part of the Suffolk Coastal Local Plan. Council was pleased to have had significant input in to this document, which will now be used to support the determination of</p>
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			<p>Felixstowe is fairly served in respect of urban, and other, infrastructure.</p> <ul style="list-style-type: none"> <li>• Ensure that the Town Council's views are appropriately represented at the District Council's Planning Committee.</li> <li>• Work with SCDC to review retail mix in Felixstowe.</li> <li>• Consider options for proactively targeting specific new businesses which meet the needs of local residents and support the economic sustainability of Felixstowe.</li> </ul>			<p>planning applications and any subsequent appeals.</p> <p>On 18 August 2017 SCDC launched the Issues and Options for the Suffolk Coastal Local Plan Review. The Planning &amp; Environment Committee discussed the document at their meetings and also held two workshops to analyse the document. The Town Council's full response to this, and other local consultations, can be seen here: <a href="http://www.felixstowe.gov.uk/town-council-response-scdc-local-plan-issues-options-consultation/">http://www.felixstowe.gov.uk/town-council-response-scdc-local-plan-issues-options-consultation/</a></p>
P&E2 (p.50)	Encourage local residents to participate in any strategic planning consultations which impact upon Felixstowe.		<ul style="list-style-type: none"> <li>• Publish Planning &amp; Environment Agendas on noticeboards and website.</li> <li>• Encourage enquiries from local residents to write in with their views or attend the Planning &amp; Environment Meeting and participate in the public speaking session.</li> </ul>	Ongoing		<p>Planning &amp; Environment Agendas continue to be put on the noticeboard and on the website one week before each meeting.</p> <p>Council will use larger venues to consider any larger applications which enables significant numbers of members of the public to attend and be able to express their opinions.</p>
P&E3 (p.50)	To establish a policy for the use of receipts from the Community Infrastructure Levy (CIL)		<ul style="list-style-type: none"> <li>• Make recommendations to Council as to the use of receipts from CIL to enhance infrastructure facilities within the town.</li> </ul>	Medium Term	Income is in Earmarked Reserves 9100/900 Community Infrastructure Levy Earmarked Reserve.	Council has created an earmarked reserve 9100/900 and receive CIL payments from SCDC totalling £911 in 2016/17 & £26,896.79 in 2017/18. Council will be considering how to put these funds towards projects which will enhance infrastructure within the town.

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P&E4 (p.50)	Partnership working with regards to business rates		<ul style="list-style-type: none"> <li>Work with SCDC to determine and ensure the best use of any retained business rate income in accordance with national policies.</li> </ul>	Ongoing		The Town Council is supporting the feasibility and potential development of a Business Improvement District for Felixstowe which would provide some local funding towards an action plan for the town.
<b>Personnel Committee</b>						
P1 (p.51)	Improve services to the public by encouraging staff to develop their skills, by undertaking appropriate training	FTC	<ul style="list-style-type: none"> <li>To develop an annual training plan based on the needs identified from Staff Appraisals.</li> </ul>	Ongoing	Budget provision via 4030/101 Training reviewed annually and monitored by Personnel Cttee/ Council	Training has taken place for all staff based on their training needs identified from staff appraisals. Individual Officers have received IT, Media, Planning & GDPR training. Two members of staff have been studying for an NVQ, one member has gained their NVQ and was nominated for Apprentice of the Year. The Town Clerk is currently studying for a Masters of Public Administration. Personal Development Plans have been completed by all staff to establish Training and Development Objectives in the short, medium and long term, which will be assessed at Staff Appraisals.
P2 (p.51)	Staff Development	FTC	<ul style="list-style-type: none"> <li>Review the staffing structure and budget on an annual basis, making recommendations to Council.</li> <li>Develop staff through induction, appraisals and approved training programme.</li> </ul>	Ongoing	Budget provision via 4000, 4001 & 4002 Employee Salaries, NI & Pension reviewed annually and monitored by Personnel Committee/ Council.	In November 2016 Council carried out a staffing review, resulting in a new staffing structure being introduced from January 2017.  Following the retirement of the Planning Administration Officer in April 2018, a new post was created and a vacancy has now been created for an Advanced Level 3 Business Administration Apprentice.

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P3 (p.51)	To ensure management of Health & Safety and the Council's corporate responsibilities as an employer	FTC	<ul style="list-style-type: none"> <li>Regularly review policies relating to staff and health and safety.</li> <li>Ensure training programme includes all health and safety matters.</li> <li>Consider what wider benefits the town Council is able to offer staff in order to be considered an 'employer of choice' locally.</li> <li>Where possible, provide opportunities for apprenticeships.</li> </ul>	Ongoing	Budget provision via 4030 Training reviewed annually and monitored by Personnel Committee/ Council	<p>All members of staff have received First Aid, training in November 2016 and 7 staff have received Health and Safety training March 2017.</p> <p>A full-scale review of all staffing policies, terms and conditions, and contractual arrangements has been carried out and will be implemented shortly, pending consultation with staff.</p>
<b>Highways Advisory Committee</b>						
HAC1 (p.52)	Work with Suffolk County Council (SCC) on Highways Matters	SCC Highways, FTC	<ul style="list-style-type: none"> <li>Work with SCC on a long-term plan for road and pavement repairs in the town, including effective maintenance of roadside verges and appropriate and well-maintained signage.</li> <li>Lobby SCC to ensure that adequate budget is set aside for ongoing maintenance within any future capital works.</li> </ul>	Ongoing		<p>FTC continues to work with SCC Highways throughout the year and uses the Highways Advisory Committee as a springboard to discuss and chase up concerns from members of the public.</p> <p>A 'Forward work programme' can now be accessed on the Suffolk County Council Website <a href="https://www.suffolk.gov.uk/roads-and-transport/roadworks/roadworks-in-suffolk/">https://www.suffolk.gov.uk/roads-and-transport/roadworks/roadworks-in-suffolk/</a></p> <p>Councillors and Staff regularly report highway faults online, or refer members of the public to report matters directly <a href="https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/report-a-highways-issue/">https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/report-a-highways-issue/</a></p>

REF	OBJECTIVE	LEAD/ PARTNERS	ACTIVITY	CATEGORY/ TIMESCALE	BUDGET REQUIRED	COMMENTS / DATE COMPLETED
HAC2 (p.52)	Ensure there is an adequate number of gritting bins for winter conditions, and forward volunteer names to SCC.	SCC, FTC	<ul style="list-style-type: none"> <li>Work with SCC to supply and maintain an adequate number of winter gritting bins and advise on appropriate locations.</li> </ul>	Ongoing		A list of volunteer names has been given to SCC for insurance purposes and reviews and requests for gritting bins are considered when received.
HAC3 (p.52)	Work with SCC to ensure an acceptable provision of Street lighting	SCC	<ul style="list-style-type: none"> <li>Identify areas where improvement of street lighting is necessary and liaise with SCC to provide this; also to encourage energy efficiency measures for existing street lighting.</li> </ul>	Ongoing		Street lighting is monitored by Councillors on a Ward basis and deficiencies are reported via Highways when necessary throughout the year.
HAC4 (p.53)	Support improved standards of cleanliness across the town	Norse, SCDC	<ul style="list-style-type: none"> <li>Continue to monitor the effectiveness of street cleaning and litter collection services in the town and raise any concerns with Suffolk Coastal Norse.</li> <li>Promote and facilitate 'Beach Clean' days on the Town Council website and in our newsletters when applicable.</li> </ul>	Ongoing		<p>Concerns raised with SCNorse when litter and cleanliness problems occur.</p> <p>Clean for Queen held with members of the public cleaning an area in the town centre in 2017.</p> <p>The Great British Spring Clean and Love East Suffolk Cleaning initiative was also promoted on our website to encourage community groups to improve areas of the town.</p>
HAC5 (p.54)	Support partners with provision and upkeep of Public Footpaths	SCC	<ul style="list-style-type: none"> <li>Liaise with relevant partners, such as SCC, to improve the signage and quality of public footpaths/rights of way.</li> </ul>	Ongoing		<p>Work is moving forward to arrange for a public footpath 34 cycle track from the back of Haven Health surgery and along by the skate park.</p> <p>Improvements to the Blofield Track are under investigation by the Rights of Way team at SCC.</p>

REF	OBJECTIVE	LEAD/ PARTNERS	ACTIVITY	CATEGORY/ TIMESCALE	BUDGET REQUIRED	COMMENTS / DATE COMPLETED
HAC6 (p.54)	Attempt to secure a more effective and affordable public transport service which better meets the needs of Felixstowe's residents and workers.	SCC, Bus operators, East Suffolk Lines Community Rail Partnership, Travelwatch	<ul style="list-style-type: none"> <li>Work with the local Travelwatch group to identify issues and opportunities for public transport improvements</li> </ul>	Ongoing	Budget provision via 4095/301 Honoraria (Transport Liaison Officer) reviewed annually and monitored by Personnel Committee/ Council	<p>Members are representatives on the East Suffolk Lines Community Rail Partnership and Felixstowe Travel Watch and attend meetings during the year.</p> <p>Bus shelters have been replaced outside the Half Moon pub, Walton, on Gosford Way, Felixstowe and at Coronation Drive/Anne Street. A new bus stop pole has been erected outside 50-52 Leopold Road. With the re-route of bus 77 down Convalescent Hill, investigation is being made into having a bus stop in the Convalescent Hill Car park.</p>
HAC7 (p.54)	Strive to protect residents' needs for street parking and seek affordable car parking for residents, local workers and visitors	SCDC	<ul style="list-style-type: none"> <li>Monitor car parking tariffs and lobby for reasonable rates.</li> <li>Encourage SCDC to ensure Felixstowe car parking income is used to the benefit of Felixstowe.</li> <li>Consider how planning for any future housing developments includes adequate provision for parking.</li> <li>Support SCDC in the devolvement of parking enforcement from the County Council.</li> </ul>	Ongoing		<p>Parking enforcement remains an issue. FTC understands that residents parking schemes will be considered in conjunction with the implementation of Civil Parking Enforcement in 2018/19.</p> <p>Planning &amp; Environment Committee consider provision for parking when reviewing planning applications.</p>



REF	OBJECTIVE	LEAD/ PARTNERS	ACTIVITY	CATEGORY/ TIMESCALE	BUDGET REQUIRED	COMMENTS / DATE COMPLETED
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Felixstowe Forward						
FF1 (p.57)	Work closely with Felixstowe Forward to achieve their current objectives		<ul style="list-style-type: none"> <li>• Work with Felixstowe Forward and any other representative body to improve access to external funding.</li> <li>• Work closely with neighbouring bodies and organisations to promote the town and area as an exciting visitor attraction.</li> </ul>	Ongoing		FTC worked closely with Felixstowe Forward to help them form a Community Interest Company(CIC). FTC has a keen interest in seeing the CIC develop and support the long term sustainability of visitor services within the town. Initial members are drawn from the local organisations connected to the town's visitor economy.
FF2 (p.58)	Encourage and promote economic and commercial vitality of the town to support its future prosperity and sustainability	Felixstowe Forward, SCDC	<ul style="list-style-type: none"> <li>• Support the concept of a 'Town Team' or Business Improvement District for Felixstowe, to facilitate coordination of town centre initiatives working in partnership with Felixstowe Forward Work in partnership to develop commerce and light industry for enhanced employment opportunities in the town.</li> <li>• Work in partnership to encourage a vibrant retail mix and to encourage the reduction of vacant retail units.</li> <li>• Promote and support entertainment and the arts.</li> <li>• Promote the town and encourage tourism (including the promotion of Felixstowe as a 'Great Day by the Sea.'</li> </ul>			<p>FTC supports the concept of Business Improvement District (BID) for Felixstowe and is working in partnership to explore opportunities that becoming a BID would initiate.</p> <p>Town Clerk attended Future High St conference in Nottingham (March 2017).</p> <p>Town-wide events and tourism promoted online, via posters and newsletters.</p> <p>Officers and Members attend various meetings in support of tourism and retail.</p> <p>With support of the Town Council, links are being fostered between the Chamber of Trade and Commerce and contacts in Wesel.</p>

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