



Biddulph Town Council Action Plan 2018-19

Introduction

This is the second annual action plan developed by Biddulph Town Council to ensure transparency around decision-making and to aid discussions about the priorities of the Town Council. It is envisaged that, with the adoption of the Biddulph Neighbourhood Plan, there will be an opportunity to develop a strategic document that will set out the priorities for the Town Council going forward. This will be developed in partnership with a range of key stakeholders during 2018/19.

The Town Council has identified four themes with associated aims and objectives. In addition, where possible, the source of funding has been identified to highlight where additional resources may be needed. This action plan will be reviewed on a six-monthly basis, but will affect the decision-making of Committees throughout the year.

No.	Objectives	Key tasks	Responsibility	Timescales	Source of funding
Theme 1- Governance					
<ul style="list-style-type: none"> • Effective management of the 'public purse'. • Responsible and responsive Governance. 					
1	Administer a community grants scheme which serves the people of Biddulph and supports a wide range of organisations that help to deliver the Council's strategic objectives.	<ul style="list-style-type: none"> • Effective evaluation of applications • Keeping Grants Policy under review 	Finance Committee	June 2018	£66,000 expenditure allocation.
2	Ensure the Town Council keeps abreast of relevant changes to legislation and implements recommendations effectively.	<ul style="list-style-type: none"> • Councillors and Officers to ensure they remain updated about changes to legislation and inform Town Council in a timely way. • Monitor General Data Protection Regulations due in May 2018. 	Councillors and Officers	To be reviewed April 2019	Contingency fund in case of unknown expenditure arising from legislation changes.
3	To keep policies and procedures under review; ensure the Council is perceived as open and transparent.	<ul style="list-style-type: none"> • Two-year cycle of policy review and development 	Human Resources to receive new and updated polies	To be reviewed April 2019	
4	Effective tendering with local suppliers.	<ul style="list-style-type: none"> • Provide opportunities for local organisations in line with the Procurement Policy. 	Finance Committee	To be reviewed April 2019	Committees have approved budgets, which must be spent in line with Financial Regulations. Expenditure outside of this must be considered by the Finance Committee.
5	Ensure Town Council finances are managed effectively.	<ul style="list-style-type: none"> • Transition to new financial system including management of earmarked reserves • Transition to new external audit arrangements • Review of asset register • Annual review of risk management and consideration of insurance requirements 	Finance Committee	To be reviewed April 2019	



Theme 2- Local Services <ul style="list-style-type: none"> • Manage risk effectively. • Fair, flexible and transparent service provision. • Appropriate forward planning. • Ensure that robust contracts are in place for the maintenance and management of assets, and are reviewed regularly. 					
6	Enhancement of allotment opportunities.	<ul style="list-style-type: none"> • Development of a new allotment site • Review of tenancy agreements 	Allotments Sub-Committee	To be reviewed September 2018	£5,000 expenditure allocation.
7	Effective management of the Burial sites.	<ul style="list-style-type: none"> • Improve drainage across the site, in particular in Sections L and C. • Consider the development of a new Garden of Remembrance. • Implement a system of Exclusive Rights of Burial. • Work with the current contractor to develop a tender for grounds maintenance 2019-2022. • Consider the development of a tender for grave digging to enable appropriate management of risk. 	Burial Grounds Sub- Committee	<ul style="list-style-type: none"> • April/ May 2018 • To be reviewed September 2018 • Summer 2018 • To be reviewed September 2018 • Summer 2018 	£30,000 expenditure allocation.
8	Analysis of Riparian duties to ensure safety of public is prioritised.	<ul style="list-style-type: none"> • Analysis of risk and responsibilities associated with the Butterfly Garden 	General Purposes Committee	Summer 2018	No budget necessary at present.
9	Review of Lengthsman contract and consideration of role going forward.	<ul style="list-style-type: none"> • Review after one-year and consider future provision 	General Purposes Committee	Summer 2018	£5,000 expenditure allocation.
10	Management of space within the Town Hall.	<ul style="list-style-type: none"> • Review and improve fire evacuation policy and associated procedures • Staff to manage transition to new office space • Consideration of the management of the building itself • Improve perception of Town Hall as the centre of the town and as a community facility. 	Finance Committee	<ul style="list-style-type: none"> • Fire Risk Assessments due in September 2018 and March 2019 • Work with SMDC to manage office space and consider management options. • To be reviewed September 2018 	£9,000 office costs expenditure allocation. Additional costs to be considered by the Finance Committee.
11	Develop a new website and continuous engagement with social media.	<ul style="list-style-type: none"> • Develop a Biddulph 'brand' and advertise opportunities to promote events and activities 	Civic Committee	New website to be functional June 2018.	£12,000 Civic Expenditure allocation.
12	Cenotaph maintenance and centenary events.	<ul style="list-style-type: none"> • Work with War Memorials Trust to consider appropriate restoration of the Cenotaph. • Work with Royal British Legion to develop a series of meaningful centenary events. 	Cenotaph and Centenary Working Group	Initial restoration and events to be concluded by November 2018. Town Council to receive further recommendations with regard to development of the cenotaph area.	£2,000 Cenotaph and Centenary expenditure allocation. £1,000 to be given from SMDC for activities that lead to the lighting of a beacon.
13	Effective maintenance of green spaces.	<ul style="list-style-type: none"> • Environmental mapping- safeguard and enhance sites of biodiversity and geodiversity importance. • Ensure appropriate access to local services • Biddulph Grange Country Park (BGCP) 	<ul style="list-style-type: none"> • Neighbourhood Plan (NP) Working Group • General Purposes Committee 	<ul style="list-style-type: none"> • NP requires improved mapping information to develop effective Planning policies- work ongoing until Autumn 2018. 	<ul style="list-style-type: none"> • Locality funding- £1,500. Will need to identify additional sources of funding for Phase 1 Habitat Mapping.



				<ul style="list-style-type: none"> General Purposes Committee to oversee management of Springfield Road and developments with the Biddulph Grange Country Park. 	<ul style="list-style-type: none"> £1,000 Springfield Road expenditure allocation. Grant funding to be sought to make improvements to BGCP; £10,000 allocated from Moorlands Partnership Board.
Theme 3 – Advisory <ul style="list-style-type: none"> Active participation in consultations. Ensuring local voices are heard; advocate on behalf of local people. Seeking opportunities to improve services. 					
14	Work proactively with partners on events and projects for the benefit of the community.	<ul style="list-style-type: none"> Provide support through advertising, grants, etc. to organisations such as Fairtrade, Biddulph Bowling Club, CAB and Biddulph in Bloom (not exhaustive). 	Officers to identify opportunities and raise at the appropriate Committee.	To be reviewed March 2019	
15	Ensure a proactive responses to consultations to clarify and enhance the role of the Town Council.	<ul style="list-style-type: none"> Be aware of the work of partner organisations and ensure that the views of local people are represented. 	Officers to identify opportunities and raise at the appropriate Committee.	To be reviewed March 2019	
16	Improve Footpaths within Biddulph.	<ul style="list-style-type: none"> Liaise with the Staffordshire County Council Rights of Way team to ensure repairs and improvements are carried out. Work closely with partners to identify priorities and opportunities. Consider becoming part of the 'Walkers are Welcome' scheme to promote the town's footpaths and enhance the visitor experience. 	Footpaths Sub-Committee	Meetings to be held bi-monthly.	£1,000 Footpaths expenditure allocation.
17	Promote access to Bemersley Waste Centre.	<ul style="list-style-type: none"> Understand the pressures on the Centre and support the Centre. 	Councillor representatives	Annual meetings to be reported to General Purposes Committee.	
18	Improve public transport links in the town, and layout of existing roads.	<ul style="list-style-type: none"> Highways consultant to be recruited to advise on possible developments (recommended by Neighbourhood Plan Working Group). Masterplanning completed as part of the Neighbourhood Plan development; build on this and consider improvements to public realm projects 	Civic Committee	To be considered following receipt of consultant recommendations; action plan to be developed to work towards 'shovel ready' projects.	£12,000 Civic Expenditure allocation. Additional funding will need to be considered by the Finance Committee.
19	Promote and develop excellent facilities for young people in the town.	<ul style="list-style-type: none"> Youth engagement in decision-making through the Biddulph Schools' Learners Forum Work with partners to develop innovative approaches to provision of activities in the town. 	Forum notes to be received at Town Council. Development opportunities to be considered by the Civic Committee/ Young People in the Town Centre Working Group.	To be considered quarterly.	£12,000 Civic Expenditure allocation.



20	Improve and enhance community facilities.	<ul style="list-style-type: none"> • Work with SMDC to consider play and leisure facilities within the town. • Station Road (S.106 funding) project to develop a community garden. 	<ul style="list-style-type: none"> • Updates to be provided to General Purposes Committee for consideration. • Civic Committee to lead on Station Road development 	To be considered as appropriate. Civic Committee to be updated monthly.	SMDC hold S.106 monies c.£50,000
21	Work to ensure the effective provision of emergency services within the town.	<ul style="list-style-type: none"> • Monitor ambulance provision, in particular the use of Rapid Response Vehicles (RRVs) within the town. 	Updates to be considered by the General Purposes Committee.	To be reviewed as necessary.	
Theme 4 – Community <ul style="list-style-type: none"> • Appreciation of the fact that the Town Council is the level of government closest to the people. • Ensure innovative approaches to project development that create opportunities. • Develop effective partnerships that benefit the people of Biddulph. • The Town Council should be inclusive and friendly. 					
22	Seek appropriate grants	<ul style="list-style-type: none"> • Create a suite of 'shovel ready' projects to take advantage of funding opportunities. • Continue to be proactive with regards to identification of schemes that will improve the town. 	Finance Committee	Individual projects to be reviewed as necessary by appropriate Committees.	
23	Support the development of visitor and tourism-related facilities.	<ul style="list-style-type: none"> • Investigate the feasibility of creating a Heritage and History Centre • Continue to develop the town's footpaths and create a suitable Biddulph Trail • Work with partners to install fingerposts that make the town accessible for visitors. • Access advice and funding for a range of heritage projects • Promote the town as a cycle-friendly place, utilising the Biddulph Valley Way and providing appropriate facilities for riders. 	Civic Committee (supported by the Footpaths Sub-Committee and the Tourism Sub-Committee)	Individual projects to be reviewed as necessary by appropriate Committees.	£12,000 Civic Expenditure allocation. £2,000 Tourism expenditure allocation. £1,000 Footpaths expenditure allocation.
24	Promotion of existing local businesses and supporting start-up businesses.	<ul style="list-style-type: none"> • Develop mailing list of local businesses to keep traders informed about developments. • Consider the idea of creating space for embryo businesses. • High Street development- vacant units 	Civic Committee	Development opportunities to be considered at April 2018 meeting.	£12,000 Civic Expenditure allocation.
25	Continue to develop events within the town to increase community ethos and raise awareness of projects within the town.	<ul style="list-style-type: none"> • Produce show- raising profile of allotments (September) • Dementia Awareness- the Town Hall to become a 'safe place' (Summer). • Consider promoting the town through the 'Staffordshire Day' initiative (May). • Support the Biddulph Festival (inc. Youth Festival) (Summer) • Christmas Lights Switch-On event (November) • Host a volunteering event to support local organisation (April). 	<ul style="list-style-type: none"> • Allotments Sub-Committee • General Purposes Committee • Civic Committee • Civic Committee • Civic Committee • General Purposes Committee 	Individual projects to be reviewed as necessary by appropriate Committees.	£5,000 Allotments expenditure allocation £12,000 Civic Expenditure allocation Expenditure arising from General Purposes Committee recommendations to be considered by the Finance Committee.



26	Promote a thriving and diverse Artisan Market.	<ul style="list-style-type: none"> • Continue to develop Fresh Food Friday. • Expand and advertise the monthly Artisan Market. • Consider introducing a night time market, working towards 'purple flag' status. • Monitor footfall of market days to demonstrate impact. 	Civic Committee	To be reviewed at June and September 2018 meetings.	£6,000 expenditure allocation.
27	Ensure the emerging Neighbourhood Plan represents the views of the town and there is effective and robust consultation.	<ul style="list-style-type: none"> • Conclude and implement 	Neighbourhood Plan Working Group to report to Planning Committee	Working to project plan; referendum to take place towards the end of 2018.	£14,000 allocated from Earmarked Reserves, in addition to external grant funding.
28	Maintain effective partnerships in the 'Town Deal'.	<ul style="list-style-type: none"> • Continue to work with partners from Staffordshire County Council and Staffordshire Moorlands District Council to identify funding opportunities and 'unblock' issues that affect development. 	Town Deal Working Group to report to General Purposes Committee	Meetings to be held in June and October 2018	