



Biddulph Town Council- Action Plan 2020-21

Introduction

Biddulph Town Council prepares an annual action plan to ensure that decision-making is transparent, and priorities are appropriately resourced. It had been hoped that from 2020-21 onwards, there would be an adopted Neighbourhood Plan, however, Covid-19 restrictions have delayed all referendums until May 2021. When adopted the Neighbourhood Plan will help to guide the strategic direction of the Town Council until 2035.

The priorities are attached to standing Committees, but may be delegated to Working Groups. This action plan is reviewed by the Finance Strategy and Management Committee.

(TCC- Town and Community Committee, RAC- Recreation and Amenities Committee, FSM- Finance Strategy and Management Committee, PC- Planning Committee)

No.	Committee	Objective	Key Task	Funding allocated
1	TCC	Provide Support and Information to Town Centre traders	a) Keep under review a database of traders to enable the Town Council to communicate grant, event, etc. information effectively. b) Consider development of a BID. c) Pursue opportunities for town centre development following Covid-19 pandemic.	EMR- Neighbourhood Plan Implementation General Fund- Regeneration budget
2	TCC	Complete development of Station Road gardens	a) Complete purchase of Sainsbury's land and move to Phase 2 of development. b) Work with SMDC to take on lease for land, rather than license. c) Install monument/ sculpture. d) Ensure appropriate management arrangements are in place for fountain.	EMR- Development of Station Road project.
3	TCC	Role of Artisan Market and town centre trading	a) Promote Artisan Market and Fresh Food Friday and consider appropriate changes in 2021-2. b) Consider the introduction of new initiatives, e.g. youth market, Ethical Fair. c) Undertake analysis of footfall on the High Street.	General Fund- Artisan Markets budget and new Events budget
4	TCC	Increased involvement in Community Events	Continue to work on events such as the Biddulph Festival, Christmas Lights, Volunteer events, heritage celebrations, etc. Identifying new opportunities to promote tourism and increase footfall.	General Fund budgets allocated for Events, Tourism and Christmas Lights. Grants scheme available for local organisations. EMR- Tourism enhancements
5	TCC	Enhancement of partnerships within the town	Continue to work on Biddulph Network, Dementia action plan, Tree Charter actions, collaborate with Friends Groups, health and mental health partners and support for the voluntary sector.	Enhanced role of Events and Partnerships Officer. General Fund budgets allocated for Dementia Action Plan EMR- Tourism enhancements
6	FSM	Management of Town Hall	a) Consider future investment in the building and promotion of the asset. b) Effective management of health and safety, including statutory testing. c) Re-visit embryo business idea within Town Hall and opportunities for small businesses. d) Consider energy efficiency and future enhancements	EMR- Town Hall (and toilet block) Development EMR- Projects

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7	TCC	Expand tourism activities	<ul style="list-style-type: none"> a) Explore opportunities at Biddulph Grange Visitor Centre. b) Print and distribute Biddulph map c) Improvements to website and tourism 'offer' within town Hall (inc. new cabinets) d) Improved signage in and around the town. e) Support for walking and Ramblers initiatives. f) Consider membership of Enjoy Staffordshire. 	EMR- Tourism enhancements General Fund Tourism budget
8	TCC	Provide services and support for young people	<ul style="list-style-type: none"> a) Work with Community Council to develop a youth vision. b) Work with Biddulph Youth and Community Zone to establish the effectiveness of a detached youth worker scheme/ disco. c) Facilitate Youth People's Working Group. d) Work with School's Learners Forum e) Support 'Staged' youth theatre project. f) Consider enhancements of play opportunities and youth facilities. 	EMR- Projects, youth facilities
9	TCC	Complete restoration projects and protection of heritage	<ul style="list-style-type: none"> a) Deliver MPB projects and identify other options. b) Restoration of war memorial. c) Consideration of designated conservation areas/ locally listed buildings. 	General Fund- Regeneration EMR- Projects
10	TCC	Lead town with Ceremonial occasions	<ul style="list-style-type: none"> Seek guidance from national agencies, as appropriate. Where possible, consider options for social distancing celebrations/ events. 	General Fund- Civic Expenditure
11	TCC	Implement appropriate recommendations in relation to Environment and Climate Change	<ul style="list-style-type: none"> a) Separate action plan with priorities to be developed by Environment and Climate Change Working Group. b) Consider public meeting in relation to a local response to environmental issues end 2020, early 2021. c) Enhance reputation of 'Garden Town of Staffordshire' d) Improvement to flood risk areas 	General Fund- Environment and Climate Change EMR- Projects
12	TCC	Town Centre enhancements	<ul style="list-style-type: none"> a) Refurbish bollards and noticeboards. b) Develop register of community assets (inc. other areas of town, as required) c) Identify opportunities to improve town centre public realm. d) Lobby for changes to car parking at Wharf Road to encourage footfall within the town centre. e) Consideration of a shop front grant scheme. 	EMR- Neighbourhood Plan implementation EMR- Highways Development General Fund-0 Regeneration
13	TCC	Town centre toilet provision (inc. bus hub) and usage of old toilet block	<ul style="list-style-type: none"> a) To ensure cleaning and management is completed satisfactorily. b) Consider use of bus hub. c) Assess need for storage in the old toilet block and seek quotations for renovation. 	EMR- Town Hall (and Toilet Blocks) Development
14	RAC	Biddulph Grange Country Park Visitor Centre	<ul style="list-style-type: none"> Seek quotations for significant scheme of work to ensure Centre is safe and accessible; aim to open in Autumn 2020. 	EMR- Biddulph Grange Country Park Visitor Centre refurbishment
15	RAC	Improvement of Highways	<ul style="list-style-type: none"> a) Implement Highways' consultant recommendations, b) Work with SCC to improve parking on North High Street; consider bollards in alley off John Street. c) To consider speed and use of town centre highways roads, in partnership with Amey and Staffordshire County Council. d) Install new/ refurbished signage at entrance of Biddulph 	EMR- Highways Developments

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16	RAC	Development of Allotments	a) Continue to look for development opportunities, particularly Shepherd/ Slater Street. b) Work with existing sites to ensure sites managed appropriately. c) Review of existing paperwork and introduction of overarching Allotment Policy.	General Fund- Allotments
17	RAC	Maintain and monitor footpaths	a) Work with Ramblers to identify issues and resolve these via Staffordshire County Council. b) Identify small improvements that are possible with BTC funding. c) Lengthsman to keep some town footpaths clear of debris and overgrown vegetation.	General Fund- Footpaths General Fund- Lengthsman
18	RAC	Effective management of Burial Grounds	a) To keep in obedience introduction of Exclusive Rights of Burial b) Improvements to drainage in Section C c) Resurface footpaths in Section M and C d) Tree planting- October 2020 e) Introduce Memorial Testing f) Refurbishment of Garden of Remembrance g) Clarify ideas around new Garden of Remembrance development	General Fund- Burial Grounds EMR- Future burial area, GOR development
19	RAC	Protection/ improvement of Open Space	a) Explore options to undertake additional mapping with Staffordshire Wildlife Trust b) Ensure riparian duties at Butterfly Gardens are undertaken c) Continue to maintain BTC owned/ managed areas. d) Complete Pocket Park and identify new areas for improvement. e) Develop Tree Planting Strategy	General Fund- Butterfly Garden, Maintenance of Springfield Road EMR- Projects
20	RAC	Improvement of transport options	a) Management and monitoring of 93 bus service. b) Active Working Group tackling range of public transport issues, including innovative approaches to working with schools at peak times.	General Fund- 93 Bus EMR- Highways Development
21	FSM	Ensure GDPR Compliance	a) Implementation and monitoring of new policy. b) Consideration of Data Protection Officer.	General Fund- Office Costs
22	FSM	Monitoring of Asset Register	Effective monitoring of fixed assets and Town Council owned property.	New Finance and Admin Officer role
23	FSM	Regular review of policies	a) Ensure Town Council is operating legally and with transparency. b) Solicitor instructed to provide employment advice on retainer basis. c) Development of Business Continuity Plan and Emergency Planning document, providing strategies for dealing with future possible outbreaks. d) Review of Finance procedures to coincide with new staffing	Chief Officer responsibility General Fund- Office Costs
24	FSM	Administer grants scheme	a) Provide support for local organisations through the main grant fund and the Town Councillors' Community Grant fund. b) Second round of applications for main fund to be considered in October 2020.	General Fund- Grants
25	FSM	Develop Town Council Strategy	Consider priorities in line with emerging Neighbourhood Plan.	FSM Committee to lead.
26	FSM	Management of risk	a) Continue to review and assess risk, particularly in relation to the Coronavirus pandemic. b) Staff to attend refresher training.	General Fund- Training

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27	FSM	Effective provision of lengthsman activities	Complete review of lengthsman scheme including consideration of wider grass cutting activities.	General Fund- Lengthsman
28	FSM	Consideration of investments and use of earmarked reserves.	To keep income and expenditure under review	FSM Committee to lead.
29	FSM	Installation of effective IT and WIFI provision (inc. telephony)	a) Complete tender process b) Consider building transfer in relation to ongoing building security	General Fund- IT and Website Support EMR- Town Hall Development
30	FSM	Maintain good relationships with 999 partners	a) Work with partners to ensure PSPO and CCTV provision in the town is appropriate b) Lobby for appropriate provision	FSM Committee to lead.
31	PC	Provide timely responses to Planning applications	a) To ensure that responses to Planning applications are transparent and consistent. b) Work with SMDC to develop training opportunities.	Planning Committee to lead.
32	PC	To develop/ implement the Neighbourhood Plan	Plan developed and submitted for Regulation 16 consultation (July 2020). Covid-19 has delayed referendum opportunities until May 2021.	Planning Committee to lead. EMR- Neighbourhood Plan implementation.