



## **ALCESTER TOWN COUNCIL**

### **ACTION PLAN FOR THE YEAR 2023-2024**

Alcester Town Council produced a Strategic Plan for 2023-2027 which was adopted at its Full Council meeting on 6<sup>th</sup> June 2023 at the beginning of the new Council term.

The Town Council carried out an online residents' survey (managed via the Performance, Consultation and Insight team at Stratford on Avon District Council) between 30<sup>th</sup> January 2023 and 20<sup>th</sup> March 2023 and the results of this survey informed the development of the Strategic Plan.

When drafting the Strategic Plan, the Council also considered the various consultations which had been conducted during the production of the Alcester Neighbourhood Development Plan and in particular the future projects section of the Neighbourhood Plan.

The Town Council regularly carries out informal consultation with residents via events such as "Meet the Mayor" and relevant issues raised were also considered as part of the drafting process.

The Town Council has produced an Action Plan for the year 2023-2024 which identifies the objectives and actions which it intends to complete during the year.

Responsibility, justification and budgetary requirements for each action are identified in the Action Plan.

The Action Plan was reviewed in November 2023 and will be reviewed again in March 2024. An Action Plan for 2024-2025 will then be produced for the new mayoral year.

Objective	Action	Justification	Update Nov 23	Budget	Responsibility
1	Protect, enhance and improve the local environment		Green colouring indicates completion.		
	1. Planning Committee to start the review of the Neighbourhood Development Plan.	Obligated to review within 5 years	Under consideration. For discussion at the October 2023 Planning committee meeting. Seeking volunteers for working group. Meeting arranged to set terms of reference	No budget requirement at present - grants available from Locality if required.	Planning Committee
	2. Provide grant funding to Alcester in Bloom and pay for watering	Supported in Residents Survey.	Community grant of £500 awarded to Alcester in Bloom in May 2023. Watering by Blenheim Nurseries paid for by ATC for summer 2023.	Allocation to be put in budget for 2024-25 for watering costs. Alcester in Bloom can apply for community grant.	F & GP committee
	3. Draw up management plan for maintenance of Abbey Fields site	Project from NDP	Professional advice required to draw up management plan. Meeting held with Alcester Youth Project to discuss maintenance of Abbey Fields.	Consider grant application to Stratford DC climate change fund for professional advice.	Lead Councillor - Open Spaces
	4. Work with the Environment Agency regarding plans for repair of flood defences	Safety of residents. Recent flooding incidents.	CLlr Juned has requested meeting with EA following flooding event on 20th October.	None.	Lead Councillor - Community Resilience
	5. Form Cemetery Working Group to look at opportunities to create additional burial space at edges of Cemetery	As burial authority	Deferred due to additional space being created in existing cemetery. Permission received from Diocese to remove remains of dividing wall.	None. Ear marked reserve of £30,000 for future cemetery development.	Lead Councillor - Cemetery
	6. Respond on all planning consultations, referring to the NDP when applicable	Statutory consultee	Ongoing	None.	Planning Committee
	7. Give community grants to organisations which protect, enhance and improve the local environment	Countryside and environment important in Residents Survey	May 2023 - Community grants provided to Alcester in Bloom, ABLE, Alcester War Memorial Town Hall and Oversley Green Residents Association	Community grants scheme to run again in 2024-25	Community Grants Working Group
	8. Implement first year recommendations of three yearly tree survey	Duty as landowner	Year 1 works completed. Moving forwards to covering work for Year 2.	Covered by existing budget.	Facilities Manager
	9. Budget for future tree work in accordance with tree survey	Duty as landowner	Ongoing - allocation of £8000 in budget for 23-24	Allocation of £8000 in 2024-25 budget	F & GP committee
	10. Replace play equipment in Bleachfield St play area	Health and Safety. Supported in Residents Survey	Play equipment installed October 2023 - awaiting post installation inspection.	None.	Lead Councillor - Play Areas
	11. Form a Working Group to look at management of land to improve biodiversity	Statutory duty	Working Group formed - Initial meeting 8th June 2023. Biodiversity Statement drafted and approved by Full Council. Professional advice required.	None at present. Consider grant for professional advice.	Lead Councillor - Open Spaces

	12. Carry out strategic review of play areas	Future planning. Residents Survey asked for improvements	Questionnaire agreed and to be launched October 2023. Survey of use to be undertaken in Spring 2023.	None.	Lead Councillor - Play Areas
	13. Monitor use of allotments to identify plots not being cultivated which can be relet.	Good management	Ongoing. Waiting list reduced considerably by recovering unused plots and reletting them.	None. Budget for 2024-25 to assume all	Lead Councillor - Allotments

Objective	Action	Justification	Update Nov 23	Budget	Responsibility
2	Play an active role in the promotion and future development of the town		Green colouring indicates completion.		
	1. B&T Lead Councillors to engage with local businesses to form relationships, develop a shared vision for the development of the town and offer support	Planning for the future of the town - Residents Survey highlights importance of vibrant town centre	Ongoing	None	Lead Councillors - Business and Tourism
	2. Organise Remembrance Sunday.	Civic duty	Booked for 12th November 2023	Usual costs covered in Mayoral budget	Town Clerk
	3. Look for opportunities for press coverage of Council events	Promotion of ATC and Alcester	Press releases issued for Local Council Clerks week, Bloor Homes naming ceremony	None.	Deputy Town Clerk
	4. Loan out gazebos to local groups	As means of supporting community groups - supported in Residents Survey	Ongoing	None.	Facilities Manager
	5. Liaison for major local events	Health and Safety. Support for community groups as per Residents Survey	Events Working Group formed and has met several times. Grant received from UKSPF for improved health and safety at events.	Grant of £10,000 received from UKSPF	Mayor/Town Clerk
	6. Liaise with local hotels to promote Alcester	Promotion of Alcester	Outstanding.	None.	Lead Councillors - Business and Tourism
	7. Produce the annual Events Guide	Supported in Residents Survey.	VB has started production of Events Guide 2024 which will be distributed with December newsletter.	Annual cost of £500 covered in budget	Mayor
	8. Councillors to attend local events	Promotion of ATC	Ongoing. Meet the Mayor event on 4th August 2023	None	All Councillors
	9. Mayor and Deputy Mayor to attend events in Alcester and by invitation in nearby towns	Promotion of Alcester	Ongoing	All costs covered in mayoral budget.	Mayor/Deputy Mayor
	10. Form a Working Group to consider the "visitor experience" and to consider production of a new version of the Town Guide	Promotion of Alcester	Outstanding	Costs to be identified as project develops	Lead Councillors - Business and Tourism

Objective	Action	Justification	Update Nov 23	Budget	Responsibility
3	Support and promote the health and wellbeing of our community		Green colouring indicates completion.		
	1. Provide support to Youth Club by advertising for volunteers	Continued provision of youth services - supported in Residents Survey	Ongoing. New volunteers recruited.	None.	H&WB Co-ordinator
	2. Seek ongoing funding for H&WB projects as required	RS	Ongoing	Ongoing search for grants.	H&WB Co-ordinator/ Town Clerk
	3. Young Trader initiative	Consultation with schools	Outstanding	None at present.	Mayor
	4. Police and Crime Commissioner grant – delivery project on drugs and exploitation	Consultation with schools	Grant secured and events booked- drama "Working for Marcus" 13 September 2023. Final school events due to take place by December.	Whole event covered by grant from Office of Police and Crime Commissioner	H&WB Co-ordinator
	5. Take forward projects from the H&WB Partnership as appropriate	H&WB Partnership meetings	Trip to Weston Super Mare - August 2023. Trip to Barry Island planned for 2024. New projects suggested at H&WB Partnership in October 2023.	All costs to be covered by external grants and donations.	Chair - H&WB Partnership and H&WB Co-ordinator
	6. Explore project to deliver a Community Shed	H&WB Partnership	Ongoing. Survey commissioned on old squash courts. Working group formed and business case to Full Council in November.	Costs to be covered entirely by external grants and donations.	Squash Courts Working Group
	7. Investigate running an additional night at the youth club	Request from youth club	Ongoing	Costs to be sought from WCC youth work fund if proceeds.	Lead Councillor - Youth Engagement

Objective	Action	Justification	Update Nov 23	Budget	Responsibility
4	Improve the resilience of the area and strengthen the community		Green colouring indicates completion.		
	1. Annual review of the Emergency Plan	Good practice	Review due November 2023	None.	Deputy Town Clerk
	2. Annual audit and maintain emergency supplies	Good practice	Audit of emergency supplies completed September 2023	Annual budget for renewal as required.	Lead Councillor - Community Resilience
	3. Feed into all consultations on flooding related issues	Good practice in a town which floods	Ongoing	None.	Lead Councillor - Community Resilience
	4. Appoint trustees to local charities when required	Required by local charity constitutions	Trustees appointed to all charities in May 2023 following elections.	None.	Full Council
	5. Arrange first aid courses for Flood Wardens if required	Good practice	Flood Warden training session held on 4th September 2023 - establish need for first aid training?	Budget in place for training.	Deputy Town Clerk
	6. Maintain speed gun and support SpeedWatch	Good practice. Action against speeding supported by Residents Survey	Ongoing- Road Safety and Speed Aware Working Group set up and has met. Developing residents' survey.	None.	Road Safety Working Group
	7. Work with EA and WCC to repair flood defences	Good practice to ensure health and safety of residents. Supported by the NDP.	Meeting requested following recent flooding event.	None.	Lead Councillor - Community Resilience
	8. Run Volunteer recruitment event to support local groups and societies	To support local groups and societies - community was a popular theme in the Residents Survey	Community Fair took place on 16th September 2023 at EPCC.	Running costs met from health and wellbeing budget.	H&WB co-ordinator

Objective	Action	Justification	Update Nov 23	Budget	Responsibility
5	Maintain effective and efficient governance and management of resources		Green colouring indicates completion.		
	1. Approve and adopt new policies as required.	Statutory duty	Ongoing	None.	Town Clerk
	2. Check staff and councillor training completed and logged.	Good practice	Ongoing	None.	Deputy Town Clerk
	3. Training policy to be updated to include provision for new staff and councillors	Good practice	Completed June 2023	None. Annual training budget in place.	Town Clerk
	4. Council to remain members of WALC and SLCC	Good practice	Subscriptions paid for 2023-24 financial year	Budget for membership to be included in 2024-25 budget.	Town Clerk
	5. Undertake appraisals for all staff	Good practice	All due March 2024	None.	Town Clerk
	6. All minutes to be published on website within 4 weeks of meeting	Good practice	Ongoing	None.	Town Clerk
	7. Apply for Quality Gold Council status	To upgrade from a "Quality" council	Initial application made to NALC. Documentation being prepared by Town Clerk and approved by F& GP Committee. Will be presented to Full Council in December.	Cost £250	Town Clerk
	8. Review operations at EPCC and identify future development opportunities	Good management. Supported by Residents Survey	Staff meeting with Lead Councillors for EPCC took place 9th June 2023 and further meeting planned. Grant application for solar panels successfully added to SDC's infrastructure List. Grant for LED lighting approved by Moor Fields charity.	Grant received for LED lighting. Solar panels project on hold pending grant.	Lead Councillor - EPCC/ Facilities Manager



Objective	Action	Justification	Update Nov 23	Budget	Responsibility
6	To improve community engagement		Green colouring indicates completion.		
	1. Publish social media posts to update residents on Council activities and signpost the work of other authorities and organisations which is relevant to our residents	Improve communication with residents	Ongoing	None.	Lead Councillor - Communications/ Deputy Town Clerk
	2. Publish quarterly newsletters	Communication with residents	Ongoing	Annual cost of producing newsletter incl	Lead Councillor - Communications/ Deputy Town Clerk
	3. Add information to ATC notice boards	Statutory duty in some cases. Otherwise to improve communication	Ongoing	None.	Facilities Manager
	4. Councillors to complete profiles and photos for the website	Good practice	Done	None.	All Councillors
	5. To produce the annual Community Engagement Action Plan setting out timetable for action and review and budgetary requirements	Good practice	Due November 2023	None.	Lead Councillor - Communications
	6. To produce a printed Annual Report for presentation at the Annual Parish Meeting	Good practice	Due in time for Annual Parish Meeting in April	Printing costs included in annual budget.	Deputy Town Clerk
	7. To update website to provide a better user experience and comply with accessibility requirements	To improve communication	Completed June 2023	No further costs anticipated other than annual hosting costs which are in the IT budget	Deputy Town Clerk
	8. To continue with various H&WB initiatives to engage with different groups within the community	Supported by Residents Survey	Ongoing - now via H &WB Partnership and H&WB Working Group	All to be funded by grants	H&WB Co-ordinator



Objective	Action	Justification	Update Nov 23	Budget	Responsibility
7	Help to create a future that is resilient to the impact of climate change		Green colouring indicates completion.		
	1. Review sites owned by ATC to establish what steps can be taken to reduce the impact of climate change	Declaration of climate emergency by ATC in June 2022	Quote received from Ecology consultants for review of sites. Very expensive. Considering options.	Grant to be sought from Stratford on Avon Climate Change Fund for ecological advice.	Lead Councillor - Open Spaces
	2. Obtain quote for improvements to ATC premises and seek funds	Declaration of climate emergency by ATC in June 2022	Quotes obtained for LED lighting for EPCC -grant awarded by Moor Fields charity. Quotes obtained for solar panels for EPCC - project on SDC Infrastructure Funding Statement as eligible for CIL.	LED lighting - grant secured to cover whole cost. Solar panels on hold pending grant opportunities.	Facilities Manager
	3. Stage an event – Alcester CAFÉ – to engage with residents on what is important to them regarding climate change	Declaration of climate emergency by ATC in June 2022	Completed 24 June 2023 joint event with SDC and WDC	None.	Lead Councillor - Climate Change
	4. Respond to Climate Change consultations from SDC/WCC	Consultee	Ongoing	None.	Lead Councillor - Climate Change
	5. Promote Clean Air Day	Declaration of climate emergency by ATC in June 2022	Done	None.	Lead Councillor - Climate Change
	6. Set up a Climate Change Working Group to produce an action plan	Declaration of climate emergency by ATC in June 2022. Residents Survey supports climate change initiatives	Working Group set up	None. Once action plan created, costs to be identified	Lead Councillor - Climate Change
	7. To consider working with other neighbouring parishes on climate change initiatives.	Declaration of climate emergency by ATC in June 2022	Contact made with several parishes following Alcester CAFÉ event and subsequently via the Local Council Engagement steering group. Ongoing.	None.	Lead Councillor - Climate Change

**FUTURE LONG TERM PROJECTS LIST AS IDENTIFIED IN COMMUNITY CONSULTATIONS.**

	Project			Justification
1	Improved cycle routes			NDP project
2	Car parking			NDP project
3	Footbridge - Jubilee Fields to Abbey Fields			NDP project
4	Educational facility/apprenticeship support			NDP project
5	Affordable housing			Housing Needs Survey
6	Climate Change initiatives eg cycle racks, water refill stations			Residents Survey
7	New kitchen EPCC			Residents Survey
8	New visitor information boards			Residents Survey

Note: these major projects to be considered for grant applications and/or to be included in future budget planning.