



ACTION PLAN - 2015/16

This Action Plan provides a summary of the Council's priorities for its activities and projects to be completed, or continued, over the Financial Year 2015/16.

This is the first Action Plan produced by this Council. Intentionally, it covers one Financial Year only because, in future, the Council will also operate a Five Year Strategic Vision and Action Plan ('the Five Year Plan'). The Five Year Plan will drive the Annual Action Plan for each of the years concerned. The initiation and development of the Five Year Plan is therefore a key objective for the Council in this first Action Plan. The two Plans will be significant strategic tools for the Council and the Town and - in the case of the Five Year Plan - time and effort must be invested in consulting our residents and key partners.

A report on progress against the Annual Action Plan will be provided to the Council every three months, and it will be updated to reflect the achievement of goals and changing circumstances.

While the Annual Action Plan and the Five Year Strategic Vision and Action Plan will both have financial consequences, and will be used to drive the Council's Budget-setting, they will not themselves include any financial data, which is provided in the quarterly Financial Reports.

The top five Council-wide activities for the remainder of the Financial Year 2015/16 are:

	Owner	Activity
1	Council	Initiate Five Year Strategic Vision and Action Plan
2	Council	Develop proposal for Shaftesbury to Gillingham Cycleway
3	Council / NP Group	Monitor completion of Neighbourhood Plan process
4	GEM	Implement Town Hall refurbishment scheme
5	ROSE Committee	Develop long term plan for the Swimming Pool

The full list of High and Medium priorities (only) for the remainder of the Financial Year 2015/16 is:

COUNCIL		
Priority	Activity	Information/Status
Activities specific to 2015/16		
High	Initiate Five Year Strategic Vision and Action Plan	To be initiated
High/Medium	Develop proposal for Shaftesbury to Gillingham Cycleway	Initiated (DATE)
High/Medium	Monitor completion of Neighbourhood Plan process	Input of survey data nearly complete
Medium	Reach satisfactory conclusion to Rifles Monument	Underway
Medium	Reach conclusion to Town Centre Enhancement project	Underway
Medium	Reach conclusion over proposals for Heritage Lighting on	Recommendation

	Gold Hill and St James Street	from P&H to be considered 3 rd Nov
Medium	Progress provision of open space / play equipment in Eastern Development	Meeting with Persimmon 16 th Oct
Medium	Progress provision of new Community Hall facilities to serve Eastern Development	Partly or wholly addressed by Youth Club / Silver Band development
Medium	Obtain and maintain the Foundation Award under the Local Councils Awards Scheme	Council to consider 3 rd November 2015
On-going or Regular Activities		
Medium	Monitor financial position	-
Medium	Monitor service delivery across all activities	-
Medium/Low	Maintain eligibility for General Power of Competence	Four-yearly review at Annual Meeting following Elections
Medium	Maximise the use of external funding for projects available through Section 106 'Planning Gain'	-

GENERAL MANAGEMENT COMMITTEE ('GEM')		
Priority	Activity	Information/Status
Activities specific to 2015/16		
High	Implement Town Hall refurbishment scheme	Requires refresh
High/Medium	Implement Christmas Lighting scheme in time for Christmas 2015	Consider contract 13 th October 2015
Medium	Consider Service Level Agreements and Community Grants for following year	Ties in to Budget-setting
Medium/Low	Monitor website improvements via Website Working Group	Underway
Medium/Low	Consider details of purchase of replacement Grounds Team vehicle	Consider purchase 3 rd November 2015
On-going or Regular Activities		
Medium	Monitor Service Level Agreements and Community Grants for present year	Delegated to Chairman and Clerk

HUMAN RESOURCES COMMITTEE ('HR')		
Priority	Activity	Information/Status
Activities specific to 2015/16		
Medium	Undertake staff benchmarking exercise (Confidential)	Completed August
High	Complete staffing review (Confidential)	Initiated August 2015
On-going or Regular Activities		
Medium	Respond to staffing issues as they arise	-

PLANNING AND HIGHWAYS COMMITTEE ('P&H')		
Priority	Activity	Information/Status
Activities specific to 2015/16		
High/Medium	Respond to stages of NDDC Local Plan consultation	Completed
High/Medium	Progress proposal for one-way bus route around the Kings Arms	To be scheduled
On-going or Regular Activities		
High/Medium	Respond to planning and highway consultations	-

RECREATION OPEN SPACES AND ENVIRONMENT COMMITTEE ('ROSE')		
Priority	Activity	Information/Status
Activities specific to 2015/16		
High	Oversee plan for re-opening of the Swimming Pool in 2016	Awaiting final accounts from 2015 season for Council to formulate business plan
High/Medium	Finalise arrangements for Apprentice Groundsperson	Delegated by Council 28 th October 2015
Medium	Finalise layout and access arrangements for new Allotments south of A30, and confirm transfer from NDDC	Initial concerns being examined for solution 13 th October 2015
Medium	Refurbish skate ramps in Barton Hill Recreation Ground	Contract likely October.
Medium/Low	Finalise plan for Coppice Street corner	Fencing only, contract about to be placed
Medium/Low	Discuss with DCC Highways possible Service Level Agreement to take on maintenance of Highways verges	Meeting arranged October 2015
Medium/Low	Progress S.106 funded project for Castle Hill	Meeting arranged October 2015
On-going or Regular Activities		
Medium/Low	Consider tree planting proposals	-
Medium/Low	Respond to tree work consultations	-
Medium/Low	Monitor maintenance of the Council's grounds and play equipment	-

CIVIC AND COMMUNITY ACTIVITIES		
Priority	Activity	Information/Status
Activities specific to 2015/16		
Medium	Complete arrangements for Mayors Day 2016	Underway
Medium	Remembrance Day	Underway
On-going or Regular Activities		
Medium	Mayor / Deputy to attend schedule of civic events	-

OFFICER LEVEL		
Priority	Activity	Information/Status
Activities specific to 2015/16		
Medium	Ensure all staff issued with Contract of Employment	With Town Clerk
Medium	Check current requirements for DBS checking and levels	With Town Clerk
Medium/Low	Monitor results of installation of solar panels on Town Hall roof	Report to Council 3 rd November 2015
On-going or Regular Activities		
High	Maintain public safety in all areas of Council activity and safe systems of working by staff	-
High	Ensure application of good governance and probity in all areas	-
High/Med/Low	Implement Council and Committee decisions	-
High/Med/Low	Maintain and improve service delivery / business as usual	-

Approval date:

03 NOV 2015

Last Review:

DD MMM 2015