

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020

Policy and Resources Committee

Strategic Aim	Objective	Action	Timescale	Budget	Review
<p>Take part in an open dialogue with the community....</p>	<p>Leigh Town Council News Develop the magazine to invite participation/dialogue on Council responsibilities etc</p> <p>Volunteers Clarify roles and responsibilities for the volunteers, co-ordinator and office. Budget in place to pay co-ordinator revise job specification and person spec. and advertise and appoint a new co-ordinator.</p> <p>3 Year Action Plan Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>Build in comments/letters page. Encourage committees to involve and invite dialogue. Building method for Council Website for site visitors to leave messages.</p> <p>Meeting of Volunteer PDG</p> <p>Decision to be made on appointing a Volunteer Co-ordinator</p> <p>Advertise and appoint</p> <p>Town Clerk to work closely with new Chairmen to ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	<p>By end of September</p> <p>End of May</p> <p>By June</p> <p>End of May</p> <p>Ditto</p> <p>August/November/February</p>	<p>Increase budget to reflect increase in cost for delivery and production. Website development budget implications.</p> <p>Review pay and expenses for this role</p> <p>Cost item from appropriate budget stream</p> <p>Potential impact on Training Budget</p>	

Strategic Aim	Objective	Action	Timescale	Budget	Review
Provide high standard, value for money services...	Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and indentify savings Review revise standing orders	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim In discussion with Town Clerk	May/June Annually	Aim to reduce budget, make savings where possible	
Assist and encourage other bodies to provide high standard value....	Work with contributors to magazine to submit on time quality items and images. Monitor volunteer roles and responsibilities through informal dialogue. Develop evaluation proforma	Review and revise Writing Guide and distribute online and at reception. At the time of the various support either for Community Centre or Events use a proforma evaluation VC to design and produce this.	By September Ongoing June/July	Photocopy cost Photocopy cost	
Promote the best needs of the Town	Consider developing a Policy Document that proposes methods that involve the community participating in identifying what are the needs of the Town	If agreed, develop the Policy	October		

Outline actions agreed May 2016

Enhanced action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Signed by Chair.....

Date.....

Community Facilities Committee

Strategic Aim	Objective	Action	Timescale	Budget	Review	
Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council	To engage with the public in the development and implementation of the future refurbishment of the community centre and the Leigh Leisure Plaza Project.	Advertise and enrol suitable local residents and service users to the development and implementation groups.	With immediate effect and continuing throughout these projects.	£500		
	To communicate our plans and aspirations and consult with the public where appropriate to ensure that the services we provide are required	Inform the local press of projects at an early stage. Implement formal consultations utilising the LTC news, website and other media	As appropriate	£1,000		
Provide high standard, value for money services to help to meet the needs and wishes of the community.	To maintain and improve the existing capital assets of the Council particularly at the skatepark and Strand Wharf.	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks.	Surveys and review to be reported at October meeting.	£		
	To maximize the utilisation and benefit of the existing assets of the Council	Continue existing program for CC and further marketing and development by CC administrator. Develop promotion of use of skatepark and Strand Wharf	Ongoing.			
			3 months			
	To develop a refurbishment and development plan for the Community Centre and to implement these works.		Establish refurbishment group/SC.	3 months		£5,000 £2,000
			Review staffing requirements for major projects.	3 months		
			Professional consultation. Finalise business plan utilising intern.	As required 6 months		
Develop and finalise scheme of refurbishment.			12 months			
	Identify and secure funding. Implement refurbishment	12 months				

	<p>Leigh Leisure Plaza: The objective is to provide for the people of Leigh on Sea and the surrounding area, of all ages and capabilities, an outdoor activity and recreation area on Leigh Marshes between the refuse centre and the golf driving range.</p> <p>Minor works</p>	<p>scheme</p> <p>Establish development group/SC. Carry out feasibility study and local survey. Review staffing requirements to support and implement scheme</p> <p>To continue to review and consider opportunities for minor schemes and be flexible to developing needs such as continuation of local services if withdrawn by principal authority.</p>	<p>3 years</p> <p>Report to October meeting</p> <p>3 months</p> <p>PDG to meet at least 6 monthly to audit and review in January and October.</p>	£2,000	
Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.	Via membership of other bodies such as coastal community group to encourage local provision. By engagement of local PA members to ensure maximum provision for Leigh.	Continue support and membership of local bodies. Provide support and assistance to these bodies as required. To establish and maintain good working relationships with PA.	Ongoing.	£500	
Promote the best interests of the town for the benefit of the local community.	Support the work of other committees and Council by providing and maintaining the physical assets of the Council.	Chairman to engage with the Chairs of other committees at Chairman's liaison meetings and report back to committee.	Ongoing		

Community Facilities Action Plan 2016 – 2020

Chair: Cllr Richard Herbert 25/07/16

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Environment and Leisure Committee

Strategic Aim	Objective	Action	Timescale	Budget	Review
Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council	To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback	<p>Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)</p> <p>Consider the need for other community forums</p> <p>Allotments – quarterly meetings between Allotment Forum and LTC officer</p>	On-going	Overall E&L budget	Annual (first E&L meeting of each council year)
Provide high standard, value for money services to help to meet the needs and wishes of the community.	To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback	<p>LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration.</p> <p>Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year installation and storage contract</p> <p>Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage participation from other residents.</p>	On-going	Overall E&L budget	Annual overall review of objective + specific reviews of each event/activity at E&L meetings throughout the year

<p>Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.</p>	<p>To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events</p>	<p>Advertising on community website, council newsletter (2xyear)</p> <p>Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC</p> <p>Application process for grant funds and request article for newsletter</p>	<p>Approx 2 months prior to newsletter release in Dec/June</p>	<p>Overall E&L budget</p>	<p>E&L committee to scrutinise website 2 x per year</p> <p>E&L committee to review content of LTC Newsletter 2 x per year to ensure a wide range of activities/groups is included</p> <p>E&L committee to scrutinise applications as they come in and evaluate outcomes</p>
<p>Promote the best interests of the town for the benefit of the local community.</p>	<p>To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community</p>	<p>Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on upcoming events with an invitation to other local groups to contact LCC for further information.</p> <p>Farmers' Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers</p> <p>Heritage assets group – to continue 2015-16 action plan and report to E&L meetings (regular agenda item)</p> <p>Tourism PDG – to create action plan for 2016-20 and report to</p>		<p>Community initiatives budget/good for Leigh budget</p>	<p>E&L committee to monitor groups attending events with the support of LCC staff</p>

		<p>E&L meetings (regular agenda item)</p> <p>Town councillors to be ambassadors – attending events, writing articles for LTC Newsletter, etc.</p>			
--	--	---	--	--	--

Leigh on Sea Town Council Action Plan 2016 – 2020

Environment and Leisure Committee

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Chair.....

Date.....