



## Action Plan FY2016-17

The routine administration of Council involves monthly meetings of the Full Council & Planning Committee, quarterly meetings of Allotments, Regeneration & Footpaths Committees and ad-hoc meetings of the Special Purposes & Finance Committee. The Council also manages facilities and bookings for a number of Council/Trust owned buildings including the Grade II listed Town Hall, the Civic Centre, the One Stop Shop, the Youth Centre and Chipping Club Room. Allotments are also directly managed, along with various borders and green areas of the town and together with the Symn Lane children's play area. The Council is a burial authority for the management of the Cemetery and also maintains two other closed churchyards. The Town Council owns and part-funds the summer open air Swimming Pool which is operated by a Charitable Company and has input into the committees of various local organisations such as Synwell Playing Fields Committee and the Community Sports Foundation. The Council also manages the affairs of the Town Trust, as Managing Trustee.

### Priorities for FY 2016/17 (outside of routine matters)

- Continue staff familiarisation process of updating recent new Town Council website as an improved communication tool.
- Apply for Local Council Award Scheme 'Quality' Status award after 'Foundation' last year.
- Support new Councillor elections in May 2016, continue to promote councillor training, and also staff various training needs as identified in appraisal process.
- Analyse historical files and register all Council/Trust land holdings via solicitor & Land Registry.
- Make improvements to New Rd allotments via new underground piping and path stabilisation. Also commence risk assessments of all allotments.
- Finalise the agreement with adjacent landowners at Holywell regarding fencing and stream management.
- Work closely with Heritage Centre regarding financial aid package and the improved promotion of Wotton by establishing it as a tourist information facility.
- Complete works at Youth Centre and Chipping Club Room to increase usability of space for young people and the elderly.
- Continue plant border management around the town with emphasis on perennials, shrubs and bulbs, augmented by some summer bedding.
- Work with Cotswold Wardens to progress Holywell Leaze Wall repairs.
- Work with community groups to promote Wotton for Walkers, Walking Festival.
- Work with partners to make sure a Christmas market event takes place in December 2016.
- Produce an update of the Community Plan (last one 2005) identifying priorities for the town.
- Rope Walk open space improvements; formalise plan, apply for grants, involve more partners.
- Work with Synwell Playing fields Committee to ensure the management of the town's playing fields, social venue and open spaces continues – intervene to assist in its management if failure likely or intervention requested.
- Continued introduction/revision of appropriate policies & procedures as appropriate eg Business Continuity Plan, Community Engagement Policy, in line with legislation.

- Consult with Glos Highways and if appropriate apply for a block of Traffic Regulation Orders around Wotton for cost effective improvements.
- Work with the Recreational Trust to improve its governance and objectives.
- Consider replacement Council van due to age and more costly repairs.
- Review, revamp & refresh of Wotton Farmers Market.

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#### Priorities Completed in FY 2015/16

- Introduced new Town Council website.
- Continue development of new policies & update existing ones to keep abreast of legislation.
- Completed Chipping Club Room legal negotiations for Town Trust to take over the facility. Improvements to the facility such as better heating system, rear clearance to make seating area, emergency lighting & fire safety, and better kitchen facilities.
- Grant secured from Police Crime Commissioner and works 80% completed to double youth centre usable space via new access door to Chipping Club Room, also to improve facilities and provide Friday wifi café for young people, and more elderly facilities eg table tennis.
- Provided feedback to Annual Parish Assembly on Community Questionnaire (270 returned from residents) and commence updating of the Community Plan (previous 2005).
- Submitted Neighbourhood Plan Designated Area to Stroud District Council.
- Awarded new 3 year youth services contract to YCS from Sept 2015 after tender process.
- Undertook extensive repairs to the historic Tolsey Clock.
- Continued rolling 5 year maintenance programme for trees managed around the Town.
- Revamped procedures for facility hire including booking system viewability on new website for all council hire venues.
- Continued the overhaul of open spaces in the Town under the management of the Council eg more shrubs, perennials and bulbs in various borders to produce a longer more vibrant display. Monitored new service contract for grass cutting, borders and hedge management. Undertook clearance of St Marys churchyard, working in collaboration with various community groups for clearance & border management, including Cotswolds Wardens for Holywell site and the Clump, also Dyers Brook Road stream side bank overhaul & clearance, Marchesi Wak streamside & bank clearance, and Knapp Rd field below allotments hedging & drainage ditch/channel between Fountain Crescent cleared. Hedging/tree works completed at Knapp Rd allotments along roadside.
- Introduced a solution to worsening weed and litter problem around town, via changed caretaker role and new staff member introduction.
- Sourced new permanent extra administrative cover for One Stop Shop - one day a week and holiday cover.
- Negotiations with Heritage Centre due to their worsened financial situation, resulting in a financial aid package agreement and improved tourism venue to commence 2016 onwards.
- Completed the CCTV upgrade around town & improved working with Police regarding access/copying of incident data.
- New boiler installed in Town Hall to increase reliability for users & lower costs.
- Staff completed CILCA & ILCA qualifications, and weedspraying certification for buildings manager. Town Clerk undertook continued professional development, along with various councillor training.
- Supported new Councillor elections in May 2015 and also one councillor co-option processed & associated admin/instruction.

- Installed new play equipment at Symn Lane with 'inclusive' theme, also ground surface improvements to entrance gate, around benches & high use areas. New community noticeboard installed at play area entrance with spring bulbs.
- Finalised lease agreement with SDC for Chipping Car Park and ensured that yellow lines/resident parking signage carried out.
- Applied for & awarded Local Council Award Scheme Foundation Status
- Safety improvements to rear Civic Centre staircase main fire emergency exit, also emergency evacuation chair procured and cascade training carried out for core staff.

Priorities Completed in FY 2014/15

- New Town Clerk familiarisation process after retirement of incumbent after 22 years.
- Installation of new networked computer system (as all PC's were stand alone, old and unable to file share) along with replacement of old photocopier at cheaper rates.
- Introduction of various new policies & procedures to keep abreast of legislative changes, including revamp of internal audit procedures to satisfy external auditor requirements.
- Garden of Remembrance renovated & new oak war grave crosses installed.
- Open spaces contract re-awarded for 3 years – to commence 2015.
- Civic Centre Car park white-lined, signage introduced, trees cleared & smartened up.
- Rolling 5 year maintenance programme established for trees managed around the Town.
- Internet banking commenced to cut costs after bank's new charging policies were introduced.
- Better organised Annual Parish Assembly with booklet reporting achievements over past year and containing key financial information.
- Assessment of utility costs & new contracts placed for gas, electric, & telephone to produce savings.
- Introduction of staff appraisal system, assessment of training needs and furtherment of training for all staff and Councillors.
- Potters Pond – legal action taken to protect the town's interest from developers & the White Clawed Crayfish species.
- 4 councillor co-options processed & associated admin/instruction during the year.
- New 3-year Service Level Agreement entered into with Company to manage Wotton Swimming Pool.
- Various other issues dealt with such as new allotments agreement & procedures, deep clean of civic centre carpets/floors, Town Hall boiler analysis & new contract, interior paintwork redone at Civic Centre, etc.
- CCTV upgraded around town with part grant from Police Crime Commissioner.
- Community Questionnaire prepared and issued to each household in the Town and promoted at December 2014 Christmas Market.

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