**Wotton-under-Edge Town Council**

# Action Plan FY 2020/2021

The routine administration of Council involves monthly meetings of the Full Council & Planning Committee, quarterly meetings of Allotments, Regeneration & Footpaths Committees and Partnerships, 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 (Marchesi Walk) 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, the Community Sports Foundation, and the Recreational Trust. The Council also manages the affairs of Wotton Town Trust, as Sole Managing Trustee, leasing and dealing with buildings maintenance issues of the Heritage Centre and the Chipping Hall (Under the Edge Arts Centre), in addition to the Civic Centre Car Park and the Chipping Car Park (the latter leased to SDC).

# Objectives/Action Plan for 2021-2022

* Work with developer and SDC to develop a detailed management plan for the new Symn Lane car park.
* Secure grants and install eight Electric Vehicle (EV) charge points in the new car park, possibly powered a solar canopy, if grant funding can be secured.
* Complete refurbishment of gables and west elevation of the Town Hall. Continue to explore grants to support the refurbishment programme.
* Continue to explore climate change initiatives and install heat pumps and solar panels on council buildings if full grant funding is secured.
* Appoint replacement Town Clerk
* Establish requirements for future tree survey and commission.
* Establish requirements for Open Spaces contract and re-tender.
* Complete the Cotswold Gateway project.
* Prepare tender documents for the follow-on youth services provider.
* Commence Old Town Toilets rebuild.
* Develop plans for a new expanded market, once the new car park is available.
* Commence new footpaths and footway surveys.
* Encourage new councillor volunteers from the community - elections May 2021
* Continue with training programme for the new staff team and also encourage councillors to attend training
* Assess both allotment sites and work with community volunteers to continue to make improvements.
* Assess all land holdings of Council/Trust and ensure all listed at Land Registry.

# Activity Report 2020 – 2021

* New website introduced, following demise of previous support company. Accessibility work on-going following new regulations.
* New office IT system introduced with Councillor emails (for GDPR compliance) and Microsoft Office 365/Sharepoint/Teams to support remote working.
* Office re-configuration/building works at Civic Centre completed and former One Stop Shop let out to a new business, assisting revenue generation for council and improving working arrangements internally for council.
* Civic Centre car park lights (and also workshop) replaced with LED lights.
* Remembrance Commemoration, organised by the Town Council held in compliance with Covid restrictions,
* Allotment plots allocated to the local Climate Action Group for a tree nursery.
* Agreement to submit a planning application for the Old Town Toilets re-build.
* Town Hall refurbishment programme started. Surveyor appointed to assess the repair work needed on the Town Hall exterior and detailed report produced. Laser scan topographical survey undertaken and scaffolding installed.
* Agreement to establish and fund a link to Police HQ from the Town’s CCTV system.
* Pandemic Contingency Plan written and approved.
* New Assistant Clerk post established and vacancy filled.
* New “Accessible” sliding electric doors installed in the Civic Centre.
* All council buildings insulated as part of climate change initiative.
* Agreement reached with the Wotton Climate Action Network, Council to allow tree planting at Knapp Field, where approximately 400 trees will be planted toward the end of 2020, pandemic restrictions permitting.
* Support provided to Walking Festival Committee to secure “Walkers are Welcome” status.
* Begin implementation of the “Gateway” walking and cycling routes sponsored by Cotswold AONB.
* Financial assistance to Wotton Area Mutual Aid network for pandemic help to needy.

# Activity Report 2019-2020

* Town Crier 50th anniversary celebration held and freedom of the town awarded.
* Open spaces contract awarded.
* New financial accounts package installed.
* Climate Action Working Group Established.
* Civic Centre exterior refurbished and most windows replaced with modern double glazed units as part of the climate change initiative.
* “Green” energy supplier appointed to provide the Council’s energy.
* Results of the District Council’s Community Governance Review challenged and agreement reached in mediation before Judicial Review process.
* The way ahead agreed for projects which gained support in community Questionnaire.
* Architect appointed for Old Town Toilets rebuild; the intention is to make the building as “green” and sustainable as possible.
* A wildflower bank planted at the swimming pool to test the concept and will be considered for planting along the bank at Marchesi Walk, as an alternative to grass cutting.
* War Memorial island at Old Town refurbished.
* The Town Council agreement to take on responsibility for organising future Remembrance Sunday parades. Planning commenced for the 2020 parade (subsequently cancelled due to Covid).

# Activity Report 2018-2019

* Replaced the damaged Fleur de Lys stonework on the Grade II Chipping Hall roof
* SLA with the swimming pool company re-negotiated to allow them to accept a grant of £45,000 from Sport England, for replacing tiles to the pool and to refurbish the changing rooms and office.
* Youth Work contractor chosen through competitive tender for the next three years
* Additional funding provided to Wotton in Bloom to support the group’s entry into Britain in Bloom for the first time.
* Local Defibrillator initiative supported. Devices installed at the Civic Centre and Synwell Playing Fields.
* Tree consultant appointed to undertake periodic survey of all council trees.
* District Council’s proposals for the introduction of car parking charges successfully opposed.
* New Code of Conduct agreed following discussions with the SDC Monitoirng Officer.
* New GDPR documentation introduced.
* Community Questionnaire distributed to residents.
* New water pipe system fitted to New Road allotments to allow better water flow.