

Hythe Town Council

DRAFT Action Plan 2022-23

Introduction

Hythe Town Council prepares an annual action plan to ensure that operational decision-making is transparent, and priorities are appropriately resourced. In 2022, the Town Council developed a Strategic and Corporate Business Plan statement, providing a strategic overview of the key documents that guide our work.

1) Efficient and responsive services

We endeavour to provide excellent customer service, ensure repeat business, high levels of satisfaction and low numbers of complaints.

Growth and development of our community spaces

We will seek to grow the role of the Town Council by enhancing our community facilities whilst addressing climate change issues and protecting and improving leisure and recreational facilities.

The following opportunities are available to communities to identify priorities for the town:

- Public participation at the beginning of each Council meeting.
- The publishing of agendas and minutes for all Council meetings on the website, in the office window and on a notice board within the town.
- Active involvement in the Annual Town Meeting with its public question time.
- The annual External Audit provides the opportunity for questions to be asked about the latest Statement of Accounts and Balance Sheet. A synopsis of the

The priorities below are attached to standing Committees, but may be delegated to Working Groups. This action plan is reviewed by the Standing Orders Committee.

2) Excellent Governance

We work to ensure effective planning and robust systems of financial control as a result of high levels of knowledge acquired through experience and training. Good leadership gives confidence in service delivery and decision-making.

3) Appropriate and meaningful community engagement

We will strengthen local democracy, encouraging inclusivity and seeking to engage with communities using a wide range of methods, providing feedback and the opportunity for comment and involvement in decision-making. These documents were all developed following identification of key priorities by the community. The Town Council continuously seeks to represent the community, building stronger communities and providing good governance.

financial accounts is published within the Annual Report.

- Making Councillor contact details available on the website.
- News and events are publicised through the website and a variety of social media platforms.
- When the Council is considering specific issues, methods of engagement such as surveys, focus groups/ workshops or seeking comments through social media may be used.

No.	Aim	Key Task	Funding allocated	Timescale
Full Council Overall Strategic Objectives: <ul style="list-style-type: none"> Promote opportunities for economic success of the area, working with High Street traders and businesses. Work to become greener in our activities, lobbying those who have key responsibilities for improvements and supporting our communities. Signpost and inform residents and visitors, guiding them through the range of services available to them. Improve safety and reduce anti-social behaviour. Improve the wellbeing of the residents of Hythe. 				
1	Provide Support and Information to Town Centre traders	Seek opportunities and funding to implement priorities identified in the Regeneration Plan.	High Street Reserves	Throughout the Year
2	Enhancement of partnerships within the town	Continue to support community groups: implement the Hythe Town Council Dementia Forum action plan.	Dedicated support through Events and Partnerships Officer	Support provided throughout year.
3	Consider public realm improvements to enhance the appeal of the town for visitors and the community.		Seek Funding	Seek government and/or principal authority funding Summer/ Autumn 2022 for capital projects.

No.	Aim	Key Task	Funding allocated	Timescale
		<p>Work with Hythe Green Preservation Society and Hythe and District Countryside Volunteers to identify public realm improvements that are both easily achievable and aspirational.</p> <p>Promote Eco Craft Fairs.</p> <p>Ensure that enhancements to public realm to surrounding green spaces.</p> <p>Investigate the installation of electric car charging points at Town Hall.</p>		Consider proposals November 2022.

5	Work with key enforcement agencies to tackle anti-social behaviour within the town.	<ul style="list-style-type: none"> a) Ensure that CCTV provision on Hythe Town Council land is working. b) Work with HAC to implement CCTV along the High street. c) Continue to ensure that the relationship with the Police is positive and supportive. 	CCTV Reserves	Actions to continue throughout year.
6	Implement actions delivering key environmental improvements.	<ul style="list-style-type: none"> a) Consider initiatives such as being a Bee Friendly town. b) Enhance open spaces and biodiversity through additional Planting Improve flood risk areas, implementing recommendations from within Neighbourhood Plan mapping work. c) Create safe links and spaces within the town, focusing on the needs of cyclists and walkers in the area. d) Hold Eco Fayre. 		Actions to continue throughout year.

No.	Aim	Key Task	Funding allocated	Timescale
7	Complete restoration projects and protection of heritage	<ul style="list-style-type: none"> a) Continue to work alongside Hythe Civic Society on 'local listing' process that takes into consideration our community assets and heritage features. b) Work to enhance, restore and improve these assets, where possible. 		Throughout year.
8	Enhance arts and culture in the town.	<ul style="list-style-type: none"> a) Work with creative and artistic communities to support and showcase the incredible talent within our community, promoting festivals and community events. b) Increase opportunities to engage in art and cultural activities 		Throughout year.

9	Enhance tourism opportunities within the town, increasing the number of people that visit the town and choose to spend time here.	a) Create opportunities for attractions to promote their offer within Hythe Town Hall, increasing the amount of literature and other products that are available.		Throughout year.
10	Improve health and wellbeing opportunities for residents	a) Enhancements to cycling provision within the town. b) Provide opportunities to purchase fresh seasonal food through markets and events, which also promote existing town centre traders. c) Refurbish the Red Lion Square Water Fountain.	CIL Reserves	Throughout year.
11	Continue to lead and develop community events, providing and encouraging volunteering opportunities	a) Continue to support events such as the Venetian Fete, Hythe Life Food Festival and Hythe in Bloom. b) Lead town with Civic Ceremonial occasions.	Grant Funding	Throughout year.

No.	Aim	Key Task	Funding allocated	Timescale
12	Provide services and support for young people	a) Create a Youth Council to seek their views on the town's priorities. b) Consider enhancements of play opportunities and youth facilities.		Events ongoing throughout the year.

Finance and General Purposes Committee

Overall Strategic Objectives:

- Oversee the strategic direction of the Town Council.
- Manage the Council's assets and resources responsibly and transparently.

14	Management of Community Facilities	a) Consider future investment in the Town Hall and promotion of the asset. b) Ensure there is a clear role for Hythe Town Hall. c) Effective management of health and safety, including statutory testing.		Operational management delegated to Officers.
15	Ensure GDPR Compliance	Town Clerk to establish process for management of Councillor IT equipment.	IT Reserves	Investment in additional IT to be complete by April 2023.

No.	Aim	Key Task	Funding allocation
16	Continuous monitoring of Asset Register	Effective monitoring of fixed assets and Town Council owned property.	
17	Regular review of policies	<ul style="list-style-type: none"> a) Ensure Town Council is operating legally and with transparency. b) Solicitor instructed to provide employment advice on retainer basis. 	
19	Effective management of risk	<ul style="list-style-type: none"> a) Continue to review and assess risk, to be reported to Council annually. b) Ensure appropriate insurance cover for new and emerging asset management. 	
20	Consideration of investments and use of earmarked reserves.	<ul style="list-style-type: none"> a) To keep income and expenditure under review b) To invest reserves in low-risk financial services. 	Finance and General Committee to lead

No.	Aim	Key Task	Funding allocated	Timescale
24	Development of Allotments	a) Work with existing sites to ensure sites managed appropriately.	Budget – Allotment Maintenance	Site management ongoing.
27	Effective maintenance of Town Council Open Space	a) Ensure Grounds Maintenance contract in place b) Develop proposals for grass cutting that finds an appropriate balance between improving biodiversity and ensuring areas are 'tidy' c) Develop Tree Planting Strategy	Budget - Grounds Maintenance	

Plans and Works Committee				
Overall Strategic Objectives:				
<ul style="list-style-type: none"> Represent residents on key planning and strategic issues 				
29	Provide timely responses to Planning applications	To ensure that responses to Planning applications are transparent and consistent.	Planning Committee to lead.	Throughout year.
30	To develop/ implement the Neighbourhood Plan	Support FHDC to understand their obligations	Planning Committee to lead.	