

Hythe Town Council

Action Plan 2022-23

Adopted by Council 01.09.22 Min no.136/22

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.

Efficient and responsive services

We endeavor 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.

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.

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.

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 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.

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.

Full Council Overall Strategic Objectives:

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| <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. |
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No.	Aim	Key Task	Funding Allocated	Timescale
1.	Provide Support and Information to Town Centre traders.	Seek opportunities and funding. Create and administer a High Street Traders Register	High Street Reserves £14,598	Throughout the Year

No	Aim	Key task	Funding Allocated	Timescale
2.	Enhancement of partnerships within the town	<p>Continue to support community groups:</p> <ul style="list-style-type: none"> • Hythe Town Council Dementia Forum • Rotary • Hythe Business and Tourism Association • Salvation Army • Churches Together • Age Uk/Community Support Hub • Hythe in Bloom • Hythe Venetian Fete • Hythe Green Preservation Society • Hythe Environmental Community Group • RBL Hythe and Saltwood 	Grants £19,500	Support provided throughout year.
3.	Consider public realm improvements to enhance the appeal of the town for visitors and the community.	<ul style="list-style-type: none"> • Refurbish street furniture in Hythe Blue • Work with Hythe Green Preservation Society on enhancing The Green • Promote Eco Fayres • Enhance open spaces • Investigate the installation of electric charging points at South Road Pavilion 	Mayors Personal Project Fund – No Budget set as this is not from HTC funds	Support provided throughout year.

No	Aim	Key Task	Funding Allocated	Timescale
4.	Work with Key enforcement agencies to tackle anti-social behaviour within the town.	<ul style="list-style-type: none"> Work with Hythe Against Crime to implement CCTV along the High Street. Ensure HTC CCTV provided on all HTC buildings and Open spaces Continue to ensure that the relationship with the police, PCSO's and Community Wardens are positive and supportive. 	<p>Not HTC project but support offered.</p> <p>CCTV Reserves to install £30,126</p>	<p>Phase one - completed October 2022</p> <p>Phase 2 – in progress</p> <p>Phase 3 – Jan 2022 to include the Town Hall if permission granted.</p> <p>By end of financial year 31 March 2022.</p>
5.	Implement Actions delivering key environmental improvements.	<ul style="list-style-type: none"> Join Plan Bee initiative Enhance pen spaces with biodiversity through additional planting Hold Eco Fayre 	Community Engagement Budget £1,000	Projects throughout year
6.	Complete restoration projects and protection of heritage	<ul style="list-style-type: none"> Continue to work with Hythe Civic Society on Red Lion Square Water Fountain 	£1,500	By end of financial year 31 March 2022.

No	Aim	Key Task	Funding Allocated	Timescale
7.	Enhance Art and Culture in the town	<ul style="list-style-type: none"> Bandstand Mosaic project Art in the High Street 	s.106 Fishermans Beach funding £10,000 Community Engagement Budget £1,000	End of Financial year 31 March 2023
8.	Enhance tourism opportunities within the town	<ul style="list-style-type: none"> Create opportunities for attractions to promote the towns events. Increase the council's literature for events through Hythe Life and the newsletter 	Advertising Budget £2,000	Ongoing throughout year
9.	Improve health and wellbeing opportunities for residents.	<ul style="list-style-type: none"> Work with FHDC/KCC on provision for cycling lanes Provide opportunities to purchase fresh food through seasonal markets and events Refurbish water fountain, Red Lion Square 	CIL Reserves	Ongoing throughout year
10.	Lead and develop community events, providing volunteer opportunities.	<ul style="list-style-type: none"> Continue to support events such as Venetian Fete, Hythe Life Food Festival and Hythe in Bloom 	Grants Budget £19,500 Civic Entertainment Budget £2,500	Ongoing throughout year
11.	Provide services and support for young people.	<ul style="list-style-type: none"> Create Youth Council to seek views on the town's priorities 	Town Council Initiatives £2,000	Ongoing throughout year

FINANCE AND GENERAL-PURPOSE COMMITTEE

Overall Strategic Objectives:

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

No	Aim	Key Task	Funding Allocated	Timescale
12	Management of community facilities	Consider future investment in the Town Hall and promotion of the asset Manage Health and Safety and Risks of buildings and facilities.		Operational management delegated to Town Clerk
13.	Ensure GDPR Compliance	Town Clerk to establish management of Council IT Equipment	IT Reserves £2,500	Investment in additional IT to be completed by April 2023.
14.	Continuous monitoring of Asset Register	Annual review of register checked by Internal Auditor		
15.	Regular Review of Policies	Standing orders committee every 3 months		
16.	Effective Management of risk	Standing orders committee every 3 months Ensure appropriate insurance cover for new and emerging asset management		

No	Aim	Key Task	Funding Allocated	Timescale
17.	Consideration of investments and use of earmarked reserves.	Monitor Income and Expenditure budget on a regular basis Invest in reserves, monitor interest rates.		
18.	Development of Allotments	Work with existing sites to ensure managed appropriately	Allotments Budget £1,000	
19.	Effective management of HTC Open space	Ensure grounds maintenance contract in place Reduce grass cutting i.e. No mow May Develop tree planting strategy	Grounds Maintenance Budget £53,900 Trees Budget £13,395	

PLANS AND WORKS COMMITTEE

Overall Strategic Objectives:

Represent residents on key planning and strategic issues

No.	Aim	Key Task	Funding Allocated	Timescale
20	Provide timely responses to Planning Applications	Ensure transparent and consistent		