

Action Plan 2018-19

	Aim	Objective	Key Tasks	Time Frame	Measurement
Cemetery	Expand Cemetery Burial Plots	To develop plans for the expansion of the burial and cremated remains plots. Priority will be for burial plots.	Agree design work Draft Development Plan Identify funding Agree timetable for implementation	Spring 2018 Summer 2018 On-going Autumn 2018	Development Plan adopted. Implementation Plan in place.
	Business Plan	To develop a Business Plan for the management of the operation of the cemetery	Identify key operational needs Agree business plan to meet operational needs	Summer 2018	Business Plan in place.
Community	Play Areas	To implementation of the Play Strategy, prioritising the replacement of Townfield Lane play area.	Agree final plans Implement improvements	Spring 2018 September 2017	Townfield Lane or new area play area completed.
	War Memorial	To carry out the identified refurbishments	Seek quotations for the work identified in the conditions survey Submit grant application to War Memorial Trust Agree programme of work and timetable with successful company	Spring 2018 30 June 2018 After response from WMT	3 quotations received. Grant application successful Timetabled programme in place.

	Benches	To refurbish all the benches	Complete the repainting/varnishing of the benches as identified in the work programme	Summer 2018	All benches in good order.
	Planters	To take over the planting of the planters throughout the town.	Achieve formal agreement with CWAC about the planters and watering.	Spring 2018	All floral displays are co-ordinated. Watering completed by CWAC.
	Christmas Lights	To extend the lights – Candy canes & 2 more trees.	Carry out a survey of the lights to identify gaps Get quotations Seek permission from CWAC Install new lights	Spring 2018 Summer 2018 Summer 2018 October 2018	Improved lights with 2 more trees lit and fewer gaps.
Environment	Public Rights of Way	To work with local people in setting up new or supporting existing groups to look after specific footpath.	Run recruitment campaign Carry out safety training with equipment Review progress at Environment meetings	Throughout the year Monthly	More volunteers involved More footpaths accessible throughout the year
	Hob Hey Wood	To implement the 5 year improvement programme	Run recruitment campaign for volunteers to join Friends of Hob Hey Wood group Carry out safety training with equipment Review progress at Environment meetings	Throughout the year Monthly	More volunteers involved Hob Hey Wood better maintained.

	Manley Road Copse	To complete the replanting work	Work with local residents to carry out the replanting.	Summer	Copse fully planted and maintained.
	General Maintenance	To ensure the Community Orchards and Memorial Field are fully maintained.	<p>Manage the Service Level Agreement</p> <p>Commission additional activity as required to meet identified additional maintenance needs</p> <p>Develop a Management Plan for the Community Orchards</p>	<p>Throughout the year</p> <p>Autumn</p>	Community Orchards and Memorial Field maintained to a high level.
	Marshlands	To carry out improvements to the Footpaths	Commission work to repair the footpath edging	Over next 3 years	Lengths of footpath repaired
Events	Promoting Frodsham	<p>To encourage visitors to Frodsham</p> <p>To increase the number of community events</p>	<p>To provide sponsorship to encourage community events</p> <p>To advertise community events</p>	Throughout the year	<p>Increased visitor numbers</p> <p>Increased attendance by residents in community activities</p>
	Civic/ community events	To develop a programme of events with partners throughout the year	<p>Set up task & finish groups for each event.</p> <p>Use Social Media to recruit volunteers and promote events.</p>	Throughout the year	<p>Increased positive press reporting</p> <p>Improved attendance by the public</p>
			Festival of Walks	April – May 2018	
			Annual Town Meeting	Between 1 March and 1 June 2018	
			St George's Day Parade	22 April	
			Carnival	Summer	

			Town Meeting	Period of public right of inspection	
			Halloween Event	31 October	
			Remembrance Day & Beacon Lighting Event	11 November	
			Christmas Festival	24 November	
			New Year's Eve Firework Display	31 December	
			Commonwealth Day	11 March 2019	
			Others	tbc	
P&P	CCTV	To develop a partnership group to design and implement a CCTV Strategy	Form partnership Design system Apply for grants	Partnership established in Spring 2018 Implementation completed by end of financial year	CCTV in place.
	Office Accommodation	To find suitable accessible office accommodation in Frodsham	Negotiate lease arrangements	By end of financial year	FTC Based in accessible office.
	Ship Street	To complete the sale of the land on Ship Street	Hold a Town Meeting Advertise the land sale Negotiate & agree sale Secretary of State – seek relevant permissions.	By end of financial year	Sale completed and Earmarked Capital Receipt Reserve established.