

ITEM 8 – 20/05/2019
Action Plan 2019-20

	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. Approx. 96 burial plots in new section	Agree design work Draft Development Plan Identify funding Agree timetable for implementation	Spring 2018 Summer 2018 On-going Autumn 2018	Development Plan adopted Road design agreed Nov '18, further drainage survey required 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. No progress
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. Townfield Lane play area completed – launch party in May 2018. Park Lane play area and outdoor gym 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	Spring 2018 30 June 2018	3 quotations received. Tender agreed, and contractors appointed. Grant application successful Timetabled programme in place.
	Aim	Objectives	Key Tasks	Time Frame	Measurement

			Agree programme of work and timetable with successful company	After response from WMT	
	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. Cllr Brown researching tree-wrapping options
	Top Road Play Area	Repaint			
	Town Clock	Repaint/refurbish Town Clock	Specify extent of works required and safe working methods Seek quotations Agree traffic management Complete works		
	Aim	Objective	Key Tasks	Time Frame	Measurement
Environment	Public Rights of Way	To work with local people in setting up	Run recruitment campaign	Throughout the year	More volunteers involved Priority

		new or supporting existing groups to look after specific footpath.	Carry out safety training with equipment Review progress at Environment meetings	Monthly	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. Priority
	Manley Road Copse	To complete the replanting work	Work with local residents to carry out the replanting.	Summer	Copse fully planted and maintained. Priority
	General Maintenance	To ensure the Community Orchards and Memorial Field are fully maintained.	Manage the Service Level Agreement Commission additional activity as required to meet identified additional maintenance needs Develop a Management Plan for the Community Orchards	Throughout the year Autumn	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	Aim Promoting Frodsham	Objective To encourage visitors to Frodsham	Key Tasks To provide sponsorship to encourage community events	Time Frame Throughout the year	Measurement Increased visitor numbers Increased attendance by residents in community activities

		To increase the number of community events	To advertise community events		
	Civic/ community events	To develop a programme of events with partners throughout the year	Set up task & finish groups for each event. Use Social Media to recruit volunteers and promote events.	Throughout the year	Increased positive press reporting Improved attendance by the public
			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 Aim	To develop a partnership group to design and implement a CCTV Strategy Objective	Form partnership Design system Key Tasks Apply for grants	Partnership established in Spring 2018 Time Frame Implementation completed by end of financial year	CCTV in place. Measurement
	Office Accommodation	To find suitable accessible office	Negotiate lease arrangements	By end of financial year	FTC Based in accessible office.

		accommodation in Frodsham			
	Ship Street	To complete the sale of the land on Ship Street	<p>Hold a Town Meeting</p> <p>Advertise the land sale</p> <p>Negotiate & agree sale</p> <p>Secretary of State – seek relevant permissions.</p>	By end of financial year	Sale completed and Earmarked Capital Receipt Reserve established.
	Staffing	<p>To appoint Locum Town Clerk.</p> <p>To appoint a full time (37 hrs) Council Manager on NUJ National Salary payscale on a spine point between 39 and 42. The Council Manager will also be the RFO.</p>	<p>Mrs Weaver to assist with appointment of Locum. Cllr Critchley and Aston to organise.</p> <p>Job pack details agreed, advertised 1st week January 2019 with a closing date of 28th January 2019. Interviews to be held last week on February. Mrs Weaver to form part on interview panel together with Cllr Oulton, Critchley and Aston.</p>	<p>As soon as possible after interview.</p> <p>As soon as possible after interview.</p>	<p>Locum Clerk (Jo O'Donoghue) appointed for 15 flexible hours per week on scale 31 for a period of 3 months from 9th January. Contract signed following advice from J Weaver. Locum Clerk (Kate Lloyd) to manage immediate projects until Council Manager appointed.</p> <p>Town Council Manager (Jo O'Donoghue) appointed 1st April 2019.</p>