

Witham Town Council's Action Plan for 2017-18

Each Committee's list of priorities is shown below

POLICY AND RESOURCES COMMITTEE		
Priority	Main Function	Greater Detail/Current Position
High	Keep a tight rein on Council tax and spending	Annual review
High	Ensure future development is right for Witham	Proactive input into development of the Local Plan
High	Ensure Braintree District Council (BDC) delivers more affordable housing with essential infrastructure	Proactive input into development of the Local Plan
Medium	Promote enterprise, new business and jobs jointly with the Town Team and Marketing Witham group	Support Town Team and Town Team website
High	Complete update of the Town Plan	First update drafted Sept 2015 Workshop held 21.10.15 Currently working on final draft.

COMMUNITY COMMITTEE		
Priority	Main Function	Greater Detail/Current Position
Low	Prepare against flooding, storms, cold weather and excess heat	Reported to Community Committee. Now complete.
High	Combat crime and anti-social behaviour	Ongoing liaison with police Reviewing CCTV system
High	Stage the Puppet Festival	Every 3 rd Saturday in September. Regular reports to Community Committee.
High	Stage another community event- achieved . Community Day. Now employed a new Community Officer	Every 2 nd Saturday in June. Regular reports to Community Committee.
High	Continue grant-aiding local organisations	Deadline 31.1.17. Review Community Meeting 3.4.17.
Medium	See a new health facility on the Maltings estate	Pharmacy licence granted 2015. Health Working group formed Oct

		15. Ongoing meetings approximately every 3 months.
High	Pursue improved health services with GP's, the NHS and other providers	Working Group meeting set up 21.10.15. Ongoing meetings approximately every 3 months.
High	Ongoing WW1 Centenary Commemoration Events 2014-2018	Working Group – programme of events. Already successfully organised WWI Commemorative Parade in 2015 and Drumhead Service on 1 st July 2016 in Town Park. Plans for a commemorative bandstand in Town Park 2017 onwards. Ongoing meetings approximately every 3 months and reported back to Community Committee.
Low	Twin Town Liaison	Visit planned 2017
Medium	Developing Town Hall Information Centre Services	New Information Centre display Board ? Revamping of existing floor space-ongoing
High	Partner in the refurbishment of the Spa Road Shops	Joint project with BDC. Working Group meets approximately every 3 months. BDC providing presentation to the Town Council on Monday 16 th January 2017
High	Improvements to Town Centre GVA Consultants recommendations including market square	Initial meeting with BDC 30.10.15. Discussions ongoing.
Medium	Youth/ Academy Awards Scheme.	To be revamped in Autumn 2017.
Medium	Christmas Events including Dickensian Christmas market.	Christmas Events Working Group meets approximately every 6 weeks Reported back to each Community Committee meeting.

ENVIRONMENT COMMITTEE		
Priority	Main Function	Greater Detail/Current Position
High	Improved CCTV coverage/linkage across the town	Visit to CCTV Monitoring Centre Manager 2.12.1615. Ongoing requirements under review.
Medium	'Lengthsman Scheme' -seek agreement with ECC to undertake smaller highways works on paths and pavements	Ongoing
Low	Remove ugly and unwanted street posts and signs	Ongoing
Low	Lobby ECC to reduce traffic congestion	Ongoing
Low	Seek agreement with BDC to look after road nameplates	Ongoing
Medium	Plant more trees	Support Witham Tree Group Strategy
High	Devise parking strategy across town	Initial Parking Strategy Task Force Meeting 6.10.15. Witham Town Council's Parking Strategy passed to BDC in September 2016. Awaiting outcome.
Medium	SLA with BDC on land next to ASDA	Ditch now cleared out and land restored
High	Secure the future of the town centre floral displays	
Low	Improvements to the Town Park	Joint project with BDC- ongoing
High	Section 106 Agreements	Ensure Section 106 money is being spent by BDC on Maltings Lane. Task and Finish Group set up on 12.9.17 to complete.
	Open Spaces	
High	Ensure that Witham's Open Spaces (River Walk, Whetmead Nature Reserve, James Cooke Wood and Closed Churchyard) are maintained for the benefit of local people and nature	Working Group - ongoing

Medium	Make improvements to the River Walk Cycleways.	Initial Inspection 28 10 15. Inspection with contractor September 2016. Initial works to begin in spring/summer 2017.
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POLICY & RESOURCES COMMITTEE / GENERAL SUPPORT SERVICES		
Priority	Main Function	Greater Detail/Current Position
Medium	Staffing – employment and Health and Safety policies and procedures; Fire Risk Assessment; Employee Handbook	Town Clerk - ongoing
Medium	Council accommodation	Review and research opportunities to relocate Open Spaces Dept to more suitable accommodation
Medium	Investigate online banking	Town Clerk
Medium	Noticeboards	Maintenance and installation
	Running the Committees	Ongoing
	Admin for whole council	Ongoing
	Council and committee agendas and minutes	Ongoing
	Support for councillor working groups	ongoing
	All council finances, end of year accounts, audit etc	ongoing
High	Budget setting and precept	Estimates Committee Meeting 9.1.17
	Personnel Management – staff management	Town Clerk - ongoing
Medium	IT and office equipment	Review ongoing.
	Publicity and website	Review ongoing
	Civic Matters	Civic Service- 12.3.17
	Annual Report	Publication and printing
	Quarterly newsletters	Editorial, printing and distribution
	Annual Town Meeting	Arrangements and admin
	Christmas Events	Arrangements and admin
	Emergency Plan	Keep updated
	Grants	Admin and finance
	New legislative requirements	As required

	Responding to consultations	Variable
	Policy reviews	Ongoing
	Contract reviews	Ongoing
	Training strategy	Annual review
	Support for Friends of the River Walk	Annual meeting/newsletters/events etc
	Mayor's Youth Award Scheme	Review arrangements

MS.9.1.17