

ACTION PLAN 2020 - 2025

HTC – Hunstanton Town Council KLWNBC – King’s Lynn & West Norfolk Borough Council NCC – Norfolk County Council CoT – Chamber of Trade

OBJECTIVE	ACTION	STRATEGY	OUTCOME	Cost	Update	To be actioned/monitored by:	1 st January 2021 Review Year 1	1 st January 2022 Review Year 2
HIGHWAYS								
Parking & Parking restrictions / Footpaths	Monitor safer roads and footpaths in a number of identified areas in Hunstanton	Problems with pavement parking - liaise with Norfolk Police	Improved parking improved access for pedestrians on the footpaths	No cost to HTC	Ongoing contact with KLWNBC & NCC	Highways & Byways Working Panel	Awaiting possible law change re parking on pavements. 2021 Identify main problem areas	
Road and footpath conditions	Provide safer roads and footpaths	Maintain pressure to improve surfaces, areas of concern are monitored and reported to NCC	Improved surfaces	No cost to HTC	Ongoing contact with NCC	Highways & Byways Working Panel	2020 - Repairs made by NCC to a number of footpaths as reported by residents HTC to be proactive	
ENVIRONMENTAL ISSUES								
Improve the street scene	Improve issues with litter	Litter pick regularly outside HTC venues	Keep outside areas of HTC venues looking clean and tidy	Contained within current staff hours	Ongoing	Staff	Undertaken as necessary by Caretaker	
In Bloom competition - enhance the town appearance	In Bloom Competition	Enter for 2020	Maintains the momentum of community awareness		Ongoing	In Bloom Committee	2020 Virtual AiB 2021 Virtual AiB and BiB. HiB possible focus on Trees	
Noticeboards - improve communications	Replace the 2 small noticeboard at the Community Centre	Place order in 2020/21	To engage with residents by providing up to date information on the Town Council and community events. Improve the streetscene	Cost to be obtained	HTC to consider replacement	Staff	Updated as necessary Clerk has tried to encourage local businesses to provide their information for main town board. Council documents go on HTC board regularly. Replace notice boards 21/22	
Trees/shrubs - improve the street scene	To plant additional trees and shrubs	Phased project over 3 years, locations to be agreed	To save the planet enhance the town and improve the street scene	Costs to be obtained	Ongoing	Environment Working Panel	2020 Tree survey of town completed 2021 Take part in NCC 1 Million Trees for Norfolk	
Street scene - improve the street scene	Maintain current services and liaise with KLWNBC	Liaise with NCC Rangers, Bus shelter (Princess Drive) cleaned by HTC staff, upkeep of grassed areas in the ownership of HTC	Keep the town looking clean and tidy	No cost to HTC	Ongoing	Councillors & Staff	Clerk to continue liaising with Rangers, Caretaker to clean Bus Shelter & monitor rubbish on HTC premises Action items raised by Kerby Ladies	
Dog fouling - improve the street scene	Monitor excessive dog fouling Install new bins where necessary	Monitor hot spot areas and report to BCKLWN Phased project over 3 years, liaison with BCKLWN	Keep the town looking clean and tidy Provide better facilities for residents and improve the streetscene	No cost to HTC Costs to be obtained, approximately £200 per bin	No end date	Highways & Byways Working Panel, Staff	2020 New dog bin installed Oasis Way 2021 Carry out survey of dog bins with view to replacement where necessary, liaise with BCKLWN	
Bus shelters - improve facilities	Rolling programme to erect bus shelters where necessary	Phased project over 3 years, liaison with NCC - Parish Partnership Scheme	To provide better facilities for residents and improve the streetscene	Costs to be obtained approximately £1,500 each	HTC to consider erecting when necessary and Parish Partnership application open	Highways & Byways Working Panel	2021 Liaise with BCKLWN re new bus shelters in St Edmunds Terrace Work with Tesco and NCC to provide bus shelter on Southend Road	

Climate Emergency	Address environment issues	To promote public awareness of climate changes and environment issues	Address internal operations, reduce wastage & single use plastic, provide recycling stations	Budget agreed	No end date	Environment Working Panel	Commit to reducing carbon footprint	
--------------------------	----------------------------	---	--	---------------	-------------	---------------------------	-------------------------------------	--

HTC pledges to demonstrate leadership through our own practical actions.
Such as switching to a green energy tariff and installing solar powers/wind turbines and heat pumps at all HTC premises.
Demand that maximum building energy performance standards possible in all new development proposals.
Include sustainability, carbon reduction and ethical sourcing within all parish council decisions, including awarding contracts, grants and determining funding allocation in the future.
Install bird & insect boxes on council outdoor premises
Make public areas such as open spaces & play areas more natural, needing less maintenance
Stop using weedkillers and other chemicals in green spaces. Explore natural methods of weed suppression or allow the weeds to thrive and enjoy them.

COMMUNITY COMMITTEE								
Annual Report - promote Council activities	Provide information on the Council's past activities for the year	Publish on HTC website, HTC Facebook page, printed booklet	Raises awareness of the Council and its activities	Contained within current staff hours	Yearly	Clerk & Councillors	Actioned as necessary by Clerk	Actioned as necessary by Clerk
Communications with local shops - continue to maintain	Continue communications	Work with CoT to maintain contact with town businesses	Provide a better shopping experience	No cost to HTC	Ongoing	Councillors	Advertise local shops on social media, update information and changes as required	No Chamber of Trade meetings been held. Cllr Howard & Clerk continue to promote local businesses on Stay Local – Love Hunstanton Facebook page
Local clubs and voluntary groups - maintain communications	Continue communications	Maintain a local directory of local groups and associations on the Council's website	Provide information to all residents including club events using Council's website and social media	Contained within current staff hours	Ongoing	Councillors, Engagement Working Panel	Maintain communications through social media, website, advertising in local papers, posters throughout the town	<u>Actioned by Clerk's Office/Employees</u> Poster of events taking place in HTC venues up on notice boards. Events being advertised on HTC website 'What's On' page, this page needs promoting as public can post their own events to this page.
Safety and Security - continue with communication	Maintain awareness	Regular reports from Norfolk Police and	Provide a safe and secure environment	No cost to HTC	Monitor regularly	Clerk, Caretaker, Councillors	Caretaker monitors security Clerk forwards Police Reports as received. Worked with BC and NCC to provide COVID guidance. 2021 Continue with COVID guidance and signage etc.	<u>Actioned by Clerk's Office/Employees</u> Caretaker monitors security Clerk forwards Police Reports as received. Continue to work with BC & NCC re covid issues as necessary. Continue to monitor Government website for covid updates/advice/legislation
Youth - continue with engagement	Youth Working Panel to work with current Town Youth Activity providers	Youth Club is provided once a week at the Community Centre, continue to offer assistance	Benefit to the youth	Costs to be obtained	Monitor regularly	Youth Working Panel	NO FEEDBACK FROM YOUTH WORKING PANEL	<u>Community Centre</u> Trim & Trail equipment due to be installed February on Community Centre field. Youth Shelter to be installed February Benjamin Foundation moving to Community Hub – Cllrs to be involved more?
Emergency Plan	To implement a Town Plan in case of emergency	Liaise with KLWNBC, NCC, CoT, Town Traders, Emergency Services	Appropriate information to be provided in case of an emergency	Contained within current staff hours	Ongoing	Clerk & Councillors	Consideration be given to opening a Task & Finish Working Panel	1 st meeting to be called. Clerk has updated a draft plan. Cllrs to consider and move forward with actions required.
Councillor Surgeries - continue with engagement	Held on a weekly basis at the Community Centre	Continue to publicise	Two-way communication with residents	No cost to HTC	Weekly	Councillors	Review how these are going to operate once COVID restrictions are ended. Councillors invited to speak at local groups?	Councillor surgeries to restart February.

Press - continue communication	Regular press releases	Include editorials and information from Mayor, Clerk, working panels and task & finish groups	Up to date information provided along with local contacts	No cost to HTC, within current staff hours	Ongoing	Clerk & Councillors	Possibly a councillor profile each month in Town & Around	No action re Cllr Profiles in Town & Around monthly as proposed. Clerk continues to send press releases out as & when required. Newsletter to go out quarterly?
Council website - update and improve	Provides information about the Council and other agencies	Ensure it is kept up to date and relevant	Informs residents of the Council and its activities	Budget agreed	Ongoing	Clerk & Councillors	Clerk & Cllr Knight to continue updating as/when necessary	<u>Clerk's Office/Employees</u> Continue to update website as/when necessary.
Grants scheme - encourage local groups to apply	Make groups aware, annual applications 1 st April until grant budget spent	Support local groups/associations through the scheme, publicise through press	Financial support provided	Budget agreed	Annually	Clerk, Grants Panel	Councillors to work through Grants Policy so that all are clear what is and what isn't allowed.	<u>Clerk's Office/Employees</u> Press release & advertising on Facebook/town notice board and HTC website re grants available
Events - continue with engagement	To hold events with aged & youth of the town, remembrance event & flag flying ceremonies	Continue to organise events	Engagement with all ages of the community	Budget agreed	Annually	Engagement Working Panel Task & Finish Groups	Work with BC to arrange some major events in town. Provide a variety of workshops (at CC/Community Hub).	No action re workshops. Town Events Committee opened. More events to be put on by HTC for aged and youth of town.
LOCAL HEALTH & WELL BEING – COMMUNITY COMMITTEE								
Hunstanton Library	Promote the library services locally	Liaise with Library to advertise their programme of events on HTC website/Facebook pages	Public awareness of Library services	No cost to HTC	Ongoing	TIC Staff & Councillors	A link to Library on HTC website.	Library events to be posted on to HTC website 'What's On' page.
Foster a wider sense of inclusive community	Belonging, sense of place, common standards, history & purpose	Through press release, website, & social media	Benefit to all residents	Contained within current staff hours	Ongoing	Councillors	NO FEEDBACK ON ANY ACTIONS TAKEN BY CLLRS RECEIVED	Regular articles by the Mayor in T&A and other news media.
Youth and elderly - continue with support	Provide support	Youth Working Panel to monitor youth events Community Engagement to monitor aged events	Benefit to young and older residents	Contained within current working panels and task & finish groups budget agreed	Ongoing	Youth Working Panel, Engagement Working Panel	Cllrs invited into schools and groups to talk about town council and debate issues in the town.	Youth Working Panel closed in 2021 No actions taken re Cllrs going in to schools to give talks. Named cllrs to establish and develop links with schools and youth organisations in town.
PROPERTY								
Town Hall	Planning use Development Maintenance						Consider opening a TH Working Panel	TH Working Panel opened and closed in 2021
Community Centre	Planning use Development Maintenance						Consider opening a CC Working Panel	