



COUNCIL ACTION PLAN FOR 2018/19 (END OF YEAR REVIEW – 29TH APRIL 2019)

1. The Council will produce an Action Plan for each Council Year, in order to provide oversight of existing projects and to make provision for projects identified for the future. Each project has a priority for action and an estimated timescale for completion.
2. The Council and its Committees start a new Council Year with every Annual Meeting of the Council. The start of a new Council Year comes soon after the start of a new Financial Year with a new Budget. The Council and its Committees should therefore be looking at this time to (1) implement any Budget Strategies and (2) make progress on the Council's Five Year Plan.
3. It is intended that the Action Plan for each year be one stage of updating the Council's Five Year Business Plan (which, as a rolling plan, needs updating each year anyway).
4. In addition to setting out the Council's objectives and providing a means of monitoring progress by periodic reports, having an Annual Action Plan and a Five Year Business Plan is a requirement for the Council to become a 'Quality Gold' Council.
5. The original content of the Action Plan for 2018/19 was derived from historic and recent decisions of the Council and consultation with each of the Council's Committees, with the collated results to be considered and approved by the Council at the meeting to be held on 25th June 2018. A mid-year report should be considered on 22nd November or 10th December 2018 and an end of year report should be considered in April 2019 (the last meeting of the Council in 2018/19).

6. Council

| | Activity / Project | Priority for Action | Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future | Progress to be led by | Notes and/or Reasons for Change Green – positive news Amber - ongoing/neutral Red - possible concern |
|---|--|----------------------------|--|------------------------------|---|
| 1 | Provision of Additional Burial Ground A. Unilateral Undertaking to provide equivalent area of replacement land B. Completing the necessary conversion work on receipt of planning permission C. Finding replacement sport / recreation land | High Priority | Immediate Medium Routine / Long term | Council / H&R | A. Unilateral Undertaking agreed July 2018 B. Planning Permission being amended from two-phase to single phase project C. No progress |
| 2 | Dolphins Hall Extension | High Priority | Immediate / Medium | Council / DH Committee | Delayed due to change of DH Committee and new design brief |
| 3 | CCTV | Medium Priority | Routine and long-term | Council / H&R | Pilot scheme installed for April |
| 4 | Review / update Five Year Business Plan for 2015-2020 | High Priority | Immediate | Council | Reviewed by the Council July 2018. To be updated with new priorities by the 'new' Council in June/July 2019 after the Elections |
| 5 | Supporting the Town Centre Economy | Medium Priority | Routine and Long-Term | Council / H&R | H&R – see H&R section |

7. Finance and Scrutiny Committee:

| | Activity / Project | Priority for Action | Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future | Progress to be led by | Notes and/or Reasons for Change |
|---|---|----------------------------|--|------------------------------|---|
| 1 | Pre-school provision in Tetbury | Medium Priority | Medium | F&S / Town Clerk | Council awarded £40,000 grant for new Forest School at Ilsom House |
| 2 | Acquiring land for strategic purposes (replacement of 25m x 52m taken from the Recreation Ground for use as Burial Ground?) | Medium Priority | Routine / Long term | F&S / Town Clerk | No progress |
| 3 | Creation of a Charitable Trust (with the Council as Sole Trustee) to act as landlord for Coombe House and possibly the VIC | High Priority | Immediate / Medium | F&S / Town Clerk | Finance and Scrutiny Committee agrees no longer required; the legal cost of setting up a Trust would negate savings in Business Rates |
| 4 | Review all Policies not updated in 2017/18 | Medium Priority | Routine | F&S / Town Clerk | All Policies reviewed except for Media Guidance |

8. Heritage and Regeneration Committee:

| | Activity / Project | Priority for Action | Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future | Progress to be led by | Notes and/or Reasons for Change |
|----|--|---|--|------------------------------|---|
| 1 | Provision of Additional Burial Ground | High-Medium | Immediate | Council / H&R | See Full Council Item 1 |
| 2 | External Staircase | High Priority | Immediate | H&R /Town Clerk | Listed Building Consent obtained and quotes requested on new plans. Implementation in 2019/20 subject to cost and available funding |
| 3 | Supporting the Town Centre Economy | Medium and to be considered an ongoing priority | Immediate | Council / H&R | Various activities undertaken in 2018/19, ongoing |
| 4 | Complete 'Visit Tetbury' website | Medium Priority | Immediate | H&R / CTDM | Completed |
| 5 | Wild Towns Project and Bluebell Trail | Medium Priority | Long term | H&R / Town Clerk | Project managed and led by external body. Implementation expected Autumn 2019 |
| 6 | Visitor information Centre – Refurbishment | Medium Priority | Immediate | H&R / CDTM | Completed |
| 7 | Update and Replace the Tourism Visitor Maps at the Goods Shed and the West Street Car Park | Medium Priority | Immediate | H&R / CTDM | Completed |
| 8 | Poppy Campaign | Medium Priority | Medium | | Completed |
| 9 | Provide level surface rear of Market Hall (with S106 money) | Medium Priority | Medium | H&R | This scope of improvement unlikely to be delivered – working on 10 year development plan for approval by CDC |
| 10 | Christmas lights at St Saviours lychgate | Medium Priority | Medium | H&R / CTDM | Completed |
| 11 | Refurbishing the Picnic Area by the Goods | Medium Priority | Immediate | H&R / CTDM | Completed |

| | | | | | |
|----|--|-----------------|-------------|------------|--|
| | Shed, to include installation of barbecue stands | | | | |
| 13 | Review Disabled Access Policy | Medium Priority | Medium/Long | H&R / CTDM | No progress, but closely connected with Staircase Project. Review to be transferred to the F&S Committee |

9. Planning Committee

| | Activity / Project | Priority for Action | Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future | Progress to be led by | Notes and/or Reasons for Change |
|---|--|----------------------------|--|-----------------------------------|--|
| 1 | To consider submitted planning applications at the earliest opportunity and to supply the District Council with observations based on local knowledge, supported where possible with reference to relevant Policies (including the Tetbury Neighbourhood Plan) | High Priority | Routine | Planning Committee / Deputy Clerk | Routine activity throughout 2018/19 |
| 2 | To consider opportunities for 'planning gain' contributions from Section 106 and/or the Community Infrastructure Levy, with reference to agreed or potential Council and community projects | Medium Priority | Routine | Planning Committee / Deputy Clerk | Routine activity throughout 2018/19 |
| 3 | To pass on to Cotswold District Council Planning any complaints from the public that a permitted development is not proceeding in accordance with the approved plans and/or developments which have not been applied for. | Medium Priority | Routine | Planning Committee / Deputy Clerk | Routine activity throughout 2018/19 |

END