

## Hednesford Town Council Priority and Action List 2020/21

Principal Speaker Area	Objective	Actions	Next Steps
New Estates	Create a welcoming environment for people new to our community	Create a Welcome Pack for people moving to the area	Review the current "Welcome Pack" and explore an online version
		Consider a welcome card from the Town Council	Consider content and online resources to support
		Ensure new residents are area of clubs, activities, charities, events etc.	Expand online content and article for "Hednesford Life"
		Build a two way dialogue with developers	Contact developers directly and through CCDC
		Build a two way dialogue with estate agents	Contact estate and letting agents
		Build a two way dialogue with residents on the new estates	Review current communications routes on social media
Community Projects & Events	Build a mutually rewarding relationship with the community and community groups	Build a community award programme to recognise contributions of individuals	Collate criteria for a community award scheme looking at what is undertaken elsewhere
		Build a community award programme to recognise contributions of groups	Collate criteria for a community award scheme looking at what is undertaken elsewhere
		Consider and promote individual recognition through the national honour system	Consider how the Council may identify and support the recognition of individuals
	Ensure the community has a vibrant mix of events for everyone	Lead on Town Council led events Summer Festival, Christmas Lights Switch-on	Summer festival is the next event, next meeting is to decide if it is going ahead
		Review the provision of Christmas Lights administration with partner councils	Agree with Heath Hayes approach for Christmas 2020
		Build a prosperous Artisan market	Restart date after Coronavirus lockdown
		Identify Town-wide events for the Town Council to Support	In dialogue with other organisations VE75, Armed Forces Day, Remembrance Sunday
Identify localised or organisation led events for the Town Council to Support	In dialogue with other organisations		
Assist HiP to deliver Best Kept Village entry	next competition is from January 2021		
Highways	Improve opportunities for cycling and walking	Create space for cycle parking in the Town	Apply for permission for space outside the library
		Improve signage and promotion of heritage trail	Survey signage and cost up improvements
		Look for opportunities to improve railway station and bridges	Establish relationship with station adoption and rail providers
		Look for opportunities to improve bus shelters	Condition report and dialogue with CCDC and SCC
	Report highways damage and help County Council prioritise repairs and improvements	Create a public and accessible record of highways issues	Design and populate spreadsheet

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		Highlight specific highway concerns to County Council	Ongoing proactive communication
		Establish Speed Indicator Devices on Pye Green Road and Lime Pit Road	Place order for devices
	Improve highway safety	County Council to implement speed limit changes on Lime Pit Road	Awaiting confirmation date of changes
		Promote participation in Community Speed Watch	Article for "Hednesford Life"
Communications	Create multiple routes to share Town communications	Improve and extend the content of the website	Establish community groups and community events content
		Increase the reach of social media platforms Facebook, Twitter, Instagram	Regular posts
		Increase the reach of traditional media	Ongoing relationship with Big Bear Comms
		Create a regular Town Magazine "Hednesford Life"	First edition partly delivered
		Establish a media and social media policy	Review 2021
Regeneration	Create a vibrant Town Centre	Create a plan focused on the identity of the Town Centre	Awaiting employment of staff to start
		Identify consultations and lead on community responses	Watching brief to identify next consultation
		Establish orientation signage	Awaiting CCDC to respond regarding locations
		Investigate establishing a "Library of Things"	Produce paper to explain what it is and what is involved for discussion
		Review CCTV provision	Review reporting and outcomes
		Create a Business recognition scheme	Scope out what a scheme might look like and the factors to influence recognition
		Consider Café kiosk at Hednesford Park	Awaiting commercial provider to be operating
	Improve the visitor offer for the Town	Build links around Commonwealth Games	Contact through CCDC, Forestry Commission and organising committee
		Build links to Cannock Chase visitors	Contact through Forestry Commission
		Build links to Retail Outlet Village visitors	Contact through McArthurglenn and CCDC
		Determine a number of rapid reaction bleed response kits in the Town to compliment AEDs	Review cost, use and number to present to council for decision
		Alleviate parking around Hednesford Raceway events	Engage with SCC, CCDC, Police and operators to identify way forward
		Support the new owners of HTFC	Support further development of Keys Park
	Establish additional income streams to support regenerations	Explore other income sources and funding	Heritage lottery bid submission to refine
	Review of Council Base of Operations	Review of Pye Green Community Centre	Build business case of options

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		Establish a driving test centre	Review concerns raised with Clerk
Finance and Council Procedures	Review and improve finance procedures	Review and improve current reporting procedures	Updated and implemented
		Identify and implement an integrated finance system	Purchased "Scribe" commence training
		Consider internal audit arrangements	Options considered awaiting selection
		Create an ethical investment policy	Research potential content
		Review and update council operating procedures	Work through procedures published and identifying gaps from NALC list
		Review and update council standing orders	New SO around online meetings to be approved
		Ensure the Town is represented in any relevant consultations	prepare a response to the Boundary Commission Review
		MP invited to meet Town Councillors	Acceptance received, date to be arranged after lockdown
		New Chief Inspector invited to meet Town Councillors	Liaise through PCSO
	Review and improve council HR	Establish a committee and protocols for improved HR practices	Staff recruitment
Establish performance review protocols		Write procedures and protocols	
Youth and Community Cohesion	Improve youth engagement in our community	Establish a Youth Council	Establish remit and purpose document
		Build relationships with local schools, engagement in Town activities and decision making	Direct meetings once lockdown lifted
		Understand the breadth of youth provision and establish relationships	Build list of youth organisations
	Promote knowledge, awareness and acceptance of diverse lifestyles	Support the Chase Pride event	Postponed to 2021
		Build diversity in to Council procedures and practices	HR procedure review
	Support the community and voluntary contribution to our Town	Manage an annual community grant process	Determine the focus for the 20/21 grant process
		Build links with all community and voluntary groups	Liaise with Support Staffordshire to create a list of organisations in the town
		Support the "Chase Up" programme	Continue dialogue with IHL about the launch
Planning	Proactive and positive response to all planning applications	Timely and informed response to each planning application	Ongoing response direct from Principal Speaker
		Consider ways to involve the community in planning decisions	Investigate best opportunities and planning applications to trial this
		Attend CCDC planning committee meetings to present the views of the Council where appropriate	Undertaken as required

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	Ensure the Town is represented in any relevant consultations	Identify consultations and lead on community responses	Watching brief to identify next consultation
	Review to create an improved and more relevant Neighbourhood Plan	Review the current plan and identify areas for improvement	Review plan and list areas for consideration
		Understand the process for review and publication	Contact Town Planning experts for guidance
Environment	Implement an action plan to address the Climate Emergency	Build and review the action plan	Review the plan and compare with other parish council plans
		Build community involvement in actions to address the climate emergency	Identify residents to expand the team working on this
		Create areas for re-wilding and establish	First area identified, review funding and resources
		Woodland Trust tree planting scheme	Establish support from CCDC for Anglesey Nature Reserve
		Redevelop land at co op car park	Establish programme with CCDC
	Ensure the Town is represented in any relevant consultations	Identify consultations and lead on community responses	Organise response to fencing proposals in Cannock Chase
Wellbeing, Isolation & Loneliness	Ensure the Town is represented in any relevant consultations	Identify consultations and lead on community responses	Watching brief to identify next consultation
		Highlight public health concerns regarding Biffa odour issues	Letter sent, need to chase response
		Active response and engagement with local health organisations	Create list of external meetings to attend and support
	Create improved opportunities to address social isolation	Establish a wider network of Chatty Café's	Work with town café's to expand take up
		Support the growth of "Places of Welcome"	Work with library to build awareness and volunteers
Homelessness and Vulnerable Adults	Support those without permanent accomodation	Build relationships with CCDC homelessness and housing team	Arrange second meeting
		Build a network of voluntary sector organisations to support those in need	Build relationships and coherence of response
		Consider the establishment of a "Community Fridge"	Produce paper to explain what it is and what is involved for discussion
		Direct the opportunity of support the Council's relationship with Citizens Advice Bureau	Arrange second meeting
		Identify consultations and lead on community responses	Watching brief to identify next consultation