



Saffron Walden Town Council Action Plan and Priorities for 2019

As adopted Full Council January 2019, Min Ref FC 015-19

The following action plan seeks to identify and prioritise activities and objectives for Saffron Walden Town Council for the forthcoming year. It is not an exhaustive list and only seeks to recognise those exceptional projects for delivery in 2019 and does not take account of or consider services and responsibilities delivered on a routine basis by Saffron Walden Town Council.

The projects are in line with the budget as set for 2018/19 and 2019/20 and Council acknowledges the importance of operating within the agreed budget for 2019-20. Council confirms its commitment to maintaining the existing high levels of financial control and reporting and recognises that whilst additional projects may be desired, the budget for 2019/20 is confirmed and agreed by Council and this is a limiting factor in the delivery of new projects and/or services.

Ref No	Project	Timeline
1	<p>Event Management 2019</p> <p>To support and act as a lead body for plans and preparations for the following events:</p> <ul style="list-style-type: none">(a) Armed Forces Day – Saturday 29th June 2019(b) Christmas Events – dates tbc(c) Other Town events <p>To further work in conjunction and supportively with other community and statutory bodies such as (but not limited to) the Saffron Walden Initiative, Carver Barracks, Maze Festival, Uttlesford District Council, Essex Police and others</p>	According to the dates of the events



SAFFRON WALDEN
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2	<p>Town Council Website</p> <p>To deliver a new, revised website for Saffron Walden Town Council in accordance with the agreed budget. To create a website which is user-friendly and easily accessible using mobile devices</p>	July 2019
3	<p>Neighbourhood Plan</p> <p>To produce a Neighbourhood Plan for Saffron Walden, subject to public consultation and public referendum.</p>	<p>October 2019</p> <p>Dates will be prescribed once the Town Council enters into a formal Reg 19 consultation process.</p>
4	<p>Management Plan for Bridge End Gardens</p> <p>To progress with the observations and recommendations made within the Management Plan for Bridge End Gardens, as funded by Historic England.</p> <p>In order for this project to move forward, full and careful consideration must be made regarding staffing and financial resources.</p>	To commence from May 2019 and ongoing, subject to sufficient resources
5	<p>Job Evaluation Scheme</p> <p>To progress with the job evaluation scheme, implementing any changes where agreed by Council and ensuring that staffing levels are appropriate to the services and duties provided by the Town Council</p>	April 2019



Ref No	Project	Timeline
6	<p>Planning and S106 projects</p> <p>(a) To continue responding to planning applications as submitted to UDC, ensuring that Town Council responses include requests for S106 community contributions where appropriate</p> <p>(b) To actively progress the Town Council's interest in managing and operating travel plans on behalf of developers in Saffron Walden, subject to S106 agreements and obligations therein.</p>	Ongoing and continuous
7	<p>5 Year Project Forecast</p> <p>To consider the adoption of a 5-year action plan which seeks to identify existing activities, responsibilities and obligations as well as identifying new opportunities which may arise</p>	Dec 2019
8	<p>New Asset Management</p> <p>To take over control and management of public open spaces within Saffron Walden where</p> <p>(a) The Town Council has already expressed an interest in doing so as in the case of</p> <ul style="list-style-type: none"> (i) Ridgeons development (ii) Tudor Park (play area) (iii) Lime Avenue (football pitches) (iv) Linden Homes development (v) Gladman development (Little Walden Road) 	October 2019



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	<p>(vi) Shire Hill development (vii) Kier Homes</p> <p>(b) The standard of land to be transferred is to the satisfaction of all parties concerned</p> <p>(c) Sufficient sums of money (if any) have been transferred to the Town Council under any S106 agreements (or where the money is to be transferred at an agreed, later date)</p>	
9	<p>Existing Asset Management</p> <p>(a) To enhance, update and manage the planned and reactive maintenance requirements for all Town Council assets</p> <p>(b) To prepare and manage the maintenance schedules for the Town Council's properties and assets</p> <p>(c) To build upon relations with Town Council tenants and to monitor the practices, health and safety and asset management of same</p>	To start November 2019 (subject to completion of Ref No 5)
10	<p>Play Equipment at The Common</p> <p>To install new play equipment at the play area in The Common in accordance with the agreed budget and contract with the supplier, HAGS</p>	March 2019



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11	<p>2019 Elections</p> <p>To prepare for elections in May 2019, including the provision of handouts and booklets for interested parties and to actively promote the elections for Saffron Walden Town Council thereby encouraging wider community interest and participation</p>	May 2019
12	<p>Health and Safety</p> <p>To continue working in a safe environment by regularly monitoring and updating working practices and procedures. To support staff in their roles, ensuring that all work in a safe environment supported with appropriate training, equipment and PPE (where provided).</p>	Ongoing and continuous
13	<p>Tourism / Tourist Information Centre</p> <p>(a) To continue offering a first-class service to visitors and residents of Saffron Walden.</p> <p>(b) To work with other interested parties, to develop tourism and marketing opportunities, thereby encouraging greater footfall into town.</p> <p>(c) To be a representative on the Saffron Walden Heritage Development Group in promoting and sustaining the rich, historic environment of Saffron Walden.</p> <p>(d) To promote the use of the TIC to residents of the town as a hub for:</p> <p>(i) community engagement and activity,</p> <p>(ii) the purchase and sale of ticketed local events</p> <p>(iii) as a retail outlet</p>	Ongoing and continuous