



# Somerton Town Council Business Plan 2016 - 2017

Objective: Measure of success	Key Activities	Funding and resources
Administration		
Edgar Hall Development Achieve sales of £36K	<ul style="list-style-type: none"> <li>• Open day June 2016</li> <li>• Appointment of Marketing / sales support</li> <li>• Create marketing plan by 30/09/16</li> <li>• Refurbish toilet areas</li> <li>• Refurbish bar area</li> </ul>	<ul style="list-style-type: none"> <li>• L&amp;P Budget.</li> </ul> Repairs £7000 Marketing £3500 <ul style="list-style-type: none"> <li>• Achieved sales from Edgar Hall.</li> <li>• Grant Funding.</li> <li>• Deputy Clerk to develop project specifications with L&amp;P Chair.</li> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>





<p>Recreation Ground Development</p>	<ul style="list-style-type: none"> <li>• Achieve feasibility objectives as defined by the Trustees / RGPG</li> <li>• New changing rooms</li> <li>• Additional car parking</li> <li>• Define the role of the RGMC</li> </ul>	<ul style="list-style-type: none"> <li>• Grant Request from S.T.C.</li> </ul> <p>Changing Rooms £35K Feasibility Study £10K</p> <ul style="list-style-type: none"> <li>• Grant funding from other sources.</li> </ul> <p>Viridor £44K 106 Contribution £22K</p> <ul style="list-style-type: none"> <li>• Feasibility Specialist Professional.</li> <li>• Implementation of a Working Party to investigate Car Parking options.</li> <li>• Time to report and implement decisions made regarding RGMC Role for the Clerk.</li> <li>• Work within Financial Terms of Reference for the Committee and Trust.</li> </ul>
<p>Local Council Award Scheme - Achieve Quality award July 2016 - Achieve Gold award July 2017</p>	<ul style="list-style-type: none"> <li>• Achieve Quality Council award July 2016</li> <li>• Achieve Gold award July 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Close working partnership between the Clerks office and P&amp;C Committee.</li> <li>• Produce an annual report to include Councillor Profiles and be published for distribution in August 2016.</li> <li>• Provide a full update via the website on the</li> </ul>

		<p>action plan and progress made by the Town Plan Working Party.</p>
<p>Town Council Administration</p>	<ul style="list-style-type: none"> <li>• Disaster recovery plan</li> <li>• Operating Manual for the office</li> <li>• JR training on all functions to Clerk level, inc CiICA completion Aug 16.</li> <li>• Office set up - review layout and hours</li> </ul>	<ul style="list-style-type: none"> <li>• Managed Study Time Table from JR.</li> <li>• Manage Wednesday office closures for Office Set following review outcomes.</li> <li>• Gain permissions where necessary from S.T.C</li> <li>• Review of Disaster recovery plan in July 2016.</li> <li>• Review Operating Manual for the Office in November 2016.</li> </ul>

Objective: Measure of success	Key Activities	Funding and resources
<b>Accessibility and Highways</b>		
Development of the Surgery Site	<ul style="list-style-type: none"> <li>• Review Bat mitigation Survey results and recommendations to provide suitable structure to safe guard local bat populations linked with the surgery site.</li> <li>• Liaise with SSDC regarding the implementation dates for demolishing of the surgery building and construction of the car park as per approved plans.</li> <li>• Ensure suitable parking signage is installed after construction working closely with Gary Green of SSDC.</li> <li>• Review Car Park Enforcement Officer role and responsibility regarding the additional management of the new car parking spaces.</li> <li>• Inform the Community</li> <li>• Open the car park and implement the Car Parking Strategy in Somerton</li> </ul>	<ul style="list-style-type: none"> <li>• Funds received from SSDC in the purchase of the Surgery Site land will cover the development costs and Bat Mitigation costs including all legal costs. £175K income from the sale will fund the development work with the balance allocated Councillors.</li> <li>• Marketing material will be produced via the Clerks office.</li> <li>• Notification of all stages will go out in the Viaduct (Parish News Letter)</li> <li>• Staffing review and implications will be reflected within the A&amp;H Budget</li> </ul>

<p>Half Moon Car Park resurfaced with extra bays included.</p>	<ul style="list-style-type: none"> <li>• Complete a full survey of drainage systems within the Half Moon Car Park prior to the hand over from SSDC</li> <li>• Complete all legal documentation regarding the management of</li> <li>• Obtain 3 quotes for the resurfacing work</li> <li>• Appoint a contractor to carry out the work.</li> <li>• Inform all local businesses and community of the planned works</li> <li>• Review Car Park Enforcement Officer role and responsibility regarding the additional management of the new car parking spaces.</li> <li>• Re-open the car park</li> </ul>	<ul style="list-style-type: none"> <li>• A&amp;H Budget Resurfacing £37K</li> <li>• A&amp;H Committee will approve a specification for Tender and appoint suitable contractor.</li> <li>• All administrative work will be completed by the Clerks office.</li> <li>• Staffing review and implications will be reflected within the A&amp;H Budget</li> </ul>
<p>Introduction of pay and display parking in Paddock House car park</p>	<ul style="list-style-type: none"> <li>• Machine to be installed but remain covered and not in use during June 2016 by SSDC. This was agreed as part of the Somerton Car Parking Strategy.</li> <li>• On completion of the development of the surgery site to create additional car parking for Somerton the Pay and Display Parking for Paddock House will be opened and enforced.</li> <li>• Review Car Park Enforcement Officer role and responsibility regarding the additional management of the new car parking spaces.</li> <li>• Inform the Community of the commencement date.</li> </ul>	<ul style="list-style-type: none"> <li>• Funds received from SSDC in the purchase of the Surgery Site land will cover the purchase of the Pay and Display Meter and installation costs.</li> <li>• Pay and Display Meter service costs will be reflected in the A&amp;H budget.</li> <li>• All administrative work will be completed by the Clerks office including</li> </ul>

		<p>use of Website and Social Media.</p> <ul style="list-style-type: none"> <li>Staffing review and implications will be reflected within the A&amp;H Budget.</li> </ul>
Priority System by the Railway Bridge, Behind Berry	<ul style="list-style-type: none"> <li>Liaise with SCC Highways department regarding their findings</li> <li>Update all Councillors and Community of the schedule of works once received from SCC of an approved scheme.</li> </ul>	<ul style="list-style-type: none"> <li>SCC Small Highways Improvement Scheme</li> <li>Use of Website and Social Media to inform the Community.</li> <li>Use of the Viaduct to impart information the Community of Somerton.</li> </ul>
In-depth survey to be completed for possible On-Way-System for West Street	<ul style="list-style-type: none"> <li>Liaise with SCC Highways department regarding their findings regarding the Small Highways Improvement Scheme request for this area.</li> <li>Update all Councillors and Community of the findings.</li> <li>Complete a Public Consultation regarding the On-Way-System in West Street following a similar format to the Public Consultation completed in September 2014.</li> </ul>	<ul style="list-style-type: none"> <li>SCC Small Highways Improvement Scheme</li> <li>Use of Website and Social Media to inform the Community.</li> <li>Use of the Viaduct to impart information the Community of Somerton.</li> <li>Use of A&amp;H budget to host a Public Consultation at the Parish Rooms and all publicity material to include leaflets, posters, banners and venue hire.</li> <li>Working Parting of A&amp;H Committee members to compose a questionnaire that collects quantitative data as well as qualitative data.</li> <li>Councillor Volunteers to man a Public Consultation.</li> </ul>

		<ul style="list-style-type: none"> <li>Administration time to complete data analysis and report writing.</li> </ul>
Objective: Measure of success	Key Activities	Funding and resources
Land & Properties		
Edgar Hall business development	<ul style="list-style-type: none"> <li>Open day June 2016</li> <li>Appointment of Marketing / sales support</li> <li>Create marketing plan by 30/09/16</li> <li>Refurbish toilet areas</li> <li>Refurbish bar area</li> </ul>	<ul style="list-style-type: none"> <li>L&amp;P Budget.</li> <li>Achieved sales from Edgar Hall.</li> <li>Grant Funding.</li> <li>Deputy Clerk to develop project specifications with L&amp;P Chair.</li> <li>Work within Financial Terms of Reference for the Committee.</li> </ul>
Cemetery Shed Project	<ul style="list-style-type: none"> <li>Identify the purpose of the shed for the future: <ul style="list-style-type: none"> <li> Storage Shed Refurbished</li> <li> Covered Seating Area for reflection</li> <li> Half Covered Seating Area for Reflection</li> <li> Refurbishment of the Storage Shed with the creation of a covered outside area for reflection</li> </ul> </li> <li>Creation of a design drawing to reflect chosen option</li> <li>Creation of a Tender Specification</li> <li>Go out to Tender</li> <li>Review of quotations received</li> <li>Appoint chosen contractor</li> <li>Commence and oversee the specified works</li> <li>Inform community of the completion of the project</li> </ul>	<ul style="list-style-type: none"> <li>L&amp;P Budget.</li> <li>Cemetery Store £5K</li> <li>Deputy Clerk to develop project specifications with L&amp;P Chair for approval working with H&amp;S guidelines.</li> <li>Work within Financial Terms of Reference for the Committee.</li> </ul>

<p>Re-mapping areas in the main cemetery and additional roadway.</p>	<ul style="list-style-type: none"> <li>• Consult with the Somerton Burial Authority (Clerks Office) regarding the areas of land to be developed for Cemetery use.</li> <li>• Appoint a consultant to produce a plan and suitable reference document for use of the Somerton Burial Authority to record burial activity.</li> <li>• Consult with Forsey and Son regarding road needs for Funeral activity.</li> <li>• On production of maps and road network plans taking into account Consultant recommendations, produce a specification for roadway construction.</li> <li>• Creation of a Tender Specification</li> <li>• Go out to Tender</li> <li>• Review of quotations received</li> <li>• Appoint chosen contractor</li> <li>• Commence and oversee the specified works</li> <li>• Inform community of the completion of the project</li> </ul>	<ul style="list-style-type: none"> <li>• L&amp;P Budget.</li> </ul> <p>Mapping / Layout £5K</p> <ul style="list-style-type: none"> <li>• L&amp;P Committee to appoint Clerk to find a suitable consultant to create plans for Cemetery development including roadway development.</li> <li>• Deputy Clerk to develop project specifications with L&amp;P Chair for approval working with H&amp;S guidelines.</li> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>
<p>Recreation Ground feasibility study (working with the Recreation Ground Trust)</p>	<ul style="list-style-type: none"> <li>• Achieve feasibility objectives as defined by the Trustees / RGPG</li> <li>• New changing rooms</li> <li>• Additional car parking</li> <li>• Define the role of the RGMC</li> </ul>	<ul style="list-style-type: none"> <li>• Grant Request from S.T.C.</li> <li>• Grant funding from other sources. For Example: Virador</li> <li>• Feasibility Specialist Professional.</li> <li>• Implementation of a Working Party to investigate Car Parking options.</li> <li>• Time to report and</li> </ul>



		<p>implement decisions made regarding RGMC Role for the Clerk.</p> <ul style="list-style-type: none"> <li>• Work within Financial Terms of Reference for the Committee and Trust.</li> </ul>
<b>Objective: Measure of success</b>	<b>Key Activities</b>	<b>Funding and resources</b>
<b>Promotions &amp; Communications</b>		
Tourism- Putting Somerton on the map	<ul style="list-style-type: none"> <li>• Review of Visit England / Visit Somerset organisation offer for online resources to put Somerton on the map.</li> <li>• Research the possibility to extend the offer to Langport and work in Partnership relationship to get both towns on the map as a place to visit.</li> <li>• Build links with Somerton Tourism and Heritage Group</li> <li>• Investigate the possibility of the a Somerton Map</li> <li>• Creation of a report to show value for money and scheduling of the activity to implement the Tourist Somerton Map.</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;C Budget. Tourism £2.5K Marketing £1K</li> <li>• Grant funding from other sources. For Example: MTIG</li> <li>• Tourist Map production Specialist.</li> <li>• Clerks office to assist with administrative duties as required and production of marketing literature as needed.</li> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>
Update the Town Plan	<ul style="list-style-type: none"> <li>• Creation of a Working Party</li> <li>• Review of the 2005 and 2011 Town Plans</li> <li>• Creation of a 2016/2017 Town Plan Action Plan for the Working Party</li> <li>• Create a publication of an updated town plan for 2016 / 2017</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;C Budget.</li> <li>• P&amp;C Town Plan Working Party.</li> <li>• Deputy Clerk to develop project specifications with P&amp;C Chair for approval as appropriate. For Example: Printing of</li> </ul>

		<p>the Town Plan.</p> <ul style="list-style-type: none"> <li>• Clerks office to assist with administrative duties as required and production of marketing literature as needed.</li> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>
Oak Tree Planting scheme	<ul style="list-style-type: none"> <li>• Creation of a Working Party</li> <li>• Research the possible suitable locations to plant Oak Trees within Somerton</li> <li>• Consultation with Phil Poulton of SSDC for Advice and Guidance regarding Oak Tree suppliers and recommendations for planting areas</li> <li>• Creation of a report to take to committee outlining costs, planting areas, and implementation dates for approval</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;C Budget.</li> <li>• P&amp;C Working Party Members.</li> <li>• Grant funding / subsidised Oak Trees for purchase from other sources.</li> <li>• Clerks office to assist with administrative duties as required and production of marketing literature as needed.</li> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>
Link Transport	<ul style="list-style-type: none"> <li>• Promotion of the service which is a self financed organisation with an offer to provide a transport service available to anyone who is unable to access normal bus or taxi services in the locality of Langport and Somerton.</li> <li>• Attraction of local Volunteers to deliver the service</li> <li>• Build community links and network with Organisation Leaders</li> <li>• Consideration to Grant Support</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;C Budget.</li> <li>• Clerks office to assist with administrative duties as required.</li> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>
Promoting Citizens Advice in Somerton	<ul style="list-style-type: none"> <li>• CA in Somerton set up and operational every Tuesday from 10am - 12pm</li> <li>• Actively market the sessions to attract clients</li> <li>• Continue to develop the skills of trained volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;C Budget.</li> <li>• Grant funding.</li> <li>• Clerks office to assist</li> </ul>

	<ul style="list-style-type: none"> <li>• Create Marketing Material to promote the Somerton Service to residents in surrounding villages and towns that do not have CA services in place.</li> <li>• Complete regular editorials of the positive outcomes of the service being provided in the Viaduct.</li> </ul>	<p>with administrative duties as required and production of marketing literature as required.</p> <ul style="list-style-type: none"> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>
Improved Communication with the Community	<ul style="list-style-type: none"> <li>• Review the Community Engagement policy</li> <li>• Investigate the need for a community network link to investigate how to share community activity and council business.</li> <li>• Review if the creation of a Community Network system is viable</li> <li>• Need to investigate and build on Social Network of platforms if the project is deemed viable.</li> <li>• Investigation regarding Social Media Policy / Permission Form</li> <li>• Data Sharing Policy specific to Community Networking</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;C Budget.</li> <li>• Clerks office to assist with administrative duties as required and production of contact database.</li> <li>• Policy writing</li> <li>• Work within Financial Terms of Reference for the Committee.</li> </ul>