



# NORTH WALSHAM TOWN COUNCIL

## Business Plan 2021-2024

Agreed by the Council at its meeting held on 11.5.21



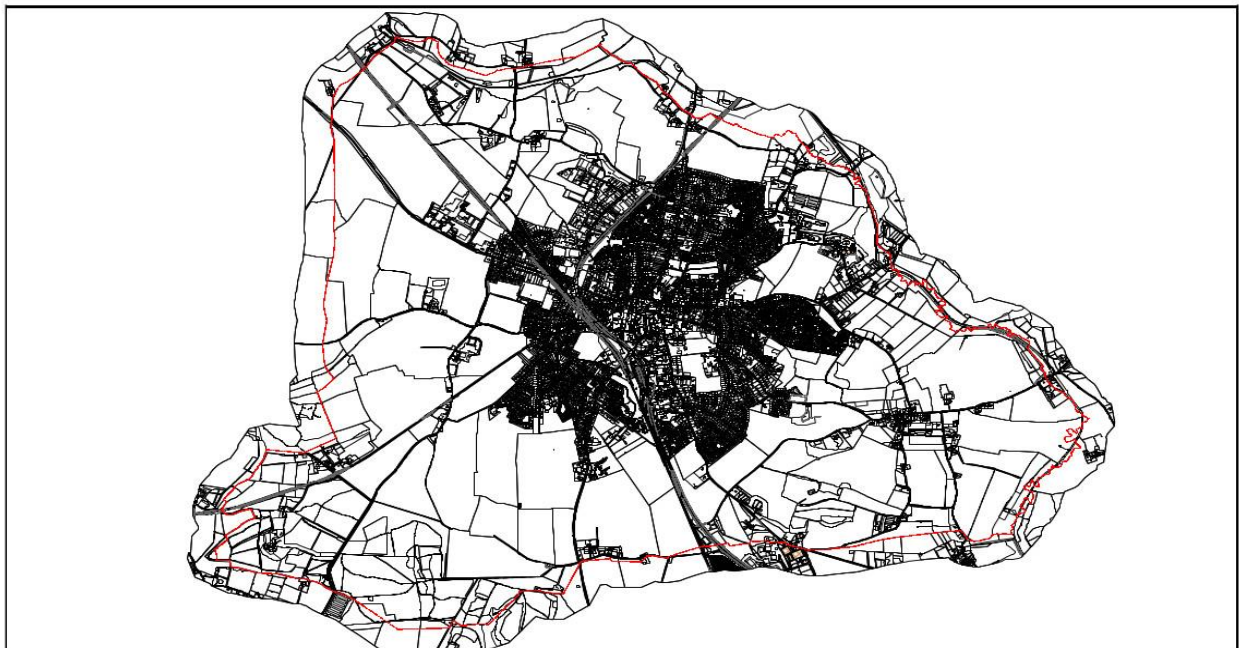
Dog Park, Trackside



Market Cross, Market Place



Chapel Cemetery, Mundesley Rd



North Walsham Town Boundary Map



War Memorial Park, Yarmouth Rd



## **1. Introduction and aims of the Business Plan**

This Business Plan will provide an opportunity for the Council to set out its vision, purpose, objectives and key priorities over the next three years. The aim of the Plan is to give residents a clear understanding of what their Town Council does and what it is trying to achieve. It will detail what the Council intends to focus on over the next three years. The Plan will be reviewed at least annually and will project the budget process and planning to ensure progress is monitored against key activities.

## **2. Introduction and aims of the Business Plan?**

Having an agreed strategy provides a framework for the Council to work within, enabling it to operate in a more consistent and co-ordinated way and to be proactive rather than reactive in its decision making. This plan enables the Town Council to apply for Quality Gold Status which is the benchmark for all local councils and demonstrates that the council is efficient and effectively run. The plan will help the local community to gain a better understanding of their Council, placing our Town and environment at the heart of our thinking and continuously seeking ways of adding values and to improve the quality of our service to the community. Asking the best from our councillors and staff, supporting them accordingly and working as one; promoting equal opportunities, celebrating cultural diversity and striving to be a good and supportive Town Council, committed to continuous improvement in all that we do. Encouraging innovation and creative thinking in delivering our services and strategy, being open and committed in our partnerships, working and promoting wellbeing for the individual.

## **3. Council Meetings**

The Council has monthly council meetings which usually take place in the Council Offices at Kings Arms Street, North Walsham, on the last Tuesday of every month except August (Recess) and December. Everyone is welcome to attend, so please come along and see for yourself.

## **4. Councillors**

Sixteen Councillors are elected onto the Town Council every four years - the next election will be May 2023. A Chair and Vice Chair are then elected from amongst the newly elected Councillors and then every year at the Annual Council Meeting which is held in May. Elected & Co-opted Councillors are local residents who either live or work within a 3-mile radius of North Walsham's Town boundary. Councillors are volunteers and are not paid for their commitment or service, they are a voice for the community through democratic representation to benefit both residents and visitors

## **5. Council Management and Services**

The Council receives its main income from NNDC from the community council tax called the precept, Other income received is from Market stalls and Burials. This is used to pay for things within the Town that the Councillors regard as important to the community. The Council also employs people/companies for specific and varied tasks, a regular payments list is available on our website. The Council work with the local community and relevant organisations with the aim of achieving a safe, healthy sustainable Town

## **6. Overview of the Town Council, District Council and County Council**

There are three tiers of local government, each with different roles:-

**North Walsham Town Council** is the first and most local tier

**North Norfolk District Council** is the second tier and

**Norfolk County Council** is the third tier

# WHO IS RESPONSIBLE

## TOWN COUNCIL

### Highways / Transport

Bus Shelters  
War Memorials  
Street Lighting  
Public Seating  
Defibrillators

### Recreation

Public Open Spaces  
Play Equipment  
Park Grounds  
Tree Management

### Planning

Consultees Only

### Environmental Services

Litter Bins  
Dog Bins  
Markets

### Allotments

### Cemeteries/Burials

### Grants to Voluntary Bodies

### Tourism Development

### Street Collection permits

### Closed Churchyards

### Market Clock

## DISTRICT COUNCIL

### Highways / Transport

Off-Street Car Parking  
Footpaths and Bridleways  
Local Transport Plans  
Street Naming

### Recreation

Parks and Open Spaces  
Community Centre  
Leisure Centres  
Support for the Arts  
Museums & Art Galleries  
Tree Management

### Planning

Local Development Framework  
Development control (Planning Applications and Enforcement)  
Advertising Consent  
Historic Buildings  
Conservation Areas  
Tree Preservation  
Community Planning/Emergency Planning

### Environmental Services

Refuse Collection  
Street Cleaning  
Recycling Centre  
Management of Travellers/Gypsies  
Food Safety  
Public Conveniences  
Dog and Pest Control  
Noise Abatement  
Environmental Health & Safety

### Housing

Working with Housing Associations  
Housing Advice/Unfit Housing  
Renovation Grants  
Homelessness  
Residential care

### Licensing

### Grants to Voluntary Bodies

### Tourism Development

### Community Safety (Anti-social behaviour)

### Electoral Registration/Elections

### Council Tax/Business Rates

## COUNTY COUNCIL

### Highways / Transport

Public Transport  
Transport Planning  
School Transport  
Highways and Parking  
Traffic Management  
Footpaths and Bridleways  
Street Lighting

### Recreation

Parks & Open Spaces  
Archives & Records  
Support for the Arts  
Museums & Art Galleries  
Tree Management  
Libraries

### Planning

Strategic Planning / Structure Plans  
Minerals and Waste Planning  
Historic Buildings  
Community Planning  
Emergency Planning

### Environmental Services

Refuse disposal  
Travellers / Gypsy Sites  
Fly tipping

### Personal Social Services

Securing provision for the Elderly, Children and those with Disabilities  
Social Care and Health and Residential care  
Adult Social Care  
Adult Learning  
Inspection Service

### Education

### Grants to Voluntary Bodies

### Tourism Development

### Registration of Births, Marriages & Deaths

### Trading Standards

### Libraries

## 7. Local Plan

North Walsham Town Council has facilitated and supported the development of a Western Development Plan. Budgeting to initiate the Western Development Plan by hiring Consultants, we are actively seeking grants to further extend the Plan.

The Consultants will carry out a range of studies supporting North Norfolk District Council's strategy plan and ensuring that new homes, shops and offices are built in the appropriate area of North Walsham along with the appropriate infrastructure, therefore improving the quality of the Town.

The Town Council will engage with the community, undertake a community survey, analyse the results and prepare a report and action plan, to assist the community to understand the process and the vision for the development and growth of the Town.

## 8. Action Plan

The Town Council have identified key priorities we wish to concentrate on over the next three years. This information is detailed below in our Action Plan which is reviewed regularly. This is broken down into ACTIONS & OBJECTIVES

<b>ACTIONS PLANNED BETWEEN 2021-2024</b>		
<b>ACTION</b>	<b>OBJECTIVE</b>	<b>TIME LINE</b>
Trackside Lighting	Lights at the Skatepark for safety	2022/23
War Memorial Garden	Renovate/bring up to date	Summer/Autumn 2021
Cemetery Chapel	Bring Back into use	Spring 22
Cemeteries	Enter burial information into online database	2023/24
Cemetery Signs	New signs with maps	Summer 2021
Cemetery upkeep	New kerb stones, row markers	2021/2022
New Skate Park	Replace old skatepark with new	Summer 2022
Park Byelaws	Revoke & renew	Summer 2021
Neighbourhood Plan	Western Development Group	Ongoing
Flagpole	To erect flagpole	Summer 2021
Woodville swing	Replace removed swings	Summer 2021
Local Award Scheme	Work towards Quality Gold	Autumn 2021
Eco friendly benches	Replace old benches with eco friendly	2024
<b>ANNUAL ONGOING ACTIONS</b>		
<b>ACTION</b>	<b>OBJECTIVE</b>	<b>TIME LINE</b>
Monitor Planning Applications	Give support or objections to local planning applications	Ongoing

Minutes	To ensure all minutes including draft are published on website within 28 days of the meeting	Ongoing
Annual Town Meeting	Publicise inviting all residents, encouraging good attendance	Ongoing
Newsletters	Publish at least 1 every quarter to all households	Ongoing
Website	Ensure website is up to date	Ongoing
Social Media	Use facebook to promote news, activities & events	Ongoing
Vacancies	Encourage residents to stand for local elections & co-options	Ongoing
Data Protection	Process personal data according to legislation	Ongoing
AGAR & Year End Financial Statements	Ensure published on website for transparency	Ongoing
Support local Groups in NW	Liaise with local groups offering help when required	Ongoing
Advertise Council meetings	Engage with the public and encourage attendance	Ongoing
Training & Development	Encourage staff & Councillors to attend courses & conferences	Ongoing
Policies & Procedures	Review annually, update with current legislation and publish on website	Ongoing