



MANNINGTREE TOWN COUNCIL

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Manningtree Town Council Action Plan April 2021 – March 2022

Manningtree Town Council will publish its action plan annually in March, for the forthcoming financial year. The Plan will be drawn from the annual budget which includes project expenditure for the forthcoming year; from matters raised by members of the public during the year; and from matters identified within town council meetings.

Action	Objective	Action By	Complete By	Year-End Review
Meet all administrative costs associated with managing the Council and its discharge of statutory duties, including the employment of a Town Clerk	To meet legal requirements	Clerk/RFO and Council	On-going	
Continuing the Council's contract with Environmental Design including grass cutting, weeding and fortnightly litter picks	To keep the town in a clean, tidy and litter free condition.	Clerk and Council	On-going / 3 yearly review of contractor's contract, annual budget allocation review	
Town council led volunteer group for weekly hand weeding of the town's streets and verges	Improving the environment by ensuring the disuse of glyphosate weed spraying	Weeding group / Council	On-going	

To arrange regular litter picking sessions for the community	To keep the town tidy and clean / to help increase a sense of community	Council	Spring / Summer / Autumn	
To introduce wildflower verges in selected areas of the town	Improving the environment	Cllrs. Barker and Brown / Council	On-going	
To support Swift project	To help increase numbers of Swift / stop reducing numbers of Swifts in and around Manningtree	Cllr. Barker		
To install new informative sign at Riverside	To aid both tourism and local residents' wildlife / historic knowledge of Manningtree	Clerk / Cllrs. Barker and Tattam		
To undertake annual tree survey of trees on South Street and Quay Street Greens	To maintain the trees and ensure no risk to members of the public	Clerk / Council	March	
To replant flower tubs semiannually	To keep the town looking nice and create a sense of wellbeing amongst residents	Clerk / Council	May/June and September/October	
To provide sufficient sand to Manningtree Beach	To ensure the maintenance and upkeep of Manningtree Beach throughout the year and in particularly the summer months, annual budgeted amount £600	Clerk / Council	June	
To complete regular visual inspections and annual routine inspection by A&J Lighting of the Council's street lights	To ensure the Council's street lights are maintained and kept in a safe condition in line with health and safety regulations	Clerk / Cllrs. / Council / A&J Lighting	On-going / Annually by A&J between July & September	

To provide grants for local voluntary not-for-profit community groups and organisations	To enhance the wellbeing of Manningtree residents	Council	On-going	
To communicate with residents through e-mail, the Council's website, social media such as Facebook and council noticeboards	To ensure effective and efficient communication and provision of information with / to Manningtree residents in line with legal requirements and community engagement	Clerk / Cllrs. Taylor, Tattam & Barker / Council	On-going	
To replace the noticeboard on the library wall by the High Street	To provide a larger and better noticeboard to allow more efficient communication with residents	Clerk / Council	2021/22 financial year	
To work in partnership with neighbouring parishes Mistley and Lawford on projects spanning parish borders including climate change and emergency plan	To ensure cross border practices that will benefit residents of Manningtree and vice versa	Clerk / Working Groups / Council	On-going	
To work together with the Manningtree District Business Chamber	To aid with events such as the Christmas Fayre and other projects that will benefit the residents of Manningtree	Clerk / Working Groups / Council	On-going	
To work together with the Manningtree District Frankenberg Partnership group to plan and arrange a civil ceremony for the partnership's 50th anniversary in 2021 as well as collaborative flower bed project	To help strengthen the bond between Manningtree and Frankenberg	Clerk / Cllrs. Brown / Council	2021/22	
To ensure staff and members training needs are met.	To ensure the Council is always operating legally and	Clerk / Cllrs.	On-going	

	in the best interest of residents and town			
To become a Dementia Friendly Council / Town	To increase the wellbeing and sense of belonging for people suffering from dementia and their carers	Cllr. Taylor / Council	On-going	
To qualify and apply for the Local Council Award	To ensure the Council is meeting residents needs in the best way possible	Clerk / Council	2021/22	
To implement the 'Share My Table' scheme	To help fight loneliness	Clerk / Cllr. Stocks / Council	2021/22 (on hold due to COVID)	
To create mural at Quay Street	To aid tourism / sense of belonging / wellbeing	Cllr. Brown / Council	2021/22	
To award the annual Community Engagement Award to a worthy local recipient	To recognise organisations and / or individuals who have shown exceptional duty / care towards the town / residents	Council	Annually between December - February	
To install 4 new benches and bin by Manningtree Beach	To change existing rotting benches and damaged bin / to improve the look of the town	Clerk / Council	By June if planning permission received	
To install parking deterrent at Quay Street Green	To stop people parking on the Green	Cllr. Brown / Council	2021	