

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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 CA16 6YB

## Action Plan 2018 - 2019

Action	Description	Target / Completed
<b>Council</b>		
Business Continuity Plan	Develop business continuity plan	September 2018 /
Business Plan	Develop a 5 year business plan for all Council services	March 2019 /
Certificate in Local Council Administration	Clerk to achieve Certificate in Local Council Administration	March 2019 /
Council Training	Administration Assistant to attend Clerk's Induction and Local Council Finance training	May 2018 / <b>June 2018</b>
Local Council Award Scheme	Submit evidence to achieve quality level	March 2019 /
Minutes	Consolidate Council Meetings 1974 – to date	In progress /
Papers and Records	Review papers and records stored in Moot Hall loft	In progress /
Standing Orders	Review Standing Orders in accordance the revised Model Standing Orders 2018	May 2018 / <b>May 2018</b>
<b>Finance</b>		
Grant Application	Secure grant funding to refurbish High and Low Crosses	December 2018 /
Current Account	Change current account to reduce bank charges	September 2018 /
<b>Planning and General Purpose</b>		
Heritage Action Zone (HAZ)	Work in partnership with Eden District Council and Historic England to facilitate the delivery of the HAZ project	Ongoing /
Local Delivery of Services	Work with Eden District Council to transfer local services	Ongoing /

Neighbourhood Development Plan	Establish Steering Group to progress Neighbourhood Development Plan	June 2018
<b>Property</b>		
Asbestos	Complete surveys of all property and develop Asbestos Management Plan	April 2018 / <b>April 2018</b>
Buildings Surveys	Complete surveys on all Council owned buildings	August 2018 /
Cloisters	Repair parapet	December 2018/
Dowpitts Wood	Work with Eden Rivers Trust to improve access	March 2019 /
High & Low Crosses	Complete refurbishment works	March 2019 /
Maintenance Plan	Develop a maintenance plan for all Council property	March 2019 /
Moot Hall: Options Appraisal	Work with consultants to develop an options appraisal on the Moot Hall which will improve access and funding opportunities	October 2018 / <b>In progress</b>
Moot Hall: Fire Risk Assessment	Complete works identified in Fire Risk Assessment	April 2018 / <b>April 2018</b>
Public Hall: HD Presentation System	Install new HD presentation system in Supper Room	June 2018 / <b>June 2018</b>
Public Hall: Fire Risk Assessment	Complete works identified in Fire Risk Assessment	April 2018 / <b>In progress</b>
<b>Services</b>		
Market Arcade Toilets	Operation of Market Arcade Toilets	April 2018 / <b>April 2018</b>
The Butts Shelters	Work with Eden District Council to identify maintenance requirements prior to transfer of asset	June 2018 /
Seats and Benches	Work with Eden District Council to identify maintenance requirements prior to transfer of assets	June 2018 /
Play Areas	Work with Eden District Council to identify maintenance requirements prior to transfer of assets	June 2018 /
Appleby Market	Develop handover timetable and transfer service	July 2018 /

Broadclose Toilets	Develop handover timetable and transfer service	August 2018 /
Broadclose Car Park	Work with Eden District Council to identify maintenance requirements prior to transfer of service / asset	October 2018 /
King George V Playing Field	Work with Eden District Council and Appleby Football Club to identify maintenance requirements prior to transfer of service / asset	March 2019 /
<b>Community</b>		
Edenside Residential Home	Support Oaklea Trust's bid to purchase Edenside and create extra care housing	<b>Ongoing/</b>
Flooding	Continue to work with authorities in the aftermath of December's floods	<b>Ongoing/</b>
Bus Services	Promote the use of all services to ensure commercial viability	<b>Ongoing/</b>
Skate Park	Support the community to progress plans for a skate park	<b>Ongoing/</b>
<b>Tourism</b>		
Town Treasure Hunt	Create Children's Treasure Hunt in time for May Half Term	May 2018 /
New HAZ Town and Area Leaflets	Promote new HAZ town and area leaflets	May 2018 / <b>June 2018</b>
Lady Anne Clifford Day	Work with others to develop and promote Lady Anne Clifford Day	<b>In progress /</b>
Charter Trains	Liaise with Charter train companies and taxis	<b>In progress /</b>
Eden Area Map	Promote new Eden Area map and distribute to attractions and TICs	<b>In progress /</b>
563 Bus Service	Promote to visitors by providing information of things to do along the route and connecting Stagecoach services	June 2018 /
Carlisle Airport	Work with Cumbria Tourism and Eden Tourism Network to capitalise on opportunities	October 2018 /