



North Hykeham Town Council – 1 year Action Plan - January 2022 – December 2022

Objective	Tasks	Success Criteria	Barriers	Timeframe	Resources	Power
Recruit new Services Team Manager – new role	Advertise vacancy internally and externally, interview and appoint	New Services Team Manager appointed	Lack of suitable applicants, COVID-19 restrictions, long notice periods for applicants	Recruitment Jan 22 Interviews Feb 22 Appoint Feb 22 New employee to start -Feb/Mar 22	Town Clerk, Councillors, Finances	LGA 1972 s112
Recruit new Services Team Operative – fill vacancy	Advertise vacancy externally, interview and appoint	New Services Team Operative appointed	Lack of suitable applicants, COVID-19 restrictions	Recruitment Jan 22 Interviews Feb 22 Appoint Feb 22 New employee to start - Feb/Mar 2022	Town Clerk, Councillors, Finances	LGA 1972 s112
Complete internal staffing restructure for Services Team	Advertise new Team Lead vacancy internally, interview and appoint all staff into new structure (issue new contracts)	New Services Team Structure in operation	Staff absences during interview stage	Advertise 4 th Jan 22, Interviews w/c 17 th Jan, New structure to be in place and new contracts issued by 31 st Jan 22	Town Clerk, Personnel sub-committee Cllrs, Finances	LGA 1972 s112
Installation of new Cemetery Software to improve cemetery records management	Identify software supplier, agree install date, staff training, upload old data from Access database	New Cemetery Management software installed and operating	Staff availability for training, time to allow for old records to be transferred, supplier delays	Identify supplier Jan22 Install software Feb 22 Staff Training Feb 22 Old records uploaded Mar 22	Town Clerk and Deputy Clerk, Contractor Finances	Local Authorities' Cemeteries Order 1977 Sch2 Pt II

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Add to Chapel Fields to include a Pump Track	Identify track design (including public consultation), appoint supplier, agree install, promote project and completion via press and social media	Addition of inclusive area for young adults	Lack of public consultation response, suppliers with long lead-times for installations, poor weather	Supplier meetings and invite to tenders Jan 22 Public consultation Feb 22, Council to select preferred supplier & agree contract Mar 22, Installation May-Jun 22	Town Clerk, Councillors Public Supplier/contractors Finances	Local Government (miscellaneous Provisions) Act 1976, s.19
Improve the Old Orchard (St Aiden's Park) as a new nature trail and deterrent to Anti-Social behaviour issues	Redesign pathways and plantation, promote uses of new area to schools and public, promote history of the Old Orchard, apply for grant funding for information board, install bat boxes	New pathways and wildlife protection scheme. Area used by schools as part of their lessons/curriculum.	Poor weather, available contractors	Secure Community Payback team agreement Jan 22, Apply for project funding Jan 22 Hykeham In Bloom team works from Mar22 School Liaison works Mar-May 22 Promotion and official opening Jun 22	Staff, Community Payback team, Hykeham in Bloom team Finances	Public Health Act 1875 s.164
Queens Platinum Jubilee event on Witham Fields	Event planning, organise traders, entertainers and equipment, promotion (notice boards, press, radio, social media)	Successful free-to-access event held on 4 th Jun	Cancellation of entertainers or traders, poor weather, lack of staffing resources, poor ground conditions, clash with other local events	Event planning agreed Jan 22, Confirm the entertainers and traders and equipment by Mar 22, Advertise event frequently between Mar and May22 Event runs 4 th Jun 22	Staff, Councillors, Entertainers, Traders, Contractors, Finances	LGA 1972 s.145

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Resurface old paths and Multi Unit Games Area (MUGA) in Glebe Park	Identify supplier and agree installation. Promote works via social media and public notices.	New footpaths through Glebe Park and new surface on MUGA	Poor weather, contractor availability	June 22	Town Clerk Councillors Contractors	Public Health Act 1875 s.164
Extend the Community Hub to provide dedicated Library space, new office spaces and larger community hall for hire.	Identify and engage supplier, Feasibility study carried out, public consultation on plans, source funding, promote for future hire/use, agree building works timeline, Re-opening of building, promotion of hire/use of space/community library	Extension to Community Hub, increased use by Public, community groups, local authorities	Funding sources delays, contractor delays, poor weather	Dec 22	Town Clerk, Councillors, Contractors, Finances/funding	LGA 1972 s.133
Extension of Cemetery driveway and new footpaths	Identify and engage supplier, agree works timeline and advertise at Cemetery and inform local undertakers, manage access for funerals during the works	New driveway and footpaths in the cemetery	Contractor delays, poor weather	Dec 22	Town Clerk, Councillors, Services Team, Contractors Finance	Local Authorities' Cemeteries Order 1977 art.4(1)