



Howden Town Council

Action Plan

2024-2027

This Action Plan summarises the projects and proposals that Howden Town Council, sometimes in partnership with others, will develop and/or deliver. The document will be subject to alteration and amendment usually at the November RAM meeting (with the caveat it is a live document, and the Council can add/delete/amend as necessary at any time) and this, alongside Committee recommendations will inform the budget setting process.

No	Description	Key Tasks	Responsible	Timescale	Update	Funding Source
HTC1	Christmas Lights	Maintain and expand the Christmas lights in the town	Amenities Committee/FC/Clerk	Ongoing	Request to 2024/2025 budget for replacement lights (Jan 24) UPDATE OCT 24: New lights purchased with a £5,000 grant and £2000 TC budget. UPDATE DEC 24: All lights erected and working Ensure all lights are taken down and stored correctly. No plans to purchase any more.	Precept
HTC2	Planters and Baskets	To provide the town with seasonal flowers in planters and baskets by	Amenities Committee/FC/Clerk	Ongoing	As of January 2025 about to start Year 2 of a three year contract with Helliwell Horticulture.	Precept



		contracting out using the tender process.			Helliwell Horticulture are no longer in existence. As of Feb 25 out for tender.	
HTC3	Howden Marsh	To maintain the Nature Reserve	Amenities/FC/Clerk	Ongoing	<p>Request to 2024/2025 budget for required tree works. Amenities to receive Action Plan in February 24.</p> <p>Oct 24: Budget request to be made at Amenities for 2025/2026 works</p> <p>Dec 24: Budget request made to RAM for consideration</p> <p>Wildlife cameras installed.</p>	Precept/Grant Funding
HTC4	Derwent Play Park	To provide a safe play area for under 5s.	Amenities/FC/Clerk	Ongoing		Precept/Grant Funding
HTC5	Knedlington Road Cemetery	Cemetery	HJBC Committee/HJBC Clerk	Ongoing	<p>Tree works identified and 2024/2025 budget to reflect this</p> <p>Tree works exceeded the budget this year.</p>	Precept
HTC6	Website and Social Media	To provide information for the public	Clerk	Ongoing	To continue to use the social media policy and in 2025/2026 look at new website designs	Precept



HTC7	Visit Howden	A project to provide information to residents and visitors on all Howden has to offer via online presence and town initiatives	Town Centre Officer/Amenities	Ongoing	Visit Howden website up and running with Phase 2 starting. QR Codes and launch to follow Oct 24: Website fully functioning with regular updates on usage. Dec 24: Website fully functioning with regular updates on usage. Budgeted for 25/26 for maintenance costs	Government Funding/Precept
HTC8	Traders Meetings	Regular meetings with the town traders	Town Centre Officer/Clerk	Ongoing	Meeting dates for 2024 be made after the January meeting UPDATE JAN 25: Meetings are taking place at least twice a year.	
HTC9	Local Council Award Scheme	To gain the Foundation Award	Clerk	April 2024	Application to be made after adoption of this document (Feb 24) Foundation Award received summer 2024. Next stage to be looked at 2025/2026 time.	
HTC10	Changing Places	Providing an accessible toilet	Amenities/FC/Clerk	Ongoing	Facility being used regularly and is cleaned to a high standard	Precept
HTC11	Staff and Member Training	Staff and members to attend suitable training	Clerk	Ongoing	Training File kept by the Clerk	Precept
HTC12	Grants Programme	To provide grants to Howden based Community groups	FC/Clerk	Ongoing	Grants discussed in January RAM and recommended to Council as part of the budget setting process. Clerk to receive all applications and open the	Precept

[illegible]