

To Councillors: J Aldridge, A Baker, S Compton, B Cummings, M Gemmell Smith, C Jacques, A Layland, M McArthur, S McGregor (Chairman), V Parker, A Read, M Stockdale, J Streets, S Sumner, B Todd.

Notice is hereby given of a Forward Planning Steering Group to be held in Rickards Hall on 14 October 2024 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
9 October 2024

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting. Council Meetings may be recorded.

Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

Agenda

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Meeting Papers & Report

1 **Appointment of the Chairman/Chair for the Forward Planning Steering Group**

1.1 **To appoint the Chairman/Chair for the meeting and ensuing year for the Forward Planning Steering Group**

1.2 **To consider recommending to Council to amend the Terms of Regulations so that the FPSG appoints a Chairman for the Council term (4-years) for continuity**

As the Forward Planning Steering Group meets usually only annually, it may be better to have a Chair appointed for the Council term (this has already been done for the Emergency Planning Committee).

TOR currently states: The Chairman of the Sub-Committee will be appointed by the Committee at the first meeting after the AMTC in accordance with the Standing Orders.

Proposal: To amend election the Chairman from 'annually' to four-yearly, thus amended to read - The Chairman of the sub-committee is to be elected by the Committee at the first Committee meeting following the first meeting of the newly elected Council, in accordance with Standing Orders, and be in post for four-years (Council term). Should the Chairman resign from post, their replacement will be elected at the next meeting of the Committee and will hold the post for the remainder of that Council term.


Do Members support the recommendation to Council the amendment to the FPSG TOR for the Chairman to be appointed 4-yearly in line with a Council term?

2 **Apologies for Absence**

3 **Declarations of interests or predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

4 **To receive the minutes of the Forward Planning Steering Group meeting held on 23 October 2023, 023/01-5**

 Forward Planning | 23 October 2023 v.1 - Minutes (Pages 2023-023/1-5)

5 **The Strategic Plan and Objectives 2024-27**

5.1 **To receive the Strategic Plan and Objectives 2024-27 as adopted by Council July 2024**

Following last year's Visioning training and subsequent FPSG meeting when it was agreed to support developing a Strategic Forward Plan which would include a list of projects from the Forward Plan but with information to include:

- project costs and financial implications
- reason/objectives of the project
- dates for starting and completion
- how to measure its success

- officers running project
- categorise projects into Community Enhancement, Council Operations, and External Influence
- size the projects - small, medium, large

This was presented to Council, and adopted 01 July 2024.

Do Members have any comments?

 Annex 1: 240701 adopted ETC Strategic Plan.pdf

5.2 **To confirm additional projects to be included in the Strategic Plan**

To add:

1. Investigate costs for Stangrove Park pond clearance and cutback of trees (agreed Open Spaces Committee September 2024) - Medium time frame

Items to note for consideration and inclusion at a later date, present to new Council FPSG 2027:


1. Cemeteries - new site/solutions for when cemetery 4 is full
2. Vehicles - upgrades & eco vehicles
3. Buildings - energy eco upgrades

Do members have any comments?

5.3 **To receive updates on the projects**

The Council's projects and aspirations for the Council term 2023-27 were presented in July, so there is not too much to review or update. An update of the spreadsheet is attached with comments in red. Project to be added in 5.2.

Do Members have any comments and/or changes to the Council's projects?

 Annex 2: 241010_updated for FPSG Strategic Plan projects.pdf

6 **To make recommendation to the Finance Committee any additional increases to the budget and Precept to cover any proposals or projects in the Strategic Plan**

Members are asked to consider the timescales and planning for some projects and should there be funding allocation included in the budget for 2025-26 to help deliver projects. This may be for short-term or long-term funding and the budgeting implications for the new budget, and longer term. The Finance Committee will receive the recommendations and include in its budgeting calculations. The draft budget and Precept recommendations will be presented to Council December meeting to consider.

Also attached is a copy of the 10-and-30-year maintenance plans for information just to show the current proposals (details for 10-years are on a separate spreadsheet not included). The Open Spaces 10-year plans needs further review and update. However, figures in the attached spreadsheet have been reduced from previous forecasts following a review of the maintenance plans, though this is still work in progress and an inflationary uplift needs to be applied.

How do Members want to proceed with its recommendation to Finance Committee; do they want to include any budget funding to enable projects as set out in the strategy and projects plan?

 Confidential Annex 3 (omitted from public documents):

7 **Date of next meeting - 29 September 2025**