

Policy Framework and Specific Aims

Adopted by Council on 8th June 2010

Part 1

Newhaven Town Council aims to:-

- ◆ Represent and promote the interests of Newhaven and all its people in all forums
- ◆ Pay particular attention to the needs of our children and young people
- ◆ Provide the best possible amenities and services by the efficient use of available resources
- ◆ Actively involve local people in decisions affecting activities in the area
- ◆ Promote equality of opportunity and oppose discrimination
- ◆ Be open and accountable in all it does
- ◆ Support development which is environmentally, socially and economically sound and sustainable
- ◆ Enhance quality of life by protecting and enhancing Newhaven's ecological and environmental assets



Part 2

Newhaven Town Council Policy framework

Working in partnership with and for local people

- When proposals come forward that are in line with our policy and the Newhaven Masterplan, we will try to find ways of contributing in cash or kind.
- We will continue to run a small annual grants programme to support voluntary groups.
- We will continue to represent local people on partnership and voluntary groups working to improve some aspect of the Town.
- We recognise the Newhaven Community Development Association as the collective voice of the voluntary sector in Newhaven and seek to work co-operatively with them
- We recognise the Newhaven Chamber of Commerce as the collective voice of the business sector in Newhaven and seek to work co-operatively with them. The Town Council is a member of the Chamber of Commerce.
- We will work to find constructive ways of working with Newhaven's young people.
- When we have a vacancy, we will consult with the Newhaven Community Employment Partnership to see if we can offer a job opportunity to someone who would otherwise find it difficult to get into employment.
- We will make sure that the Town Council office continues to be open and accessible to local people and making the meeting room available to groups working for the town.
- We will make a wide range of information available to local people about public and other services locally.
- When invited by voluntary groups to appoint representatives to their committees we will give priority to those whose work is broadly aligned with our priorities.

Caring for Newhaven's environment and open spaces

- This Council continues to oppose incineration as a waste management option.
- We will continue to look after the amenity areas that we currently manage, taking advice from the District Council Tree Officer and the County Council's Ecologist.
- We will continue to support Newhaven in Bloom.
- We will continue to provide Christmas lights.
- We will work with other partners to develop and implement the Open Spaces Strategy
- We will promote, whenever possible, green strategies and initiatives, and work towards zero waste.
- We will keep under review the mix of play equipment on our playgrounds, so that it is what is currently needed and wanted by Newhaven's children, parents and young people. We will work on this jointly with the District Council, which owns and manages some of our playgrounds.
- We will work with local voluntary groups to enhance and look after our amenity areas, hard and soft landscaping and support them in litter clearing etc.

Information services

- We will make sure information is easily available to residents and visitors from a welcoming, accessible Town Council Office.
- We will encourage local people to let us know when something needs fixing so that we can either do it or encourage the responsible body to do it.
- We will seek, and make good use of, opportunities to promote Newhaven to residents, workers and visitors, as well as to the wider world both sides of the Channel and beyond.
- We will place modern notice boards with local information at key locations and keep them up to date and tidy.
- We will run advice surgeries, in partnership where appropriate.
- We will continue to publish "What's On in Newhaven"
- We will continue to take the lead in preparing future editions of the Town Guide and make it available from a wide variety of locations.
- We will publish a regular newsletter to residents, possibly in partnership with others.
- We will maintain a Town Council website with links to other local sites and information.

Calling organisations working in Newhaven to account

- We will expect organisations that we fund directly to present their work to council meetings so that town councillors can scrutinise this in a way that represents the needs and ambitions of our community.
- We will ask other organisations spending public funds in Newhaven to present their work to council meetings so that we can represent the needs and ambitions of our community.
- We will expect organisations looking for our support in their applications for grants from public funds to approach us early in the development of their ideas so that we can properly exercise our duties to represent local people. We will expect to see regular reports from those projects that we support.
- We will ask voluntary groups that apply for grants from us to supply their constitution and annual report.
- We will ask outside bodies on which the Town Council is represented to supply their constitution, annual report and minutes.

Amenities

- We will keep Meeching Hall, Denton, East Side and Lewes Road Social Centres in good repair and work closely with users.
- If opportunities arise that would let us significantly improve or replace these buildings we will give them serious consideration.
- We will continue to provide and care for the Town's cemetery as a place of quiet repose.
- We will continue to provide allotments behind the cemetery.

Part 3

Top Priorities for 2010 to 2015

- ◆ To work in partnership towards much improved play, sport and recreational facilities and services for our community, especially at Lewes Road and Fort Road Recreation Grounds. To achieve the investment that is needed by working actively alongside other partners and voluntary groups.
- ◆ To work in partnership to enhance our amenity areas, open spaces and public areas in the town and encourage local people to play an active part in taking care of them.
- ◆ To secure access to the sandy West Beach for local people.
- ◆ To work with other partners towards the provision of a 300 to 400 set multi function community hall.



Part 4

Specific Aims for 2010 to 2015

Children and Young People

- To work towards the provision of some “just turn up” youth club activity every night of the week and at least once a week in each area of the town at little or no cost at the point of use. These will be run by self sustaining and substantially self funding management groups supported by Newhaven Town Council and the Youth Development Service and supplemented by externally funded projects as and when possible.
- To support free or subsidised access to a wide range of activities in school holidays focussed on those children and young people who do not get outings and holidays. The council will use grant budgets to support activities run by voluntary groups.
- To produce regular information leaflets and up to date web based information for young people giving information about the opportunities that exist in the town.
- To continue to facilitate the annual election of a Young Mayor and support the young person elected to this role.
- To continue to organise the Young Mayor’s awards and to develop them as an annual event.



Wider outdoor environment.

- To encourage the development of range of self sustaining groups looking after each of the town’s open spaces (urban and green). Each group will be encouraged to engage with children and young people and/or community payback, and/or people with disabilities or health issues.
- To install exercise stations, play equipment, interactive sculpture, outdoor art and seating in safe locations throughout the town.
- To secure access to the sandy West Beach for local people. The Council has earmarked a reserves budget to pay legal costs.

Community Services

- To continue to support a community transport scheme that meets the needs of those least able to be independently mobile.
- To investigate the acquisition of land to provide one or more new allotment sites.
- To continue to develop a range of walks and trails across and around the town both guided and self guided.



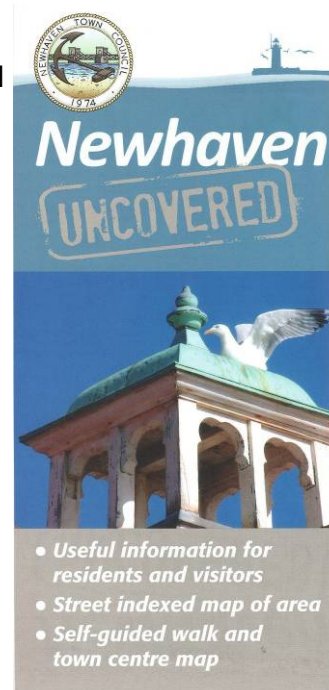


- To continue to provide innovative, good quality equipped play areas, informal play areas and boisterous play areas for children and young people at Valley Road, Lewes Road, Denton, and other locations as they become available through the development process. The Council will continue to use the money from the sale of the Cemetery Lodge as matched funding in applications for additional funding to pay for these.

- To work with other partners towards the provision of a 300 to 400 seat multi function community hall
- To work with other partners towards the provision of a replacement for Lewes Road hut, in conjunction with the development of new sports pitches.

Information and Publicity

- To continue to develop the Newhaven Uncovered project which will include the publication of an annual Town Guide, a quarterly What's On in Newhaven leaflet and a quarterly Town Council Newsletter which will be distributed to all households.
- To encourage people in the community to contribute information for these leaflets and to make them as widely available for local people as possible.
- To work towards the use of the Town Council offices as one stop shop for information.
- To work towards the streamlining of the Town Council's publications into one quarterly publication.



Representation and Administration

- To encourage more people to participate in the Newhaven Town Council decision making process.

Community Engagement

- To work towards the provision of an annual calendar of events in which the Town Council participates.
- To develop one off events either led or supported by Newhaven Town Council.
- To identify the practicalities of introducing participatory budgeting in voluntary sector grant distribution.
- To ensure that the Town Council's response to the Local Development Framework has wide support from the community.

Part 5

Summary of Routine Activity

Council Administration

- ◆ Writing of reports for consideration by members
- ◆ Production of agendas and minutes for meetings of full Council and Town Council committees
- ◆ Production of regular weekly emailed “News from the Office” which keeps members informed about on-going issues and events
- ◆ Raising of invoices for services provided by the Town Council
- ◆ Raising of cheques to pay for services and goods used by the Town Council
- ◆ Keeping the Town Council's accounts in accordance with the Accounts and Audit Regulations
- ◆ Formulation of the Annual Return for the External Auditor
- ◆ Keeping a library of relevant press cuttings from local media
- ◆ Maintaining files of correspondence and documents relating to the Town Council's activities
- ◆ Dealing with day-to-day enquiries from residents
- ◆ Maintaining the Mayor's diary
- ◆ Providing administration support for the Newhaven Strategic Network (NSN)



Information and Publicity



- ◆ Keeping the Town Council's website up to date, including the provision of news items and additional information as required
- ◆ Publishing information on the Town Council's Facebook page
- ◆ Gathering information from events' organisers
- ◆ Quarterly production of What's on in Newhaven Leaflet
- ◆ Twice yearly production of What's on in Newhaven for Children and Young People
- ◆ Quarterly production of the Town Council's Newsletter
- ◆ Gathering contact information from local groups and organisations and publishing this in leaflet form and on the Town Council's website
- ◆ Keeping a stock of information leaflets and posters in the Town Council offices up to date
- ◆ Display of information and posters on the Town Council's nine noticeboards
- ◆ Further development of the Newhaven Uncovered project
- ◆ Leading and providing administration support for the NSN Tourism and Culture Group

Newhaven Cemetery

- ◆ Making arrangements for interments at Newhaven Cemetery
- ◆ Liaising with the Town Council's contractors to ensure that the Cemetery is kept well maintained
- ◆ Keeping the written records of interments at the Cemetery both in traditional book form and on the Town Council's new computerised booking system
- ◆ Checking applications for memorials on graves and issuing permits for the work to be carried out
- ◆ Dealing with family history enquiries



Social Centres

- ◆ Taking bookings for the Town Council's Social Centres, which are used on a regular basis by a number of local organisations and by local residents for one off events such as parties or jumble sales
- ◆ Ensuring that the social centres are kept clean and well maintained for such use

Play Areas and Open Spaces

- ◆ Liaising with the Town Council's contractors to ensure that the play areas and open spaces under the management of the Town Council are kept well maintained
- ◆ Liaising with the Town Council's contractors to ensure that play areas are inspected regularly to ensure their safety
- ◆ Developing a maintenance plan for the Valley Ponds



- ◆ Organising the annual commemoration of the Dieppe Raid in August
- ◆ Putting up Christmas lights in the town centre each December
- ◆ Liaising with local groups in the organisation of the annual service and parade on Remembrance Sunday
- ◆ Leading and providing administration support for the NSN Open Spaces Group

Allotments

- ◆ Maintaining the waiting list for local residents waiting for an allotment to become vacant
- ◆ Issuing of annual contracts to allotment holders and invoices for the annual fee
- ◆ Twice yearly inspections of the allotments to ensure that the holders are cultivating them. Contacting allotment holders who are not cultivating their plots and where necessary arranging for the person at the top of the waiting list to take over plots that are not being adequately used.