



ACTION PLAN



The action plan was approved by full Council at the 8th February 2024 meeting. It will be regularly reviewed at Full Council.

West Mersea Town Council strives to work on behalf of the residents to ensure that West Mersea is a well maintained and attractive place to live. The Town Council welcomes comments and suggestions for new projects. This action plan covers a three-year period, owing to the size and complexity of the projects that the Town Council are planning to undertake. The plan also includes the ongoing general maintenance work that the Town Council is obliged to undertake as well as less financially demanding projects which are enhancing to the local environment. The plan is reviewed on an annual basis alongside the budget and updated when applicable.

Items on this action plan are in the budget, but note that these are subject to change, pending Town Council approval.

ITEM	RESPONSIBILITY	ACTION	PLANNED OUTCOME	PLANNED COMPLETION	BUDGET/COST	UPDATE
LAND, BUILDINGS & LEASES						
Land at Coast Road	Community Assets/ Facilities Committee	Investment for accessibility and to improve the aesthetics	Enhancement of the area	Ongoing	£2,500 budget allocation	
Glebe Pavilion Working Group MISA Reps for Town Council	Cllr. Powling, Cllr. Hart & Cllr. Gibbons	Design and management fees			£11,000 budget allocation	
Changing Places Lease	Town Council	Amendments in progress from Colchester City Council	Sign off	8 th February 2024	Unknown	
WMTC Office Building Lease	Community Assets/ Facilities Committee	Discussions in progress from Colchester City Council	Sign off	Unknown	Unknown	
WMTC Town Clerk's Office	Community Assets/ Facilities Committee	Flood damage works	To reinstate office (insurance claim)	March 2024	No cost	Insurance claim received
Allotment Lease	Community Assets/ Facilities Committee	To review current lease & make arrangements to	Sign off	March 2024	Unknown	



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		discuss with the landowner				
Glebe 3	Community Assets/ Facilities Committee	Detailed plan published by Mersea Homes		Unknown	Unknown	
CEMETERIES						
Barfield Road	Community Assets/ Facilities Committee	Bio-diversity project	Enhancement of the area	Unknown	£2,500 budget allocation	
Firs Road	Community Assets/ Facilities Committee	Lime Trees maintenance	Enhancement of the area	2025/26	£3,500 budget allocation	
		New Hedge front			£7,400 budget allocation	
		Cemetery driveway resurfacing	Enhancement of the area		£40,000 estimated cost	
		Grave turves	Essential maintenance		£1,000 budget allocation	
Feldy View		Continuation of driveway (teardrop)	Access improvements		£9,000 budget allocation	
OPEN SPACES						
Coastguard Compound	Community Assets/ Facilities Committee	Fence works, new benches, trees reduced, information board	Enhance the area for public enjoyment	February/March 2024	£8,000 budget allocation	Fencing completed. 5x Benches in process.
Survey & tree works	Community Assets/ Facilities Committee	Tree maintenance	Essential works	March 2024	£8,000 budget allocation	
Boardwalk	Community Assets/ Facilities Committee	To review current condition & make	Enhance the area for public enjoyment	2024	£75,000 budget allocation	



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		recommendations for remedial action. Consider staged project.				
Hedge Maintenance	Community Assets/ Facilities Committee	Schedule of works – tender document to be finalised – quotes to be sought (contracts finder)	Essential works	Winter 2024	£15,000 budget allocation	
Planting	Community Assets/ Facilities Committee	To provide additional bulbs/flowers	Visual improvements	Ongoing	£2,000 budget allocation	
Information Boards, Coast Road	Community Assets/ Facilities Committee	Replacement of 3 boards & mounts	Visual improvements	March 2024	£3,500	Approved – production in progress
Water Bailiff/Zone Warden	Community Assets/ Facilities Committee	Work with respective organisations	Protecting the environment Enhance the area for public enjoyment	2024	£25,000	
MISA	Community Assets/ Facilities Committee	To finalise MISA/Tennis lease	Sign-off	April 2024	Unknown	
Bus Shelter	Community Assets/ Facilities Committee	Maintenance	Visual improvements	April 2024	£1,000	
COMMUNITY ENGAGEMENT						
Councillor Surgeries	Environment Community Services Committee	Commence monthly surgeries on Saturday mornings 10am - midday	Improve community engagement	Commencing April 2024 & ongoing	£200 budget allocation	
Website/emails	Environment Community Services Committee	Move to a .gov website Add & remove pages Change to .gov email addresses	Improve community engagement	March 2024	£550 budget allocation	E-mails moved to .gov.uk
Mersea Walks Leaflet	Environment Community Services Committee	Reprinting – obtain estimates/update local business	Improve community engagement	Summer 2024	Unknown	



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Newsletter	Environment Community Services Committee	Publish 4 editions per year to every house	Improve community engagement	Ongoing	£5,000 budget allocation	
Annual Town Meeting	Town Council	Meeting open to all residents	Increase attendance	Meeting 25 th April 2024 Royal British Legion 7pm	Minimal cost	Postcard invitations 2 weeks before event
Community Special Constables	Environment Community Services Committee	Continue to promote	Secure an officer	Ongoing	£1,000 budget allocation	
Grant scheme	Town Council	Receive applications for funding (in line with policy)	Support local organisations	Ongoing	On application	
PARKS/PLAY EQUIPMENT						
Wellhouse Park	Community Assets/ Facilities Committee	Essential maintenance/ review of the standards	Enhance the area/ essential maintenance	Spring 2024	£2,000 budget allocation	
West Mersea Park – School Gardens	Community Assets/ Facilities Committee	Review climbing frame, twin swing frame, seesaw (pending suppliers), roundabout & path replacement	Essential maintenance	Spring 2024	Unknown	See saw completed
West Mersea Park – Youth Field	Community Assets/ Facilities Committee	Skatepark	Improvements		£1,000 budget allocation	
West Mersea Park	Community Assets/ Facilities Committee	Ditch – clearance required	Essential maintenance	Spring 2024	Unknown	
West Mersea Park	Community Assets/ Facilities Committee	New inclusive play equipment, removal of items not fit for purpose	Offer better play facilities/promote health & well being	Spring 2024	£20,000 budget allocation	
West Mersea Park – Youth field	Community Assets/ Facilities Committee	French drains	Improve drainage	Spring 2024	£6,000 budget allocation	



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Glebe 1	Community Assets/ Facilities Committee	Lighting to car park (part of pavilion scheme)	Visual improvements	Unknown	£10,000 budget allocation	
Glebe 1	Community Assets/ Facilities Committee	Basketball court – new backboards and lines on surface	Essential maintenance	Spring 2024	£1,500 budget	
Bike Humps - Glebe 2	Community Assets/ Facilities Committee	Improvements	Essential maintenance	Spring 2024	£3,000 budget allocation	
TRAFFIC & CAR PARKS						
EV Charging points	Environment Community Services Committee	Provide 2 units (site to be agreed)	Environmental benefits	Spring 2024	£2,000 budget allocation	Under investigation
Seaview car park	Community Assets/ Facilities Committee	Upgrade	Enhancement of the area – subject to ownership	Unknown	£5,500 budget allocation	
Village Green 241 North	Community Assets/ Facilities Committee	Clearing the boats & a project to revitalise as a space for the community. Consider a Public Space Protection Order	Enhancement of the area	Unknown	Unknown	
The Follies	Environment Community Services Committee	Develop a maintenance plan & improve accessibility	Essential maintenance	Unknown	£5,000 budget allocation	Plan in progress for September 2024
White Lining	Environment Community Services Committee	Review problem areas	Painting	Ongoing	£8,000 budget allocation	
POLICIES & PROCEDURES						
All Councillors	Town Council	Arrange an in-house training session (EALC) to be attended by all Councillors	Ensure Councillors are trained	19 th March 2024 @ 7pm	£4,000 budget allocation	



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Councillors & Staff	Personnel Committee	Offer of training	Ensure all receive the appropriate training	Ongoing		
COMMUNITY EVENTS						
Annual Town Meeting	Environment & Community Services Committee	Hold an Annual Town Meeting on 25 th April 2024		Annually		
D-Day 80	Working Party	Discuss ideas to mark the occasion	Advertise plans to residents to participate	6 th June 2024 Event	£5,000 budget allocation	
Christmas 2024	Environment Community Services Committee	Discuss ideas for visual improvements	Enhanced display	Ongoing	£10,000	
Mayor's Civic Service	Environment Community Services Committee	Improve community engagement/thank you for service to the community	Invitations to be sent	27 th October 2024	£1,500	