

# Action Plan

Action	Success Criteria	Who	Resource Implications	Funding Source	Timescale	Monitoring and Evaluation
Collect accurate information on Market Traders	A full and complete list of traders and their contact details	Steve R, Miranda, Liz, Dave C	Time in market	N/A	5/6/20 and 12/6/20	
Visit to market to ensure the safety and security of the public and traders	The market traders are operating in lines of the guidelines and the public are safe	Liz, Steve, Miranda & Dave	Risk: Lack of cooperation from traders/public	N/A	5/6/20	
Send out form to market traders obtaining their details and including risk assessment for signing	UTC have up to date information on each market trader and ensure liability and compliance	Debbie	Forms being returned – time	N/A	June 2020	
Market traders to receive a payment free week	Market holders feel important and valued	Debbie	Time, resources F&GP Approval	UTC	By July 2020	
<b>Discretionary, hardship Covid-19 fund for businesses on the high street</b>	<b>Businesses who have been adversely affected by covid-19 have access to prepare their premises</b>	<b>Working group</b>	<b>Time and allocation of funds. Preparation of application F&amp;GP Approval</b>	<b>UTC</b>		

## Action Plan

High street recovery working group to obtain permission to allocate the funds to applicants of the £5,000 fund	The High Street Recovery Group can allocate the funds in a timely fashion and not have to wait until next full council, businesses are safe and able to operate	Dave C	F&GP Approval	UTC	17/6/20	
Design application form for Discretionary, hardship fund	Application forms are easy to read and have all the information needed to make decisions	Dave C	Time	UTC Town Clerk to distribute forms, receive responses and give grants as appropriate. Discuss with Mayor, Dep Mayor or Chair of F&GP is needed.	15/6/20	
Temporary Love Uppingham Bonus scheme	Kick start the local town economy to get people using the town again to shop	Miranda	Retailers may be reluctant to partake, costs to UTC – F&GP Approval	RCC UTC design and order	15/6/20	
Signage to remind public of social distancing measures and vehicle speed	The public feel safe and secure	Miranda & Steve	Time and cost	RCC order		
Signage to promote Shop Locally Love Uppingham	Signs visible to all	Steve and Miranda, designed Nick Clarke	Time and Cost	RCC UTC design and order	15/6/20	
High visibility jackets for each councillor	Councillors are visible at events	Miranda	Cost and delivery	RCC or UTC UTC design and order Town Clerk check insurance	ASAP	

## Action Plan

Contacting high street businesses to advise of current guidelines and support	Retailers feel secure and valued	Miranda	Time and response	RCC	12/6/20	
<b>Cycle rack</b>	<b>Members of the public can leave their bikes safely and securely without causing obstruction</b>	<b>Liz, Steve, Miranda &amp; Dave C</b>	<b>Allocation of site Baines Corner: REPAIRS TO GROUND NEEDED URGENTLY</b>	<b>RCC</b>	<b>5/6/20</b>	
Social media engagement	Members of the public are kept up to date and informed of important decisions	Kellie, councillors	Time		5/6/20 and ongoing	

### Resources from Covid 19 Funding

#### Signage Safety Street Costs:

Lamppost sleeves about £30 each so £600

Lamppost sign for speed £40 each so £500

Speed humps £150 each so £600

**Total estimate £1700**

**RCC to order and pay for**

#### Signage Marketing Banners x 5

Market Square strip £33

# Action Plan

Tods Piece railing £40

Ayston Rd x 2 @ £16, £32

Church Yard £25

**Total estimate £130**

**RCC to pay for, UTC to design and order (depends on advice from RCC)**

**Signage Hi Vis Jackets**, branded UTC x17 @ £10.50

**Total Estimate £178.50**

**RCC or UTC to pay for, UTC to order**

**Marketing Branded Loyalty shopping cards and flyers**

Design and print **est. £250**

**RCC to pay for**

**Business Grants £5,000, applications for £200 per business**

**UTC to pay for**

**UTC Total requested from RCC £2,258.50**

**Still to come: Cycle Rack for Baines Corner**

**RCC to order and pay for**

# Action Plan

## Detail

Lamp post sleeves 30 X 2m distances warning, Temporary speed strips for high street x 4, Lamp post speed warning signs X 12 with ties



A. Signs on the end of Ayston Road where it joins the A47 roundabout. These would be vinyl signs for the next few months.



Number 1 The sign on the left: utilise space underneath 120 x 100 cm



Number 2 The sign on the right: utilise rear of sign? 120 x 100 cm

# Action Plan

Draft image proposed for both, plus Number 5 Church Yard Corner, on hill



Number 3 Market Square Railing Draft image tbc. 400x 50 cm



Number 4 Tods piece railing draft image Includes bleed. 300 x100 cm

