

Badingham

Parish Council

Action Plan

2012-2016

1. Introduction

Parishes are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- give views, on behalf of the parish, on planning applications and other proposals that affect the parish;
- undertake projects and schemes that benefit local residents;
- work in partnership with other bodies to achieve benefits for the parish;
- alert relevant authorities to problems that arise or work that needs to be undertaken; and
- help the other tiers of local government keep in touch with their local communities.

Parish Councils have a wide range of powers that essentially relate to local matters, such as looking after community buildings, open space, allotments, play areas, street lighting, bus shelters, car parks, etc. They also have the power to raise money through taxation, the Precept, which is the council's share of the Council Tax.

In order to help us plan for the time ahead, we have put together an Action Plan that details the key objectives and actions that we hope to achieve during 2012-2016, in addition to our overall responsibilities. With the 2013 Parish Plan Report, this Action Plan forms the 2013 Parish Plan. The Action Plan, which will reflect actions of all the involved organisations within the village, will implement the priorities for action set out in the Report. This will enable residents to be kept fully informed of what is being planned and what has been achieved in the village.

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2. Objectives and actions

	Priority area and actions to be taken:	Deliverable and Timescale	Responsible (The people taking the action)	Accountable (Named person reporting back to PC)
	Roadside care and street cleaning			
1	<i>Continue to assess bad weather road clearance</i>	Verbal report monthly	Gillian Upton	Gillian Upton
2	<i>Ensure adequate gritting provision and monitor under Highways</i>	Verbal report quarterly. Written report on new provision by winter 2014	Gillian Upton	Gillian Upton
	Recycling and rubbish collection			
3	<i>Investigate reported problems with current bottle banks and once resolved at county level, pursue greater provision and more frequent collection</i>	Verbal report quarterly. Final report/conclusions by 31/03/2015	Shirley Osborne	Shirley Osborne
	Future local employment			
4	<i>Community volunteers with business understanding to identify potential partner organizations and options for generating business opportunities. (The PC can only have a 'watching brief' for reasons of propriety and regularity.)</i>	Verbal report quarterly	Rob Welham	Rob Welham
	Policing and Crime			
5	<i>PC to monitor and liaise with police with regard to quantifying issues of any antisocial behaviour and agreeing solutions</i>	Verbal report monthly. Written report with recommendations for adoption, by 31/03/2015	Linda McQuade Shirley Osborne	Linda McQuade Shirley Osborne
6	<i>PC to consider consulting with residents of Badingham to identify ways to improve social behaviour and quality of life.</i>	As above	Linda McQuade Shirley Osborne Rob Welham	Linda McQuade Shirley Osborne








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	Housing needs			
7	<i>PC to consider any case made for community housing schemes, whether involving rental, self-build or shared ownership properties. (N.B. the PC has no powers relating to planning and cannot itself initiate schemes.)</i>	Verbal report quarterly	Sonia Frost	Sonia Frost
	Countryside			
8	<i>Refresh PC policies and responsibilities for countryside related functions and specify fuller reports at PC meetings.</i>	Draft policies and recommended roles for adoption, by 31/01/15	Sonia Frost Rob Welham Tim Barber Gillian Upton	Sonia Frost
9	<i>Fully review and document footpaths, bridleways and byways in the parish, including the ownership of underlying land. Institute regular liaison with the County Council, and informally with landowners, to ensure compliance with Rights of Way legislation</i> <i>(Needs to include all paths including permissive and paths in historic use. Requires collaborative working with District and County councils and the Ramblers Association.)</i>	Verbal report quarterly. Draft Inventory and proposed ongoing Communications Plan with recommendations for their ongoing maintenance, for adoption, by 31/03/16	Gillian Upton Tim Barber Sonia Frost	Gillian Upton
10	<i>Fully review and document the waterways in Badingham and strongly encourage regular maintenance with the priorities being to prevent flooding while preserving amenity value.</i>	Verbal report quarterly. Draft Inventory and proposed ongoing Communications Plan, with recommendations for their ongoing maintenance, for adoption, by 31/03/16	Tim Barber Rob Welham Sonia Frost	Tim Barber
11	<i>Set up a formal means for walkers and riders to feed back to the PC.</i>	Verbal report quarterly. Written report with	Sue Piggott	Sue Piggott

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		recommendations and draft publicity for adoption, by 31/1/15		
12	<i>Consult landowners to explore the possibility of permissive bridleways.</i>	Verbal report quarterly. Written report of outcome by 31/09/15	Sue Piggott	Sonia Frost
	Governance			
13	<i>The PC should continue with efforts to encourage attendance at meetings, and to publish business via all available methods.</i>	Written report with recommendations for adoption by 30/9/2014	Sue Piggott	Sue Piggott
14	<i>PC Clerk to write a simple plain language guide to the Precept, how it is calculated and where it is spent, to be adopted by the PC and published in the Echo and on the Internet.</i>	Verbal report quarterly. Draft Guide and proposed publicity by 31/1/15	Sue Piggott	Sue Piggott
15	<i>Efforts should be made to engage feedback wherever possible, and channel to appropriate bodies and representatives.</i>	'How' to do this to be included in above report	Sue Piggott Sonia Frost	Sue Piggott
	Communications			
16	<i>PC Clerk to pass on the suggestions made by residents to the Editor of ECHO for consideration</i>	Verbal report confirming completion by 30/9/14	Sue Piggott	Sue Piggott
	Traffic			
17	<i>PC to explore effective practical measures that the village can take unilaterally on the A1120 such as solar powered speed read out and similar devices.</i>	Verbal report monthly. Written report with recommendations including analysis of all options for adoption, by 31/1/15	Gillian Upton Sue Piggott	Gillian Upton
18	<i>PC to continue to work with Suffolk CC Highways to implement extensions to speed limits and new limits and implement 'no overtaking' on A1120.</i>	Verbal report quarterly. Written Emerging Findings by 31/10/14. Written Report with description of outcome and recommended further action	Gillian Upton Sue Piggott	Gillian Upton

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		for adoption, by 30/9/15		
19	<p>PC to work with relevant authorities to improve facilities for pedestrians, wheelchair users, pushchair users and the partially sighted, by raising the standard of footways, with particular attention to:</p> <ul style="list-style-type: none">  A1120 Carrs Hill  Mill Road  Narrowing areas in Low Street 	<p>Verbal report quarterly. Written Emerging Findings report by 30/12/14, including recommendations for any 'early winners'. Written Report with description of outcome and recommended further action for endorsement, by 30/9/15</p>	<p>Gillian Upton Sue Piggott</p>	<p>Gillian Upton</p>
	Pocket Park			
20	<p>PC to initiate urgent multi-disciplinary review to address safety and anti-social behaviour concerns</p>	<p>Verbal report monthly. Draft Review Terms of Reference for adoption by 30.12/14</p>	<p>Sonia Frost Rob Welham Shirley Osborne Police representative</p>	<p>Shirley Osborne</p>
21	<p>PC to ensure Pocket Park remains 'Fit for current purpose' until any change of use is agreed:</p> <ul style="list-style-type: none">  [Maintain area and improve access  Address Play equipment  Assess and maintain Memorial Bench  Maintain Interpretation Board] 	<p>Verbal report monthly. Four interim activities in place and new ideas for use generated and discussed by PC by 31/10/14</p>	<p>Rob Welham Tim Barber Robert Foster] Brewster family</p>	<p>Rob Welham</p>
22	<p>PC to steer an option analysis to identify potential new uses, sources of funding, and maintenance</p>	<p>To be taken forward in parallel with work on action 25, with similar reporting.</p>	<p>Sue Piggott Rob Welham Sonia Frost</p>	<p>[Interim - Sonia Frost]</p>
23	<p>PC to put improved management plan in place</p>	<p>Verbal report monthly. Outline Management Plan for adoption, by 30/12/14; final draft Plan for adoption, by 31/3/15</p>	<p>Rob Welham Tim Barber</p>	<p>Rob Welham</p>

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Meeting places and indoor facilities				
24	<p><i>Survey and review current condition of Village Hall to determine extent of necessary repairs and potential for any refurbishment and enhancement.</i></p>	<p>Verbal report monthly. Emerging Findings report on urgent issues – H&S and building fabric – by 31/10/14; Full report on the Village Hall's condition including R. Horne's report and Insurer's reports by 30/10/14</p>	<p>Acting Chair Village Hall committee</p>	<p>David McQuade</p>
25	<p><i>Full options analysis and business plan [for VH] to identify possibilities and potential sources of funding.</i></p> <p><i>[Note: the delivered documents will need to be quality reviewed by all agreed stake holders prior to submission.]</i></p>	<p>Verbal report monthly. Clear Business Case and Business Plan for the recommended option for approval and support by full PC and adoption by the Village Hall Committee (VHC), by early 2015.</p>	<p>Acting Chair and VH Committee</p>	<p>David McQuade</p>
26	<p><i>Establish and implement risk assessments, procedures and policies to improve current management efficiency of the Village Hall Committee.</i></p>	<p>Verbal report to PC monthly. Draft proposed Constitution, Risk Assessment and Management Plan, Standard Procedures and governance policies, for approval and support by full PC and Village Hall Committee (VHC) by 30/11/14; and adoption by an Extraordinary General Meeting (EGM) of the Village Hall Committee. The EGM to be followed immediately by the Annual General Meeting of</p>	<p>Acting Chair VHC</p>	<p>David McQuade</p>

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		the VHC to initiate the resulting new governance arrangements, by 31/12/14		
27	<i>Identify and reconcile needs of [VH] user groups; improve understanding and communication to achieve a better user experience.</i>	Verbal report to PC monthly. Written report including ideas on day to day management of the VH for adoption by the VHC, by 31/12/14	Acting Chair VHC	David McQuade
28	<i>Review and improve governance including re-vitalizing the governing Committee. Establish clear policies and responsibilities for maintenance and daily use.</i>	Outcomes to be included in the documentation for action 26. URGENT	Acting Chair and Village Hall Management Committee	David McQuade
	Groups needing improved facilities			
29	<i>Improve condition of footpaths and pavements. [With a view to use by the less able]</i>	Verbal report quarterly, list of currently identified paths and pavements needing improvement by 31/3/15, aiming for completion of work by 31/3/16	Gillian Upton Sue Piggott Rob Welham	Gillian Upton
30	<i>Ensure incomplete pavements are finished. [With a view to use by the less able]</i>	As 30.	Gillian Upton Sue Piggott Rob Welham	Gillian Upton
31	<i>A group to form, consult village youth and make recommendations to the PC as to necessary facilities for young people.</i>	Verbal report quarterly. Form group by 30/12/14. Written report with recommendations for adoption by 31/6/15	Linda McQuade Shirley Osborne Volunteers from youth community	Linda McQuade
32	<i>Like minded residents to come together to nominate leaders and create clubs for the most popular activities and interests, especially the</i>	Verbal report quarterly. Volunteer residents identified and agreed by 31/12/14. Final	Shirley Osborne Identified volunteer residents	Edward Meigh

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	Over-60s group. Leaders to look into use of village hall and other options for venues.	verbal report on success by 31/12/15		
	Access to health services			
33	<p>PC to seek a volunteer to:</p> <ul style="list-style-type: none"> + lead a review of the need for a Good Neighbour scheme that would provide: transport to surgery; collection of prescriptions; befriending; and minor repairs; + quantify demand and available help, ensuring that the need for a CRB check is understood and therefore not seen as frightening; and + if a need and enough help are established, lead development and on-going staffing of the scheme. 	<p>Verbal report quarterly. Volunteer identified by 30/12/14. Written report from volunteer on prospects of success by 30/6/15. Final report on development, staffing and future viability, if applicable, by 30/6/16</p>	Linda McQuade Plus Identified resident	Linda McQuade

End