

BRADWELL WITH PATTISWICK PARISH COUNCIL

ACTION PLAN 2016/17

including Manifesto actions, Working Groups, Parish Plan and Neighbourhood Plan

UPDATED Monday 19th September 2016

Village working parties		Update/Action	By whom?	Timescale
i	Parish Council stand at Dog Show	Stand to include information re: Parish Plan Neighbourhood Plan Orchard Competition Parish Watch Youth Committee anything else appropriate	Clerk plus other councillors to "man the stand" Councillors to advise Clerk of any other information or topics that should be included	COMPLETE
ii	Repainting of playing field equipment	Remove rust and paint with white Hammerite. CM to purchase.	Cllr Kinder/Cllr Pritchard Clerk	COMPLETE
iii	Fixing warning signs to playing field equipment and fixing plugs to framework of multi-play	Signs and plugs received and held by Clerk and to be labelled per RoSPA requirements. Fit securely as appropriate.	Clerk Cllr Bedford/Cllr Evans	End September
iv	Clearing of ditches	Working party to be formed and clearing scheduled for ditch adjacent to School House to prevent flooding to Village Hall	Cllr Dunn	18 or 25 September, subject to weather
v	Sorting of Bradwell documents and pictures Archiving	Documents and photos held by Cllr Kinder - to be sorted and catalogued. Parish Council documents to be sorted and archived with Essex Records Office. Suitable items to be used for new website.	Initial sorting Cllr Kinder who will then advise date for "parish" sorting Clerk and Councillors Clerk	12th September for Cllr Kinder to advise date End December End December
vi	Orchard	Fruit trees to be pruned	Cllr Dunn	COMPLETE
vii	Playing field entrance	Scheme to prevent large vehicle and trailer access to be discussed at October meeting.	Clerk	10th October
viii	Footpaths and hedgerows	ECC considering devolve responsibility for upkeep of hedgerows and PROW to town and parish Councils. Agenda item for discussion at October	Clerk	10th October

Parish Plan		Update	Further actions	By whom?	Priority	Timescale
1	Community Magazine	The Chairman will analyse results further to quantify.	Analysis shows maintain Parish Magazine as outlet for news, minutes, etc. Issue Parish Council Newsletter quarterly	Agreed maintain Parish Magazine as main outlet and publish a quarterly bulletin to all residents of Parish with Parish Council actions update and news. Next issue: Q3 2016 drafted.	Clerk	Ongoing
2	Playing field	Cllr Evans - adult gym equipment	The Chairman - Tesco grant £8,000 awarded. Potential upgrade if customer voting successful.	Customer voting to be advised and publicised once details known	Clerk	1 Tesco - Final amount end October Others - End September
3	Orchard	Chairman to oversee.	Competition launched.	Item for Parish Magazine	Clerk	1 COMPLETE
4	Education	The Parish Council expressed willingness to assist in setting up a nursery facility in the Village Hall.	Enquiries to be made if an established group wishes to do this PC will provide some financial assistance	No expressions of interest received following distribution of forms at Dog Show. Further leaflet drop to be undertaken end September.	Clerk	1 End September

5	NHS	The Chairman advised that he will be meeting the Chair of Mid-Essex Clinical Group and will raise the Parish Plan results.	Parish Plan questionnaire shared with NHS 10th July, invite to attend a PC meeting. Response awaited.	Invitation accepted, waiting for name and date	Cllr Dunn	2	
6	Bus services	to be addressed as relevant.	Cllr Kinder speaking with residents to collate views before responding.	Local Bus Network Review Consultation. PC rep to respond	Cllr Kinder	1	Closing date 28th September
7	Communications	"Superfast Essex" broadband provision remains an issue. Raise the profile of the Parish Council by attending community events and publicising work undertaken and results	Cllr Dunn in touch with BT colleagues	All carriageway boxes to be mapped and urvey results passed to Highways England, who will be requested to liaise with BT Openreach over reconstruction work on A120.	Cllr Dunn	2	COMPLETE Agenda items November 2016
			Attend monthly Coffee Mornings in Village Hall Involvement in annual Dog Show	Consider holding Parish Council open day with exhibition of "hot topics", e.g. A120, BDC Local Plan, IWMF, budget. Investigate using social media as means for communication	Clerk/Councillors	2	
					Clerk	3	
8	Police and Neighbourhood Watch	It has been agreed that Essex Rural Policing Team will attend future Parish Council meetings to discuss concerns or events. If they are unable to attend, an Essex Fire colleague will attend.	Parish Watch scheme agreed. Article in parish magazine to launch.	Need input from councillors and residents. More e-mail addresses needed. Network of "neighbours" to be established.	Clerk	1	October
9	Flooding		Waiting to hear from Tom Palmer, ECC Report received - action plan awaited		Cllr Webb	1	Mid September

Manifesto, Neighbourhood Plan and miscellaneous actions			Update	Further actions	By whom?	Priority	Timescale
A	Neighbourhood Plan	To consult with the community in relation to the proposed Neighbourhood Plan	BDC agreement to Neighbourhood Plan area received 16th Setember	Announcement in Praish Magazine. To be discussed at Parish Council after result from expressions of interest known. Open SWAT community meeting to be arranged and publicised.	Clerk Councillors	1	October 2016
	Neighbourhood Steering Group	Membership to be established	Information leaflet and expression of interest form printed	Parish Council to decide on community meeting	Clerk Councillors	1	November or December 2016 10th October PC meeting
B	Vision	To be drafted when Steering Group established	Dependent on A above				
C	Road Safety:	Cllrs Pritchard (Lead) and Bedford	Tippets Wade bend - Essex Highways to be invited to attend site meeting prior to PC meeting in October.	Clerk to arrange site meeting and advise Essex Highways of issues for discussion. District Councillor Lady Newton to be invited to meetings.	Clerk	2	10th October
	A120	Improved safety and communication with Highways England (and their contractors) plus BT Openreach relating to roadworks	Highways England and contractors' attendance at PC meetings	Amey to attend September PC meeting Essex Highways (ECC) to attend October meeting Highways England and Amey to attend November meeting to update and introduce traffic management representative	Clerk Clerk Clerk	1 2 2	Complete 10th October 14th november
	* Speeding through villages	Neighbourhood Plan topic group: Road Safety					
	* Pattiswick	Warning sign in Pattiswick tabled at local Highways Panel in July. Approved	BDC advise will not be timetabled until 2017/18 budget discussions.	Clerk to contact BDC for Parish Council to instruct private contractor	Clerk	1	End September
D	Young People:	Parish Clerk (Lead), Cllrs Kinder and Evans	First meeting held. Next meeting 12th September before PC meeting.	Further meeting 26th September, attended by Essex Youth Services to progress young people's interest. EYS will report back to Clerk.			End September
E	Employment:	Cllrs Evans and Pritchard		Questionnaire to be prepared for surveying local businesses	Cllr Dunn Cllr Bedford/Cllr Evans	3	
F	Planning Policy:	Cllrs Dunn (Lead), Lockey and Evans					
G	Village Shop:	Village shop - BP Service Station along the A120. The manager has indicated his willingness for the shop to meet the needs of the residents. To be a topic group within the Neighbourhood Plan.			Cllrs Webb (Lead) and Kinder		
H	Playing Field	Carry out monthly inspections Complete all recommendations in RoSPA report Clear Brambles and overgrown vegetation	Cllr Bedford reports to PC meetings		Cllr Bedford	1	Ongoing End September COMPLETE
			Cllr Bedford to fit Contractor instructed - complete		Cllr Bedford	1	

Manifesto, Neighbourhood Plan and miscellaneous actions			Update	Further actions	By whom?	Priority	Timescale
I	Health & Wellbeing	Install adult gym equipment Arrange publicity and official opening of new equipment	Grant approved	Equipment to be ordered once grant received Clerk to contact District Cllrs and press	Cllr Evans Clerk	1 1	End October End September
J	Dog bins	Action if requests received from community			Clerk		As required
K	Churchyard	Work with Parochial Church Council and Friends of Holy Trinity Church to improve churchyard	Scrubland to frontage onto road cleared and pond re-established.	Pump to be install when PCC have appointed contractor to install new footpath	Cllr Dunn	2	Dependent on PCC Outline end December Agreed and adopted March 2017 Mid October
				Churchyard Management Plan to be established to include wildflower meadow and wildlife habitats	Cllr Dunn	2	
				Memorial bench for a previous PC Chairman to be weatherproofed.	Clerk	2	
L	Training	Refresher training for all Councillors CILCA Clerk to maintain CPD as part of CiLCA	To include basic legislation on council meetings, Code of Conduct, planning, governance and communication Qualification to be obtained Councillors to be briefed on changes in legislation	Clerk discussing with EALC	Clerk	1	As required
				Clerk preparing portfolio for submission in September/ October	Clerk Clerk	1 1	
				Follow up training and events to maintain CPD level	Clerk	1	
M	Briefings and AGMs	Councillors to be encouraged to attend meetings of EALC, BALC, etc and provide report to Council meetings.			Councillors	3	As appropriate
N	Community groups	Make community aware of Parish Council Grant Awarding Policy and encourage appropriate community groups to apply and set up in Bradwell			Councillors	3	As appropriate
O							
P							

Regular actions			Update	Further actions	By whom?	Priority	Timescale
BAU	Finance reports	Presented at monthly meetings		To Councillors prior to PC meeting. When approved, publish on website to meet Transparency Code requirements	Clerk	1	Monthly
BAU	Agenda & Minutes	Prepare and distribute according to LGA 1972, s12, p15 + 41.		Publish on website and notice boards to meet Transparency Code requirements	Clerk	1	Monthly
BAU	Planning	BDC and ECC planning websites to be checked weekly for new applications and decisions Close review maintained on BDC plans - village priorities to remain key to responses		Weekly report to Councillors, comments collated and submitted. Standing agenda item.	Clerk	1	Weekly Monthly
BAU	Annual Parish Meeting	To consider potential speakers and exhibitors. Invitations to be sent out and publicity to be prepared.		Proposal to be put to Parish Council meeting	Clerk	2	February 2017
BAU	Budget & Precept	Suggestions for projects. Costings prepared and draft budget discussions. Final budget to be presented and precept determined.			Councillors Clerk/Chairman Clerk/Councillors	2 2 2	October 2016 November 2016 December 2016
BAU	Integrated Waste Management Facility	All meeting relating to IWMF to be publicised and residents invited Parish Council rep to attend all Liaison Group meetings and public exhibitions			Clerk Cllrs Dunn/Pritchard	1	
BAU	Litter pick	Community litter picks to be undertaken twice yearly (as part of BDC Streetscene agreement).	Litter pick in July complete Further date in early spring to be agreed	Equipment to be ordered from BDC Publicise in Parish Magazine	Clerk	3	Possibly March 2017
BAU	Services	Maintain street lighting, faults to be attended to immediately advised Fly-tipping to be reported to BDC immediately upon notification			Clerk Clerk Clerk	3	Ongoing
BAU	Emergency Plan and all Parish Council Policies	To be kept under review for legislation changes Regular timetable of general reviews			Clerk	2	
BAU	Salt Bag Partnership Scheme	Agreement to be entered into with BDC for supply of salt bags for use by residents to keep pathways and roads clear during periods of heavy snow and ice.	Agreement confirmed	Location for storage to be finalised.	Clerk	1	End September