

RACKHEATH PARISH COUNCIL

ACTION PLAN 2017 (Updated July 2017)

| ACTION | WHO | HOW | WHEN | BUDGET | NOTES/PROGRESS |
|--|-----------------------------------|--|--|--|---|
| ACCOUNTS & AUDIT To ensure that there is transparent information about payments, annual return, audit documents, budget, precept | Clerk | Publish on the website and on noticeboards (audit) | Within 1 month of approval by Council or Auditor | With Salary & Admin budget | <i>Audit published for public examination 3/7/17</i> |
| PARISH COUNCIL ADMINISTRATION To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent. | Clerk | Publish agendas, minutes, calendar of meetings, policies and means of contacting the Council are published on the website / noticeboards | Within 1 month of availability/approval by Council | Within Salary & Admin budget | <i>Agenda/Minutes published within deadlines. New calendar published July 2017</i> |
| HEALTH & SAFETY To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance Cover | Clerk with support of Councillors | H&S Risk Assessment to be drawn up as required. Annual review of asset register and activities provided to Insurer | Annual review by June 2017 | Salary & Admin Budget Insurance budget £857 | <i>H & S Policy reviewed June 2017</i> <i>Rackheath Live RA and Management Plan June'17</i> <i>Asset Reg updated May'17</i> <i>Ins renewal June 2017</i> |
| SUBSCRIPTIONS To ensure the Parish Council has access to advice and training to keep well informed | Clerk to bring forward | Council to approve annual subscriptions to Norfolk ALC, SLCC, NPFA | March/April | Budget £450 | <i>Reviewed advisory services - NALC sub renewed May17</i> |

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| NEWSLETTER To publish and distribute a newsletter 3 times a year to inform residents. Also use social media e.g. Facebook, Website See Communication & Engagement Strategy for more information | Communication and Engagement Group- EW, PL, JP | Clerk to produce draft newsletter EW, PL, JP to post to PC & NP Facebook pages TB admin on Community FB page | Spring, Summer & Autumn | Budget £500 | <i>Newsletter published April, next August</i> <i>Rackheath Life – March, July</i> <i>Social Media reviewed March 2017</i> <i>Review website Sept 2018</i> |
| USAAF WAR MEMORIAL , Liberator Rd, Industrial Estate To ensure the War Memorial is well maintained by liaising with the volunteers who look after it. To check condition of flags, lights, flag pole and vegetation | War Memorial Working Group- BG & TB | Go to war memorial to inspect condition | Spring and Autumn | War Memorial Fund £5576 at 1/1/17 | <i>Maintenance carried out and Flag replaced by volunteers April 2017</i> |
| CHURCH GRASSCUTTING To manage the cutting of the grass and hedges at Holy Trinity Church and All Saints Church at an appropriate level | Clerk & Parks & Leisure Committee BW, TB, RH, PL | Draw up specification, get quotes, agree best value for money contract and monitor | Agree contract by March- runs to October | £1000 | <i>Reviewed quotes Feb 17, re-negotiated cost and approved new contractor for both Church and general maintenance</i> |
| DOCTORS SURGERY To review the use and condition of the building, get advice on renovation and maintenance needs. Involve tenant in above | Clerk with support of Council members | Ask a builder for his opinion, advise and cost | By May 2017 | £2000 | <i>Renegotiated tenancy rates April 17</i> |

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| VILLAGE ARCHIVE To take forward the plans to create a village archive by establishing a group of volunteers supported by the Parish Council with advice on how to store and display material. | Communication & Engagement Group EW, PL, JP | Ask key interested people to initial meeting | Annual Parish Meeting 19 April 2017 | To be confirmed | <i>Following Facebook post public volunteered to help set up Archive with Chair-attended training Mar 17 Independent community group to request funding from PC when required- review Sept 2017</i> |
| HIGHWAY GRASSCUTTING Continue to provide a delegated service for the County Council to manage verge grass cutting . | Clerk | Contact NCC Highways if quotes have not been received | February | £2300 | <i>Highways contract agreed June 2017- contractor appointed within budget</i> |
| STRACEY PLAYING FIELD To maintain the pitches to a high standard, keep hedges cut, litter & dog poo under control. Replace walk map | Parks & Leisure Committee, Clerk, Cleaner, contractors | To ensure clear understanding of contracts. Arrange goal mouths to be reseeded, weeds are treated. | Review quarterly May to Aug | £2700 | <i>Reviewed quotes Feb 17, re-negotiated cost and approved new contractor REVIEW MAP August 2017</i> |
| PLAYING FIELD PAVILION To ensure the Pavilion is clean and accessible to current and new hirers. | Cleaner, Clerk | Ensure key safe ok-change access code. Monitor cleaning | Review 6 monthly | 1000 | <i>Cleaning contract company taken on from March 2017. Clerk monitors weekly</i> |
| PAVILION DEVELOPMENT To carry fwd the plans to build extensions to the pavilion, to improve internal facilities car park and access | Parks & Leisure Committee, Clerk Architect, BDC Infrastructure Officer | Get cost quotes and Funding grants Select builder & agree contract. User support for applications | Monthly review | 2000 | <i>Awarded loan May2017 Appointed Project manager & M & E survey June 17 Review quotes & make funding applications Aug Sept</i> |

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| JUBILEE PARK To make this a well maintained, attractive family park free from vandalism and anti- social behaviour. Provide marked football pitch for youths as requested | Parks and Leisure Committee- PC | Monitor grass cutting contract to ensure grass cut to schedule. Review use of CCTV to deter vandalism etc and liaise with the police | Agree contract in Feb/March CCTV to be installed if suitable by June | £3500 £500 from Contingency Fund? | <i>Agreed no CCTV at JP Mar 17</i> <i>BG marking pitch</i> <i>Review public complaints re youths in park at night- Review ASB/noise issues with police July 2017</i> |
| JUBILEE PARK LIGHTING To ensure lights are maintained and pay Church for electricity cost | Parks & Leisure Committee | Contractor to carry out annual inspection. Contact Church re bill | May 2017 | 1000 | <i>Church requested to produce elec bill Feb 2017</i> <i>Lighting tested June 2017</i> |
| OPEN SPACE FUND To rebuild the OS fund for long term maintenance of the Jubilee Park. | Parish Council | Allocate an amount each year to rebuild the fund | Dec 2017 /January 2018 | £2000 | <i>Allocated £2000 to open space fund from 2017/18 budget</i> |
| TREES, PLANTS, FLOWERS To be able to fund the planting of hanging baskets or tree, etc | Parish Councillors | To support volunteer hanging baskets by S&H roundabout + consider proposals for planting in the village | Flowers Spring, trees, bulbs autumn | £250 | <i>Funding to be available to replace damaged or stolen hanging baskets- Chair contacted June 2017</i> |
| DOG & LITTER BINS To ensure there are enough bins, they are emptied regularly and replaced/repaired if faulty. | Parks & Leisure Committee, Clerk | Annual review of bins and collection contract. Respond to public complaints Monitor and report any litter or fouling problems to BDC | Feb/March | £2200 | <i>Contract renewed with BDC</i> |

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| NEIGHBOURHOOD PLAN To take the Plan through the final draft consultation stage and then to public Referendum | Steering Group, Consultant, Clerk | Public & Independent examination of final draft plan. Respond amend, approve. Ensure public fully informed with sufficient publicity | Complete April/May Report progress monthly to PC | £1900 consultant and printing costs | <i>Neighbourhood Plan went through Independent Examination, amended and approved April 17. Referendum delayed due to General Election to 19 July 17</i> |
| NEIGHBOURHOOD PLAN POLICIES & PROJECTS To progress the identified projects, monitor planning applications and manage future infrastructure plans. | Parish Councillors, public supported by Clerk | Set up NP working group of councillors and public to advise the Council and draw up an action plan and oversee progress. | April/May | PC Admin budget | <i>New NP Projects and Infrastructure Group set up May, TOR approved June with 5 PC and 4 public membership – meet Sept 17</i> |
| COMMUNITY EVENTS To fund and organise public events as part of Community Engagement strategy | Parks & Leisure Committee | To make all the arrangements for Rackheath Live weekend and a Fireworks Show | July 3 November 3 | Fund £6250 | <i>Successful Rackheath Live event held 3 July. Members engaged with residents discussed NP referendum to encourage vote</i> |
| COMMUNITY ENGAGEMENT To engage with community groups and individuals to help shape the Parish Council plans for the parish | Parish Councillors, Clerk and public | Attend community group meetings, invite to PC or other group meetings, social media (See strategy) | Continuous dialogue Review Sept at Comm & Engagement meeting | - | <i>Attended Bowls Club meeting Sept 16 to discuss funding and issues – met again at APM 17. Attended Village Hall MC meeting April'17-asked PC rep to join- 2 members allocated to VHMC May'17</i> |