

BRACEBRIDGE HEATH PARISH COUNCIL

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Council action plan

Action plan summary

| Finance & Policy committee | | | Environment committee | | | Amenities committee | | |
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Key

Priority rating

 Ongoing activities

 Actions in the short-term

 High priority, plan for action now

 Actions in the long-term

| Ref and subject area | Objective | Action | Budget / resources needed | Success / outcome criteria | Timescales | Review date / next steps |
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| Finance and Policy committee | | | | | | |
| FP1 Risk management | To ensure risks are managed appropriately and relevant legislation is complied with. | Regular review of the risk register, taking relevant action as identified. | Staff time | <ul style="list-style-type: none"> Risk register reviewed at least annually. All other risk assessments carried out twice yearly or as required in line with any changes. | Annual review in February. | Review in February 2022. |
| | Adequate insurance to cover all council activities and assets | Insurance reviewed and agreed | Staff time | Insurance cover considered annually or in response to known changes. | | Review in April 2022. |
| | Council assets maintained and accounted for in a safe and proper manner | Asset register updated | Staff time | Asset register reviewed and considered annually and updated as appropriate. | | Review in April 2022 |
| | Review financial arrangements to mitigate risk and ensure good value for money | Review current account banking and longer-term investment portfolio periodically. Update bank account information with new councillor details in line with Money Laundering Regulations | Staff time | <ul style="list-style-type: none"> Review banking arrangements annually. Review of investment policy every 2 years. Bank account information updated | | Documents to be reviewed in June 2022. |
| | Reduce risks to business continuity in line with risk register | Consider updating finance packages and software to facilitate shared working and improve financial reporting processes. | Recurrent budget may be needed for licences as required . | Introduction of new ledger | April 2022 | Obtain demonstrations and quotes |

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| FP2 Good governance | Update policies due for review | Regular review of budget at Finance and Policy committee and Full Council. | Staff time | Regular review and scrutiny of budget carried out. | By April 2020 | Ongoing on monthly basis |
| | | <u>Annual reviews</u> Financial Regulations Standing Orders Code of Conduct Refer to policy review schedule for more information | Staff time | Carry out reviews of all policies as detailed in the policy schedule. | Policy schedule – 3-year cycle | Ongoing policy reviews |
| FP3 Financial planning | Set the precept ensuring effective budget management | Precept to be set based on review of current annual budget and projected forecast for next year. | Staff time | Annual budget setting carried out | Ongoing | Ongoing |
| | Provide a forecast of probable spending for the next year, 3 years (possibly 5 years). | Longer term forecast for expenditure over 3 or 5 year period to be introduced in line with identified projects on action plan. | | 3-or 5-year forecast produced. | By Dec 2022 | Long term forecasts to be based on action plan |
| FP4 Transparency | Comply with the Transparency Code 2015 | Financial Audit carried out annually Annual Governance and Return approved Publish relevant information regarding finance online. Notice of public rights published. | | <ul style="list-style-type: none"> Internal and external audit carried out at least once annually Approval of Annual Governance and Return annually. Relevant financial information published alongside unaudited documents. Available for view for at least 5 years. Notice of public rights published on official noticeboard and on website. Clerk up to date with current best practice as internal auditor to other councils | Annual | Audit carried out as required. Internal auditor to be appointed in January 2022. |
| | Agendas and minutes are published promptly | Agendas are published online and on noticeboards in accordance with legislation. Draft notes from meetings are available online Approved minutes are available online. | Staff time included within budget | <ul style="list-style-type: none"> Publication of agendas with 3 clear days' notice of meeting on website and noticeboard (noticeboard not applicable until May 2021). Draft notes from meetings made available online within 1 month of the meeting Approved minutes made available online. | Ongoing and as required | Ongoing |
| FP5 Training and skills | Enable councillors and staff to carry out their duties with increased knowledge and confidence. | <u>Training and skills:</u> <ul style="list-style-type: none"> Undertake an biennial skills audit to identify areas of strength and weakness Identify courses that will help to close the gap in skills. Encourage councillors to increase their skills in areas outside their normal 'comfort zone' | Training budget in place. Specific training | <u>Councillor training and skills:</u> <ul style="list-style-type: none"> Completion of skills audit as required, particularly if there is significant changeover of councillors. Review of training requirements linked to the skills audit. List of suitable training options provided. | Biennial / response to election of new councillors as required | Update skills audit in Jan 22. |

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| | | <ul style="list-style-type: none"> - Subscription to LALC training scheme. - Councillors to provide reports on training attended. - Encourage cascade style training. - Identify training to be attended as a minimum condition for committee membership | needs to be identified in annual appraisals and budgeted accordingly. | <ul style="list-style-type: none"> • Annual membership of LALC training scheme | Annual | |
| | | <u>Council staff training:</u> <ul style="list-style-type: none"> - Ensure resources are available for training needs. - Training needs evaluation to be carried out at least annually or as required. | Training budget in place | <u>Council staff training</u> <ul style="list-style-type: none"> • Regular review of training needs identified during annual appraisals. Training needs submitted to Council for consideration. | Annual or as required | Ongoing. For review annually. |
| FP6 Volunteers | Support volunteering for the Parish Council | Review existing volunteering opportunities every 2 years to ensure they meet the purpose originally stated including but not limited to: <ul style="list-style-type: none"> • Library volunteers • Litter picking • Erection of Christmas tree • Remembrance Sunday stewarding • Covid-19 assistance Review risk assessments, policies and other documents supporting these activities | Staff / Councillor time | Review undertaken by Finance and Policy committee Risk assessments and other supporting policies are updated at regular intervals. | Biennial | For review every 2 years |
| | Identify new opportunities for volunteering | Work with the community to identify new opportunities for volunteering. | Staff / Councillor time | New opportunities considered as necessary | As required | Ongoing |
| FP7 Communication with residents | Provide parish council communications about activities. | Post information about council activities on social media, within Heathcliff View, on the website and on noticeboards as appropriate. | Staff time | Communications meet the accessibility guidelines and are made available in various formats. | Monthly | Ongoing |
| | Ensure communications are accessible to all parishioners. | Check that communications meet accessibility guidelines and are available in different formats to suit all parishioners – social media, printed form etc. | Staff time | Review of parish council communications carried out including social media accounts. | Ongoing | Ongoing |
| | Improve dialogue and communications between local parish | Review of parish council communications and consider developing an engagement strategy. | Staff / Councillor time | Development of engagement policy/strategy if considered necessary following review of parish council communications. | By April 2022 | Investigate engagement strategy / |

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| | council and their members. | | | Develop effectiveness and reach of Annual Parish Meeting | | policy and best practice |
| FP8 Representing the community | Council to fill casual vacancies and vacancies at scheduled elections as required | Publication of notification of vacancies as they occur including advanced notice of scheduled elections. | Staff time | Publication of vacancies in parish council media | Ongoing as required | Ongoing |
| | | Use an effective engagement strategy to encourage residents to stand for election. Publicity to include via HCV and social media. | Staff time | Publicity for the process of election. | Ongoing as required | Ongoing |
| | | Monitor equality, diversity and inclusion among council | Staff / Councillor time | Training as required Lead councillor to be appointed Target under-represented sections of community | Annual or as required | Ongoing |
| | | Requests for co-option to go to all residents via newsletter and social media Residents to be approached directly for co-option | Staff / Councillor time | Publication of requests for co-option in council media. Use of as many communication methods as possible to attract possible applicants. | Ongoing as required | Ongoing |
| FP9 Provision of a parish office | Investigate the feasibility current and future options for providing a parish office. | Carry out feasibility work to determine advantages / disadvantages of providing a parish council office. Professional help may also be needed. | Budget to be identified before commencing project. | An overall feasibility review for providing a parish office. | In the next 5 -10 years | Long term project |
| FP10 Purchase of public open space <i>Link to E6</i> | Investigate the feasibility and suitability of parish council owned or managed spaces throughout the village. | Carry out appraisal to determine the suitability of the parish council owning or managing public spaces within the village. If appropriate, begin negotiations for transfer or purchase of land owned or controlled by NKDC or other organisations to parish council: <ul style="list-style-type: none">- Recreation Ground- Allotments- St John's Square- Amenity land at Lancia Crescent- Amenity land at Renault Drive- Land off Meadow Way- Land off Oakdene Avenue- Stane Drive play area and open space- Hadrian's Road open space | Professional help may also be needed. Significant budget needed. To be identified before commencing project. Included in budget / applicant to cover cost. | Feasibility review of purchasing land carried out. Options appraisal and priority system to determine which land should be purchased first carried out. | In the next 5 -10 years | Long term project |

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| | | <ul style="list-style-type: none"> - [Woodland zone 3- still with MABEC subject to s106 agreement] - Other land as identified | Earmarked reserve | | | |
| FP11 Maintenance of Red Hall Farm Lane | Manage Red Hall Farm Lane for the benefit of residents and other members of the community | Manage wayleaves as required in conjunction with Langley's Solicitors (or other legal practice) | Included in budget / applicant to cover cost. | Wayleaves and other access requests dealt with as required. | As and when required | Ongoing |
| | | Carry out repairs as necessary. Make arrangements for regular condition reports and long-term schedule for improving the road. | Significant financial impact and staff time for project management | Plan long-term schedule of maintenance | | Long term project |
| FP12 Manage contractual relationship with BBH Village Hall in accordance with the lease and trust deed 1975. | Ensure that the appropriate insurances and liability insurance are taken out. | Ensure that appropriate insurance for the village hall is in place for: <ul style="list-style-type: none"> - Buildings (market or insurance reinstatement value) - Content, fixtures and fittings. | Staff time included in annual budget | Village hall management committee provide parish council with copies of their insurances | Ongoing every year | Ongoing |
| | Ensure that the terms of the lease and trust deed are adhered to. | As listed in the lease and trust deed including but not limited to: <ul style="list-style-type: none"> - Payment of rent where appropriate (Peppercorn rent is rarely paid in practice). - To pay taxes and rates as appropriate - To keep the premises and fixtures in good state of repair. - To keep the building and contents insured. An AGM is held each year in November of as soon as possible afterwards (14 days' notice affixed to building). | Staff /councillor time | Village hall Management Committee fulfil the covenant obligations as set out in the lease and trust deed. | Within 6 months – end 2021 | Ongoing |
| | Provide a representative from Parish Council to meet with the VHMC on a regular basis | Councillor volunteers to be the representative Or Councillors volunteer to be advisors /observers at village hall management meetings | Councillor time | Councillor/s meet with the village hall management committee on a regular basis | Ongoing | Ongoing |

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| FP13 Accreditation, peer recognition and publicity <i>Links to FP6 and to all areas of the action plan</i> | Peer recognition | Specific action plan to be created for each level of the award scheme. | Staff time Financial budget for each application | Local Council Award Scheme Outcomes linked to all areas of the action plan | May 2025 | Apply for LCAS Quality/ Quality Gold |
| | | | | | or May 2026 | Re-apply for LCAS Foundation |
| | Share council activities within the sector | Identify areas of note to share with peers | Staff/ councillor time | Articles published in LALC News/ Local Council Review/ The Clerk magazine etc as appropriate | Ongoing | Ongoing |
| | | | | Nominations sent for Star Councils, NKDC Community Champions or other awards as appropriate | Ongoing | Ongoing |
| | Share council activities within the wider community | Identify areas of success to share with local media and wider community | | Link to engagement policy | Ongoing | Ongoing |
| Environment committee | | | | | | |
| E1 Events | Carry out annual events including: Remembrance Sunday Christmas tree and seasonal events | <u>Remembrance Sunday</u> <ul style="list-style-type: none"> - Provide wreath - Organise refreshments - Organise road closures - Liaise with Vicar at St John the Evangelist about the service - Liaise with local groups regarding participation – Youth groups, WI <u>Christmas Tree and associated events</u> <ul style="list-style-type: none"> - Order Christmas tree and cherry picker to erect - Arrange volunteer assistance for erection of tree. - Organise events associated with tree being put up. Removal of tree by caretaker and collection by NKDC. | Precept | Safe and efficient parade and service held to mark Remembrance Sunday. Road closures and associated licences applied for 13 weeks prior to the event. Christmas tree safely provided and disposed of in an environmentally friendly manner | Annual | Ongoing |
| | Carry out a review of parish council led annual events | Review parish council led events to ensure value for money and to support resident requests. | Staff time included in budget | Review of parish council led events carried out from time to time. | Biennial June 2022 | Review of regular |

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| | | | | | | events to be carried out. |
| | Support other events in the village | Identify and support yearly events held by Bracebridge Heath village organisations e.g., scarecrow trail, woolly woodlands, Easter egg hunt etc Encourage local groups and organisations to apply for grants including from the Parish Council | Included in budget – staff time and parish council grants | <ul style="list-style-type: none"> Successful events held in the community. Support given to events that benefit the local community. Support includes advice, staff time, parish council grant or use of facilities or land. | Annual | Ongoing |
| E2 Represent the village by responding to consultations for planning applications as appropriate | Ensure that the parish council represents the community in planning application consultations. Keep residents informed of large planning applications. | Referral of major planning application as appropriate to Full Council or provide public participation within the Environment committee agenda. Parishioners to be informed when Council is planning to discuss major planning applications and encouraged to submit their own comments. All planning applications to be considered and comments submitted to NKDC. An annual report on the planning applications to be provided. Councillors to actively report unauthorised developments or uses to NKDC. | Staff time included in budget | <ul style="list-style-type: none"> All the actions are completed and a full annual report is prepared and reported on at the Annual meeting. Parishioners are informed of major developments and where they can comment on the planning application. | Ongoing monthly | |
| E3 Liaison with Highways and County Councillor about highway matters | Bring to the attention of highways /county Councillor any concerns the parish council/parishioners have regarding <ul style="list-style-type: none"> roads footpaths cycle-ways road safety | Issues are brought to the attention of highways and LCC councillor as appropriate. Communications between councillors and parishioners is actioned in a timely and appropriate way. Lobby for improvements to roads and pavements Lobby for action to provide cycle-ways within Bracebridge heath. | Staff time included in budget | <ul style="list-style-type: none"> the roads and footpaths are maintained to a standard commensurate to that of other parishes Road safety measures are introduced should they be required Speeding is reduced. | Ongoing | Ongoing |
| E4 Maintenance and repair of | Ensure street lighting assets are safe and fit for purpose. | Create an earmarked reserve for repair/ improvement of streetlight assets. Replace outdated columns and carry out repairs as identified in the 2019 inspection. | Earmarked reserves | <ul style="list-style-type: none"> Streetlighting columns are updated, repaired and improved as needed. | By June 2022 | Investigate options for upgrading to LED lighting. |

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| street lighting assets | | Have a rolling program for the replacement of units and columns Pursue insurance claims for damage caused by third parties | Revenue budget for minor repairs and inspections | <ul style="list-style-type: none"> A rolling programme of repair is carried out and budgeted for as required. | | |
| | Reduce Parish Council's carbon footprint and increase energy efficiency | Investigate and consider options for more energy efficient street lighting assets. | Earmarked reserve | <ul style="list-style-type: none"> Council's carbon footprint is considered. | By June 2022 | |
| | Review the effect of street lighting on wildlife. | Ensure lighting units that are replaced are environmentally friendly and do not have detrimental effect on wildlife such as bats, hedgehogs, other nocturnal animals. | No budget required | <ul style="list-style-type: none"> The effect of lighting options on wildlife is considered. | | |
| E5 Bus Shelters and street furniture | Maintain and repair bus shelters as appropriate. | Ensure that bus shelters are safe and fit for purpose by carrying out regular condition reports and completing maintenance as needed. | | Bus shelters remain in good state of repair | Ongoing | |
| | Bus shelter murals | Explore options for painting murals on bus shelters. E.g. community project and grants to support. | | Options for painting murals provided to Environment committee | Within 1-2 years | |
| | Provide street furniture including litter/dog waste bins and seating. | Ensure that street furniture is in good state of repair. Consider requests for new items as required. | Included in annual budget | Street furniture in good state of repair. New items installed after consideration of need. | Ongoing | |
| | Street furniture on Lincoln Eastern Bypass | Investigate options for installing street furniture on the LEB including litter bins and seating. | Earmarked reserve agreed subject to viability of project. | Street furniture installed. | Short term project | |
| E6 Protection of open spaces Link to FP10 | To protect the open green spaces within Bracebridge Heath | Identify and progress applications for the protection of council owned green spaces using Fields in Trust. <ul style="list-style-type: none"> Grantham Road Play area Cemetery Woodland Walk St John's Road amenity area | Budget needed for cost of protection of green spaces | <ul style="list-style-type: none"> As many areas as possible are protected as a green space for future generations Management of all open spaces is considered. Where appropriate, seek ownership or management of space to | Between 1 and 10 years depending on the options agreed and | Long term project |

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| | <p>Identify ownership of green areas.</p> <p>Seek:</p> <ul style="list-style-type: none"> - Protection through the existing land owner (via Fields in Trust of similar) - Longer term leases - Parish council ownership where appropriate including purchase options | <p>Identify owners of green spaces and encourage/negotiate their protection either by the owners protecting the land or through purchase of the land.</p> <p>Possible purchase areas:</p> <ul style="list-style-type: none"> - Green area east of Renault Drive - Land between Oakdene Avenue and Sleaford Road. - Stane Drive play area - Hadrians Road green area - Meadow Way green area - Cricket field - Allotments on Grantham Road <p>Possible areas for longer leases:</p> <ul style="list-style-type: none"> - Recreation Ground - Lancia Crescent green area - Rest of St John's Road green area <p>Seek outside grants to help with purchases or long-term leases.</p> | <p>Budget needed for purchase / longer lease.</p> <p>Grants / loans may be used</p> | <p>ensure good standard of management and consistency for the community.</p> | <p>the green space.</p> | |
| E7 Tree Charter | <p>Increase the number and variety of trees within Bracebridge Heath</p> <p>Engage with local businesses, organisations (including school) and parishioners on the importance of trees and encourage their engagement with planting more tree.</p> | <p>To become members of the Tree Charter organisation</p> <p>Produce a map of the TPO trees within the village and make available on parish council website</p> <p>Identify other trees requiring protection.</p> <p>Identify areas where additional trees can be planted</p> <p>Investigate grant possibilities or provision of free trees or hedging</p> <p>Arrange for planting of new trees.</p> | <p>Budget may be needed to purchase additional trees.</p> <p>Signing tree charter is free. Becoming a branch of the tree charter incurs a fee.</p> | <ul style="list-style-type: none"> • Identify areas that will support additional trees • Tree Charter signed. | <p>Begin work in 2020.</p> | <p>Project length in total 1 to 5 years</p> |
| | <p>Ensure the health and security of existing and new trees</p> | <p>Engage with businesses, organisations, parishioners and local school.</p> | <p>No budget required</p> | <ul style="list-style-type: none"> • Develop local interest and support for trees. Communication about trees in social media, Heath Cliff View etc. | <p>Ongoing</p> | <p>Ongoing</p> |

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| E8 History of village | Celebrate the history of our village Increase parishioners' knowledge of the village in which they live | <u>Cemetery</u> <ul style="list-style-type: none">- Provide signage- Provide information notice boards at the cemetery- Publish information about the layout of the cemetery and names of those buried.- Continue work on completing records of those buried in the cemetery. | Budget or grant needed for signage. Costs to be determined. | <ul style="list-style-type: none">• Cemetery signage provided• Information notice boards in place• Information about the cemetery published. | Cemetery signs purchased. Awaiting installation | |
| | Encourage local tourism, awareness of local history and Viking Way | <u>Heritage trails</u> <ul style="list-style-type: none">- Publish on social media and local facilities- Publish Bracebridge Heath Character Profile on social media and in print- Provide a local history section<ul style="list-style-type: none">- in the library- on the Parish council website <u>Engagement and promotion</u> <ul style="list-style-type: none">- Encourage parishioners to provide historical information that can be collated and preserved.- Provide information boards along the woodland walk and alongside important buildings/history in the village e.g. RAF BBH Guard Room Avro.- Improve the signage to the Viking way at various points in Bracebridge Heath (e.g. At the village hall)- Make maps available either on metal road signs or paper versions- Advertise the Viking Way as healthy exercise and as a good photographic opportunity. | Budget needed for printing Budget / grant needed for information boards | <ul style="list-style-type: none">• Publication of heritage trails• Information boards / signage provided• Engagement with parishioners | Within 1 year | Short term project |
| E9 Maintain and improve attractiveness of the woodland walk and St John's | Cemetery is consecrated land and needs to be maintained as a quiet reflective area | Raise monies to <ul style="list-style-type: none">- Repair Cemetery wall and remove glass from top of wall- Provide a memorial (on the footprint of the mortuary chapel) to those buried in the cemetery. | | <ul style="list-style-type: none">• Repair of cemetery wall• Removal of glass from the top of the wallProvision of a memorial on the burial ground | 5-10 years | Long term project |
| | Woodland walk to be a pleasant safe walking area allowing | Woodland walk- <ul style="list-style-type: none">- Maintain trees and plant replacements as required | Budget requirement | <ul style="list-style-type: none">• Provision of seating | Ongoing | Identify smaller |

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| Hospital Cemetery | interaction with wildlife | <ul style="list-style-type: none"> - Planting of woodland plants under trees and control the cow parsley - Provide seating or places of interest within the woodland walk | to be identified | <ul style="list-style-type: none"> • Maintenance of trees for safety and health of tree. • Planting of woodland plants | | projects for scheduling. |
| | Investigate options for the restoration of the iron railings alongside the Woodland Walk. | <ul style="list-style-type: none"> - Determine how the fencing can be restored, whether sections can be combined with hedging or green landscaping. - Identify sources of funding to assist in the delivery of the project. | Budget requirement to be identified | <ul style="list-style-type: none"> • Plan developed for future of fencing including details of restoration work. | 5-10 years | Long term |
| E10 Wildlife support and diversity | <p>Encourage the diversity of wildlife within the village</p> <p>Ensure there are a significant number of wildlife corridors within the village.</p> <p>Engage with parishioners and local school re wildlife support and diversity.</p> | <p>Involve local organisations e.g. NKDC, Hill Holt Wood, RSPB etc. to provide courses, information re wildlife our area.</p> <p>Provide more homes for wildlife – bat, bird boxes etc on:</p> <ul style="list-style-type: none"> - Land owned or managed by the PC - Seek support of other landowners. <p>Map out the wildlife corridors within the village and possible new corridors</p> <p>Provide residents with information on how to improve their own areas for wildlife.</p> | No budget required | <ul style="list-style-type: none"> • Engagement with local organisations and residents • Provision of new and protection of existing wildlife habitats • Develop plan for wildlife corridors | 5-10 years | |
| E11 Creation of a community or village orchard | <p>Create a village/ community orchard</p> <p>Encourage the planting of fruit trees within parishioners' gardens</p> <p>Encourage developers to provide fruit trees within the gardens of their developments.</p> | <p>Identify potential spaces for a village/community orchard and determine viability of project.</p> <p>Find out if fruit trees or land for an orchard could be provided using S106 or CIL monies</p> <p>Discuss with developers the possibility of having fruit trees within the gardens of new developments.</p> <p>Investigate grant availability.</p> | Grants or S106 funding may support this. | <ul style="list-style-type: none"> • Identification of suitable areas for an orchard • Increased number of fruit trees in village | 5 – 10 years | |
| E12 Extend amount of open green space and additional habitat areas in the village. | Investigate areas of land which might be suitable for additional green space and habitats within Bracebridge Heath. | <p>Produce a map of any additional green areas identified.</p> <p>Discuss with landowners about using those areas to enhance habitats and biodiversity</p> | Not known | Green spaces | 10 years + | |

| Amenities committee | | | | | | |
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| A1 Recreation Ground | Tennis Courts Investigate repairs and replacements needed for the facility to maintain equipment to a good standard | Investigate repairs and refurbishments including: - Maintenance of court surface - Re-painting lines - Replacement posts and nets - Installation of windshields & rebound wall - Replacement nets and posts | Funding / budget to be identified as part of initial enquiries. | Tennis courts are repaired and maintained as appropriate | 1-2 years | |
| | Football Pitches Maintain / improve as necessary. | Replace goal frames and nets. | Earmarked reserves / grants | Football goals and nets are replaced | For season beginning Aug 2022 | |
| | MUGA Investigate improvements to lighting and fencing | Investigate repairs and refurbishments including: - Replacement floodlights to energy efficient LEDs - Respray fencing - Re-line MUGA surface markings | Earmarked reserves / external grants | | 1-2 years | |
| | Bowling Green | Investigate future viability of the bowling green. Determine alternative uses if appropriate. Determine if external consultant is required to assist with this project. | Staff time Costs for consultant if required. | Viability of facility is investigated and reported on. Options appraisal is carried out for alternative uses. | 3 years + | |
| | Skate Park Maintain facility and respond to any identified repairs as appropriate. | Repairs to be identified from Annual Play Inspection and weekly inspection from the Village Caretaker. | Within annual budget | Repairs and maintenance carried out | Ongoing | |
| | Gym equipment Maintain facility and respond to any identified repairs as appropriate. | Repairs to be identified from Annual Play Inspection and weekly inspection from the Village Caretaker. | Within annual budget | Repairs and maintenance carried out. | Ongoing | |
| A2 Play parks | Existing parks at Grantham Road, Stane Drive and Recreation Ground Maintain and repair as required | Use annual play inspection report and weekly reports to identify repairs and replacements needed. | Included in annual budget | Repairs carried out as needed. | Ongoing | |
| | New play parks Work with planning system and developers to ensure new parks are high quality and | Make representations that new provision includes a Neighbourhood Equipped Area of Play (NEAP) on or in close proximity to Bath Road Recreation Ground. | | Representations are made in response to planning applications and have due regard for play facilities. Additional play areas are provided and are of high quality and complement existing provision. | Long term | |

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| | have long-term management processes in place | | | | | |
| A3 Community Buildings | Pavilion Maintain and refurbish pavilion to a good standard for hirers. | <ul style="list-style-type: none"> - Carry out repairs as needed, - Replace existing kitchenette - Operate building in line with regulations and legislation. | Included within budget. Earmarked reserves for kitchenette. | <ul style="list-style-type: none"> - Repairs are carried out. - Kitchenette is replaced, - The building and the hire of the building is conducted in line with relevant legislation. | Ongoing | |
| | Pavilion car park Investigate repairs needed to remedy the standing surface water. | Investigate options to resolve the problem of standing surface water within the car park. Appraisal to include options for repair and whether a full new surface is required. | Staff time. Costs to be identified as part of action. | Appraisal is carried out and submitted to the Amenities committee for consideration and to recommend further action. | 1-2 years | |
| | Community Library Work with LCC to improve the library services and the fabric of the building. | Work with LCC to improve the heating, lighting (internal and external) and external pathways of the building. Promote the use of the library for small events and community activities. | | Heating and lighting is improved. External pathways replaced appropriately. Community Library is utilised as a community space | Short term 1- 2 years Ongoing | |
| | Additional indoor community space Improvement or expansion of community buildings | Investigate options for the expansion and refurbishment of existing community buildings. Carry out options appraisal and investigate external support to move project forward. | Staff time. Consultant costs if appropriate. | Options for expansion are reported on including likely costs and benefits for each. | 3 years + | |
| A4 Community sport / activities | Sports services Improve access to sport and fitness services in the village. | Work alongside Hurricane sports to provide sporting activities within the village. Council to support a programme of sporting activities though subsidised use of the pavilion and other sports facilities (tennis courts, football pitches, MUGA etc). | | Sports provision is available for a wide age range at an affordable cost. | 1– 2 years | |
| | Youth Club Investigate options for provision of a youth club. | Work with external providers to investigate provision of a youth club in the village. | | Options are explored and reported on. | Within 3 years | |
| A5 Allotments | Existing allotments Maintain existing allotment site, working with the Allotment Holders' Association. | <ul style="list-style-type: none"> - Establish a wildlife area on the site - Install signage at the entrance to the site - Obtain permission to and subsequently plant trees at the entrance to the site. - Install plot signage - Investigate options for fencing at the entrance to the site (alongside plots 26a-26d) | External grants to be investigated. | <ul style="list-style-type: none"> - Wildlife area established - Signage installed. - Permission to plant trees and trees planted. - Plot signage installed. - Options for new fencing to be considered by Amenities committee. - Work with Allotment Holders' Association and Parish Council representative. | 1-2 years Ongoing | |

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| | | - Work with the Allotment Holders' Association to identify other area for improvement. | | | | |
| | Additional allotments Seek opportunities to increase provision of allotments in the SEQ | Work alongside the Environment committee to make representations for providing additional allotment sites within the SEQ. | | Appropriate representations are made for the provision of new allotment sites within the SEQ. | Ongoing | |
| A6 Grounds Maintenance | Hedge and grass cutting Manage contracts as required to ensure work is carried out to a good standard. Make preparations for new contract in 2023 | Contracts for grounds maintenance to be managed as appropriate. Feedback provided to the Amenities committee where necessary so that informed decisions can be made regarding the Annual Parish Agreement. Begin work on the Grounds Maintenance contract specification (due for renewal in March 23). Hedge / grass cutting / maintenance of football pitches to be incorporated. | Staff time | Contracts managed appropriately and issues fed back to contractor as needed. Amenities committee informed of any issues. Specification for new contract considered by the Amenities committee by September 2022. Quotations for new contract to be received by November 2022. | Ongoing Short term 1-2 years. | |