

BRACEBRIDGE HEATH PARISH COUNCIL

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Council action plan

Action plan summary


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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
Finance and Policy						
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.
FP2 Good governance	Update policies due for review	Regular review of budget at 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

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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 April 2023	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 annually.
	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 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 a 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' Subscription to LALC training scheme. Councillors to provide reports on training attended. Encourage cascade style training. 	Training budget in place. Specific training needs to be identified in annual appraisals and budgeted accordingly.	<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. Annual membership of LALC training scheme 	Biennial / response to election of new councillors as required Annual	Update skills audit in Jan 22.

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		<u>Council staff training:</u> - 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> • 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 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 council and their members.	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. Develop effectiveness and reach of Annual Parish Meeting	By April 2022	Investigate engagement strategy / policy and best practice
FP8	Council to fill casual vacancies and	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

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Representing the community	vacancies at scheduled elections as required	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 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 - [Woodland zone 3- still with MABEC subject to s106 agreement] - Other land as identified 	Professional help may also be needed. Significant budget needed. To be identified before commencing project. Included in budget / applicant to cover cost. Earmarked reserve	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
FP10	Manage Red Hall Farm Lane for the benefit of residents and other	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

Ref and subject area	Objective	Action	Budget / resources needed	Success / outcome criteria	Timescales	Review date / next steps
Maintenance of Red Hall Farm Lane	members of the community	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
FP11 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 or May 2026	Apply for LCAS Quality/ Quality Gold 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						
E1 Events	Carry out annual events including: Remembrance Sunday Christmas tree and seasonal events	<u>Remembrance Sunday</u> - 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 - Engage with wider community and stakeholders to determine whether event is	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.	Annual	Ongoing

Ref and subject area	Objective	Action	Budget / resources needed	Success / outcome criteria	Timescales	Review date / next steps
		<p>supported locally or whether any changes are needed.</p> <p>-</p> <p><u>Christmas Tree and associated events</u></p> <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. <p>Removal of tree by caretaker and collection by NKDC.</p>	Precept	Christmas tree safely provided and disposed of in an environmentally friendly manner		
	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 events.
	Support other events in the village	<p>Identify and support yearly events held by Bracebridge Heath village organisations e.g., scarecrow trail, woolly woodlands, Easter egg hunt etc</p> <p>Encourage local groups and organisations to apply for grants including from the Parish Council</p>	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	<p>Ensure that the parish council represents the community in planning application consultations.</p> <p>Keep residents informed of large planning applications.</p>	<p>Parishioners to be informed when Council is planning to discuss major planning applications and encouraged to submit their own comments.</p> <p>All planning applications to be considered and comments submitted to NKDC.</p> <p>An annual report on the planning applications to be provided.</p> <p>Councillors to actively report unauthorised developments or uses to NKDC.</p>	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	

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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 assessed and reduced if necessary. 	Ongoing	Ongoing
E4 Maintenance and repair of street lighting assets	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. Have a rolling program for the replacement of units and columns Pursue insurance claims for damage caused by third parties	Earmarked reserves Revenue budget for minor repairs and inspections	<ul style="list-style-type: none"> • Streetlighting columns are updated, repaired and improved as needed. • A rolling programme of repair is carried out and budgeted for as required. 	By June 2022	Investigate options for upgrading to LED lighting.
	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. 	Ongoing	
	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 our regular condition reports and completing maintenance as needed.		Bus shelters remain in good state of repair	Ongoing	
	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	

Ref and subject area	Objective	Action	Budget / resources needed	Success / outcome criteria	Timescales	Review date / next steps
	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 ensure good standard of management and consistency for the community. 	Between 1 and 10 years depending on the options agreed and the green space.	Long term project
	Identify ownership of green areas. Seek: <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 	Identify owners of green spaces and encourage/negotiate their protection either by the owners protecting the land or through purchase of the land. Possible purchase areas: <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 Possible areas for longer leases: <ul style="list-style-type: none"> - Recreation Ground - Lancia Crescent green area - Rest of St John's Road green area Seek outside grants to help with purchases or long-term leases.	Budget needed for purchase / longer lease. Grants / loans may be used			

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E7 Tree Charter	Increase the number and variety of trees within Bracebridge Heath Engage with local businesses, organisations (including school) and parishioners on the importance of trees and encourage their engagement with planting more tree.	To become members of the Tree Charter organisation Produce a map of the TPO trees within the village and make available on parish council website Identify other trees requiring protection. Identify areas where additional trees can be planted Investigate grant possibilities or provision of free trees or hedging Arrange for planting of new trees.	Budget may be needed to purchase additional trees. Signing tree charter is free. Becoming a branch of the tree charter incurs a fee.	<ul style="list-style-type: none"> Identify areas that will support additional trees Tree Charter signed. 	Begin work in 2020.	Project length in total 1 to 5 years
	Ensure the health and security of existing and new trees	Engage with businesses, organisations, parishioners and local school.	No budget required	<ul style="list-style-type: none"> Develop local interest and support for trees. Communication about trees in social media, Heath Cliff View etc. 	Ongoing	Ongoing
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 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"> Information notice boards in place Information about the cemetery published. 	Ongoing	
	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 	Budget needed for printing Budget / grant needed for	<ul style="list-style-type: none"> Publication of heritage trails Information boards / signage provided Engagement with parishioners 	Within 1 year	Short term project

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		<p>buildings/history in the village e.g. RAF BBH Guard Room Avro.</p> <ul style="list-style-type: none"> - 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. 	information boards			
E9 Maintain and improve attractiveness of the woodland walk and St John's Hospital Cemetery	Cemetery is consecrated land and needs to be maintained as a quiet reflective area	<p>Raise monies to</p> <ul style="list-style-type: none"> - 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 • Provision of a memorial on the burial ground 	5-10 years	Long term project
	Woodland walk to be a pleasant safe walking area allowing interaction with wildlife	<p>Woodland walk-</p> <ul style="list-style-type: none"> - Maintain trees and plant replacements as required - Planting of woodland plants under trees and control the cow parsley - Provide seating or places of interest within the woodland walk 	Budget requirement to be identified	<ul style="list-style-type: none"> • Provision of seating • Maintenance of trees for safety and health of tree. • Planting of woodland plants 	Ongoing	Identify smaller 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	

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E11 Creation of a community or village orchard	Create a village/ community orchard Encourage the planting of fruit trees within parishioners' gardens Encourage developers to provide fruit trees within the gardens of their developments.	Identify potential spaces for a village/community orchard and determine viability of project. Find out if fruit trees or land for an orchard could be provided using S106 or CIL monies Discuss with developers the possibility of having fruit trees within the gardens of new developments. Investigate grant availability.	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.	Produce a map of any additional green areas identified. Discuss with landowners about using those areas to enhance habitats and biodiversity	Not known	Green spaces	10 years +	
Amenities						
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: <ul style="list-style-type: none"> - 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	
	MUGA Investigate improvements to lighting and fencing	Investigate repairs and refurbishments including: <ul style="list-style-type: none"> - Replacement floodlights to energy efficient LEDs - Respray fencing - Re-line MUGA surface markings 	Earmarked reserves / external grants		1-2 years	
	Bowling Green	Carry out public consultation regarding use of the bowls green area. Council to investigate the viability of any suggested uses and consider these at a meeting before making an agreement on its future use.	Staff time Costs for consultant if required.	Viability of facility is investigated and reported on. Options appraisal is carried out for alternative uses. Project plan developed	3 years +	

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		Project plan including costs of change of use to be developed. Grant funding to be sought if necessary				
	Skate Park Maintain facility and respond to any identified repairs as appropriate.	Repairs to be identifies 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 identifies 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 have long-term management processes in place	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	
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	

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	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 for consideration to recommend further action.	1-2 years	
	Village hall Carry out all stages of a refurbishment project	Work with architect to carry out refurbishment and extension of the village hall building to include: Main hall Community Hub and library Parish Office / meeting room Toilet and kitchen facilities Storage throughout Make the space modern and economical to run. See separate project timescale.	Loan required / increase in precept likely.	Completion of the project	In the next 12 to 18 months.	
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"> - Investigate options for fencing at the entrance to the site (alongside plots 26a-26d) - Work with the Allotment Holders' Association to identify other area for improvement. 	External grants to be investigated.	<ul style="list-style-type: none"> - Options for new fencing to be considered - Work with Allotment Holders' Association and Parish Council representative. 	1-2 years	
	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	Hedge and grass cutting	Contracts for grounds maintenance to be managed as appropriate. Feedback provided	Staff time	Contracts managed appropriately and issues fed back to contractor as needed.	Ongoing	

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Grounds Maintenance	Manage contracts as required to ensure work is carried out to a good standard.	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.				

Items removed since previous version

FP1 – Introduction of new ledger. Action completed.

FP9 – Provision of a Parish Office. Actions included within new A3- Village Hall refurbishment

FP12 – Contractual relationship with VHM. No longer required as contractual relationship terminated.

A3 –Additional indoor community space. Actions included within new A3 – Village Hall refurbishment.

A3 -Work with LCC regarding the fabric of community hub. No longer required as community hub is likely to move to new village hall building.

Other items removed are included in completed actions document.