

Heybridge Parish Council

Action Plan 2016-2017 version 3

1. Introduction

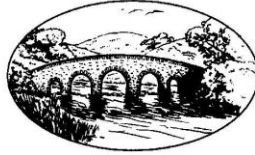
1.1 Heybridge Parish Council constantly strives to work on behalf of the parishioners on the issues that matter to the parish. The Council is keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist.

1.2 The Parish Council will publish an action plan annually beginning of each Municipal year. The plan will be drawn from the budget which is set in December and which includes project expenditure for the forthcoming year and from matters raised by parishioners.

1.3 The Parish Council will continually review the action plan, and will add any matters as required through the year. The Action Plan will be formally reviewed by Council on a quarterly basis, to include an update on the matters identified; addition of any further appropriate actions identified during the quarter; and signing off of any completed actions.

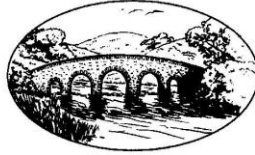
2. Objectives for 2016-2017

ACTION	TIMESCALE	UPDATE	Budget Code
Rowan Drive Amenity Area (closed) – lease as allotment area to Heybridge Primary School	Current municipal year	In progress.Cllr Burwood to contact Heybridge Primary School.	3701/3001
Land Registry – solicitors to complete a land registry exercise of all property belonging to the Parish Council	On-going since 2012	Due to the complexity of this exercise and investigations by the Land Registry, it is hoped to be concluded end 2016.	3701
Horse Trough – to relocate the Horse Trough	Current municipal year	Clerk is working with District Council Conservation Officers in identifying a suitable location. Confirmation that there is no historical connection between the Trough and the Church.	3701/3401



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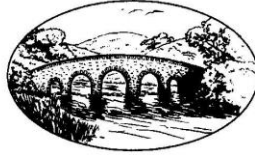
		Planning application to be submitted to District Council January 2017.	
Maintenance to grounds	On-going	Various projects are ongoing including trees, play areas, verges, bus shelters, signs, seats, painting of Plantation Hall etc.	3001/3401
St. Andrew's Closed Churchyard – to carry out a survey of the gravestones	Anticipated 2016-2017	Waiting for permission from the Church. Clerk and Chairman met with a representative of the Church on 18 th August 2016.	3402
Daisy Meadow Car Park – install a new amenity light at the entrance	2016-2017	Waiting for quotation from UK Power Network. Cllr Lawson to contact resident regarding boundary issues entrance to Daisy Meadow Car Park.	3601
Council Award Scheme – to obtain Quality Award.	Current municipal year	Application to be resubmitted following completion of successful 2015-16 annual return. Foundation award achieved – Nov 2016. Quality status to be considered January 2017.	3301
Neighbourhood Plan – working group has been formed to complete the Neighbourhood Plan.	Anticipated 2018	Neighbourhood Plan Questionnaires data entry has been completed. Workshop scheduled to take place 23 rd October 2016.	3702
Good governance of the Parish	On-going	Elections; Councillors attending training courses; staff continue to further professional development.	3901/4201 4801



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Plantation Hall – extension	Current municipal year	A public exhibit will take place on Sunday 2 nd October 2016. Outline planning application submitted to District Council December 2016.	3302
Public Toilets – Daisy Meadow Car Park. District Council to reinstate the public toilet.	Anticipated 2016-2017	Meetings have been held with the District Council.	No budget as covered by the District Council
Noticeboards – to consider replacing all noticeboards with more robust alternatives.	Anticipated 2016-2017	Various noticeboard options are being considered. Style and size of noticeboards have been agreed. Quotations being sought.	3301
Community Events – organise Festival 2016, Meet your Councillors (three times a year), Quiz Night, and Christmas Drinks Reception	On-going	Events Committee continue to organise events to increase community engagement. Community Festival – 31 July	4301/4702
Increase Tourism	On-going	Tourism and Leisure Rep has been appointed.	N/A
Town Council status	Current municipal year	On-going. To be considered Jan or Feb 2017.	N/A
Daisy Meadow Car Park – refuse bins to be relocated	Current municipal year	Discussions with the District Council and Canal Company began in May 2015. COMPLETED	N/A
Grounds Maintenance Tender	Current municipal year	New contract to be awarded by end of current municipal year.	3001

3. Review



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Agreed by full Council on 19th May 2016.

Quarterly reviews will be held on: 18th August 2016, 17th November 2016, 16 February 2017.

Next action plan due May 2017.

Version 2- reviewed 18 August 2016

Version 3 – reviewed 15 December 2016