

Stradbroke Parish Council

Action Plan

Stradbroke Parish Council has developed an Action Plan which will form the basis of the Parish Council's focus over the coming years. This Action Plan will help Councillors formulate the annual budget and set the yearly precept figure, this is collected by Mid Suffolk District Council as part of the Council Tax charge.

The Action Plan has been drawn from:

1. the annual budget which includes projected expenditure for the year;
2. matters identified at parish council meetings;
3. Councillor proposed projects approved by the Parish Council; and
4. matters raised in the following:
 - a. Schedule of Works and EPC for the Health Centre
 - b. Parish Infrastructure Investment Plan (PIIP)
 - c. Neighbourhood Plan (NP)

As matters raised in the Parish Infrastructure Investment Plan are included in the Action Plan, there are some projects included with a long term timescale past 2025 – these are included for forward planning purposes.

The Action Plan is reviewed on an annual basis by the full Council alongside the revised budget for the coming year, and monitored in year when required.

Where any additional items are brought forward by Councillors, and approved by the full Council, these will be included at the next quarterly monitoring meeting.

Key:	
Ongoing	Recurring annual work
Short Term	April 2025 – March 2026
Medium Term	April 2026 – March 2027
Long Term	Beyond March 2027
MSDC	Mid Suffolk District Council
SCC	Suffolk County Council
CIL	Community Infrastructure Levy
S106	Funding agreement connected to specific developments
SALC	Suffolk Association of Local Councils
SLCC	Society of Local Council Clerks
SCALT	Stradbroke Courthouse & Library Trust

Update for May 2025

Objective	Action	Funding	Timescale	Start date	Partner organisation
Parish Council: General Work					
Ensure the Council operates to current legislation and best practice.	Update policies and procedures in accordance with guidance. Review and approve new policies when required.	Precept	Ongoing	n/a	
	Maintenance and updating of website and Facebook page to maintain effective communication.	Precept	Ongoing	n/a	
	Review risk register Action points raised by annual RoSPA inspections	Precept	Ongoing	n/a	
	Ongoing training for Councillors and staff	Precept	Ongoing	n/a	SALC / SLCC
	Management & regular maintenance of Parish Council assets inc tree and ditch work	Precept	Ongoing	n/a	Contractors
	Cemetery management and maintenance	Cemetery fees & precept	Ongoing	n/a	Contractors
	Management & maintenance of footpaths	Grant / precept	Ongoing	n/a	Suffolk and Contractor
	Management of the Health Centre inc annual assessments	Rent	Ongoing	n/a	Fressingfield Medical Practice
Liaison with local authority departments and village groups.	Grant provision to community based organisations	Precept	Ongoing	n/a	
	Communication of highways safety concerns.	Precept	Ongoing	n/a	Suffolk Highways
	Ensure Neighbourhood Plan is taken into account in all planning applications.	Precept	Ongoing	n/a	Mid Suffolk District Council
Update: The actions above are undertaken on a continuous basis and form the general administration of the Council.					
Ensure safety at play parks	To review RoSPA and determines works required.	Precept	Ongoing	As received	Jon Wilson
Update: To be updated annually following receipt of the annual RoSPA report.					

Objective	Action	Funding	Timescale	Start date	Partner organisation
Health Centre – Wilby Road					
Complete works – air con/heating, solar PV and roof lights.	Solar PV panels, battery wall – finished. Heating/air con - finished	Health related CIL plus revenue.	Short	May 2023	Solar – East Green Energy Plus Air Con contractor
Update: December 2024 – project completed, air conditioning units installed, CIL123 claimed to help cover the cost.					
Rent review due November 2023	Obtain up to date assessment from surveyor	Rent	Short	May 2023	Primary Care Surveyors
Update: Surveyor is in discussion with District Valuer regarding the current valuation in respect of break clauses.					
5-year hardwiring assessment	Obtain quotes, then book, contractor – asap	Rent	Short	Feb 2025	Electrical contractor
Update: Quotes being sought.					
Repaint white lines, road and parking – whole site	Obtain quotes, then book, contractor – due May 2025	Rent	Short	April 2025	Contractor - tba
Update: Quotes being sought.					
Special Projects					
Registration of Parish Council land – tennis courts	Engage a solicitor to undertake the registration on behalf of the Council	Budget	Short	Feb. 2020	Solicitor
Update: A report has been written and submitted to solicitor for registration to be finalised. March 2025: Fee paid for voluntary first registration – awaiting update from Solicitor					
To help engage young people.	Establish a youth council	Grant	Long	tbc	
Update: Youth Council project put on hold. Two Cllrs in contact with local schools re youth voice.					
Neighbourhood Plan	Formal review to be undertaken	Precept	Short	Completion date dependent on housing target.	Mid Suffolk District Council
Update: April 2025: Consultant appointed to help with review. Basic grant unspent element returned at year end 2024/25. Preliminary minimum housing target received from MSDC. Awaiting information from SCC on school places vs development. Site assessment work underway.					
Tree works at Playfield	Assessment of trees required	Precept	Short	ongoing	Tree warden & tree surgeon
Update: Awaiting a report, may need to appoint a different contractor for assessment.					
Defibrillator	Investigate placing additional community defibrillator at Westhall end of the village	TBC	Medium	July 2023 – on hold pending info	M & D Developments
Update: Developer for Grove Farm has indicated that they may install a defibrillator and cabinet on the site once planning permission is secured. Planning application is still under consideration.					

Objective	Action	Funding	Timescale	Start date	Partner organisation
Parish Council approved CIL projects					
Nursery	To provide new facility.	CIL	Long	when land obtained	SCC/MSDC
Update: <ul style="list-style-type: none"> District Cllrs approved application in principle. S.106 has been signed and outline permission granted. SPC will contribute £100k from Neighbourhood CIL received from development related to STRAD18 – assumed that this amount will be received from the development. Timing dependent on development commencing. As at April 2025 no reserved matters submitted. 					
Highways	Phase 1 of agreed interventions	CIL	Short	As agreed	SCC
Update: <ul style="list-style-type: none"> Councillors agreed interventions and 2 phases for the works. Meeting took place with SCC, information on interventions being considered was shared with officers. Project launched at APM plus public consultation event – April 2024 Bid for CIL123 funding for pedestrian crossing points and improved footway rejected. Crossing points have now been submitted for funding through Active Travel Grant SID: 3 x locations have been submitted to SCC and works are awaited, SIDs have been purchased. Additional signage to be purchased. Request for waiting restrictions has been submitted alongside a request for review of 20mph limit refusal. 					
Cemetery - chapel	Internal works – re-plaster and paint.	Precept	Short	May 2023	Contractor tba
Update: New quote required, original contractor no longer available.					
New Land	To agree transfer and develop the area	Precept / CIL / Grants	Short	April 2024	Gudgeons Prentice
Update: <ul style="list-style-type: none"> Solicitor engaged for transfer. Developer is working to improve the site. MSDC have been consulted on land being used for nature recovery. 					
Playing field security & safety	To install an electrical kiosk	NP CIL	Short	June 2024	Stradbroke Media CIC
Update: Council approved project. April 2025: works have started. Kiosk, bollards and ducting installed. Cabling and other items being purchased.					

Agreed CIL Projects not yet started (shown in agreed priority order as at April 2024):

1. Church: external works and internal community space
2. Court House: sound proofing
3. Permissive path: refurbish
4. Playing field: upgrade and extend fitness track
5. Cemetery: accessible path
6. Defibrillator & Cabinet
7. Tennis Courts resurface
8. Golf Practice Area

CIL Projects – long term or not progressing:

1. Radio Stradbroke: new studio *on hold pending location being identified*
2. Community centre extension: *Trustees have no plans to progress this project*