



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 for the Health Centre
 - b. Parish Infrastructure Investment Plan (PIIP)
 - c. Neighbourhood Plan (NP)

As matters raised in the Schedule of Works for the Health Centre and 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 reviewed on an annual basis in April 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 2023 – March 2024
Medium Term	April 2024 – March 2025
Long Term	Beyond March 2025
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

For approval: May 2023

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	Prepare schedule of works	Precept	Ongoing	As received	Jon Wilson
Update: To be updated 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 and roof lights installed. Heating/air con on hold	Health related CIL plus Parish CIL.	Short	May 2023	RI – M&W Solar – East Green Energy
Update: MSDC CIL bid for £29,725 successful, balance to be paid Parish CIL. Works to install roof lights, solar PVs & battery are complete. Mtg with MSDC re increased costs, a letter will be submitted explaining overspend					
Rent review due November 2023	Obtain up to date assessment from surveyor	Rent	Short	May 2023	Primary Care Surveyors
Update: Review of lease has identified rent could increase. Review underway.					
Car park	Remove plants and extend parking area and resurface	Rent	Short	By Sept 2023	Frank Davey
Update: Quote accepted, awaiting date for work to start.					
Special Projects					
Registration of Parish Council land	Engage a solicitor to undertake the registration on behalf of the Council	General reserves	Short	Feb. 2020	Gudgeons Prentice
Update:					
<ul style="list-style-type: none"> Registration of Land, phase 1: Wilby Road, most of the land is registered. Clerk to produce report for solicitor regarding ownership of “pond” area, near tennis courts 					
Promote work towards Climate Change	EV charging points at Wilby Road site	Grant	Short	Spring 2022	Dynamic Energy Solutions
	Geo spatial survey	Grant	Short	Complete	NEE/SCC
	Community heat network project	tbc	Long	tbc	MSDC
Update:					
<ul style="list-style-type: none"> EV charging points: being supplied via grant funding, update to be sought – installation pending. Geo spatial survey – data being reviewed, event to be arranged for public to view – on hold for 6 months. MSDC have funded a survey to determine whether a community heat network is feasible at Wilby Road. 					
To help engage young people.	Establish a youth council	Grant	Short	tbc	
Update: RA & HB to visit the high school to progress the project in new academic year. Ongoing – no update					
Neighbourhood Plan	To monitor the plan and start collating evidence for the first formal review.	Precept / Grants	Medium	ongoing	Mid Suffolk District Council
Update: Monitoring takes place on an annual basis. A formal review is due January 2024. Guidance to be sought on how to progress the formal review, which will take place once Part 1 of the Local Plan is made.					
Tree works at cemetery	Report received. Priority works identified.	Precept	Short	ongoing	Tree warden & tree surgeon
Update: Quotes being obtained for the works to be carried out on a priority basis.					
Cemetery - chapel	Internal works – re-plaster and paint.	tba	Short	May 2023	Volunteers

Objective	Action	Funding	Timescale	Start date	Partner organisation
Update: Internal works are required as the plaster needs replacing on one wall.					
Defibrillator	Investigate placing additional community defibrillator at Westhall end of the village	TBC	Short	July 2023	tbc
Update: Chairman to contact Skinners re them siting one on the factory site with 24/7 access. If not possible then the Clerk will investigate alternative options. Clerk has contact East of England Ambulance service for advice.					
Parish Council approved CIL projects					
Nursery	To provide new facility.	CIL	Medium / Long	when land obtained	SCC/MSDC
Update:					
<ul style="list-style-type: none"> • Outline planning application yet to be determined. • SPC will contribute £100k from Neighbourhood CIL received from development related to STRAD18. • Timing dependent on development commencing. 					
Highways	To install 20mph zone, village gateways, remedy for Queen St/Church St junction.	CIL	Short	As agreed	SCC
Update:					
<ul style="list-style-type: none"> • 20 mph zone: All necessary evidence has been gathered and a business case has been submitted. Following advice from Highways Team, the zone will only encompass Queens Street. 1 x TRO required for 20mph zone. • Double yellow lines: March 2023 – Council decided to replace double yellow lines with think white “H” markings, disabled parking space will be marked at the same time – being progressed. August 2023 – highways have advised “H” markings not possible – further work now required. 					
Cemetery - chapel	Phase 2 – electrical connection.	NP CIL	Short	On hold	To be determined
Update: Recommendation that electrical connection be postponed to a later date, to enable further research into costs.					

Agreed CIL Projects not yet started (shown in previously agreed priority order):

1. Church: external works and internal community space
2. Playing field: improve security
3. New Land: develop
4. Cemetery: accessible path
5. Permissive path: refurbish
6. Community centre: changing rooms & extension
7. Court House: sound proofing
8. Playing field: upgrade fitness track
9. Radio Stradbroke: new studio