



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 2024 – these are included for forward planning purposes.

The Action Plan will be monitored quarterly by the Finance Committee alongside the Parish Council's accounts and reviewed formally on an annual basis in April by the full Council alongside the revised budget for the coming year.

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 2022 – March 2023
Medium Term	April 2023 – March 2024
Long Term	Beyond March 2024
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: October 2022

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 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.					

Health Centre – Wilby Road					
Objective	Action	Funding	Timescale	Start date	Partner organisation
To secure the tenancy of the Health Centre	To draw up a new Lease between the Parish Council and the Medical Practice	Rent	Short	May 2020	Rogers & Norton
Update: <ul style="list-style-type: none"> Lease approved and is being signed by both parties. Waiting on land registration to be able to finalise. Invoice for revised rent and back rent to be issued as soon as lease is finalised. 					
Health Centre upgrade to ensure the building is energy efficient and redecorated.	Schedule of works – agree access to building and obtain revised up to date quotes.	Health related CIL or poss loan funded by rent.	Short	asap	Manning & Woods plus ICB (was CCG)
Update: <ul style="list-style-type: none"> New quote to be reviewed – Cllrs to decide how to fund the works required. Open evening called to engage public in plans and possible loan. 					
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 still not finalised – Solicitor chasing as this is holding up HC lease completion Solicitor instructed to register the tennis court land to the Parish Council – this will be added to the current work. Land registry has sought confirmation on an area which isn't clearly defined on the existing maps. 					
To promote work towards Climate Change	EV charging points at Wilby Road site	Grant	Short	Summer 2022	Dynamic Energy Solutions
	Geo spatial survey	Grant	Short	asap	NEE/SCC
	Community heat network project		Long	tbc	MSDC
Update: <ul style="list-style-type: none"> EV charging points: being supplied for via grant funding, to be installed over summer 2022 Community Land Trust working with the Council and New Eastern Electrics on geo spatial survey. 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.					
Ensure safety at play parks	Prepare schedule of works and appoint contractor	Precept	Short	Nov. 2022	Jon Wilson
Update: To be updated following receipt of most recent RoSPA report – summer 2022.					
Neighbourhood Plan	To carry out a first formal review of the plan.	Precept / Grants	Medium	ongoing	Mid Suffolk District Council
Update: Monitoring takes place on an annual basis. A formal review is due by January 2024.					

Parish Council approved CIL projects					
Objective	Action	Funding	Timescale	Start date	Partner organisation
Nursery	To provide new facility.	CIL	Medium	when land obtained	SCC/MSDC
Update: <ul style="list-style-type: none"> Outline planning application yet to be determined. An update from MSDC is awaited following a meeting between officers in early September 2022. 					
Highways	To install 20mph zone, village gateways, double yellows at Queen St/Church St junction.	CIL	Short	Latest bid submitted to MSDC: July 2022	SCC
Update: <ul style="list-style-type: none"> Cllr Gould has agreed to fund the necessary traffic surveys as part of the 20mph zone. Parish Council has agreed to pursue, 20mph zone in the conservation area, village gateways at the 4 x entrances to the village and double yellow lines at the corner of Queen Street and Church Street. The Clerk met the Community Liaison Engineer and showed him the possible site for the 20mph zone. An update on the next steps is awaited from SCC. 					
Cemetery - chapel	Quotes being sought	NP CIL	Short	asap	Manning & Woods
Update: <ul style="list-style-type: none"> Acceptance of tender for works to be ratified at Sept 2022. Recommendation that electrical connection be postponed to a later date, to enable further research into costs. 					

Actions completed since 2019:

Action	Completion Date
Cemetery railings and gate	November 2019
Urgent repairs to play equipment - Westhall	January 2020
Soil removal	April 2020
Repaint play equipment and move goal posts – Westhall	August 2020
Work on gates – toddler play area, Westhall	October 2020
Update water heaters and taps at Health Centre	December 2020
Replace unsafe drain cover at car park – Health Centre	December 2020
Tree works at Health Centre & Church (part)	December 2020
Ditch work at Wilby Road site	January 2021
Tree works at Tennis Courts	February 2021
Electrical works to Health Centre waiting area	April 2021
External works to fascia at Health Centre	May 2021
Works to trees in cemetery	July 2021
Scorers Hut repairs	Spring/Summer 2021
Bowls Pavilion upgrade	May 2022
Cricket practice nets upgrade	June 2022
Revamp football dugouts (fitting of doors) – permission granted to SYFC	To be advised.