

## 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.

<b>Key:</b>	
<b>Ongoing</b>	Recurring annual work
<b>Short Term</b>	April 2021 – March 2022
<b>Medium Term</b>	April 2022 – March 2024
<b>Long Term</b>	Beyond March 2024
<b>MSDC</b>	Mid Suffolk District Council
<b>SCC</b>	Suffolk County Council
<b>CIL</b>	Community Infrastructure Levy
<b>S106</b>	Funding agreement connected to specific developments
<b>SALC</b>	Suffolk Association of Local Councils
<b>SLCC</b>	Society of Local Council Clerks
<b>SCALT</b>	Stradbroke Courthouse & Library Trust
<b>PCC/Friends</b>	Parochial Church Council/Friends of the Church

For approval: 12<sup>th</sup> July 2021

Objective	Action	Funding	Timescale	Start date	Partner organisation
<b>Parish Council: General Work</b>					
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
<b>Update:</b> <ul style="list-style-type: none"> <li>The actions above are undertaken on a continuous basis and form the general administration of the Council.</li> <li>Quote requested for tree work in cremation area of cemetery on Laxfield Road.</li> </ul>					
<b>Special Projects</b>					
Registration of Parish Council land	Engage a solicitor to undertake the registration on behalf of the Council	General reserves	Short	Feb 2020	Gudgeons & Prentice
<b>Update:</b> <ul style="list-style-type: none"> <li>Registration process highlighted an issue with the ownership of the Tennis Court land.</li> <li>Community Centre Committee asked to consider taking on land, if not PC to claim possessory title.</li> <li>Solicitor to chase Land Registry – confirmation that Land Registry are still working to catch up on outstanding work due to COVID situation.</li> <li>Land registration still ongoing</li> </ul>					
To promote work towards Climate Change	EV charging points at Wilby Road site	Grant	Short	tbc	SCC
	Community heat network project	? Grant	Medium / Long	tbc	MSDC
<b>Update:</b> <ul style="list-style-type: none"> <li>EV charging points: This is ongoing, SCC are looking to restart the project.</li> <li>Energy audit completed September 2020. No update yet received concerning MSDC proposal for community energy project, a ground source heat array and pump. MSDC not progressing PV carport – PC are investigating.</li> <li>A possibility on how to bring the solar car port project forward has been identified and a report is being prepared for the Council to review.</li> </ul>					

Objective	Action	Funding	Timescale	Start date	Partner organisation
To help engage young people.	Establish a youth council	Grant	Short	tbc	
<b>Update:</b> Project paused – will recommence after lockdown restrictions are lifted (£500 grant c/f)					
<b>Health Centre – Wilby Road</b>					
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
To undertake urgent repairs to the Health Centre	External repairs to fascia boards, window and door frames.	Rent	Short	Spring 2021	Manning & Woods
	Electrical works to improve safety: 1. Sockets in waiting area 2. Air con – pole isolator	Rent	Short	Spring 2021	Everlong Electrical
Health Centre upgrade: Quotes accepted	1. Flooring – replace all carpets 2. Air con extension to additional rooms x 6	Rent / loan	Short	tbc	Manning & Woods
<b>Update:</b> <ul style="list-style-type: none"> <li>• Draft lease close t agreement and submission to NHS for review and agreement, then it can presented to Councillors for approval.</li> <li>• Work on flooring and air con on hold pending agreement on access to the building being provided by Medical Practice.</li> <li>• Electrical work – date has been agreed for work to be undertaken.</li> </ul>					
Health Centre upgrade: Quotes required  (See full schedule of works: <a href="#">Meetings &amp; Docs - Parish Plans</a> )	1. Seating	Rent / loan	Short	tbc	
	2. Flooding	Rent / loan	Short	tbc	
	3. Internal works	Rent / loan	Short	tbc	
	4. Accessible counter – reception or dispensary	Rent / loan	Short	tbc	
	5. Upper floor inc roof insulation, staircase and cleaner’s cupboard.	Rent / loan	Medium		
	6. EPC report: suggested works; these include new windows, lighting PVs & heating system.	Rent / loan	Medium / Long	tbc	
<b>Update:</b> <ul style="list-style-type: none"> <li>• Seats to be purchased once flooring upgrade complete.</li> <li>• Flooding: possible blockage identified near Fire Station, Suffolk County Council have been contacted – advice received that a different department at SCC needs to be contacted.</li> <li>• Staff WC needs to be replaced, plumber contacted, lights are being changed in reception area – a further 2 water heaters will need updating this year.</li> </ul>					

Objective	Action	Funding	Timescale	Start date	Partner organisation
<ul style="list-style-type: none"> <li>All works to be dealt with on a priority basis as rent is received.</li> </ul>					
<b>Parish Council actions from: PIIP &amp; NP</b>					
NP Projects (see Page 47 of plan)	1. New nursery facility	CIL/S106	Medium		MSDC/SCC
	2. Playingfield expansion	S106	Short		Lovell Homes
	3. Skate Park		Long		
	4. Improvements to Court House – small scale only eg sound proofing.	CIL	Medium		SCALT
	5. Public Transport	n/a	Ongoing		SCC
	6. Improvements to Church – projects for community use only	CIL	Medium		PCC/Friends
	7. Highways & Parking enforcement			See notes below	
	8. Assets of Community Value		Ongoing		
	9. Clubs & Societies		Short		
	10. Drainage	CIL/Precept	Short		
	11. Improved Broadband connectivity		Short		
	12. Mobile phone signal		?		

**Update:**

- Discussions underway with Earlswood Homes, SCC & MSDC in connection with development off Mill Lane. Currently holding objections are preventing the application moving forward.
- Forms part of the S106 for the development off New Street – developer is Lovell Homes, a meeting is proposed with MSDC, Lovell and PC to move this forward.
- Skate Park – it was agreed this would be reviewed alongside the comprehensive feasibility study previously undertaken. No suitable site has been identified – advice has been taken from Police as to possible locations. Further consultation would be required to take project forward.
- Court House: Small scale improvements could be funded through CIL.
- Public Transport - Toni Wisbey has been campaigning to get public buses reinstated, and in the interim has persuaded community buses to include Stradbroke on their route.
- Church improvements – the Parish Council cannot contribute to major repairs to the Church but could contribute to small projects that had a “community use” element included, such as sound and lighting for a performance area.
- The Parish Council were investigating match funding a PCSO – this idea was dropped once parking enforcement became the responsibility of the district council.
- Assets of Community Value –The Ivy House has been successfully registered as an ACV. A planning application has been submitted to seek permission to turn pub into dwelling house. Parish Council objected to this and the application has been “called-in” to be determined by Committee.
- Promoting clubs & societies – a fair was to be arranged at the Annual Parish Meeting in April 2020 but due to COVID this will now take place at a later date.
- Drainage – the Parish Council has tried to get Suffolk County Council to assist in this matter, a meeting needs to be arranged with the County Councillor responsible following the elections in May to move this forward.
- Broadband working party is liaising with County Broadband who hope to bring FTTP to Stradbroke.
- Mobile signals appear to have improved since the preparation of the plan and this may no longer be an action.

Objective	Action	Funding	Timescale	Start date	Partner organisation
PIIP Projects (full PIIP can be viewed at: <a href="#">Meetings &amp; Docs - Parish Plans</a> )	Chapel: 1. Building repairs 2. Electrical connection 3. Accessible Path	CIL/Precept	Medium		
	Highways Improvements: 1. Speeding 2. Parking 3. Volume	CIL	Medium / Long		

**Update:**

Chapel

1. The agreed contractor was unable to complete the work, the tendering process will restart.
2. UK Power Networks are preparing a budget estimate for providing an electrical connection.
3. Quotes are required for the work

Highways

1. Highways working party has established a community speed watch which will undertake training shortly.
2. A consultation on possible highways improvements (including parking) is underway.
3. The Parish Council opposes any development that will adversely affect the volume of traffic coming into Stradbroke from outside the Parish and commercial development that will impact Queen St.

**Non Parish Council matters from PIIP**

PIIP Requests (as at August 2020)	Church: roof & internal repair	Lottery Funding?	Long (but urgent)		PCC/Friends
	Allotments: electrical connection and improvements to rain water collection	? Grants	?		SAGA / Stradbroke Trust
	Court House & Library – secure freehold of building	?	Long		SCC
	Primary School – parking	S106	Medium		Earlwood Homes
	High School – parking	?	Long		
	Additional Sports Pavilion (away from Com Ctr)	CIL?	Long		Sports Clubs
	Studios	? Grants	Long		Radio Strad.
	Community Centre: 1. White goods and hot water system. 2. Additional Indoor Space 3. Bigger changing rooms	?Own funds ? Grants / Donations	Short Medium Medium		Stradbroke Sports & Community Centre Committee
	Update to Cricket nets & practice facilities. Plus scoreboard repair and security.	CIL/Grants/ own funds	Medium		Stradbroke Cricket Club
	Revamp dugouts	Own funds	Short		SYFC

Objective	Action	Funding	Timescale	Start date	Partner organisation
-----------	--------	---------	-----------	------------	----------------------

**Update:**

- These matters fall under the control of other groups and organisations, the Parish Council will assist with advice and guidance where possible if requested.
- CIL funding from Mid Suffolk could be applied for.
- The Community Centre is currently consulting on extension plans for the centre and these may include updating the changing rooms as referenced.
- Work to repair and stabilise the scoreboard has been undertaken.
- There is no update on any other project.
- Permission was granted for works on dugouts, COVID has prevented completion.

**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
Energy Audit – undertaken by MSDC, work underway to implement findings	September 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
Tree works at Tennis Courts	February 2021