



**Cringleford Parish Council Parish Council
Action Plan April 2018 – March 2019**

Cringleford Parish Council will publish its action plan annually in March, for the forthcoming financial year. The Plan will be drawn from the annual budget which includes project expenditure for the forthcoming year; from matters raised by members of the public during the year; and from matters identified within parish council meetings.

Ongoing Projects.

	Action	Objective	Action By:	Complete By
1	Meet requirements of the Transparency Code 2014 by ensuring that the relevant information is published annually and quarterly.	To meet legal requirements to make all relevant information easily accessible to the public.	Clerk	Ongoing
2	To update policies and procedures where required. To write new policies where required, in conjunction with Council.	To ensure the councillors and the clerk work to current legislation and best practice.	Clerk / appropriate committee.	Ongoing
3	Review risk register on a regular basis.	Good risk management.	FAG / Clerk	Ongoing
4	To continue good governance of the parish by making it mandatory for new councillors to attend New Councillor training and other training as required. To support staff in attending training, courses and conferences.	To have councillors and clerk who are up to date on all relevant legislation and can manage the parish council appropriately.	Clerk / Councillors / staff	When required



5	To ensure that the purpose and manner of processing personal data is according to the law.	To ensure information is handled appropriately.	Clerk, staff and Councillors.	May 2018
6	To carry out a streetlight replacement programme to: <ul style="list-style-type: none"> • Ensure that all columns are replaced within recommended timescales • Improve energy usage efficiency by changing the older lights and obsolete lights to LED. 	To ensure streetlights are safe. To improve energy efficiency which will reduce CPCs electricity bills. To protect the environment.	EPAG / Clerk	Ongoing 2-3 years

Special / One-Off Projects for 2018/19

	Action	Objective	Action By:	Complete By
7	To improve energy efficiency, both by the streetlight replacement programme above and by looking at green energy alternatives for CPC owned buildings.	To improve energy efficiency which will reduce CPCs electricity bills. To protect the environment.	EPAG / Clerk	December 2018
8	To work to improve road safety within the parish in conjunction with the relevant authorities, specifically in relation to visibility at the junction of Intwood Road and Keswick Road, and on-road parking in Colney Lane, Intwood Road, and surrounding areas.	To enable safer journeys for parishioners. To ensure that parishioners have safe access to and from their properties.	EPAG / Clerk	Ongoing / Timescales set by SNC
9	To liaise with the community, South Norfolk Council and local sports groups regarding possible uses for TWC field.	To provide facilities for the parish and a revenue stream for the parish council.	RAAG / FAG / Clerk.	May 2018



10	To investigate options for a Committee room at TWC.	To allow for confidential staff meetings and confidential calls to take place. To allow a permanent location for Council meetings, meaning all quadrants can be hired out, thereby improving the revenue stream of TWC.	RAAG / FAG / Clerk	December 2018
11	To take forward improvements to the Pavilion, including finalising plans, liaising with Planning and accessing funding streams.	To provide an updated and safe facility to parishioners.	PSG / FAG / Clerk	Summer 2018
12	To hold a World War one centennial event and work with the Hub to create a village fete.	To bring the community together.	RAAG / Assistant Clerk.	November 2018

Sonya Blythe – Parish Clerk
February 2018