



**Cringelford Parish Council Parish Council
Action Plan April 2020 – March 2021**

Cringelford 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 | Year-end Review |
|---|--|---|--------------------------------|--------------------|------------------------|
| 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 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 | |

Agreed April 2020
Review March 2021



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| | To support staff in attending training, courses and conferences. | | | | |
| 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. | Ongoing. | |

Special / One-Off Projects for 2020/21

| | Action | Objective | Action By: | Complete By | Year-end Review |
|---|---|---|---------------------------|--|-----------------|
| 6 | To look further into construction of a Committee room / staff room at The Willow Centre. | 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. | Clerk / CIL Working Group | Included within CIL Working Group remit. | |
| 7 | To purchase and install a large storage container in TWC ground store, to safely store equipment. | Following H&S review, the need for this was highlighted, in case children accidentally enter the store room. | Clerk | Summer 2020 | |
| 8 | To carry out a tree survey of all RHP trees, once adopted. | To ensure that the health of the trees and the safety of parishioners is protected. | Clerk | Once adopted. | |



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| 9 | To work to improve road safety within the parish in conjunction with the relevant authorities: 1. To apply under the Parish Partnership Fund 2020-21 for any necessary works that have been raised during the year; 2. To encourage parishioners to respond to the forthcoming consultation to find a solution for the ongoing problem around 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. | Clerk / EPAG | Ongoing | |
| 10 | To continue to take forward the recreational strategy, including liaising with the community and feeding the results into forthcoming developments | To make sure parishioner recreational needs are fulfilled and ensure an income stream for the parish council | RAAG | Consultation in May 2020. | |
| 11 | To investigate a fence around The Willow Centre field playground, to give a safer and secure environment. | To further protect users and keep the area clean. | Clerk / RAAG | When S106 funds received. | |
| 12 | To take forward the community project to install a nature area at the edge of TWC woods | To give children a closer to nature experience, whilst keeping most of the woods in their natural state. | Clerk / RAAG | When funds have been raised (up to | |



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| | | | | 50% funded by budget) | |
| 13 | To investigate and purchase a new tractor for the recreation ground | Several pieces of equipment at the recreation ground are old and have had high maintenance costs in 2019-20. The plan is to replace them over two financial years. | Clerk / RAAG | Summer 2020 | |
| 14 | To continue to work with developers regarding plans for open spaces on new developments | To help improve the well being of current and future parishioners | PEC | Throughout 2020 | |

Sonya Blythe – Parish Clerk
March 2020