



**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.**

	<b>Action</b>	<b>Objective</b>	<b>Action By:</b>	<b>Complete By</b>	<b>Outcome (March 19)</b>
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	Achieved
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	Achieved
3	Review risk register on a regular basis.	Good risk management.	FAG / Clerk	Ongoing	Reviewed quarterly by FAG
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	Achieved

Agreed February 2018  
Review February 2019



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	Achieved
6	To carry out a streetlight replacement programme to: <ul style="list-style-type: none"> <li>• Ensure that all columns are replaced within recommended timescales</li> <li>• Improve energy usage efficiency by changing the older lights and obsolete lights to LED.</li> </ul>	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	Up to date, with agreement to order the next 18 on 1 April 2019. This will leave around 20 lights for 2020/21.

### Special / One-Off Projects for 2018/19

	Action	Objective	Action By:	Complete By	Outcome (March 19)
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	Over half of the streetlights have now been changed. Developers have been given our specifications for new lights. Solar panels have been agreed for TWC.
8	To work to improve road safety within the parish in conjunction with the relevant authorities, specifically in relation to visibility at the junction	To enable safer journeys for parishioners. To ensure that	EPAG / Clerk	Ongoing / Timescales set by SNC	Parish Partnership Bid successful for improving junction of Intwood /



	of Intwood Road and Keswick Road, and on-road parking in Colney Lane, Intwood Road, and surrounding areas.	parishioners have safe access to and from their properties.			Keswick roads in 2019. Meetings with SNC and NCC ongoing to improve Colney Lane and Intwood Road. Have opened up Pavilion carpark in meantime to help.
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	Field has opened as a football pitch. Work ongoing to discuss recreational facilities across the parish as a whole.
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	Architect plans and costings obtained. To be considered again under 2010/21 budget.
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	Ongoing. Now been submitted to building control.

Cringleford



Parish Council

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	Battles Over event held. Hub did not take fete forward.
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Sonya Blythe – Parish Clerk  
February 2018

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