

**HEYBRIDGE BASIN PARISH COUNCIL**

**Action Plan 2024-2025**

Heybridge Basin Parish Council constantly strives to work on behalf of the residents on the issues that matter to the parish. The Council is keen to receive ideas and suggestions from residents on areas of interest or concern and where it is felt the Council may assist.

The Parish Council will publish an action plan annually at the beginning of each Municipal year. The plan will be drawn from the budget which is set in November/December, which includes project expenditure for the forthcoming year and from matters raised by residents.

The Parish Council will continually review the action plan and will add any matters as required through the year.

The Action Plan will be formally reviewed by the Council on a quarterly basis, to include an update on the matters identified, addition of any further appropriate actions identified during the quarter and signing off any completed.

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| **CATEGORY & AIM** | **OBJECTIVE** | **ACTIONS** | **BUDGET** | **UPDATES** |
| **Parish Council Administration***To comply with the law and keep the community informed* | To ensure that the Parish Council administration is run in an efficient and timely manner, and that information is open and transparent | Publish Agendas, minutes and means of contacting the Council on the website and noticeboardsCalendar of meetings to be issued |  |  |
| **Council governance, policies & procedures***To comply with the law* | To ensure all Council policies and procedures are reviewed regularly and updated as necessary | Clerk to ensure review processes are in place |  |  |
|  | All Councillors and staff to receive appropriate training | Training | Cllrs Bryson, Sjollema and Hodges have completed Councillor training. |
| **Community***To engage with and support the local community* | Engage with the Community to help shape the Parish Council and Parish | Represent Council on other organisations and group meetings where possibleKeep website and social media updatedQuarterly NewsletterEncourage parishioners to attend Council meetingsConsult with parishioners on ideas for new initiatives | Website |  |
| Support or host events within the village which are inclusive for all | D-DAY 80 CelebrationRemembrance Sunday Service | EventsS137 |  |
| Support local charities and groups | Ensure donation policy is up to dateEnsure donation requests are via the application form | Chair AllowanceS137 |  |
| **Community Safety***To improve safety within the village* | To reduce speeding traffic | Advertise for volunteersCreate a WGRegister with Community speed watch schemeOrganise and attend training |  | All volunteer spaces have been filled, and training provided. Speedwatch commenced end of November. As of 17th May – Need 2-3 more volunteers.  |
| To provide safer pedestrian access | Liase with MDC regarding installing a Pedestrian Access sign on the St George’s Road name sign | Asset Maintenance | MDC have given permission – awaiting costings. |
| To change the on-street parking restrictions within the village | Organise public meetings, request suggestions from residents. Contact ECC for support.Get signatures for the petition to be sent to SEPP |  | Public meetings were held and suggestions were received. Support was received from Cllr DurhamAwaiting for the petition to be completed |
| **Planning***To monitor development and planning* | To consider all planning applications which fall within, and impact upon the Parish | Clerk to ensure planning applications are circulated to all CouncillorsClerk to submit comments before deadline and extensions agreed, where required |  |  |
| To ensure Village Design Statement is still relevant | Set up a WG to review |  | A WG is reviewing the VDS to ascertain whether it needs updating.A survey has been circulated to all residents and will close at the end of May read for the WG to discuss. |
| **Assets***To maintain and enhance Assets* |  | Bench near Bus ShelterSand and varnish old slats to match repaired slat. | Asset Maintenance |  |
| Goal Posts St Georges FieldLiaise with MDC regarding InspectionsLiase with FA regarding funding availability | FA GrantMDC Match Funding | FA Funding has expired. Liaising with MDC regarding inspections. |
| Basketball Hoops St Georges FieldLiaise with MDC regarding InspectionsAwait Tesco Community Champions Results | FA GrantMDC Match Funding | Awarded £500.00 from Tesco Community ChampionsLiaising with MDC regarding inspections. |
| Land adjacent St George’s ChurchSubmit Adverse Possession applicationAwait outcome from HM Land Registry | Legal & Professional | Application submitted. Land now belongs to the Parish Council. Official deeds received.  |
| Noticeboard near Jolly SailorPurchase sign from Blackwater PrintingAttach sign to board | Asset Maintenance | Sign was purchased and has been attached to the Noticeboard.  |
| **Daisy Meadow Car Park** | Felling of 6 Leylandii on the access road | Submit a Planning application with MDCConsider quotes for works and agree a dateConsider what to replace the trees with.Ensure public notices and letters to affected residents are issued | DMCPDMCPDMCP | Work has been completed with a planting plan in discussions.  |
| Resurfacing Access Road | Submit a planning application to MDCFollow Tender process as per Council policiesReview budget and select a date for works to commenceConsider quotes for Civil PlannerSend design from planner to contractors. | No planning application required. Tender process followed – awaiting design to be complete by a civil plannerAs of 17th May, road work has been completed apart from fencing on left hand side.  |
| Drain Cleaning | Consider quote and agree a date for work to be undertakenEnsure public notices and letters to affected residents are issued | Quotes considered, letters and notices published. Works completed in November. |
| Grounds Maintenance | Regular maintenanceEmptying of litter and dog bins. |  |
| **United Reformed Church** | To keep the Old Chapel in the Community | Await outcome from MDCInvite the current owners to a meetingObtain valuation quotes |  | MDC rejected Asset of Community Value application. |