

**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 noticeboards  Calendar 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 possible  Keep website and social media updated  Quarterly Newsletter  Encourage parishioners to attend Council meetings  Consult with parishioners on ideas for new initiatives | Website |  |
| Support or host events within the village which are inclusive for all | D-DAY 80 Celebration  Remembrance Sunday Service | Events  S137 |  |
| Support local charities and groups | Ensure donation policy is up to date  Ensure donation requests are via the application form | Chair Allowance  S137 |  |
| **Community Safety**  *To improve safety within the village* | To reduce speeding traffic | Advertise for volunteers  Create a WG  Register with Community speed watch scheme  Organise 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 Durham  Awaiting 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 Councillors  Clerk 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 Shelter  Sand and varnish old slats to match repaired slat. | Asset Maintenance |  |
| Goal Posts St Georges Field  Liaise with MDC regarding Inspections  Liase with FA regarding funding availability | FA Grant  MDC Match Funding | FA Funding has expired. Liaising with MDC regarding inspections. |
| Basketball Hoops St Georges Field  Liaise with MDC regarding Inspections  Await Tesco Community Champions Results | FA Grant  MDC Match Funding | Awarded £500.00 from Tesco Community Champions  Liaising with MDC regarding inspections. |
| Land adjacent St George’s Church  Submit Adverse Possession application  Await outcome from HM Land Registry | Legal & Professional | Application submitted.  Land now belongs to the Parish Council. Official deeds received. |
| Noticeboard near Jolly Sailor  Purchase sign from Blackwater Printing  Attach 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 MDC  Consider quotes for works and agree a date  Consider what to replace the trees with.  Ensure public notices and letters to affected residents are issued | DMCP  DMCP  DMCP | Work has been completed with a planting plan in discussions. |
| Resurfacing Access Road | Submit a planning application to MDC  Follow Tender process as per Council policies  Review budget and select a date for works to commence  Consider quotes for Civil Planner  Send design from planner to contractors. | No planning application required.  Tender process followed – awaiting design to be complete by a civil planner  As 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 undertaken  Ensure public notices and letters to affected residents are issued | Quotes considered, letters and notices published.  Works completed in November. |
| Grounds Maintenance | Regular maintenance  Emptying of litter and dog bins. |  |
| **United Reformed Church** | To keep the Old Chapel in the Community | Await outcome from MDC  Invite the current owners to a meeting  Obtain valuation quotes |  | MDC rejected Asset of Community Value application. |