

**Broadclyst Parish Council****Action Plan****November 2015**

Broadclyst Parish Council constantly strives to work on behalf of parishioners on issues that matter to its residents, communities, stakeholders and local businesses.

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Listed below is our current schedule of activity. This is regularly reviewed and updated as projects finish and priorities/policies change:-

**Actions 2015/16 Financial Year**

- Improvements to storage facility at the Broadclyst Pavilions to provide space for community self-help equipment
- Continued representation on the Joint Parish board to support the emergence of the Growth Point new communities including Cranbrook
- Creation of new role and the subsequent employment of a Parish 'man-Friday' to undertake the old role of handyman in conjunction with additional Road Warden duties
- Training Road and Flood Wardens
- Footpath survey
- Support the District Council in the consultation process and delivery of community infrastructure in strategic sites
- Community Engagement in new developments, encouraging integration with neighbouring settlements
- Creation of parish office

**On-Going Actions**

- Representation at County & District meetings where appropriate
- Highways Management – in collaboration with DCC Highways
- Representation at County & District meetings
- Community Grant Funding scheme to support community schemes and voluntary groups within the parish
- Consideration of and response to consultations on issues specifically affecting the parish now and in the future
- Respond to all planning consultations as consultees
- Ensure Community Emergency Plan is kept up to date
- Regular verge and footpath maintenance and cutting via Community Self-Help scheme
- Support subcommittee work which strives to address traffic issues
- Invite all village organisations and groups to the Annual Parish Meeting

- Provide administration for Annual Parish Meeting
- Keep all village message boards up to date
- Keep parish website up to date
- Use of social media to reach online parishioners with local news and community information
- Produce a quarterly newsletter (The Broadsheet) to Parish news and detail of Council, Community and stakeholder activity
- Control and management of parish public finances
- Review and update Council's operational policies and procedures
- Enable continuing professional development for staff
- Produce and ensure appropriate training programme for Clerk and Councillors

### **Future Actions for Consideration**

- Regular parishioner e-newsletter
  - Road 'trouble spots' mapping exercise
  - Council Award Scheme – progress to next level
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Council has a solid team of experts to support it in its decision-making process but it's not always easy to make the right call. Feedback is always welcome and helps us to ensure that the level of service we provide is the right one for you, the resident and for the greater good of our historic and evolving parish. We are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist.

This action plan was formally adopted by the Council at its meeting on 7<sup>th</sup> December 2015 following its publication in draft form in the autumn parish newsletter (the Broadsheet)

Signed:

Chairman: Cllr Chris Pepper

Vice Chair: Cllr Henry Massey

Chair of Finance: Cllr Ian Wollacott

**ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY REQUEST**