



WEST BERGHOLT PARISH COUNCIL

Parish Council/Trusts Action Plan 2023-24

Aim	Objective	Actions	Update
<p>Externally accessible disabled access toilet in Orpen Memorial Hall</p>	<p>To complete within 2023-24 the construction of an external accessible disabled access toilet to the Orpen Memorial Hall for members of the public and users of tennis courts, Lorkin Daniell field and playpark</p>	<ul style="list-style-type: none"> - Council to continue to work with Project Management Company and Contractor, already engaged for this project in 2022-23. - Leisure Services Section 106 monies to be claimed by Clerk for part payment of this project. - Clerk to continue to update Enover Community Trust with progress reports as work continues and tranches of grant money are required. - Clerk to continue to pay Contractor and Project Mgt Company following the standard WBPC Financial Regulations procedure. - Cllr Savage and Clerk to continue to liaise with Project Mgt Company once work is completed to highlight any snags that arise. - Toilet to be added to contract cleaner's schedule for regular cleaning. - Hall Administrator to be responsible for ordering supplies for toilet. 	<p>Completed Jul 2023</p>
<p>Community Hub / Parish Office</p>	<p>To construct an extension to the John Lampon Hall to be used for as a Community Hub and office for hall & parish staff</p>	<ul style="list-style-type: none"> - Trust to agree to extension to Orpen Memorial Hall - Council to agree Project Management Company. - Clerk to submit project to government Contracts Finder website as legally obliged by WBPC Standing Orders. - All necessary permissions are to be sought from Colchester City Council. - Grants to be applied for by RFO and Clerk. - Chosen tender to be considered by Finance Advisory Committee then brought before full Council meeting for agreement. - Budgeting required – money set aside in Earmarked Reserves and in 2023-24 PC Projects 	<ul style="list-style-type: none"> - Trust agreement given. - Project Manager selected. - Project on Contracts Finder. - PA 230400 approved 28/04/23. - REPF application for £24,999 submitted 10/08/23 9 (due Oct). - CIF application for £10,000 submitted 10/08/23 (due Oct).

Recruitment of a Special Constable	To assist Essex Police in recruiting a Special Constable candidate who when trained will have specific responsibility for West Bergholt	<ul style="list-style-type: none"> - Clerk & Cllr Butcher continue to liaise with Essex Police coordinator. - Budgeting – money set aside in Earmarked Reserves. 	No candidates as yet
Tree Survey	To complete a tree survey of the trees on the Poor's Land, Heath, Lorkin Daniell Field and the Mumford Oak.	<ul style="list-style-type: none"> - Clerk to instruct an arboricultural surveyor to record the Parish Council's trees and make recommendations in terms of hazard and risk. - Trees to all have new number tags and plans to be kept for future use. - NW to review the recommendations using his specific tree training. - Council to agree any immediate work needed and the associated costs. - Budgeting required - Clerk and RFO to make money available from suitable line items or reserves. 	Completed Aug 23
Funding for facilities on the Poor's Land	To seek funding within financial year 2023-24 to enable in 2024 - 25 construction of disabled access toilet/servery, store and shelter on the Poor's Land	<ul style="list-style-type: none"> - Poor's Land Futures Group to continue to meet and discuss requirements. - Grant funding initiatives to be explored. - Poor's Land Trust to be asked to release £300 of its CCC Section 106 Leisure Services funds to enable proper plans to be drawn up. - Clerk to email CCC Section 106 once invoice for plans received. 	<ul style="list-style-type: none"> - Poor's Land Trust agreed release of £300.
Local Council Award Scheme Quality Gold	To obtain the LCAS Quality Gold award level to demonstrate in 2023 that the Council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.	<ul style="list-style-type: none"> - To ensure at least two thirds of its Council members stood for election in May 23 - Chair, Vice Chair, RFO & Clerk to review all Award Scheme documentation, meet regularly and assess what is required. - Clerk to ensure all documentation in place and what else needs to be included on westbergholt-pc.gov.uk website. - Clerk to register with NALC. - Budgeting required - registration fee and later accreditation fee required. - Clerk to arrange end of Aug meeting for approval of form for 8th Sept submission. 	<ul style="list-style-type: none"> - 10 out of 11 Councillors elected in May 2023. - Registered with NALC
William Sims Sports Field (by Hopkins)	To acquire and establish the three-acre site by deed of transfer and to commence work on the playing surface, for development in 2024-2025	<ul style="list-style-type: none"> - Council to chase for deed of transfer from Hopkins Homes. - Clerk to request quote for legal advice. - Council to work with CCC to ensure site is transferred in appropriate state. - Site to be registered to Council with Land Registry. - Contractor to be agreed to make site secure and commence work on playing surface. - Budgeting required – some monies available in 2023 PC Projects 	<ul style="list-style-type: none"> - Land registry transfer deed received from Hopkins Homes - Quote for legal services has been sought.

WBPC Newsletters	To re-establish the regular Newsletters which fill the gap between quarterly Village Bulletin magazine.	<ul style="list-style-type: none"> - Assistant to draft template for Newsletter. - Clerk to write Newsletter as summary of PC Minutes each month. - Clerk to send to webmaster for publishing on westbergholt-pc.gov.uk. - Clerk to also display on noticeboard outside the Co Op each month 	Completed May 2023
Inclusive playground equipment on Lorkin Daniell Field	To begin the provision of additional play equipment that is accessible and inclusive for children of all abilities, for completion in 2024-2025.	<ul style="list-style-type: none"> - WB Playground Advisory Group to continue to meet and discuss needs & fundraising. - Quotes to be sought from contractors as per WBPC's Financial Regulations. - Clerk & RFO to apply for grants as appropriate. - Lorkin Daniell Trust to be updated on progress. - Final decision recommendation from Playground Advisory Group on new equipment and contractor to be agreed Parish Council. 	<ul style="list-style-type: none"> - 2 quotes sought for equipment. - Notification of successful grant application for £10,000 08/08/23
WBPC Welcome keyrings	To provide keyrings with "Your key to everything in West Bergholt westbergholt-pc.gov.uk" to new residents.	<ul style="list-style-type: none"> - House shaped key rings to be sourced and 100 printed. - Keyrings to be distributed to new residents of Hopkins Homes development. - To be made available for all at Annual Parish Meeting on 26th Apr 23. - Ongoing delivery and availability to be established 	Completed Apr 2023
Increasing the use of the tennis courts/ MUGA, with review of booking system	To increase in 2023 the use of the recently resurfaced MUGA by use of a netball club and a pickle ball club and to make it easier to book.	<ul style="list-style-type: none"> - MUGA Working Party to discuss different uses for surface and review booking system. - MUGA Working Party to reach out to netball & pickle ball clubs to assess interest. - Clerk & Hall Administrator to look into using existing online hall booking system for MUGA/tennis hire. 	<ul style="list-style-type: none"> - MUGA Working Party has discussed and is contacting netball/pickle ball clubs.
Increase Social Media presence and community engagement	To increase West Bergholt Parish Council's social media presence and community engagement with local residents.	<ul style="list-style-type: none"> - To appoint a new Publicity Officer from Council members. - To review all Communications policies and documentation. - To hold monthly Communications meetings with Publicity Officer, Clerk, Assistant and Webmaster. - Assistant to post regularly on Facebook and Instagram, promoting the work of the council and link to website with each post. - Assistant to review westbergholt-pc.gov.uk website and work with webmaster to update where necessary. 	Completed May 2023