



W E S T B E R G H O L T P A R I S H C O U N C I L

## Parish Council/Trusts Action Plan 2024-25

Aim	Objective	Actions	Update
<b>Community Hub / Parish Office</b>	To construct an extension to the John Lampon Hall to be used for as a Community Hub and office for hall & parish staff	<ul style="list-style-type: none"> <li>- Trust to agree to extension to Orpen Memorial Hall</li> <li>- Council to agree Project Management Company.</li> <li>- Clerk to submit project to government Contracts Finder website as legally obliged by WBPC Standing Orders.</li> <li>- All necessary permissions are to be sought from Colchester City Council.</li> <li>- Grants to be applied for by RFO and Clerk.</li> <li>- Chosen tender to be considered by Finance Advisory Committee then brought before full Council meeting for agreement.</li> <li>- Budgeting required – money set aside in Earmarked Reserves and in 2023-24 PC Projects</li> </ul>	<ul style="list-style-type: none"> <li>- Trust agreement given.</li> <li>- Project Manager selected.</li> <li>- Project on Contracts Finder.</li> <li>- PA 230400 approved 28/04/23.</li> <li>- REPF application for £24,999 approved Nov 23.</li> <li>- CIF application for £10,000 approved Nov 23.</li> <li>- Awaiting Building Regulations approval</li> </ul>
<b>Recruitment of a Special Constable</b>	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"> <li>- Clerk &amp; Cllr Butcher continue to liaise with Essex Police coordinator.</li> <li>- Budgeting – money set aside in Earmarked Reserves.</li> </ul>	No candidates as yet
<b>Funding for facilities on the Poor's Land</b>	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"> <li>- Poor's Land Futures Group to continue to meet and discuss requirements.</li> <li>- Grant funding initiatives to be explored.</li> <li>- 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.</li> <li>- Clerk to email CCC Section 106 once invoice for plans received.</li> <li>- CCC s.106 monies to be sought re: utility costs and site investigation costs</li> </ul>	<ul style="list-style-type: none"> <li>- Poor's Land Trust agreed to release £300. Reimbursed by s.106 Dec 23.</li> <li>- Plans drawn up by ENDesign Sept 23</li> <li>- Notice of future tender put on Govt. Contracts Finder site Nov 23.</li> <li>- Utilities met onsite Dec/Jan 23/24 &amp; quotes received.</li> <li>- Certificate of Lawfulness applied for from CCC in Nov 23</li> </ul>

			<ul style="list-style-type: none"> <li>- Tenders received – closing 14<sup>th</sup> Jan</li> <li>- Draft agreement with BHYFC in discussion</li> </ul>
<b>Local Council Award Scheme Quality Gold</b>	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"> <li>- To ensure at least two thirds of its Council members stood for election in May 23</li> <li>- Chair, Vice Chair, RFO &amp; Clerk to review all Award Scheme documentation, meet regularly and assess what is required.</li> <li>- Clerk to ensure all documentation in place and what else needs to be included on westbergholt-pc.gov.uk website.</li> <li>- Clerk to register with NALC.</li> <li>- Budgeting required - registration fee and later accreditation fee required.</li> <li>- Clerk to arrange end of Aug meeting for approval of form for 8<sup>th</sup> Sept submission.</li> </ul>	<ul style="list-style-type: none"> <li>- 10 out of 11 Councillors elected in May 2023.</li> <li>- Registered with NALC</li> <li>- Form sent to NALC 7<sup>th</sup> Sept 23.</li> <li>- Triage completed by NALC, with no issues, Oct 23.</li> <li>- Notified award unsuccessful in Dec 23, following Panel scrutiny.</li> <li>- Work on resubmission to start in Feb 24</li> </ul>
<b>William Sims Sports Field (by Hopkins)</b>	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"> <li>- Council to chase for deed of transfer from Hopkins Homes.</li> <li>- Clerk to request quote for legal advice.</li> <li>- Council to work with CCC to ensure site is transferred in appropriate state.</li> <li>- Site to be registered to Council with Land Registry.</li> <li>- Contractor to be agreed to make site secure and commence work on playing surface.</li> <li>- Budgeting required – some monies available in 2023 PC Projects</li> </ul>	<ul style="list-style-type: none"> <li>- Land registry transfer deed received from Hopkins Homes</li> <li>- Thompson, Smith &amp; Puxon legal services engaged Oct 23.</li> </ul>
<b>Inclusive playground equipment on Lorkin Daniell Field</b>	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"> <li>- WB Playground Advisory Group to continue to meet and discuss needs &amp; fundraising.</li> <li>- Quotes to be sought from contractors as per WBPC’s Financial Regulations.</li> <li>- Clerk &amp; RFO to apply for grants as appropriate.</li> <li>- Lorkin Daniell Trust to be updated on progress.</li> <li>- Final decision recommendation from Playground Advisory Group on new equipment and contractor to be agreed Parish Council.</li> </ul>	<ul style="list-style-type: none"> <li>- 2 quotes sought for first of two pieces of equipment.</li> <li>- Notification of successful Hyperlocal grant for £10,000 08/08/23</li> <li>- Quotes gathered &amp; discussed with PAG.</li> <li>- WBPC agrees Playquip quote Oct 23.</li> <li>- Fencing agreed by Env. Cmt Nov 23.</li> <li>- Both contractors instructed, work expected to commence Jan 24.</li> <li>- PAG to continue to pursue to obtain remaining recommended play equip.</li> </ul>

<p><b>Increasing the use of the tennis courts/ MUGA, with review of booking system</b></p>	<p>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.</p>	<ul style="list-style-type: none"> <li>- MUGA Working Party to discuss different uses for surface and review booking system.</li> <li>- MUGA Working Party to reach out to netball &amp; pickle ball clubs to assess interest.</li> <li>- Clerk &amp; Hall Administrator to look into using existing online hall booking system for MUGA/tennis hire.</li> </ul>	<ul style="list-style-type: none"> <li>- MUGA Working Party has discussed and is contacting netball/pickle ball clubs.</li> <li>- Little interest found in sports other than tennis.</li> <li>- Potential to join LTA for their booking app to making hiring easier &amp; increase bookings.</li> <li>- Next WP meeting due in Jan 24</li> </ul>
<p><b>New flooring in the Hall corridors &amp; kitchen</b></p>	<p>To install new flooring to the John Lampon toilets, corridor and kitchen area of Orpen Memorial Hall complex.</p>	<ul style="list-style-type: none"> <li>- Orpen Memorial Hall Committee to seek quotes.</li> <li>- PC to agree suitable quote as 2024-25 project.</li> <li>- Additional funding to be found, if necessary.</li> <li>- Replacement of flooring to take place during school holidays.</li> </ul>	<p>-</p>
<p><b>Retreatment of Orpen Memorial Hall wooden flooring</b></p>	<p>To treat and reseal the Orpen Memorial main hall flooring, as per the work undertaken in the JL Hall in 2022.</p>	<ul style="list-style-type: none"> <li>- Orpen Memorial Hall Committee to seek quotes.</li> <li>- PC to agree suitable quote as 2024-25 project.</li> <li>- Additional funding to be found, if necessary.</li> <li>- Retreatment of flooring to take place during school holidays.</li> </ul>	<p>-</p>
<p><b>New LED lighting for floodlights on MUGA / tennis courts</b></p>	<p>To install more energy efficient lighting to MUGA / tennis courts in order to save on the electricity running costs.</p>	<ul style="list-style-type: none"> <li>- MUGA Working Party to discuss and seek quotes.</li> <li>- PC to agree and seek grant funding if possible.</li> <li>- Installation of new LED light bulbs.</li> </ul>	<p>-</p>
<p><b>Improving facilities for vulnerable groups</b></p>	<p>To identify what people living with a disability would like to do through local community engagement. Review physical barriers to everyday life that stop people being part of it. Work with partners to create activities/remove barriers to meet unmet needs.</p>	<ul style="list-style-type: none"> <li>- Seek knowledgeable assistance via social media.</li> <li>- Undertake paper survey via Summer Village Bulletin.</li> </ul>	<p>-</p>

<p><b>Improving fitness and cycling environment</b></p>	<p>To determine the need for cycle facilities/additional facilities in West Bergholt. Promote cycling routes, including off-road, investigate reinstatement of village-to-village cycle rides/rides to places of attraction.</p>	<ul style="list-style-type: none"> <li>- Seek to engage cyclists via social media.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>
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