



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
Community Hub / Parish Office	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"> - 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, monies also available from section 106. 	<ul style="list-style-type: none"> - Trust agreement given. - PA 230400 approved 28/04/23. - REPF application for £24,999 approved Nov 23. - CIF application for £10,000 approved Nov 23. - Building Regulations approval given 12/09/23 - Tender applications on Contracts Finder closing date 12th August 24. - Construction contractor agreed 20/08/24
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

<p>Funding for facilities on the Poor's Land</p>	<p>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</p>	<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. - CCC s.106 monies to be sought re: utility costs and site investigation costs 	<ul style="list-style-type: none"> - Poor's Land Trust agreed to release £300. Reimbursed by s.106 Dec 23. - Plans drawn up by ENDesign Sept 23 - Notice of future tender put on Govt. Contracts Finder site Nov 23. - Utilities met onsite Dec/Jan 23/24 & quotes received. - Certificate of Lawfulness applied for from CCC in Nov 23 - Tenders received – closing 14th Jan - Draft agreement with BHYFC in discussion - BHYFC application made to Essex F A for additional funding.
<p>Local Council Award Scheme Quality Gold</p>	<p>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.</p>	<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. - 	<ul style="list-style-type: none"> - 10 out of 11 Councillors elected in May 2023. - Registered with NALC - Previous application submitted to NALC 7th Sept 23. - Notified award unsuccessful in Dec 23, following Panel scrutiny. - Resubmission agreed at Jul 24 Mtg. - Application to be submitted 6th Sept 24
<p>William Sims Sports Field (by Hopkins)</p>	<p>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</p>	<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"> - Thompson, Smith & Puxon legal services engaged Oct 23. - Land transfer deed signed June 24. - Awaiting Open Spaces completion certificate from CCC

<p>Inclusive playground equipment on Lorkin Daniell Field</p>	<p>To begin the provision of additional play equipment that is accessible and inclusive for children of all abilities, for completion in 2024-2025.</p>	<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"> - Notification of successful Hyperlocal grant for £10,000 08/08/23 - Quotes gathered & discussed with PAG. - WBPC agrees Playquip quote Oct 23. - Fencing agreed by Env. Cmt Nov 23. - Me to you, inclusive swing and sensory panels installed in Feb 24. - Safety fencing installed in Mar 24. - PAG to continue to pursue to obtain remaining recommended play equip.
<p>Increasing the use of the tennis courts/ MUGA, with review of booking system</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"> - 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. - Potential to join LTA for their booking app to making hiring easier & increase bookings. 	<ul style="list-style-type: none"> - MUGA Working Party has discussed alternative sports. - Little interest found in netball/pickle ball but walking sports possible. - MUGA WP recommendations agreed at Feb 24 PC Mtg. - Clerk in contact with LTA to join their Club Spark booking system. - RA to be updated, notices and safeguarding procedures to be put in place for LTA acceptance. - planning permission obtained to increase MUGA usage.
<p>New flooring in the Hall corridors & kitchen</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"> - Orpen Memorial Hall Committee to seek quotes. - PC to agree suitable quote as 2024-25 project. - Additional funding to be found, if necessary. - Replacement of flooring to take place during school holidays. 	<ul style="list-style-type: none"> - No work yet, as of Aug 24.
<p>Retreatment of Orpen Memorial Hall wooden flooring New safe pathway</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"> - Orpen Memorial Hall Committee to seek quotes. - PC to agree suitable quote as 2024-25 project. - Additional funding to be found, if necessary. - Retreatment of flooring to take place during school holidays. 	<ul style="list-style-type: none"> - Orpen Hall Trust agreed project to be shelved in favour of new safe pathway for hirers between flower boards and car park. - Quote received for this work, materials donated. - Work to commence Aug 24.

<p>New LED lighting for floodlights on MUGA / tennis courts</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"> - MUGA Working Party to discuss and seek quotes. - PC to agree and seek grant funding if possible. - Installation of new LED light bulbs. 	<ul style="list-style-type: none"> - No work yet, as of Aug 24.
<p>Improving facilities for vulnerable groups</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"> - Seek knowledgeable assistance via social media. - Undertake paper survey via Summer Village Bulletin. 	<ul style="list-style-type: none"> - Cllr Butcher visited Warm Space in Spring 24 taking notes of concerns. - Will report back to Warm Space/Friday Club in Autumn 24
<p>Improving fitness and cycling environment</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"> - Seek to engage cyclists via social media. - Working party meetings to be arranged. - Terms of reference to be agreed by WP, then by PC. - Article to be written for Village Bulletin to test interest in organised bike rides. - Clerk to check with PC insurance company in regard to public liability for such an event. 	<ul style="list-style-type: none"> - Working Party established in April 24. - Terms of Reference agreed by PC in Jun 24. - News article to seek interest in organised 10-mile ride submitted to Autumn 24 Village Bulletin magazine.