

# STANDON PARISH COUNCIL: ACTION PLAN

AIM	OBJECTIVE	ACTION	WHO	COMPLETION DATE	UPDATE
To comply with the law and inform community	ACCOUNTS & AUDIT - To ensure that there is transparent information about payments, audit documents, budget, precept -	Publish on the website and on noticeboards (audit)	Clerk and Parish Council	Within 1 month of approval by Council or Auditor	Website updated weekly, noticeboards as required
To comply with the law and inform community	Annual Return	To be agreed at May Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk & Parish Council	May 2019	Sent to External Auditors Feb 2019
To comply with the law and inform community	Exercise of Public Rights	Notify Council of conclusion at meeting. Publish on website & noticeboards	Clerk	30 days across the summer including the first 2 weeks of July	Annual Governance & Accountability Return for the Year ended 31st March 2019– Notice of Publication to be issued by 30/09/2019
To comply with the law and inform community	PARISH COUNCIL ADMINISTRATION - 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 / noticeboards  Calendar of Meetings	Clerk and Parish Council	Agendas & minutes ongoing, to be published within one month of availability/approval by Council. Contact details updated as necessary  January 2019	Agenda/Minutes published within deadlines. Contact details last updated January 2019
To comply with the law	POLICIES - To ensure all council policies (inc Financial Regulations & Standing Orders) and procedures are reviewed	Clerk to ensure annual review processes are on May & December agendas.	Clerk and Parish Council	Main policies - May 2019	

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	annually and updated as necessary				
To monitor development and planning	PLANNING APPLICATIONS - To consider all planning applications which fall within, and impact upon, the Parish	Clerk to ensure planning applications are notified to councillors and placed on agenda. Clerk to seek time extensions from EHDC if necessary.	Clerk and Parish Council	Planning comments sent to East Herts District Council within 2 days of Council or Planning Committee Meeting - ongoing	Planning applications considered at monthly planning committee meetings and Parish Council meetings
To comply with the law and ensure safety	HEALTH & SAFETY - To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance Cover.	Renew PC Insurance  Risk Management Schedule - reviewed by Finance Committee annually	Clerk & Council  List of areas to be drawn up and risk assessment forms to be completed	Insurance renewal April 2019 Risk Management Schedule review November 2019	Came & Co: meeting to discuss policy with insurer
To comply with the law and ensure safety	ASSETS - To ensure that all council assets are maintained in a safe and proper manor	Responsible councillor to check on a regular basis that council assets are maintained and in good working order.	Clerk & Finance Committee	Ongoing with annual Risk Management Schedule assessment due November 2019. Asset Register to be reviewed in May annual meeting	Asset inspection register review. Risk Management Schedule reviewed November 2019
To keep up to date	SUBSCRIPTIONS - To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - HAPTC/NALC/SLCC, Information Commissioners Office, /CPRE/ SSE	Clerk and Parish Council	Annual	Annual review

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To provide allotments	ALLOTMENTS - To provide & maintain allotments	To ensure the allotments remain financially viable. Ensure they are kept clean and tidy so that new tenants can be attracted		Inspections August 2019 & March 2020	Allotments are currently available
To provide car parking	CAR PARKS - to provide and maintain car parking areas: Community Centre & Huntsman's Close	To ensure that the car park remains in good repair and to continue to accrue funds annually towards the cost of future surface replacements	Parish Council	Ongoing	Provision included in budget
To upkeep open spaces	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges at Memorial Field Recreation Ground, Burrs Meadow, Standon High Street Common Land, Pudding Stone, The Moors, Huntsman's Close Car Park, Buntingford Road. To manage maintenance of hedges and trees	Draw up specification, obtain quotes, agree best value for money contract and monitor on monthly basis	Parish Council	ongoing	Three year contract agreed, to run from April 2017
To provide play facilities	RECREATION PLAY AREA - To update children's play equipment as necessary. New equipment installed 2015	Accrue funds to ensure equipment can be replaced as necessary	Parish Council	ongoing	Include provision in budget. Ongoing
To comply with the law and ensure safety	OPEN SPACES - To maintain areas for community use. Keep free from vandalism and anti-social behaviour. To	Get quotes for necessary maintenance and agree contractors. Allocate an amount each year to build the fund. Ongoing	Parish Council PC volunteer (weekly)	Ongoing	Annual review

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	maintain fund for long term maintenance of the Recreation Ground, Burrs Meadow, The Moors, Standon High Street Common Land, Pudding Stone	Inspections carried out weekly. Monthly inspections and repairs carried out by contractor. Provision for fund in budget  Ongoing weekly, monthly and Annual inspection carried out on Playground and skate ramps by registered play inspector	PC contractor (monthly)  EHDC contractor (annual)		
To provide exercise facilities	OUTDOOR GYM AND SURFACE - To put in place equipment/ drainage/new surface to improve surface	Draw up specification, get quotes and agree contractor. S106 funds to be sought	Parish Council with community groups: Slide into Action etc	2020	
To provide recreation facilities	SKATE RAMPS - To remove old ramp and replace with new	Quotes required.	Parish Council with community groups	July 2019	
To comply with Health & Safety	TREE SURVEY - To establish condition of trees	Tree survey to be completed and report written. To undertake works identified from survey.  Quotes from tree surgeons achieved Feb 2019.	Parish Council	Works completed July 2018 Survey to be undertaken every 2 years	Survey undertaken July 2018. Items identified scheduled: 1 <sup>st</sup> phase to be completed by Mar 2019 2 <sup>nd</sup> phase to be completed by Mar 2020
Provision of bins	DOG & LITTER BINS To ensure there are enough bins, they are emptied regularly and replaced/repared if faulty.	Annual review of bins and collection contract. Respond to public complaints. Monitor and report any litter or fouling problems to EHDC	Parish Council	Under review with EHDC enforcement officer Feb 2019	Complete by June 2019

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To get NP through referendum and examination	NEIGHBOURHOOD PLAN To take the Plan through the independent examination and then to public Referendum	Public & Independent examination of final draft plan. Respond, amend, approve. Ensure full publicity	Parish Council and NP Steering Group	Report progress monthly to PC Awaiting update from EHDC	Completion anticipated by Summer 2019.
To put plan in place	NEIGHBOURHOOD PLAN POLICIES & PROJECTS - To progress the identified projects, monitor planning applications and manage future infrastructure plans	Draw up an action plan and oversee progress	Parish Council	To progress once the Neighbourhood Plan is made.	All initiatives to be completed by 2033
To engage with the Community	COMMUNITY ENGAGEMENT To engage with community groups and individuals to help shape the Parish Council plans for the parish. To provide articles to inform residents. Also use Website	Attend CCMC and Village Hall meetings, invite to PC or other group meetings. To issue articles for publication in PS News Magazine. Regular website updates	Communications Group & Clerk	Continuous dialogue with local groups. Quarterly articles. Website ongoing	
To comply with the law	DATA PROTECTION REVIEW - To ensure regulations are met	Review Data Protection and update as necessary	Consultant, Clerk & Councillors	To be completed May 2018	
To comply with the law and ensure smooth running of administration	IT SUPPORT & SECURITY - To update security. New web site and email addresses for Clerk & Councillors. <b>Support contract to be put in place.</b>	New web-based email addresses to be used Recommend cyber security insurance via PC insurer.	Clerk & Councillors	<b>Contractor to be engaged November 2019.</b> New email addresses December 2018. Ongoing	
To comply with the law and engage with	WEBSITE – to keep updated	Keep updated on a regular basis News items to be added regularly	Clerk & Communications Group	Ongoing	Continuous review

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community					
To engage with the community	Wellbeing: to investigate the implementation of initiatives to enhance community support and cohesion	Investigate 'Men's Shed' initiative/ Dementia Friendly Village/ Loneliness and Social Isolation alleviation	Parish Council	Commencing May 2019	