

ROTHLEY PARISH COUNCIL - ACTION PLAN

This action plan was approved at Full Council on 24th April 2017 minute ref 17/53

Parish Plan		Current work & work completed within last 12 months	Future aims/objectives for next 24 Months	Action/Responsibility	Funding	Timescales
Purpose	Assess current & future issues & set out an action plan for the period May 2017 – April 2019. <p style="text-align: center;"> SHORT TERM – 1 YEAR MEDIUM TERM - 2 YEARS LONG TERM – OVER 2 YEARS </p>					
Buildings	Rothley Centre	Improvements to Rothley Centre have taken place with regards to health & safety requirements for fire protection. The public access to the Parish Office and the office itself has been totally restructured.	The running of the Rothley Centre has been handed over to the Parish Council. A clearer picture will emerge of the longer-term plans for the Centre, what facilities it provides and how it serves the local community.	Committee	Rothley Centre Reserve \$106 funding	SHORT TERM
	Village Hall	Improvements to Village Hall have taken place with regards to health & safety requirements for fire protection.	See above	Village Hall Committee	Reserves	As above
	Cemetery Chapel		External paint work needs attention.	Clerk to obtain quotations and seek approval from Open Spaces Committee	Cemetery maintenance budget	SHORT TERM
	The Pavilion		The Tennis Club are in the process of acquiring funding to improve facilities at the Pavilion.	Tennis Club Committee who will seek approval from the parish council when funding is in place regarding works that will be carried out at the		MEDIUM TERM

				sports Pavillion		
Outdoors	Cemetery	<p>New signs for the Garden of Remembrance and Cemetery Regulations have been installed.</p> <p>Investigations have taken place regarding the extensive damage caused by badgers. Ongoing discussions with Charnwood Borough Council Ecology Officer and Wm. Davies will ensure that the damage caused is constantly kept in check and hopefully nullified.</p> <p>New Cemetery Regulations have been approved and implemented</p>				ONGOING
	Cemetery Administration		Computerise and map the cemetery records to enable effective record keeping and offer improved customer service. To ensure records are kept in perpetuity,	Clerk/Open Spaces Committee Clerk to obtain quotations for software	Admin budget	SHORT TERM
	War memorial		Repair sunken lights	Clerk	Open Spaces budget	

	Cross Green gardens	The area around Cross Green has been constantly maintained to an exceptionally high standard with the help of a small band of volunteers. It has many favorable comments. The small flagstones need constantly to be kept under review, as they are prone to lifting because of tree roots.		Open Spaces Committee to inspect on a regular basis.	Open Spaces Budget	ONGOING
	Benches	Benches across the parish were where necessary repaired and re-varnished. Two benches were completely beyond repair and were dismantled. Two benches formerly outside the old school site were eventually re-sited at the Library & Bunny's Field.	An assessment is to be made for the siting of a number of benches in locations where there is a need. A rolling programme of maintenance needs to be put in place on a regular basis to ensure benches are maintained.	Open Spaces Committee	Open Spaces Budget	SHORT TERM
	Verges	Three areas in Town Green Street, at the junction with Hallfields Lane, outside the play area and opposite the Bluebell pub have been protected from damage by vehicles parking by putting wooden bollards in place.	Install additional bollards outside of number 58 Town Green Street.	Clerk to obtain quotations and seek approval from full council	Open Spaces Budget	SHORT TERM Needs reviewing due to new owners at no 58
	Trees	Some tree maintenance has taken place especially where there was a need to remove in full or in part decayed growth. A full review of all trees on RPC land needs to be put in place to ensure that they are all healthy	Where necessary	An Arboriculturist was appointed to carry out a survey, all recommendations were carried out in May/June 2018	H & S Budget	A survey needs to be carried out every 2 years

		and safe. and where necessary maintenance is carried out.	maintenance is carried out.			
	Recreational	All open spaces have been kept under review to ensure they are maintained to a good standard and where necessary improvements made either with contracts or with voluntary help.				SHORT TERM
	Sports facilities	RPC have responsibility for maintaining 2 soccer pitches at Fowke Street. It has a storage container for soccer equipment.	Investigate the need and potential funding of a sports changing room.	Meetings to be held with Open Spaces Committee, Local Football Club and Clerk	S106 contributions	MEDIUM TERM
	Open/ play spaces	All open spaces are being accessed to a greater degree due to an ever-expanding population. Where possible and where funds permit improvements will be made. The maintenance of all grass and hedging contracts will be reviewed in Autumn 2017 to ensure best value and best service.		Review carried out and contractor appointed		SHORT TERM
		Dog waste bins: A review of the location of these has taken place with a view to making improvements. One additional dog bin has been sited on Fowke St Playing Fields.	4 additional bins to be installed (2 on Bier Way, 1 on Loughborough Road and 1 at Kiln Garth) in an attempt to ensure that the actions of irresponsible dog owners are reduced.	Clerk/Open Spaces Committee/ CBC	Open Spaces budget/WDHomes	SHORT TERM

		Mountsorrel Lane.	Additional play facilities on this area to be installed April/May 2019. Create new 40m footpath Supply & Install picnic benches	Clerk to obtain quotations/open spaces committee to approve	S106 contributions	SHORT Term LONG TERM MEDIUM TERM
		Fowke Street.	Investigate the need and funding for pitch drainage to improve playing surface. Further small play/recreational equipment are unlikely due to the space being used for soccer and because land not dedicated to soccer is liable to flooding. The over grown area formerly accommodating the skateboard track needs investigating as a possible future facility accessing substantial 106 funds. Clear area to permit cycle use. Improvements to wildlife areas, new paths, planting Improvements to play area	Dependent on outcome of meetings with football club to ascertain how long they intend to use the recreation ground for practice/matches Full Council Volunteers	TBC S106 developer contributions Volunteers	LONG TERM LONG TERM MEDIUM TERM LONG TERM LONG TERM

			Create 800m perimeter path			LONG TERM
			Install hedge between car park & pitches			LONG TERM
			Supply & install picnic benches			LONG TERM
		Town Green Street. The facilities have been improved by the installation of two new pieces of play equipment (basketball & table tennis) and a new seat & picnic table	A new footpath across the field is to be installed with a bridge over Rothley Brook.	Developer/Hickling Bartholomew Charity	S106 developer contributions	MEDIUM TERM
		Donkey Field	Install pedestrian gate and paved way on flood bank.	Open Spaces	To be agreed between parish and landowner	LONG TERM
			Supply and install picnic benches Crate wildflower meadow	Open Spaces		LONG TERM
		Bunney's Field. A regular clearance of bulrushes needs to be considered every autumn to ensure the ditch is free draining. Entrance stone sets need clearing of moss twice a year	Install additional pedestrian gate Supply & install picnic benches	Open Spaces Open Spaces Committee	Open Spaces Budget Donations	SHORT TERM LONG TERM LONG TERM

		Saxon Drive Playground (awaiting adoption)	Discussions will take place to ensure that the equipment, the ground & hedges are all in good condition before adoption.	Clerk to liaise with developer and CBC	S106 developer contributions	MEDIUM TERM
		Warren Way Playground (awaiting adoption)	Discussions will take place to ensure that the equipment, the ground and surrounding hedges are all in good condition before we adopt this area.	Clerk to liaise with developer and CBC	S106 developer contributions	MEDIUM TERM
		Brookfield Road open space (awaiting adoption)	Review the possible installation of recreational facilities and dog bin.	Clerk to liaise with developer and CBC	S106 developer contributions	MEDIUM TERM
		Notice boards A team of volunteers has been set up to keep all parish noticeboards in order with an agreed set of priorities.		Clerk/Open Spaces Committee	Open Spaces Budget	
		Woodgate/Babington Road	Investigate voluntary group to improve the seating area.	Further consultation with CBC following outline planning/Steve Mitchell	CBC/grants?	LONG TERM
		Walkways	To create more access and walks around the village for residents we need to consider removing obstructions / putting gateways in at various locations.	Open Spaces Committee/Clerk	Open spaces budget	LONG

		Millennium signs	Put in place a bi annual programme of maintenance.	Open Spaces Committee/Clerk	Open spaces budget	SHORT TERM
Staffing	Appraisals	Appraisal to be carried out for Clerk	Annual appraisals to be carried out for all staff	Staffing Committee/Clerk	No additional costs other than staff time.	SHORT TERM
Policies and procedures	Policies/procedure documents		To be reviewed annually and presented at the Annual Parish Council Meeting in May	Clerk		ONGOING
Training	Staff	Clerk has obtained Cilca qualification	To enable the council to obtain the Power of Competence	Clerk		
Neighbourhood Plan	Progress towards a Rothley Neighbourhood Plan	The steering group set up by RPC continued to make progress through the complex process. Towards the year end a questionnaire survey was undertaken and approximately 500 returns received.	Continue to work through the process	NP Steering Group	Neighbourhood plan reserve and grants	LONG TERM
Buildings: Rothley Centre		Issues surrounding the Rothley Centre will be agenda items for Buildings & Premises Committee or H&S Committee and Full Council				
Buildings: Village Hall		Issues connected with the Village Hall will be agenda items for Buildings & Premises Committee or H&S Committee and Full Council				
Outdoors		All outdoor issues will be agenda items for the Open Spaces committee and Full Council				
Staffing		Issues connected with staffing matters will be agenda items for the Staffing committee and Full Council				
Neighbourhood Plan		Issues connected with the Neighbourhood Plan will be agenda items for the NHP steering group and full Council				
Policies & procedures		Issues connected with the policies & procedures will be the Full Council to consider and approve				