

015 - 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 2021- April 2023					
	SHORT TERM – 1 YEAR MEDIUM TERM - 2 YEARS LONG TERM – OVER 2 YEARS					
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 Rothley Centre is being upgraded with the use of s106 monies and RPC reserves. The aim is to keep the closure to a minimum amount of approx.. 8 – 10 weeks and reopen in September 2021.	Premises Health & Safety Committee	Rothley Centre Reserve S106 funding	SHORT TERM
	Village Hall	Improvements to Village Hall have taken place with regards to health & safety requirements for fire protection.	Future work to include exterior painting, some exterior repointing entrance lobby & toilets redecorations	Premises Health & Safety Committee	Reserves	As above
	Cemetery Chapel		External paint work needs attention.	Quotation approved. Work to be carried out summer 2021	Cemetery maintenance budget	SHORT TERM

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	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 sports Pavillion		MEDIUM TERM
Outdoors	Cemetery	Investigations have taken place regarding the extensive damage caused by badgers. Ongoing discussions with Charnwood Borough Council Ecology Officer will ensure that the damage caused is constantly kept in check and hopefully nullified.			Raking and re-seeding costs from Grounds Maintenance budget.	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		Sunken lights to be kept	Clerk	Open Spaces	

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			under review for any damage		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 re-varnished 2020 on a two-year cycle. 'Sadolin' to be used to assist with visual impact.	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	These have been returned to the LCC from April 2021 for maintenance. The cutting	Requesting LCC for the verges to be returned to RPC may well be an option in the next		Open Spaces Budget	SHORT TERM

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		programme is likely to be less regular than the fortnightly one by RPC.	financial year, depending upon the costs being approved by the community.			
	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 and safe. and where necessary maintenance is carried out.	Where necessary maintenance is carried out.	An Arboriculturist was appointed to carry out a survey, all recommendations were carried out in May/June 2020	H & S Budget	A survey needs to be carried out every 2 years
	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	RPC have responsibility	Investigate the need	Meetings to be	S106	MEDIUM

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	facilities	for maintaining a number of soccer pitches at Fowke Street. It has a storage container for soccer equipment.	and potential funding of a sports changing room. Liaise with R.J. Imps regarding realignment of pitches.	held with Open Spaces Committee, Local Football Club and Clerk	contributions	TERM
	Open/ play spaces	All open spaces are being accessed to a greater degree due to an ever-expanding population. Further equipment for adults and children was installed in Feb 2021 The maintenance of all grass and hedging contracts was reviewed in Autumn 2020 and a new contract put in place April 2021		Review carried out and contractor appointed every three years		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

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		Mountsorrel Lane.	Additional play facilities installed April 2021. Create new 40m footpath	Clerk to obtain quotations/open spaces committee to approve	S106 contributions	SHORT Term LONG 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. Clear area to permit cycle use. Reshape track areas and incorporate new tracks. Expert advice provided with the aid of volunteers Adult fitness equipment installed February 2021	Dependent on outcome of meetings with football club to ascertain how long they intend to use the recreation ground for practice/matches Full Council approval & Open Spaces Committee oversight	TBC Hames Trust & other community grants	LONG TERM SHORT TERM

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			Create 800m perimeter path			LONG TERM
			Supply & install picnic benches			LONG TERM
		Town Green Street.	A new footpath across the field is to be installed with a bridge over Rothley Brook.	Developer/Hickling Bartholomew Charity	S106 developer contributions	MEDIUM /LONG TERM
		Donkey Field	Install pedestrian gate and paved way on flood bank.	Open Spaces	To be agreed between parish and landowner	LONG TERM
			Create wildflower meadow	Open Spaces & volunteers		ONGOING
		Bunney's Field.	A regular clearance of bulrushes needs to be considered every autumn to ensure the ditch is free draining.	Open Spaces	Open Spaces Budget	SHORT TERM

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		Wildflower areas established	Established and enhanced May 2021	Volunteers		ONGOING
			Install additional pedestrian gate	Open Spaces Committee		LONG TERM
			Supply & install picnic benches			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	Clerk to liaise with developer and CBC	S106 developer contributions	MEDIUM TERM

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			and dog bin.			
		<p>Notice boards A team of volunteers was set up to keep all parish noticeboards in order with an agreed set of priorities. However this is now down to 2 volunteers</p> <p>Woodgate/Babington Road</p>	After discussions with CBC Ecology Officer this area to be left to naturalize and have a flaling in November	Clerk/Open Spaces Committee	Open Spaces Budget	ONGOING
		<p>Walkways</p>	To create more access and walks around the village for residents we need to consider removing obstructions / put ting gateways in at various locations.	Open Spaces Committee/Clerk	Open spaces budget	LONG
		<p>Millennium signs</p>	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

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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 Premises Committee /H&S Committee and Full Council					
Buildings: Village Hall	Issues connected with the Village Hall will be agenda items for Premises / 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					

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Policies & procedures	Issues connected with the policies & procedures will be the Full Council to consider and approve
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