

## 015 - ROTHLEY PARISH COUNCIL - ACTION PLAN

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

This was reviewed and amended at the Full Council Meeting on 17/05/2021 minute ref: 21/355

Parish Plan		Current work & work completed within last 12 months	Future aims/objectives for next 24 Months	Action/Responsibility	Funding	Timescales
<b>Purpose</b>	Assess current & future issues & set out an action plan for the period May 2021- April 2023					
	<b>SHORT TERM – 1 YEAR</b> <b>MEDIUM TERM - 2 YEARS</b> <b>LONG TERM – OVER 2 YEARS</b>					
<b>Buildings</b>	<b>Rothley Centre</b>	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
	<b>Village Hall</b>	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
	<b>Cemetery</b>		External paint work	Quotation	Cemetery	SHORT

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	<b>Chapel</b>		needs attention.	approved. Work to be carried out summer 2021	maintenance budget	TERM
	<b>The Pavilion</b>		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
<b>Outdoors</b>	<b>Cemetery</b>	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
	<b>Cemetery Administration</b>		Computerise and map the cemetery records to enable effective record keeping and offer improved customer service. To ensure	Clerk/Open Spaces Committee Clerk to obtain quotations for software	Admin budget	SHORT TERM

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			records are kept in perpetuity,			
	<b>War memorial</b>		Sunken lights to be kept under review for any damage	Clerk	Open Spaces budget	
	<b>Cross Green gardens</b>	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
	<b>Benches</b>	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
	<b>Verges</b>	These have been	Requesting LCC for the		Open Spaces	SHORT

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		returned to the LCC from April 2021 for maintenance. The cutting programme is likely to be less regular than the fortnightly one by RPC.	verges to be returned to RPC may well be an option in the next financial year, depending upon the costs being approved by the community.		Budget	TERM
	<b>Trees</b>	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
	<b>Recreational</b>	All open spaces have been kept under review to ensure they are maintained to a good standard and where necessary improvements made either with				SHORT TERM

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		contracts or with voluntary help.				
	<b>Sports facilities</b>	RPC have responsibility for maintaining a number of soccer pitches at Fowke Street. It has a storage container for soccer equipment.	Investigate the need and potential funding of a sports changing room. Liaise with R.J. Imps regarding realignment of pitches.	Meetings to be held with Open Spaces Committee, Local Football Club and Clerk	S106 contributions	MEDIUM TERM
	<b>Open/ play spaces</b>	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
		<b>Dog waste bins:</b> A review of the location of these has taken place with a view to making improvements.  One additional dog bin	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	Clerk/Open Spaces Committee/ CBC	Open Spaces budget/WDHomes	SHORT TERM

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		has been sited on Fowke St Playing Fields.	owners are reduced.			
		<b>Mountsorrel Lane.</b>	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
		<b>Fowke Street.</b>	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	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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			Adult fitness equipment installed February 2021			LONG TERM
			Create 800m perimeter path			
			Supply & install picnic benches			LONG TERM
		<b>Town Green Street.</b>	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
		<b>Donkey Field</b>	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
		<b>Bunney's Field.</b>	A regular clearance of bulrushes needs to be	Open Spaces	Open Spaces Budget	SHORT TERM

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		considered every autumn to ensure the ditch is free draining. 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
		<b>Saxon Drive Playground (awaiting adoption)</b>	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
		<b>Warren Way Playground (awaiting adoption)</b>	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

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		<b>Brookfield Road open space (awaiting adoption)</b>	Review the possible installation of recreational facilities and dog bin.	Clerk to liaise with developer and CBC	S106 developer contributions	MEDIUM TERM
		<b>Notice boards</b> 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	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
		<b>Woodgate/Babington Road</b>		Open Spaces Committee/Clerk	Open spaces budget	
		<b>Walkways</b>	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
		<b>Millennium signs</b>	Put in place a bi annual programme of maintenance.	Open Spaces Committee/Clerk	Open spaces budget	SHORT TERM
<b>Staffing</b>	<b>Appraisals</b>	Appraisal to be carried out for Clerk	Annual appraisals to be carried out for all staff	Staffing Committee/Clerk	No additional costs other	SHORT TERM

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					than staff time.	
<b>Policies and procedures</b>	Policies/procedure documents		To be reviewed annually and presented at the Annual Parish Council Meeting in May	Clerk		ONGOING
<b>Training</b>	<b>Staff</b>	Clerk has obtained Cilca qualification	To enable the council to obtain the Power of Competence	Clerk		
<b>Neighbourhood Plan</b>	<b>Progress towards a Rothley Neighbourhood Plan</b>	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
<b>Buildings: Rothley Centre</b>	Issues surrounding the <b>Rothley Centre</b> will be agenda items for <b>Premises Committee /H&amp;S Committee</b> and <b>Full Council</b>					
<b>Buildings: Village Hall</b>	Issues connected with the <b>Village Hall</b> will be agenda items for <b>Premises / H&amp;S Committee</b> and <b>Full Council</b>					
<b>Outdoors</b>	All <b>outdoor</b> issues will be agenda items for the <b>Open Spaces committee</b> and <b>Full Council</b>					

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<b>Staffing</b>	Issues connected with <b>staffing matters</b> will be agenda items for the <b>Staffing committee</b> and <b>Full Council</b>
<b>Neighbourhood Plan</b>	Issues connected with the <b>Neighbourhood Plan</b> will be agenda items for the <b>NHP steering group</b> and <b>full Council</b>
<b>Policies &amp; procedures</b>	Issues connected with the <b>policies &amp; procedures</b> will be the <b>Full Council</b> to consider and approve

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