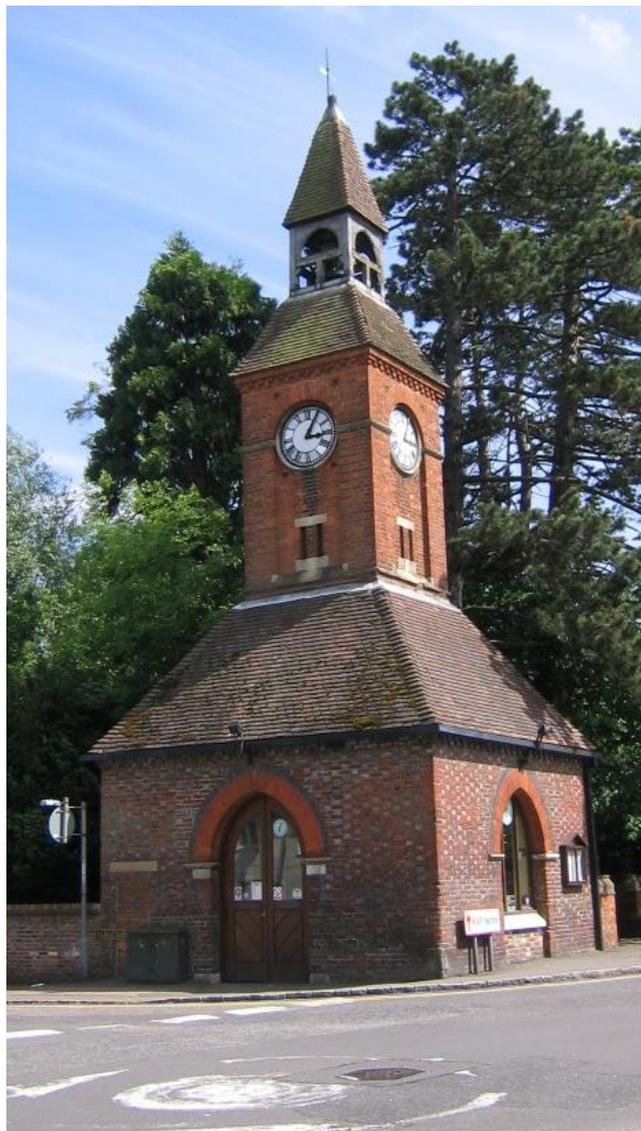




WENDOVER PARISH COUNCIL

Community Action Plan

2018 to 2021



INTRODUCTION

What is a Parish Council Community Action Plan?

A Parish Council's Community Action Plan is essentially an action plan for a set number of years outlining how it will work in the best interests of all who live or work in the Parish or who use the Council's services. The Plan determines the Council's values, vision and key objectives either directly or by trying to increase its influence on the relevant delivery body, such as the District or County Council. The Plan will help the Parish Council to prioritise and determine the direction and internal strategies for the period of the plan.

Why has Wendover Parish Council decided to produce a Community Action Plan?

The Wendover Parish Council Community Action Plan sets out the vision and priorities of the Parish Council for the financial years of April 2018 to March 2021 and will help ensure a planned and consistent approach to:

- The design and delivery of services.
- The prioritisation and allocation of resources.
- Deliver real value for money solutions.

The Plan has been written with a view to move forward with a structured approach, facilitated by an experienced professional in the field of Local Councils.

Having an agreed Community Action Plan provides a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way. The Plan intends to assist the Council in becoming more confident and proactive in its decision making.

The Plan identifies the core objectives of the Council over the next three financial years and the key processes and actions associated with each of the Council's priorities as well as how Community Involvement can be assured.

In determining the aims of the Council, the Community Action Plan has recognised national and local priorities and taken account of the views of local communities.

Monitoring the Community Action Plan

The detailed content of the Plan will be strongly influenced by other work and will need to be regularly reviewed and updated accordingly. Internal pressure may arise from plans to improve service quality and the availability of resources, while external pressure may come from partnership work, other plans and Government Legislation.

THE PARISH COUNCIL

Situated in the centre of Wendover, the iconic Clock Tower hosts the Parish Council office where staff are available to discuss issues and provide information.

Wendover Parish Council has 13 elected or co-opted Councillors who discuss, debate and decide on matters that relate to the Community. Meetings are held in public on a regular basis and agendas and minutes are published on noticeboards and the website for all residents to review.

Buckinghamshire is made up of three tiers of local government, each with differing areas of responsibilities. Wendover Parish Council is the first and most local tier of government for residents of the Parish. Aylesbury Vale District Council is the second tier and is responsible for services within Wendover including, parking, housing and street cleaning. The third tier of local government is Buckinghamshire County Council; its responsibilities include education, highways, and social services.

The Council has four standing committees, each with its own remit;

1. Amenities Committee which is concerned with all matters relating to the Amenities in Wendover Parish.
2. Planning Committee which is concerned with consulting on planning applications and building the Neighbourhood Plan.
3. Finance Committee which is concerned with all matters relating to the Finance of WPC.
4. Staffing Committee which is concerned with all issues concerning staff and volunteers of WPC.

There are also working groups held more informally that report back to Committees and the full Council with recommendations. These include a HS2 WG, Community Engagement WG, Neighbourhood Plan WG and Environmental WG.

Management Structure

The administration of the Parish Council is carried out by the Clerk who is appointed by the Parish Council. The Clerk is required to carry out all the functions required by law as the Parish Council’s proper officer and to issue all statutory notifications. The Clerk is also the Responsible Finance Officer.

The Parish Council is supported by a team of 6 members of staff. The Clerk/RFO manages the team and is supported by a Deputy Clerk, 2 Part Time Administrators, a Senior Groundsman and a Groundsman.

| Council Assets and Areas of Responsibility | Grounds Maintenance Areas of Responsibility with the Parish Council |
|---|---|
| <ul style="list-style-type: none"> · Allotments – two sites · Skate Park · Hampden Meadow Recreation ground, play area, fitness trail and shelter · Witchell Meadow Recreation ground · Ashbrook Recreation ground, play area and site safe · Manor Waste (market area) · War Memorial | <ul style="list-style-type: none"> · Planters and Hanging Baskets · Provision of Litter & Dog Bins (Not emptying) · Bus Shelters Aylesbury Road and Tring Road · Christmas Lights and trees · Benches · Footway lighting · Grass and hedge cutting |

| | |
|--|--|
| <ul style="list-style-type: none"> · Clock Tower and offices · Parish seating and waste bins · 7 bus shelters · 19 dog waste bins · Grounds vehicle (Gator) · Ride on mower and flail deck · Strimmer, brushcutter, blower, 2 pedestrian mowers, hedgecutter · General grounds maintenance equipment and tools | <ul style="list-style-type: none"> · Play equipment maintenance · Tree surveys and maintenance on WPC land · Devolved Services; Grass verges within 30mph and urban zones, hedge enforcement, sign cleaning, weedkilling, siding out and 8 Rights of Way. |
|--|--|

Summary of Recent Activity

The Parish Council has undertaken projects in the last three years which include:

- ❖ Popular and successful Christmas Events raising money for local organisations
- ❖ Installation of new Defibrillators bringing the total in the Parish to eight
- ❖ Petitioning the House of Commons and House of Lords in relation to HS2
- ❖ The creation of a car park on Witchell Meadow providing free parking close to the shops and markets
- ❖ Refurbishment and restoration of the Clock Tower, an iconic Grade II listed land mark
- ❖ Provision of safe and regularly updated playground equipment – new items at Ashbrook
- ❖ Refurbishment of Manor Waste with more seating and a smoother surface and power points
- ❖ Support of other organisations e.g. – Grants
- ❖ Upgrading of streetlights to more environmentally friendly LED units (latest phase)
- ❖ Installed a hardstanding entrance into Ashbrook recreation ground
- ❖ Allotment refurbishment and regeneration – skips were hired and abandoned plots were restored to a suitable condition for new tenants
- ❖ Devolved Services – signed an agreement with the County Council to undertake specific highways tasks
- ❖ Initiated a Neighbourhood Plan
- ❖ Refurbished the Clock Tower internally and improved working space for staff
- ❖ Installed 2 new bus shelters
- ❖ Installed two new dog waste bins
- ❖ Refurbished benches
- ❖ Investigated problem areas for parking and approached AVDC and BCC for joined up planning for improvements
- ❖ Began a full policy review and introduced new policies
- ❖ Replaced fencing along Heron Path and upgraded a section of the surface
- ❖ Upgraded the WPC website to make it more user friendly
- ❖ Replaced the Parish noticeboard outside the library
- ❖ Adopt PMG streetlights

VISION AND PRIORITIES

Vision Statement

The vision of Wendover Parish Council is to represent the Community of Wendover by providing leadership and opportunity ensuring Wendover continues to be a vibrant and inspirational place to live, work and visit. The Wendover Neighbourhood Plan questionnaire identified several concerns and issues raised by the residents of Wendover. These have been categorised and now provide representational objectives for the Council to focus on over the Community Action Plan period.

Objectives

This Community Action Plan aims to represent the residents' priorities and Parish Council's vision. The Council will co-operate and liaise with residents and existing organisations, where appropriate, for the general wellbeing of the Wendover Parish.

In the next three years the Parish Council will endeavour to work with others to prioritise the following:

Parish Council

- Complete the Neighbourhood Plan.
- Improve consultation and presence in the community.
- Review Parish Council processes.
- Successfully deliver devolved services in house.
- Maintain the estate and Parish Council assets.
- Strengthen relations with local organisations.
- Improve service delivery productivity.
- Full triennial survey and maintenance of all WPC trees.
- Improve play and recreational areas.

Business

- To extend promotional activities / incentives.
- Encourage sustainable start-ups.
- To encourage a wider range of shops and different retail offers in the Town Centre.
- Limit the change of use from business to residential.

Tourism

- To support the Friends of Wendover Library in their application to extend the Library building to provide study areas, meeting space and tourist information.
- To ensure that any building is in keeping with the local built environment and complies with the Conservation and Heritage policies.
- To investigate the possibility of advertising Wendover as a tourist destination in the wider community e.g. Wendover App.

Infrastructure

- To influence any development plans for RAF Halton, ensuring infrastructure plans centred on GP & Health Services, transport and schooling account for the increase in population.
- To address the issues of both on-street and off-street parking in Wendover including the possibility of extending car parks.

The successful achievement of these core objectives is dependent on the Council and its officers being totally proficient, and therefore confident, in the associated processes and activities.

Six key processes have been identified as crucially important and SMART indicators (KPI's) have been developed to measure performance against:

1. FINANCE - Measure financial performance in particular year to date spend against annual budget.
2. STAFF – Monitor staff performance focusing on attendance, training and HR issues.
3. HEALTH & SAFETY – Maintain month by month records on reportable and non-reportable accidents, ensuring they are all investigated. Maintain a month by month record of near misses and adapt procedures to avoid repeats.
4. ACTION SHEETS – Ensure, year to date, no more than 20% of actions are outstanding against the Full Council, Staff, Planning, Finance and Amenities Committee meetings.
5. ENGAGEMENT – Target specific areas of the community on given months to ensure maximum community engagement.
6. ENVIRONMENT – Monitor month by month spend on printing, paper shredding and fuel spend to measure success of changes in policy and procedures.

Key Performance Indicators

It is important the Council measures its progress, working flexibly and positively to ensure the plan is a success. The Finance Committee will review the Council's progress against these indicators ensuring the Council is actively pursuing its objectives, adapting and acting to meet its targets.

YOUR VIEWS MATTER

Reviewing the Community Action Plan

The Community Action Plan will be a regular item on the agenda for the Finance Committee to ensure the Council formally reviews its progress and objectives. It will also be reviewed annually in October by full Council to enable any changes to be considered during the Precept planning for the following year.

The Community Action Plan will inform the public about what we are doing to meet the needs of the community and we welcome any comments / views on its content and format.

More information about the Council, including an electronic version of this Plan, is available on our website www.wendover-pc.gov.uk

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