

Horsford Parish Council 5 year Business Plan 2018-2023

Action Plan for future activities and expenditure

V6 29/11/2020

Mission Statement To promote and enhance our way of life in Horsford for the ultimate benefit of everyone.

Aims To ensure the Council conducts its business by means that are sustainable, environmentally friendly and present the best value towards achieving the Mission Statement.

What is the Parish Council's Role?

Governance

- To ensure best value in relation to local taxes
- To ensure areas of land and properties they hold as owners are administered efficiently and in the best interests of parishioners
- To maintain open spaces including public rights of way
- To produce a Business Plan to guide future activities and expenditure

Community

- To listen to and represent local peoples' interests
- To improve the local environment
- To submit views on planning applications
- To support voluntary and community groups for the benefit of the parish
- To attract Government, lottery and other grants into the local area
- To provide leadership in the community
- To promote local business growth
- To encourage parishioners to participate in village life/activities
- To use the information gained from the Neighbourhood Development Plan to help set projects

Development

- To ensure its own employees are managed and trained to perform their duties to their best ability
- To ensure its councillors are trained and kept up to date

How Does the Parish Council Fulfil this Role? Horsford Parish Council has up to 12 parish councillors who, by attending meetings, discuss, debate and

decide on matters affecting local people. On occasions it sets up short life working groups for specific tasks and invites relevant parishioners with specific expertise to participate.

Parish Councillors also serve as representatives on local management committees and organisations, as well as having lead responsibilities on governance functions, such as Health & Safety, HR and Finance.

Precept Information

2013/14 - £35,749.

2014/15 - £37,260.

2015/16 - £38,951.

2016/17 - £39,274.

2017/18 - £39,274.

2018/19 – £51,038

2019/20 - £62,472

2020/21 - £63,097 proposed by Financial Advisory Group and to be decided by Full Council in December 2020

This document will incorporate the Council's Action plan, which will be reviewed annually, and progress updates will be provided periodically.

Governance

Good governance in managing the business and finances of Horsford Parish Council.

Current practice

- Abides by current Standing Orders, Financial Regulations and Code of Conduct (published on website)
- Policies and procedures reviewed regularly – most of which are available on website
- Conducts Annual Audit (quarterly internal control checks, annual internal audit, annual external audit)
- Pays invoices promptly
- Collects all monies due within reasonable timescale
- Produces budget & publish on the website
- Updates Emergency Plan annually
- Maintains asset register –to be reviewed annually
- Maintains risk register – to be reviewed annually

- Produces an annual report for the Annual Parish Meeting
- Manages and maintains the village street lighting that belongs to the Parish Council.
- Reviews all contracts regularly or at least annually, to ensure best value and service

Community

The Council's role in the community and how it engages with residents, organisations and businesses is to be looked in to and worked on.

Current practice

- A website with current information about the activities and decisions of the Council
- Public participation at council meetings
- Agendas posted on village noticeboard & published online at least 3 clear working days prior to meeting.
- Draft Minutes are posted on the village noticeboard and website within 2 weeks of meeting.
- "Highlights of Parish Council minutes" is to be published in the Parish Magazine.
- Council contact details and Councillor Information available on website and the village noticeboard.
- A nominated councillor meets regularly with the community police representative (Safer Neighbourhood Action Panel).
- The Council has a grant policy, providing small grants to support local causes.

Amenities

Facilities for the community that provide safety, enjoyment, recreation, education or generally enhance the community's experience of living in the village.

Current Practice

- The council owns the allotment land at Corner Lane and the church field allotment is on a short-term lease.
- The Village Hall Management Committee, manage the village hall and recreational ground including the play equipment and the Multi use Games Area, the Parish Council helps towards some of the cost of this.
- The VHMC employ a person to clear the litter from the recreational field and the Council gives them a grant to fund it.
- Provides many dog-poo bins around the village to assist dog-walkers to abide by legislation relating to dog fouling.

Development

Council improvement through the management and development of staff and councillors

Current practice

- Councillors and Clerk keep current by attending workshops, training courses and seminars within the county.
- Employment policies & procedures (disciplinary, grievance, appraisal, training) regularly reviewed
- Training and Development policy and records are in place for all staff and councillors
- Annual training and development budget to facilitate identified training needs.

HORSFORD ACTION PLAN

The following projects are being explored by the Business Action Plan Working Party, this is a group of Parish Councillors and Parish members who are looking at the feasibility of these projects and making proposals for the Parish Council to look at.

The Parish Council will also develop a range of projects as a result of development.

COMMUNITY projects

- Investigate the potential and implications of building a new community Centre in Horsford. Also investigate the potential for extending one of the existing community buildings, and the provision of a café.
- Identify a potential new scout hut.
- Consider the need and potential for new recreation ground space.
- Establish a coherent maintenance programme for formal outdoor recreation space in Horsford.
- Provide more seating on existing outdoor recreation space.
- Identify potential allotment sites within Horsford parish. Seek to secure sufficient allotment sites for the long term.
- Work with Norfolk County Council (Local Education Authority), Diocesan Board of Education, Horsford Primary School, and other interested parties to consider the potential for the unused school building and site should policy COM4 be realised.
- Work with the Clinical Commissioning Group and deliverers of Primary Health Care to consider provision of sufficient health care to meet the needs of the current and growing population of Horsford.
- To make better use of the public pits for the public to enjoy i.e. benches to sit on and improved pathways.

TRANSPORT AND ACCESS projects

- With neighbouring parishes, work with the bus operators to encourage the provision of an evening bus service.
- Investigate the potential for providing a demand responsive community transport service (dial-a-ride bus or community car scheme).
- Work with the relevant transport authorities to review the impact of the NDR on the traffic in Horsford, particularly the Holt Road.
- Review the effectiveness of the speed limit warning signs, and improve the safety for pedestrians crossing the Holt Road.

ENVIRONMENT AND LANDSCAPE Projects

- Develop a set of recreation walks through the different Horsford woods, to work with the Western Broadland Green Infrastructure Plan.
- Further tree planting.
- Signage for locally important heritage assets.
- Develop a planting and maintenance programme for the village roundabouts.
- More seating around the village and on formal green spaces.

BUSINESS AND EMPLOYMENT project

- Develop a programme of activity to improve the aesthetic qualities of the village, particularly for the public realm on Holt Road, and existing and new retail units, where possible enhancing the rural feel of the village.

Projects that have been completed;

New play area for under 5's, update to play equipment including swings, roundabout, zip wire picnic tables and fitness equipment. Spring / Summer 2017.

Security cameras around the Village Hall and Recreation Ground. Summer 2018

Supplied Hi Viz waistcoats to all children who go to the two village schools. Autumn 2018.

Have developed a 'welcome to Horsford village' pack to be distributed to every new dwelling. Spring 2020.

New Seating has been installed at the Watering pit on Green Lane. January 2020.

A planting and maintenance programme is in place for the Roundabout at the South end of the village. Spring 2020.

Funds have been set aside and the go ahead has been given for Public Toilets to be built in 2021 behind the Village Hall to enable those using the Recreation Ground for sporting activities and those using the play and exercise areas to have access to toilet facilities.

In January 2020 started a Youth Project named OUTPOST Horsford Youth for 11 to 16 year olds.

Collaboration with BDC to improve the equipment at 3 play areas in the Village. Park View was the first to be completed in 2020. Coltsfoot and Becksid completed in October 2020

The group called Horsford Helpers set up a network of volunteer Helpers, starting with the lockdown related to Covid 19 in Spring 2020 onwards. Now the overarching group relating to the Emergency Planning Framework. Spring 2020.

Provision of an updated recording system and Camera for the Village Hall and Recreational Ground. Autumn 2020

The Dog Inn has been registered as an Asset of Community Value. Autumn 2020.

Agreed with the County Councillor that he will use his annual allowance to provide white gateways to be installed at the north and south entry points to the village. Installed late 2020

Agreed a list of issues relating to the Holt Road that have been raised with NCC Highways. Late 2020.

Developed a Planning Policy to sit alongside the Horsford Neighbourhood Plan that deals with building requirements to meet carbon zero targets and planning policies to try to reduce the impact of large and medium scale development taking place in the village. Late 2020.