

Haddenham Parish Council Business Plan 2021-22 – Achievements

Summary of Achievements

	Objective	Actions	Cttee	Officer	Target	Progress at 01/12/2021	Budget
Transfer of assets from developers to HPC							
1	Open spaces on land at Haddenham Airfield	Work with IBB solicitors to obtain legal advice on the title deeds	F&P	SG	12/2020	Transfer documents agreed and signed. Ready to complete	0
		Work with S106 Monitoring Officer to ensure the land has been laid out in accordance with the approved plans and all safety and maintenance work has been carried out.		SG	12/2020	Inspections have been carried out and awaiting confirmation of minor maintenance. Close to issuing final certificate	0
		Issue invoice for commuted sum	F&G	SG	11/20	Completed	0
2	Street lights on land at Haddenham Airfield	Agree a commuted sum	FAC	SG EM		Completed	
		Inspection before adoption	FAC	SG EM	12/2023	This will happen after the highway is adopted by BC date dependent on completion of site	
		Issue invoice for commuted sum	F&G	SG	12/2023		
3	Open Spaces on Land at Dollicott (Platers Road)	Work with IBB solicitors to obtain legal advice on the title deeds	F&G	SG	04/2022	Issue with rights of access across land to HAD007 area as this land has been transferred to Platers Road RMC without this approved rights of access.	

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						This is with our solicitors and BC legal team.	
		Work with S106 Monitoring Officer to ensure the land has been laid out in accordance with the approved plans and all safety and maintenance work has been carried out.	F&G	SG	04/2022	In dispute, due to rights of access not being correct, contrary to S106 agreement.	
		Issue invoice for commuted sum	F&G	SG	04/2022	Once final certificate has been issued.	
4	Street lights on land at Dollicott (Platers Road)	Agree a commuted sum	FAC	SG EM		Completed	
		Inspection before adoption	FAC	SG EM	11/2020	Completed	
		Issue invoice for commuted sum	F&G	SG	04/2022	Issued	
5	Open Spaces on Land at Aston Road (Country Park)	Work with IBB solicitors to obtain legal advice on the title deeds for up front legal agreement	F&G	SG EM	07/2021	Agreement signed.	
		Work with S106 Monitoring Officer to ensure the land has been laid out in accordance with the approved plans and all safety and maintenance work has been carried out.	F&G	SG EM	04/2023	Start when 2-year maintenance period complete. Initial Inspection took place 13/04/21 and Provision Certificate issued 14/04/21.	
		Issue invoice for commuted sum	F&G	SG	04/2023	Once final certificate has been issued.	
6	Burial Ground and sports pitches on land at Aston Road	Work with IBB solicitors to obtain legal advice on the title deeds for up front legal agreement	F&G	SG	07/2021	Completed Agreement signed.	
		Work with S106 Monitoring Officer to ensure the land has been laid out in	F&G	SG	07/2022	Discussing with Dandara bringing the land transfer forward to allow the	

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		accordance with the approved plans and all safety and maintenance work has been carried out.				burial ground to be laid out and pavilion to be built ASAP.	
7	Street lights on land at Aston Road	Agree a commuted sum	FAC	SG EM	12/2023	This will happen after the highway is adopted by BC date dependent on completion of site	
		Inspection before adoption	FAC	SG EM	12/2023		
		Issue invoice for commuted sum	F&G	SG	12/2023		
Building New Facilities							
8	Design and Construct Airfield pavilion	Appoint architect and project manager	F&G	SG	06/2016	Completed – PCMS appointed	
		Agree design	F&G	SG	03/2018	Completed	
		Planning Permission	F&G	SG	01/2019	Completed	
		Carry out tendering process	F&G	SG	06/2019	Completed	
		Appoint contractor			11/2021	Completed	
		Review specification for sustainability	F&G	SG/EM	08/2021	Meeting PCMS August 2021	
		Sign contract to build	F&G	SG/EM	01/2022	Completed	
		Building work – monitoring with PCMS	F&G	SG/EM	01/2022	Started 15/11/21; First meeting 19/11/21. Completion due August 2021	
		S106 monitoring report for BC	F&G	SG	01/2022		
		Invoice CALA homes for staged S106 payments	F&G	SG	08/2022	2 of 4 staged payments received	
9	Design and Construct Aston Road pavilion	Initial concept and design	F&G	SG	2018	Completed by PCMS	
		Appoint architect and project manager	F&G	SG			
		Agree design	F&G	SG	12/2022	Initial draft needs more work	
		Planning Permission	F&G	SG	06/2023		
		Carry out tendering process	F&G	SG	12/2023		

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		Appoint contractor	PC	SG	01/2024		
		Review specification and sign contract to build	F&G	SG/EM	01/2024		
		Building work – monitoring with PCMS	F&G	SG/EM	10/2024		
		S106 claim from BC	F&G	SG	10/2024	Not clear if will be paid directly to HPC	
10	New Burial Ground	Obtain Environment Agency approval	F&G WG	EM SG JA	12/2022	Identified cemetery professionals to advise. Brought forward 02/02/21	
		Agree final layout in line with EA approval	F&G WG	EM SG JA	06/2023		
Refurbishment / Rebuilding of Existing Facilities							
11	Village Hall Phase1: Refurbish former Day Centre for use as a new PC office and community meeting room	Complete the legal process of surrender of the lease from Bucks CC to BPRGC	BP	SG	03/2020	completed	
		Funding – apply for NHB grant and S106. Use of BP and HPC reserves	F&G	SG	03/2021	NHB Grant approved 09/19 by AVDC. Revised agreement with BC 07/20 with extended deadline to 31/03/21. S106 approved 08/2020	
		Appoint architect and project manager	F&G BP	SG	02/2019	PCMS appointed	
		Agree refurbishment plans	F&G BP	SG	05/2019	completed	
		Carry out tendering process	F&G	SG	06/2019	Completed	
		Appoint contractor	PC		08/2020	completed	
		Review specification & sign contract	F&G	SG	09/2020	completed	
		Building work – monitor with PCMS	F&G	SG	04/2021	Completed	
		Sign off on completion of building work	F&G	SG	04/2021	Completed	

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		Procurement of new furniture and equipment	F&G	EM	04/2021	Completed	
		Reclaim costs from NHB and S106	F&G	SG	09/2021	Completed	
		Painting of exterior of Village Hall	BPRGC	SG	09/2021	Additional work to complete project	
12	Village Hall Phase 2/3: Refurbishment / rebuild of remainder of complex	Full condition survey	F&G	SG	07/2018	Identified significant maintenance work required and likely limited life for large hall	
		Options appraisal	F&G HVH	SG	01/2019	Presentation by PCMS on possible options and phasing	
		Set up working group with representatives of HPC and HVH	F&G HVH	SG EM	01/2020	Now meeting regularly to progress decisions. Full record on PID.	
		Appoint architect / project manager	F&G HVH	SG EM	06/2022		
		Decision on rebuild or refurbish & phasing	F&G HVH	SG EM	12/2022		
		Funding sources; need to plan ahead	F&G HVH	SG EM	2025	S106 main contributor is still in planning stage. May also need a PWBL	
13	Woodways Pavilion	Full condition survey	F&G	SG	02/2019	Identified significant maintenance work required.	
		Set up working group with representatives of PFMC	F&G PFMC	SG EM	12/2021	Will be progressed through new Sports Facilities sub-committee	
		Appoint architect / project manager	F&G PFMC	SG EM	06/2022		
		Options appraisal	F&G PFMC	SG EM	12/2022		
		Decision on rebuild or refurbish	F&G PFMC	SG EM	05/2023		

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		Funding sources need to plan ahead	F&G	SG EM	2023?	S106; may also need PWBL &/or private investment	
Facilities Leases and Management Agreements							
14	Agreement for hiring of pitches and pavilion at Airfield site	Research arrangements in other authorities and draft a hiring agreement	F&G WG HYFC	SG JA EM	08/2021	Initial research done. Working group set up to progress. Lease completed, costs to be agreed for all stakeholders	
15	Prepare a business plan for becoming a burial authority	Attend cemetery management training course	DH	SG JA		Done – other Cllrs may also choose to attend	
		Register as a burial authority	F&G WG	EM SG	12/2024		
		All relevant documentation in place to comply with legislation	F&G WG	EM SG	12/2024		
16	New leases BPC/PC and PC/HVHCIO	Prepare draft Heads of Terms	F&G	SG/EM	12/2020	completed	
		Agree Heads of Terms with HVH	F&G	SG/EM	03/2021	Agreed	
		Obtain legal advice on behalf of BP	BP	SG/EM	09/2021	Ongoing legal advice to	
		Contact Charity Commission to make sure new arrangements are acceptable	BP HVH	SG/EM	06/2021	Partly completed. Have options from CC to take forward to BPRC/ HVH CIO	
		Draft new leases and agree with all parties	F&G BP HVH	SG/EM	09/2021	Head of terms agreed between HVH & HPC. Lease needs agreeing between BP and HPC following CC and legal advice.	
		Hiring and booking arrangements for new meeting room	BP	SG/EM	09/2021	Interim arrangement in place until new lease is agreed.	

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17	New management agreement Woodways Pavilion	Prepare Draft Heads of Terms	F&G	SG EM JA	09/2021	Heads of terms for a new lease for HSSC have been agreed, with solicitor for drafting the lease.	
		Set up a working group with HPC and PFMC representatives to progress	F&G PFMC	SG EM JA	09/2021	All parties agreed to wind up the PFMC and set up a new sub-committee of the Facilities Committee	
		Agree Heads of Terms	F&G PFMC	SG EM JA	10/2021		
		Draft new agreement and agree with all parties	F&G PFMC	SG EM JA	10/2021	New licences and fees for all sports clubs agreed.	
Planning							
18	New Planning Applications	Respond to BC consultations on c.100 planning applications per annum	PLAN	SG KG	03/2022	Ongoing process	
19	Major developments	Meet with developers pre-application	PLAN	SG KG	03/2022	Ongoing process; HAD007 reserved matter application registered Jan 2021. Revised plans submitted Nov 2021	
		Submit detailed responses to outline and reserved matters applications noting residents' concerns where material	PLAN	SG KG	03/2022	Ongoing process. HAD007 planning meetings held	0
		Negotiate on the provision of new facilities through S106 or CIL contributions and adoption by the PC	PLAN	SG KG	03/2022	Ongoing process	
		Liaise with developers during construction	PLAN	SG KG	03/2022	Ongoing process	0
20	Enforcement	Report breaches of planning regulations liaise with BC officers to rectify	PLAN	SG KG	03/2022	Ongoing process	

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21	Streetscape Project traffic impact study	Draft an initial specification for the project	PLAN	SG KG	11/2020	Completed by DT	£25,000
		Identify specialist professional to take on the work	PLAN	SG KG	10/2021	Meeting with Phil Jones Associates Nov 2021	
		Review specification and finalise	PLAN	SG KG	12/2021	Anticipated for 13/12/21 Planning meeting	
		Submit an application to the Community Board for funding	PLAN	SG KG	12/2020	Completed – 50% awarded	£12,500
		Appoint specialist professionals	PLAN	SG KG	10/2021	Anticipated December 2021.	
22	Neighbourhood, Local & regional Plans	Monitor progress with VALP; Respond to Bucks Council Local Plan; CaMKOx corridor; “Planning for the Future” White Paper	PLAN	SG KG	10/2021	Ongoing process - VALP still not yet adopted; work started on Bucks Council Local Plan; CaMKOx has been scrapped. White Paper downgrades Neighbourhood Plans	£50,000 For HNP2
Partnership Projects where HPC is not the lead authority							
23	Commuter parking phase 2: feasibility of residents’ parking scheme	Submit application for 50% funding to Community Board	FAC	SG	09/2019	Submitted to LAF. Not considered until CB September 2020 – refused.	
		Resubmit funding application for initial stages only.	FAC	SG	12/2021	Withdrew application and sourced funding through S106 monies for HAD007. The Covid Pandemic resulted in less parking in Sheerstock. Review once lockdown restrictions have been lifted fully.	
		Work with BC Parking Officers to complete affected residents’ survey	FAC	SG EM	06/2021	Pandemic has delayed progress. Review after all lockdown restrictions have been lifted.	

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		Work with BC Parking Officers on scheme design	FAC	SG EM	12/2021	Pandemic has delayed progress. Review after all lockdown restrictions have been lifted.	
		Dependent on above submit application to Community Board for 50% funding for localised public consultation	FAC	SG EM	12/2021	Sourced funding through S106 monies for HAD007.	
		If scheme gets go ahead – wider statutory consultation and implementation	FAC	SG EM	12/2022		
24	Haddenham-Thame and Haddenham-Aylesbury (cycle) Greenway	Continue to actively support and participate in collaboration with Buckinghamshire Council	FAC	SG EM	Not known	The Community Board working group to progress this was disbanded when BC set the new priorities for the boards. Not clear how this will be progressed.	
25	Active Travel Scheme	With BC review temporary cycleway and 20mph introduced autumn 2020 under Government programme	FAC	SG	2/2022	Review meetings with BC ongoing	
Managing our Assets and Environment							
26	Climate emergency declaration	Zero carbon emissions for the village	ALL	ALL	2030	Deadline to achieve net zero carbon emissions	
		Identify priority projects		SG KG	01/2020	Presented to PC and agreed	
		Set up collaboration with ZCH to progress priority projects		SG KG	ongoing	Regular meetings were held. Now progressing through the new Climate Emergency standing committee with co-opted representative of ZCH.	
		Implementation strategy		SG KG	09/2021	Working groups set up to start implementation.	
		Community Engagement		SG KG	ongoing	Slow progress due to Covid. Online meetings with groups now being held.	

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27	Street lights	All new lanterns are LED. Reserves held for replacements. Keep updated record of UMS certificates.	FAC	SG EM JA	ongoing		
28	Biodiversity	Draft and adopt a biodiversity policy	FAC	SG EM	10/2021	Some research done but no policy as yet.	
		Review more biodiversity-friendly approach to verge cutting	FAC	SG EM	ongoing	This is challenging but has progressed.	
29	Repair/replace out-worn playground equipment	Replacement of failing equipment at Woodways Play Area	FAC	SG EM KG JA	08/2021	Installation complete September 2021	90,000
30	St Mary's churchyard boundary walls repair	Next phase of restoration programme.	FAC	SG EM JA	05/2022	Awarded due to start 2022.	100,000
	Breeze Block wall at the rear of St Mary's has collapsed	Re-build of wall needed	FAC	JA	05/2022	Seeking advice from conservation architect, current planning application and quotes requested.	
31	Renewal of Grounds Maintenance Contract	Extend current contract to May 2021.	FAC	SG EM	07/2020	Completed – Aspire until 2023.	
		Prepare specification for new contract. Consider viability of separate arrangements for the maintenance role	FAC Pers	SG KG EM	01/2021	Completed	
		Carry out tendering process and appoint contractor	FAC	SG KG	05/2021	Completed	
		New contract to start	FAC	SG	05/2021	Completed – started 1 st July 2021	
32	Consider Facilities Manager-style role to oversee grounds and premises	Prepare job profile, assess salary, include in budget, advertise, appoint	Pers F&G	SG	5/21	Completed – temporary, part-time position filled by Jane. Review of the role underway.	
33	Prepare asset management plans for: verges, open spaces,	Define/map all assets; agree management & maintenance regimes; plan future expenditure/ re-provision	FAC	SG JA EM	3/22	Ongoing – grounds maintenance and football pitches agreed.	

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	village greens, playgrounds, ponds, trees, street lights, footpaths; dog & litter bins etc						
34	Allotments, Orchard, Snakemoor	Allotments and Orchard Committees to meet regularly to support volunteers and agree management plans	FAC	SG EM	ongoing	Allotments and Orchard continue to run well through established sub-committees.	
		Support new Snakemoor volunteer manager and agree a new way of working together	FAC	SG EM	04/2021	Ongoing - working parties have continued when allowed during pandemic. Still need to establish a more formal once lockdown restrictions have lifted.	
35	Green Flag accreditation scheme	Review/cost feasibility of seeking	FAC	SG EM	03/2022 or 2023?	<i>[date extended because need to have asset management plans in place first][Is Quality Council accreditation enough for one year?]</i>	
36	Review Environment committee Terms of Reference and related scheme of delegation	Revised terms with emphasis on overview of facilities management with operational detail delegated to staff. To be in place for new Council after election.	FAC	SG EM	05/21	Completed. Environment committee renamed Facilities with updated terms of reference	
“Match-fit” PC for local leadership							
37	Parish Council Election	Community Engagement to attract new members	F&G	SG KG	04/2021	Completed – virtual engagement to attract new councillors	
38	Training	Training of new Councillors. Identify resource for capacity building & mentoring programme through 1 st year.	Pers F&G	SG	03/2022	All new members to attend new Cllr Training plus other training relevant to their role	

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39	Proactive working with Buckinghamshire Council	Take an active role in the Community Board, B&MKLAC, possible future delegation opportunities etc	Chair	SG	ongoing	PC charter has been signed with BC.	
40	Become a Quality Council under the Local Council Award Scheme	Ensure all policies necessary are in place and up-to-date and published on the HPC website.	F&G	EM SG	10/2021	Submission in August 2021	
		Ensure all best practices are being followed	ALL	ALL	ongoing		
41	Establish working arrangements for new Parish Centre	Review customer opening hours, rota for reception and phones, comms etc. BC "gateway" role? Hiring of room.	Pers F&G	All	4/21	Completed Hiring of room delayed due to Covid but now being trialled by several groups.	
		Identify resource for staff mentoring & capacity building for post-Covid return to work in new operating Environment (premises and Council)	Pers F&G	All	03/22	Ongoing	
42	Update Village Guide	After the election start to update content.	F&G	SG KG	12/2021	Elections happened, covid restrictions still in place has delayed production. Started with view to publication in new year.	
43	Banks Park Recreation Ground and Haddenham Educational Charities	Ensure the Council continues to fulfil its role as sole trustee of the charities and complies with Charity Commission regulations	ALL	ALL	Ongoing	Work initiated to set up a new CIO with a view to merging all of the smaller charities, possibly BPRGC too.	
44	Support for local organisations	Maintain a grant awarding policy to offer financial support to local organisations	ALL	SG	Ongoing	No grants requested this year as groups slow to restart whilst COVID restrictions are still an issue.	
		Assist organisations with grant applications to other bodies	F&G	EM	Ongoing		

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		Appoint representatives to support the work of voluntary organisations	ALL	SG	ongoing		
45	Community Liaison	Working with community groups for the benefit of the parish; supporting events; hosting events on PC land	ALL	ALL	ongoing		
		Supporting an inclusive community	ALL	ALL	ongoing		
46	Review support for Covid initiatives	Decisions on dedicated phone line and Haddenham Hamper	F&G	SG JA	12/2021	Decision taken to downgrade Haddenham Hamper website.	