

**Haddenham Parish Council
Action Plan 2022-27**

	Objective	Actions	Cttee	Officer	Target	Progress at 10/01/22	Budget
Transfer of assets from developers to HPC							
1	Open spaces on land at Haddenham Airfield	Work with IBB solicitors to transfer the next areas available.	F&G	SG EM	Dec-23	Initial meeting with PC's solicitor.	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 EM	Dec-23	BC still to carry out initial inspection.	0
		Issue invoice for commuted sum	F&G	SG	Dec-23		0
2	Street lights on land at Haddenham Airfield	Agree a commuted sum	FAC	SG EM	Dec-24	Completed	£440 per column
		Inspection before adoption	FAC	SG EM	Dec-24	This will happen after the highway is adopted by BC date dependent on completion of site.	0
		Issue invoice for commuted sum	F&G	SG	Dec-24		
3	Open Spaces on Land at Dollicott (Platers Road)	Work with IBB solicitors to obtain legal advice on the title deeds	F&G	SG EM	Jun-22	Issue with rights of access across land to HAD007 area as this land has been transferred to Platers Road management agency without this approved rights of access. This is with our solicitors and BC legal team.	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.	F&G	SG EM	Jun-22	In dispute, due to rights of access not being correct, contrary to S106 agreement.	0
		Issue invoice for commuted sum	F&G	SG	Jun-22	Once final certificate has been issued.	
4	Open Spaces 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 EM	Jul-21	Agreement signed.	0

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		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	Apr-23	Initial Inspection carried out April 2021 Start when 2 year maintenance period complete	
		Issue invoice for commuted sum	F&G	SG	Apr-23	Once final certificate has been issued.	
5	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	Jul-21	Completed, agreement signed.	
		Facilitate an agreement between Dandara and Haddenham Cricket Club to obtain an ECB approved layout of the site	PLAN	SG EM	Jun-22		
		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	Dec-24	Will not need maintenance period? Discussions ongoing.	
						Handover date revised following meeting 02/02/21	

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6	Street lights on land at Aston Road	Agree a commuted sum	FAC	SG EM	Dec-24	This will happen after the highway is adopted by BC, date dependent on completion of site	
		Inspection before adoption	FAC	SG EM	Dec-24		
		Issue invoice for commuted sum	F&G	SG	Dec-24		
7	Burial Ground / Car Park / Pavilion site on land at Aston Road	Work with IBB solicitors to transfer the land	F&G	SG EM	Jun-22	Anticipated that this land can be transferred ahead of the sports pitches	
Building New Facilities							
8	Design and Construct Airfield pavilion	Appoint architect and project manager	F&G	SG	Jun-16	Completed – PCMS appointed	
		Agree design	F&G	SG	Mar-18	Completed	
		Planning Permission	F&G	SG	Jan-19	Completed	
		Carry out tendering process	F&G	SG	Jun-19	Completed	
		Appoint contractor			Jan-21	In progress	
		Review specification for sustainability	F&G	SG/EM	Aug-21	Completed	
		Sign contract to build	F&G	SG/EM	Nov-21	completed	
		Building work – monitoring with PCMS	F&G	SG/EM	Sep-22	Ongoing monthly meetings in diary	
		S106 monitoring report for BC	F&G	SG	Sep-22	initiated	
		Invoice CALA homes for staged S106 payments	F&G	SG	Sep-22	2 of 4 staged payments received, 3 rd once foundations are in to damp proof	
		Work with Persimmon and BC to amend S106 for Chilworth Gate to allow use for this project	F&G	SG	May-22	Agreement from Persimmon and BC to do this. HPC agreed to pay legal fees. Now with solicitors.	

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9	Design and Construct Aston Road pavilion	Appoint architect and project manager	F&G	SG	2018	Completed – PCMS appointed	
		Agree design	F&G	SG	Aug-22	Initial draft needs more work	
		Planning Permission	F&G	SG	Feb-23		
		Carry out tendering process	F&G	SG	Dec-23		
		Appoint contractor			Jan-24		
		Review specification and sign contract to build	F&G	SG/EM	Jan-24		
		Building work – monitoring with PCMS	F&G	SG/EM	Oct-24		
		S106 claim from BC	F&G	SG	Oct-24	Not clear if will be paid directly to HPC	
10	New Burial Ground	Obtain Environment Agency approval	F&G WG	EM SG JA	Sep-22	Identified cemetery professionals to advise. Topographical survey carried out by Dandara which will be shared with HPC and can then progress.	
		Agree final layout in line with EA approval	F&G WG	EM SG JA	Jun-23		
11	Monitoring of S106 funding	Work with BC Officers to ensure HPC is aware of all S106 receipts, projects assigned, balance remaining and ensure usage before expiry date.	F&G	SG	Ongoing	Recent receipts from Airfield and Aston Rd now included. Tibbs Rd pavilion funding agreed with all parties.	

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Refurbishment / Rebuilding of Existing Facilities							
12	Village Hall Phase 2/3: Refurbishment / rebuild of remainder of complex	Full condition survey	F&G	SG	Jul-18	Identified significant maintenance work required and likely limited life for large hall	
		Options appraisal	F&G HVH	SG	Jan-19	Presentation by PCMS on possible options and phasing	
		Set up working group with representatives of HPC and HVH	F&G HVH	SG EM	Jan-20	Now meeting regularly to progress decisions. Full record on PID.	
		Appoint architect / project manager	F&G HVH	SG EM	Dec-22		
		Decision on rebuild or refurbish & phasing	F&G HVH	SG EM	Dec-22	S106 main contributor is still in planning stage. May also need a PWBL	
		Funding sources; need to plan ahead	F&G	SG EM	2025		
13	Woodways Pavilion	Full condition survey	F&G	SG	Feb-19	Identified significant maintenance work required.	
		Appoint architect / project manager	F&G	SG EM	Jun-22		
		Options appraisal	F&G	SG EM	Dec-22		
		Decision on rebuild or refurbish	F&G	SG EM	Dec-22		
		Funding sources need to plan ahead	F&G	SG EM	2023?	S106; may also need PWBL &/or private investment	

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Charities							
14	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		
15	Amalgamation of Haddenham Charities	To obtain legal advice on potentially merging some or all of the smaller charities into a new CIO.	F&G BPRGC HEC Parochial	SG EM	Dec-22	All charities support the proposal.	
		Consultation of public & stakeholders	ditto	SG EM	Apr-22		
		Agree a scheme for the new CIO	Ditto	SG EM	Aug-22		
		Obtain charity commission approval for the new CIO	ditto	SG EM	Dec-22		
		Transfer charity assets to the new charity	Ditto	SG EM	Jun-23		
		Allotment site lease renewal	Ditto	SG EM	Jun-23	Specialist surveyor for valuation arranged	
16	Parochial Charities	Support trustees with day to day management	Ditto	SG EM	Sep-23		
17	Banks Park - New leases for PC Office and HVH	Prepare draft Heads of Terms	F&G	SG/EM	Dec-20	completed	
		Agree Heads of Terms with HVH	F&G	SG/EM	Mar-21	Agreed	
		Obtain legal advice on behalf of BP	BPRGC	SG/EM	Jun-23	This has been done and has led to wider discussion on the amalgamation above	
		Contact Charity Commission to make sure new arrangements are acceptable	BP HVH	SG/EM	Jun-23	Partly completed. Have options from CC to take forward to BPRC/ HVH CIO	
		Draft new leases and agree with all parties	F&G CIO HVH	SG/EM	Jun-23	Head of terms agreed between HVH & HPC. Lease needs agreeing between BP and HPC following CC and legal advice.	

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		Hiring and booking arrangements for new meeting room	BPRGC	SG/EM	Dec-21	Until amalgamation of charities set up this will be managed by BPRGC	
18	BPRGC – Banks Cottage Lease	Lease renewal process started but stalled during pandemic.	BPRGC	SG EM	Jun-22	Most heads of terms have been agreed but some outstanding discussion on some points.	

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Planning							
19	New Planning Applications	Respond to BC consultations on c.100 planning applications per annum	PLAN	SG KG	Mar-23	Ongoing process	0
20	Major developments	Meet with developers pre-application	PLAN	SG KG	Mar-23	Ongoing process	0
		Submit detailed responses to outline and reserved matters applications noting residents' concerns where material	PLAN	SG KG	Mar-23	Ongoing process, in particular Land West of Churchway.	
		Negotiate on the provision of new facilities through S106 or CIL contributions and adoption by the PC	PLAN	SG KG	Mar-23	Ongoing process	
		Liaise with developers during construction	PLAN	SG EM KG	Mar-23	Ongoing process	
21	Enforcement	Report breaches of planning regulations liaise with BC officers to rectify	PLAN	SG KG	Mar-23	Ongoing process	
22	Streetscape Project traffic impact study	Draft an initial specification for the project	PLAN	SG KG	Nov-20	Completed by DT	£25,000
		Identify specialist professional to take on the work	PLAN	SG KG	Dec-21	Initiated by DT	
		Review specification and finalise	PLAN	SG KG	Dec-21		
		Submit an application to the Community Board for funding	PLAN	SG KG	Dec-20	Completed – 50% awarded	£12,500
		Appoint specialist professionals	PLAN	SG KG	Nov-21	Completed – Paul Jones Associates appointed	
		Work with PJA on project	PLAN	SG KG	Jun-22		
		Liaise with BC Officers to agree resulting projects	PLAN	SG KG	Jun-22		
		Identify funding sources to deliver projects	PLAN	SG KG	Dec-22		
22	Neighbourhood, Local & regional Plans	Monitor progress with Bucks Council Local Plan and respond to consultations; CaMKOx corridor plans for growth; "Planning for the Future" White Paper	PLAN	SG KG	Mar-23	Work started on Bucks Council Local Plan; CaMKOx expressway scrapped but the Arc is still promoted for growth. White Paper downgrades Neighbourhood Plans	£50,000 (new NP)

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Managing our Assets and Environment							
23	Prepare a business plan for becoming a burial authority	Attend cemetery management training course	F&G	SG JA DH		Done – other Cllrs may also choose to attend	
		Register as a burial authority	F&G WG	EM SG	Dec-23		
		All relevant documentation in place to comply with legislation	F&G WG	EM SG	Dec-23		
		Identify priority projects		SG KG	Jan-20	Presented to PC and agreed	
		Set up collaboration with ZCH to progress priority projects		SG KG	ongoing	Regular meeting now being held with representatives	
		Implementation strategy		SG EM	ongoing	New Committee and working groups set up.	
		Community Engagement		SG KG EM	ongoing	Slow progress due to Covid. Online meetings with groups now being held.	
24	PC Office / Conference Room	Interim agreement with HVH for management responsibilities	FAC BPRGC		Ongoing		
		Ensure all necessary health and safety measures are in place.	FAC	ALL	Ongoing	Fire alarm checks, legionella procedures in place	
		Overseeing of cleaning and repairs	FAC BPRGC	JA +	ongoing	Currently reactive – need to work toward more proactive approach	

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25	Woodways pavilion	Responsibilities transferred to HPC but need to liaise with users	FAC SFC	JA EM	Ongoing	Transfer going well but still learning about the building	
		Ensure all necessary health and safety measures are in place.	FAC SFC	JA EM	Ongoing	Progress made with legionella testing and fire safety but some work to do	
		Cleaning and repairs	FAC SFC	JA EM	Ongoing	Cleaner appointed; catching up with backlog of repairs	
		Replacement kitchen	FAC SFC	JA EM	Jun-22	Quotes obtained but need refining	
26	Tibbs Road Pavilion	Cleaning	FAC	JA		Need to see if cleaner can take this on	
		Snagging monitoring post build	FAC	SG JA EM	Dec-22		
27	Sports Pitches	Improve sports pitch maintenance. Through obtaining advice develop an annual inspection and maintenance program. Ensure grass cutting is maintained to acceptable standard.	FAC	JA EM	Dec-22	Tibbs Road pitches in poor condition due to lack of autumn spring maintenance. Woodways not too bad following spring treatments. Additional work done in Oct 21. Spring work scheduled. Contractor aware of grass cutting requirements.	

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28	Hiring / leasing	Ensure all sports clubs have licences in place and annual fees are reviewed	FAC	SG EM	Apr-22	New licences agreed in 2021. Fees will be reviewed for 2022.	
		Sports and Social Club lease	FAC	SG EM	Apr-22	Draft prepared and under negotiation. Fees will need to be reviewed.	
		Tibbs Road pavilion will need new hiring agreements	FAC	SG EM		HYFC licence to update and fees to review. Other users will need hiring agreements	
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	May-22		0
		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 as needed.	FAC	SG EM KG JA	ongoing	All play areas fairly new but will need constant monitoring.	£90,000
30	Trees	Carry out tree survey and prepare a maintenance plan	FAC	JA	Jun-22	Survey now due	
		Treescapes Project	FAC	JA SG	Mar-25	Monitor and maintain trees planted in January 2021 and reclaim costs from grant.	
		reLeaf village tree planting project. Work with volunteers to plant trees in the village.	FAC	SG JA	Mar-23	Sheerstock and Woodways started other areas to start.	
		Phased removal and replanting of Leylandii hedge on Sheerstock boundary	FAC	SG JA	Mar-25	Section 1 trees removed and planting planned. Next section removal needs to be scheduled.	
		EV car charging in HVH car park for EV car club and users.	FAC VHMC	SG EM	Jun-22	Quotes being obtained.	
31	St Mary's churchyard boundary walls repair	Next phase of restoration programme.	FAC	SG EM JA	May-22	Planning permission applied for due to start 2022. Awaiting updated quote.	£100,00

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	Breeze Block wall at the rear of St Mary's has collapsed	Re-build of wall needed	FAC	JA	May-22	Planning permission applied for due to start 2022. Awaiting quote.	
32	Prepare asset management plans for: verges, open spaces, village greens, playgrounds, ponds, trees, street lights, footpaths; dog & litter bins etc	Define/map all assets; agree management & maintenance regimes; plan future expenditure/ re-provision	FAC	SG JA EM	Mar-23	Ongoing – grounds maintenance and football pitches agreed.	
33	Allotments, Orchard, Snakemoor	Allotments and Orchard Committees to meet regularly to support volunteers and agree management plans	FAC	SG EM KG	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	Dec-21	Ongoing - working parties have continued when allowed during pandemic. Still need to establish a more formal once lockdown restrictions have lifted.	
34	Green Flag accreditation scheme	Review/cost feasibility of seeking	FAC	SG EM	03/2022or 2023?	<i>[date extended because need to have asset management plans in place first][Is Quality Council accreditation enough for one year?]</i>	

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35	Decarbonisation and energy usage reduction	Proposal for Village Hall to add solar PV, new air conditioner heating / cooling and insulation to roof.	FAC VHMC	SG EM	Dec-22	Feasibility assessment underway and quotes for work being obtained. Grant funding opportunities being investigated.	
		Woodways pavilion insulation and solar PV	FAC SFC	SG EM	Dec-22	Feasibility needed.	
36	Haddenham Feast	Review set up with Fair owners to address safety concerns	FAC	SG EM	Aug-22	Meeting to be arranged.	
37	Service contracts	Contract monitoring to ensure service delivery.	FAC	ALL	ongoing	Weekly meetings with Senior groundsman; quarterly meetings with contract manager.	
		Carry out a tendering process when service contracts are coming up for renewal.	FAC	SG JA EM	May-23	Ground maintenance due for renewal again in May 2023. Streetlights renewed for 3yrs Jan 2022. Churchyard maintenance renewed for 3yrs July 2021.	
		Assessment of contract vs in-house grounds maintenance prior to renewal of grounds maintenance contract in 2023.	FAC	SG	Jun-22	Not started.	

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Climate Emergency							
37	Climate emergency declaration	Zero carbon emissions for the village	ALL	ALL	2030	Deadline to achieve net zero carbon emissions	
		Provide support for the establishment of an electric car club in the village	CEC	SG EM	Dec-22	Good progress made. Need EV car charging point in central location. HVH being researched.	
		Identify ways of encouraging home owners to decarbonize their homes and reduce energy usage.	CEC	SG EM	Dec-25	Initial research underway	
		Reduce food waste and the carbon footprint associated with the food we eat	CEC	SG EM	2030	Suitable initiatives have been identified but need working up into something usable for Haddenham.	
		Investigate the possibility of a Community Energy Project if the new Energy Bill is passed in Parliament.	CEC	SG EM	Dec-24	Not started	
		Work with local land owners on a large scale tree planting project, in particular on the flood plain.	CEC	SG EM		Early discussions started and funding opportunities identified	
Staff and Councillors							
38	Councillor Training	Training of new Councillors. Identify resource for capacity building & mentoring programme.	Pers F&G	SG	Mar-22	All new members to attend new Cllr Training plus other training relevant to their role	
39	Review Facilities Manager role	Review breakdown of responsibilities.	Pers F&G	SG	Mar-22	Review needed now part-time role established for 1 year. Clear that role cannot be part time with additional responsibilities that have and will be taken on.	
40	Staff Training and Performance Review	Through a regular performance review program, ensure all staff have skills necessary to fulfil their role and keep up to date with current legislation and good practice. Encourage personal development and expansion of roles.	Pers F&G	ALL	ongoing	As the responsibilities of the PC have grown staff have undertaken training and their roles have evolved to meet the needs of the Council	

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41	Burial Ground Management	Consider whether a specialist role of Burial Ground Manager is needed or if the role can be taken on by current staff with experience and some training.	Pers FAC	SG EM	Dec-22	Not started	
42	Youth Club	Employ the services of a youth worker and liaise with Buckinghamshire Council and Haddenham Junior School to re-establish the youth club.	F&G	SG	Jun-22	Meeting set for Jan 2022 to start process.	

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Maintaining a Quality Council Service							
43	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	Dec-21	Submission in August 2021	
		Ensure all best practices are being followed	ALL	ALL	ongoing		
44	Customer facing service	As far as possible ensure a member of staff is available in the PC office to provide a face to face customer service	Pers	All	ongoing	This was impacted by the pandemic but is now reinstated due to completion of the new office with secure lobby area.	
45	Impact of pandemic	Ensure continuity of council business	ALL	ALL	Ongoing	There has not been a serious impact on business continuity and measures are in place that continue to work well	
		Use of hybrid and informal meetings	ALL	ALL	ongoing	Purchase of specialist conferencing equipment has allowed meetings to be held more safely by allowing residents to join remotely. This practice will continue.	
		Working from home	ALL	ALL	ongoing	Cloud based IT system and laptops have allowed staff to work remotely to reduce risk of viral transmission in the office. Working from home rota in place.	

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Partnership Working							
46	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.	
47	Devolved Services	Participate in discussions and consider opportunities for renewal and expansion of devolved responsibilities.	FAC	SG JA	Mar-23	New devolved service agreement promised for April 2023. Current agreement extend until then.	
48	Haddenham-Thame and Haddenham-Aylesbury (cycle) Greenway	Continue to actively support and participate in collaboration with Buckinghamshire Council and others.	FAC	SG EM	Not known	This is now more difficult to engage with since the working group of the Community Board was disbanded.	
49	Support for local organisations	Maintain a grant awarding policy to offer financial support to local organisations	ALL	SG	Ongoing		
		Assist organisations with grant applications to other bodies	F&G	EM	Ongoing		
		Appoint representatives to support the work of voluntary organisations	ALL	SG	ongoing		
50	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		
51	Review support for Covid initiatives	Dedicated phone line and Haddenham Hamper	F&G	SG JA	ongoing	Still in place but no calls on the service for a long time now.	