



Business Plan 2024-29

For approval at Full Council 8th January 2024

This plan sets out the main business objectives for Haddenham Parish Council for the next 5 years. The accompanying Action Plan sets specific tasks and targets and will be used to monitor progress.

Facilities Committee (management of PC's assets, land & premises)

Asset Management

- Ensure all Parish assets (land and premises) are properly managed with all necessary health and safety processes in place.
- Ensure all necessary hiring / leasing agreements are in place for the use of all community facilities; manage the hiring out of the PC's Conference Room; conduct an annual review of hiring charges.
- Have in place asset management plans for open spaces, playgrounds and play equipment, street lights, trees, ponds etc and keep under review annual programmes and arrangements for their maintenance, upkeep, repair and improvements or replacement.
- Continue the programme to restore boundary walls at St. Mary's Churchyard.
- Consider options for cobble relaying project.

Open Spaces

- Investigate mapping project to plot all allotments; if successful, could be used for burial plots.
- Ensure adopted land and play areas are added to the maintenance schedule and managed in line with the requirements of the relevant planning permission.
- Investigate the feasibility of seeking Green Flag accreditation.
- Adopt a Biodiversity policy and continue to prioritise biodiversity in working practices.
- Support volunteer groups who manage the allotments, Snakemoor and Townsend Community Orchard on behalf of the Parish Council.
- Monitor the new grounds maintenance contract; later in the year to commence a review of future options including possibility of in-house resourcing at end of contract in 2025 (or 2026 if optional 1-year extension agreed).
- Review marginal planting and water supply to Church End pond
- Consider watercourse project to ensure water remains free flowing and to ensure understanding of riparian responsibilities.

Events

- Review the arrangements for Haddenham Feast with the organizers of the Fair to address safety concerns.
- Provide support for Haddenham Village Fete and Haddenham Beer Festival

Planning Committee (development management, forward planning, major projects)

Development management & forward planning

- Respond to Buckinghamshire Council consultations on circa 100 new planning & listed building applications per annum.
- Advice to residents about planning matters
- Hold pre-application meetings with developers when invited.
- Negotiate new facilities for inclusion in S106 (and future CIL) agreements, particularly sport/leisure/recreation, Streetscape and walking & cycling opportunities.
- Liaise with developers during construction; monitor construction for deviation from plans or flaws in building work; mediate as appropriate between residents and developers.
- Monitor progress with the emerging Local Plan for Buckinghamshire and actively participate during forthcoming consultation stages.
- Continue to monitor the implications for Neighbourhood Planning of changes in national planning policy, and keep under review the merits of undertaking a new Neighbourhood Plan.

Major Projects

- Design, approvals and laying out of a new burial ground at Aston Road.
- Design, funding, approvals and construction of pavilion at Aston Road.
- Village Hall: work in collaboration with the Village Hall Management Committee to bring forward investment plans for the improvement of the main hall, Walter Rose room, Mabel Parkinson room and Foyer.
- Woodways pavilion: carry out options appraisal, agree the way forward and identify sources of funding.
- Streetscape: progress 20mph zone as priority arising from final report; identify opportunities for promoting/funding further projects.
- Work with HadSWAC and Thame Town Council to progress Thame-Haddenham-Aylesbury cycle/greenway with Buckinghamshire Council and Oxfordshire County Council.
- Monitor receipt and expenditure of S106 agreements to ensure projects are delivered and all available funding is utilized within time limits by Buckinghamshire Council, particularly Thame Rd contribution; cycle connectivity to Thame and Aylesbury; commuter parking near Station.
- Identify alternative sources of funding where the cost will not be covered fully by S106 contributions.
- Support residents' group on the Speedwatch scheme.

Transfer of assets from developers

With new housing developments in the village the Parish Council has agreed to take over the ownership and management of a large amount of amenity space at:

- Haddenham Airfield (Tibbs Road) – Cala Homes
 - Progress transfer of the remaining parcels of land;
 - adopt the street lights after highway adoption by Buckinghamshire Council

- Land at Dollicott (Platers Road) – Cala Homes
 - Complete the delayed open space transfer following BC response about pedestrian connectivity to HAD007
- Aston Road - Dandara
 - Transfer of remaining open space including NEAP, cricket & burial grounds subject to concluding S106 amendment to include funding of sports pavilion;
 - Finalise details of the specification of the cricket pitch in collaboration with HCC and ECB;
 - Adopt the street lights after highway adoption by Buckinghamshire Council
- Land west of Churchway - Redrow
 - Negotiate with the developer for transfer of at least the streetlights and playground to HPC rather than a residents' management company given that any wider transfer of land not looking promising;
 - Negotiate the supply of witchert for a village store
 - Negotiate walking/cycling connectivity to Station from Phase 2

Finance & General Purposes Committee (operational business management, budget & finances, external relationships, comms)

- Annual review of Business (overview) and Action (detailed) Plans
- Annual budget review and precept setting
- Quarterly income & expenditure monitoring
- Audit and accounting protocols and routines in accordance with financial regulations
- Maintain and update policies and procedures
- Grants and practical support to local groups/organisations including Haddenham Community Library and the Youth Project following the withdrawal of BCC support c. 2012 and review possible extension of support to both youth work and the Community Library
- Grants for public-facing witchert walls upkeep and advice
- To manage and participate in the relationship with outside bodies including Buckinghamshire Council, BMKALC, NALC, CiLCA, neighbouring Town & Parish councils and parish meetings
- Take an active role in Buckinghamshire Council's Community Board and Parish Liaison (planning) forum
- Communications including the quarterly newsletter, Village Guide (update next due 2025), monitoring social media, Community Fair etc. and consider possible extension to PC comms

Personnel Committee

- Develop the Councillors and staffing team through ongoing training
- Review current salary levels against assessment criteria
- Appoint caretaker role for Airfield Pavilion
- Review resourcing of admin (including comms) tasks
- Subject to progress with burial ground, consider resource needs in becoming a burial authority

Climate Emergency Committee

- Feasibility of a replacement electric vehicle club (not requiring PC administration)
- Feasibility of providing an EV minibus for the village
- Hold a repeat energy efficient homes fair
- Awareness campaign on ways to decarbonize homes and reduce energy usage
- Food waste project
- Continue to investigate the feasibility of a community energy project.

Charities (Not a PC Committee but the PC acting as sole trustee of Haddenham Educational Charity and of Banks Park Recreation Ground Charity and the linked New Recreation Ground Charity; the PC also has default responsibility for 3 Parochial Charities)

- To investigate establishing a new single Charitable Incorporated Organisation (CIO - provisionally Haddenham Bucks Community Charity) with a view to merging and modernising the Parochial and Educational charities, and also if possible, Banks Park RGC and its linked charity
- To support the Parochial Charity Trustees to ensure the charities continue to fulfil their duties until new arrangements are in place
- To ensure the Banks Park Recreation Ground Charity and Educational Charity are properly managed in line with charity law
- To liaise with the Parish Council, the Village Hall Management Committee and the Charity Commission to set in place new leasing arrangements for the village hall (excluding the Parish centre)
- To manage the relationship with all BPRGC and New Recreation Ground (Woodways) tenants including landlord responsibilities as applicable
- To renew the lease on Banks Cottage
- To request BC to terminate old AVDC lease on part of the Woodways site car park

Principal achievements since last annual review

- Appointed Facilities Manager
- Handover of Airfield Pavilion
- Amendment to S106 agreement for Chilworth Gate to fund the pavilion
- Adopted the country park and LEAP at Aston Road after expiry of the 2-year maintenance period in April 2023;
- Planted and watered 150 trees and 1800 quicks with help from reLeaf volunteers
- Reviewed 90 planning applications
- Installed measures to decarbonize and reduce energy usage of Haddenham Village Hall and Woodways Pavilion
- Completed new lease for the allotment site
- Appointed new grounds maintenance contractor following tendering process
- Removed 400 tons of silt from Church End pond
- Built new witchert wall built in St Mary's Churchyard (first in 25 years)
- Held energy event
- EV car club started...and sadly ended
- Improved access to orchard
- Restored railings around war memorial