



Business Plan 2025-30

For approval at Full Council 13th January 2025

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.
- Ensure newly adopted play areas and street lights are added to asset register and inspection schedule.
- Have contracts in place for the management of streetlights and play areas.
- Identify and implement an asset management software package.
- Continue the programme to restore boundary walls at St. Mary's Churchyard.

Buildings

- Review the requirement for a caretaker role.
- Review of the arrangements with Active in The Community for the Airfield pavilion.
- Review of office space to accommodate additional staff.

Open Spaces

- Continue to bring the grounds maintenance service in-house through training, further recruitment and equipment purchase
- Investigate mapping project to plot all allotments; if successful, could be used for burial plots.
- Ensure adopted land is added to the maintenance schedule and managed in line with the requirements of the relevant planning permission.
- Once management plans are in place, investigate the feasibility of seeking Green Flag accreditation.
- 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.
- 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.
- Consider options for cobble relaying project.

Events

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

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, and review findings.

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;
- 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 ground.
 - Adopt the street lights after highway adoption by Buckinghamshire Council
- Land west of Churchway - Redrow
 - Adopt the streetlights after highway adoption by Bucks Council.
 - Retrieve and store the negotiated of witchert supply for village use.
 - 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 to ensure continuation of a local library service.
- Support a Youth Club to run from the youth and community centre
- Grants for public-facing witchert walls upkeep and advice.
- To manage and participate in the relationship with outside bodies including Buckinghamshire Council, BMKALC, NALC, SLCC, 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
- Prepare for the May 2025 local elections, and provide training for new councillors.

Personnel Committee

- Develop the Councillors and staffing team through ongoing training
- Review current salary levels against assessment criteria
- Recruit for new roles identified in the staffing review carried out in 2024
- 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
- 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 continue with plans to merge and modernising the Parochial and Educational charities.
- 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 and PC office.
- 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
- To work with the dental surgery on the feasibility of an extension to Banks Cottage.

Principal achievements since last annual review

- Terminated the grounds maintenance contract and brought the service in-house.
- Completed the transfer of phase 1 land at Aston Road.
- Planning application submitted to Bucks Council for Aston Road pavilion.
- Negotiated with Dandara for the specification of the new cricket pitch to include an all-weather wicket.
- Negotiated a store of witchert from the Redrow site for use in the repair of heritage assets.
- Worked with a specialist solicitor to consider amalgamating local charities which proved not to be possible.
- Collaborated with Bucks Council Officers to initiate a project to utilize S106 funding for improvements to Thame Road for pedestrians and cyclists in line with Streetscapes proposals.
- Ensured streetscapes project for Stanbridge Road improvements is included in developer contributions for recently approved applications.