

Haddenham Parish Council Business Plan 2021-22

	Objective	Actions	Cttee	Officer	Target	Progress at 01/01/2021	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	FGP	SG	12/2020	Transfer documents agreed and signed. Ready to complete	
		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	
		Issue invoice for commuted sum	FGP	SG	11/20	completed	
2	Street lights on land at Haddenham Airfield	Agree a commuted sum	ENV	SG EM		Completed	
		Inspection before adoption	ENV	SG EM	2022	This will happen after the highway is adopted by BC date dependent on completion of site	
		Issue invoice for commuted sum	FGP	SG	2022		
3	Open Spaces on Land at Dollicott (Platers Road)	Work with IBB solicitors to obtain legal advice on the title deeds	FGP	SG	03/2021	Started	
		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.	FGP	SG	03/2021	Start when 2 year maintenance period complete	
		Issue invoice for commuted sum	FGP	SG	03/2021	Once final certificate has been issued.	

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4	Street lights on land at Dollicott (Platers Road)	Agree a commuted sum	ENV	SG EM		Completed	
		Inspection before adoption	ENV	SG EM	11/2020	Completed	
		Issue invoice for commuted sum	FGP	SG	12/2020	Issued	
5	Open Spaces on Land at Aston Road	Work with IBB solicitors to obtain legal advice on the title deeds for up front legal agreement	FGP	SG	12/2020	Started, close to agreement	
		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.	FGP	SG	12/2022	Start when 2 year maintenance period complete	
		Issue invoice for commuted sum	FGP	SG	03/2021	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	FGP	SG	12/2020	Started close to agreement	
		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.	FGP	SG	06/2023	Will not need maintenance period? Discussions ongoing.	
7	Street lights on land at Aston Road	Agree a commuted sum	ENV	SG EM	12/2022	This will happen after the highway is adopted by BC date dependent on completion of site	
		Inspection before adoption	ENV	SG EM	2022		
		Issue invoice for commuted sum	FGP	SG	2022		

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Building New Facilities							
8	Design and Construct Airfield pavilion	Appoint architect and project manager	FGP	SG	06/2016	Completed – PCMS appointed	
		Agree design	FGP	SG	03/2018	Completed	
		Planning Permission	FGP	SG	01/2019	Completed	
		Carry out tendering process	FGP	SG	06/2019	Completed	
		Appoint contractor			01/2021	Waiting for land transfer to complete	
		Review specification and sign contract to build	FGP	SG/EM	01/2021		
		Building work – monitoring with PCMS	FGP	SG/EM	10/2021		
		S106 monitoring report for BC	FGP	SG	10/2021		
		Invoice CALA homes for staged S106 payments	FGP	SG	08/2021	2 of 4 staged payments received	
9	Design and Construct Aston Road pavilion	Appoint architect and project manager	FGP	SG	2018	Completed – PCMS appointed	
		Agree design	FGP	SG	12/2022	Initial draft needs more work	
		Planning Permission	FGP	SG	06/2023		
		Carry out tendering process	FGP	SG	12/2023		
		Appoint contractor			01/2024		
		Review specification and sign contract to build	FGP	SG/EM	01/2024		
		Building work – monitoring with PCMS	FGP	SG/EM	10/2024		
		S106 claim from BC	FGP	SG	10/2024	Not clear if will be paid directly to HPC	
10	New Burial Ground	Obtain Environment Agency approval	FGP WG	EM SG JA	12/2023	Identified cemetery professionals to advise. On hold until building work complete to carry out surveys.	
		Agree final layout in line with EA approval	FGP WG	EM SG JA	06/2024		

	Objective	Actions	Cttee	Officer	Target	Progress at 01/01/21	Budget
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	FGP	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	FGP BP	SG	02/2019	PCMS appointed	
		Agree refurbishment plans	FGP BP	SG	05/2019	completed	
		Carry out tendering process	FGP	SG	06/2019	Completed	
		Appoint contractor	PC		08/2020	completed	
		Review specification & sign contract	FGP	SG	09/2020	completed	
		Building work – monitor with PCMS	FGP	SG	02/2021	In progress	
		Sign off on completion of building work	FGP	SG	03/2021		
		Procurement of new furniture and equipment	FGP	SG EM JA KG	04/2021	In progress	
		Reclaim costs from NHB and S106	FGP	SG	09/2021	In progress for payments made to date	
12	Village Hall Phase2/3: Refurbishment / rebuild of remainder of complex	Full condition survey	FGP	SG	07/2018	Identified significant maintenance work required and likely limited life for large hall	
		Options appraisal	FGP HVH	SG	01/2019	Presentation by PCMS on possible options and phasing	
		Set up working group with representatives of HPC and HVH	FGP HVH	SG EM	01/2020	Now meeting regularly to progress decisions. Full record on PID.	

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		Appoint architect / project manager	FGP HVH	SG EM	06/21		
		Decision on rebuild or refurbish & phasing	FGP HVH	SG EM	12/2021	S106 main contributor is still in planning stage. May also need a PWBL	
		Funding sources; need to plan ahead	FGP	SG EM	2025		
13	Woodways Pavilion	Full condition survey	FGP	SG	02/2019	Identified significant maintenance work required.	
		Set up working group with representatives of PFMC	FGP PFMC	SG EM	12/2021		
		Appoint architect / project manager	FGP PFMC	SG EM	12/2021		
		Options appraisal	FGP PFMC	SG EM	12/2021		
		Decision on rebuild or refurbish	FGP PFMC	SG EM	06/2022		
			FGP PFMC	SG EM	12/2021		
		Funding sources need to plan ahead	FGP	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	FGP WG HYFC	SG JA EM	03/2021	Initial research done. Working group set up to progress. Now need to discuss with HYFC	
15	Prepare a business plan for becoming a burial authority	Attend cemetery management training course		SG JA DH		Done – other Cllrs may also choose to attend	
		Register as a burial authority	FGP WG	EM SG	12/2024		

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		All relevant documentation in place to comply with legislation	FGP WG	EM SG	12/2024		
16	New leases BPC/PC and PC/HVHCIO	Prepare draft Heads of Terms	FGP	SG/EM	12/2020	completed	
		Agree Heads of Terms with HVH	FGP	SG/EM	01/2021	Meeting in diary	
		Obtain legal advice on behalf of BP	BP	SG/EM	01/2021	Initial contact with potential solicitors	
		Contact Charity Commission to make sure new arrangements are acceptable	BP HVH	SG/EM	03/2021		
		Draft new leases and agree with all parties	FGP BP HVH	SG/EM	03/2021		
		Hiring and booking arrangements for new meeting room	BP	SG/EM	05/2021		
17	New management agreement Woodways Pavilion	Prepare Draft Heads of Terms	FGP	SG EM JA	03/2021		
		Set up a working group with HPC an PFMC representatives to progress	FGP PFMC	SG EM JA	03/2021		
		Agree Heads of Terms	FGP PFMC	SG EM JA	03/2021		
		Draft new agreement and agree with all parties	FGP PFMC	SG EM JA	05/2021		
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 expected to be major application in 2021/22.	

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		Submit detailed responses to outline and reserved matters applications noting residents' concerns where material	PLAN	SG KG	03/2022	Ongoing process	
		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	
20	Enforcement	Report breaches of planning regulations liaise with BC officers to rectify	PLAN	SG KG	03/2022	Ongoing process	
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	03/2021	Initiated by DT	
		Review specification and finalise	PLAN	SG KG	03/2021		
		Submit an application to the Community Board for funding	PLAN	SG KG	12/2020		
		Appoint specialist professionals	PLAN	SG KG	03/2021		
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	03/2021	VALP still not yet adopted; work due to start on Unitary Local Plan; sparse info on CamKOx corridor; White Paper downgrades Neighbourhood Plans	
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	ENV	SG	09/2019	Submitted to LAF. Not considered until CB September 2020 – refused.	
		Resubmit funding application for initial stages only.	ENV	SG	12/2020		

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		Work with BC Parking Officers to complete affected residents' survey	ENV	SG EM	06/2021		
		Work with BC Parking Officers on scheme design	ENV	SG EM	12/2021		
		Dependent on above submit application to Community Board for 50% funding for localised public consultation	ENV	SG EM	12/2021		
		If scheme gets go ahead – wider statutory consultation and implementation	ENV	SG EM	12/2022		
24	Haddenham-Thame and Haddenham-Aylesbury (cycle) Greenway	Continue to actively support and participate in collaboration with Buckinghamshire Council	ENV	SG EM	Not known	David Truesdale has volunteered to Chair the working group of the Community Board that will monitor progress with this.	
25	Active Travel Scheme	With BC review temporary cycleway and 20mph introduced autumn 2020 under Government programme	ENV	SG	3/21	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 meeting now being held with representatives	
		Implementation strategy		SG KG	03/2021	In progress	
		Community Engagement		SG KG	ongoing	Slow progress due to Covid. Online meetings with groups now being held.	
27	Street lights	All new lanterns are LED. Reserves held for replacements. Keep updated record of UMS certificates.	ENV	SG EM JA	ongoing		

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28	Biodiversity	Draft and adopt a biodiversity policy	ENV	SG EM	05/2021		
		Review more biodiversity-friendly approach to verge cutting	ENV	SG EM	ongoing	This is challenging but has progressed.	
29	Repair/replace out-worn playground equipment	Replacement of failing equipment at Woodways Play Area	ENV	SG EM KG JA	07/2021	Options appraisal and budgeting started	65,000
30	St Mary's churchyard boundary walls repair	Next phase of restoration programme.	ENV	SG EM JA	09/2021	This has lapsed during lockdown but further stage(s) planned for next year.	100,000
31	Renewal of Grounds Maintenance Contract	Extend current contract to May 2021.	ENV	SG EM	05/2020	Extension agreed with Aspire for 1 year	
		Prepare specification for new contract. Consider viability of separate arrangements for the maintenance role	ENV Pers	SG KG EM	01/2020	started	
		Carry out tendering process and appoint contractor	ENV	SG KG	02/2020		
		New contract to start	ENV	SG	05/2021		
32	Consider Facilities Manager-style role to oversee grounds and premises	Prepare job profile, assess salary, include in budget, advertise, appoint	Pers FGP	SG	5/21		
33	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	ENV	SG JA EM	3/22		
34	Allotments, Orchard, Snakemoor	Allotments and Orchard Committees to meet regularly to support volunteers and agree management plans	ENV	SG EM	ongoing	Allotments and Orchard continue to run well through established sub-committees.	

	Objective	Action	Cttee	Officer	Target	Progress at 01/01/21	Budget
		Support new Snakemoor volunteer manager and agree a new way of working together	ENV	SG EM	04/2021	Work parties have continued when allowed during pandemic. Still need to establish a more formal	
35	Green Flag accreditation scheme	Review/cost feasibility of seeking	ENV	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.	ENV/ New title?	SG EM	05/21		
"Match-fit" PC for local leadership							
37	Parish Council Election	Community Engagement to attract new members	FGP	SG KG	04/2021	Postponed until May 2021 due to pandemic	
38	Training	Training of new Councillors. Identify resource for capacity building & mentoring programme through 1 st year.	Pers FGP	SG	03/2022	All new members to attend new Cllr Training plus other training relevant to their role	
39	Proactive working with Buckinghamshire Council	Take an active role in the Community Board, B&MKLAC, possible future delegation opportunities etc	Chair	SG	ongoing	There was a delay due to the pandemic but involvement is now picking up. PC Charter proposal to BC Jan 21	
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.	FGP	EM SG	01/2021	Underway	
		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 FGP	All	4/21	Refurbishment completion expected by March 2021	

	Objective	Action	Cttee	Staff	Target	Progress at 01/01/21	Budget
		Identify resource for staff mentoring & capacity building for post-Covid return to work in new operating environment (premises and Council)	Pers FGP	All	03/22		
42	Update Village Guide	After the election start to update content.	FGP	SG KG	09/2021	Delayed due to postponement of elections.	
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		
44	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					
		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	FGP	SG JA	6/2021		