

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

	Objective	Actions	Cttee	Officer	Target	Progress at 12/12/22	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-24	On hold until inspection carried out	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-24	BC still to carried out initial inspection.	0
		Issue invoice for commuted sum	F&G	SG	Dec-24		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	Cala say they are ready to hadn over. Some confusion about them going to a RMC.	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-23	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

		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	Parcel 1 01/04/2023	Initial Inspection carried out April 2021 due for hand over April 2023	
			F&G	SG EM	Sep-23	Parcel 2 ready for initial inspection	
		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	Apr-23	Meeting being scheduled Dec 22 to start this	

		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	45809	Cricket pitch layout due to start Feb 23. Then there will be initial inspection and 2 yr maintenance period.	
6	Street lights on land at Aston Road	Agree a commuted sum	FAC	SG EM		Completed, agreement signed.	
		Inspection before adoption	FAC	SG EM	01/04/2023 and 01/04/24	This will happen after the highway is adopted by BC. Phase 1 anticipated spring 2023. Remainder on completion of the site	
		Issue invoice for commuted sum	F&G	SG	01/04/2023 and 01/04/24		
7	Burial Ground / Car Park / Pavilion site on land at Aston Road	Work with IBB solicitors to transfer the land	F&G	SG EM	Sep-23	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	PLAN	SG	Jun-16	Completed – PCMS appointed	
		Agree design	PLAN	SG	Mar-18	Completed	
		Planning Permission	PLAN	SG	Jan-19	Completed	
		Carry out tendering process	PLAN	SG	Jun-19	Completed	
		Appoint contractor	PLAN		Jan-21	completed	
		Review specification for sustainability	PLAN	SG/EM	Aug-21	Completed	
		Sign contract to build	PLAN	SG/EM	Nov-21	completed	
		Building work – monitoring with PCMS	PLAN	SG/EM	Sep-22	completed	
		S106 monitoring report for BC	PLAN	SG	Sep-22	initiated	
		Invoice CALA homes for staged S106 payments	PLAN	SG	Sep-22	completed and all payments received	
		Work with Persimmon and BC to amend S106 for Chilworth Gate to allow use for this project	PLAN	SG	Dec-22	Agreement from Persimmon and BC to do this. HPC agreed to pay legal fees. Now with solicitors.	

		Work with PCMS and Marlow builders to resolve any snagging issues	PLAN	SG / IF	Jun-23	Started	
9	Design and Construct Aston Road pavilion	Appoint architect and project manager	PLAN	SG	2018	Completed – PCMS appointed	
		Agree design	PLAN	SG	Apr-23	Initial draft needs more work	
		Planning Permission	PLAN	SG	Sep-23		
		Carry out tendering process	PLAN	SG	Dec-24		
		Appoint contractor	PLAN		Dec-24		
		Review specification and sign contract to build	PLAN	SG/EM	Jan-25		
		Building work – monitoring with PCMS	PLAN	SG/EM	Mar-25		
		S106 claim from BC	PLAN	SG	Mar-25	Will need a DoV for the S106 agreement for the Aston Road site. Danadara have started process Dec 22	
10	New Burial Ground	Obtain Environment Agency approval	PLAN	EM SG JA	Dec-23	Identified cemetery professionals to advise. 2nd Topographical survey to be carried out by Dandara Dec 22 which will be shared with HPC and can then progress.	
		Agree final layout in line with EA approval	PLAN	EM SG JA	Jan-24		

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	Nov 22 received additional S106 contribution for revised phase 1 application on Aston Rd
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	Meetings have been infrequent due to availability of representatives
		Appoint architect / project manager	F&G HVH	SG EM	Dec-23	stalled due to difficulties meeting
		Decision on rebuild or refurbish & phasing	F&G	SG EM	Dec-23	stalled due to difficulties meeting
		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	Feb-19	Identified significant maintenance work required.
		Appoint architect / project manager	F&G	SG EM	Jun-23	
		Options appraisal	F&G	SG EM	Dec-23	
		Decision on rebuild or refurbish	F&G	SG EM	Dec-23	

		Funding sources need to plan ahead	F&G	SG EM	2024	S106; may also need PWBL &/or private investment	
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-23	Slow progress due to other priorities.	
		Consultation of public & stakeholders	ditto	SG EM	Apr-22	completed	
		Agree a scheme for the new CIO	Ditto	SG EM	Aug-22	HoTs agreed	
		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	valuation carried out and solicitor instructed to progress	
16	Parochial Charities	Support trustees with day to day management	Ditto	SG EM	Sep-23	ongoing support	
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.	

		Hiring and booking arrangements for new meeting room	BPRGC	SG/EM	Dec-21	Completed. Until amalgamation of charities set up this will be managed by BPRGC	
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18	BPRGC – Banks Cottage Lease	Lease renewal process started but stalled during pandemic.	BPRGC	SG EM	Jun-23	Most heads of terms have been agreed but some outstanding discussion on some points.	
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	Completed	
		Review specification and finalise	PLAN	SG KG	Dec-21	Completed	
		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	Completed	
		Liaise with BC Officers to agree resulting projects	PLAN	SG KG	Jun-22	Completed	
		Identify funding sources to deliver projects	PLAN	SG KG	Dec-22	Ongoing	
		Initiate 20mph project as highest priority from the consultation.		SG KG	Oct-22	completed	
		Work with PJA and BC to implement 20mph project		SG KG	Dec-23		

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)
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. IF to do	
		Register as a burial authority	F&G WG	EM SG IF	Dec-24		
		All relevant documentation in place to comply with legislation	F&G WG	EM SG IF	Dec-24		
		Charges to be agreed	FGP	EM SG IF	Dec-24		
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	IF	ongoing	Currently reactive – need to work toward more proactive approach	
25	Woodways pavilion	Responsibilities transferred to HPC but need to liaise with users	FAC SFC	IF EM	Ongoing	HPC now responsible for maintaining the building	
		Ensure all necessary health and safety measures are in place.	FAC SFC	IF EM	Ongoing	Legionella and Fire RA up to date	
		Cleaning and repairs	FAC SFC	IF	Ongoing	Cleaner appointed; catching up with backlog of repairs	
		Replacement kitchen	FAC SFC	JA EM	Apr-23	Completed	
26	Tibbs Road Pavilion	Cleaning	FAC	IF		Need to see if cleaner can take this on	
		Snagging monitoring post build	FAC	IF	Jun-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	IF	Mar-22	Dry summer has made maintenance difficult. Work needed to improve Tibbs Rd surface and drainage at Woodways.	
28	Hiring / leasing	Ensure all sports clubs have licences in place and annual fees are reviewed	FAC	SG EM	Apr-23	New licences agreed in 2021. Fee review underway. Higher running costs making process more difficult.	
		Sports and Social Club lease	FAC	SG EM	Apr-23	Licence and fees under review since change to The Whistler.	
		Tibbs Road pavilion will need new hiring agreements	FAC	SG EM	Jan-23	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	IF	ongoing		
28	Biodiversity	Draft and adopt a biodiversity policy	FAC	IF	May-22		0
		Review more biodiversity-friendly approach to verge cutting	FAC	IF	ongoing	This is challenging but has progressed.	
29	Repair/replace out-worn playground equipment	Replacement of failing equipment as needed.	FAC	IF	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	Completed	
		Treescapes Project	FAC	JA SG	Mar-25	Monitor and maintain trees planted in March 22 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 done. Work started at Tibbs Rd	
		Phased removal and replanting of Leylandii hedge on Sheerstock boundary	FAC	SG JA	Mar-25	Phase 1 completed. Phase 2 trees removed and replanting scheduled for early March 2023	

		EV car charging in HVH car park for EV car club and users.	FAC VHMC	SG EM	Jun-22	Completed	
31	St Mary's churchyard boundary walls repair	Next phase of restoration programme.	FAC	SG EM JA	May-22	Completed Oct 22	
	Breeze Block wall at the rear of St Mary's has collapsed	Re-build of wall needed	FAC	JA	May-22	Completed Oct 22	
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	IF	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	IF	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	IF	Dec-21	Julian meets with volunteers and HPC rep (NK) onsite to agree forward plans	

34	Green Flag accreditation scheme	Review/cost feasibility of seeking	FAC	IF	Jun-23	date extended due to other priorities	
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	Quotes obtained for solar. Handed over to HVH committee to progress.	
		Woodways pavilion insulation and solar PV	FAC SFC	SG EM	Jun-23	Initial quote obtained. Structural survey needed.	
36	Haddenham Feast	Review set up with Fair owners to address safety concerns	FAC	SG EM	Aug-22	This year's set up was improved after discussion with the owner.	
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	IF EM	May-23	Ground maintenance due for renewal again in July 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	IF SG	Jan-23	Initial review carried out and considered by committee. Still undecided.	
Climate Emergency							
37	Climate emergency declaration	Zero carbon emissions for the village	ALL	ALL	2030	Deadline to achieve net zero carbon emissions	
		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	Jul-23	Planning a conference in 2023	
		Provide support for the establishment of an electric car club in the village	CEC	SG EM	Dec-22	Car club now up & running	
		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	slow progress identifying land	
		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	completed	
39	Review Facilities Manager role	Review breakdown of responsibilities.	Pers F&G	SG	Mar-22	completed Sept 22. New Facilities Manager appointed	

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	
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-23	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	Youth club now up & running	

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	Completed
		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 from home.	
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	Revised Town & Parish Charter issued.	
47	Devolved Services	Participate in discussions and consider opportunities for renewal and expansion of devolved responsibilities.	FAC	SG IF	Mar-24	Current agreement wil now be extended to Mar 24.	
48	Haddenham-Thame and Haddenham-Aylesbury (cycle) Greenway	Continue to actively support and participate in collaboration with Buckinghamshire Council and others.	FAC	SG IF	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	This has now stopped	
52 Support Warm Spaces Initiative		Provide administrative help and a warm room	FGP	SG	Nov to Mar	Ongoing as needed	