

Harden Parish Council



Action Plan

The Parish Council has produced an Action Plan of activities we hope to deliver in 2018/19.

The planned activities may well change over the year and are likely to increase as we progress key topics, including the Allotments Project and the Neighbourhood Plan Project.

ACTIVITIES	ACTION(S)	BUDGET
Neighbourhood Planning	<p>To progress the Neighbourhood Planning process in Harden by: -</p> <ul style="list-style-type: none">• Appointing Planning Consultants• Applying for grant support to cover costs• Holding an engagement event with residents• Conducting a survey (online and distributed to all households)• Establishing a Project Team and wider Stakeholder Group	<p>Budget of £2,500 has been allocated towards consultancy and printing costs.</p> <p>The Parish Council will apply to The Ministry of Housing, Communities and Local Government for a grant to cover most of the costs associated with developing the plan.</p>

ACTIVITIES	ACTION(S)	BUDGET
Allotments	<p>Following petition by residents, and an allotments survey indicating strong demand for allotments in Harden, the Parish Council proposes to: -</p> <ul style="list-style-type: none"> • Establish an Allotments Project Team • Work with Bradford Council to identify suitable land • Progress the project in line with high level project plan 	A budget allocation of £1,500 has been made towards professional fees to assist the Council to take forward the allotments project.
Benches	Maintenance and phased replacement of benches in the village, many of which are in urgent need of repair and maintenance.	<p>A budget allocation of £1,000 has been made towards costs.</p> <p>Grant application(s) may be made to the Community Chest for further financial assistance.</p> <p>An approach may be made to the WI to jointly fund replacement of ‘shared’ benches.</p>
Telephone Kiosk	<p>Commission a contractor to renovate and re-paint the telephone kiosk.</p> <p>Launch a book exchange scheme – the most frequently suggested use by residents in a recent survey.</p>	A budget allocation of £500 has been made towards costs.
Assets	To explore protecting key assets including the Memorial Hall and the St Ives Estate, by registering as assets of community value.	No cost.
Play Equipment	Consider purchase of additional play equipment in the children’s playground.	A budget allocation of £2,500 has been made towards costs.

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Website	<p>Continue to develop the new website and encourage residents to subscribe to updates.</p> <p>Develop further pages and add new content including on Neighbourhood Planning.</p>	<p>No additional cost for ongoing development, usage and promotion.</p> <p>Further development re. Neighbourhood Planning to be included in grant application.</p>
Armistice Centenary	<p>To digitise the Harden at War exhibition and promote widely in the run up to Remembrance Sunday.</p> <p>To participate in a Remembrance Sunday ceremony.</p>	<p>Minor costs (software licence charges) maybe incurred.</p> <p>Purchase cost of a wreath.</p>
Christmas Lights	To provide Christmas lights in the village. To arrange inspection, annual switch on and village event.	Minor costs (refreshments).
Defibrillator	To maintain the community public access defibrillator and arrange the annual health check inspection and maintenance.	A budget allocation of £150 has been made towards health check costs.
Horticulture	<p>Maintain planting schemes in the raised beds and around the memorial.</p> <p>Plant out and maintain barrier baskets either side of the Long Lane crossing.</p>	A budget allocation of £1,000 has been made towards costs.
Trees	To inspect trees along key roadside locations and liaise with Bradford Council over replacements as required.	Bradford Council expected to fund most replacements. The Parish Councils horticulture budget, of £1,000, may be used to make a supporting donation as required.
Grit Bins	To identify, procure and stock two suitable grit bins.	No specific budget allocation. To be contained from underspends or reserves.

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	To be located close to the shops on either side of Wilsden Road.	
Traffic Issues	To liaise closely with Bradford Council's Highway Authority and the Police with regard to issues including re-profiling of the Long Lane speed bumps, possible introduction of a weight limit and parking and speeding.	Capital works will be financed by Bradford Council.
Small Grants	To make funding available to assist community groups through a small grants scheme.	A budget allocation of £500 has been made towards costs.
Data Protection	<p>To prepare for the GDPR and new Data Protection Act by: -</p> <ul style="list-style-type: none"> • Attending external training (the Clerk) • Cascade training for members (delivered by the Clerk) • Undertaking an Information Audit • Preparing new documents including Retention & Disposal Policy • Reviewing existing documentation and information archive, cataloguing information held and securely disposing of documents and online files, as appropriate • Switching to the use of a PO Box postal address • Adopting the use of .gov.uk mailboxes for all Councillors 	<p>Training budget of £150 is in place.</p> <p>Additional costs to be contained within the overall budget.</p>
Local Councils Award Scheme	To apply for the Foundation Award which demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.	Minor costs.

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	To develop and publish additional documentation and procedures as required before making application and subjecting to a peer review process.	