

SOUTH SWINDON PARISH COUNCIL

FORWARD PLAN

Daily Running & Projects

03.09.18

No	Project	Details	Work to be done	Completion	Delivery
1	Broadgreen Community Centre	To run the community centre for 1 year and consider the future running of the building including the refurbishment	Approve licence to occupy building for 1 year from 1 July 2017	Completed	
			Appoint new Community Centre Manager	Completed	
			Draw up Business Case and Budget	Completed	
			Arrange to extend Licence for 1 year 01-Jul-18	Completed	
			Obtain quotation for refurbishment work from survey	Sept 2018	Clerk
			Make decision about future of building and whole site	Oct 2018	Clerk
2	Old Town Library	To take over running of Old Town Library including refurbishment and creating child focused library	Quotes obtained for mural	Completed	
			Quotes for painting and carpet	Completed	
			Broadband installed and new IT	Completed	
			Re-opening event	Completed	

								Agree & sign new lease with GQ Theatres		Completed		
								Agree SLA with SBC		Oct 2018	Clerk	
								Additional Hours for Old Town		Completed		
								Repaint Woodwork		Oct 2018	Clerk	
								Signage		Nov 2018	Clerk	
								Look into Volunteers at Library		Oct 2018	Clerk	
								Draw up JD for Libarian role, agree with Council and advertise		Jan 2019	Clerk	
								Look at different ways to provide stock		Nov 2018	Clerk	
3	Play Areas							To approve 99 year leases with SBC and draw up a programme of refurbishment		Approve lease with SBC	Completed	
								Carry out review of condition of all play areas and draw up a priority list of play areas to be refurbished		Completed	Projects Officer	
								Carry out refurbishment of 1st play area		Nov 2018	Project Officer	
4	Allotments							Take over the running of allotment sites from SBC from 1 October 2017		Draw up new allotment agreement	Completed	
								Hold Allotment Holders Meeting		Completed		
								Set up allotment records and issue first invoices		Completed		

								Inspect allotment sites and draw up programme of work to sites	Completed		
								Revisit Charging Policy through Allotment Working Party	Completed		
5	Tree Planting	To undertake a survey of tree planting in road settings						Publicise on website	Completed		
								Investigate funding	Nov 2018		Projects Officer
								Obtain plan from SBC	Nov 2018		Clerk
								Draw up plan for planting	Nov 2018		Projects Officer
								Arrange for new trees to be planted	Dec 2018		Projects Officer
6	Seating in Parish	To undertake a survey of seating in road settings						Condition survey	Feb 2019		Projects Officer
								Proposal for replcement & new seating	March 2019		Projects Officer
7	Neighbourhood Plan	Investigate options for Neighbourhood Plan						Hold Meeting to gauge support	Sept 2018		
								Investigate work to be carried out and costs	Oct 2018		Clerk
								Make report to Full Council	Oct 2018		Clerk
8	Shaftesbury Lakes	New path, clear side of lake and new fishing platforms						Obtain Quotes	Completed		
								Obtain necessary permissions from SBC in writing	Completed		

					Draw up plan of works	Oct 2018	Clerk
					Obtain quotes to start works	Nov 2018	Clerk
18	StreetSmart	StreetSmart Contract			New SLA for 2018-19	Completed	
					Arrange Best Value Review	Completed	
					Report back on Tendering Process	Completed	
					Negotiate new Contract for 2019-20	Nov 2018	Clerk
19	Vehicles	Purchase vehicles for outside staff			Access new vehicles required	Oct 2018	Deputy Clerk
					Purchase new vehicles	Oct 2018	Deputy Clerk
20	Parking	Parking at Farnborough Road			Look at possible solutions	Completed	
					Obtain permission from SBC	Completed	
					Get quotations for consideration by Council	Sept 2018	Clerk
					Oversee work	Oct 2018	Clerk
21	Broadgreen	Play area and sports facility			Improve sports facility	Oct 2018	Projects Officer
					Move teenager shelter	Oct 2018	Projects Officer
					Improvements to play area	Oct 2018	Projects Officer
22	Community	Savernake Community Centre			Attend Meeting with Trustees	Completed	

