		SOUTH SWINDON PARISH COUN	ICIL		
		FORWARD PLAN			
Daily I	Running & Projects				03.09.18
No	Project	Details	Work to be done	Completion	Delivery
1	Broadgreen	To run the community centre for 1 year	Approve licence to occupy building	Completed	
	Community	and consider the future running of the building	for 1 year from 1 July 2017		
	Centre	including the refurbishment	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	Oct 2018	Clerk
			building and whole site		
2	Old Town Library	To take over running of Old Town Library including refurbishment and creating	Quotes obtained for mural	Completed	
		child focused library	Quotes for painting and carpet	Completed	
			Broadband installed and new IT	Completed	
			Re-opening event	Completed	

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			Inspect allotment sites and draw	Completed	
			up programme of work to sites	Completed	
			ap programme or ment to enter		
			Revisit Charging Policy through	Completed	
			Allotment Working Party	oop.cccu	
			raisement working raisy		
	To a Blanking		Publicise on website	Consideration	
	Tree Planting	To undertake a survey of tree planting in road settings	Publicise on website	Completed	
		settings	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
ŝ	Seating in Parish	To undertake a survey of seating in road settings	Condition survey	Feb 2019	Projects Officer
			Proposal for replcement & new	March 2019	Projects Officer
			seating		
	Neighbourhood Plan	Investigate options for Neighbourhood Plan	Hold Meeting to gauge support	Sept 2018	
			Investigate work to be carried out	Oct 2018	Clerk
			and costs		O.C.I.V
			Make report to Full Council	Oct 2018	Clerk
	Shaftesbury Lakes	New path, clear side of lake and new fishing platforms	Obtain Quotes	Completed	
		piationns	Obtain necessary permissions from	Completed	
			SBC in writing		

			Place orders and start work	Sept 2018	Projects Officer
9	The Avenue, Lawns	Improve The Avenue by new planting, seats	Agree plan of works and costs	Oct 2018	Projects Officer
		paving at entrance etc			
			Obtain quotes	Nov 2018	Projects Officer
			Instal new litter bins at entrance to	Nov 2018	Projects Officer
			Lawns		
			Obtain permissions	Nov 2018	Projects Officer
			Council to approve and place orders	Jan 2019	Projects Officer
			Start work	March 2019	Projects Officer
.0	Mast Lease	New lease for additional mask at Broome Manor	Draw up agreement for early access	Completed	
		allotment site	Receive payment of £2K	Completed	
			Receive payment of £2K	Completed	
			Agree lease to Argiva	Nov 2018	Clerk
			Agree lease to Vodafone	Nov 2018	Clerk
1	Radio Station	To set up front office to be used for recording	Purchase recording equipment	Completed	
		for Swindon 105	r an emace receiveming equipment	John Process	
			Training from Swindon 105	Nov 2018	Deputy Clerk
			Set up and arrange recordings	Nov 2018	Deputy Clerk
.2	New Policies	Whistle Blowing Policy		Nov 2018	Clerk
		Lone Working Policy		Nov 2018	Clerk
		Disaster Recovery Policy		Nov 2018	Clerk

13	Living Wage		Find out what is required to	Completed	
	Foundation		register		
			Take back to Council to approve	Completed	
14	WW1	Plan a memorial for WW1	Find out what is already planned	Completed	
			Agree location for memorial	Completed	
			Obtain designs from artist	Completed	
			Council to approve	Sept 2018	
			Oversee work	Nov 2018	Clerk
15	Formal Parks TUPE Transfer of Staff to take effect from 1 June		Meet with SBC and staff	Sept 2018	Clerk
	Staff		Welcome letters	Sept 2018	Clerk
			Undertake review of staff and	April 2019	Clerk
			recommend new gradings		
16	Formal Parks	Equipment for Maintenance of Formal Parks	Assess new equipment required	Oct 2018	Clerk
	Mainten		and purchase		
			Licence to occupy workshop until	Oct 2018	Clerk
			new leases in place		
17	Formal Parks	Start work to improve assets within the Formal	Gardens Working Party to make	Completed	
	Assets	Parks	site visit		

		Draw up plan of works	Oct 2018	Clerk
		Obtain quotes to start works	Nov 2018	Clerk
3 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
9 Vehicles	Purchase vehicles for outside staff	Access new vehicles required	Oct 2018	Deputy Clerk
		Purchase new vehicles	Oct 2018	Deputy Clerk
0 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
L 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
2 Community	Savernake Community Centre	Attend Meeting with Trustees	Completed	

	Centres					
				Assist with identifying	Oct 2018	Clerk
				refurbishment needs		
				Negotiate new lease with SBC	Nov 2018	Clerk
				Work with Trustees to complete	Feb 2019	Clerk
23	Litter Bins	Review of litter bins in the streets in the parish		Suggestions from the public	Completed	
				Make up map of current bins	Oct 2018	Projects Officer
				Review locations for additional bins	Oct 2018	Projects Officer
				Report to Council for approval	Nov 2018	Projects Officer
24	Data protection	New legislation		Ensure that Parish Council conforms	Completed	
				Ensure Parish Council is compliant	Oct 2018	Clerk
				Officer		
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25	Section 106 Funding	Wish List for Section 106 funding		Councillor to give suggestions	Oct 2018	Clerk
				Draw up a list for approval by	Nov 2018	Clerk
				Draw up a list for approval by L & A Cttee	NOV 2018	Cierk
				L & A Citee		+
26	Magnificent	Wiltshire Wildlife Trust		Write letter of support to WWT	Completed	
-	Meadows				1 2 2 2	
				Work with WWT to see if any set up	Nov 2018	Clerk
				work required		
				- 11		
27	Badbury Park	New Noticeboards and Community S	Snace	Identify location for noticeboards	Oct 2018	Clerk

			Get permission	Oct 2018	Clerk
			Purchase and arrange to be put up	Nov 2018	Clerk
28	Wildlife Corridor	A new pathway through the Parish taking in	Identifiy a possible route	Completed	
		wildlife areas			
			Work with SBC to agree the route in	Oct 2018	Clerk
			detail		
			Obtain land currently being offered	Nov 2018	Clerk
			in East Wichel		
			Signposts and information Boards	Nov 2018	Clerk
29	Britain in Bloom	To enter competition in 2019	Find out about the procedure to	Oct 2018	Clerk
			enter competition		
			Decide what to enter and arrange	Nov 2018	Clerk
			additional planting etc		
30	Risk Assessments	To review working practices of the Parish	Draw up Risk Management Strategy	Oct 2018	Clerk
-	THISK 7 ISSESSITIETIES	Council and draw up detailed Risk Assessments	Draw up rusk management strategy	000 2020	GIETN
		for each practice	Obtain quotations from companies	Oct 2018	Clerk
			offering risk assessments		
			Engage company to produce risk	Nov 2018	Clerk
			assessments		
21	Investments	To look at the investments of the Denish Court	Investigate investment and and other	Nov. 2019	Domute Clark
31	Investments	To look at the investments of the Parish Council and make recommendations	Investigate investment opportunites and report to Council	Nov 2018	Deputy Clerk
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32	Quality Council	To prepare the Co	ouncil to obtain quality the	Check that the Parish Council has	Nov 2018	Deputy Clerk
		Quality Award		the evidence required.		
				Produce new information required	d Nov 2018	Deputy Clerk
				Submit Award paperwork	Dec 2018	Deputy Clerk