

SOUTH SWINDON PARISH COUNCIL

FORWARD PLAN

Daily Running & Projects

17.03.18

Updated 08.05.19

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 Appoint new Community Centre Manager Draw up Business Case and Budget Obtain quotation for refurbishment work from survey Obtain the lease for the whole site Make decision about future of building and whole site	Completed Completed Completed Completed June/July 2019 Following Transfer	R Core/J Mee R Core
2	Old Town Library	To take over running of Old Town Library including refurbishment and creating child focused library	Quotes obtained for mural Quotes for painting and carpet Broadband installed and new IT Re-opening event	Completed Completed Completed Completed	

			<p>Agree & sign new lease with GQ Theatres</p> <p>Agree SLA with SBC</p> <p>Additional Hours for Old Town</p> <p>Repaint Woodwork</p> <p>Signage</p> <p>Integrate SBC IT User Data (GDPR)</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>On going</p>	R Core
3	Play Areas	To approve 99 year leases with SBC and draw up a programme of refurbishment	<p>Approve lease with SBC</p> <p>Carry out review of condition of all play areas and draw up a priority list of play areas to be refurbished</p> <p>Carry out refurbishment of 1st play area</p> <p>99 Leases</p> <p>Refurbish Older Play areas</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>On going</p>	Projects Officer
4	Allotments	Take over the running of allotment sites from SBC from 1 October 2017	<p>Draw up new allotment agreement</p> <p>Hold Allotment Holders Meeting</p> <p>Set up allotment records and issue first invoices</p> <p>Inspect allotment sites and draw up programme of work to sites</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	

			<p>Complete work to allotment sites</p> <p>Revisit Charging Policy through Allotment Working Party</p> <p>Reduce Vacant Plot Numbers</p> <p>Update Policies</p>	<p>Completed</p> <p>Completed</p> <p>On going</p> <p>July 2019</p>	<p>R Core</p> <p>R Core</p>
5	Tree Planting	To undertake a survey of tree planting in road settings	<p>Publise on website</p> <p>Discuss costs and other options.</p> <p>Alternate site consideration</p>	<p>Completed</p> <p>On going</p> <p>TBC</p>	<p>R Core</p> <p>R Core</p>
6	Seating in Parish	To undertake a survey of seating in road settings	<p>Condition survey</p> <p>Proposal for replacement & new seating</p>	<p>On going</p> <p>Completed</p>	<p>R Core</p> <p>R Core</p>
7	Neighbourhood Plan	Investigate options for Neighbourhood Plan	<p>Investigate work to be carried out and costs</p> <p>Work through with Neighbourhood Plan Working Party</p> <p>Make report to June Full Council</p>	<p>May-18</p> <p>May-18</p> <p>Jun-18</p>	Andrea

8	Meetings	Agendas, Minutes and attendance at meetings	To prepare agendas for meetings Attend all meetings of Council Organise and attend Working Party Meetings (other than those that involve projects)	On going On going On going	R Core/J Mee
9	Shaftesbury Lakes	New path, clear side of lake and new fishing platforms	Obtain Quotes Obtain necessary permissions from SBC in writing Place orders and start work Finish the project	Completed Completed May 2018 June 2019	Joyce Joyce R Core
11	New Office	Plan office and purchase new furniture etc	Obtain a lease for entire site	June 2019/Ongoing	R Core
12	Finance	Accounts for Parish Council	Monthly Management Accounts Payment of Grants Year End Accounts Payroll	Completed Ongoing April 2019 On going	Joyce J Mee/R Core J Mee/R Core J Mee/R Core
13	Mast Lease	New lease for additional mast at Broome Manor allotment site	Draw up agreement for early access Receive payment of £2K Agree lease to Arqiva	Completed Completed Completed	R Core/J Mee

15	Planning	Comment on Planning Application to SBC	Assess if Planning Application should be considered by Committee	On going	J Mee
			Review PA for Chair & Vice-Chair to comment	On going	J Mee
			Record for Committee to approve	On going	J Mee
16	Newsletter	Quarterly Newsletter	Draw up design for Chair	Completed	R Core
			Produce a quaterly news letter	On going	
17	New Policies	Whistle Blowing Policy		Completed	R Core
		Lone Working Policy		Completed	
		Disaster Recovery Policy		Completed	
		Sickness Reporting Procedure		Completed	
		Employer Discretions Policy		Completed	
		Health and Wellbeing Policy		May 2019	R Core
		Financial Regulations Policy		Completed	
		Data protection Policy		Completed	
		Grants Policy		Completed	
		Health and Safety Policy		Completed	
		Internal Controls Policy		Completed	

		Investment Strategy and Policy		Completed	
		Memorial Policy		Completed	
		Press and Media Policy		Completed	
		Recording and Reporting Policy		Completed	
		Training Policy		Completed	
18	Living Wage Foundation		Find out what is required to register	Completed	
			Take back to Council to approve	Completed	
			2019 Submission	Completed	R Core
19	WW1	Plan a memorial for WW1	Find out what is already planned	Completed	Joyce
			Agree location for memorial	Completed	
			Obtain designs from artist	Completed	
			Council to approve	Completed	
			Oversee work	Completed	
20	Formal Parks Staff	TUPE Transfer of Staff to take effect from 1 June	Meet with SBC and staff	Completed	R Core/J Mee
			Welcome letters	Completed	
			Undertake review of staff and recommend new gradings	Completed	

21	Formal Parks Maintenance	Equipment for Maintenance of Formal Parks	Assess new equipment required and purchase	1. Completed 2. Out to tender May 2019	R Core
22	Formal Parks Assets	Start work to improve assets within the Formal Parks	Gardens Working Party to make site visit	Completed	Joyce
			Draw up plan of works	On going	R Core
			Obtain quotes to start works	On going	R Core
23	StreetSmart	StreetSmart Contract	New SLA for 2018-19	Completed	R Core
			Arrange Best Value Review	Completed	
			Report back on Tendering Process	Completed	
			Revise and update service contract for 2019/20	Completed	
			Explore 2020 service delivery options (Stay,Tender,Self deliver)	Ongoing	
24	Vehicles	Purchase vehicles for outside staff	Access new vehicles required	Completed	J Mee
			Purchase new vehicle	Completed	J Mee
25	PPE	Uniform for Outside Staff	Purchase uniform for outside staff	April Completed	R Core
26	Training	Training Courses for staff & Councillors	Code of Conduct Traing by SBC	May 2018/Ongoing	R Core

27	Parking	Parking at Farnborough Road	Look at possible solutions	Completed	Joyce
			Obtain permission from SBC	Completed	
			Get quotations for consideration by Council	June 2018	Joyce/R Core
			Plans Changed by SBC	Mar-19	R Core
			Oversee work	TBC	R Core
28	Broadgreen	Play area and sports facility	Improve sports facility	Completed	Joyce
			Move teenager shelter	Completed	
			Improvements to play area	Completed	
29	Community Centres	Savernake Community Centre	Attend Meeting with Trustees	Completed	J Mee/C Watts
			Assist with refurbishment	On going	R Core
30	Food Festival	Responsible for delivery of the Food Festival	Oversee preparation	Completed	Joyce
			Ensure all H & S covered	Completed	Joyce
			Provide assistance as required	Completed	Joyce
			Deliver 2019 Food Festival	June 2019	Centre Manager R Core
31	Staff	Deal with all staff matters including the appointment of new staff	Appointment of Parish Services Officer	Completed	Joyce

			TUPE Gradeners Take on Seasonal Staff	Completed	R Core
			Employ further staff as required	Ongoing	R Core
32	Litter Bins	Review of litter bins in the streets in the parish	Suggestions from the public	Completed	Joyce
			Make up map of current bins	Completed	
			Review locations for additional bins	On going	R Core
			Report to Council for approval	June 2018	
33	Data protection	New legislation	Ensure that Parish Council conforms	April 2019	R Core
			Ensure all staff are aware of GDPR and have training to explain roles and responsibilities	March 2019	R Core
35	Wichelstowe Country Park	Wiltshire Wildlife Trust	Work with SBC, WWT to establish the new country park.	On going	R Core
36	Badbury Park	New Noticeboards and Community Space	Identify location for noticeboards	Completed	R Core
			Get permission	Completed	R Core
			Purchase and arrange to be put up	Completed	R Core

38	Inbloom	Enter the 2019 In Bloom Competition 2019	Set up a working party	Completed	R Core
			Establish a route for the judges	Completed	R Core
			Refine the presentation and Activities along the route	On going	R Core