

SOUTH SWINDON PARISH COUNCIL

FORWARD PLAN

Daily Running & Projects

15.05.18

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	May 2018	Joyce
			Obtain quotation for refurbishment work from survey	April/ May 2018	Andrea
			Make decision about future of building and whole site	June 2018	Andrea
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		May 2018		Andrea
								Additional Hours for Old Town		May 2018		Joyce
								Repaint Woodwork		June 2018		Joyce
								Signage		June 2018		Joyce
3	Play Areas							To approve 99 year leases with SBC and draw up a programme of refurbishment		Approve lease with SBC	May 2018	Joyce
								Carry out review of condition of all play areas and draw up a priority list of play areas to be refurbished		May 2018		Joyce
								Carry out refurbishment of 1st play area		June/ July 2018		Joyce
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		
								Complete work to allotment sites		June 2018		Andrea
								Revisit Charging Policy through		May 2018		Joyce

								Allotment Working Party					
5	Tree Planting	To undertake a survey of tree planting in road settings						Publise on website	Completed				
								Investigate funding	May 2018			Andrea	
								Obtain plan from SBC	May 2018				
								Draw up plan for planting	June 2018				
								Arrange for new trees to be planted	July 2018				
6	Seating in Parish	To undertake a survey of seating in road settings						Condition survey				Andrea	
								Proposal for replcement & new seating					
7	Neighbourhood Plan	Investigate options for Neighbourhood Plan						Investigate work to be carried out and costs	May 2018			Joyce	
								Work through with Neighbourhood Plan Working Party	May 2018			Joyce	
								Make report to June Full Council					
8	Meetings	Agendas, Minutes and attendance at meetings						To prepare agendas for meetings				Joyce	
								Attend all meetings of Council					
								Organise and attend Working Party Meetings (other than those that involve projects)					

9	Shaftesbury Lakes	New path, clear side of lake and new fishing platforms	Obtain Quotes	Completed	Joyce
			Obtain necessary permissions from SBC in writing	May 2018	
			Place orders and start work	May 2018	
10	The Avenue, Lawns	Improve The Avenue by new planting, seats paving at entrance etc	Agree plan of works and costs	May 2018	Joyce
			Obtain quotes	May 2018	
			Instal new litter bins at entrance to Lawns	May 2018	
			Obtain permissions	May 2018	
			Council to approve and place orders	June 2018	
			Start work	June 2018	
11	New Office	Plan office and purchase new furniture etc		May 2018	Joyce
12	Finance	Accounts for Parish Council	Monthly Management Accounts		Joyce
			Payment of Grants		Joyce
			Year End Accounts	Completed	
			Payroll		Joyce
13	Mast Lease	New lease for additional mask at Broome Manor	Draw up agreement for early access	Completed	

		allotment site											
								Receive payment of £2K		Completed			
								Agree lease to Arqiva		May 2018		Joyce	
14	Radio Station	To set up front office to be used for recording for Swindon 105						Purchase recording equipment		Completed			
								Training from Swindon 105		May 2018		Andrea	
								Set up and arrange recordings		May 2018			
15	Planning	Comment on Planning Application to SBC						Assess if Planning Application should be considered by Committee				Joyce	
								Review PA for Chair & Vice-Chair to comment				Joyce	
								Record for Committee to approve				Joyce	
16	Newsletter	Quarterly Newsletter						Draw up design for Chair		Prepare for June edition		Joyce	
										Check closing date for submission			
17	New Policies	Whistle Blowing Policy								May 2018		Andrea	
		Lone Working Policy								May 2018			
		Disaster Recovery Policy								May 2018			
18	Living Wage Foundation							Find out what is required to register		May 2018		Andrea	

23	StreetSmart	StreetSmart Contract				New SLA for 2018-19		May 2018			Andrea	
						Arrange Best Value Review		April 2018				
						Report back on Tendering Process		May 2018				
24	Vehicles	Purchase vehicles for outside staff				Access new vehicles required		July 2018			Andrea	
						Purchase new vehicles		June 2018				
25	PPE	Uniform for Outside Staff				Purchase uniform for outside staff		Completed			Andrea	
26	Training	Training Courses for staff & Councillors				Code of Conduct Traing by SBC		June 2018			Andrea	
27	Parking	Parking at Farnborough Road				Look at possible solutions		June 2018			Joyce	
						Obtain permission from SBC		June 2018				
						Get quotations for consideration by Council		July 2018				
						Oversee work		July 2018				
28	Broadgreen	Play area and sports facility				Improve sports facility		June 2018			Joyce	
						Move teenager shelter		July 2018				
						Improvements to play area		July 2018				
29	Community	Savernake Community Centre				Attend Meeting with Trustees		June 2018			Joyce	

								Draw up a list for approval by L & A Cttee	June 2018				
35	Magnificant Meadows	Wiltshire Wildlife Trust						Write letter of support to WWT	April 2018				Andrea
								Work with WWT to see if any set up work required	April 2018				
36	Badbury Park	New Noticeboards and Community Space						Identify location for noticeboards	June 2018				Andrea
								Get permission	June 2018				
								Purchase and arrange to be put up	June 2018				
								Work with SBC about set up for community space	June 2018				