

CHADDESLEY CORBETT PARISH COUNCIL

5 YEAR BUSINESS PLAN
2016-2020



INTRODUCTION

Chaddesley Corbett is a large Parish of some 6,000 acres (2.428 hectares) set within the heart of the Worcestershire Countryside, and sits about 80m above sea level. The parish of Chaddesley Corbett with its un-spoilt surroundings, attractive buildings and long history, provides enjoyment for residents and visitors alike. The current population is in excess of 1600 and the Parish incorporates the hamlets of, Bellington, Bluntington, Brockencote, Cakebole, Hillpool, Drayton, Harvington, Lower Chaddesley, Mustow Green (East), Tanwood, Winterfold and Woodrow.

Chaddesley Corbett Parish Council consists of 11 volunteer Councillors and one part time clerk who works from home. The official address of the Parish Council is:

The Clerk
c/o Urloxhey House
Elmbridge
Nr Droitwich
Worcs
WR9 0NQ

Contact Details for the Parish Council are:

Email clerk@chaddesleyparishcouncil.org.uk
Phone 01299 851654

Parish Councillors meet on the first Monday of every month, except Bank Holidays, to discuss matters contained within a pre-determined Agenda. A Planning Committee meeting is also held on the first Monday of every month, after the Parish Council meeting to consider forthcoming planning applications within the parish boundary.

Chaddesley Corbett Parish Council is a Quality Council providing sustainable services to the local community. In 2003 the Parish Council produced a Parish Plan and Action Plan which was to form the basis of their policy for maintenance and development of the parish over the next few years. Many of the initiatives contained within the Parish Plan have been achieved, so in 2014, a Neighbourhood Plan was developed and adopted by Wyre Forest District Council. This Neighbourhood Plan will guide development within the Parish from 2014-2026, and is the basis for this Business Plan.

Currently the Parish Council provides the following:

- A Burial Ground
- Allotments
- Community Orchard
- Bus Shelters
- Benches
- Litter Bins
- Grit Bins
- Maintenance work on:
 - Parish footpaths
 - Village environment

- Lengthsman scheme – roads, verges, drainage, signs, footways
- Litter collection
- Urban grass cutting
- Emptying waste bins – delegated from District Council

FORTHCOMING PROJECTS

The Neighbourhood Plan identified a series of Actions to be taken over the life of the Plan. The following is a summary of those Actions with an indication of the current progress of the project:-

| Action | Details | Current Status |
|--------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Sites for affordable housing | Work with District Council to identify suitable sites as required |
| 2 | Farmers' Market | Achieved |
| 3 | Community Orchard | Achieved, see Action 13 |
| 4 | Open Space – to develop and extend | Ongoing |
| 5 | Wildflower Habitats | Ongoing |
| 6 | Verges – maintenance and management | Ongoing |
| 7 | Trees and Hedgerows | New trees planted by resident in Woodrow |
| 8 | Monitoring of open spaces and village environments | Monitoring Group established and 1 st report actioned |
| 9 | Old Grammar School – community facilities | Building empty – working with Trustees of Education Trust to achieve objectives |
| 10 | Acquisition of land for extension to burial ground and public open space | Land purchased awaiting redevelopment of remainder of site during 2016 before landscaping site. |
| 11 | Improve sporting facilities especially for children and young people | Working closely with school and Sports Club to introduce new activities. Badminton introduced after school every Friday. |
| 12 | Promote Parish as Tourist Location | Tourist Information Guide to be prepared |
| 13 | Children's Play Area | Planning in progress for small play area on Community Orchard |
| 14 | List of properties to register as Community Asset | 3 Listed and ongoing update |
| 15 | Local Heritage List | In preparation with District Council |
| 16 | Tree Preservation Orders | Ongoing |
| 17 | Conservation Area Review | Completed – awaiting District Council approval. |
| 18 | Village Car Park | It is unlikely that this will be achieved as there is no suitable site in the Parish. However, we have gained approval for visitors to use the car parks associated with The Swan and The Talbot public houses. |
| 19 | Improve pavements where conditions represent a hazard to pedestrians | Feasibility Study commissioned, approved and currently awaiting funding to complete Phase 1 of the project. |
| 20 | Improve driver behaviour and reduce speeding | See (19) above. Vehicle Activated Speed Sign purchased and is being used widely around the Parish. Encouraging police to undertake regular speed checks in problem areas |
| 21 | Parish Noticeboards | 7 notice boards around the parish. Used widely to advertise events, meetings, minutes, etc. |

| | | |
|----|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 22 | Advertising Signs/flyposting – monitor and report | Parish Council monitors signs and has recently initiated removal of several from the A448. Ongoing |
| 22 | Advertising – approve and enforce temporary/permanent advertising signs | Ongoing |

PRIORITIES FOR INCLUSION IN 5 YEAR PLAN

Traffic Improvement Scheme – The Village

Phase 1 of this project is estimated to cost £13,750. The County Council is unable to allocate funds for this project over the next 5 years. The Parish Council is therefore seeking match funding from other sources so that implementation of the scheme could take place during 2016. A sum of £5,000 in 2016/17 has been reserved towards the cost of the project from Parish Council reserves. Match funding of £8,750 is still required.

Improve Traffic Awareness of Village/Hamlet locations

It is proposed to extend some of the initiatives from the above scheme into Drayton and Harvington. A sum of £2,000 has been allocated from reserves during 2017/18 and 2018/19.

Play Equipment

It is proposed to site a small play area in the Community Orchard. Proposals are currently being prepared and costings are not yet available. A sum of £3,000 has been allocated from reserves during 2017/18, but match funding would also need to be sought.

Burial Ground extension and public open space

Work on landscaping the site will commence after completion of building works on the adjacent area of the site – this is anticipated to be completed during 2016 and is currently awaiting planning permission. In the meantime a sum of £3,000 has been allocated from reserves in 2015/16 to arrange necessary site investigations and approvals for the burial ground extension. Landscaping of the site will commence in 2017/18 and a sum of £2,000 has been allocated from reserves for this purpose.

SUMMARY OF CHADDESLEY CORBETT PARISH COUNCIL BUDGET PROPOSALS – 5 YEARS 2016-2020

| Expenditure | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
|----------------------------------|---------------|---------------|---------------|---------------|---------------|
| Staff Costs | 10,535 | 10,748 | 10,748 | 10,963 | 10,963 |
| Emergency funds/election | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Maintenance (all) | 13,700 | 13,717 | 13,994 | 14,315 | 14,611 |
| Administration, insurance, audit | 2,650 | 2,790 | 3,425 | 2,985 | 3,072 |
| Communication | 3,000 | 2,900 | 3,010 | 3,160 | 3,400 |
| VAT | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Grants | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Training | 500 | 500 | 200 | 100 | 200 |
| Subscriptions | 850 | 900 | 920 | 938 | 958 |
| TOTALS | 35,725 | 36,055 | 36,797 | 36,961 | 37,704 |
| PER RESERVES | | | | | |
| Phase 1 Traffic Improvement | 5,000 | 2,000 | 2,000 | | |
| Play Equipment | 1,022 | 3,000 | | | |
| Burial Ground | 3,000 | 5,000 | | | |
| Landscaping | 1,000 | 3,020 | | | |
| New Projects | | | 1,074 | 2,050 | 2,216 |
| Total | 9,000 | 13,020 | 2,000 | 2,050 | 2,216 |
| PRECEPT AND OTHER INCOME | 36,747 | 37,075 | 37,871 | 39,011 | 39,920 |

The Budget is carefully monitored by the Clerk and the Finance Committee as well as Parish Councillors. A schedule of payments is submitted to each Parish Council meeting for approval prior to payments being made. The clerk pays accounts electronically, and the payment is approved on line by a nominated Parish Councillor. No payments are made between meetings, unless they are ad hoc administrative purchases which the clerk is authorised to make in accordance with the Financial Regulations.

ADMINISTRATIVE FUNCTIONS COMMITTEES

Planning Committee – 10 of the Parish Councillors form the Planning Committee. Meetings are held on the first Monday of each month, except Bank Holidays, and Councillors consider current planning applications within the Parish. Plans are submitted to the Parish Council electronically and are viewed at the meeting, followed by a detailed discussion of the application. Members of the public are allowed to comment on planning applications at the start of the meeting. The clerk is instructed to respond in writing to the District Council listing their objections or acceptance of the application. Careful consideration is given to the Neighbourhood Plan policies and these are drawn to the attention of planning officers.

STAFFING AND FINANCE COMMITTEE

The Chairman and Vice Chairman form the Committee and meet in November/December of each year to review the clerk's performance, consider salary increases if any, and carry out a staff appraisal. Recommendations are then made to the Parish Council at the next meeting.

The Clerk prepares a draft budget which is considered by the Finance Committee in November/December of each year. Adjustments as required are made according to Reserves and planned activities and recommendations are then made to the Parish Council at the next meeting.

COUNCILLORS INDIVIDUAL RESPONSIBILITIES

Each Councillor is elected at the Annual General Meeting to oversee the various responsibilities of the Parish Council. Some are nominated as Trustees to outside organisations. This initial delegation allows the clerk to have direct access to one individual councillor when urgent matters arise which require a decision before the next meeting. A list of these responsibilities is given below, together with the names of the existing 11 Parish Councillors:-

| | |
|-----------------|-----------------------------------------------------------------------------------|
| William Mack | Chairman, Staffing and Finance Committee, Planning Committee |
| Dave Thomas | Vice Chairman, Transport, Neighbourhood Plan, Planning Committee |
| Leo Stockford | Chairman Planning Committee, Allotments, Community Orchard, Web Site |
| Richard Pugh | Vice Chairman Planning Committee |
| Phyllis Pardoe | Trustee Education Foundation Trust, Village Hall, Margaret Delabare Charity Trust |
| Janet Fox | Neighbourhood Watch Co-ordinator, Police Liaison Officer |
| Geoffrey Vernon | Community Tenants Association Representative, Burial Ground |
| Bob Green | Lengthsman Scheme Co-ordinator |
| Steve Williams | District Councillor |
| Jim Wright | Emergency Plan Co-ordinator, Trustee Education Foundation Trust |
| Mark Page | Trustee Education Foundation Trust |

WORKING GROUPS

A number of Working Groups are organised from time to time to undertake detailed analysis of a proposal or a new project. Membership includes members of the public who have specific knowledge or advice which can assist in determining a recommendation to the Parish Council. When undertaking the Neighbourhood Plan, a large number of Working Groups were formed to take a project forward, and some are still operating at the moment, ie Play Area, Traffic Improvement Scheme, Open Space Monitoring, Quality Accreditation etc.

Prepared by the Clerk in December 2015

Adopted by the full Parish Council at their meeting on