



# OLD CATTON PARISH COUNCIL

## FIVE YEAR

## STRATEGIC PLAN



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## Introduction

### What is a Parish Council Strategic Plan?

This Strategic Plan has been produced as a statement of Old Catton Parish Council's vision, values, objectives and key priorities for Old Catton. It is hoped that this Strategic Plan will be a "live" document that sets out what the Parish Council can realistically achieve either directly or indirectly through influencing other principal authorities such as Broadland District Council and Norfolk County Council.

The aim of the Strategic Plan is to provide Old Catton residents with clear insight of what the Parish Council is trying to achieve and how it expects to deliver this. The Strategic Plan will identify what the Parish Council plans to focus on for the next 5 years and will be used as a guide each year to set the budget for the next financial year.

Old Catton has a Neighbourhood Plan to 2035 which has been based on community engagement and involvement. It is hoped that the Parish Council will use the Neighbourhood Plan and the Strategic Plan together and will ensure that the Parish Council is more proactive in its decision-making over the coming years. As a "live" document, that will be publicly available, the Parish Council will be able to monitor progress against key targets and amend the Plan accordingly. Residents of Old Catton will also be able to monitor and comment on the Parish Council's progress.

### Community Involvement in the Strategic Plan Process

It is felt that the consultation in Old Catton to produce the Old Catton Neighbourhood Plan truly reflects the views of the residents and covers issues such as housing, transport and green spaces. To produce this Strategic Plan the Parish Council has followed the Parish Council's Community Engagement Policy. Old Catton Parish Council has undertaken to communicate, consult and engage and does this through an active website and social media. Newsletters, notice boards and contributions to Parish News are used to contact harder to reach residents. Old Catton Parish Council regularly consults other agencies such as Police, schools, church, social groups.

### Moving the Strategic Plan Forward

Monitoring progress against the list of priorities which make up the Action Plan will take place at Parish Council meetings. The Strategic Plan as a whole will be monitored annually and will be updated to keep the document relevant and timely. The Strategic Plan will be available to view on the Parish Council website. Hard copies of the Strategic Plan will be available to view at the Parish Council Office which is open Monday-Friday 9am – 4pm.

## An Overview of Old Catton Parish Council

### Local Government Structure

There are three tiers of local government, each with different responsibilities. Old Catton Parish Council is the first and most local tier, with an important role to play in promoting the village, representing its interests and supporting the work of different groups in the community. Broadland District Council is the second tier and is responsible for services including environmental services (e.g. street care and cleaning), development planning, and strategic planning policies for all development via Core Strategy (including housing). The final tier is Norfolk County Council who are

responsible for highways (relating to roads and pavements), health, education, social services, and public rights of way.

### **Governance**

Old Catton Parish Council has thirteen Councillors who are elected every four years. The Chairman and Vice-Chairman are elected annually by the Councillors at the Annual Parish Council Meeting in May. Councillors are unpaid and commit their time to improving and maintaining Old Catton on behalf of its residents. They are entitled to claim reasonable expenses for travel and subsistence should these be incurred on behalf of the Parish Council. Elections were held in May 2015 and are scheduled again for May 2019.

Full Council meets the second Monday of every month at The Pavilion, Recreation Ground, Old Catton from 7pm. All meetings are open to the public and there is a period set aside for the public to address the Council.

Old Catton has an electorate of 4,904, a population of 6,108 (2011 Census) and 2,666 houses (2011 Census).

## **Old Catton Parish Council's Main Areas of Responsibility**

The Parish Council has responsibility for:

- The management and maintenance of the Recreation Ground, Lavaré Park and Austin Way play area.
- Management of the cemetery.
- Management of the war memorial.
- Maintenance of the churchyard.
- The upkeep of the bus shelters.
- Street lighting in the parish but excluding those maintained by Norfolk County Council.
- Submitting comments on all planning and change of use applications in Old Catton as a consultee of the Planning Authority (Broadland District Council).
- Trustees of Catton Park.

The Parish Council under delegated function from Norfolk County Council:

- Monitor the cutting of Old Catton's grass verges.

### **Additional Responsibility for Service Delivery in Old Catton**

- Broadland District Council is responsible for environmental services (litter: refuse and recycling including dog fouling), business support and the provision of housing services (in association with Housing Associations).
- Norfolk County Council is responsible for highway issues, signage, lighting on main roads and co-ordinating public transport. The County Council is also responsible for education, health and social care and library services.
- Norfolk Constabulary is responsible for addressing crime and anti-social behaviour in Old Catton.

### **Trusteeship**

The Parish Council as a whole is the sole Trustee of Catton Park Trust. The Trustees meet every six weeks and is concerned with all aspects of the Park's upkeep and running. The Trust consists of twelve members who are all Parish Councillors. Additionally, representatives from the Friends of Catton Park and Broadland District Council are invited to attend Trust Meetings. Catton Park Trust have produced a ten-year Strategic Plan to ensure the long-term sustainability of Catton Park.

### **Parish Council Staff and Management**

The Council employs six members of staff of which two work in administration. The administration of the Parish Council is carried out by a Clerk (Sarah Vincent) who is appointed by the Council and carries out all the functions required by law as the Council's Proper Officer. The Clerk is also the Council's Responsible Financial Officer (RFO). The Clerk is supported by the Administrative Officer (Gail Howes).

### **Quality Council**

Under the new Local Council Award Scheme, the Parish Council hopes to achieve Quality Award status which is described as "The Council achieves good practice in governance, community engagement and council improvement. Quality Councils go above and beyond their legal obligations, leading communities and continuously seeking opportunities to improve and develop further". The adoption of a strategic plan is one of the requirements. Once awarded the Quality Award status the Parish Council will have four years in which to implement measures to apply for Quality Gold Award status; the highest award available for quality councils which is described as "The Council is at the forefront of best practice and achieves excellence in governance, community leadership and council development".

In 2014 the Parish Council qualified for the 'General Power of Competence' (GPC) which gives Town and Parish Councils more 'power to act' – this is a power of 'first resource' and therefore allows the Parish Council to do anything that will benefit Old Catton that is not expressly prohibited by other legislation. This gives new opportunities for the Parish Council in terms of providing cost-effective services and facilities to meet the needs of Old Catton's residents and businesses. The Parish Council reaffirmed the GPC in 2015, 2016, 2017 and 2018.

### **Financial Information**

The Parish Council agreed a precept (the local tax levied by the Parish Council which is collected on its behalf by Broadland District Council as part of the Council Tax Bill) £189,584 for 2019/2020. This is equates to £84.00 per Band D property for the 2018/2019 financial year.

In addition to the precept the Parish Council receives additional funding from other sources (Norfolk County Council and private individuals/organisations). A breakdown of the predicted funding for 2018/2019 is as follows:

£3,000 – Delegated Function (cutting of grass verges).

£13,000 – Funds received through burials.

£ 7,000 - Hiring of the Pavilion at the Recreation Ground.

The ongoing maintenance of the Council's facilities for 2018/2019 is estimated at £81,100. The breakdown of this expenditure is:

£13,519 – Cemetery/Church Yard/War Memorial

£9,375 – Lavaré Park

£63,050 – Recreation Ground, Church Street.

£884 – Woodham Leas.

Full budget information can be obtained on the Council's website ([www.oldcattonparishcouncil.co.uk](http://www.oldcattonparishcouncil.co.uk)) under Council Information, Freedom of Information.

### **Reserves**

For the 2019/2020 financial year the Parish Council aims to maintain a general reserve to cover unexpected events or emergencies of approximately £118,269 and earmarked reserves of £44,140 for specific projects within the parish.

## **Corporate Vision and Objectives**

### **Old Catton Parish Council's Mission Statement:**

Through working with residents, local businesses, community organisations, local authorities and other service providers the Parish Council aims to provide a valued, high quality service to the community of Old Catton to improve the quality of life of the residents. Through co-operation the Parish Council aims to achieve a safe, healthy and prosperous community. To achieve this the Parish Council does the following:

- **Provides a representational voice for the community.**
- **Provides direct services that are maintained to a high quality standard, at an affordable cost. Services are carried out efficiently and effectively.**
- **Ensures that third party services are dealt with efficiently and effectively and in accordance with the wishes of the community.**

## **Parish Council Governance**

### **Good Governance Objectives**

Old Catton Parish Council aims to be a professional, competent and caring Parish Council, to be open, transparent and accountable in all it does and to ensure the sound financial management of Parish Council resources.

The Parish Council aims to:

- Be well-informed about the needs and opinions of the Parish's residents and businesses by consulting them on major issues.
- Improve services to the public by encouraging members and staff to develop their skills by undertaking appropriate training.
- Ensure we give Councillors the opportunity to keep abreast of new opportunities and policy.
- Be a good and fair employer by providing fulfilling work opportunities and conditions for its staff.
- Continuously promote public participation in all Parish Council meetings and initiatives.
- Deal with enquiries and fault reports from members of the public speedily and efficiently.
- Be an effective custodian of the Council's property and documents.

To achieve these objectives the Parish Council will:

- Provide an opportunity at every Parish Council meeting for public questions and comments.
- Maintain the Parish Council website providing information about the Parish Council and other service providers and post regular news of initiatives on the website and via social media.
- Distribute the Parish Council bi-annual Newsletter.

- Make the Parish Council Strategic Plan available on the Parish Council website.
- Share a report covering Parish Council activities during the previous 12 months at the Annual Meeting of the Parish. This is a meeting of the parish electors and in practice is a meeting in which to celebrate local activities and debate current issues in the community.
- Seek accreditation of Quality Award or Quality Gold Award Status of the Local Council Award Scheme.
- Carry out a Governance Review with any recommendations for changes to be agreed at the next Annual Parish Council Meeting in May 2019.
- Annually review training requirements of both Councillors and staff following any Governance changes.
- Appoint representatives to appropriate external agencies and committees.
- Form working groups with other statutory and voluntary bodies, businesses, other stakeholders and residents as appropriate to facilitate a co-ordinated effort.
- Attend relevant conferences and meetings.

## Leisure and Community

Old Catton Neighbourhood Plan – Objective 2: To develop and improve local community facilities and services (such as education, medical and recreation) for all ages

The Parish Council is responsible for the delivery of the following community amenities:

### Recreation Ground, Church Street

This nine-and-a-half-acre site is surrounded by housing and Old Catton Junior School and has entrances at Church Street and Garrick Green. Opening times are 8.00am Monday to Friday and 9.00am Saturday and Sunday. Closing times vary depending on the season and are advertised on the gates. The Recreation Ground is attended by Council staff who are in the Parish Council offices which are located at the Pavilion within the Park. Facilities available include: open space for ball games, basketball hoop, cricket pitch, bowling green, two tennis courts, a MUGA, a fenced under 9s play area with swings, slide, climbing frame, see-saw and roundabout, an older children's play area with swings, 'Titan' swing, climbing frame and fixed goal. Public conveniences are available at the Recreation Ground, as well as seats, litter bins and a car park. Dogs are not permitted within the Recreation Ground.

### Lavaré Park

This eight-acre site is currently leased on a long-term lease to the Old Catton Junior Football Club. Members of the public are permitted daily access to the park. Dogs are permitted around the perimeter fencing only. Dogs are not permitted on the football fields.

### Austin Way Under 9s Play Area

This fenced under 9s play area is located at the Austin Way development next to Lavaré Park. The play area includes swings, climbing frames, activity board, pirate boat and a slide. Dogs are not permitted within the Play Area.

### Catton Park

This seventy-acre Grade II\* listed country park is located in the centre of Old Catton. It is a natural park of outstanding beauty that is open for public use 24 hours a day for walking, cycling, running, dog walking and leisure. There is an educational building within a fenced, dog-free picnic area located at the south end of the Park which is available for private hire. The Park is managed and run by Catton Park Trust Ltd.

The Parish Council aims to ensure all parks/play areas are maintained to a high standard for Old Catton's residents and visitors to enjoy. The council seeks to improve existing facilities in all parks wherever necessary. The Council will:

- Continue to source grants to provide ongoing financial support towards equipment and facilities.
- Continue to support initiatives for improving youth provision at the parks.
- Work with developers to provide high quality games/play areas within new developments in Old Catton.
- Continue to provide access to public toilets at Recreation Ground.
- Continue to provide information about facilities available at Recreation Ground.
- Consider options for increased community involvement in the development of new parks within Old Catton.
- Maintain a record of all trees on Council owned land and ensure annual inspections are carried out with an arboriculture consultant.

## **Provision of Allotments**

Old Catton Neighbourhood Plan – Objective 1: to ensure development is considered holistically and protects the unique natural beauty and green spaces

Old Catton Neighbourhood Plan – Objective 2: to develop and improve local community facilities and services (such as education, medical and recreation) for all ages

Old Catton Neighbourhood Plan – Policy 3: Open Space Management

There are currently 100 garden allotments available for hire by residents which are situated on Spixworth Road. The allotments are approximately 10m x 20m in size. The site is fenced/hedged and there are water standpipes distributed across the area. To be eligible for an allotment, applicants must be over the age of 18 years and be a resident of the parish. There are currently no households awaiting an allotment which indicates that the existing stock of allotments is sufficient to meet demand.

To meet the current and future demand for allotments the Parish Council will:

- Continue to liaise with the Allotment representatives to monitor the demand for allotments.
- Liaise with Broadland District Council, should the demand for allotments increase, about any new sites that become available.
- Include information about allotments on the Parish Council website and in the bi-annual Newsletter.

## Youth Activities

Old Catton Neighbourhood Plan – Objective 2: to develop and improve local community facilities and services (such as education, medical and recreation) for all ages

Old Catton Neighbourhood Plan – Theme 4: Community Facilities – Community Facilities Projects to be promoted by the Parish Council

The Parish Council is keen to increase its own engagement with the youth of the Parish and encourage and facilitate improvements to services which meet the needs of the youth. To achieve this the Parish Council will:

- Form a working relationship with the youth to bring about facilities, e.g. skate board park, play equipment and cycle track at the St Faiths Road/Beeston Park development.
- Work with Broadland District Council to facilitate access to leisure activities/clubs for local youth, especially during the summer holidays.
- Work with schools to improve access to information about leisure activities in our community.
- Work with SYEP in Sprowston to facilitate and support the creation of a weekly Youth Group in Old Catton, providing premises and grant funding.

## Community Facilities

Old Catton Neighbourhood Plan – Objective 2: to develop and improve local community facilities and services (such as education, medical and recreation) for all ages

Old Catton Neighbourhood Plan – Theme 4: Community Facilities – Community Facilities Projects to be promoted by the Parish Council

The Parish Council is keen to support proposals for high quality community facilities that encourage day-to-day social interaction or community-based events. There are a large number of well-supported clubs and societies running across the parish but there are limited indoor recreational and social meeting spaces within Old Catton. The Parish Council will seek to support planning applications relating to the expansion of existing medical facilities within Old Catton where they comply with the requirements of other development policies. The Parish Council seeks to ensure that additional provision of local community facilities is made to meet the growing local community needs. To achieve this the Parish Council will:

- Work with the Clinical Commissioning Group and other primary health care providers to seek additional facilities to support the needs of the local community.
- Work with TOWN as part of the Beeston Park Development to support proposals for a new Community Centre and additional recreational facilities, with the inclusion of facilities targeted at sports clubs and young people.
- Support the provision of new allotments as part of new developments identified within the Area Action Plan.
- Work with developers to support proposals for new green open spaces and options for a cricket pitch.

## Community Events

The majority of the events and festivals held in Old Catton take place at Catton Park and are organised by either Catton Park Trust Ltd/Friends of Catton Park or by other organisations. The Parish Council wishes to be involved in the community activities of residents in Old Catton.

The Parish Council will:

- Retain a small budget to fund and support community events
- Make occasional grants available for external events which are felt particularly of benefit to Old Catton's residents.
- Include information about local clubs and societies on the Parish Council website/Facebook.
- Work with Broadland District Council, Norfolk County Council, Norfolk Constabulary and other stakeholders to influence the improved scheduling of any externally run events and to encourage better management of problems/issues.

## Community Organisation Grants

Through its grants programme the Parish Council supports community groups to provide services which benefit the community. The Parish Council will continue this important service but take actions to increase the impact the grants achieve by:

- Increasing active promotion of the Community Organisation Grants scheme on the ~~new~~ Parish Council website.
- Annually review the grant policy in terms of assessing the likely impact of the grant.
- In conjunction with neighbouring parishes consider opportunities for and potential benefit of an additional joint parish community fund.

## Transport, Access and Highways

Old Catton Neighbourhood Plan – Objective 3: to reduce the negative effects of traffic (congestion, safety, speed and volume) on all our roads

Old Catton Neighbourhood Plan – Objective 4: to support more sustainable transport and enhanced public transport

The sustainability of Old Catton is very important to all residents. Therefore all development that is close to major transport routes that will take traffic away from Old Catton rather than developments which transit through Old Catton are favoured. The concept of “walkable neighbourhoods” to break the dependency on vehicles also supports the objective of sustainability.

The Northern Distributor Road and proposed Link Road are likely to change patterns of movement and any new development should optimise how it makes use of these new roads to take traffic away from Old Catton. Additionally, better footpaths, cycle networks and public transport will encourage greater use of sustainable transport modes. The Parish Council is aware of the impact and effect these new roads will have on the movement of traffic through Old Catton, particularly within the Old Catton Conservation Area. The Parish Council will:

- Liaise with Broadland District Council, TOWN and additional developers to assess new development proposals to ensure they quantify the level of traffic movement they are likely to generate and its accumulative effect with other developments in Old Catton. Proposals will be expected to assess the potential impact of this traffic to Old Catton and include

measures to mitigate any negative impacts on road safety, pedestrians, road crossings, cyclists, parking and congestion.

- Liaise with Broadland District Council to ensure that Transport Assessments and/or Travel Plans incorporate appropriate proposals to deter additional traffic entering the Old Catton Conservation Area. The Parish Council will continue to use the SAM2 to monitor the traffic flow in and out of Old Catton.
- Liaise with TOWN, additional developers and Broadland District Council to ensure that all new development should maximise opportunities to enhance and encourage the use of existing footpath and cycleway links to the wider parish and countryside.
- Closely monitor all planning applications to ensure the designs are in line with the Old Catton Neighbourhood Plan providing adequate car parking for each new dwelling and discouraging pavement parking.

## Public Highways

Old Catton Neighbourhood Plan – Objective 3: to reduce the negative effects of traffic (congestion, safety, speed and volume) on all our roads

Old Catton Neighbourhood Plan – Objective 4: to support more sustainable transport and enhanced public transport

Old Catton Parish Council is not directly responsible for the delivery of highways, transport, access or parking services in the village, but strives to ensure that the relevant bodies deliver a good quality and affordable service to the community.

### Highways (including winter gritting)

Road and pavement repairs, traffic flow and winter gritting are the responsibility of Norfolk County Council. The Parish Council wishes to ensure that the village's roads and pavements are safe and that local interests are taken into consideration in the scheduling of any road works.

In an effort to improve the maintenance of highways in Old Catton the Parish Council will:

- Provide clear information on the Parish Council website to signpost people to the appropriate contact in relation to highways issues and provide guidance on how they can raise issues directly with Norfolk County Council.
- Forward any complaints or reports of incidences the Parish Council receives about road, pavement or kerb damage to Broadland District Council or County Council in a timely fashion.
- Liaise with Norfolk County Council to influence scheduling of major road works to minimise disruption to residents and peak visitor periods.
- Encourage Norfolk County Council to accelerate road and pavement repairs.

## Public Transport

Old Catton Neighbourhood Plan – Objective 4: to support more sustainable transport and enhanced public transport

Old Catton Neighbourhood Plan – Policy 4: Traffic Impact and Policy 5: Traffic in the Old Catton Conservation Area

Public transport is the responsibility of Norfolk County Council. Old Catton Parish Council wishes to ensure that Old Catton has an effective and affordable public transport service which meets the needs of resident's and workers. The Parish Council intends to:

- Lobby Norfolk County Council to provide buses before developments are fully completed to improve access.
- Lobby Passenger Services at Norfolk County Council both directly and jointly with neighbouring parishes to improve the quality of service.

## Old Catton Economy and Development

Old Catton Neighbourhood Plan – Objective 2: to develop and improve local community facilities and services (such as education, medical and recreation) for all age groups

Old Catton Neighbourhood Plan – Objective 5: to make sure any new housing development is of the highest standards of design and meets local needs

The Parish Council wishes to encourage and promote the economic and commercial vitality of the village to ensure its future prosperity and sustainability.

Respondents to the consultation for the Neighbourhood Plan raised their support to encourage and increase the provision of suitable spaces for small businesses as being appropriate and sustainable for Old Catton. The concept of “walkable neighbourhoods” was suggested as a sustainable way of promoting local business, providing additional local jobs and reducing the need and reliance on motorised vehicles to access services and jobs.

The Parish Council is guided in its activities and decisions by objectives referred to in the Old Catton Neighbourhood Plan and also by specific development objectives:

- To encourage a vibrant retail mix and encourage and support new businesses which meet the needs of Old Catton residents.
- To encourage the creation of employment opportunities in new small commercial and office units that fit within the surroundings of the area.
- As part of the Beeston Park Development support proposals for additional recreational facilities within Old Catton including a Community Centre, Cricket Ground and facilities targeting young people, such as skatepark, and indoor facilities such as an indoor bowling green.
- Encourage the expansion of medical facilities with associated car parking.
- Closely monitor all planning applications to ensure they comply with the Old Catton Neighbourhood Plan thus ensuring that any new developments provide green infrastructure connecting with existing open spaces in and around Old Catton.
- Support the provision of good quality, well-managed events that focus on community celebrations/events.
- Support a balanced approach to economic growth within Old Catton ensuring the village is sustainable whilst safeguarding from inappropriate development.
- Support and strengthen Old Catton's “independent” retail businesses that meet the everyday needs of residents.

**Old Catton Neighbourhood Plan – Objective 5: to make sure any new housing development is of the highest standards of design and meets local needs**

- To develop commerce and light industry for enhanced employment opportunities in Old Catton.
- To promote Old Catton and encourage tourism.
- To promote and support entertainment and the arts.

Old Catton Parish Council strives to represent the interests of its residents and businesses. To do this the Parish Council will:

- Lobby Broadland District Council and County Councils to ensure Old Catton benefits from fair distribution of support/spend through Community Infrastructure Levy (CIL) monies.
- Continue to comment on all key strategic planning documents and consultations that affect Old Catton.

## **Green Spaces**

**Old Catton Neighbourhood Plan – Objective 1: to ensure development is considered holistically and protects the unique natural beauty and green space**

Within Old Catton there are a number of open spaces/green areas together with historic environment that contribute to the character of the village enjoyed by the existing community and provide opportunities for formal and informal recreation. In accordance with national planning guidance the Parish Council wishes to see these spaces and the historic build environment protected for future generations.

Consultation with residents resulted in respondents indicating that the landscape around Old Catton is highly valued and is identified as one of its unique characteristics. The relationship of historic buildings and open spaces within the Old Catton conservation area is essential in creating the special character of Old Catton. To maintain these areas the Parish Council intends to:

- Lobby Broadland District Council to ensure that more green and open spaces are included in new development within Old Catton.
- Liaise with TOWN and other developers to ensure that they have a viable business plan in place to cover the projected costs of maintaining green space (community gardens), recreational areas, allotments and woodland for the next 20 years.
- To protect the open green spaces within Old Catton and encourage biodiversity.
- As Catton Park Trustee, seek to improve and enhance Catton Park.

## APPENDIX 1: ACTION PLAN

PARISH COUNCIL GOVERNANCE	LEAD/ PARTNERS		ACTIVITY	TIMESCALE Short term: up to April 2019 Medium term: April 2019 – March 2020 Long term: 2019 onwards	BUDGET REQUIRED	COMMENTS
<b>OBJECTIVE</b>						
<b>Improved Communication</b>	OCPC	1.1	Maintain the Parish Council website	Ongoing	Yes	
	OCPC	1.2	Distribution of Parish Newsletter	Ongoing	Yes	
	OCPC	1.3	Provide updated version of OCPC Strategic Plan on website	Ongoing	No	
	OCPC	1.4	Provide annual report at Council meeting	Ongoing	No	
	OCPC	1.5	Provide regular update of Council initiatives on the website	Ongoing	No	
	OCPC	1.6	Provide an opportunity at each Council meeting for public questions and comments	Ongoing – monthly	No	
<b>Improved Effectiveness of Council</b>	OCPC	2.1	Carry out Governance Review	LT – annually	No	
	OCPC	2.2	Carry out OCPC Policy Review	LT – annually	No	
	OCPC	2.3	Conduct review of training needs of Councillors and staff	LT – annually	Yes – training budget	Retain budget for training
	OCPC	2.4	Seek accreditation of Quality and Quality Gold Level of Local Council Award Scheme	ST/MT	Yes	
	OCPC – BDC – NCC – Norfolk Constabulary – other service providers	2.5	Invite agency representatives to address the Council on key matters of interest	Ongoing	No	

<b>PARISH COUNCIL GOVERNANCE</b>	<b>LEAD/ PARTNERS</b>		<b>ACTIVITY</b>	<b>TIMESCALE</b> Short term: up to April 2019 Medium term: April 2019 – March 2020 Long term: 2019 onwards	<b>BUDGET REQUIRED</b>	<b>COMMENTS</b>
	OCPC	2.6	Attend relevant conferences and meetings	Ongoing	Yes	
<b>Improved quality of Old Catton's Parks and Open Spaces</b>	OCPC	3.1	Continue to provide ongoing financial support to play equipment through grants and BDC	LT	Yes	
	OCPC – BDC	3.2	Support initiatives for improving youth provision in the parks in partnership with BDC and members of the community	LT	No	If budget required application for S106/CIL
	OCPC	3.3	Continue the provision of public toilets at Recreation Ground	LT	Yes	
	OCPC	3.4	Consider options for increasing community involvement in the development of new parks	MT	No	
	OCPC – BDC	3.5	Liaise with BDC to consider provision of more allotment plots within Old Catton as demanded	LT	No	
	OCPC	3.6	Support the provision of good quality, well-managed events that focus on community celebrations/events	Ongoing	??	
	OCPC	3.7	Continue to promote Parish facilities through the Council website	Ongoing	No	
<b>Increased youth engagement and support</b>	OCPC – BDC	4.1	Work with BDC to facilitate access to leisure activities for young people	MT	Yes	

<b>PARISH COUNCIL GOVERNANCE</b>	<b>LEAD/ PARTNERS</b>		<b>ACTIVITY</b>	<b>TIMESCALE</b> Short term: up to April 2019 Medium term: April 2019 – March 2020 Long term: 2019 onwards	<b>BUDGET REQUIRED</b>	<b>COMMENTS</b>
	OCPC	4.2	Work with local schools to help improve access to clubs/activities available for their students	Ongoing	Yes	Youth Work Budget
	OCPC	4.3	Form working relationship with the youth to provide facilities in conjunction with new development in area	MT	No	
	OCPC – SYEP	4.4	Facilitate and support creation of weekly Youth Group, providing premises and grant funding	ST – ongoing	Yes – annual grant allocation	
<b>Improved quality of Parish events and improved management of external events</b>	OCPC	5.1	Continue to fund and support external community events	MT	Yes	Fund of events to be of benefit to Old Catton residents
	OCPC	5.2	Include information about local clubs and societies on the Council website to promote events	LT – ongoing	No	
	OCPC – BDC – NCC – Norfolk Police - stakeholders	5.3	Work with BDC, NCC, Norfolk Constabulary and other stakeholders to influence the improved scheduling of any external run events and to encourage better management of problems/issues	MT	No	
<b>Increased impact of Community Grant Scheme</b>	OCPC	6.1	Continue to fund Community Grant Scheme	Ongoing	Yes	
	OCPC	6.2	Increase promotion of Community Grant	Ongoing	No	

PARISH COUNCIL GOVERNANCE	LEAD/ PARTNERS		ACTIVITY	TIMESCALE Short term: up to April 2019 Medium term: April 2019 – March 2020 Long term: 2019 onwards	BUDGET REQUIRED	COMMENTS
			Scheme on the Council website			
	OCPC	6.3	Review Grant Policy in terms of assessing the likely impact of the grant	LT – annually	No	
	OCPC	6.4	In conjunction with neighbouring parishes consider opportunities for and potential benefit of an additional joint parish community fund	MT	Yes	
<b>Improve safety of residents and visitors of Old Catton</b>	OCPC – Norfolk Police	7.1	Continue to work with the Police to share information on local crime and safety issues. This includes Police attendance at Council meetings and forwarding enquiries and concerns from the public to the Police in a timely fashion	Ongoing	No	
	OCPC – Norfolk Police	7.2	Facilitate community access to the Police by including Police contact information on the Council website	Ongoing	No	
	OCPC	7.3	Continue to support the Safer Neighbourhood Action Panel	Ongoing	No	
	OCPC – BDC – NCC	7.4	Continue to work with Flood & Emergency Recovery Group at BDC and NCC to build community resilience	Ongoing	No	
	OCPC	7.5	Review Community Resilience Plan to ensure all information correct and timely	MT – annually	No	

<b>PARISH COUNCIL GOVERNANCE</b>	<b>LEAD/ PARTNERS</b>		<b>ACTIVITY</b>	<b>TIMESCALE</b> Short term: up to April 2019 Medium term: April 2019 – March 2020 Long term: 2019 onwards	<b>BUDGET REQUIRED</b>	<b>COMMENTS</b>
	OCPC	7.6	Provide information on the Council website related to the Council Community Resilience Plan	MT	No	
<b>Improved standards in highway management and maintenance</b>	OCPC – NCC	8.1	Forward any complaints Parish Council receives about road, pavement or kerb damage to NCC	Ongoing	NO	
	OCPC – NCC	8.2	Work with NCC on long-term plan for road/pavement maintenance	MT	No	Work with Parish Rangers and provide regular schedules of works to be carried out
	OCPC – NCC	8.3	Liaise with NCC to influence scheduling of major road works to ensure minimal disruption to residents and peak commuter periods are avoided	Ongoing	No	
	OCPC	8.4	Provide information on the Parish Council website relating to NCC	Ongoing	No	
<b>Improved local transport provision</b>	OCPC	9.1	Lobby BDC and NCC to ensure quality bus service is established prior to completion of housing developments	ST – ongoing	No	
		9.2	Lobby Passenger Services at NCC both directly and jointly with neighbouring parishes to improve the quality of service, particularly in terms of cost and scheduling	ST – ongoing	No	

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<b>Increased local influence on planning decisions and future development</b>	OCPC – BDC	10.1	Continue to comment on all key strategic planning documents and consultations that affect Old Catton. Ensure Council’s knowledge and understanding of local context is considered during decisions and conforms to the Old Catton Neighbourhood Plan	Ongoing	No	
		10.2	Lobby BDC and NCC to ensure Old Catton benefits from fair distribution of support/spend through CIL monies	Ongoing	No	
	OCPC - Residents	10.3	Encourage Old Catton residents to participate in any strategic planning consultations that impact upon Old Catton	Ongoing	No	
	OCPC	10.4	Review Council Planning Policy to ensure planning applications are considered and reviewed in a robust and clear manner	MT	No	
	OCPC	10.5	Establish closer working relationship with members of BDC Planning Committee and Beeston Park Programme Board	MT	No	Invite representatives to attend meetings with Parish Council.
		10.6	Encourage and support new businesses which meet the needs of residents	MT	No	

<b>PARISH COUNCIL GOVERNANCE</b>	<b>LEAD/ PARTNERS</b>		<b>ACTIVITY</b>	<b>TIMESCALE</b> Short term: up to April 2019 Medium term: April 2019 – March 2020 Long term: 2019 onwards	<b>BUDGET REQUIRED</b>	<b>COMMENTS</b>
<b>Improved local housing provision</b>	OCPC – BDC	11.1	Work closely with BDC in order to increase local influence to improve satisfaction with housing provisions in Old Catton	MT	No	
		11.2	Include information on Council website about local housing policy	LT	No	
		11.3	Promote the development of affordable homes for the elderly within Old Catton	LT	No	
		11.4	Include information about local Housing Policy on the Council website	ST	No	
<b>Improved environmental services and appearance</b>	OCPC	12.1	Monitor street cleaning (including dog fouling) and litter bin collection services and raise any problems with BDC	LT	No	
		12.2	Promote to keep Old Catton tidy within the community and encourage residents / visitors to use litter bins	Ongoing	No	
<b>Enhancement of natural environment</b>	OCPC	13.1	Lobby BDC to ensure more green and open spaces are included in new developments within Old Catton	Ongoing	No	
		13.2	As Trustees, seek to improve and enhance Catton Park	LT	Yes	