

## Joint Parish Council Action Plan for May 2020 - May 2021

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
Develop an Action Plan for the year to share with residents.	Chair and Chair of Town Welfare to write a 12-month action plan to achieve with realistic targets.	Nil	Residents can see the projects the Council are working on. Councillors will be accountable to the residents. Residents will see at the Annual Meeting the next year how those projects have evolved.	To be presented at ordinary meeting - June 2020	Chair and Chair of Town Welfare Sub-Committee	This was presented to the ordinary Meeting in June 2020 and approved.	This document will be updated after each Ordinary Meeting each month to show progress throughout the year.
Sub-Committee reports to be submitted to the Clerk one week ahead of Ordinary Meetings.	All Chairs to submit monthly written reports.	Nil	Councillors will be able to read the reports ahead of the meetings and offer comments or ask questions in order to enable the meeting to be ran more efficiently.	June 2020	Chairs of Committees	This was implemented before the Ordinary Meeting in June 2020.	Monitor and ensure each Chair of the sub-Committee is presenting their reports to the Full Council each month. We increased to two meetings a month part-way through the year and have reverted to verbal reports.
Streamline agendas focusing on the areas that each Sub-Committee is currently working on.	Chair works with Clerk and Vice-Chair each month to ensure agenda is short with items to discuss that are relevant.	Nil	Council meetings will be more efficient, engaging both the public and the Councillors. Residents will be able to see how projects are evolving each month.	June 2020	Clerk, Chair, Vice-Chair and Chairs of Committees	Ongoing	This needs to be monitored - aim for each JPC meeting to take no more than 1 hour each meeting. <u>Update - October 2020</u> Voted to have 2 shorter meetings per month, effective from November 2020.
Engage with the residents more effectively at meetings by using large screen and projector to enable residents to see the same	Chair works with Clerk to understand how screen and projector are set up and set up ahead of each meeting.	Nil	Residents will want to attend meetings and engage with the Council. Meetings will be more efficient.	ASAP	Chair and Clerk	N/A	This began in our first live meeting on 24 <sup>th</sup> May 2021.

documents as the Council.							
Offer residents opportunities to ask questions and comments throughout the meeting, where appropriate.							ZOOM meetings from July 2020 were attended by residents. Opportunities were made at the beginning of the meeting for questions and observations during the Public Participation session. Residents could also email the clerk with questions and observations.
Engage with the young people in town for them to share what projects they are working on in their setting and how we as a council can support them	Clerk liaises with local schools and The Hub to invite them to attend meetings every 3 months to share their current projects.	Nil	Young people will be more engaged with their local council. JPC will have a greater understanding of what young people need in the town. Young people get an opportunity to see how their Local Government works.	ASAP	Chair and Clerk		This will move to the next action plan for 2021-2022.
Engage with residents to focus on local issues through their involvement in committees/projects.	Chairs of Committees share their projects on social media and ask if people are interested in joining. Once a month, on a rota, Chairs of Committees stand outside One Stop to discuss projects with residents.	Nil	Residents will want to attend meetings and engage with the Council. Residents will have shared ownership of projects, ensuring sustainability.	ASAP	Chair and Chairs of Committees		This will not be able to be put fully into effect until Council meetings can return to normal with current restraints of Covid-19. However, this is already happening in some areas where social distancing can be maintained ie Friends of Henley Railway

<p>Engage residents to become a volunteer in our town. (This could be for a specific project or to offer time or services to local organisations)</p>	<p>Chairs of Committees share their projects on social media and ask if people are interested in joining. Once a month, on a rota, Chairs of Committees stand outside One Stop to discuss projects with residents. Once a month, on a rota, local organisations stand outside One-Stop to discuss what being a volunteer for their organisation involves. Parish Council promotes one local organisation on their website and through social media to tie in with standing outside one-stop. Develop a town database of volunteers, along with their skill set &amp; preferences</p>	<p>Nil</p>	<p>Projects and organisations would have a greater resource to use, thus enabling them to become more sustainable. Residents would have shared ownership of projects within the town. Organisations would be able to forward-plan for the future.</p>	<p>ASAP</p>	<p>Chairs of Committees  Volunteers from local organisations</p>	<p>Ongoing</p>	<p>This will not be able to be put fully into effect until social distancing is decreased with current restraints of Covid-19. <u>Update - October 2020</u> EF attended Volunteers Fair to see how volunteers can be encouraged to join local organisations.  This will move to the next action plan for 2021-2022.</p>
<p>Liaise closely with 'the Time Bank' model to attract new volunteers.</p>	<p>Chair meets with Time Bank organiser to see how project can be taken forward.</p>	<p>Nil</p>	<p>More residents may volunteer in the town.</p>	<p>ASAP</p>	<p>Chair</p>	<p>Ongoing</p>	<p>Elaine and Kate met with Michael Spicer - Thursday 25<sup>th</sup> June 2020 to discuss how this could work - meeting again when restrictions lift. General feeling is that we can manage volunteers in other ways as Time Bank Model is very time-consuming.</p>

<p>Work in partnership with local organisations to ensure they are sustainable and efficient.</p> <p><u>Organisations</u></p> <ol style="list-style-type: none"> <li>1. The Hub - Kate and Jacqui</li> <li>2. HWMT - Ange</li> <li>3. Guildhall - Jem</li> <li>4. Henley in Bloom - Elaine</li> <li>5. Memorial Hall - Marijana</li> <li>6. Library - Jacqueline</li> <li>7. Heritage Centre - Ange/Marijana</li> <li>8. SCAN - Roger</li> <li>9. Evergreens - Val</li> <li>10. Neighbourhood Watch - Elaine, Roger and Val</li> <li>11. Dementia Café -</li> </ol>	<p>Have a Parish Council representative join each organisation, if organisations deem this appropriate.</p>	<p>Nil</p>	<p>Parish Council has a greater understanding of how each organisation works and what each is trying to achieve. Parish Council can then see how they can support each organisation. The organisations feel supported by the Parish Council.</p>	<p>September 2020</p>	<p>Councillors Local Organisations</p>	<p>September 2020</p>	<p>All Councillors have liaised with their respective organisations and reported back in September's meeting. Most organisations were grateful to be contacted and have a point of contact for the future. This needs to be rejuggled for the next year 2021-2022.</p>
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<p>Tina/Jacqui</p> <p>12. Christmas Lights - Jem, Val</p> <p>13. Scouts, Beavers, Cubs - Jem, Elaine</p> <p>14. W.I - Ange, Elaine</p> <p>15. Henley British Legion - Roger/Val &amp; Elaine</p>							
<p>Create an Annual Assembly that recognises and promotes the good work done in town by our volunteers. The Action Plan will also be presented to residents to show the work that has been undertaken over the last 12 months.</p>	<p>Speak to local organisations to gain their views. Speak to residents to gain their views.</p>	<p>Approx £100 for refreshments.</p>	<p>The Annual Assembly becomes an event in the calendar that informs residents about the work of the Parish Council and promotes organisations within the town.</p>	<p>Begin planning in December 2020.</p>	<p>Each Councillor rep to liaise with their organisation and report back by in September meeting.</p>	<p>April 2021</p>	<p>This took place virtually in April 2021 with a hope that this could happen in person in July if restrictions are lifted. This will be planned in more detail for 2022.</p>

Launch a 'Pride of Henley' annual award ceremony to be held in January/February each year to show recognition of local organisations, businesses and people that work on behalf of our local community.	Speak to local organisations to gain their views. Speak to residents to gain their views. Speak to businesses to gain their views.	Approx £1000 for evening refreshments and trophies.	People, organisations and businesses are valued by the local community.	Begin planning in January 2021.	Parish Council through Chair and Clerk liaise with Henley Business Matters Group.		This will move to the next action plan for 2021-2022.
Continue the good work set up for volunteers around Covid-19 to ensure our vulnerable residents continue to be looked after, ensuring an even wider sense of community.	Set up a Community helpline. Speak to surrounding villages that this has been set up to see what it involves.  Thank current volunteers for all their help.	Approx £120 per year for line rental.	Residents will have a central place to ask for help.  Hand deliver small gift and note showing thanks to each volunteer.	June 2020  Tuesday 29 <sup>th</sup> May 2020	Chair and Clerk  Chair	October 2020  All delivered and received. 29 <sup>th</sup> and 30 <sup>th</sup> May 2020	Community Helpline to be launched November 2020 - Article in the Henley Focus to advertise the service.  Volunteers were very appreciative and many have agreed to the JPC retaining their data to be used for future volunteering opportunities. 39% of respondents to the recent JPC Covid Survey said they would be willing to volunteer in another lock-down.
Establish an effective partnership with local businesses.	Set up a link Councillor to liaise with Henley Business Matter Group. Councillor reports back at each Parish Council meeting. Local businesses are invited to attend Parish Council Meetings.	Nil	Parish Council understands what local business needs are going forward and how can support them. Businesses feel supported.	Ongoing	Chair of Communications Sub-Committee		JPC promoted 'Eat out to help out' campaign on JPC social media. Video of local businesses done via JPC and WCC. Information regarding new Business Grants - August 2020, disseminated to local businesses via email and social media. This needs to be relaunched in 2021.

Bring a market back to Henley.	Liaise with local businesses to see if they would take a stall. Discuss with local market stall holders in Stratford and Warwick. Liaise with The White Swan about their future plans. Decide on location ie railway car park, White Swan and indoor evening market in one of the halls.	Nil	Henley would regain its status as a Market Town. A market would attract visitors to the town and increase Tourism. Residents would have access to a range of fresh produce. Businesses could further promote themselves to residents and visitors.	Begin planning in September 2020.	Chair, Town Welfare Sub-Committee, residents and businesses.		This will move to the next action plan for 2021-2022.
Give each committee their own pot of funds on which to draw upon, to ensure their plan could be deliverable without the need to ask permission to spend funds for each thing they purchase.	Rewrite terms of reference for each committee. Chairs to add to their written report a section about their finances to show the other Councillors and residents how that money had been spent with an adequate audit trail to ensure compliance.	Cost is already in current budget - Emergency and Maintenance - £10,000 Town Welfare - £5,000	Committees more ability and efficiency and autonomy to push their projects forward.	Finance Meeting/Ordinary Meeting in June 2020	Chair and Chair of Finance Committee	June 2020	Councillor Handbook updated with new Terms of Reference for each Committee. Emergency and Maintenance - £10,000 Town Welfare - £5,000
Greater accountability by organisations requesting funding each year through the Grants process.	Simplify the Grant application form with a clear schedule for organisations to follow. (This should include a meeting prior to the Grants Committee decision and a meeting after the decision to discuss any caveats put into place for their funding and/or to appeal the Council's	Cost is already in current budget - Approx £20,000 to be spent each year on community organisations	An open and transparent process aimed at delivering necessary funds to our local hardworking organisations, whilst ensuring efficiency and sustainability and more importantly, accountability to the residents about how their precept is being used.  (No Councillor that is a Trustee of an organisation may sit on the Grants	Begin planning in August 2020.	Chair of Grants Sub-Committee with Grants Sub-Committee.		Update reports were received from all organisations that were originally allocated over £2000. October 2020 - second tranches of payments made to all but one organisation. New format for 2021 grants - Applicants invited to an EGM on Zoom on 15.2.21.

	decision where appropriate and in line with guidance) Grants Committee to explore how grants could be applied for at a further point in the year to ensure all organisation's funding requests can be met.		Committee - It is recognised that under another section on this Action Plan, that every organisation will have a representative from the Parish Council but they are there only in a supportive role)				
Continue to work with scout group to secure funding & development of new scout hut.	Work with Scouts and other uniformed organisations on funding applications and fundraising opportunities.	Nil	Scouts and other uniformed organisations will have a new building	Ongoing	Town Welfare Sub-Committee		Uniformed organisations locally are planning this and will ask JPC for support over the next 12 months where necessary.
Negotiate with Network Rail to secure railway station building lease by adoption Apply for funding / grants for redevelopment of station building Apply and secure license for surrounding areas of platforms Continue negotiations with WMR for carpark station access / lease	Work with relevant bodies to adopt the railway station building and associated land.	Costs unknown at this stage.	Railway building will be adopted by the JPC, will be refurbished and will house appropriate community facilities ie Café	Ongoing	Town Welfare Sub-Committee/Friends of Henley Railway		We have agreement in principle for station lease with a peppercorn rent and 25-year lease. Renovation will be funded by grants and crowd funding. Once renovation is completed the building will become a community cafe / hub.  Continue onto Action Plan for 2021-2022.

Review sports facilities for town & explore opportunities for redevelopment	Work with Henley Sports Alliance and HWMT to look at sporting facilities.	Costs unknown at this stage.	Henley will continue to have good sporting facilities, promoting health and wellbeing for the local community.	Ongoing	Town Welfare Sub-Committee		Update - October 2020 Planning Committee at SDC approved the WASP's application for planning at WCG site - escalated to Secretary of State for decision. Secretary of State gave SDC authority to make the decision therefore planning application was approved. JPC working party to collaborate with HWMT and Sports Alliance to work out a plan for local facilities. This will be ongoing for the next Action Plan 2021-2022.
Secure funding and install outdoor gym on Riverlands	Apply for Grants to buy outdoor gym equipment for Riverlands. Find quotes for appropriate companies to install the equipment.	Approx £10,000	Local community will have other facilities to enhance their mental health and wellbeing.	By August 2020	Town Welfare Sub-Committee		Calor Gas grant fund was successful, along with Sport England Grant. Outdoor gym was installed in May 2021 within agreed budget.
Continue to work with Head of Pastoral Care at Henley High school to seek opportunities to improve facilities	Work with the school to explore funding opportunities to improve their sports facilities (these could also be used outside of school hours by the community) Work with the school to explore funding opportunities for a separate building for pastoral work.	Nil	Enhanced sports facilities available to the community Extra building to support pastoral work the school does within our community.	Currently limited by restrictions of Covid-19 but discussions to remain open and actions to be completed ASAP.	Town Welfare Sub-Committee		Several meetings have taken place and this is now being picked up under the sports facility working party. This will be ongoing for the next Action Plan 2021-2022.

Explore the possibility of a memorial tree garden planting in town	Look for appropriate spaces around town. Canvas local community.	No costs known at this stage.	Local community would have memorials for family and friends.	October 2020	Town Welfare Sub-Committee		This will move to the next action plan for 2021-2022.
'Happy to Chat' bench to be installed and promoted to combat loneliness	Local contractor to install bench in agreed position on Riverlands	Nil	Local community has a place to chat to people to help combat loneliness	July 2020	Town Welfare Sub-Committee		Moved to Action Plan for 2021-22 - Now under Wellbeing and Community section.
Build a closer working relationship with local businesses to encourage "shop local"	JPC Website promotion Local advertising opportunities Business to business support 'Henley Business Matters' forum to be reintroduced Stalls available at market for local businesses	Nil	Businesses will see an increase in footfall and will flourish, ensuring the High Street remains open and vibrant	Ongoing	Town Welfare Sub-Committee in partnership with Comms Sub-Committee and local businesses		JPC promoted 'Eat out to help out' campaign on JPC social media. Video of local businesses done via JPC and WCC. Information regarding new Business Grants - August 2020, disseminated to local businesses via email and social media. This will be relaunched in 2021.
Continue to work with the rail company to develop hop on / hop off train service along the Heritage Line.	Discuss with relevant bodies to see the possibilities.	Nil	Henley and Wootten Waven will benefit from increased tourism	Ongoing	Town Welfare Sub-Committee/Friends of Henley Railway		This has been achieved with a Treasure Trail created with Henley as a main stop-over between Stratford and Birmingham.
Improve town signage to carparks & tourist points of interest	Gather quotes from appropriate companies Decide on appropriate locations and see if planning consent is required	Approx £5000 to include maps below.	Key points of interest around Henley will be easier to find for visitors to the town.	August 2020	Town Welfare Sub-Committee		All signage updated and Heritage Trail & UR Here boards installed. Design completed for welcome boards and new carpark signage, now awaiting approval from WCC for installation of signs.

Develop a visual town points of interest map & display in strategic positions around town.	Gather quotes from appropriate companies Decide on appropriate locations and see if planning consent is required	Approx £5000 to include signage above.	Key points of interest around Henley will be easier to find for visitors to the town.	August 2020	Town Welfare Sub-Committee		All completed and now in situ.
Explore funding opportunities for redevelopment of children's parks & play areas. Canvas town opinion for future children's facilities	Survey local residents through app such as survey monkey.  Update quotes from existing suppliers.	Approx £20,000	Children will have updated and age-appropriate facilities	September 2020	Town Welfare Sub-Committee		New timber framed play towers installed in March 2021, along with essential repairs to younger play area. All completed within agreed budget.
Continue to manage allotments & waiting lists	Ensure waiting lists are updated regularly.	Nil	All plots will be taken.	Ongoing	Town Welfare Sub-Committee		All plots fully let and payments received. WI Community plot - October 2020
Explore potential opportunities for more plots across town	Survey residents through app such as survey monkey.	Nil	More plots will be available for residents to use.	Ongoing	Town Welfare Sub-Committee		This will move to the next action plan for 2021-2022.
Engage more with plot holders and encourage good maintenance of plots by introducing new rules and competitions for best maintained / improved plots	Survey plot holders as to their needs and wants. Hold regular competitions to engage plot holders and motivate them to maintain their plots. - link in to annual Pride of Henley Awards	Nil	Plots are well maintained.	Ongoing	Town Welfare Sub-Committee		All plots fully maintained. Regular inspections completed and warning letters issued for non-compliance. Waiting list continues to show keen interest from residents of the town.
Maintain good management and full revenue collection	Ensure dialogue continues with plot holders, with regular meetings. Ensure accounts are reconciled each month and payments chased.	Nil	All plots are maintained, plot holders' voices are heard and acted upon by the JPC and plots are paid for in a timely manner.	Ongoing	Town Welfare Sub-Committee		All plots are paid and up-to-date. An increase in revenue in excess of £1000 from previous years.