



PORINGLAND PARISH COUNCIL

STRATEGIC ACTION PLAN 2016-17

Poringland Parish Council will publish an action plan annually in May. The Plan will be drawn from the budget which is set in January and which includes project expenditure for the forthcoming year; from matters raised by members of the public and from the Six Strategic Group and other such outside bodies; and from matters identified as important to the community.

Poringland Parish Council will continually review the action plan, and will add any matters as required through the year.

Poringland Parish Council's Key Objectives for May 2016 to May 2017 are:

Action	How identified?	Timescale	Budget	Update
To fully implement the Council's Community Engagement Strategy and Social Media Policy.	Community Engagement Strategy	December 2016	N/a	COMPLETED Facebook and Twitter pages set up and updated periodically. Website maintained. Newsletter sent out quarterly with the Five+ Feedback box installed outside the office.
To continue engagement with developers in the Parish, including Norfolk Homes, David	Planning process	Ongoing	N/a	ONGOING Meetings set up with David Wilson Homes to discuss problems with development. Other developments monitored as the

Wilson Homes, and any new developments that may be proposed within and near the parish boundaries.				Council becomes aware of them.
To maintain a strategic overview of traffic matters within and around Poringland, working with The Strategic Six to lobby on improvements, individual matters and to investigate improvements to crossing points in Poringland.	Six Strategic Group	Ongoing	N/a	ONGOING Continued engagement with the Six Strategic Group. Crossing point considered, it was felt that the council should wait until CIL money was available to deliver an upgrade of the Church zebra crossing, and when other developments were completed to see the broader picture of crossing points. Traffic monitoring taking place. Anglian Water being actively pursued to manage roadworks in village.
To complete war memorial replacement project and hold service of dedication.	Council / Community Engagement	November 2016	£1,000 plus external funding	COMPLETED War memorial installed November 2017.
To work with partner agencies and community groups on speed awareness initiatives	Whole Council Strategic Working Group	December 2016	£2,382 (school project; and SAM2 machine)	COMPLETED School speed awareness signs being installed. SAM2 machine deployed within village Parish Council continues to be supportive of Speed Awareness group in village.

<p>To progress the Community Land Project with a Working Group to work through Phase 1 – blueprint for the provision of community services on the land.</p>	<p>Community Land Project Public Consultation</p>	<p>Long Term</p>	<p>N/a</p>	<p>ONGOING Working Group tasked with coming up with masterplan, meetings have taken place and funding of project has been discussed, meetings now taking place to look at possibilities for sports facilities.</p>
<p>To work towards the ‘Quality’ Award with a view to applying for that once the Council qualifies.</p>	<p>Whole Council Strategic Working Group</p>	<p>Ongoing</p>	<p>N/a</p>	<p>ONGOING Other work has taken precedence as the Council does not qualify yet, but documents are being prepared with a view to Quality compliance.</p>
<p>To continue to improve good governance through the identification of efficiencies and modern methods of working.</p>	<p>Ongoing improvement programme</p>	<p>Ongoing</p>		<p>ONGOING Staff always considering most efficient methods of working and identify cost cutting/invest to save. Cut doorway through Q4 cupboard to allow access to back cupboards, giving more flexible storage space. Replaced relief caretaking with outsourced arrangement, cutting management time.</p>
<p>To review the Council’s IT provision and implement efficient ways of working with modern equipment, enabling all staff to effectively carry out their jobs.</p>	<p>Ongoing improvement programme</p>	<p>December 2016</p>	<p>Requesting budget of up to £2,500, identified through insurance savings</p>	<p>COMPLETED Implemented hosted IT solution, improving staff efficiency and capability to see all files and answer customer queries. Upgraded laptops and broadband to improve speed and working.</p>

				Replaced office inkjet printers with one multi-function printer cutting ink costs.
To continue to improve the offering at the Community Centre, including drafting a general maintenance plan, a scheme of approved contractors (including market testing pricing of contractors currently used) and other general improvements as they become identified.	Ongoing improvement programme. Facilities Strategic Advisory Group.	Ongoing	£3,613 (external CCTV replacement, door between cupboards)	ONGOING General maintenance plan and approved suppliers list is a project that it is hoped will be achieved in 2017/18. External CCTV replaced. Air conditioning extended to office and bar. Door installed between cupboards. Revenue of Centre increased by over 20% in 2016/17 largely due to offering of events and party nights hosted by the Centre. Looking to extend car park in 2017/18.
To continue to enhance amenity facilities/land within the Parish for maximum community use and to protect the environment.	Open Spaces Advisory Group	Ongoing	£15,000 to include tree inspections, new bus shelter, and general improvements and repairs.	ONGOING Tree inspections and remedial works carried out in 2016/17. Bus shelters installed along Norwich Road, and replaced at Fiveways and The Royal Oak. Leisure Garden improved with memorial installation, new bench and path, annual pond cleaning and renamed 'Memorial Garden'.
To offer training and development	Training and Development Policy	Ongoing	£1,000 2015/16	ONGOING Assistant Clerk passed her Certificate

opportunities for all councillors and officers of the council.				<p>in Local Council Administration (CiLCA) qualification in 2016.</p> <p>Staff encouraged to attend training and development, including refresher training for manual handling; first aid requalification/new qualification; risk management training.</p> <p>Clerk attended SLCC National Conference (at own cost), SLCC Practitioners Conference and various local training and conferences to ensure continued current relevant knowledge, develop networks etc.</p> <p>All Councillors encouraged to attend local conferences and training offered by recognized organisations such as SLCC, NALC and NPTS.</p>
To continue to support to Six Youth Council to grow and develop, ensuring engagement in the work of the Council and promoting future involvement in local democracy.	Six Strategic Group	Ongoing		<p>ONGOING</p> <p>Councillors continue to attend meetings and to offer support to the matters raised, particularly the Community Governance Review in 2017.</p>
To consider development of performance indicators as part of the Council's move towards a more	Whole Council Strategic Working Group	Ongoing	N/a	<p>ONGOING</p>

strategic outlook.				
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Actions agreed May 2016.
Review of action plan May 2017.
Next action plan due May 2017.