FAIRLIGHT PARISH COUNCIL ACTION PLAN (2020/21 to 2022/23)

AIM	OBJECTIVE	ACTION	WHO	COMPLETION DATE	UPDATE
To comply with the law and inform the community	ACCOUNTS AND AUDITS – To ensure that there is transparent information about payments, audit documents, budget, precept	To publish on the website and on noticeboards	***Clerk and Cllr Stewart/ Cllr Sharpe***	Within 1 month of approval by Council or Auditor	Data is posted to the website when required
To comply with the law and inform the community	ACCOUNTS AND AUDITS – To ensure that there is transparent information about Annual Governance Statement (year-end accounts)	To agree and sign off at the Annual Parish Council Meeting (in May) To send to external auditors To publish on the website and on noticeboards	Clerk and Parish Council	Within 1 month of approval by Council	
To comply with the law and inform the community	ACCOUNTS AND AUDITS – To ensure that there is transparent information about Exercise of Public Rights	To notify Council of conclusion To publish on the website and on noticeboards	***Clerk and Cllr Stewart/ Cllr Sharpe***	30 days during the summer including the first two weeks of July	Information posted to website when required.
To comply with the law and inform the community	BUDGET AND FINANCE To ensure that Parish Council monies is monitored and spent efficiently.	To select Councillors and Chair to set up a Finance Committee To set an annual budget and prepare a precept request To consult with the public on proposed budget/precept increases To monitor the budget and review forecasts To carry out rent reviews and update lease agreements	Clerk and Parish Council Clerk and Parish Council Clerk and Parish Council Clerk and Parish Council Clerk and ***Finance Committee***	May 2020 Annually - October and January Annually -November (if necessary) Monthly March 2021 (then every three to five years)	Finance committee set up and has agreed terms of reference. See website for details
To comply with the law and inform the community	PARISH COUNCIL ADMINISTRATION - To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent	To publish agendas, minutes and reports To publish contact details of Councillors and Clerks To publish a calendar of meetings	Clerk and Parish Council Clerk Clerk	Ongoing Agendas and minutes to be published within one month of availability/approval by Council Contact details available on website and in village magazine. Updated as necessary. Annually - January	Agendas and minutes posted to website when required. Agendas posted to Facebook pages "Fairlight PC" and "What's going on in Fairlight" Councillor contact details are on the website. Calendar currently being worked on for the website. Calendar went live 22/1/2021
To keep up to date	SUBSCRIPTIONS – To ensure the Council has access to advice and training to keep well informed	To review and approve annual subscriptions for SSALC/NALC RALC ESALC Information Commissioners GDPR Action in Rural Sussex RBS accounting software	Clerk and Parish Council	Annually – April (for review) - May (for approval at Annual Parish Council Meeting)	New ESALC group formed. Action plan updated to include ESALC
To keep up to date	MAINTENANCE AGREEMENTS – To ensure the continued maintenance of equipment and software	To review, update and approve maintenance agreements for CCTV equipment – AB Fire and Security (Renewal due - Feb) Accounting Software – Rialtas (Renewal due – Oct) Parish online (Renewal due - Aug)	***Finance & Administration Committee for CCTV*** Clerk	Annually (see renewal date)	
To comply with the law	GDPR AND FREEDOM OF INFORMATION – To ensure regulations are met	To review GDPR and freedom of information policies and procedures To adopt all policies and procedures at the Annual Parish Council Meeting (in May) To publish on the website	Clerk and Parish Council	Ongoing Annually - May Ongoing	Policies and procedures posted on the website. New policies added to website. 24/05/2021

To comply with the law and inform the community	POLICIES AND PROCEDURES – To ensure all Council policies and procedures (inc Financial Regulations, Standing Orders and GDPR) are reviewed and updated annually	To review and update all policies and procedures To adopt all policies and procedures at the Annual Parish Council Meeting (in May) To publish on the website	Clerk and ***Finance & Administration Committee***	Ongoing Annually - May	7 Policies and Procedures have been reviewed and website updated.
To comply with the law and ensure the smooth running of administration	IT SUPPORT AND SECURITY – To update IT security To install a new Parish Council website To install new Clerk and Councillors email addresses	To establish a new Parish Council web-site with associated email addresses To maintain IT security	***Clerk and Cllr Stewart/ Cllr Sharpe*** Clerk and Councillors	31st March 2021 Ongoing	Website up and running. Email accounts are not going to be installed as there are complications with getting them either viewed or being sent. Email and website policies adopted to ensure good practice.
To comply with the law and engage with the community	WEBSITE – To keep updated	To update information on a regular basis	***Clerk and Cllr Stewart/ Cllr Sharpe***	Ongoing	Website being updated when required. Facebook page has been set up "Fairlight Parish Council" and is updated along with "What's going on in Fairlight" page. To monitor development and planning. Facebook policy written and passed by PC. Notification on Facebook pages removed. 26/07/2022
	PLANNING APPLICATIONS – To consider all planning applications which fall within, and impact the Parish	To ensure planning applications are notified to the Planning Committee and Councillors To ensure comments on planning applications are submitted to Rother District Council To continue to work with the Fairlight Preservation Trust in respect of the protocol for a Coastal Buffer Zone To continue to engage with Rother District Council Planning Department and District Councillors to protect green spaces and community assets	Clerk Clerk Planning Committee Planning Committee	Agenda and attachments sent to Councillors prior to meeting Within two days of receipt of Planning Committee (draft) minutes Ongoing Ongoing	Meetings being arranged with Rother planners to look at building applications near cliff Rother District Council have now agreed to fund a geological survey to determine whether an Article 4 direction is justified. FPC have agreed a voluntary payment of 20% (£2600) towards the total cost of £13,000. Article 4 is going to go ahead. Letter and notification have been sent to the necessary properties.
To comply with the law and ensure safety	HEALTH AND SAFETY – To ensure that the Council meets the Health and Safety requirements for its staff. Councillors, and public at events and activities	To ensure staff, Councillors and volunteers are trained in respect of Health and Safety matters To ensure appropriate equipment and COSHH assessments are provided to staff and volunteers To carry out a risk assessment on Wood Field Recreation Ground To ensure a risk assessment is carried out on the Wood Field Children's play area To carry out a risk assessment on Knowle Wood and volunteer group To carry out a DSE risk assessment and risk assessment on the Clerk's office To ensure risk assessments are carried out by users of Council's assets – Fairlight Bowls Club Fairlight Tennis Club Parkhurst Cricket Club Activate Youth Club Marsham Amateur Radio Club Hastings Athletic Football teams	Clerk Clerk ***Clerk and Cllr Smith*** Clerk/Contractor ***Clerk and Land Management team*** Clerk Clerk	Ongoing Ongoing Annually - August Annually - October Annually - October Annually - April Annually - July	Parkhurst cricket club are no longer on Woodfield. Hastings Athletic football teams now using woodfield..

		To ensure risk assessments are carried out for events utilising Council assets – Fairfest etc	Clerk	Ongoing/when required	
To comply with the law and ensure appropriate insurance cover	INSURANCE – To ensure the Council and other organisations has adequate insurance cover.	To review and update the risk management schedule To review and update the Council's asset register To review and renew the Council's insurance To discuss policy renewal with insurance company To ensure appropriate insurance is held by users of Council's assets – Fairlight Bowls Club Fairlight Tennis Club Parkhurst Cricket Club Activate Youth Club Marsham Amateur Radio Club	Clerk and Councillors Clerk and Councillors Clerk and Councillors Clerk Clerk and Councillors	Annually - April Annually - May Annually – May (review of policy) - 1st June (insurance renewal) - 5-year price agreement in place until 31st May 2023 Annually - May Annually - July	
To comply with the law and ensure safety	ASSETS – To ensure that all Council assets are maintained in a safe and proper manner	To maintain a list of Council assets To regularly check all assets are maintained and in good working order To identify and protect community assets within Fairlight (Trees – TPOs, open spaces, play areas, footpaths etc)	Clerk and Councilors Clerk and Land Management and Assets Working Group Clerk and Land Management and Assets Working Group	Ongoing updates Annually – May (review) Monthly Ongoing	Asset list for Grit Bins, Dog Bins and Bus shelters are listed and on the website. Dog poo bag dispensers added Spring 2022 LMT to check assets in October 2022
To comply with the law and ensure safety, maintenance etc of assets	ASSETS – To establish a Land Management and Assets Working Group (responsible for Council's assets, maintenance and renewal, water and highways issues etc)	To select Councillors and Chair for Land Management and Assets Working Group To establish terms of reference for Working Group To work pro-actively with other groups who hold assets to identify opportunities to share – develop and publish a list (Village Hall, churches, organizations and associations – equipment, space, skills and associated flora and fauna to avoid duplication)	Clerk and Councilors Clerk and Councilors Clerk and Land Management and Assets Working Group	31st March 2021 31st March 2021 To be decided by LM & A Working Group on formation	Land management working party set up and meets regularly. Terms of reference in place 25/8/2022 Group has been set up and work to commence September 2022 On Going 25/8/2022
To upkeep open spaces	GROUNDS MAINTENANCE – To manage the cutting of the grass within the village – The Circle, Wood Field recreation ground and play area, twitterns, and Post Office verge	To draw up specification to obtain quotations, agree best value for money contract and monitor contractors on a monthly basis	Clerk and Councilors	Ongoing Current three-year contract wef 01/04/20 to 31/03/23	Work in progress.
To upkeep open spaces	GROUNDS MAINTENANCE – To manage and maintain hedges and trees	To draw up a maintenance plan for Wood Field trees and hedges	Clerk and Land Management and Assets Working Group	31st March 2021	LMT to draw up a maintenance plane for trees and hedges. To commence spring 2023
To provide play facilities	WOOD FIELD RECREATION GROUND AND CHILDREN'S PLAY AREA – To update sports and children's play area	To draw up a replacement plan for sports equipment on Wood Field Recreation Ground	Clerk and Land Management and Assets Working Group	31st March 2021	In the process of identifying and applying for community grant for new equipment in children's play area.

	equipment as necessary	To draw up a replacement plan for children's play area equipment To draw up a maintenance plan for the children's play area equipment To accrue funds to ensure equipment can be replaced To budget for annual maintenance and inspection of equipment	***Finance & Administration Committee*** Finance Committee	Annually - October Annually - October	Grants applied for new equipment 2022 Grant for new toddler equipment has been approved. New equipment to be installed early spring 2023.
To comply with the law and ensure safety	OPEN SPACES – To maintain areas for community use and keep free from vandalism and anti-social behavior To maintain a fund for long term maintenance of Wood Field and Knowle Wood	To obtain quotations for necessary maintenance and agree contractors To carry out inspections regularly and identify any repairs required To allocate a fund/budget for continued maintenance/long term projects	Clerk and Councilors Clerk and Councilors Clerk and Councilors	Ongoing Ongoing Ongoing Annually – September (review)	
To comply with the law and ensure safety and upkeep	KNOWLE WOOD – To maintain the wood to an appropriate standard, ensuring safety and environmental issues are adhered to.	To implement the woodland plan To establish a volunteer group to help maintain the wood To establish the condition of the trees	Clerk and Land Management and Assets Working Group Clerk and Land Management and Assets Working Group Clerk and Land Management and Assets Working Group	Ongoing Ongoing Work completed on previous tree survey 2019 Survey to be undertaken every three years	This will be reinstated once Covid restrictions are lifted. **Phase One** As per the Woodland Management Plan, shelters have been dismantled. This will be ongoing. Assessment in December 2020 for trees which need felling carried out for third party. This assessment presented to the January 2021 Parish Council for approval to proceed. Work scheduled for Autumn2022 Around March 2021 (virus restrictions and weather allowing), blocking off access to pathways using fallen wood can commence, if virus restrictions allow. April 2021, removal of invasive species identified in Management Plan – virus restrictions dependent. Volunteer Group status to be assessed 2021 – virus restrictions dependent. Some path restriction still required and management of brambles in October 20-22
Provision of bins	DOG AND LITTER BINS – To ensure there are enough bins, they are emptied regularly and replaced/repaired when required	To review and approve an annual dog bin emptying service with Rother District Council To continue to ensure litter bins are emptied regularly and inspected for fault/repairs	Clerk and Councilors Clerk and Councilors	Annually - February Monthly	
To comply with the law and ensure safety	CRIME AND POLICING – To tackle and prevent crime in the village	To continue to engage with the local PSCO's and invite to Parish Council meetings To assist with the set up of a Neighbourhood Watch scheme To continue to deal with speeding issues: - attend RALC meetings re speeding - support the local Speedwatch team - seek to reduce the speed limit in areas of the village - investigate methods of reducing speed	Clerk and Councilors Clerk and Councilors Clerk and Councillors	Monthly and ongoing 31st March 2021 Ongoing Quarterly meeting	Graeme Gambrill is lead contact for Neighbourhood Watch in the village

To engage with the Community	COMMUNITY ENGAGEMENT – To engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish	To invite and encourage the public to attend Parish Council meetings and events To submit articles to the FRA magazine To issue a regular newsletter from the Parish Council To regularly update the website To compile a welcome pack for new residents to the village – inc Parish Council, club's information etc (new working group) To provide information and encourage residents to report issues – parking, overgrown hedges etc directly to the appropriate organisation To nominate a Councillor as liaison link with local groups and clubs etc To encourage and assist clubs and organisations to apply for grants/funding	Clerk and ***Cllr Stewart*** Clerk and Councillors Clerk and Councillors ***Clerk and Cllr Stewart/ Cllr Sharpe*** Clerk and ***Cllr Stewart*** Clerk and Councillors Clerk and named councillor Clerk and Councillors	Monthly Quarterly New project – to start August 2020 Ongoing 31st March 2022 Ongoing 31st July 2020 Continuous dialogue with local groups Ongoing	The use of the website and Facebook page will have details of PC meetings and how to attend. Updating website when required. By use of the website and links. 15/05/2021
To engage with the Community	COMMUNITY ENGAGEMENT – To continue to improve the facilities within the village for both young and elderly residents	To set up an independent volunteer Helping Hands scheme To set up a community café To build a new community hub on Wood Field To investigate better transport links for residents – volunteer transport etc	***Clerk and Cllr Horsley*** Clerk and Councillors Clerk and ***Faircomm Steering Group*** Clerk and Councillors	31st March 2021 31st March 2022 31st March 2024 31st March 2021 Ongoing	Currently at the planning stage and gathering information. The Faircomm steering group have received the quotes from the Architects (5) and currently sifting through to reduce the number of quotes to a more manageable selection. A series of question – raised by the group – is currently being collated and the Architects will be sent a list of those questions. Two of the Architects have been asked to visit the site – their request to do so - which may help reduce the number of working quotes. It is hoped that we will be in a position to bring to the next PC meeting, in July, our thoughts and views of what we think is the best Architect to move forward with. UPDATE 31/12/21 Base plans have been done by Pump Houses p-groups preferred Architect – meeting on 12/1/2022 to discus and amend as necessary. Amended March 2022 and sent to Rother Planning. Rother Planning have passed the application for building the Hub with conditions. The Group are now looking at the conditions to supply the necessary information to allow building work to be undertaken.

To engage with the Community and ensure safety	EMERGENCY PLAN – To maintain an emergency plan for the village	To maintain the Parish Council's emergency plan To review the emergency plan and street warden scheme	Clerk and ***Cllr Stewart*** Clerk and ***Cllr Stewart***	Ongoing 31st March 2022	Completed, on the website and updated when required. Updated 17/6/2021 to include Cllr Sharpe.
To engage with other organisations and Parish Councils	EXTERNAL ENGAGEMENT – To continue to improve links with external organisations	To continue to hold a local Parish Councils meeting (inc Pett, Guestling/Three Oaks and Icklesham) To continue to engage with District and County councillors and invite to meeting regularly To send a representative to external meetings (RALC, SSALC, ESALC Rother Clerks etc)	Clerk, Chair/Vice Chair Clerk and Councillors Clerk and Councillors	Quarterly Monthly When required	Plan modified to include the new ESALC 15/05/2021
To ensure staff and councillors are trained to the highest standard and keep up-to-date with legislation	TRAINING AND DEVELOPMENT - To support continued training and development for Councillors and staff	To support the Clerk to obtain the Cilca qualification To provide in-house induction and training for Councillors, Chair and Vice-chair To attend appropriate external training and conferences To provide an annual budget for staff training and development	Clerk and Parish Council Clerk and Councillors Clerk and Councillors Parish Council	End of 2020 Ongoing When necessary Every year	Completed December 2020.

Adopted: /2020

Updated 25/08/2022

Updated 19/09/2022 Woodfield, Assets,