

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

| AIM   | OBJECTIVE   | ACTION   | WHO  | COMPLETION DATE  | UPDATE  |
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| To comply with the law and inform the community | ACCOUNTS AND AUDITS –<br>To ensure that there is transparent information about payments, audit documents, budget, precept   | To publish on the website and on noticeboards  | <i>Clerk and Cllr Stewart/<br/>Cllr Sharpe</i>   | 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 –<br>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)<br>To send to external auditors<br>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 –<br>To ensure that there is transparent information about Exercise of Public Rights  | To notify Council of conclusion<br>To publish on the website and on noticeboards   | <i>Clerk and Cllr Stewart/<br/>Cllr Sharpe</i>   | 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<br>To ensure that Parish Council monies is monitored and spent efficiently.  | To select Councillors and Chair to set up a Finance Committee<br><br>To set an annual budget and prepare a precept request<br><br>To consult with the public on proposed budget/precept increases<br><br>To monitor the budget and review forecasts<br><br>To carry out rent reviews and update lease agreements | Clerk and Parish Council<br><br>Clerk and Parish Council<br><br>Clerk and Parish Council<br><br>Clerk and Parish Council<br><br>Clerk and <i>Finance Committee</i> | May 2020<br><br>Annually - October and January<br><br>Annually -November (if necessary)<br><br>Monthly<br><br>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 -<br>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<br><br>To publish contact details of Councillors and Clerks<br><br>To publish a calendar of meetings   | Clerk and Parish Council<br><br>Clerk<br><br>Clerk   | Ongoing<br>Agendas and minutes to be published within one month of availability/approval by Council<br><br>Contact details available on website and in village magazine. Updated as necessary.<br><br>Annually - January | Agendas and minutes posted to website when required. Agendas posted to Facebook pages “Fairlight PC” and “What’s going on in Fairlight”<br><br>Councillor contact details are on the website.<br><br>Calendar currently being worked on for the website. Calendar went live 22/1/2021 |
| To keep up to date                              | SUBSCRIPTIONS –<br>To ensure the Council has access to advice and training to keep well informed  | To review and approve annual subscriptions for<br>SSALC/NALC RALC ESALC<br>Information Commissioners<br>GDPR<br>Action in Rural Sussex<br>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 –<br>To ensure the continued maintenance of equipment and software   | To review, update and approve maintenance agreements for<br>CCTV equipment – AB Fire and Security (Renewal due - Feb)<br>Accounting Software – Rialtas (Renewal due – Oct)<br>Parish online (Renewal due - Aug)  | <i>Finance &amp; Administration Committee for CCTV</i><br>Clerk  | Annually (see renewal date)  |   |
| To comply with the law                          | GDPR AND FREEDOM OF INFORMATION –<br>To ensure regulations are met  | To review GDPR and freedom of information policies and procedures<br>To adopt all policies and procedures at the Annual Parish Council Meeting (in May)<br>To publish on the website   | Clerk and Parish Council   | Ongoing<br><br>Annually - May<br><br>Ongoing   | Policies and procedures posted on the website. New policies added to website. 24/05/2021  |

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| To comply with the law and inform the community                        | POLICIES AND PROCEDURES –<br>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<br>To adopt all policies and procedures at the Annual Parish Council Meeting (in May)<br>To publish on the website   | Clerk and <b>Finance &amp; Administration Committee</b>   | Ongoing<br>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 –<br>To update IT security<br>To install a new Parish Council website<br>To install new Clerk and Councillors email addresses              | To establish a new Parish Council web-site with associated email addresses<br><br>To maintain IT security   | <b>Clerk and Cllr Stewart/Cllr Sharpe</b><br><br>Clerk and Councillors  | 31st March 2021<br><br>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 –<br>To keep updated   | To update information on a regular basis  | <b>Clerk and Cllr Stewart/Cllr Sharpe</b>   | 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.   |
|  | PLANNING APPLICATIONS –<br>To consider all planning applications which fall within, and impact the Parish  | To ensure planning applications are notified to the Planning Committee and Councillors<br><br>To ensure comments on planning applications are submitted to Rother District Council<br><br>To continue to work with the Fairlight Preservation Trust in respect of the protocol for a Coastal Buffer Zone<br><br>To continue to engage with Rother District Council Planning Department and District Councillors to protect green spaces and community assets  | Clerk<br><br>Clerk<br><br>Planning Committee<br><br>Planning Committee  | Agenda and attachments sent to Councillors prior to meeting<br><br>Within two days of receipt of Planning Committee (draft) minutes<br><br>Ongoing<br><br>Ongoing               | Meetings being arranged with Rother planners to look at building applications near cliff<br><br>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. |
| To comply with the law and ensure safety                               | HEALTH AND SAFETY –<br>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<br><br>To ensure appropriate equipment and COSHH assessments are provided to staff and volunteers<br><br>To carry out a risk assessment on Wood Field Recreation Ground<br><br>To ensure a risk assessment is carried out on the Wood Field Children’s play area<br><br>To carry out a risk assessment on Knowle Wood and volunteer group<br><br>To carry out a DSE risk assessment and risk assessment on the Clerk’s office<br><br>To ensure risk assessments are carried out by users of Council’s assets –<br>Fairlight Bowls Club<br>Fairlight Tennis Club<br>Parkhurst Cricket Club<br>Activate Youth Club<br>Marsham Amateur Radio Club<br><br>To ensure risk assessments are carried out for events utilising Council assets – Fairfest etc | Clerk<br><br>Clerk<br><br><b>Clerk and Cllr Smith</b><br><br>Clerk/Contractor<br><br><b>Clerk and Land Management team</b><br><br>Clerk<br><br>Clerk<br><br>Clerk | Ongoing<br><br>Ongoing<br><br>Annually - August<br><br>Annually - October<br><br>Annually - October<br><br>Annually - April<br><br>Annually - July<br><br>Ongoing/when required |   |
| To comply with the law   | INSURANCE –  | To review and update the risk management schedule   | Clerk and Councillors   | Annually - April  |   |

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| and ensure appropriate insurance cover                              | To ensure the Council and other organisations has adequate insurance cover.   | To review and update the Council's asset register<br><br>To review and renew the Council's insurance<br><br>To discuss policy renewal with insurance company<br><br>To ensure appropriate insurance is held by users of Council's assets –<br>Fairlight Bowls Club<br>Fairlight Tennis Club<br>Parkhurst Cricket Club<br>Activate Youth Club<br>Marsham Amateur Radio Club                                  | Clerk and Councillors<br><br>Clerk and Councillors<br><br>Clerk<br><br>Clerk and Councillors  | Annually - May<br><br>Annually – May (review of policy)<br>- 1st June (insurance renewal)<br>- 5-year price agreement in place until 31 <sup>st</sup> May 2023<br><br>Annually - May<br><br>Annually - July |   |
| To comply with the law and ensure safety                            | ASSETS –<br>To ensure that all Council assets are maintained in a safe and proper manner  | To maintain a list of Council assets<br><br>To regularly check all assets are maintained and in good working order<br><br>To identify and protect community assets within Fairlight (Trees – TPOs, open spaces, play areas, footpaths etc)  | Clerk and Councillors<br><br>Clerk and Land Management and Assets Working Group<br><br>Clerk and Land Management and Assets Working Group | Ongoing updates<br>Annually – May (review)<br><br>Monthly<br><br>Ongoing  | Asset list for Grit Bins, Dog Bins and Bus shelters are listed and on the website                         |
| To comply with the law and ensure safety, maintenance etc of assets | ASSETS –<br>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<br><br>To establish terms of reference for Working Group<br><br>To work pro-actively with other groups who hold assets to identify opportunities to share – develop and publish a list (Village Hall, churches, organisations and associations – equipment, space, skills and associated flora and fauna to avoid duplication) | Clerk and Councillors<br><br>Clerk and Councillors<br><br>Clerk and Land Management and Assets Working Group                              | 31st March 2021<br><br>31st March 2021<br><br>To be decided by LM & A Working Group on formation  | Land management working party set up and meets regularly.   |
| To upkeep open spaces   | GROUNDS MAINTENANCE –<br>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 Councillors   | Ongoing<br><br>Current three-year contract wef 01/04/20 to 31/03/23   | Work in progress.   |
| To upkeep open spaces   | GROUNDS MAINTENANCE –<br>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   | In the process of identifying and applying for community grant for new equipment in children's play area. |
| To provide play facilities  | WOOD FIELD RECREATION GROUND AND CHILDREN'S PLAY AREA –<br>To update sports and children's play area equipment as necessary   | To draw up a replacement plan for sports equipment on Wood Field Recreation Ground<br><br>To draw up a replacement plan for children's play area equipment<br><br>To draw up a maintenance plan for the children's play area equipment<br>To accrue funds to ensure equipment can be replaced   | Clerk and Land Management and Assets Working Group<br><br><br><br><br><br><br><b>Finance &amp; Administration Committee</b>               | 31st March 2021<br><br><br><br><br><br><br>Annually - October   |   |

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|   |  | To budget for annual maintenance and inspection of equipment  | Finance Committee                                  | Annually - October   |  |
| To comply with the law and ensure safety            | OPEN SPACES –<br>To maintain areas for community use and keep free from vandalism and anti-social behaviour                                      | To obtain quotations for necessary maintenance and agree contractors  | Clerk and Councillors                              | Ongoing  |  |
|   |  | To carry out inspections regularly and identify any repairs required  | Clerk and Councillors                              | Ongoing  |  |
|   | To maintain a fund for long term maintenance of Wood Field and Knowle Wood   | To allocate a fund/budget for continued maintenance/long term projects  | Clerk and Councillors                              | Ongoing<br>Annually – September (review)   |  |
| To comply with the law and ensure safety and upkeep | KNOWLE WOOD –<br>To maintain the wood to an appropriate standard, ensuring safety and environmental issues are adhered to.                       | To implement the woodland plan  | Clerk and Land Management and Assets Working Group | Ongoing  | This will be reinstated once Covid restrictions are lifted.<br><b>Phase One</b><br>As per the Woodland Management Plan, shelters have been dismantled. This will be ongoing.   |
|   |  | To establish a volunteer group to help maintain the wood  | Clerk and Land Management and Assets Working Group | 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.  |
|   |  | To establish the condition of the trees   | Clerk and Land Management and Assets Working Group | Work completed on previous tree survey 2019<br>Survey to be undertaken every three years | Around March 2021 (virus restrictions and weather allowing), blocking off access to pathways using fallen wood can commence, if virus restrictions allow.<br><br>April 2021, removal of invasive species identified in Management Plan – virus restrictions dependent.<br><br>Volunteer Group status to be assessed 2021 – virus restrictions dependent. |
| Provision of bins                                   | DOG AND LITTER BINS – To ensure there are enough bins, they are emptied regularly and replaced/repairs when required                             | To review and approve an annual dog bin emptying service with Rother District Council   | Clerk and Councillors                              | Annually - February  |  |
|   |  | To continue to ensure litter bins are emptied regularly and inspected for fault/repairs   | Clerk and Councillors                              | Monthly  |  |
| To comply with the law and ensure safety            | CRIME AND POLICING –<br>To tackle and prevent crime in the village   | To continue to engage with the local PSCO's and invite to Parish Council meetings   | Clerk and Councillors                              | Monthly and ongoing  |  |
|   |  | To assist with the set up of a Neighbourhood Watch scheme   | Clerk and Councillors                              | 31st March 2021  | Graeme Gambrill is lead contact for Neighbourhood Watch in the village   |
|   |  | To continue to deal with speeding issues:<br>- attend RALC meetings re speeding<br>- support the local Speedwatch team<br>- seek to reduce the speed limit in areas of the village<br>- investigate methods of reducing speed | Clerk and Councillors                              | Ongoing<br>Quarterly meeting   |  |
| To engage with the Community                        | COMMUNITY ENGAGEMENT –<br>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   | Clerk and <i>Cllr Stewart</i>                      | Monthly  | The use of the website and Facebook page will have details of PC meetings and how to attend.   |
|   |  | To submit articles to the FRA magazine  | Clerk and Councillors                              | Quarterly  |  |
|   |  | To issue a regular newsletter from the Parish Council   | Clerk and Councillors                              | New project – to start August 2020   |  |
|   |  | To regularly update the website   | <i>Clerk and Cllr Stewart/<br/>Cllr Sharpe</i>     | Ongoing  | Updating website when required.  |

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|  |   | To compile a welcome pack for new residents to the village – inc Parish Council, club’s information etc (new working group)              | Clerk and <i>Cllr Stewart</i>            | 31 <sup>st</sup> March 2022                             | By use of the website and links. 15/05/2021   |
|  |   | To provide information and encourage residents to report issues – parking, overgrown hedges etc directly to the appropriate organisation | Clerk and Councillors                    | Ongoing   |   |
|  |   | To nominate a Councillor as liaison link with local groups and clubs etc   | Clerk and named councillor               | 31st July 2020<br>Continuous dialogue with local groups |   |
|  |   | To encourage and assist clubs and organisations to apply for grants/funding  | Clerk and Councillors                    | Ongoing   |   |
| To engage with the Community   | COMMUNITY ENGAGEMENT –<br>To continue to improve the facilities within the village for both young and elderly residents | To set up an independent volunteer Helping Hands scheme  | <i>Clerk and Cllr Horsley</i>            | 31st March 2021   | Currently at the planning stage and gathering information.<br>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.<br><br>A series of question – raised by the group – is currently being collated and the Architects will be sent a list of those questions.<br><br>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.<br><br>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. |
|  |   | To set up a community café   | Clerk and Councillors                    | 31st March 2022   |   |
|  |   | To build a new community hub on Wood Field   | Clerk and <i>Faircomm Steering Group</i> | 31st March 2024   |   |
|  |   | To investigate better transport links for residents – volunteer transport etc  | Clerk and Councillors                    | 31st March 2021<br>Ongoing                              |   |
| To engage with the Community and ensure safety   | EMERGENCY PLAN –<br>To maintain an emergency plan for the village   | To maintain the Parish Council’s emergency plan  | Clerk and <i>Cllr Stewart</i>            | Ongoing   | Completed, on the website and updated when required. Updated 17/6/2021 to include Cllr Sharpe.  |
|  |   | To review the emergency plan and street warden scheme  | Clerk and <i>Cllr Stewart</i>            | 31st March 2022   |   |
| To engage with other organisations and Parish Councils   | EXTERNAL ENGAGEMENT –<br>To continue to improve links with external organisations                                       | To continue to hold a local Parish Councils meeting (inc Pett, Guestling/Three Oaks and Icklesham)                                       | Clerk, Chair/Vice Chair                  | Quarterly   | Plan modified to include the new ESALC 15/05/2021   |
|  |   | To continue to engage with District and County councillors and invite to meeting regularly   | Clerk and Councillors                    | Monthly   |   |
|  |   | To send a representative to external meetings (RALC, SSALC, ESALC Rother Clerks etc)   | Clerk and Councillors                    | When required   |   |
| To ensure staff and councillors are trained to the highest standard and keep up-to-date with legislation | TRAINING AND DEVELOPMENT -<br>To support continued training and development for Councillors and staff                   | To support the Clerk to obtain the Cilca qualification   | Clerk and Parish Council                 | End of 2020   | Completed December 2020.  |
|  |   | To provide in-house induction and training for Councillors, Chair and Vice-chair   | Clerk and Councillors                    | Ongoing   |   |
|  |   | To attend appropriate external training and conferences  | Clerk and Councillors                    | When necessary  |   |
|  |   | To provide an annual budget for staff training and development   | Parish Council                           | Every year  |   |

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Adopted: 2020

Next Review: January 2021

Last update: 18/3/2021

Last update : 27/7/2021