



**ACTION PLAN OF OBJECTIVES FOR 2023/2024 FINANCIAL YEAR  
RESOLVED at Parish Council meeting on 25<sup>th</sup> April 2023**

**Introduction**

This action plan sets out what Little Marlow Parish Council plan to do over the next financial year. The plan considers the issues facing the Parish and the Parish Council's ability to respond, with the resources available. The plan has been prepared and approved by your Parish Councillors and aids as a planning tool and as a review to measure performance. By publishing this action plan we can help those who live, work and visit the Parish to view what we are doing on their behalf.

**Context**

Little Marlow Parish Council, as the first tier of local government, is uniquely situated to provide the forum for understanding and supporting the needs of this community. The Council provides advocacy on behalf of its residents, liaises with other organisations (including Buckinghamshire Council) to bring in services or procure them itself. Day to day the Council seeks to find solutions for the community, looks for skills and volunteers to make improvements to our surroundings and promote a better quality of life for all.

**Basis of planning cycle**

The Parish Council Action plan is a continuous system of gathering information, formulating actions, acting, measuring outcomes, and suggesting improvements. Once specific actions are agreed to deliver this plan, they are entered onto the Project List which is monitored at every meeting of the Parish Council.

**Key Dates**

The Parish Council finances are derived from raising a precept via the Council Tax system. This precept request is submitted to Buckinghamshire Council by the end of January each year. The Action plan will be drafted from October onwards each year allowing it to evolve as the budget is prepared for the final precept calculations.



1<sup>st</sup> Review Oct 2023, 2<sup>nd</sup> Review Mar 2024

### **What is a Parish Council?**

A civil parish is an independent democratic unit for villages, smaller towns & suburbs of urban areas. Each Parish has a meeting of all its electors and where the electors exceed 200 have a Parish or Town Council. Little Marlow Parish Council have approximately 1000 electors. The Parish Council is a small local authority and its councillors are elected for four years at a time. Bye-elections may be held to fill vacancies between elections or members may be co-opted if no election is called. In May, each year the councillors choose a chairperson from their number. Little Marlow Parish Council have eight councillors who make up the Parish Council, which employs a part-time Clerk, a part-time caretaker and hall hire administrator.

### **Powers and Duties**

Parish Councils have many powers and a handful of duties set out in legislation. A duty is something that a council must do, a power is something it may do if it so decides. A Parish Council cannot do anything that is not permitted in law.

### **What do we do?**

The Parish Council acts as custodian to a number of assets within the parish including: The Pavilion & Recreation Ground, including playground, Abbotsbrook Hall, Fern Lane Cemetery, Street Lights, park benches, dog bins, a Bus Shelter, 6 x Noticeboards, The Council is responsible for maintenance, repairs and insurance for these items and facilities. All assets are listed on the asset register which can be viewed on the parish council website.

Although Buckinghamshire Council is the Planning Authority, the Parish Council is consulted on each planning application made in the Parish and these are considered by councillors at each Planning Committee meeting. Consultee comments are submitted to the planning portal to feedback to Buckinghamshire Council. At each meeting the Council discuss correspondence received from local organisations and residents, community issues are considered for example crime & safety, highways & traffic, speeding, maintenance in the public realm (which need reporting to the appropriate authorities). The Council can act as an advocate for residents, to communicate information and as a liaison point for dealing with appropriate departments of other local authorities to ensure that views, comments and necessary actions are dealt with.

### **Accountability**

You are invited every May to attend the Annual Parish Meeting and join in with your thoughts. You are also entitled to attend the Parish Council Meetings which are held on a Tuesday evening. Meeting dates can be found on the parish council website.

At the Parish Council meeting you may take part in public participation which is held at the beginning of each meeting and then listen to the business being discussed. Meetings generally last up to two hours and no more. The Accounts are audited each year and are published on the website, there is also a public inspection period for around 6 weeks in the summer which is displayed on the noticeboards.

You can find more about what we do, how we do it and our meetings on the parish council website: [www.littlemarlowparishcouncil.org.uk](http://www.littlemarlowparishcouncil.org.uk)

Objective	Reason	Budget	Timescale	Review in Oct 2023 Next review March 2024
1. Effectively manage the trees on Council land by following through on Tree Survey.	<ul style="list-style-type: none"> <li>Alleviate any community concerns that trees are not being properly managed.</li> <li>Ensure safety of public areas.</li> <li>Enable the Council to budget effectively.</li> </ul>	£650 pa – Tree Survey £1,100 - ABH works £2,222 - Pavilion	<p>Monitor Trees around the parish on a regular basis with the help of Open Spaces and Burial Ground contractors.</p> <p>Review Buckinghamshire Council Tree Survey Nov 2022 and determine action plan.</p> <p>The next Buckinghamshire Council Tree Survey is due to take place in November 2025.</p>	<p><i>Emergency works completed and Tree Survey to be included in tender process for 3month, 6month &amp; 12 month tree works.</i></p> <p><i>Newleaf have recommended approaching two larger Tree Surgeons: Watts of Slough &amp; South Bucks Tree Surgeons.</i></p> <p><i>To be completed in Jan 24.</i></p>
2. Ensure there is sufficient space in the Burial Ground well into the future by developing copse area for burials.	<ul style="list-style-type: none"> <li>If no action taken, burial ground will eventually reach full capacity</li> <li>Plans and phased timetable required to have copse area prepared.</li> </ul>	EMR - £12,000	Plans and phased timetable required by Sept 2023 for Burial Ground Committee to discuss.	<i>Update to be received at December Parish Council meeting.</i>
3.To improve management of cemetery by creating a map of the graves.	<ul style="list-style-type: none"> <li>To be able to identify effectively where graves are situated.</li> </ul>	<b>£2,000</b>	Draw up a timetable to achieve mapping of graves and review at Burial Ground Committee on 19th Sept 2023.	<i>As above.</i>
4.Ensure safety of visitors to Burial Ground by arranging topple testing every three years. Seek funding from relatives of affected memorials.	<ul style="list-style-type: none"> <li>Memorials can become loose over time and previous topple tests have suggested maintenance.</li> </ul>	<b>£400</b>	Arrange topple testing to take place by September 2024.	<i>Timetabled to arrange for Sep 24.</i>

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5. To repair chapel roof	<ul style="list-style-type: none"> <li>Maintenance of shingles and tiles on the chapel roof is required</li> </ul>	EMR - £5,000	By Winter 2024	<i>Works agreed for Jan 24.</i>
6. To create a process, alongside the Burial Ground Committee, to ensure Exclusive Rights of Burial are held by a relevant family member.	<ul style="list-style-type: none"> <li>To allow for future burials, memorial stones &amp; general administration</li> </ul>		To create process and discuss with Burial Ground Committee by the end of 2024.	<i>By the end of 2024.</i>
7. To set up a Burial Register Open day 2023.	<ul style="list-style-type: none"> <li>To enable families to research family history</li> </ul>		Following 2022's open day and positive feedback to hold an annual open day. To be held in September 2023.	<i>Completed.</i>
<p>8. To improve our local environment and reduce carbon usage in the parish by taking action to reduce air pollution, boost wildlife conservation and encourage active transport.</p> <p>Working in conjunction with South West Chilterns Community Board: Environment and Climate Change.</p>	<ul style="list-style-type: none"> <li>Improving the local environment will benefit the local community.</li> <li>South West Chilterns Community Board are working on active transport projects such as cycle ways which will include Little Marlow.</li> </ul>	EMR - £5,000 Green Projects, EMR £27,000 Replace St Lights	<p>Look into establishing wildflower verges: annuals &amp; perennials.</p> <p>Aim to replace trees should tree survey in April 2023 reduce total count.</p> <p>To replace streetlights in parish with LED lights by June 2023.</p> <p>Promote Bike racks at our parish locations from April 2023.</p> <p>To consider EV charge points at Environment Committee June 2023.</p> <p>Water and energy conservation to be considered at Environment Committee June 2023.</p>	<p><i>Street Light Project in process.</i></p> <p><i>Bike racks in place and promoted in local news.</i></p>

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9.To support the development of Little Marlow Lakes Country Park through the work of the LMPC Country Park Working Group	<ul style="list-style-type: none"> <li>The Country Park is an asset to the local community in terms its biodiversity and wildlife and the opportunities it provides for recreational and sporting activities.</li> </ul>		Cllr S Kershaw to advise	<i>To be updated.</i>
10.To increase usage of Abbotsbrook Hall and Pavilion and make it a greater asset to the community.	<ul style="list-style-type: none"> <li>To provide a venue for Community activities.</li> <li>To take reasonable action to maximise income.</li> </ul>		Arrange a campaign to encourage more users, via: what's app, facebook, Target, newsletter by Sept 2023	<i>Commenced Dec 2023</i>
11.To aim that all allotments are in use and using most environmentally friendly techniques	<ul style="list-style-type: none"> <li>To make better use of this community asset.</li> <li>Encouraging more people to grow food locally and eat seasonal produce will help reduce carbon footprint.</li> <li>To aim to cover the costs of running community allotments.</li> </ul>		<p>Hold meeting with allotment holders in January 2024 and encourage appointment of a warden and allotment association.</p> <p>Allotment Working Group to visit allotments in second quarter of 2023 to measure and establish size of allotment plots.</p> <p>Introduction of water butts/rain collection and composting by end of 2023 season.</p>	<p><i>To be arranged.</i></p> <p><i>Action no longer required.</i></p> <p><i>Deferred to 2024.</i></p>
<p>12.Work closely with contractors to maintain high standard of Devolved Services taken on from Bucks Council.</p> <p>Clean, Review &amp; Replace Parish signage in conjunction with Bucks Council</p>	<ul style="list-style-type: none"> <li>Desire to provide a high quality service to parishioners</li> <li>This project was agreed to take place by the council every three years</li> </ul>	<p>Devolved Services £1,984</p> <p>£1,000</p>	<p>Ongoing</p> <p>Prior to winter 2024</p>	<p><i>KPI's upheld</i></p> <p><i>Completed.</i></p>

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13.To improve local public transport by supporting the provision of a Community Bus in association with Bucks Council, Marlow TC & MBPC.	<ul style="list-style-type: none"> <li>To provide parishioners who don't have transport with a local bus to Marlow &amp; Maidenhead</li> <li>Promote through website and leaflets</li> </ul>	£3,000	Ongoing review with Bucks Council, Marlow Town Council & Marlow Bottom Parish Council.	<i>Follow up in 2024.</i>
14.To play a proactive role in Community Board and Community Board Action Groups covering our area and ensure that it serves the interests of our parishioners.	<ul style="list-style-type: none"> <li>Boards deal with issues which affect our whole community such as transport, infrastructure, loneliness, mental health and come up with projects to tackle and help fund them.</li> </ul>		Appoint Councillors at Annual PC meeting in May 2023 to attend meetings of Community Board & Community Action Groups to promote activities and projects which benefit Little Marlow	<i>LMPC parish councillors attending and reporting back to Parish Council.</i>
15. Co-option of new members to Parish Council.	<ul style="list-style-type: none"> <li>Need a full complement of councillors to serve the community.</li> </ul>		Prepare timetable for the co-option of new councillors as necessary, to create an efficient and speedy recruitment process. Increase Parish Council profile at every opportunity.	<i>As required.</i>

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<p>16.To improve communication with Parishioners by making more effective use of newsletter, website and social media and to engage with the community to establish their priorities.</p>	<ul style="list-style-type: none"> <li>• Need to engage with a wider base of Parishioners as currently not reaching whole community.</li> </ul>		<p>Produce a Parish Council A4 newsletter in June &amp; Dec 2023. Explore interaction with parish website and encourage parishioners to sign up to news alert. Regular Target article. To establish regular Social Media Working Group meetings to formulate a plan by August 2023.</p>	<p><i>Workload has not allowed creation of a newsletter in 2023.</i></p> <p><i>Regular Target articles written by the Clerk.</i></p> <p><i>Follow up in 2024.</i></p>
<p>17.To improve road safety in Little Marlow Parish by encouraging drivers to reduce their speed voluntarily.</p>	<ul style="list-style-type: none"> <li>• For parishioner’s safety.</li> </ul>	<p>EMR - £2,000</p>	<p>Support campaigns to encourage drivers to reduce speed around the Parish. Understand costs to install MVAS Well End Speed Watch asap.</p>	<p><i>Cost of installation of MVAS equipment has made the project unfeasible and speed gun exercise has not been carried out by Well End Resident group.</i></p>

Objective	Reason	Budget	Timescale	<b>Review in Oct 2023</b> <b>Next review March 2024</b>
18. To protect Little Marlow’s Green Belt by scrutinising and commenting on planning applications for development in the Green Belt.	<ul style="list-style-type: none"> <li>Green Belt is there to prevent neighbouring towns merging into one another and to assist in safeguarding the countryside from encroachment.</li> <li>Green Belt benefits the Community by providing opportunities for outdoor sport and recreation and retaining and enhancing the landscape.</li> </ul>		Ensure local residents are given the opportunity to have their say, their views are taken into account, the Council has adequate time to discuss the application and submits it comments by the deadline.	<i>Ongoing</i>
19. Cricket Shed Replacement To create scope of project, apply for preplanning, contract tender and delivery.	<ul style="list-style-type: none"> <li>To replace current shed which is dilapidated and no longer fit for purpose and dangerous.</li> </ul>	EMR - £17,000	To apply for preplanning by April 2023. To deliver project by end of year 2023.	<i>Planning applied for and due December 2023</i> <i>Aim to complete by summer 2024</i>
20. Review utility monitoring & install remote heating control system. As part of this project install Wifi at Abbotsbrook Hall.	<ul style="list-style-type: none"> <li>To enable management of utility switch on/off in each hall hire facility to fit with needs and minimise cost.</li> <li>To install wifi at Abbotsbrook Hall to update facilities and enable heating control system.</li> </ul>		Prior to winter 2024.	<i>Thermostats have been set to reflect hirers use and results are being monitored. Wifi installation is expensive.</i>