



The Business Plan for 2018-2019 contains the planned activity for the Parish Council for the financial year commencing 1st April 2018. This Business Plan lists the areas of work of the Parish Council that aims to ensure that the needs of the community are met. The Parish Council works with partner agencies and stakeholders, to ensure resources are expended efficiently and effectively.

The Business Plan has been updated, to provide a report to the Annual Parish Meeting on the implementation of these plans as follows:

### **Loughton and Great Holm Parish Council Business Plan Update for 2018- 2019**

#### **The Planned Activities**

In 2018-2019, the Parish Council's ongoing activities included:

A. **Allotments:** Provision of allotments for local residents as required by statute and ensure these are efficiently and effectively managed; including reviewing whether to make further provision than made currently. The plot agreements were all updated to bring them in line with the Data Protection Act 2018 and the waiting list has been reduced from 29 to 7 people. The rent was increased by £2.00 per year for a full-sized plot for residents.

B. **Admin:** Ensured the core administrative functions such as protecting finances, maintaining appropriate insurance, preparing budgets accounts and records were conducted to a good standard as well as the agendas and minutes for meetings.

C. **Audit Recommendations:** Ensured that all external and internal audit recommendations were dealt with and ensured the financial regulations, policies, an asset register and risk assessments were reviewed appropriately to ensure they are fit for purpose.

D. **Planning Applications:** Maintained a Planning Committee to scrutinise planning applications in the Parish, to co-ordinate any local consultation and to make representations to the local planning authority on local matters. The members of the Planning Committee work hard to keep informed about planning developments, advise residents and respond to application consultations in a timely way.

E. **Built and Natural Environment:** To promote the preservation of the historic built environment and the natural environment and biodiversity within the Parish

F. **Dog Hygiene Bin Service:** Provided a dog hygiene bin service to promote the local environment to be safe and pleasant for local residents to enjoy. This was reviewed and increased during the summer months from 2 or 3 empties per week to 3 or 4 empties per week. The service provider has been responsive and efficient in keeping the bins cleared.

G. **Play:** Provided some opportunities for local children to have opportunities to play outdoors in supported activities during school holidays at Easter holidays, summer half term and summer holidays. The Milton Keynes Play Association provided 18 play sessions with bouncy castle in both parts of the Parish, and MK Dons SET provided football sessions. These are provided so that everyone can join in; there is no need to book and they are free.

H. **Community Drop-In:** Provided social activity opportunities for older residents in the Parish, especially those lonely and/or isolated. Consult and consider other provision for elderly local residents. This has included consideration for the use of the Sports Pavilion, and the possibility of community groups running activities during the day at the Pavilion. The drop-in is held at MacIntyre coffee shop and has welcomed people new to the area as a place to meet other residents. The Parish Clerk is available for any questions regarding the work of the Parish Council and Councillors also attend and are available.

I. **Sports:** Provided a sports ground in Loughton with ancillary pavilion and car park for football, cricket and other individual and team sports for children and adults. Tattenhoe Youth Football Club has continued to use the football pitches this year. Football will increase next season and cricket is being investigated. The Pavilion project has developed a new proposal for its use which will be implemented in the coming months.

J. **Consultation:** Engaged with local residents to understand and be responsive to their concerns and demands through maintaining a website and social media, leaflets, local notice boards and used these channels to inform residents of Parish Council activities. However, the newsletter has been delayed.

K. **Stakeholders:** Regular contact is maintained with key local stakeholders including MK Council, the Parks Trust, Thames Valley Police, local schools, voluntary organisations, charities, sports & social associations in order to work effectively in partnership,

L. **Public participation:** Enabled local residents to raise questions and petitions about matters of local concern and respond with action appropriately. This is offered as an opportunity at every full Council meeting (held monthly) and committee meetings.

M. **Neighbourhood Action Group:** Worked with the local Neighbourhood Action Group to maximise voluntary service to the local community. This included providing funds for the a MKPA play session at the “*Picnic on the Green*” event in June 2019, leaflets and public liability insurance. A recent “Keep Britain Tidy” litter-pick event was supported by the Parish Council and Milton Keynes Council with Serco.

N. **Section 137 and other grants:** Promoted local groups and associations within the Parish through a limited grants programme to help provide support and opportunity for development of charities and other community not for profit associations. This year, grants were awarded to:

- **Loughton Environmental Group** who planted bulbs in Loughton in November which can be seen in bloom at the moment (£300.00).
- **Neighbourhood Action Group (NAG)** who litter-pick (30 bags at the Keep Britain Tidy event on 30/03/19) and run the *Picnic on the Green* event in Great Holm. The Parish Council agreed a £750.00 budget for the work of the NAG.
- **All Saints Church** who organised the church and village fete in Loughton (£500.00)
- **Holmwood School PTA** who organised a summer fete and leavers/joiners event (£500.00)
- **Robins Children's Centre** 10<sup>th</sup> anniversary event (£200.00)

O. **Finances:** Managed resources effectively and efficiently and to publish accounts & budgets for accountability and transparency. The accounts for 2017/18 were published on the website. The accounts for 2018/19 are currently being prepared for audit and publication.

P. **Landscaping:** Worked together with MK Council to improve local landscaping services. This included a landscaped review to decide which parts of the environment needed an enhanced service. This included removing dead trees, cutting back boundaries, repairing wooden ascot rail fencing, planting trees and new bushes, re-grassing damaged verges and repairing or replacing benches. A review has just been undertaken for the coming season to continue to build on the improvements around the Parish.

Q. **Local Democracy:** Promoted awareness of and engagement with local residents in local democracy through providing information to local residents about local issues and debate through using the website, media, leaflets, posters and inviting attendance at Parish Council meetings.

R. **Community:** Foster a greater perception of shared welfare and community through local events and other activities. To recognise exceptional community service provided by individuals and/or groups and organisations. This aim has informed the planning for the use of the Great Holm Community Centre and Sports Pavilion in widening the community access to the facilities and encouraging their use for a wide range of needs.

S. **Advice and Support:** Maintained membership of the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC). The Parish Clerk accesses legal information, training

and advice from NALC to ensure a high standard is maintained. The SLCC has provided training courses and support for the Parish Clerk.

**T. Parish Office:** Transferred funds to long-term reserves for the planned future acquisition of office and meeting space premises for the Parish Council.

**U. Parking:** Working with local residents and stakeholders to resolve issues concerning parking problems within the Parish. This includes using the car park for the Sports Pavilion for school drop-off and pick-up times, supporting school solutions, and working with Milton Keynes Council to improve enforcement, the controlled parking zone and safety concerns.

### The Special projects

In 2018-2019, the Parish Council's special projects were:

**A. Great Holm Community Centre:** Following the completion of the acquisition of the freehold of the Great Holm Community Centre, the Parish Council agreed a transition period of 9 months to establish new arrangements for the management of the Centre, to ensure it continues sustainably to provide venue for local residents, groups and local democracy. A general refurbishment was undertaken.

**B. Play area in Ashpole Furlong:** this consultation on the refurbishment of the children's play area at Ashpole Furlong, Loughton has been delayed. The project is a partnership with MKC project and will continue to be developed.

**C. Annual Parish Meeting:** An Annual Parish Meeting will be held on 08/04/19 at the Great Holm Community Centre. A leaflet has gone to every residence in the Parish and it is hoped that many local residents will attend and to engage in discussion and debate about the key matters of local concern

**D. Trim Trail at Lodge Lake:** Investigated the potential for upgrading the trim trail equipment around Lodge Lake with the consent of the Parks Trust and any available grants including local resident consultation. The Parks Trust have said that the trail is not due for renovation for another couple of years. However, following representations from the Parish Council they have agreed to consider an early review, with the partnership of the Parish Council, who will seek external sources of funding to contribute.

**E. Landscaping:** Special landscaping projects in the Parish to improve the environment in partnership with MKC. Work has been done to prune back the borders of the allotments, and the contract was increased to cut the grass at the playing field by the Great Holm Community Centre more frequently and to cylinder-cut the Village Green in Gatcombe in Great Holm, both have been enhanced with fertilizer and spiking to improve the condition of the grass.

**F. Neighbourhood Plan:** A consultation with residents on a proposed Neighbourhood Plan in the parish was delayed. This is being explored and planned for the coming year. A community-led steering group will be established, and the work will be facilitated by the Parish Council.

**G. MK50 Sculpture:** This project was to install a sculpture celebrating the MK 50<sup>th</sup> Anniversary. Sara Myers, a local artist, was commissioned to celebrate 50 years of Milton Keynes. She was inspired to create a work that reflects the way the natural parkland and spaces of the city harmonise with modern urban living. R3EVOLUTION celebrates the diversity of life through the wildlife depicted that are in Lodge Lake and was installed in October 2018. It is now sited in Lodge Lake (near to Danstead Way)

**Extra Item: Pavilion, Loughton:** In addition to these planned special projects, an unplanned project was to develop a new plan for the Sports Pavilion in Loughton. This was due to the Loughton Sports and Social Club Ltd declaring voluntary insolvency in August 2018. This special project has been the focus of considerable work in order to refurbish the building and develop a plan for community use as quickly as possible. I am grateful to the members of both the Premises Committee, which was established in response to this responsibility, and to the members of the Finance Committee, who have all worked hard to consider the business proposals and ensure a positive and sustainable plan was put in place.

Bev Field

Parish Clerk - on behalf of Loughton and Great Holm Parish Council 08/04/19