

Agenda item no. 11	
Report to	Burwash Parish Council
Subject	Business planning proposal – Draft rolling plan 2019
Date	9 October 2018
From	Councillor Betty McBride

### Summary

It is good practice for parish councils to develop and publish plans which enable them to serve their communities effectively and set efficient budgets. The attached draft rolling plan has been produced following a planning session with Councillors. It will help us set our budget for 2019 – however it should be noted that there are council elections in May 2019 and a new council may wish to introduce other priorities going forward.

### The proposal

Included with this plan is the proposal to change the way the Council works from May 2019 – from councillors holding individual portfolios to workstreams that reflect the business plan

- Community and Communications
- Environment and Maintenance
- Traffic and Transport
- Finance and Administration

It is proposed that each councillor will be on at least one of the workstreams, to a maximum of three. Individual project plans will be drafted by the workstreams for agreement by Full Council.

The Clerk has been identifying the relevant powers which will enable BPC to deliver this plan – for instance, a Welcome Pack for new residents will need to be a Section 137<sup>1</sup> activity.

### To Resolve

Following discussion and amendments at the Full Council meeting, the Council resolves to:

- a) Adopt the rolling plan, in outline
- b) Cost the first year of the plan and add these costings to the Draft budget which will be discussed in November and December full Council meetings.

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1. Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure

<b>Community &amp; Communications</b>	<b>Environment &amp; Maintenance</b>	<b>Traffic &amp; Transport</b>	<b>Finance &amp; Administration</b>
Establish a Community hub, reviewing siting options	Planning and development issues, incl. AONB	Update and deliver on strategy <ul style="list-style-type: none"> <li>• 20mph</li> <li>• Pinch point bollards</li> <li>• Crossing points</li> <li>• A265 speeds B.Common/Weald</li> <li>• Village gates</li> </ul>	Core financial planning: <ul style="list-style-type: none"> <li>• Draft budget</li> <li>• Monitor expenditure with RFO</li> <li>• Achieving value for money</li> </ul>
Internet Cafe	Neighbourhood Plan – actions arising	Speedwatch programme	Parish Council governance <ul style="list-style-type: none"> <li>• Policy reviews</li> <li>• Business planning</li> <li>• GDPR</li> </ul>
Develop communications – including website, social media presence and Broadsheet articles	Open Spaces <ul style="list-style-type: none"> <li>• Down Meadow</li> <li>• Hornbeam</li> </ul>	Take over the two village car parks	People and development: <ul style="list-style-type: none"> <li>• HR and development for Clerk</li> <li>• Training for councillors</li> </ul>
Partnership working – Bateman’s, the school, Fairfield Surgery, PCSO, local groups and neighbouring parish councils	Ecology <ul style="list-style-type: none"> <li>• Wild flowers</li> <li>• Wildlife Protection</li> <li>• Dark skies</li> <li>• A Parish planting programme</li> </ul>	Look at key parking issues and identify new parking options	Handyperson, contractors and preferred suppliers management
Parish Events: <ul style="list-style-type: none"> <li>• Love Burwash</li> <li>• Burwash in Bloom</li> <li>• Parish Assembly</li> <li>• BPC presence at local fairs &amp; festive evening</li> </ul>	Parish maintenance: <ul style="list-style-type: none"> <li>• Verges</li> <li>• Grass cutting</li> <li>• Bins (litter/dog/grit)</li> <li>• Lime Trees</li> <li>• War Memorials</li> </ul>	Look into walking and cycle paths <ul style="list-style-type: none"> <li>• Linking Burwash/Burwash Weald and Burwash Common</li> <li>• Linking Burwash and Etchingham (for station)</li> </ul>	Identify potential funding opportunities, incl: <ul style="list-style-type: none"> <li>• Grant applications</li> <li>• Local fundraising</li> <li>• Sponsorship</li> </ul>
Coordination & support for vulnerable older residents	Allotments	Business case for a Community Bus	BPC Grants programme
Develop a Welcome Pack for new residents	Seek listed status for village pavements		Emergency plan
Develop a Parish Promotion Plan – incl. tourism and businesses	Rights of Way and footpaths		
Community Safety			