

## Action Plan – updated 02.02.2021

**Goal 1: To continue to support the village so it becomes a vibrant and sustainable community for everyone**

### 1. Work with others to improve and promote our village

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Work with OCC and SODC to deliver services and provide improvements to Wheatley</b>					
Involvement in initiatives and improvements that benefit the community and businesses	Have an unawareness and understanding of new opportunities	Localism Act 2011 New or revised legislation and changes to local council powers	Within existing budgets through updates/training	As part of day-to-day activities	Supporting Community Fridge
	Work with Horspath and Holton parish councils to explore Community Transport schemes - User needs survey - Research potential funding - Appropriate travel scheme and implementation		Within existing resources OCC and external grants  Project budget to be established £39,000 s106 available  Revise expenditure	#46 route in service Jan 2021 Community bus for Jan 2021  2021-22	#46 bus service in place until Spring 2022  No further developments with community bus scheme
<b>To identify the needs of young people in the village and work with partners to deliver appropriate services</b>					
Carry out consultation with younger members of the community. Work with partners to deliver suitable services	Identify target groups including those who may attend schools outside the village.		Within existing budgets	As part of monthly activities	Safeguarding and related policies to be written. Work to progress in the new year
	Carry out a range of consultation exercises with target audience Work with professionals to identify suitable programme of activities		Within existing budgets/budget allocation for 2021-22 Identify project budget C-19 has caused delays to the delivery of this, but am aware	2021-22 2020/2021	

			that demand for these resources may be high		
<b>Support local organisations and voluntary groups, work with them to help deliver this strategy</b>					
Evidence of support and collaboration with local organisations and groups to support their work and new initiatives	Regular contact with external organisations	Local Government Act 1972	Within existing resources	As part of day-to-day activities	Wellbeing committee has met several times and has continued to support community and volunteers
	Provide support, guidance and advice to organisations	Grants Policy	Project budgets to be allocated as and when required	Annual Parish Meeting	Continues on regular basis.
	Work in collaboration on any relevant new projects	New legislation or changes in powers	Review of precept on annual basis	Annual Community events	Community Fridge is an example of this
<b>Support local businesses in and around Wheatley</b>					
Support initiatives that promote new and existing businesses in the village	Deliver Wheatley Neighbourhood Plan, especially Littleworth Land Exchange	SODC Local Plan Wheatley Neighbourhood Plan	TBC Housing delivered by developer	Within 10 years	WNP has been 'made'. AECOM appointed to help with design code
	Deliver or support community events	Local Government Act 1972 Grants policy	Within allocated budgets	Post C-19 community event Summer 2021-22	90 <sup>th</sup> celebrations and Platinum Jubilee
Parish council to procure services and products from local companies where practicable	Products and services purchased from local suppliers and contracts offered to local companies when practical and offer best value	Local Government Act 1972	Within existing budgets Budgets reviewed annually	As part of day-to-day activities	Continues for everyday purchases and when appointing contractors

Continue to offer advertising opportunities for local businesses in Wheatley Newsletter	WPC to administer advertising opportunities as part of Wheatley Newsletter New advertisers advised of opportunities and any waiting lists	Local Government Act 1972	£17,000 approx. income and expenditure	6 times a year	Continues, new advertisers included in latest edition.
Continue to support Fairtrade Wheatley and local businesses	Support Fairtrade Wheatley initiative. Purchase Fairtrade or local produce for events/meetings	Support for Fairtrade agreed 01.07.19	Within existing budgets	As part of day-to-day activities	Continues
	WPC to purchase supplies and services from local producers where practical		Within existing budgets	As part of day-to-day activities	Continues for everyday purchases and when appointing contractors
Deliver improvements to Village Square	Seating/planting improvements	Road Traffic Regs. Act 1984/Highways Act 1980	£10,000 TBC	Autumn 2021	Seating has been installed

## 2. Work to make our village as inclusive as possible

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Ensure that new homes in the village are attractive to young people and families</b>					
Any new developments provide adequate numbers of affordable and suitable housing	Work with SODC planning officers, developers and planning committee to discuss housing needs	WNP NPPF SODC Local Plan	Within existing resources	As part of day-to-day activities	No new developments
	Deliver Wheatley Neighbourhood Plan	WNP NPPF SODC Local Plan	Within existing resources	As part of day-to-day activities	WNP has been 'made' and review is being undertaken by committee and supported by WPC.

Support the delivery of community events in Wheatley	Support a range of community events that are delivered throughout the year	Local Government Act 1972 Grants Policy	Grants budget and policy Allocated suitable project budgets as required	As and when required subject to lifting of C-19 restrictions.	Planning 90 <sup>th</sup> celebrations and Platinum Jubilee
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## Goal 2: Celebrate and protect our environment, landscape, heritage and facilities

### 1. Work with others to improve and promote our village

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Support the ongoing work of local organisations to protect and promote our green spaces, heritage, culture and the environment</b>					
Retention of existing green spaces within the village	Support organisations to challenge developments on publicly accessible green spaces	WPC Grant Policy Neighbourhood Plan (SCI1, SCI2, B1, Vch1, EL1) LGA s137	Grants budget reviewed and approved each year	Review applications at Finance committees Review of policy in Feb 2021	Maintained in line with budget
	Review earmarked reserves for projects to facilitate improvements	WPC Financial Regulations, LGA s137	Earmarked reserves reviewed and approved each year in line with expenditure	Oct 2021	Church Rd Rec delayed but will be progressed for 2022
Support for CIO's and charities in the village that share similar aims	Deliver and review grant award scheme to support local organisations	WPC Grant Policy Neighbourhood Plan	Grants budget reviewed and approved each year	Review applications at Finance committees Review of policy in Jan 2020	Opportunities promoted within community.
	Share information and advice to organisations		Within existing budgets	As part of day-to-day activities	Continues
	Provide opportunities for organisations to promote their causes and achievements	Local Government Act 1972			Newsletter, noticeboards, parish reports produced

	- Annual Parish Meetings - Village Newsletter		Within existing resources £17,000	Apr-June each year 6 editions a year	
<b>Create and maintain a green route through the village</b>					
Implementation of Green Route through the village	Work with stakeholders and interested parties to identify possible routes	SODC Leisure Strategy Neighbourhood Plan	Within existing budgets	Dec 2021	WNP review still ongoing
	Identify potential project costs	Public Health Act 1875	Within existing budgets	Dec 2022	
	Identify potential grants that may support the project	Open Spaces Act 1906	Within existing budgets	April 2021	
	Confirm full route details and install route markers	Highways Act 1980	Within in project costs	Apr 2023	
<b>Work with stakeholders and land owners to identify a flood storage area</b>					
Delivery of a flood storage area to the East of the village	Work with Littleworth Playing Field CIO and OCC to identify location on flood storage site and safety measures	OCC Policies TBC Neighbourhood Plan	£ WPC contribution to CIO TBC	Sep 2021	Trying to reinvigorate school representatives to move this forward
	Work with LPF CIO and OCC to deliver flood storage solution		Project costs to be borne by OCC? £X external grants to support out work	April 2023	
<b>Lobby Thames Water to reduce incidents of pollution into local waterways</b>					
Reduction of pollution incidents from Water Treatment Station	Support members of Flood & Drainage Group to record and report pollution incidents to Thames Water	Public Health act 1936	Within existing resources	2-3 times a year	Ongoing
Lobby landowners and MPs to maintain waterways	Identify key land owners		Within existing resources	As and when required	Written to OCC Cllr re roadside ditches – no further updates.
Maintenance and repairs carried out	Ensure maintenance is carried out in line with riparian land owners' responsibilities		Within existing resources	1-2 times a year	Further work may be required

by other landowners					
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## 2. Implement Wheatley Neighbourhood Plan

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Implement the actions and findings from the plan</b>					
Actions are undertaken in line with findings and recommendations	Delivery of plan is carried out and monitored through Planning Committee	Town & Country Planning Act 1990 WNP	Within existing resources  Project budget allocated as and when required		WNP has been 'made' and review underway.
<b>Support the land exchange between East/West of the village</b>					
Progress is made with planners, residents and developers in organising and implementing the land exchange	Once adopted a project team is created to support the project	NPPF WNP SODC Local Plan	Project budget allocated as and when required		Land exchange to be reinstated in review on WNP.
Oppose excessive development of Oxford Brookes and ensure that the community benefits from improved infrastructure and investment following development.	Planning application is discussed at meetings  WPC undertake their statutory consultee role with SODC  WPC attend any meetings and committees as and when required	NPPF  SODC Local Plan  LGA	Within existing budgets  Budgets reviewed annually		Updates provided by working group.

Ongoing review of WNP	Regular reviews are undertaken of the plan, its progress and changes in legislation or policy	NPPF SODC Local Plan	Within existing resources and budgets		Review underway.
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### 3. Utilise our role in the planning process to the benefit of the community

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Respond to SODC planning applications to ensure that we have the right type of development in the right place</b>					
SODC planning applications are considered and responded to by the parish council	Monthly meetings of Planning Committee to consider SODC planning applications	Town & County Planning Act 1990  NPPF  SODC Local Plan	Within existing resources	Monthly or as required	Meetings continue as per schedule and now to include policies from WNP
	Consideration of large-scale applications by full council Consultation responses returned to SODC planning officers promptly			Within SODC timescales	Responses returned to officers promptly
	Representation made to SODC planning committee in support or objection to planning applications as required			As required	As required
<b>Ensure we receive our share of Community Infrastructure Levy and S106 monies from developers and use this for the benefit of the community</b>					
CIL allocations monitored, reported, and used for community-based projects	Record CIL income and expenditure. Complete CIL reports annually Identify projects that the funds could be used for	Local Government Act 1972 NPPF Local Plan	Allocated as per planning process	Annual budget allocation and predictions	CIL report sent to SODC

S106 monies are allocated and utilised for the benefit of the community	Work with SODC officers to identify S106 allocations Apply for S106 allocation to be used for community-based projects	Local Government Act 1972 NPPF Local Plan	Allocated as per planning process	Annual budget allocation and predictions As per individual projects	Awaiting update from SODC/OCC on request for amendment for Park Hill
Comment on licensing applications where required	Respond to SODC licensing applications considering the impact/benefit to the community.	Licensing Act	Within existing budgets	As part of monthly activities	As required

#### 4. Preserve existing services and facilities that will benefit the community

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Work with OCC, SODC and local organisations to maintain local services</b>					
Local services are retained, maintained and improved	Work with organisations to support existing services so that there is no loss	Local Government Act 1972 Grants policy Small Holdings and Allotment Acts 1908	Within existing resources or project budgets identified	As part of normal activities or projects timescales as identified	Council continues to support external organisations delivering services
<b>Manage parish council land, facilities and resources to a high standard</b>					
Manage, maintain and improve parish council owned facilities	Carry out regular maintenance on our play and recreational facilities so that the play value is increased	Local Government Act 1972  Public Health Act 1875  Open Spaces Act 1906	Within existing budgets Budgets reviewed annually in line with planned expenditure	As part of monthly activities	Budgets and resources available to maintain existing and continue to review other opportunities
	Undertake improvements to Farm Close Road Rec, Church Rd Rec and Cullum Rd Rec		Within project budgets, allocated during the budget process Seek external funding to cover any shortfall	Farm Close Rd Church Rd 2021-22 Cullum 2022-2023	FCR complete Repairs undertaken as required/per surveys



	Manage tree stock in line with Tree Policy and tree survey recommendations.		Budget reviewed annually and adjusted in line with anticipated expenditure. Tree Surveys undertaken in line with Tree Policy		Tree surveys undertaken and tree work carried out in line with findings. Replanting where suitable
<b>Measurable Achievement</b>	<b>Action</b>	<b>Related policies/legislation</b>	<b>Budget required</b>	<b>Timescales</b>	<b>Progress to date</b>
<b>Carry out further research into viability of a new burial spaces in or close to Wheatley</b>					
With support of contractors and landowners identify suitable locations and identify costings for a new burial space close to Wheatley	Continue to work with professionals to identify suitable locations Carry out site investigations on preferred locations with the approval of landowners If appropriate seek draw up project plan	Open Spaces Act 1906 Parish Councils and Burial Authorities (Misc. Provisions) Act 1970 Local Government Act 1972	Within existing resources  Within allocated budgets in 2020-2021  As per project plans	Ongoing  Sep 2021	Alternative sites continue to be explored,
<b>Deliver a new pavilion at Wheatley Playing Fields in partnership with Wheatley Playing Fields Trust</b>					
New pavilion is delivered in conjunction with Wheatley Playing Fields Trust, Sport England and other sports governing bodies.	Funding is sought to complete the project	Local Government Act 1972	Within existing resources £50,000 reserves allocated	2021-22	Report sent to WPC for consideration
	Contractors/project managers appointed to deliver the project		£1.5-1.8m project costs	2021-22	Project team in place to help deliver this
<b>Work with stakeholders to create a CIO for Littleworth Playing Fields and to seek to improve access and facilities</b>					
Council presence on trust to help drive improvements to the site	Regular meetings to identify priorities	Charities Act 2011	Within existing budget	2019 onwards	Representatives involved in initial discussions
	Support of Flood Alleviation Projects	Local Government Act 1972	Within project budgets	2020	Will be progressed once CIC in place

	Projects identified and delivered to deliver priorities		With support of external funding	2019- onwards	Will be progressed nonce CIC in place
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### Goal 3: Make our village safer

#### 1. Work to reduce traffic speed and volume

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Work with OCC and TVP to collect data on traffic flows and vehicle speeds</b>					
Traffic monitoring carried out and figures used to identify any action that can be taken	Install temporary vehicle/speed monitoring devices Reports used to inform decisions Continue to report HGV breaches to Trading Standards	Local Government and Rating Act 1997 Highways Act 1980	Within existing resources or budgets allocated as required	Autumn 2021 Winter 2021/22	Working group has new lead Cllr and meetings to be arranged.
<b>Work with OCC, SODC, TVP and community on any recommended traffic calming measures</b>					
Implement any recommendations from traffic reports	Identify improvements Seek to find funding for improvements	Highways Act 1980	Within existing budgets External funding or precept	Spring 2022	Awaiting detailed report and recommendations. Community Speed Watch scheme available
<b>Work with OCC, SODC, TVP and community to tackle dangerous and inappropriate parking in Wheatley</b>					
Reports made to relevant agencies	Photographic evidence provided to relevant agencies		Within existing resources	Ongoing	Crime reports made
	Work with Civil Parking Enforcement Team		To be reviewed when further information is made available	Spring 2022	Awaiting implementation in Nov 2021

<b>Continue to lobby for better highway maintenance</b>					
Liaison with officers and councillors to address issues	Identify problem areas/issues Report using HIAMS/Fixmystreet or direct to officers. Support for additional resources to tackle issues		Within existing resources Within existing resources  Within existing resources	Ongoing Ongoing  Ongoing	Fix my street reports made and progressed for pot holes and minor repairs. Other issues reported to Area Steward for follow-up Awaiting new cycle racks and bollards
<b>Challenge developments that will increase traffic flow in Wheatley</b>					
Planning applications considered and responded to by planning committee.	Respond to planning applications in or for areas that will impact Wheatley	Town & Country Planning Act 1980	Within existing resources	Within monthly meetings	As per monthly planning meetings

## 2. Work with others to make our village safer

<b>Measurable Achievement</b>	<b>Action</b>	<b>Related policies/legislation</b>	<b>Budget required</b>	<b>Timescales</b>	<b>Progress to date</b>
<b>Work with OCC and community representatives to write and implement a Community Emergency Plan</b>					
Write and implement a Community Emergency Plan	Identify community groups or residents who could join the project	Local Government and Rating Act 1997	Within existing resources but delivered with the support of the community	Spring 2021	Meeting taken place and will hopefully progress this in 2022
	Identify points of contact/locations that could be included			Spring 2021	As part of meeting discussion
	Write and Implement plan Review plan			Summer 2021	No recent progress due to other commitments

<b>To investigate crime prevention and community safety initiatives</b>					
Work with TVP and other agencies to reduce crime in the village	Support initiatives and scheme that provide advice and guidance for residents. Involve TVP in community events	Local Government and Rating Act 1997	Within existing resources but dependent on TVP availability and resources	As and when required	Improved dialogue with TVP. Cllrs now main point of contact
<b>Share information and advice that will benefit our community</b>					
Assist in the promotion of campaigns and initiatives that promote safe homes and safeguard members of the community	Utilise communication tools to share information and advice		Within existing resources	As and when required	As and when information is available it is shared with community
	Provide outlets for stands at community events				Info taken to recent event

**Goal 4: Develop the council to enable it to deliver its functions effectively and to instil effective leadership**

**1. Develop skills and capacity within the council**

<b>Measurable Achievement</b>	<b>Action</b>	<b>Related policies/legislation</b>	<b>Budget required</b>	<b>Timescales</b>	<b>Progress to date</b>
<b>Provide relevant training to staff and councillors</b>					
Training opportunities offered and undertaken by councillors and staff	Councillor commitment to attend relevant training (minimum 2.5hrs p/y)  Staff training agreed through annual appraisal  Training records maintained	Learning and Development Policy	Learning and Development budget	Ongoing	Internal training booked 29 <sup>th</sup> Mar, other training opportunities taken.  Records maintained

	Learning shared within the council				
<b>Develop and empower staff and councillors</b>					
Councillors and staff given opportunities to develop their skills and knowledge	Opportunities provided where councillors and staff are allowed to develop existing or new skills	Learning and Development Policy	Learning and Development budget available	Ongoing	As above
Embrace new technologies and legislation	Council adapts to new technologies and legislation that allows it to carry out its statutory duties and functions	New legislation/agreements	Budget to be reviewed annually or as required	Ongoing	Continue to develop skills within IT systems
<b>Consider priorities for staff as part of annual review</b>					
Annual reviews carried out and objectives reflect this strategy and the council's objectives	Annual reviews undertaken Objectives incorporated into new year's plan	Learning and Development Policy	Learning and Development budget available	Jan 2020	Annual reviews complete
<b>Be innovative in finding external funding for projects</b>					
External funding opportunities sought for projects that will benefit the community	Identify external funding opportunities for planned/future projects Applications made If successful projects delivered	Grant criteria will determine suitability and availability of grants	Within existing resources	Ongoing	Continues as and when projects. Funds are identified. SODC Cllr award received to assist with tree planting.
<b>Councillors to feed into key documents and policies</b>					
Councillors given opportunities to feed into new	Opportunities for project/working groups to be created to deliver key documents		Within existing resources	Ongoing	Communications Plan implemented

and existing documents Existing policies reviewed annually by the council	Councillors given opportunities to review documents before approval Annual review of key documents carried out				Documents reviewed throughout the year. Revisions made and circulated as required.
<b>Maintain eligibility for General Power of Competence</b>					
General Power of Competence reaffirmed	Affirmation taken at first meeting of council every 4 years	Localism Act 2011	Within existing resources	Ongoing	Ongoing

## 2. Provide excellent communications and transparency

Measurable Achievement	Action	Related policies/legislation	Budget required	Timescales	Progress to date
<b>Continue to offer parish surgeries twice a week</b>					
Surgeries take place every Wednesday and Saturday	Parish Council opened twice a week for public to visit	Local Government Act 1972	Within existing resources	Twice a week	Surgeries reinstated although attendance low at weekends
<b>Continue to distribute Wheatley News</b>					
Newsletter produced and distributed six times a year	Editorial content and compiled that includes a range of advertisers and Community based content Edition printed and distributed	Local Government Act 1972	Wheatley News income and expenditure budgets	Six-times a year	Continues and developing new features
<b>Create and distribute new Wheatley Information Leaflet</b>					
Production and delivery of new leaflet	Content gathered Leaflet designed and printed Leaflet distributed	Local Government Act 1972	Within allocated budget	2021	Final checks to be undertaken and sent to printers
<b>Maintain parish council website</b>					

Website maintained and updated	Documents uploaded Content updated Design changes carried out	Local Government Act 1972	Within existing budgets	Ongoing	Regular updates made
<b>Publish Annual Governance and Accountability Return information</b>					
AGAR and accounts published	Information published online and on noticeboard	Local Government Finances Act 1992 Audit & Accounts	Within existing resources	By July each year	Completed and info displayed on website and noticeboards