



# PORTREATH

PARISH COUNCIL

**Action Plan 2021/21**

Adopted: 4<sup>th</sup> October 2021

**Portreath Parish Council Aims to:**

- Constantly strive to work on behalf of parishioners on the issues that matter to the community and be a strong voice for residents and local business.
- Provide effective, efficient and accountable local government for the parish, enabling residents to be involved in the life of the community and its future development.

**The Parish Councils objectives are:**

- To support the work of parish voluntary organisations through grants and practical support
- To support local businesses and economic activity in the parish
- To work with organisations to support the provision of youth activities in the parish
- To work with the Cornwall Council and the Police to improve road safety and parking in the parish
- To understand, communicate and support the views, needs and aspirations of residents and businesses
- To increase public involvement in the community by ensuring the parish council is open, transparent and accountable to residents
- Ensure that councillors and staff have access to high quality training and development opportunities so that they can meet the required standards including working towards the Local Council Award.

**This action plan was informed by the:**

Full Council at the meeting held on the 4<sup>th</sup> October 2021 following community engagement via the website, social media, and emails looking at the feedback from the NDP consultations and the document Portreath Parish Council Parish: Plan 2012. Consideration for the coronavirus pandemic has been taken into consideration and therefore this document will be a 'live' document and will be updated on a regular basis, enabling the council to track and monitor progress against objectives and timescales.

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Area	Objective	Action	Timescale	Funding	Update
Administration	To maintain a suitable administration system for the council.	<ul style="list-style-type: none"> <li>- To continue to modernise administration systems</li> <li>- Provide support to staff where required</li> </ul>	Ongoing	Precept	
Governance & The Council	To modernise council procedures.	<ul style="list-style-type: none"> <li>- Continue to modernise and update council policies and documents</li> <li>- Promote diversity when recruiting new councillors</li> <li>- Ensure seats are not left vacant</li> <li>- Work towards gaining Local Council Awards</li> </ul>	Ongoing	Precept	
Budget	To consider the creating of a 4 yearly budgeting system for the council.	<ul style="list-style-type: none"> <li>- Work with the finance committee to plan the budget for the future to try and reduce the necessity of large increase in the precept in the future.</li> </ul>	Ongoing		
Communication	Improve communication with parishioners	<ul style="list-style-type: none"> <li>- Restart meet the Clerk sessions.</li> <li>- Consider new ways of communicating with parishioners who do not embrace the digital age.</li> <li>- Maintain and Improve the website</li> <li>- Consider the use of alternate social media platforms.</li> </ul>	When safe to do so (COVID)	To be identified from the within the budget.	
Committees	To identify areas where committees whole enhance the work of the council.	<ul style="list-style-type: none"> <li>- Identify areas requiring committees (eg. HR, Finance, Planning)</li> <li>- Identify councillors with skills to support such committees</li> <li>- Form appropriate committees and set TOR for committees</li> </ul>	Following the annual meeting of the council.	To be identified from the within the budget.	

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Staffing	To maintain a professional staffing team to support the needs of the council	<ul style="list-style-type: none"> <li>- Identify training requirements</li> <li>- Identify staffing needs</li> <li>- Support staffing initiatives</li> </ul>	Ongoing	Precept & to be identified from the within the budget.	
Training	To provide adequate training for staff and councillors to enable them to fulfil their roles to the best of their potential.	<ul style="list-style-type: none"> <li>- Ensure regular appraisal to identify the training needs of staff and councillors.</li> <li>- Create a training plan for newly appointed councillors.</li> </ul>		<b>Precept</b> Training needs identified within the budget up to £	
Emergency Plan	Establish and progress an emergency plan for the parish of Portreath.	Liaise with former CC Duffin to ensure the emergency plan is continued following her retirement from the position of Cornwall Councillor. Work with the supporting groups in the parish to present a united inclusive plan to support the parish in case of emergency.			
Grants	To support the work of parish voluntary organisations through grants and practical support	<ul style="list-style-type: none"> <li>- Approve and adopt grants policy</li> <li>- Advertise support available to voluntary organisations.</li> <li>- Offer practical support to voluntary organisations.</li> </ul>	Urgent Ongoing  Ongoing	<b>Precept</b>	
Public Toilets	Maintain a good provision of public facilities relevant to demand throughout the year.	Continue to liaise with management contractors to ensure best possible service. Create a list of approved contractors to provide a swift reactive maintenance service where required.		<b>Precept</b> An adequate sum has been identified within the budget for this service.	
Former Public Toilets	To decide the future of the former public toilet building.	<ul style="list-style-type: none"> <li>- Support the working groups in identifying possible uses for the</li> </ul>	Decision for the future of	<b>Precept</b>	

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	Take action to sell, renovate or redevelop the building.	<p>building or an alternate location for providing these services.</p> <ul style="list-style-type: none"> <li>- Support the working group in applying for funding for the renovation or redevelopment of the building.</li> <li>- Consider the possibility of selling the building</li> <li>- Consider the possibility or transferring the asset to a community organisation</li> </ul>	the building – 1 year. Plan for renovation or redevelopment 1 year (following decision of future of building.	<b>Grants</b>  <b>Precept</b>	
WAAF Site	<p>To maintain a safe space. Consideration the option of further developing into wildlife area as identified and approved in 2017. To consider the sale of the land To consider using the land for a local truly affordable housing project</p>	<ul style="list-style-type: none"> <li>- Maintain access for adjoining properties.</li> <li>- Appoint a working group decide the best options moving forward for the WAAF site be it the development of a conservation and wildlife educational area or the sale of the land.</li> </ul>	<p>Ongoing</p> <p>Within the year.</p>	<b>Precept</b>  <b>Precept/Grant</b>	
Duke of Leeds Land	To continue to provide a common area for the use of parishioners and the general public.	<ul style="list-style-type: none"> <li>- Review risk assessments</li> <li>- Commission a survey of trees within the area.</li> </ul>			
Notice Boards	Improve notice boards within the parish.	<ul style="list-style-type: none"> <li>- Identify where boards are required.</li> <li>- Source and purchase new notice boards for the parish, reusing boards where practicable.</li> </ul>		<b>Precept</b> £5000 allocated in the 21/22 budget.	
Planning	Maintain a clear position as consultees, ensuring parishioner are kept informed.	<ul style="list-style-type: none"> <li>- To be rigours, open and transparent in the review of planning</li> </ul>	Ongoing	<b>Budget</b>	

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		<p>applications and ensure that responses are timely.</p> <ul style="list-style-type: none"> <li>- To train parish councillors in planning knowledge</li> <li>- Consider the creation of a planning committee.</li> <li>- To look at the protocols for commenting on planning applications, consider the creating of a planning consultee policy including triggers for site visits and engagement for preapplications and developers.</li> </ul>	<p>As new councillors join</p> <p>To be implemented by the end of 21/22</p>		
NDP	To create a neighbourhood Development Plan for the parish of Portreath	<ul style="list-style-type: none"> <li>- To promote public consultation where relevant in the final stages of the plan.</li> <li>- To promote the referendum to adapt the policy.</li> <li>- Once adopted work to and review as required</li> </ul>		<b>Grant Funding</b>	
Road Safety	<p>Parking restrictions improvements for Tregea Hill and Beach Road</p> <p>Consider other areas within the parish that would benefit from additional road safety measures.</p>	<ul style="list-style-type: none"> <li>- Work with Cornwall Council to come up with alternate parking arrangements to ensure the safety of all road users on Tregea Hill</li> <li>- Consider funding additional parking enforcement visits to problem areas identified within the parish</li> <li>- Work with parishioners to identify problem area with parking and look for solutions</li> </ul>	Ongoing	<b>Community Network Panel Funding BID</b>	
Litter	Maintain provision of litter collection to improve the	<ul style="list-style-type: none"> <li>- Continue to employ a regular litter picker.</li> </ul>	Ongoing	<b>Precept</b>	

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	environments for parishioners and visitors	<ul style="list-style-type: none"> <li>- Consider lobbying Cornwall Council to install new bins on locations identified by parishioners as problem areas.</li> </ul>			
Dog Fouling	Maintain clean streets and public areas	<ul style="list-style-type: none"> <li>- Consider looking at the report card system, working with Cornwall Council to target repeat offenders.</li> </ul>			
Street Furniture	To provide and maintain seating and appropriate street furniture in the parish	<ul style="list-style-type: none"> <li>- To maintain current public seating and street furniture</li> <li>- Identify areas where public seating would be installed.</li> </ul>	Ongoing Ongoing	<b>Precept</b> <b>Precept</b>	
Climate Action	To Support to CAN where necessary and promote greener living and commuting within the community.	<ul style="list-style-type: none"> <li>- Financially and practically support CAN in initiatives that benefit the community.</li> <li>- To be proactive in taking steps towards becoming a greener council (green energy suppliers, consideration of use of renewable energy, consider the impact of all actions of the council on the environment prior to committing to them.)</li> </ul>	Ongoing	<b>Precept</b>  <b>Precept/ Grants</b>  <b>CIL</b>	
Flooding	To Work with the Environment Agency on planned flood prevention measures  Identify Area of concern	<ul style="list-style-type: none"> <li>- Continue to share flood aware information as pits provided.</li> <li>- Work to act as communication point between community as EA when looking at options for the Portreath Stream Flood Alleviation Project</li> </ul>			

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		<ul style="list-style-type: none"> <li>- Identify areas of concern and highlight with the relevant organisation or authority.</li> </ul>			
Remembrance Service	To continue host the annual remembrance service	<ul style="list-style-type: none"> <li>- Ensure all areas of organisation are considered for such event</li> <li>- Work with the Church and parish organisation to ensure representation from the wider parish and community.</li> <li>- Work with the RBL to ensure events run smoothly.</li> <li>- Liaise with Cornwall Council and the emergency services.</li> </ul>	November 2021	<b>Budget</b> Identified within the budget, monies aside for road closures, administration, refreshments and donations.	
Events	Consider hosting events to raise the profile of the council and its works	<ul style="list-style-type: none"> <li>- Draw up a plan of events (e.g markets, festivals community engagement, children's activities)</li> <li>- Show support and provide presence and practical support for community events hosted by other organisations.</li> </ul>	Within this council (2021 – 2025)	<b>Future Budgets/ Grants</b>	
The Queens Platinum Jubilee	Consider hosting celebratory events to coincide with the national events marking the occasion	<ul style="list-style-type: none"> <li>- Work with parish organisations to host celebrations During June 2022</li> <li>- Consider the lighting of a beacon to celebrate the occasion</li> <li>- Consider planting trees as part of the queen's green canopy</li> <li>- Consider the purchase of celebratory medals/items for the children of the parish.</li> </ul>	2-5 <sup>th</sup> June 2022	<b>Not yet identified in 21/22 budget. Must be considered for 22/23 budget</b>	
Signage	Create a welcoming environment with the provision	<ul style="list-style-type: none"> <li>- Source and install welcoming signage at entry points to the parish</li> </ul>		<b>Budget</b>	

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	of signage at the entrance to the parish.				
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## Future Items for consideration (new services or developments)

Area	Objective	Action	Timescale	Funding	Update
Council Offices	Acquisition of buildings for the purpose of office space or meeting rooms	- As the council grows to provide a working space suitable for the current and any future staff.			
Parking	To identify parking solutions within the parish				
Youth Council	To consider the formation of a youth council.				
Youth Facilities	To ensure provision of youth facilities in the parish				
Tourist Information	Consider the provision of a tourist Information Service				
Market	Consider hosting a regular produce or craft market				
Local Council Awards Scheme	To consider applying for awards in the LCAS <a href="https://www.slcc.co.uk/local-council-award-scheme/">https://www.slcc.co.uk/local-council-award-scheme/</a>  <a href="https://www.slcc.co.uk/site/wp-content/uploads/2021/04/lcas-guide-2021.pdf">https://www.slcc.co.uk/site/wp-content/uploads/2021/04/lcas-guide-2021.pdf</a>				

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