



The Civil Parish of

Leek Wootton & Guy's Cliffe

DRAFT ACTION PLAN 2025/26

Introduction

Parishes are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- Give views, on behalf of the Parish, on planning applications and other proposals that affect the Parish
- Undertake projects, family events and schemes that benefit local residents
- Work in partnership with other bodies to achieve benefits for the Parish
- Alert relevant authorities to problems that arise or work that needs to be undertaken
- Help the other tiers of local government keep in touch with their local communities

Parish Councils have a wide range of powers which essentially relate to local matters, such as looking after community buildings, open space, allotments, play areas, street lighting, bus shelters, car parks etc. They also have the power to raise money through taxation, the precept, which is the Parish Council's share of the council tax.

In order to help us plan for the year ahead, we have put together an Action Plan which details the key objectives and actions that we hope to achieve during the year, in addition to our overall responsibilities.

This Action Plan will enable Parishioners to be kept fully informed of what is being planned and what has been achieved in the Parish.

The Action Plan will be reviewed quarterly, and updated annually.

Objectives & Actions

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGET	ACTION TAKEN
KEY ISSUE: ADMINISTRATION & COMMUNICATION					
<u>Parish Office</u> Establish a Parish Office to allow orderly storage and access to records, etc., and public interface	Parish Council	- To investigate options for establishment of a Parish Office (may be part of Community Hub development) - To establish office hours when the public can contact the Clerk/PC in person	Long-term (Possibly tied to Community Hub project)	Investigation only at this stage	
<u>Social Media</u>	Parish Council	- To consider increasing use of social media as a tool for informing the community - To consider additional work to manage social media - Change will require an appropriate Social Media policy to be adopted	Ongoing	No cost implications other than time	Ongoing use
<u>Communications Strategy</u>	Parish Council	Originally proposed by ex-CLlr Allison: A communications strategy to be created and adopted	TBC	TBC	

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KEY ISSUE: COMMUNITY ENGAGEMENT					
<u>Community Event(s)</u> To encourage community cohesion with parish-wide events To engagewith the community about Council activity	Parish Council	Annual Parish Assembly	1 Mar – 1 Jun	See CE/E budget	Mar (held in Church 2023)
	Parish Council Community Engagement Group in partnership with various community organisations	Support VE80 event(s)	08/05/2025	See CE/E budget	May (Poss to be held in Church)
		Summer Fête	Summer 2023	See CE/E budget	Date TBC
	Parish Council	Community Live	Autumn 2022	See CE/E budget	Booked for 06/09/2025
<u>Engagement with different demographic groups</u> To increase consultation with demographic groups that are less likely to engage, e.g. young people	Parish Council Community Engagement Group	- Increase use of social media, surveys, etc., to encourage feedback/engagement - Promote opportunities to be involved with PC projects, e.g. Environment Group - Engage with the school, Scouts/Guides and other groups	Ongoing	No cost implications	Ongoing comms with WhatsApp, Facebook & Website Ongoing Comms with Environment Group and LW Focus Group Ongoing comm with MS Forms surveys
	Engagement with young people	Possibly engage with Duke of Edinburgh Award Scheme or Senior Section Scouts/Guides for volunteer job(s) with community events	Ongoing		NEW

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<u>Community Organisations</u> Supporting community organisations	Parish Council Community Engagement Group	To promote the Community Support Fund to all organisations	Ongoing	CE/G Budget 2023/24: £1,500	Known grants: LW Link: £300
	Parish Council Community Engagement Group	Raise awareness of Community Live with community organisations	Ongoing	See CE/E budget	Events held: Parish Summer Fête and Community Live Both scheduled for 2024
	Parish Council / Neighbourhood Watch	Monitor and support Neighbourhood Watches in Leek Wootton and Hill Wootton	Ongoing	No cost implications	NHW has a parish email Encouraging communications via Link as well as WhatsApp

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KEY ISSUE: COMMUNITY INFRASTRUCTURE & DEVELOPMENT					
<u>Broadband</u> Provision of fibre broadband to all properties in the Parish	Parish Council	Establish a Community Fibre Partnership (CFP) to secure fibre broadband to all premises	Project begun in 2020/21 Ongoing	Funding by Government Gigabit Voucher Scheme	CFP stalled since Oct-2021 Advised to wait until DCMS review of Gigabit Voucher Scheme complete Would be good to have a Councillor heading this
	Parish Council	Consider legal options for entering contract with Openreach	Ongoing	Additional future budget implications to be investigated	
<u>Community Hub</u> To establish a Community Hub Committee to work towards the aim, as adopted in the Neighbourhood Plan (2018) to establish Community Hub around the War Memorial Recreation Ground.	Parish Council in partnership with: Leek Wootton Village Hall Leek Wootton Sports Club and Leek Wootton War Memorial Recreation Ground Trustees	To investigate wants and needs amongst round table organisations and other organisations	Long-term	No budget required at this stage	First meetings held in 2021/22 Ongoing [See next item]

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<u>Leek Wootton War Memorial Recreation Ground</u> Parish Council to become Sole Corporate Trustee	Parish Council and Leek Wootton War Memorial Recreation Ground Trustees	- To investigate legal arrangements for taking over management of the Trust - POSS Existing Trustee(s) to become Councillor(s)	Investigation stage in 2024-25 Finalise in 2025-26	TBC	Investigation stage only Cllrs taking training & legal advice Budget requires review for potential additional responsibilities, e.g. - POSS Extension of Grounds maintenance contract - Tree surveying policy, cost of surveys and subsequent works - Implications for Insurance?

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KEY ISSUE: ENVIRONMENT					
<u>Environment Group</u> Established in 2020 this is a PC Group working with members of the community to promote environmental issues and identify projects and opportunities related to the environment in the parish	Parish Council Environment Group	- To promote the Environment Group within the community - To identify projects/events to promote environmental awareness	Ongoing	£300 Budget in 2024/25 BUDGET 2025/26?	Environment Group is established and working independently from Parish Council, but also liaising Biodiversity project at Recreation Ground under way

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KEY ISSUE: PLANNING					
<u>Planning Applications</u>	Parish Council And Planning Committee	- To appraise all planning application consultations in relation to the Neighbourhood Plan (made: May-2018) - To respond accordingly	Ongoing	No cost implications	
<u>Woodcote (Police HQ)</u>	Parish Council And Planning Committee	- To monitor progress of the development site at Woodcote - To ensure that Warwickshire Police publishes a master plan - To appraise master plan in relation to the Neighbourhood Plan - To facilitate forum for public to express its opinion, if necessary - To respond accordingly	Ongoing Outline planning permission granted (timescale dictated by WDC Planning / Planning Inspectorate / Developers)	No further cost implications likely	Development land sold to CALA Homes (announced: Dec-2021) Planning Inquiry Rule 6 Party activity concluded (May 2024) Ongoing monitoring of detailed planning applications required
<u>Neighbourhood Plan & South Warwickshire Local Plan</u>	Parish Council And Community	Organise review of Neighbourhood Plan - To monitor progress and respond at all stages of SWLP	Ongoing	Not known Explore support availability from National Govt	

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<u>Assets of Community Value</u>	Parish Council	- To consider community property that should be added to the District List of Assets of Community Value - To review community property on the District List of Assets of Community Value	Ongoing	No cost implications	Existing listed assets: - The Anchor Inn Nominations submitted: 'The Lunch' woodland and lakes, Woodcote - Playing field and football club at Woodcote - Cathill & Cathill Common (field north of Recreation Ground) Possible future assets: - Land off Quarry Close - All Saints' Church [low risk] - Leek Wootton Sports Club [medium risk] - Leek Wootton Village Hall [low risk] - Others?

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: TRAFFIC & ROAD SAFETY					
<u>Speed</u> A Community Speed Watch (CSW) group was set up in 2020 by residents	Parish Council Highways Group	To monitor and support progress of this group	Ongoing	Budget 2024/25 £200 (unused to-date)	CSW now set up, in possession of 1x Radar device and running surveys
<u>Speed</u> To investigate and monitor available traffic calming measures	Parish Council Highways Group / WCC Highways	Issues brought to attention of WCC Highways as necessary	Ongoing	No cost implications Funded by WCC	C/ClIr Redford has secured increased signage at the school
<u>Leek Wootton War Memorial Recreation Ground Car Park</u>	Parish Council in partnership with Leek Wootton Village Hall and Leek Wootton War Memorial Recreation Ground Trustees	- Refurbishment of the car park - Erection of signage to be incorporated in car park improvements to encourage drivers to approach and leave the recreation ground from and to the south instead of U-turn to Kenilworth - Protection of Memorial and arboratum area from overflow parking	Summer 2023	PWLB Loan @ £22,886 RUCIS Grant @ £20,000 LWWH Contribution @ £14,500 LW&GC PC @ £5,000	COMPLETE Residual projects: - Biodiversity - Maintance
	Parish Council	Repayment of PWLB Loan	Ongoing	Funded by precept @ £2,500	Repayments taken automatically by DMO twice annually

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	Parish Council in partnership with: Leek Wootton Village Hall Leek Wootton Sports Club and Leek Wootton War Memorial Recreation Ground Trustees	Ongoing maintenance of Car Park	Ongoing	Car Park Maintenance Fund by 4x stakeholders @ £250 each (2024/25)	Maintenance fund in No.3 A/C Stakeholders to be updated and invoiced for contributions in Jan 2025

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OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: MISCELLANEOUS					
<u>Seating</u> Improvement of seating on footpaths	Parish Council and Environment Group	- To respond to request for increase in places to sit when walking in the Parish - To engage with community about where they would like to see more seating	Ongoing	Investigation to inform budget/funding decisions	None taken POSS replacement of bench at Hayes Field, The Warwickshire (by the kissing gate)
<u>Dog Fouling</u> Take steps to reduce the incidents and nuisance of dog fouling	Parish Council / Dog Warden, Warwick District Council	- Education through newsletter, flyers, notices - Possible awareness event with Environment Group to hand out dog poo bags, etc	Ongoing	No major cost implications	Publicity in <i>The Link</i> Poster campaign on the Recreation Ground
<u>The Queen's Green Canopy</u>	Parish Council and Environment Group	Consider possible sites for (a) a commemorative tree to mark the Platinum Jubilee, and (b) new woodland	Tree-planting season Autumn/Winter 2022/23	CE/G leftover + possible fund-raising	COMPLETED Feb 2023 Payment for tree outstanding (Cllr Elsy to present claim)