

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

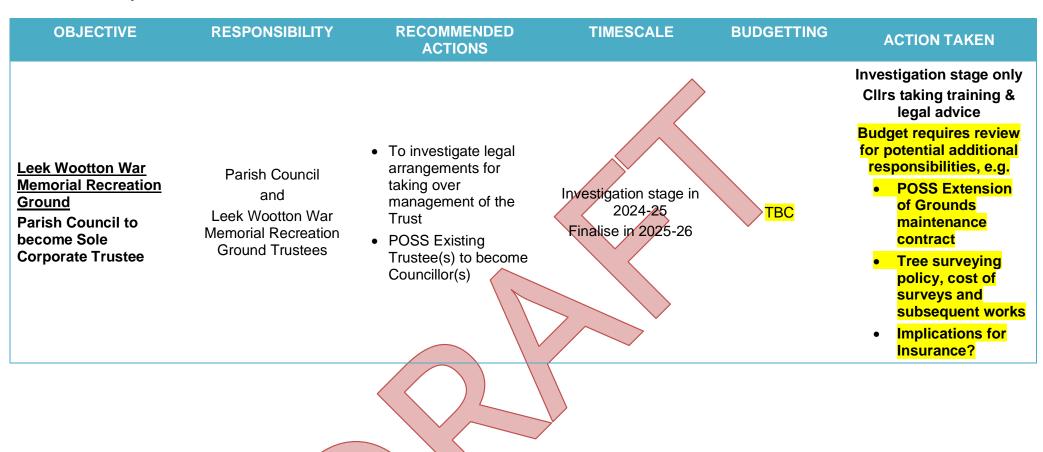
OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGET	ACTION TAKEN			
KEY ISSUE: ADMINISTRA	KEY ISSUE: ADMINISTRATION & COMMUNICATION							
Parish Office Establish a Parish Office to allow orderly storage and access to records, etc., and public interface	Parish Council	 To investigate options 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				
Social Media	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			
Communications Strategy	Parish Council	 Originally proposed by ex-Cllr Allison: A communications strategy to be created and adopted 	TBC	TBC				

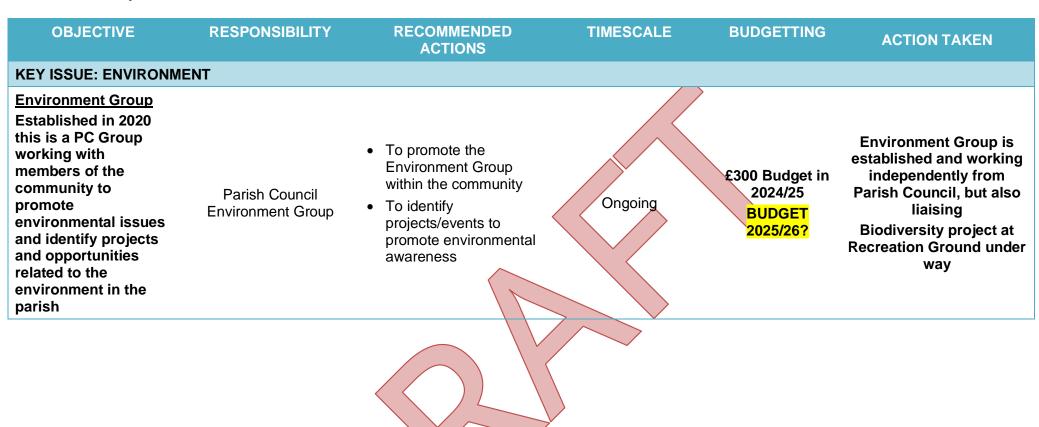
OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: COMMUNIT	TY ENGAGEMENT				
	Parish Council	 Annual Parish Assembly 	1 Mar – 1 Jun	See CE/E budget	Mar (held in Church 2023)
Community Event(s) To encourage community cohesion with parish-wide	Parish Council Community Engagement Group	 Support VE80 event(s) 	08/05/2025	See CE/E budget	May (Poss to be held in Church)
events To engagewith the community about Council activity	in partnership with various community organisations	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
Engagement with different demographic groups To increase consultation with demographic groups that are less	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
likely to engage, e.g. young people	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

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
Community Organisations 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

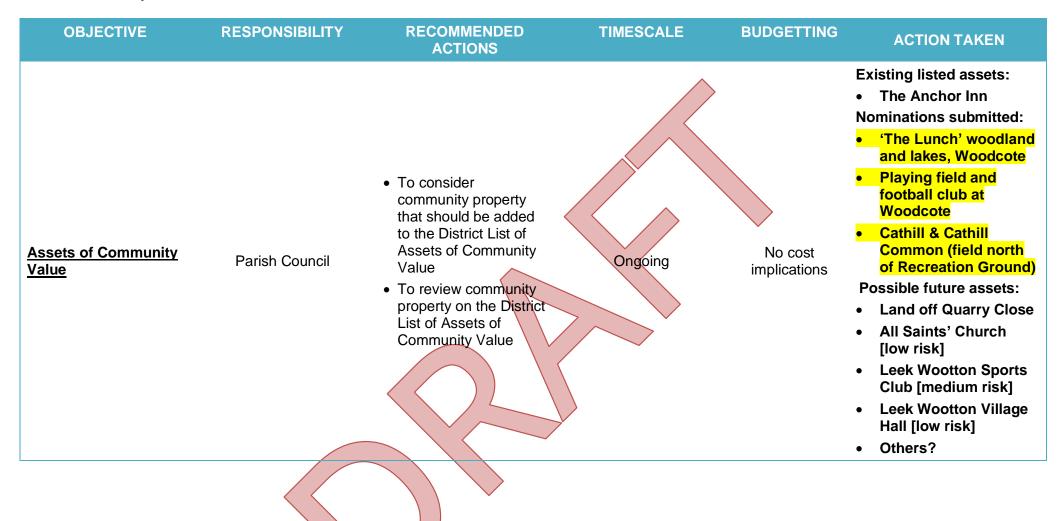


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KEY ISSUE: COMMUN	ITY INFRASTRUCTURE & D	EVELOPMENT			
Broadband Provision of fibre broadband to all properties in the Parish	Parish Council	 Establish a Community Fibre Partnership (CFP) to secure fibre broadband to all premises 	Project began in 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
r arisii	Parish Council	Consider legal options for entering contract with Openreach	Ongoing	Additional future budget implications to be investigated	
Community Hub 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]





OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: PLANNING					
Planning Applications	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	
Woodcote (Police HQ)	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
Neighbourhood Plan & South Warwickshire Local Plan	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	



OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: TRAFFIC 8	ROAD SAFETY				
Speed 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
Speed 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/CIIr Redford has secured increased signage at the school
Leek Wootton War Memorial Recreation Ground Car Park	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 arboretum area from overflow parking 	Summer 2023	PWLB Loan @ £22,886 RUCIS Grant @ £20,000 LWVH 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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KEY ISSUE: MISCELLA	NEOUS				
Seating 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 To engage with community about where they would like to see more seating 	Origoing	Investigation to inform budget/funding decisions	None taken POSS replacement of bench at Hayes Field, The Warwickshire (by the kissing gate)
Dog Fouling 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
The Queen's Green Canopy	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 (CIIr Elsy to present claim)