

Witchford Parish Plan – Actions Progress Log (March 2011)

INTRODUCTION

This document is an extension of the Action Plan published in the Witchford Parish Plan in June 2008. It is the output from a committee formed by the parish council, intended to ensure that the actions detailed in the plan are put into place and the results communicated to the village. The committee has been meeting regularly and progress logged on the following tables. All actions have been agreed, authorised and in most cases enacted by the parish council.

This log has been reviewed a number of times since its initial release in 2008. This version is as a result of a meeting in March 2011, held at the request of the Parish Council, the purpose of which was to give a final summing up of the progress of the Parish Plan before the local elections in May 2011. The latest updates are highlighted in yellow below.

Witchford Parish Plan Committee (Andy Howe, Shelagh Monteith, Richard Braund and Dianne Field) 03 March 2011.

KEY

- The action has been implemented as far as possible. The results are being monitored on a regular basis to ensure that the expected benefits are being provided.
- Work has started to implement the agreed action. Progress is being monitored.
- After further consultation and review, it may be decided that some actions are not practical at this time.

No.	Issue Headings	Aim/Action	Priority	Partners	Resource Implications	Planning Authority Involvement	Progress Report
BUSINESS							
1	Local business	Further expansion of Lancaster Way & Sedgeway business parks to be supported, on the proviso that the village's status is not adversely affected	Low	Grovemere Lancaster Way & Sedgeway businesses	Parish Council / Clerk time	Yes	Sept 08: The policy of the Parish Council will be to support development of Lancaster Way and Sedgeway business parks – as long as such development is not detrimental to the character of the village, e.g. environmentally & aesthetically.
2	Post Office	Make all possible efforts to support the village Post Office.	High	County Council	Parish Council / Clerk time	No	Sept 08: Recent national publicity has highlighted the fact that post offices are under threat of closure. If the village wants to keep a post office, it needs to use it.
3	Post Office	Request a post box in the Manor Court area Very unlikely to happen	Low	Post Office	Parish Council / Clerk time	No	Jan 09: The Royal Mail has replied, explaining that the village already has adequate provision for post boxes. Nov 08: No response from Royal Mail, despite three follow-ups.. Sept 08: The clerk will write to the Royal Mail to explain residents' wishes for a post box in Manor Court.
4	Post Office	Forward feedback on the other facilities offered by the Post Office, to Shelley.	Low	Post Office	Parish Council / Clerk time	No	Sept 08: Shelley has been informed of the feedback from the Parish Plan survey and has responded. Her plan is to place articles in the Witchfordian, detailing the various services, apart from the postal ones, that she can provide.
HIGHWAYS & FOOTPATHS							
5	Speeding traffic	Parish Council to commission expert review of speeding in the village and proposals for further calming measures.	High	Parish Council & Cambridgeshire County Council	Parish Council / Clerk time Speed survey	None	Mar 11: The new gates at the east entrance to the village are intended to help discourage speeding. If this continues to be a problem, the Parish Council can refer their concerns to the Neighbourhood Panel. May 09: Two sessions carried out so far, with supportive feedback. Jan 09: Training has been completed and will be put into practice for the first time on 15 February 09. An explanatory article will be placed in the Feb Witchfordian. Nov 08: Training for 'Speedwatch' is scheduled to take place on 10 Jan 09 Sept 08: The Parish Council plan to take part in the 'Speedwatch' scheme. This involves volunteers monitoring traffic speed with specialist equipment. A sign will tell drivers when they are going too fast. If a car is found to be speeding more than once, a warning letter will be sent by the police.
6	Footpaths	Update and reprint the Witchford Walks leaflet. Publish individual walks in the Witchfordian on a regular basis. Improve signposting.	High	Parish Council & Open Spaces Group (OSG)	Cost of publishing new leaflet cost of additional signs. Volunteer time	None	Mar 11: The new walks leaflet has been published and distributed. It would be good to also get this on the village website. May 09: Walks continue to be published in the Witchfordian. Jan 09: First guided walk will be on 15 February. Walks continue to be published in the Witchfordian and will be compiled into a leaflet at a future date. Nov 08: First walk has been written. Plan still to publish one per month in Witchfordian. OSG to run a guided walk the following month. Sept 08: Money to provide this will be planned into next year's Parish Council budget. The Open Spaces group will start planning this. New and improved sign-posting is an on-going activity. The Open Spaces group have been actively doing this for some time and feel that no particular changes are needed to their planned schedule.
7	Parking	Prevent anti-social parking i.e. on verges	Medium	Parish Council County Council Police	Parish Council / Clerk time	None	May 09: The new PCSO has written an article on anti-social parking, which will be published in the next Witchfordian. Jan 09: The previous PCSO has left, so the replacement will be asked to fulfil the commitment to write an article for the Witchfordian.

							Nov 08: The PCSO has been asked to write an article on this for the Witchfordian. Sept 08: The clerk has consulted with the Police – this is a 'grey area' as the police will not intervene unless a vehicle is causing an obstruction. The way forward is a more 'softly softly' approach, starting with a planned article in the Witchfordian by the Police Community Support Officer. (PCSO)
--	--	--	--	--	--	--	--

CONSERVATION & ENVIRONMENT

8	Millennium Wood	Install an information board at the entrance to the Millennium Wood, to encourage visitors and to explain what it can be used for.	Medium	Parish Council & Woodland Group	Cost of purchasing and installing an information board. Volunteer time	None	Mar 11: The board has been approved and will be installed by the summer, at a cost of about £800. May 09: The information board is being planned - no date for installation yet. Nov 08: The price of the info board will be about £700 plus artwork. This will be proposed to the Parish Council and it is hoped to complete in spring 09. The wording on the gate will also be painted and the gate posts will be re-seated. Sept 08: An information board is being researched by the Woodland Group. There are also plans to paint the wording on the entrance gate, to highlight the presence of the Millennium Wood.
9	Waste disposal	Feedback views on recycling to District Council - especially split opinions on wheelie bins vs black bags. Also positive response to recycling in general.	High	Parish Council District Council	Parish Council / Clerk time	None	Sept 08: The views of the village have been fed back to the District Council as part of the Parish Plan process. The current scheme still has a number of years to run.
10	Energy Efficiency	Provide more information to residents on how to improve their energy efficiency in the home, through generally available literature and internet resources	Medium	District Council	Witchfordian for publicity Website for publicity and links to external internet resources	None	Sept 08: In response to the Parish Plan, the Energy Saving Trust has written to residents of Witchford, explaining the services that it can offer to help people save energy. If you did not receive such a letter, further details are available from the Trust's website: http://www.energysavingtrust.org.uk/
11	Lighting	Reduce lighting costs, and light 'pollution', by turning off church lighting after midnight.	Low	Parish Council PCC	Parish Council / Clerk time	None	Nov 08: The church flood-lighting is switched off at 11.30pm. No further action necessary (change to 'green'). Sept 08: The clerk will consult with the PCC to discuss the requirements for church flood-lighting.
12	Lighting	Street lighting to be improved in some areas, as per existing rolling programme and feedback from villagers	Low	Parish Council County Council	Parish Council / Clerk time	None	Sept 08: The overall view of residents and the Parish Council is that street lighting in the village is adequate. The Parish Council will respond to any new requirements or complaints as they arise. New developments in energy-efficient street lighting may be available in the future.
13	Littering	Install two more litter bins in Victoria Green (as per current plans)	High	Parish Council	Parish Council / Clerk time	None	Jan 09: All new litter bins now installed. Action completed. Nov 08: Work in progress. Sept 08: The new litter bins have been ordered. A bin is also planned for the bus stop at the junction of Main Street and Bedwell Hey Lane.
14	Littering	Consult with the parish litter picker to see where litter 'black spots' are – target new bins where they are needed most	High	Parish Council	Parish Council / Clerk time Litter picker	None	Mar 11: An extra bin at the entrance end of the village hall is proposed. Jan 09: Action completed. Litter situation to be monitored. Nov 08: The litter picker reports that the worst 'black spots' are around the village college and the social club on Bedwell Hey Lane. There is already adequate provision of bins in these areas, so the problem seems to be due to lack of care. Sept 08: The clerk will consult with the village litter picker to see where litter 'black spots' are.
15	Littering	Provide more education to help prevent littering, e.g. via schools	High	Parish Council Schools	Parish Council / Clerk time School time	None	Mar 11: Any concerns about littering e.g. around the college may be brought to the attention of the Neighbourhood Panel and District Council. May 09/Jan 09: On-going activity to get the school to take a greater role in reducing litter Nov 08: The PC are encouraging the new Witchford Village College governor to come to a meeting – the subject of littering will be brought up Sept 08: The clerk will ask the litter picker about how bad the litter problem actually is around the schools. The school will also be consulted as necessary – this has been on-going for some time.
16	Dog fouling	Install more dog bins on Victoria Green, as per current plan	High	Parish Council District Council	Parish Council / Clerk time Cost of bins	None	Jan 09: Dog mess bins now installed on Victoria Green. Action complete, although the situation on the green still needs to be monitored. Sept 08: Two dog bins are on order. Installation date to be determined.
17	Dog fouling	More education via Witchfordian (previous article written by dog warden)	Medium	Parish Council Dog warden	Parish Council / Clerk time	None	Sept 08: The article was repeated in the Witchfordian recently.
18	Tree planting	A programme of tree planting is already in progress. Listen to suggestions for other new tree planting	Medium	Parish Council Woodland Group Open Spaces Group	Parish Council / Clerk time Cost of trees Volunteer time	None	Jan 09: Further trees have recently been planted or moved to better locations. Action complete, although the Open Spaces group are continually looking to improve and maintain the local environment. Nov 08: The new trees in Victoria Green are done. Also some new trees are being planted along Sandpit Drove and elsewhere. Sept 08: The Open Spaces group advise that no general new tree planting is planned for the near future. Suggestions are welcome. The Open Spaces group is also talking with the Victoria Green Advisory Group about proposals for Victoria Green.

19	Public seating	Two new benches are already planned for Victoria Green	High	Parish Council District Council	Parish Council / Clerk time Cost of benches	None	Mar 11: Installation of new seating is now complete May 09: Pond work complete - new bench ordered. Jan 09: One bench is installed and the other will be done once the work on the pond is complete. Sept 08: In progress – one bench on Victoria Green and one near the pond. Installation date to be determined.
20	Rainwater draining	Pass on concerns regarding drainage at Victoria Green/Main Street junction to Anglian Water	Low	Anglian Water	Parish Council / Clerk time	None	Jan 09: The problem at Bedwell Hey Lane has been resolved. Flooding at Victoria Green is so rare that Anglian Water are not likely to make changes - to be monitored. Action completed. Nov 08: The foul-water problem at Bedwell Hey Lane has been acknowledged and will be rectified. Sept 08: Anglian Water are aware of the rainwater issues near Victoria Green. Of greater concern are foul-water problems at Bedwell Hey Lane.

SPORT, RECREATION & ARTS

21	Social venues	Promote greater use of venues in the village through publicity – St. Andrews Hall, Baptist Church, Village Hall.	Low	Parish Council, St. Andrews Church, Baptist Church, WPFA.	Parish Council / Clerk time Witchfordian & website	None	Mar 11: This action linked with the Facilities audit in 2009, which identified the village hall as a preferred option for future development of community use. Sept 08: The Parish Council takes the view that the individual organisations – if they see a need to have their facilities used more - should take the active role in this. The Witchfordian and Witchford Online are good places to raise public awareness.
22	Clubs	Promote new and existing clubs and social activities. To be achieved through publicity and a 'Club Fair' to be organised by the Parish Council.	High	Existing clubs.	Parish Council / Clerk time Witchfordian & website Hire of hall Volunteers needed	None	Jan 09: The response to the open letters has been poor but, at least, some people have been directed to the existing book club. Action completed. Nov 08: An open letter (and follow up) has been published in the Witchfordian and has been included on the Witchford Online website. Sept 08: A list of potential clubs was gathered at the public meeting in June. The clerk offered to write an article in the Witchfordian to get the ball rolling and create some interest in new and/or expanded clubs in the village.
23	Clubs	Promote use of sports facilities at the Village College	Low	WVC	Parish Council / Clerk time	None	Sept 08: At present there is a greater risk of there being fewer facilities for public use at the college, i.e. the closure of the Fitness Centre. This is in the hands of Witchford Village College

YOUNG PEOPLE

24	Youth club	Work with the Youth Service to promote use of the Youth Club, improving access and enhancing its profile among young people.	High	Parish Council Youth Service	Parish Council / Clerk time	None	Mar 11: The youth club is currently suspended, so progress in this area seems to have gone backwards. What can be done to rectify this. May 09: The Youth Club is currently being given a fresh start with greater publicity Sept 08: The Parish Council plans to try and work closer with the Youth Service. However there appears to be a perception that the youth club is simply not seen as 'cool' by most young people.
25	Outdoor facilities	Investigate opportunities for outdoor youth facilities in public common areas, such as football goals and basketball	Medium	Parish Council District Council Youth Service	Parish Council / Clerk time	Yes	Mar 11: The picnic bench at the Bedwell Hey play area is scheduled to be installed shortly, but the football goals on Victoria Green never happened. May 09: A picnic bench is planned for the Bedwell Hey play area. Plans into the provision of other outside youth facilities are on-going. Jan 09: Play equipment now installed. Opening ceremony in February. Other youth facilities still being looked into. Nov 08: Work in progress. The new play equipment at Bedwell Hey Lane will be opened after Christmas. Sept 08: Plans are in place to install football goals on the open space in Victoria Green. Other possibilities will be looked at depending on the success of this.
26	Indoor facilities	Consultation is currently in progress regarding a potential new youth facility. Parish Council to monitor and support as appropriate	Medium	Parish Council Youth Service	Parish Council / Clerk time	Yes	Mar 11: The Facilities Audit was carried out successfully in 2009. May 09: The Parish Council hope to get a grant for an external audit of village facilities. This may highlight any improvements that could be made in this area Jan 09: It appears as though the proposed facility will not get off the ground. However the Parish Council will continue to explore other alternative ways of improving the provision of youth facilities in the village. Nov 08: No response from Josh yet. Sept 08: The committee will contact Josh Oddi to check progress on this

COMMUNITY SAFETY

27	Crime prevention	Work with police to improve visibility of police presence	Low	Police Community Safety Partnership	Parish Council / Clerk time	None	Nov 08: The Neighbourhood Panels are proving to be a worthwhile forum for local policing issues. Sept 08: An initiative to improve public involvement with local community policing has already been implemented in the form of 'Neighbourhood Panels'.
28	Police	Pass on data regarding rating of police response to crimes in the village	Low	Police	Parish Council / Clerk time	None	Sept 08: The results of the Parish Plan have been communicated back to the police.
29	Neighbourhood Watch	Encourage greater membership of Neighbourhood Watch schemes, through consultation with the police and publicity in the Witchfordian.	Low	Police Neighbourhood	Parish Council / Clerk time	None	May 09: The Neighbourhood Panel meetings are being promoted via the Witchfordian and village website.

				Watch	Witchfordian & website		Jan 09: An article on Neighbourhood Watch will be prepared for the Witchfordian - aim for publication in April's issue. Sept 08: The new Neighbourhood Panels also have the aim of encouraging Neighbourhood Watch. The parish council is actively involved with our local panel and will pass on information via the Witchfordian and Witchford Online.
--	--	--	--	-------	------------------------	--	---

TRANSPORT

30	Bus	Pass bus data and comments to County Council and Stagecoach for information	Low	County Council Stagecoach	Parish Council / Clerk time	None	Mar 11: Some bus services are currently in the process of being cut Sept 08: The parish council will pass the data obtained from the plan back to the County Council and Stagecoach at their next communication.
31	Cycling	Liaise with County Council Cycling Projects Team to research cycle usage and improvements to the network	Medium	Parish Council County Council	Parish Council	None	Mar 11: Funding for new cycle routes is currently unavailable May 09: The possibility of routing a cycle path from Wentworth High Street around the south of Witcham Toll is being investigated. Jan 09: The County Council have estimated a cost of up to £500k for a cycle route between Wentworth and Witcham Toll. In the current economic climate we are unlikely to see much progress on this topic. Nov 08: The Parish Council will contact the County Council for further information Sept 08: Feedback from the Parish Plan survey will be sent to the County Council.
32	Dial-a-Ride and Hospital Car schemes	Get Dial-a-Ride and Hospital Car schemes to advertise their services in the Witchfordian/website on a regular basis	Medium	Parish Council Dial-a-Ride	Parish Council / Clerk time Witchfordian & website	None	Mar 11: Funding for Dial-a-Ride is being cut Jan 09: The parish clerk attended a meeting of Dial-a-Ride and the scheme seems to be very active and in good health. Info on the scheme will be published on the website but, if anything, the D-a-R scheme needs to arrange its own publicity. Sept 08: An article needs to be written for the Witchfordian, to explain how Dial-a-Ride works.

EDUCATION

33	Rackham School	Forward concerns about over-subscription of Rackham Pre-school & Primary School, especially with regard to children from outside the village and potential further population growth	Low	Rackham School LEA	Parish Council / Clerk time	None	Nov 08: Done. Sept 08: The committee will forward the concerns raised by the survey to the chair of governors.
----	----------------	--	-----	-----------------------	--------------------------------	------	---

HOUSING

34	New housing	Forward views on new housing and development to District Council	Low	Parish Council District Council	Parish Council / Clerk time	Yes	Mar 11: A survey was carried out by ACRE Sept 08: Done. A survey of local housing needs will be performed if the parish council agrees.
35	New housing	Keep data on file to support responses to future planning applications	Low	Parish Council District Council	Parish Council / Clerk time	Yes	Sept 08: Done

HEALTH

36	Access to health services	To improve access to health services in Witchford: <ul style="list-style-type: none"> ● Surgery/doctor/nurse in the village ● Delivery of prescriptions ● Help with transport to surgery/hospital 	High	PCT Care network	Parish Council / Clerk time	None	Mar 11: Action complete, but situation should be monitored May 09: The 'Care Network' is an organisation that appears to meet the requirements of this action. Enquiries are being made. http://www.care-network.org.uk/ Jan 09: Review response in June 09. May benefit from follow-up before then(?) Nov 08: Done, but will need following up Sept 08: The parish plan data has been forwarded to the PCT and care network.
----	---------------------------	--	------	---------------------	--------------------------------	------	--

PARISH COUNCIL

37	Parish boundary	Request changes to the parish boundary, when these are next up for review	Low	Parish Council District Council	Parish Council / Clerk time	None	Jan 09: No further action required at this time - the proposed changes should be accepted at the next review. Nov 08: Other bordering parishes are all in favour of the boundary changes Sept 08: parish boundaries will be assessed at the next review - which is not due for a number of years yet.
38	Council services	Communicate information on services offered by Parish, District & County Councils	Low	Parish Council District Council County Council	Parish Council / Clerk time Witchfordian & website	None	Jan 09: Completed - information now on Witchford Online. Nov 08: Information will be posted on Witchford Online during December Sept 08: Information on the various councils is available from many places - the most obvious and complete being the relevant web sites. Information on the parish council will be put in future editions of the Witchfordian and also on Witchford Online.
39	Planning process	Pass on villagers' views on the planning process to the District Council. Consider these views when reviewing planning applications	Medium	Parish Council District Council	Parish Council / Clerk time	Yes	Sept 08: The parish plan data has been passed on to the District Council and will be taken into consideration when evaluating future planning applications.

CHURCH & COMMUNITY

40	St Andrews	Set up a 'Friends of St Andrews' scheme to help preserve the fabric of the church buildings	Medium	St Andrews Church PCC		None	Sept 08: St. Andrews PCC has already started an appeal to raise money for building an extension to the church
----	------------	---	--------	-----------------------------	--	------	---