

# Woughton Community Council Service

Each year, Woughton Community Council sets its priorities for the coming year. This year, we have been able to get more public engagement than previously, with some clear themes identified and some very definite issues that the public would like to see us focus on in the coming year.

As with previous years, the plan provides an outline of the major issues for focus over the coming year. The plan does not include the regular provision that is ongoing (Woughton Advice Service, Youth provision, landscaping, environment, etc..) but offers a range of activities that are new, are intended to be started and/ or completed over the coming council year (i.e. by May 2020) and signify the breadth and aspiration of the council. The plan includes internal development, service delivery, new partnerships and external engagement and a move towards looking not just at the coming year, but further ahead, putting in place some foundational work to build stability and a longer-term view.

The plan is separated into Committee areas, with Services in orange, Operations in yellow and Policy and Resource in Blue.

Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
1	Woughton 'On The Road' – provision of a mobile space for the parish	To provide a vehicle (bus / trailer / similar) to enable WCC to provide a visible and useable presence in areas that are not served by a suitable community building, providing services and engagement.	<ul style="list-style-type: none"> <li>a) Proposal agreed at Services (March 2019)</li> <li>b) Proposal agreed at Full Council (March 2019)</li> <li>c) Suitable vehicle bought, prepared, altered and branded, ready for use (End April 2019)</li> <li>d) Programme of activity in place, with staffing and outcomes identified (as part of proposal for Jan 19)</li> </ul>	£15,000 – suitable vehicle, with alterations and branding Storage - TBC Staffing – within existing structures Insurance – via fleet / current insurance Repairs and maintenance - TBC	Council Manager Chair of Services	Services Project
2	Community Growing and Gardens – Coffee Hall Allotment Site	To develop the identified allotment site to provide a range of growing options, community groups and parish needs (storage and plant nursery) in a sustainable way	<ul style="list-style-type: none"> <li>a) Proposal developed with input from environment and landscape team (Feb 19), with priorities and staged development</li> <li>b) Big Lottery / other funding bid(s) developed and submitted (April 19)</li> <li>c) To include storage and potential for moving Landscape depot onto the new site</li> <li>d) To include planting, solar, rain collection, etc.. taking sustainable approaches wherever possible</li> <li>e) Work to start once funding in place – aiming for April 2019</li> <li>f) If funding is not forthcoming for full project, re-evaluation and reduced provision.</li> </ul>	Suggested £10,000 budget for initial stages work if appropriate and to include any elements that would require additional funding	Landscape Manager / Environment Officer (North) Chair of Services	Services Project
3	Resident Skills Development	To provide a range of opportunities for residents and local groups to develop new skills	<ul style="list-style-type: none"> <li>a) Develop a list of possible options for skills development, to include ideas already proposed for groups (e.g. committee skills, presentation skills, communication and engagement, first aid, food hygiene)</li> <li>b) Develop a list of possible options for individuals, to include ideas already proposed for individuals (e.g. cooking, budgeting, DIY skills)</li> <li>c) Work with Resident Associations and other local groups to identify priorities, liaise with MKC around what they may provide and create an annual calendar of events</li> <li>d) Provide online booking, alongside other methods, with clarity around any costs, failure to attend, etc. to maximise attendance and reduce wasted spaces</li> </ul>	Approximately £300 per session (trainer, venue, refreshments, certification). Assume £2000 for annual delivery.	Community Services Manager Chair of Services	Project delivery Services

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4	Community Development Focus	To implement a programme of Community Development, incorporating a range of approaches and activities to promote increased community ownership and involvement	<ul style="list-style-type: none"> <li>a) Working with new Community Development and Events officer to develop a programme of events focusing on community involvement and engagement (by May 19)</li> <li>b) To include elements discussed within Service Planning process, such as: Community Street parties, Woughton In Bloom, Good Neighbour Project.</li> <li>c) Work with other service leads to develop approaches that include community involvement in existing services (e.g. environment champions on each estate, landscape volunteers to support planting, mentors for mental health provision, etc.)</li> <li>d) To support development of RA's, new organisations and provide ongoing support to those already delivering</li> <li>e) Specific focus needed with regard to developing better links with schools, local companies, faith groups, etc. in line with other elements of this service plan.</li> <li>f) Develop and support an 'estate champions' programme, supporting those who are already active and developing new people to take a positive role within their communities.</li> <li>g) To include an annual training and development programme covering a range of suitable elements (e.g. committee skills, event planning, understanding finance, etc)</li> </ul>	No additional costs, other than those associated with regular events.	<p>Community Development Officer / Community Services Manager</p> <p>Chair of Services</p>	<p>Project development and delivery</p> <p>Services</p>
5	Events	To build upon the successful events that have been held and develop additional elements and opportunities to increase engagement and meet local need	<ul style="list-style-type: none"> <li>a) Festival – develop robust planning processes and deliver in line with agreement and partnership with CPPC</li> <li>b) Apple day – to include additional elements (e.g. conker competition) and create more options for involvement</li> <li>c) Additional event consideration, such as; <ul style="list-style-type: none"> <li>- fireworks (cost upwards of £3000 for display, plus licences, H+S considerations, etc..)</li> <li>- Street Parties / Estate celebrations (costs can be as much or as little as there is available – from a couple of hundred per estate upwards)</li> </ul> </li> <li>d) Better linkage with other community groups to provide a more comprehensive calendar of events, reducing duplication and offering more through collaboration.</li> </ul>	To be confirmed and agreed within existing and planned budgets	Community Development and Events Officer / Community Services Manager	<p>Project delivery, events delivery, procedure and policy development</p> <p>Services</p>
6	Landscaping development	To build upon the very successful landscape provision, ensuring long term viability and sustainability with additional benefits to local people, other parishes and the city as a whole.	<ul style="list-style-type: none"> <li>a) Work with parishes to develop robust plans for post devolution, identifying potential for additional work where possible</li> </ul>	Within existing budgets, but with an investment plan for future years	<p>Landscape Manager</p> <p>Chair of Services</p>	Project Development and Policy Proposal

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Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
			<ul style="list-style-type: none"> <li>b) Develop investment plan for equipment, based upon realistic life spans and consideration of new equipment that would increase efficiency (e.g. tractor-based tools)</li> <li>c) Consider income generation options, such as bagging and selling of mulch, logs and similar</li> <li>d) Work with teams on item 2 above, to develop options for new 'depot' at Coffee Hall, reducing the costs to the service</li> </ul>			Services
7	Estate 'Caretakers'	To provide one day per week on each estate of dedicated 'caretaking' staff, addressing litter picking and general tidying of estates	<p>Having costed this, probably prohibitive – for one day per estate plus half a day per industrial estate (e.g. 8 days delivery per week), costs are around £60k per year. However, potential for work to be undertaken to use fewer financial resources and build upon existing provision to improve overall outcomes.</p> <p>Work to be done in conjunction with Landscape and Environment Teams to develop a plan – links to items</p>	To be confirmed once project parameters clarified.	<p>Council Manager</p> <p>Chair of Services</p>	<p>Project proposal and delivery</p> <p>Services</p>
8	Increase of equipment library	To increase and improve the range of options offered through the tool library, including better publicity, wider range of borrowing options and potential for income generation	<ul style="list-style-type: none"> <li>a) Investigate and consider the type of provision that would benefit local people (e.g. cake tins, party equipment, BBQ, furniture, power washer, etc.) – consider an article in the Gazette plus online options for feedback</li> <li>b) Following feedback, cost up buying additional equipment that can be utilised within the 'library'</li> <li>c) Develop new publicity so that local people are aware of the range of equipment on offer</li> <li>d) Improve booking regime, to include online booking options and, if appropriate, online payments</li> <li>e) Provide annual plan for replacements, renewals and repairs to maintain all equipment.</li> </ul>	Set aside £2,000 maximum	<p>Environment Officers</p> <p>Chair of Services</p>	<p>Project</p> <p>Services</p>
9	Waste, recycling and the environment	To engage local communities, develop a robust plan and action regular and consistent approaches to maintaining and improving the parish	<ul style="list-style-type: none"> <li>a) Assessment of current provision, future expectations of MKC delivery and 'hotspots' for regular involvement</li> <li>b) Look at issues that fall outside current remit (e.g. painting of railings and bollards, weeding of pathways, leaf litter disposal) and consider taking on additional</li> <li>c) Engage and create estate based working groups, including businesses, local people, officers, councillors and others to provide regular and ongoing activity across the parish (including industrial estates)</li> <li>d) Focus on sustainable and independent groups, with support where necessary, reducing financial and officer demand</li> </ul>	Officer time.	<p>Community Services Manager</p> <p>Chair of Services</p>	<p>Assessment, report, project delivery</p> <p>Services</p>

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Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
			e) Creation of a WCC Waste Management Strategy, covering all aspects of both external and internal waste management.			
10	Community Gym	To utilise agreed grant funding for the provision of a new building and community gym to the rear of No 95.	Following the confirmation of a grant from Mick George, a plan has been created for delivery of a concrete base and 'garden room' type building, to provide a gym. This gym will be utilised by youth groups but will also be opened to the local community at low cost. Plan includes working with local gyms to provide volunteer trainers, providing 'open' sessions (at a cost, but very low cost) and enable additional space within No95 to extend the studio, providing further potential for income generation.	Contribution of under £2k from WCC, to access £15k of funding in total.	Youth Manager / Community Services Manager  Chair of Services	Project Delivery  Services
11	Parking and Transport	To develop a comprehensive plan covering parking and transport for the parish, identifying and addressing the priority issues, focusing on safety and resident satisfaction.	Consultation with residents most affected (CH) to explain situation and explore options (permits, verge parking, restricted use, etc.)  Continue to host / be involved in the parking forums  Work with partners to find solutions to problems – hospital, schools, faith groups, etc..  Linked to Item 4 (ascot railings) above.	No specific budget to be allocated at this point, but significant officer time needed.  Potential for significant investment depending on outcome of discussions	Council Manager  Chair of Services	Ongoing work  Services
12	Ascot Railings replacement programme	To prepare, plan and cost a programme of ascot railings or similar, to reduce impact of inappropriate parking, dangerous use of green spaces and damage caused to infrastructure by vehicles driving over grassed spaces	a) Assessment of current railings, noting damage and condition (Apr 19) b) Assessment of other areas currently being damaged by parking / vehicle access, with priority areas noted (May 19) c) Cost evaluation made for each area noted, in line with financial policy (June 19) d) Utilisation of the Unpaid Work Team to install where appropriate, reducing costs (once work starts) e) Fully costed proposal to be taken to relevant committee for agreement (June 19) with work commencing over summer 2019, if agreed.	£5000 identified as a budget to work within, based upon the outcome of assessment, this may vary but £5000 maximum spend	Landscape Manager / Environment Officers  Chair of Services	Services  Project
13	Play Park programme and Open Space assessment	Following considerable feedback from residents, a planned and focused approach to open space and play park provision across the parish.	a) Full evaluation and report into current Open Space and play park provision across the parish (June 19) b) Liaison with MKC regarding their proposals for play parks over coming years, to get clarity about any investment / management from MKC side (as soon as possible) c) Costed proposals for provision of a range of play areas (small, medium, large), based on agreed equipment and installation d) Costed plan for maintenance of any open space that may be devolved (August 19)	No immediate cost, but likely to lead to significant investment in the longer term	Council Manager  Chair of Policy and Resources	Policy and Resources  Report and proposal

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Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
			<ul style="list-style-type: none"> <li>e) Discussions with MKC Planning with regard to potential space for park on Leadenhall (Sept 2019)</li> <li>f) Creation of 5 year plan for development of open spaces and play parks parish wide, with investment, funding bids, MKC contribution (!) and resident association buy in.</li> </ul>			
14	Partnerships. Collaborations and 'clustering'	Continue to develop closer relationships with neighbouring councils, suitable 'clusters' of similar councils (locally, regionally and nationally), to include development of shared services, potential trading, shared information and training opportunities and to bring added value to councils services, governance and delivery.	<p>To build upon the work already started with CPPC, but to also include approaches around specific areas (e.g. youth work, landscaping) for other areas (work already in place with youth provision in Kents Hill and 'ad hoc' landscaping in other areas).</p> <p>Consideration of an 'Urban Parishes' forum within the NALC group</p> <p>Discussions within MKC forum around closer collaborations and creation of proposals to go to councils around any possible joint initiative (e.g. provision of street sweeper already agreed).</p>	No budget at this point. Officer time only.	Council Manager  Leader of the Council	Ongoing work  Policy and Resources
15	Boundary Signs	To provide 'welcome to Woughton' signage at the entrance to our parish – find a key message and cost accordingly	<ul style="list-style-type: none"> <li>a) Clarity about the name of the parish – is Woughton correct?</li> <li>b) Once clear, design signage, with clarity of message (e.g. 'the caring community' or something better.</li> <li>c) Cost of signage to be investigated, alongside placement and any necessary permissions</li> <li>d) Formal plan and paper to be developed including all relevant information for presentation to council</li> <li>e) Once / if agreed, to be actioned.</li> </ul>	To be agreed once initial work is undertaken.	Council Manager  Chair of Policy and Resources	Policy paper and proposal  Policy and Resources
16	Long term planning	To develop a range of policy documents and an overarching agreement looking to the future of Woughton and long term aspirations.	<ul style="list-style-type: none"> <li>a) Consider the specific issues that need significant and longer-term work (e.g. traffic and parking / transport generally, refresh of the Neighbourhood Plan, Regen)</li> <li>b) Consider the issues that we may want included within any long-term strategy (e.g. council development, income, environment, housing)</li> <li>c) Delegate specific areas to specific councillors / officers to compile evidence, views and plans</li> <li>d) Create the 'Woughton 2030' plan, detailing the direction of travel for the council, setting priorities and aspirations for the coming decade.</li> </ul>	Officer and member time	Council Manager  Senior Leadership Team	Policy and Report  Policy and Resources

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Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
17	Hub Improvements	Improve the provision at The Hub offices, to offer suitable space, storage, equipment and environment for delivery of services, democracy and council functions	<ul style="list-style-type: none"> <li>a) Consider investment in making the Council Chamber fit for purpose, reflecting the importance of this space (i.e. flooring, tables / chairs, integrated sound and vision, storage).</li> <li>b) Additional storage, including cycle storage, to promote healthier travel and provide additional space for storage of various equipment.</li> <li>c) Labelling of storage areas to provide oversight and overview of equipment storage</li> <li>d) Full equipment audit, including IT, with replacement programme and capitalisation agreement for future budget planning (e.g. IT equipment costed over 3/4/5 years, etc.)</li> </ul>	<p>Costs of provision of new furniture, sound and vision at around £3000. If replacing the flooring too, an additional £1000 ish.</p> <p>Other elements are cost neutral or minimal costs.</p>	<p>Operations Manager</p> <p>Chair of Policy and Resources</p>	<p>Project Delivery</p> <p>Policy and Resources</p>
18	Community Led Housing Plan	To explore potential for developing and delivering some community led housing initiatives within the parish, providing alternative housing options for local people.	<ul style="list-style-type: none"> <li>a) Assess spaces on non-regeneration areas for potential sites that could be utilised, including continued liaison with MK College about possible space upon their relocation.</li> <li>b) Work with local residents to assess whether there is a local drive for this type of housing option and, if so, to create a steering group to take plans forward.</li> <li>c) Desktop research into similar schemes that could inform any work undertaken.</li> <li>d) Dependent on outcome of above, consideration of appointment of specialist consultant to explore and research more fully, creating a detailed plan for action(s).</li> <li>e) Build in to any proposal a range of supportive measures for local people, including training and apprenticeships, ongoing management, re-investment of rental / sales income for further schemes, local focus on provision (Woughton residents priority)</li> </ul>	<p>Officer time and then additional resource if and when a consultant is appointed. £5,000 is a ballpark figure, but there may be some funding available from external sources</p>	<p>Council Manager</p> <p>Chair of Policy and Resources</p>	<p>Policy and Resource</p> <p>Proposal and Report</p>
19	Community Engagement	To undertake quality market research, focusing on provision of representative evaluation across all areas of our parish	<ul style="list-style-type: none"> <li>a) To clarify, through Operations (?) committee, the nature of the research (for 18<sup>th</sup> March meeting)</li> <li>b) To undertake a formal process to appoint external company (by July 19)</li> <li>c) Undertake agreed engagement (suggested combination of online, telephone, face-to-face and group approaches) over the course of 2019</li> <li>d) Both Youth and Pensioner panels to be included within this programme, alongside focus on BAMER communities</li> </ul>	<p>Costs vary widely and will be dependent on the expectations of council. Rates start at £700 per day, £200 for an online survey or upwards of £5k for a full programme</p>	<p>Council Manager / Community Development Officer</p> <p>Chair of Operations</p>	<p>Operations</p> <p>Project</p>

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Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
20	Woughton Business Forum	To develop a forum for local businesses to promote Woughton as a place to work, bring collaborative approaches and build stronger relationships between companies and the council.	<ul style="list-style-type: none"> <li>a) Contact local businesses, including delivery of The Gazette to business premises, to begin relationship building</li> <li>b) Explore the appetite for a local business forum, through surveys, discussions and focus groups</li> <li>c) If demand is there, develop a programme of events over the year, to include focus on feedback from participants</li> <li>d) Review regularly, ensure participant feedback and respond accordingly.</li> </ul>	<p>Officer time / venue hire only in the first instance.</p> <p>Potential for additional monies needs for hospitality and events in the future</p>	<p>Council Manager / Community Development Officer</p> <p>Chair of Operations</p>	<p>Project</p> <p>Operations</p>
21	Training and development	To ensure that officers and members are provided with regular, suitable opportunities for development, in line with organisational needs and identified areas of development, to build capacity and quality.	<ul style="list-style-type: none"> <li>a) Assess current needs, based upon appraisals and 1:1 sessions</li> <li>b) Look at the future needs of WCC and prioritise areas for development</li> <li>c) Identify suitable providers to offer sessions and opportunities</li> <li>d) Build expectation into JD's, to promote access and involvement</li> <li>e) Develop annual programme of training and development opportunities</li> <li>f) Include 'soft' outcomes, alongside accredited and qualification-based options.</li> <li>g) Include annual 'awaydays' for councillors, for officers and for the whole team.</li> </ul>	£15,000 budget	<p>Operations Manager</p> <p>Chair of Operations</p>	<p>Delivery</p> <p>Operations</p>
22	Communications	To improve our communications with residents and other local stakeholders, promoting our work and building better engagement.	<p>To build upon the positive work already undertaken to increase and improve visibility of the council. Specific focus on building links with schools, faith groups, businesses, etc. in conjunction with other aspects of this service plan.</p> <p>Consider the appointment of a dedicated Communications Officer, possibly in conjunction with Campbell Park, considering budget implications, developing a clear role and job description with outputs and outcomes built in. Negotiate with CPPC for inclusion in 2020/21 budget.</p>	Within existing budgets	<p>Operations Manager</p> <p>Chair of Operations</p>	<p>Delivery</p> <p>Operations</p>

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Item No	Description	Objective	Milestones and Dates	Approximate costings	Lead Officer/Member	Type and Committee responsible
23	Policy and procedure	Building upon the work undertaken during the previous year, a review and rationalisation of all policy and procedure with access provided to all officers and members utilising the new IT system.	<ul style="list-style-type: none"> <li>a) To audit all policy and procedure in existence across the organisation</li> <li>b) To review what is needed, what is no longer applicable and what needs updating / creating</li> <li>c) To build a 'policy on policies' document that details all policies, their review cycle, lead officer and calendars ratification at committee / full council</li> <li>d) To build in accessibility to all relevant policies within the development of the new Sharepoint IT system</li> </ul>	Within existing budgets	<p>Operations Manager</p> <p>Chair of Operations</p>	<p>Policy development</p> <p>Operations</p>
24	IT capacity and system development	To work with IT suppliers and support agencies to develop the new IT approach, including all aspects of internal systems, security and usability.	<ul style="list-style-type: none"> <li>a) To work with officers and members to develop our IT offer, ensuring all have access to relevant files, papers, policies and similar.</li> <li>b) To ensure compatibility across the IT system, with modern and high-quality operating systems, software and security.</li> <li>c) To effectively manage any IT supplier to ensure responsive and robust responses to queries, issues and needs, as they are identified.</li> <li>d) To incorporate suitable record management system into IT offer</li> </ul>	Within agreed budget	<p>Operations Manager</p> <p>Chair of Operations</p>	<p>Project Delivery</p> <p>Operations</p>

This document was ratified at Full Council on March 11<sup>th</sup> 2019.

The plan will be reviewed monthly within team meetings and with regular updates available to relevant committees and Full Council.