

**West Swindon Parish Council****Outline Action Plan 2024/25**

West Swindon Parish Council will publish an action plan annually in May. The Plan will be funded from the budget which is set in January and which includes project expenditure for the forthcoming year. Priorities in the plan will reflect matters raised by members of the public during the Annual Parish Council Meeting and other public meetings. West Swindon Parish Council will continually review the action plan on a quarterly basis, and will add any matters as required through the year.

| Item no.                                       | Action                               | Outcome   | Budget                                | Responsible body and partners   | Timescales  | Progress/Comments       |
|--|--------------------------------------|---|---------------------------------------|---|---|-------------------------|
| <b>Resident Engagement &amp; Communication</b> |                                      |   |                                       |   |   |                         |
| 1  | Website established                  | -Residents can self serve key information about the Council.<br>-Residents can access contact details and report concerns | £7-10,000 23/24                       | Council/Clerk   | Website available 01.03.24<br><br>Website updates on a monthly basis. | Website launch 21.05.24 |
| 2  | Bi Monthly e-Newsletter              | Residents feel informed about the work of the Parish  | Focus on e-distribution               | Council/Clerk   | Newsletter distributed by the end date of each bi monthly period      | Commencement 01.06.24   |
| 3  | Parish Noticeboards                  | Residents can view new noticeboards for parish specific information.  | None – repair and replace as required | Council/Clerk   | Noticeboards update monthly.<br>New noticeboard for Peatmoor          | Ongoing                 |
| 4  | Parish Grants (criteria established) | Residents and small groups can access small funds for local projects  | £10,000 per annum                     | West Swindon Parish/Clerk to promote and administer the scheme.<br>Decisions through report at Council. | Grant deadlines end of April/Sept<br><br>Scheme advertised            | Ongoing                 |

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|---------------------------------------|--------------------------------------|---|---|--|---|---|
| <b>Grounds Maintenance/Recreation</b> |                                      |   |   |  |   |   |
| 5                                     | Grounds maintenance service delivery | Residents receive a good quality grounds maintenance programme                              | Primary expenditure of the Precept                                | The parish to set service standards for West Swindon on grounds maintenance programme<br><br>Village centre maintenance agreed | Standards agreed seasonally by Planning, Leisure & Environment Committee annually<br><br>Ongoing improvements to be determined. | Ongoing<br><br>Shaw VC and Freshbrook VC new planting from 05.24                                  |
| 6                                     | Vehicle programme                    | Parish reviews lease and purchase of vehicles and machinery                                 | £30,000 per annum for leasing<br>£50,000 per annum for purchasing | West Swindon Parish Services Working Party to detail options for procurement   | Ongoing – leases are ending in 2023-24  | Working party/committee to recommendations to be agreed and reported to Full Council periodically |
| 7                                     | Play area refurbishment programme    | Play areas in West Swindon are maintained to a quality standard                             | £81,000   | Parish/clerk conduct inspection and maintenance programme  | Annual programme agreed at the start of each financial year.  | Shaw Ridge to reviewed for 2024/25  |
| 8                                     | Community enhancements               | Residents feel they have a good service from the Parish that enhances the local environment | c. £11,000<br>Planting, bins, benches                             | Clean and Green fund reserves supports volunteer's ideas and projects  | Status reported bi-monthly to Planning, Leisure & Environment Committee   | Ongoing   |
| 9.                                    | Defibrillator/bleed kits             | Promote awareness to facilitate additional equipment for residents out of hours             | None allocated. Costs c..£1,000 for defib c. £150 bleed kit.      | Parish Council – focus on additional partners  | Progress during 24-25 with at least 2 new kits to be agreed/installed   | Ongoing   |