

Thorndon Parish Council Action Plan

Thorndon Parish Council has developed an Action Plan which will form the basis of the Parish Council's focus over the coming years. This Action Plan will help Councillors formulate the annual budget and set the yearly precept figure, this is collected by Mid Suffolk District Council as part of the Council Tax charge.

The Action Plan has been drawn from:

1. the annual budget which includes projected expenditure for the year;
2. matters identified at parish council meetings;
3. Councillor proposed projects approved by the Parish Council; and
4. matters raised in the following:
 - a. Resident Survey 2022-23
 - b. Parish Infrastructure Investment Plan (PIIP)
 - c. Neighbourhood Plan (NP)

As matters raised in the Resident Survey and Parish Infrastructure Investment Plan are included in the Action Plan, there are some projects included with a long-term timescale past 2025 – these are included for forward planning purposes.

The Action Plan reviewed on an annual basis in April by the full Council alongside the revised budget for the coming year, and monitored in year when required.

Where any additional items are brought forward by Councillors, and approved by the full Council, these will be included at the next quarterly monitoring meeting.

Key:	
Ongoing	Recurring annual work
Short Term	April 2023 – March 2024
Medium Term	April 2024 – March 2025
Long Term	Beyond March 2025
MSDC	Mid Suffolk District Council
SCC	Suffolk County Council
CIL	Community Infrastructure Levy
S106	Funding agreement connected to specific developments
SALC	Suffolk Association of Local Councils
SLCC	Society of Local Council Clerks

For approval: July 2023

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
Parish Council: General Work						
Ensure the Council operates to current legislation and best practice.	Update policies and procedures in accordance with guidance. Review and approve new policies when required	Precept	Ongoing	N/A	Clerk	
	Maintenance and updating of website to maintain effective communication	Precept	Ongoing	N/A	Clerk	
	Review risk register Action points raised by annual RoSPA inspections	Precept	Ongoing	N/A	All Cllrs and Clerk	
	Ongoing training for Councillors and staff	Precept	Ongoing	N/A	SALC / SLCC	
	Management & regular maintenance of Parish Council assets including tree and ditch work	Precept	Ongoing	N/A	Contractors	
	Cemetery management and maintenance	Cemetery fees & precept	Ongoing	N/A	Contractors	
	Management & maintenance of footpaths	Grant / precept	Ongoing	N/A	Suffolk and Contractor	
	Creation of risk register and action log	N/A	Ongoing	June 2023	Chair/Clerk	
	Creation of a Cllr skills matrix for allocation of projects	N/A	Ongoing	June 2023	Chair/Clerk	
	Set up of Parish Council email addresses		Ongoing	May 2023	Clerk	

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
Liaison with local authority departments and village groups.	Grant provision to community-based organisations	Precept	Ongoing	N/A	All Cllrs and Clerk	
	Communication of highways safety concerns	Precept	Ongoing	N/A	Suffolk Highways	
	Ensure Neighbourhood Plan is considered in all planning applications	Precept	Ongoing	N/A	Mid Suffolk District Council	
	Cllr attendance at various community groups in Thorndon i.e., T-Plus, Toddler Group, Bowls Club	N/A	Ongoing	July 2023	All Cllrs	
	Point of contacts established and regular updates from committees i.e., Village Hall, any Youth committee	N/A	Ongoing	July 2023	All Cllrs	
Update: The actions above are undertaken on a continuous basis and form the general administration of the Council.						
Ensure safety at play parks	Prepare schedule of works	Precept	Ongoing	As received	Cllr Bob Jenkins	
	Confirmation of insurance liability if third party completing works	Precept	Short	June 2023	Clerk	
Update: Work progressing following RoSPA report.						

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
Special Projects						
Highways Management and Maintenance	Implementation of Thorndon Lorry Watch		Ongoing			
	Implementation and evaluation of quiet lanes wave 4		Ongoing		Mid Suffolk District Council	
	Repairs to the Church grass verges		Short	September 2023	Highways	
	Evaluate the impact of the TRO in Eye on Thorndon		Short	December 2023	Mid Suffolk District Council	
	Repairs to existing potholes and road damage		Ongoing		Highways	
	Repairing and replacing signage in the village – road speed signs and neighbourhood watch		Short	September 2023	Highways	
Update:						
Raise awareness of speeding within Thorndon and reduce average speeds	Creation of Thorndon community speed watch	N/A	Ongoing	May 2023	Cllr Tompkins	
	Scoping of 30mph roundels	N/A	Short	May 2023	Cllr Tompkins	

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
	Attendance at speeding awareness educational events and forums	N/A	Ongoing	Ongoing	Various Cllrs	
Update:						
Monitoring and reviewing of development within Thorndon	Updates to be received regarding Kerrison site progression	N/A	Medium	April 2024	Cllr Milton	
	Monitoring development site next to the Black Horse	N/A	Short	May 2023	All Cllrs	
	Post neighbourhood plan review to create a check list for planning application consideration (issue to all Cllrs)	N/A	Short	October 2023	Mid Suffolk District Council	
Update:						
Management of waterways and ditches	Establish ownership of various waterways and ditches	N/A	Short	11 May 2023	Cllr Wilson	May 2023
	Develop a relationship with Burgess regarding	N/A	Ongoing	11 May 2023	Cllr Milton	May 2023

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
	future maintenance during the new Kerrison development phase					
	Community engagement on ownership and clearance	N/A	Short	11 May 2023	Cllr Tompkins	May 2023
Update:						
Engage young people and influence the action planning	Youth Council - Identify who to speak with and plan campaign	N/A	Short	September 2023		
	Establish a youth council	N/A	Medium	April 2024		
	Identify with youth council areas for discussion and input i.e., provision of children and youth facilities, clubs, sports clubs, environmental concerns etc.	N/A	Medium	May 2024		
	Establish funding requirements	To be agreed	Medium	June 2024		
	Youth councillors to feed into the	N/A	Ongoing	May 2024		

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
	Parish Council agenda and priorities					
Update:						
Creation and Evolution of Neighbourhood Plan	To monitor the plan and start collating evidence for the first formal review.	Precept / Grants	Short	Ongoing	Mid Suffolk District Council	
	Amend plan post review as required and print new versions	To be agreed	Short	October 2023	Cllrs/Clerk	
Update:						
Creation of a Community Emergency Plan	Create and agree community emergency plan the plan	N/A	Short	Ongoing	Andy Rumsby	
	Implementation and communication of emergency plan to the community	N/A	Short	July 2023	Cllrs	
	Monitor and review of community emergency plan	N/A	Medium	April 2024	Cllrs/Community	
Update:						
Create open spaces with benches and	Scope out locations and associated	N/A	Short	July 2023		

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
planting along Thorndon roads/pavements/green spaces	costs for open spaces					
	Agree plan of action for open spaces	N/A	Short	September 2023		
	Implementation of agreed plan for open spaces	To be agreed	Short-Medium	October 2023		
Update:						
Improved communication and engagement planning for the community	Create a communication and engagement plan for 2023-24	N/A	Short	July 2023		
	Engagement with Village Life and website representatives	N/A	Short	July 2023		
	Review and agree communication and engagement plan	N/A	Short	September 2023		
	Implement plan for part 2023/24 financial year	N/A	Short	September 2023		
	Review plan and adjust for 2024/25	N/A	Medium	February 2023		
Update:						
Review of existing litter and dog waste bins	Identify all bin locations	N/A	Short	July 2023		

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
	Establish if any require moving and notify MSDC	N/A	Short	July 2023		
	Establish if any are no longer required and inform MSDC	N/A	Short	July 2023		
Update:						
Increase the number of Environmental and sustainability projects	Scope out the potential for community heating initiatives	N/A	Short	October 2023		
	Scope out the potential for EV car charging points at various locations	N/A	Short	October 2023		
	Scope out the digitalisation of Parish councillors – laptops, projector, going paperless	N/A	Short	October 2023		
	Scope out community allotments/gardens and sharing knowledge generationally	N/A	Short	October 2023		
	Create project plans regarding the above actions	To be agreed	Medium	November 2023		
Update:						

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
Planting and development of the Jubilee Wood	Replacement of dead trees at Jubilee Wood	To be agreed	Short	November 2023		
	Scope out future development of the Jubilee wood to include signage and forest school etc.	To be agreed	Medium	July 2024		
Update:						
Improving community health and wellbeing	Scope out health education events – healthy living, mental health support, signs, and symptoms	N/A	Short	December 2023		
	Scope out cost of living crisis opportunities – food banks, cost of living education events with local partners	N/A	Short	December 2023		
	Scope support for Friends of Thorndon school – regular contact to understand the needs of our children	N/A	Short	December 2023		

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
	Create project plans regarding the above actions	To be agreed	Medium	January 2024		
Update:						

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
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Parish Council approved CIL projects						
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Replacement of existing play equipment	Allocation of agreed funding amount for replacing play equipment	To be agreed	Short	July 2023		
	Scope out various designs and quotations for play equipment	To be agreed	Short	July 2023		
	Engagement with residents on planned options for play equipment	To be agreed	Short	October 2023		
	Obtain re quotes on chosen design and lead in times for play equipment	To be agreed	Short	December 2023		
	Plan the play equipment replacement works and complete	To be agreed	Short to Medium	January 2024 into 2024		

Update:						
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Sourcing an alternate playing/community field	Identify suitable locations for alternate playing/community field	To be agreed	Short	July 2023		
	Identify costs for playing/community field	To be agreed	Short	October 2023		
	Purchase or lease land for playing/community field	To be agreed	Medium	July 2024		

Update:						
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Exploration of alternative parking solutions in identified pinch points (Church, School, Bowls Club etc.)	Understand the current parking issues	To be agreed	Short	December 2023		
	Scope out requirements and plan of action for parking	To be agreed	Medium	April 2024		

Objective	Action/Milestones	Funding	Timescale	Start date	Partner organisation	Completed
Update:						
Provision of community transport schemes to connect Thorndon with surrounding towns/villages/people	Understand community transport requirements and establish if current transport meets the need	To be agreed	Medium	April 2024		
	If community transport requirements not met explore alternate options for community transport	To be agreed	Medium	July 2024		
Update:						
Scope out the future requirements of the Community Shop	Understand the current demand and potential rise with new developments on the community shop	To be agreed	Medium	July 2024		
	Establish the trajectory for use and potential expansion/re location requirements of the community shop	To be agreed	Medium	October 2024		
Update:						

Quarterly Action Plan 2023-2024:

Q1 – Apr to Jun 2023	Q2 Jul to Sept 2023	Q3 Oct to Dec 2023	Q4 Jan to Mar 2024
Creation of risk register and action log	Cllr attendance at various community groups in Thorndon	Evaluate the impact of the TRO in Eye on Thorndon	Review communication and engagement plan and adjust for 2024/25

	i.e., T-Plus, Toddler Group, Bowls Club		
Creation of a Cllr skills matrix for allocation of projects	Point of contacts established and regular updates from committees i.e., Village Hall, any Youth committee	Post neighbourhood plan review to create a check list for planning application consideration (issue to all Cllrs)	Scope out health education events – healthy living, mental health support, signs, and symptoms
Confirmation of insurance liability if third party completing works	Repairs to the Church grass verges	Post neighbourhood plan review print new copies for issue	Scope out cost of living crisis opportunities – food banks, cost of living education events with local partners
Creation of Thorndon community speed watch	Repairing and replacing signage in the village – road speed signs and neighbourhood watch	Implementation of agreed plan for open spaces	Scope support for Friends of Thorndon school – regular contact to understand the needs of our children
Scoping of 30mph roundels	Youth Council - Identify who to speak with and plan campaign	Review and agree communication and engagement plan ready for implementation	Create project plans for community health and wellbeing projects
Monitoring development site next to the Black Horse	Implementation and communication of emergency plan to the community	Scope out the potential for community heating initiatives	Plan the play equipment replacement works
Establish ownership of various waterways and ditches	Scope out locations and associated costs for open spaces	Scope out the potential for EV car charging points at various locations	Understand the current parking issues
Develop a relationship with Burgess regarding future maintenance during the new Kerrison development phase	Agree plan of action for open spaces	Scope out the digitalisation of Parish councillors – laptops, projector, going paperless	
Community engagement on ownership and clearance of waterways and ditches	Create a communication and engagement plan for 2023-24	Scope out community allotments/gardens and sharing knowledge generationally	

Create and agree community emergency plan the plan	Engagement with Village Life and website representatives	Create project plans for environmental and sustainability projects	
	Identify all bin locations	Engagement with residents on planned options for play equipment	
	Establish if any bins/dog bins require moving or removal and notify MSDC	Obtain re quotes on chosen design and lead in times for play equipment	
	Allocation of agreed funding amount for replacing play equipment	Identify costs for playing/community field	
	Scope out various designs and quotations for play equipment	Replacement of dead trees at Jubilee Wood	
	Identify suitable locations for alternate playing/community field		

Quarterly Action Plan 2024-2025:

Q1 – Apr to Jun 2024	Q2 Jul to Sept 2024	Q3 Oct to Dec 2024	Q4 Jan to Mar 2025
Updates to be received regarding Kerrison site progression	Complete play equipment replacement	Establish the trajectory for use and potential expansion/re location requirements of the community shop	
Establish a youth council	Purchase or lease land for playing/community field		
Identify with youth council areas for discussion and input i.e., provision of children and youth	If community transport requirements not met explore alternate options for community transport		

facilities, clubs, sports clubs, environmental concerns etc.			
Establish youth council funding requirements	Understand the current demand and potential rise with new developments on the community shop		
Youth councillors to feed into the Parish Council agenda and priorities	Scope out future development of the Jubilee wood to include signage and forest school etc.		
Monitor and review of community emergency plan			
Scope out requirements and plan of action for parking			
Understand community transport requirements and establish if current transport meets the need			

Actions completed since April 2022:

Action	Date
Jubilee Wood Planted	
Fencing Installed Surrounding the Jubilee Wood	
Water bottles provided for Thorndon Primary School and Local Children - Coronation	May 2023
Completed Resident Survey	April 2023
Established Ownership of Waterways and Ditches	May 2023
Community Communication Regarding Ownership and Clearance of Waterways and Ditches	May 2023
CCTV installed at Play Area	
Neighbourhood Plan Agreed and Referenced	

