

NORTH MUNDHAM PARISH COUNCIL



Business Plan 2017 - 2022

Aim

The Parish Council aims to promote the well-being and quality of life of the residents of the Parish of North Mundham for the ultimate benefit of everyone.

This Business Plan sets out how we will use our powers and resources in support of that aim. We will seek feedback from local electors on the content of this plan.

The Parish Council

Statutory Duties and Powers.

Apart from a number of requirements associated with the proper conduct of its affairs, and the proper management of its finances (for example the duty to appoint an auditor) there are few Statutory Duties imposed on a Parish Council. However, the Council has a number of powers it can use for the benefit of the local community.

Governance

North Mundham Parish Council has nine parish councillors elected to represent the interests of the whole community, and where possible to find solutions to local problems and influence the decisions that affect the Parish. The Council has a Village Hall Management Committee with delegated responsibilities for the maintenance and upkeep of the Village Hall, and a Planning Committee with delegated responsibilities to handle planning matters.

To demonstrate our commitment to good governance, the Council is working to achieve a Quality Award

The Council funds the attendance of councillors on training courses to increase their effectiveness and ensure they are kept up to date with best practice.

Finance

The Budget

The Parish Council aims to conduct its activities to provide for the efficient and prudent use of our resources. These resources include areas of land held either freehold or leasehold. Each year the Council sets a budget for its expenditure in the next financial year. It uses this budget to determine how much money it needs to raise from the precept, if possible meeting some of expenditure by grant funding

The Precept

The precept is the money a parish council raises in order to carry out its duties and functions for the year. This is collected by Chichester District Council which includes it as an item in their local Council Tax bill sent to every household each year. For the 20017/18

financial year North Mundham Parish Council has set a precept of £33,216.24. This amounts to an annual charge of £58.39 for a Band D property in North Mundham.

Other Funding Sources

The Council will take advantage of other sources of funding on an opportunity basis and where appropriate by submitting project proposals as a Community Highways Application or for Chichester District Council's Infrastructure Delivery Plan, and by identifying projects which it can fund using its share of the Community Infrastructure Levy.

Employees

The Council has one part-time employee, the Parish Clerk, who is in law the 'Proper Officer' of the Council, and also fulfils the role of Responsible Financial Officer. The employment of a properly qualified clerk is a key factor in maintaining the status of the Parish Council, and we will fund training courses and career development accordingly.

Communications and Consultation

The Parish Council aims to maintain effective communications between Councillors and all members of the local community. To do this we make use of a number of resources to ensure that information is accessible to the public:

Public Meetings

All the Parish Council's scheduled meetings and meetings of its committees are held in public, and time is set aside before each meeting for members of the public to speak on matters on the agenda. We also hold an Annual Meeting of Electors where we make an annual report and review our activities over the previous year. In addition we will hold special meetings from time to time if there is a contentious topic such as a significant planning matter which engenders public debate.

Newsletters.

The Council aims to publish at least four newsletters each year, copies of which are delivered to every household. We aim to reduce costs by delivering newsletters and other items to residents electronically to those who are willing to sign up for this service.

Facebook

The Council maintains a Facebook page at <https://www.facebook.com/northmundhamparishcouncil/>

Website

The Council maintains a website at <http://northmundham.org/> where it publishes the agenda and minutes of all meetings, and contact details of Parish, District and County Councillors and the Clerk. We also use the website to publish details of its procurement of

goods and services, Councillors' registers of interests and other such information which it is legally obliged to make available. The website also hosts information about facilities available to residents and provides links to associated websites which provide community information. We will ensure our website is maintained in accordance with best practice.

Noticeboards

The Parish Council maintains three notice boards within the parish

Areas of Responsibility

Leisure and the Community

The Parish Council provides a number of facilities and supports a number of events for the use and enjoyment of the local community:



The Village Hall

The Parish Council owns the Village Hall and administers it through a Committee. Hire costs are set on the principle that the hall should generate enough income to cover its running costs, but items of major maintenance and upkeep, and provision for the long-term future of the hall are funded by the Parish Council. The Hall can be booked through an on-line booking system, and we plan to keep the system under review.

The Playing Field

The playing fields are owned and managed by a separate and independent charitable trust. The Parish Council makes a financial contribution in that it leases some of the land on which the Village Hall stands, and the terms of this lease provide for contributions towards the upkeep of the car park. The access barriers at the entrance to the car park were funded by the Parish Council. From time to time the Council has made a financial contribution to developments such as the extension to the pavilion. The Council also supports the provision of equipment sited on the playing field such as the apparatus in the children's play area and the skate park, and maintains the safe surfaces in the play area.

Open Gardens

The Council sponsors and organises an annual 'Open Gardens' event in which local residents are encouraged to open their gardens for the day for the general enjoyment of the community and visitors. The Council funds the running costs out of the money made from this event, and the proceeds are normally directed to a make improvements within the parish.



The Village Gala

The gala organisation is independent of the Parish Council, but supported and encouraged as an annual event which does much to bring the local community together and one which raises funds for local benefit.

Other Events



From time to time the Parish Council will organise other events such as gatherings or street parties to celebrate national events such as the Queen's Jubilee, or to improve or benefit the local community such as a 'Village Clean-Up Day' when we organise and support volunteers collecting litter along the local highways.

Environment and Planning

The Parish Council will work towards maintaining and enhancing the local environment:

Litter

We are responsible for arranging and funding the provision of a number of local bins for the collection of waste from the Village Hall, and in various sites in the parish for the collection of dog waste. Periodically we organise and administer volunteers to clear waste from the roads and paths in the parish.

Drainage.

We will monitor the local arrangements for disposal of surface water, liaising with local landowners and ensuring they are aware of their responsibilities to keep ditches in good condition. We will liaise with West Sussex County council highways Department to make sure they are aware of the requirement to clear the culverts under roads for which they are responsible.

Planting.

We will continue to be alert for opportunities to enhance the environment by planting trees and bulbs where suitable sites are identified.



Fly-Tipping

We will endeavour to ensure that cases of fly-tipping are reported to the appropriate authorities, the waste removed, and the offenders brought to justice.

Transport, Access and Highways

The Parish Council recognises that transport is crucial to a rural parish, and will work towards maintaining and improving facilities and infrastructure. In doing so we are conscious of the need to maintain a safe environment for pedestrians and riders as well as other road users, and we will strive to improve pedestrian safety. We are also conscious of the impact of traffic passing through the parish, much of which provides no direct benefit to local residents, and which can present difficulty for local residents joining the B2166 from side roads. We will also maintain an ongoing watching brief on plans to upgrade the A27.

Public Transport, Bus Shelters and Cycle Racks

The Council recognises that cycling and public transport are key components of environmentally-friendly travel. At the moment the parish benefits from a regular and frequent bus service, but one which some residents can only access on foot or by bicycle. We will seek to ensure that the frequency of the service is maintained. We provide and maintain bus shelters at those bus stops where residents need to wait for buses, and cycle racks to which bicycles can be secured and left by those using the bus. We are aware of a history of damage to the glass panels in bus shelters and we will work towards a more resilient solution which will prove better value in the long term.

Footpaths

The parish is well-provided with public footpaths and bridleways. We will work with WSCC to ensure these are well-signposted, and with local land-owners to make sure they are kept passable. We will also encourage local land-owners to maintain permissive paths where these provide useful access.

Hunston/North Mundham links

We recognise that the footpath between Hunston and North Mundham provides a valuable link safe from traffic, but can become difficult to negotiate in wet weather. By contrast, the route which follows the B2166 involves using a particularly narrow pavement close to a very busy road. We will continue to seek a solution which provides a safe all-weather route.

North Mundham/Runcton Farm Shop links

We are very aware that parish residents can only safely visit Runcton Farm Shop by using a car or by bus. We will continue to seek a solution and funding to provide a safe path from Runcton alongside the B2166.

Canal Mead Permissive Path

In supporting the development of affordable housing at Canal Mead, we were aware of the potential difficulties for residents in accessing the rest of the community, and the absence of an accessible controlled crossing point across the B2166. We were however also aware

of the potential for creating a new pedestrian route alongside the old canal to link with North Mundham, and the bus stops and light-controlled crossing near the school. We have successfully negotiated the consent of the landowner (WSCC) to develop a path, and we will seek funding with a view to starting work in the autumn of 2017.

Tractors and Farm Machinery

We recognise that tractors and agricultural machinery are an unavoidable consequence of a parish heavily dependent on agriculture and horticulture as those industries become increasingly mechanised. We will maintain a liaison with local farmers and contractors to encourage practices which minimise damage to road surfaces and road verges. We will also encourage the reporting of road defects such as potholes to the appropriate authority.

A review of this policy shall be undertaken annually (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval. The Council will undertake to ensure that its members and employees are trained in the processes required by this policy as deemed appropriate

Adopted by Full Council 2nd May 2017

Minute Number 73.17

Review September 2017

The Short-Term Plan

2017/18	2018/19	2019/20	2020/21	2021/22
Adopt Budget and set Precept (October - January)	Adopt Budget and set Precept (October - January)	Adopt Budget and set Precept (October - January)	Adopt Budget and set Precept (October - January)	Adopt Budget and set Precept (October - January)
Councillors' Training - fund as required				
Clerk's training - fund as required				
Newsletters fund four per year.				
Newsletters - develop e-mail distribution				
Website - fund update and development				
Parish Council - achieve Quality Award	Parish Council - maintain Quality status			
Village Hall fund upkeep				
Playing Fields - provide gym equipment				
Tree and bulb planting - on opportunity basis	Tree and bulb planting - on opportunity basis	Tree and bulb planting - on opportunity basis	Tree and bulb planting - on opportunity basis	Tree and bulb planting - on opportunity basis
Neighbourhood Plan - progress				
Bus shelters - increase resilience				

Footpath North Mundham/Hunston - seek alternative	Footpath North Mundham/Hunston - seek alternative	Footpath North Mundham/Hunston - seek alternative	Footpath North Mundham/Hunston - seek alternative	Footpath North Mundham/Hunston - seek alternative
Footpath to Runcton Farm Shop	Footpath to Runcton Farm Shop	Footpath to Runcton Farm Shop	Footpath to Runcton Farm Shop	Footpath to Runcton Farm Shop
Canal Mead permissive path seek further grant funding and complete		Canal Mead footpath - provide hard surface?		

The Longer Term Plan

5 - 15 years	Provide for contribution to re-surfacing Village Hall car park
10 - 20 years	Upgrade /replace play equipment
15 - 20 years	Replace Village Hall roof