

**MIDDLETON –ON-SEA PARISH COUNCIL**

**FORWARD PLAN (SECONDARY GOALS)**

**FOR THE PERIOD DECEMBER 2018 – MAY 2023**

Approved by Parish Council on .....

<b>Main Goal 1:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Comet Corner</b>	<b>Obtain from WSCC that preferred option (traffic lights) has been included in budget of Highways Dept. for work to be carried out within term of plan</b>	<b>County Councillor</b>	<b>Consider roundabout option as alternative solution.</b>		
	<b>Obtain from WSCC confirmation that funding is secured within budget for work to be started during term of plan</b>	<b>County Councillor</b>	<b>County Councillor opinion is that 5 years is minimum term for funding</b>		
	<b>Consider if Action Group needs to be set up to keep project at forefront of WSCC</b>	<b>Parish Council appoint Councillor representatives</b>	<b>Representatives from Parish required to be part of Action Group</b>		
	<b>Be aware of housing developments in Middleton &amp; surrounding parishes</b>	<b>Development Control Committee</b>	<b>Effect of approved planning applications on Comet Corner junction</b>		
	<b>Consider funding of project from S106 &amp; CIL Contributions</b>	<b>Finance Committee to make recommendations to Full Parish Council</b>	<b>Can contributions from neighbouring parishes be used</b>		

<b>Main Goal 2:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Speeding in Parish</b>	<b>Decide on best option to reduce speeding issues in parish.</b> 1) <b>Village Gateways (long term)</b> 2) <b>Vehicle Activated Signs (VAS) – short term</b> 3) <b>Speed Indicating Devices (SID’s) – short term</b>	<b>Full Parish Council</b>	<b>Draft proposal to be prepared for Village Gateways application (Councillors Allsopp &amp; Shepherd)</b>	<b>Briefing paper sent out on VAS &amp; SID systems</b>	<b>Awaiting decision on best option in short term and long term</b>
	<b>Contact WSCC Highways for permissions needed.</b>	<b>Parish Clerk</b>	<b>VAS system recommended by WSCC. SID’S only temporary measure</b>	<b>Received guide with list of permissions needed</b>	<b>On-going</b>
	<b>Provide cost estimates for options proposed</b>	<b>Parish Clerk</b>	<b>WSCC provided details on cost of VAS system</b>	<b>Costs advised to Parish Council</b>	<b>On-going</b>
	<b>Make Grant applications for preferred solution if needed</b>	<b>Parish Clerk</b>	<b>Short term grant funding for SIDs. WSCC grant to pay for long term Gateways/VAS systems</b>		<b>Awaiting Parish Council decision</b>
	<b>If grant funding needed but not obtainable consider if project is to be cancelled.</b>	<b>Finance Committee recommendation to Full Parish Council</b>	<b>Short term SID’s only</b>		<b>Awaiting Parish Council decision</b>
	<b>Consider setting up Community Speed Watch Volunteer Group</b>	<b>Parish Clerk</b>	<b>Article Middleton News</b>		<b>Awaiting Parish Council decision</b>

<b>Main Goal 3:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Flood Risk Areas</b>	<b>Work with Arun District Council/WSCC to identify areas at risk</b>	<b>Parish Clerk</b>	<b>Contact Paul Cann (ADC) for assistance</b>		
	<b>Prepare report on risk areas to Full Parish Council</b>	<b>General Purposes Committee</b>			
	<b>Confirm Operation Watershed is still available for grant applications, if not find other grant options</b>	<b>Parish Clerk</b>	<b>Check availability on yearly basis</b>		
	<b>Make grant applications with Arun DC/WSCC support to areas at risk.</b>	<b>Parish Clerk</b>	<b>Need County Councillor approval also</b>		
	<b>Monitor WSCC Highways and Southern Water in respect of maintaining water courses.</b>	<b>General Purposes Committee</b>			
	<b>Make riparian landowners aware of their responsibilities with regard to draining the land</b>	<b>General Purposes Committee</b>	<b>Middleton News article</b>		
	<b>Set up requirement for Ditch Warden</b>	<b>General Purposes Committee</b>			
	<b>Work with MOSA on Conservation Area</b>	<b>Councillor Mansfield</b>			

<b>Main Goal 4:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Planning</b>	<b>Planning applications for housing developments in parish to be monitored</b>	<b>Development Control Committee</b>	<b>Monitor number of possible small developments</b>		
	<b>Planning applications for housing developments in neighbouring parishes to be monitored.</b>	<b>Development Control Committee &amp; Parish Clerk</b>	<b>Check full parish council planning lists.</b>		
	<b>Advise District Councillor on planning application objections on HH applications</b>	<b>Parish Clerk</b>	<b>District Councillor may need to refer this to Arun DC DCC</b>		
	<b>Review residents objections on planning applications</b>	<b>Development Control Committee &amp; Parish Clerk</b>	<b>Parish Clerk to advise DCC on number and reasons for resident's objections.</b>		
	<b>To attend on behalf of Parish Council where practicable appeals on planning applications to Arun DC</b>	<b>Development Control Committee Representative</b>			
	<b>To consider if Parish Council should adopt Neighbourhood Development Plan</b>	<b>Development Control Committee to review and make recommendations to Full Parish Council</b>	<b>New Parish Council to be adopted in May 2019 to consider</b>		
	<b>To consider in conjunction with all residents the preparation of a Village Design Statement for the whole parish in conjunction with Arun DC</b>	<b>Development Control Committee to review and make recommendations to Full Parish Council</b>			

<b>Main Goal 5:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Policing</b>	<b>To request a Police presence within the parish to reduce crime</b>	<b>General Purposes Committee/Parish Clerk</b>	<b>Obtain crime statistics for parish</b>		
	<b>Set up effective communication between Residents, Parish Council and Police</b>	<b>General Purposes Committee/Parish Clerk</b>	<b>Parish Clerk to look into possible options</b>		
	<b>Representative of Police Authority to make presentation to Parish Council and Residents</b>	<b>Parish Clerk to organise visit</b>	<b>Q&amp;A Session</b>		
	<b>Consider how local Neighbourhood Watch Organisation can interact with Parish Council</b>	<b>General Purposes Committee to make recommendations to Full parish Council</b>	<b>Council representative and Parish Clerk to meet with officers of Neighbourhood Watch</b>		
	<b>Promote awareness to residents on reporting crime through Operation Crackdown</b>	<b>Parish Clerk</b>	<b>Middleton News Article</b>		

<b>Main Goal 8:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Parking</b>	<b>Request WSCC Highways undertake a review of parking in parish</b>	<b>County Councillor and General Purposes Committee Representatives</b>	<b>Ascertain risk areas and apply TRO's if necessary</b>		
	<b>Consider enforcement to encourage off street parking</b>	<b>General Purposes Committee</b>	<b>Arrange meetings with Enforcement Agencies</b>		
	<b>Continue to support the free use of the public car park.</b>	<b>Finance Committee</b>	<b>Be aware of any changes to parking tariffs</b>		
	<b>Negotiate with Arun DC any proposed changes to the Parish Council contribution</b>	<b>Finance Committee recommendation to Full Parish Council</b>	<b>Consider possible increase in parish precept</b>		
	<b>Review enforcement activity within the parish with Enforcement Agency</b>	<b>General Purposes Committee</b>	<b>Obtain any statistics available showing level of enforcement.</b>		
	<b>Advise residents of need not to park on grass verges which are not their responsibility</b>	<b>General Purposes Committee</b>	<b>Middleton News Article. Only enforceable on land owned by WSS and parking restrictions on road</b>		

<b>Main Goal 7:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Highways Footpaths/Pavements /Woodland/Pond &amp; Green</b>	<b>Liase with WSCC that maintenance is carried out on a regular basis</b>	<b>General Purposes Committee</b>	<b>Obtain maintenance schedule</b>		
	<b>Notify residents of contact details to report problems</b>	<b>Parish Clerk</b>	<b>Middleton News Article</b>		
	<b>Monitor the quality of service provided by WSCC</b>	<b>General Purposes Committee</b>	<b>Review on six monthly basis</b>		
	<b>Joint Western Arun Area Committee</b>	<b>General Purposes Committee</b>	<b>Review basis of membership</b>		
	<b>Review signage on regular basis</b>	<b>General Purposes Committee</b>	<b>General Purposes Committee Representatives and Parish Clerk to carry out review.</b>		
	<b>Find new sites for planting of trees and shrubs and review existing sites for improvement</b>	<b>Parish Council Tree Warden</b>	<b>Tree Warden to make recommendation to General Purposes Committee</b>		
	<b>Road signage to be cleaned on a regular basis</b>	<b>General Purposes Committee</b>	<b>Set up cleaning schedule with BRTF</b>		
	<b>Review with WSCC the need for more pedestrian crossings within the parish</b>	<b>County Councillor and General Purposes Committee</b>	<b>Parish Clerk to arrange meeting with WSCC.</b>		



<b>Secondary Goal 10:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Sea Defence &amp; Coastal Erosion</b>	<b>Be included in the consultee process on sea defence strategy</b>	<b>General Purposes Committee</b>	<b>Obtain up to date position</b>		
	<b>Meet with residents and resident groups to agree how feedback to Authorities on changes to the coastal defences are reported</b>	<b>General Purposes Committee</b>	<b>Parish Clerk to arrange meeting of interested parties</b>		
	<b>Monitor that the approved maintenance requirements are carried out in good time</b>	<b>General Purposes Committee</b>	<b>Obtain approved maintenance schedule for General Purposes Committee Representatives and Parish Clerk to review</b>		

<b>Secondary Goal 11:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Training</b>	<b>Consider what training courses for Parish Councillors would be suitable</b>	<b>Full Parish Council</b>	<b>Good Councillors Guide 2017 distributed</b>		
	<b>Review what training requirements the Parish Council requires the Parish Clerk to undertake.</b>	<b>Full Parish Council</b>	<b>Obtain training courses for Parish Clerks</b>		
	<b>Monitor training courses offered by WSCC &amp; Arun DC that councillors and/or the Clerk can attend</b>	<b>Parish Clerk</b>	<b>Parish Clerk to contact both Councils for availability of courses</b>		
	<b>Parish Council to arrange informal training courses on suitable subjects for Councillors</b>	<b>Full Parish Council</b>	<b>Parish Clerk to arrange</b>		

<b>Secondary Goal 12:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Level of Precept</b>	<b>Keep Parish Precept increase under 5% per annum for next 5 years</b>	<b>Finance Committee recommendation to Full Parish Council</b>	<b>Be aware of possible Government restrictions on increases to parish precept</b>		
	<b>Raise sufficient funds to undertake projects through available grant funding that will benefit the community</b>	<b>Finance Committee</b>	<b>Review budget for projects,</b>		
	<b>Monitor possible cost increases and look for best value</b>	<b>Finance Committee</b>	<b>Budgets need to have contingency for emergency situations</b>		
	<b>Be aware of decisions made over contracts that may extend beyond the Councillors current term of office</b>	<b>Full Parish Council</b>	<b>Long term contract commitments need to be considered.</b>		
	<b>Damage to Parish Council property, fixtures and fittings to be repaired/replaced urgently and wherever possible to recover costs.</b>	<b>Parish Land &amp; Property Committee</b>	<b>Damages due to vandalism will be difficult to recover so Budget needs to have sufficient funding.</b>		

<b>Secondary Goal 13:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Better information services for Parish</b>	<b>Encourage better feedback to Parish Council by residents</b>	<b>General Purposes Committee</b>	<b>Look at various options available</b>		
	<b>Consider options on how the Parish Council can contact more residents, not just resident groups</b>	<b>General Purposes Committee</b>	<b>Look at various options available</b>		
	<b>Review Notice Boards (are there enough, are they big enough)</b>	<b>Parish Land &amp; Property Committee</b>	<b>Two Notice Boards in Parish at present.</b>		
	<b>Arrange informal meetings (say twice a year) for residents to meet the Parish Council for Q &amp; A session.</b>	<b>Full Parish Council</b>	<b>Annual Parish Meeting held in May suitable opportunity</b>		

<b>Main Goal 6:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Emergency Action Plan</b>	<b>To review all documents relating to Resilience Plan on a regular basis ( at least annually)</b>	<b>General Purposes Committee</b>	<b>All Committee members to review and advise Parish Clerk of changes</b>		
	<b>Check that all Emergency Telephone Numbers and Key Personnel are up to date</b>	<b>General Purposes Committee</b>	<b>Councillor with responsibility for Emergency Plan to review and amend plan as necessary</b>		
	<b>Test sections of Resilience Plan where possible for any changes needed and update plan</b>	<b>General Purposes Committee</b>	<b>Testing of plan may be difficult but needs to be considered.</b>		
	<b>Liaise with Emergency Planning Officer at Arun DC for approval of plan</b>	<b>General Purposes Committee</b>	<b>Amend Emergency Plan as necessary and submit to Arun DC. Check that any new requirements are covered.</b>		

<b>Secondary Goal 14:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Middleton News</b>	<b>Agree level of monetary support from Parish Council so newsletter can continue</b>	<b>Finance Committee to make recommendations to Full Parish Council</b>	<b>Be aware of possible drop in advertising income which may mean additional financial support from Parish Council</b>		
	<b>Agree percentage level of advertising space for newsletter</b>	<b>Full Parish Council</b>	<b>Currently at 30-35%</b>		
	<b>Maintain level of distributors of newsletter at 100% and set up list of reserve distributors</b>	<b>General Purposes Committee</b>	<b>Parish Clerk as editor of Middleton News to maintain</b>		
	<b>Review production costs for best value, to include printing and set up.</b>	<b>General Purposes Committee</b>	<b>If income is reducing then costs need to be looked into for possible savings</b>		
	<b>Set up loyalty discount structure for advertisers</b>	<b>General Purposes Committee</b>	<b>Many advertisers have advertised in Middleton News for many years. Consider offer a free advert for every say 8 adverts</b>		
	<b>Update website with latest edition</b>	<b>General Purposes Committee</b>	<b>Parish Clerk to make sure this is done.</b>		
	<b>Review if residents would be prepared to receive Middleton News by email (saves printing costs and less to deliver)</b>	<b>General Purposes Committee</b>	<b>If this is possible it would also create a new route for contacting residents.</b>		

<b>Main Goal 9:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Community Volunteer Work Force</b>	<b>List possible work that can be undertaken in parish by volunteers</b>	<b>General Purposes Committee</b>	<b>Parish Clerk to discuss with committee areas of work</b>		
	<b>Obtain Parish Council approval for volunteer work force</b>	<b>General Purposes Committee</b>	<b>If approved prepare article for Middleton News</b>		
	<b>Investigate insurance and health &amp; safety issues and advise Parish Council</b>	<b>General Purposes Committee</b>	<b>Parish Clerk to advise</b>		
	<b>Set up volunteer work force if approved</b>	<b>General Purposes Committee</b>	<b>Dependant on number of people interested</b>		
	<b>Estimate cost of tools and equipment that may be needed</b>	<b>General Purposes Committee</b>	<b>Parish Clerk to prepare list and costing. Investigate possible funding from WSCC &amp; Arun DC</b>		
	<b>Obtain agreement in Parish Council budget for costs associated with volunteer work force</b>	<b>Finance Committee</b>	<b>General Purposes Committee to make recommendations to Finance Committee for consideration</b>		
	<b>Organise work parties to carry out agreed work</b>	<b>General Purposes Committee</b>	<b>Appoint co-ordinator to prioritise work and availability of volunteers</b>		

<b>Secondary Goal 15:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Trustees of Playing Fields</b>	<b>Monitor and support the work undertaken by Trustees in the management of the village halls/sports pavilion and other assets.</b>	<b>Full Parish Council</b>	<b>Parish Councillors are kept up to date with minutes and where necessary give approval to Trustees on certain matters</b>		
	<b>Funding to Trustees of Playing Fields</b>	<b>Parish Land &amp; Property Committee</b>	<b>Review funding contribution from Parish Council</b>		



<b>Secondary Goal 16:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Young People</b>	<b>Does the parish need to facilitate a club for young people</b>	<b>General Purposes Committee recommendation to Full Parish Council</b>	<b>Not successful in the past, why?</b>		
	<b>Find suitable facility</b>	<b>General Purposes Committee</b>			
	<b>Consider cost implications</b>	<b>General Purposes Committee</b>	<b>Draw up budget</b>		
	<b>Obtain approval of funding</b>	<b>Finance Committee to make recommendation to Full Parish Council</b>	<b>Impact on parish precept</b>		
	<b>Consider contribution to local Youth Group instead of having own facility</b>	<b>General Purposes Committee recommendation to Finance Committee and final approval from Full Parish Council</b>	<b>Review if cost effective and agree period of time.</b>		

<b>Secondary Goal 17:</b>	<b>Action Step Description</b>	<b>Committee/Persons Responsible</b>	<b>Comments</b>	<b>Progress</b>	<b>Status</b>
<b>Assets of Community Value</b>	<b>Consider if Parish Council requires Assets of Community Value to be set up.</b>	<b>Full Parish Council</b>	<b>If approved pass to Parish Land &amp; Property Committee</b>		
	<b>If approved provide list of Assets of Community Value to be considered</b>	<b>Parish Land &amp; Property Committee</b>			
	<b>Agreed list of Assets of Community Value to be put before full Parish Council for approval</b>	<b>Parish Land &amp; Property Committee</b>			
	<b>Final approved list of Assets of Community Value to be passed to Clerk.</b>	<b>Full Parish Council</b>			
	<b>Documentation for each Asset of Community Value to be prepared for submission to Arun DC</b>	<b>Parish Clerk</b>			
	<b>Additional information to be provided to Arun DC following receipt of documentation.</b>	<b>Parish Clerk</b>			
	<b>Await Arun DC decision on what Assets of Community Value have been agreed and placed on register</b>	<b>Parish Clerk</b>			
	<b>Inform full Parish Council of Arun DC decision.</b>	<b>Parish Clerk</b>			