

Joint Parish Council Action Plan for May 2021 - April 2022

Wellbeing & Community - Elaine

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
Engage residents to become a volunteer in our town. (This could be for a specific project or to offer time or services to local organisations)	<ul style="list-style-type: none"> • JPC share their projects on social media and ask if people are interested in joining. • Once a month, on a rota, JPC members stand outside One Stop to discuss projects with residents. • Once a month, on a rota, local organisations stand outside One-Stop with their representative JPC Member to discuss what being a volunteer for their organisation involves. • Parish Council promotes one local organisation on their website and through social media to tie in with standing outside One-stop. • Develop a town database of volunteers, along with their skill set & preferences • Encourage businesses to volunteer their employees to volunteer ie litterpicking 	Nil	<p>Projects and organisations would have a greater resource to use, thus enabling them to become more sustainable.</p> <p>Residents would have shared ownership of projects within the town.</p> <p>Organisations would be able to forward-plan for the future.</p>	January 2022	JPC Members Volunteers from local organisations		

<p>Work in partnership with local organisations to ensure they are sustainable and efficient.</p>	<p>Have a Parish Council representative join each organisation Organisations: 1. The Hub - Elaine 2. HWMT - Kate 3. Guildhall - Wendy/Angela/Julie 4. Henley in Bloom - Elaine 5. Memorial Hall - Marijana 6. Library - Elaine 7. Heritage Centre - Wendy/Angela/Julie 8. SCAN - Ray 9. Evergreens - Gig 10. Neighbourhood Watch - Elaine 11. Memory Lane - Church - Jacqui and Kate 12. Christmas Lights - Elaine 13. Scouts, Beavers, Cubs - Elaine 14. W.I - Elaine 15. Henley British Legion - Gig and Kate</p>	<p>NIL</p>	<p>Parish Council has a greater understanding of how each organisation works and what each is trying to achieve.</p> <p>Parish Council can then see how they can support each organisation.</p> <p>The organisations feel supported by the Parish Council.</p>	<p>September 2021</p>	<p>JPC Members Volunteers from local organisations</p>	<p>Most organisations have met with their JPC reps and know who to contact for further support - see report on website.</p>	<p><u>To organise meetings and report back on:</u> HWMT - Kate Memorial Hall - Marijana Henley British Legion - Kate and Gig Evergreens - Gig SCAN - Ray Guildhall and Heritage Centre - Wendy/Angela/Julie</p>
<p>Engage with the young people in town for them to share what projects they are working on in their setting and how we as a council can support them.</p>	<p>Clerk liaises with local schools and The Hub to invite them to attend meetings every 3 months to share their current projects.</p>	<p>Nil</p>	<p>Young people will be more engaged with their local council.</p> <p>JPC will have a greater understanding of what young people need in the town.</p> <p>Young people get an opportunity to see how their Local Government works.</p>	<p>January 2022</p>	<p>Elaine and Ray</p>		

Foster community wellbeing of residents in all different age groups.	<ol style="list-style-type: none"> 1. Put Wellbeing on the agenda once a month and ask residents to voice their opinions about what wellbeing in the community means to them. 2. Put a <i>GOOGLE FORM</i> survey out on Social Media to find residents opinions about what wellbeing in the community means to them. 3. Ray/Elaine to visit <i>SCAN</i> meetings to find opinions and ideas from members of <i>SCAN</i>. 4. Organise Mental Health First Aid Training for organisations that want it - <i>JPC</i> to fund through Grants 5. Elaine to feedback to agencies through Henley Local Network Group. 6. Elaine to work with Narges, Henley Social Prescriber, to look for opportunities to develop activities in Henley. 	Nil	<p>Residents will have a greater say in how their wellbeing can be improved through town facilities/organisations /activities.</p> <p>Residents will have access to Mental Health First Aid Training to be able to respond better to needs within the community.</p>	February 2022	Elaine and Ray		
'Happy to Chat' bench to be installed and promoted to combat loneliness	Local contractor to install bench in agreed position on Riverlands	Nil	Local community has a place to chat to people to help combat loneliness.	November 2021	Elaine and Ray		October 2021 - Quotes given - MB tasked with choosing a suitable bench - report back in November
Town Charity Day 2022	Discuss with all charities associated with Henley to launch an annual fundraising day. This will be <i>JPC</i> -led for organisation and assistance.	Approx £500	Uniting the town and the community and town for a large unified event across all stakeholders and private enterprise	March 2022	Elaine and Kate R		

Business and Tourism - Wendy, Julie and Angela

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
Develop and grow the 'Visit Henley in Arden' Facebook page.	Advertise it on Social Media sites already linked to the town. Advertise it through business pages linked to the town. Link it through Town website.	NIL	More people would see Henley as a destination and this would increase footfall into town. (166 followers - 1.8.21)	Ongoing over the year	All on this committee		
Develop and grow following for 'Visit Henley in Arden' Instagram page.	Advertise it on Instagram already linked to the town. Advertise it through business pages linked to the town. Link it through Town website.	NIL	More people would see Henley as a destination and this would increase footfall into town. (120 followers - 1.8.21)	Ongoing over the year	All on this committee		
Continue to maintain and improve new Henley in Arden Website.	Advertise it on Social Media sites already linked to the town. Advertise it through business pages linked to the town.	????	More people would see Henley as a destination and this would increase footfall into town.	Ongoing over the year	Kate R.		
Build meaningful relationships with High Street businesses.	Business network Meetings Informal meetings with businesses Questionnaires to businesses Shop Local campaign	Cost of leaflets - £410.00	Businesses would feel supported in the town. Businesses would work together to make Henley a destination town.	Ongoing over the year	All on this committee		

Continue to develop and promote "Shop & Eat Local campaign with local businesses.	Advertise it through social media. Use the Town website to advertise local businesses. Use the leaflet to advertise the SHOP LOCAL campaign.	Cost of leaflets - £410.00	Businesses would feel supported in the town. Businesses would work together to make Henley a destination town.	Ongoing over the year	All on this committee		
Explore grant opportunities to promote tourism.	Find grant opportunities that can be used for a wide range of activities, focused on increasing footfall to the town.	NIL	More people would see Henley as a destination and this would increase footfall into town.	Ongoing over the year	????		
Work alongside other organisations in town (including the Guildhall Trust and the Court Leet) to find ways in which to promote the town further.	Look at opportunities for collaborative working on projects and events. Have a calendar of events over the year promoting a monthly event (where possible in collaboration with another organisation.)	NIL	More people would see Henley as a destination and this would increase footfall into town. Businesses would see increased footfall. Events would benefit the community to be part of a thriving town.	Ongoing over the year	?????		

Work with the Heritage Centre Trustees to develop a job description & possibility for potential Town Historian to expand and develop footfall and economic growth via targeted tourism project.	Write a job description for the town historian laying out duties and hours. Agree with the Heritage Centre Trustees how this job should be advertised and the best way for the job to work. Work with the Trustees on a plan to finance the position so it remains sustainable. Explore the opportunity of a grant funded tourism officer to be based at the Heritage Centre alongside the Town Historian.	NIL	Having a local historian on site at The Heritage centre and town events will ensure visitors have a good knowledge of the town's history. Have a dedicated person to explore tourism growth opportunities and managed tour operator footfall into the town	Ongoing over the year	????		
Explore opportunities to form a regular Town Farmers Market and a regular Town Market.	Work in collaboration with other stake holders to find a suitable location and time for a Farmers market initially and then work towards a regular Town market.	NO MORE THAN £10,000	Re-establish Henley as a market town - this will encourage further footfall and also benefit residents.	Spring 2022	????		
Continue to improve town signage.	Pinpoint locations that need new signage around town.	£2000	Town has good signage for the residents and visiting tourists.	Ongoing	Wendy		
Continue to work with West Midlands Rail to promote visitors via train	Regular meetings with West Midlands Rail to ensure Henley remains part of their larger plans for the area.	NIL	Henley has good train links with Stratford and Birmingham to ensure visitors have a range of ways in which to travel to the town.	Ongoing	Friends of Henley Railway		

Speed Awareness - Elaine in liasion with John Clarke

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
Recruit CSW and CC Volunteers	Post on Social Media.	NIL	Trained volunteers to manage the schemes.	ASAP	JC/KE	July 2021	Volunteers recruited and a working party established.
Obtain community speed stickers	In conjunction with WCC then advertised in Henley Focus and social media	NIL	Residents were more aware of the scheme.	ASAP	JC/KE	September 2021	Stickers and posters given out and distributed.
Access to WCC Community packs and distribute to residents	Agree who these would be distributed to - delivery by Councillors	NIL	Residents were aware of schemes in the area	ASAP	JC/KE		
Become part of the 'Community Safe and Active Travel'	JC to liaise with Rachael O'Connor - Newly appointed to WCC	NIL	Residents were aware of the scheme.	September 2021	JC		
Understand how to access County Council pots of money for funding around speeding initiatives	JC in dialogue with John Horner (WCC) and others to understand what funding is available and how to access.	NIL	Henley ensures speeding awareness is a priority for higher authorities.	September 2021	JC		
Ensure links between NDP and LTP are in place.	JC to liaise with NDP Working Party.	NIL	The NDP reflects the work being done in Henley around speed awareness.	September 2021	JC		
Ensure Henley is on the WCC Priority Radar.	Liaise with WW to make a stronger case for the road between Henley and Wooten to WCC	NIL	Henley remains a priority area for discussion and funding.	Ongoing	JC		Ongoing.
Ensure Welcome signs to Henley incorporate the speeding message.	Work with AO to ensure this is reflected on the signage or can be added to the signage.	£2000	The signage into Henley and around Henley reflects the importance of maintaining a safe speed.	ASAP	JC		

Continue to liaise with WCC around speeding issues within Henley.	Ensure meetings are regular and documented to ensure progress is made.	NIL	Henley remains a priority area for discussion and funding.	Ongoing	JC		Ongoing
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Parking Facilities - All JPC

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
On September agenda, ask Councillors to agree a cost to employ the services of Peter Lowe (parking consultant) to formulate a cohesive plan for the town.	Give costings for this piece of work and outline a schedule of events.	£5000	A cohesive plan for parking in the town will be implemented.	September 2021	EF	September 2021	Payment can be made via Clerk's delegated duties.
Meet with stakeholders of car parking in town and Peter Lowe to see how all parties can work together.	Arrange a meeting in October to lay down initial thoughts	Peter's costs	A cohesive plan for parking in the town will be implemented.	October 2021	EF	September 2021	Initial meeting with Clerk and Chair to begin to outline plans - 16.9.21 - Report back to full council in October meeting. EGM proposed for 15.11.21
Share initial plan with Councillors and residents and Businesses at an EGM in November.	Set an EGM with one agenda item of car parks.	Peter's costs	A cohesive plan for parking in the town will be implemented.	November 2021	EF		
Send out initial plan to all residents and businesses in town for consultation.	Via Google Forms on social media and drop to every household and business in Henley via Henley Focus.	Henley Focus	All stakeholders will have been given the opportunity to give their opinions on the proposals.	December 2021	EF		
Amend plans as necessary following the feedback and set	Set an EGM with one agenda item of car parks. Formally agree the plan as a Council.	Peter's costs	A cohesive plan for parking in the town will be implemented.	January 2022	EF		

another EGM to discuss changes.							
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Emergency Planning including Flooding – Kate E

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
Read Flood Report from 2007 to see how these problems can be rectified for the future.	Read the report that was commissioned in 2007 after the flooding of Henley.	NIL	Councillors will have a greater understanding of the reasons the town flooded and will be able to action some points to reduce this from happening in the future.	August 2021	EF RE KE All Councillors	September 2021	Report shared with all Councillors.
Meet with WCC about ongoing issues around the back of the High Street, towards Back Lane.	Meet with WCC to put together actions of jobs to be done to reduce flooding in this area. (Area to be tarmaced and a camera inspection of the drain are two possible actions)	NIL	The water from the High Street will have somewhere to go more effectively in a significant downpour.	August 2021	EF RE KE	September 2021	Initial meeting took place on Friday 17.9.21 - WCC and EA to report back findings from questions asked.
Advertise out the FLOOD ALERT system to residents and businesses.	Use Social Media and Henley Focus to advertise how to sign up to the Flood Alerts.	NIL	Residents and businesses will have prior warning to possible significant flooding events.	August 2021	EF	August 2021	This was advertised on HM and JPC Face Book sites and is going to publication in September issue of Henley Focus.
Ensure there is a regular check of drains across town to stop debris from accumulating.	Establish Flood Wardens in each road alongside Neighbourhood Watch to report issues back to the JPC. JPC then informs WCC of which drains to clean.	NIL	Reduce the risk of drains overflowing when there is a significant downpour which in turn reduces the risk of flooding to residents and businesses.	October 2021	EF/KE		

Ensure the sluice gate at Wootton is open when there is significant downpour.	Regular contact with EA - this to form part of the discussion on 17.9.21.	NIL	Reduce the risk of flooding along the river as water can go downstream.	September 2021	EF/RE	September 2021	This will be reported back at the next meeting.
Ensure the bridge at Camp Lane is not clogged by debris.	RE to check who is responsible for this. KE to check the bridge monthly and report back to RE to liaise with Environment Agency?	NIL	Reduce the risk of flooding along the river as water can go downstream.	September 2021	RE/KE/EF		This will be reported back at the next meeting.
Rewrite the Emergency Plan which includes flooding.	Update the current plan to reflect current practice and publish on website/on social media/ in Henley Focus. Within the Emergency Plan, highlight ways in which residents and businesses can help themselves by advertising sandbag collection and purchasing flood barriers.	NIL	Residents are aware of procedures in town when there is an emergency. Residents and businesses are aware of things they can purchase/be provided with to be proactive against flooding issues.	October 2021	RE/KE/EF		

<p>Ensure Emergency Management, including flooding, remains a priority for the JPC.</p>	<p>Keep as a standing item on the agenda for KE to report on each month.</p> <p>KE to visit new businesses with a copy of the Emergency Management Plan and to identify a link between them and the JPC.</p> <p>Liaise with landowners along the back of the High Street to see if there are any opportunities for creating run-offs for the water from the river.</p> <p>Update NDP to reflect the importance of flooding to the town.</p> <p>KE to liaise with Colin about what support he can offer around flooding issues, which can form part of the Emergency Plan.</p>	<p>NIL</p>	<p>Emergency Management remains a priority to the JPC and residents can see progress.</p> <p>New businesses are aware of potential flooding issues and can be proactive in reducing the possibility of flooding to their premises.</p> <p>Water has somewhere to run to which reduces the risk of flooding along the river.</p> <p>Residents see the importance of flood prevention to the town.</p> <p>Colin has a clear role to play in Emergency Management.</p>	<p>Ongoing</p>	<p>KE</p>		
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Green Spaces - Gig and Marijana

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
To ensure that trees belonging to the JPC that are felled are replaced.	Replace trees after felling - this may be in the same area or a different area of JPC land. (2 in Jubilee Park have been felled over the last 6 months and 1 which was planted for Jubilee needs replacing)	NIL (Through Woodland Trust??)	Felled trees are automatically replaced as this will become JPC Policy.	ASAP	GE/MB		Ongoing
To take out the Himalayan Balsam/Japanese knotweed along the river.	Work with Payback Team to utilise their skills and labour.	NIL	The river will be free of further growths of Himalayan Balsam/Japanese knotweed and will not cause damage to properties along the river.	ASAP	GE/MB to work with Colin		
Re-wild an area of Littleworth (North side of the path) Advertise this out on the website and JPC Page so residents are aware of what the JPC are trying to achieve.	Work with Gemma Suggett to scythe the field. Photos and text to go out on social media and website.	Gemma's costs NIL	An area of Littleworth will be re-wilded to encourage wildlife. Residents will see what we are trying to achieve and will support the project.	Begin August 2021 August 2021	GE/MB GE/MB	August 2021	The first cut has been completed and advertised on JPC Facebook Page and website and shared to HM - has had a very favourable response. JPC to purchase two scythes to use at the next cut in Autumn 2021.

Install a bench on the south side of the path.	Buy a bench and get Colin to install it in the necessary location.	Approx £200	A place will be available to sit in Littleworth.	October 2021	GE/RE/MB		EF to contact Yew Tree Garden Centre about the 'Happy to chat' bench to see if it can be used at this site if still available - this is no longer available. Quote sought in September 21 - MB to decide on wood and report back in November 2021.
Ensure play equipment is maintained and littering is dealt with effectively.	Work with Colin and Komplan to ensure the equipment is maintained including fencing of the parks. Colin to add litter picking of Jubilee Park to his daily duties when he is in town.	NIL	Park areas will look well maintained.	Ongoing	GE/Colin/MB		Henley Rubbish Friends meeting once a month from September 21 so will help with this. Colin to be trained by Komplan so he can be more effective in maintaining play equipment - Date???
To plant an English species hedge between the Hub and Littleworth	Purchase and plant the hedge.	£100?	WHY???	WHEN??	GE/MB		

Community Payback - Ray

<u>Action</u>	<u>How would this be achieved?</u>	<u>Cost</u>	<u>Impact</u>	<u>By when</u>	<u>By whom</u>	<u>Completed</u>	<u>Further actions/Comments</u>
To put together a schedule of works that can be completed over the next 12 months.	Look at the jobs that need to be completed and separate into ANNUAL (ie leaves) and PROJECTS (ie Jubilee)	Cost of materials	The Community Payback Team is given direction and have shared expectations and will prove to their managers that they	September 2021	Ray	Ongoing	An initial schedule of works has been developed and shared with Colin. This has now been added to following a campaign on Social Media and will continue

			continue to be needed in the town. The town is well maintained and projects can be completed.				to be added to as the year progresses. All new work to be sent via Ray so it can be logged.
To look into the possibility of employing a 'TOWN HANDYMAN' to work in liaison with the Community Payback team.	Put a tender out for a 'Town handyman'. Write a job description. Interview and get references for applicants. Agree on a suitable candidate. Ensure the suitable candidate has the capacity to carry out the necessary work. Set up liaison with the named handyman and the Community Payback team so there is a cohesive plan with joined-up thinking. Ensure regular contact with a Councillor to monitor work is set up and this is reported to full council each month.	Approx. £11,000 plus ongoing cost of materials	The town is well maintained and projects can be completed.	August 2021	Ray Full Council	September 2021	Colin, the foreman from Community Payback, has been contracted to work with the JPC for two days a week. Close liaison between Colin and the Clerk will ensure jobs are managed effectively.