

# SPC Action Plan for 2023/24

Updated 13th September '23

Key: - **Green** - Completed, **Yellow** - Due, **Orange** - Overdue.

| Project Name                                    | Objectives                                                                                                                | Task / Activity                                                                     | Timescale       | Task / Activity                                                             | Timescale      | Task / Activity                                                                 | Timescale     | Task / Activity                                                           | Timescale    | Task / Activity                                                              | Timescale              | Responsibility                    | Risks to timescale                                                                                                                                                              | Mitigation to Risks                                                                            |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------|------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Youth Service Provision</b>                  | Complete a Business Plan which enables the Youth Service to continue, after the loss of the previous provider             | Compile first draft Business plan with previous providers assist.                   | By End July     | Meet with potential provider partners & establish their commitments         | By August      | Agree draft Business plan with JPVC Com.                                        | By Oct.       | Unknown until Business plan agreed                                        | ?            | Unknown until Business plan agreed                                           | ?                      | Clerk and JPVC Com.               | There is an entire Business Plan to put together, then fact check, then agree, and then potentially appoint staff or new provider - many unknowns                               | Maintain close links with HDC so that administrative assistance available                      |
| <b>Hedgerow Developments</b>                    | Complete repairs and supplementary planting to Rublees hedges on western and eastern boundary.                            | Gain agreement from Community Com. for new hedgerow Scope and expenditure           | By July         | Take contractor round Allot. hedgerow to agree scope of Maint. Works        | By Oct         | Purchase plants for Hedgerows and find volunteers for planting                  | By Nov        | Complete gap filling fencing at Rublees by contractor                     | By February  | Complete Hedgerow planting programme                                         | By April               | Clerk & Community Com.            | # - Finding Volunteers to assist<br># - Managing to purchase plants at the right time and keep them living until planted<br># - Organising prep of ground in right timescale    |                                                                                                |
| <b>MPF / Allotment Access</b>                   | To upgrade the Access Points as appropriate and as funds allow                                                            | Complete remedial works to Southern Rublees entrance                                | By End June     | Discuss draft plans for MPF entrance enhancements with working party        | By End July    | Draft and gain approval for Notice board ideas                                  | By Nov        | Gain approval for ent. Re-surfacing and planter ideas                     | By Jan       | Complete plans for notice boards, planters and scope of works                | By May 24              | Clerk & Community Com.            | # - Gaining permission for many different aspects at a number of meetings will take time.<br># - Proposals need agreement from Cricket Club                                     | Keep Cricket club in the loop and ensure they are part of the process                          |
| <b>Draft Part-Time Staff Contracts</b>          | Re-write using HR advice and technical assistance new contracts for the Steyning Centre part time employees               | Compile two model draft contract options                                            | By End June     | Clerks to agree details of contract with ext. bodies to ensure compliant    | By August      | Clerk to gain support from Personnel for contracts                              | By End August | SPC to agree contracts with them then to be implemented                   | By Sept.     | Clerks to agree through negotiations with staff, then contracts signed       | By End Nov             | Clerk and Personnel Com           | Potential difficulties in terms of reaching agreement through negotiation with each staff member could take time                                                                | # - Legal compliance<br># - Keeping terms short whilst comprehensive<br># - Staff negotiations |
| <b>High Street Christmas Lights</b>             | Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions      | Agree display for Christmas 2023                                                    | By June         | Seek permissions from WSCC & Electric suppliers                             | By End August  | Agree date for Lamp post testing plus ID which posts                            | By Sept.      | Complete all document permissions and agree install dates                 | By End Sept. | Complete installation                                                        | Before End of Nov.     | Clerk and F & GP                  | There are many Contractors / Orgs. involved and if some in the chain of inter-dependant tasks are not easily compliant, then chain & timescale could breakdown                  | Start processes as early as possible                                                           |
| <b>Tree Report and Essential Works</b>          | Health check tree report completed for year two remedials (Year II Tree Management completed already).                    | Clerk to check Tree report and plan works for remainder of year                     | By Oct          | Clerk to complete Tree Management plan for Community approval               | By End Oct.    | Tree surgeon completes checks to MPF & Cripps Lane                              | By Nov.       | Unknown until Tree surgeon report                                         | ?            | Complete scope of works after gaining Community approval                     | ?                      | Clerk / Community C.              | The reports are obtained from a very busy tree surgeon whose report completion subsequent to site visits can be slow                                                            | Start processes as early as possible                                                           |
| <b>Land Registry Works Undertaken</b>           | To bring up to date a more detailed understanding of SPC Land Assets                                                      | Attempt establishing time line for works to be completed with Solicitor             | Previous Year   | Establish and agree to convene F&GP working party for support               | By End Sept.   | Bring draft documents to working party for discussion & recommendations         | By Dec        | Agree documents for then Land register updates                            | By Feb '24   | Agree Amended Land Register                                                  | By May '24             | Clerk / F & GP                    | HM Land Registry department currently seems overwhelmed, understaffed & V. Slow. SPC Solicitors can also be somewhat slow to complete tasks.                                    |                                                                                                |
| <b>Clock Tower Maintenance</b>                  | Agree scope of works with the owner, demarcation for scaffolding, timetabling & clock face renewal cont.                  | Agree contractor to undertake works.                                                | By End of Nov.  | Clerk to supply notes on historic scope of works & committee agree plan     | By Dec.        | Agree scope of works and timescale with owner                                   | By Jan 24.    | Agree financial commitment for part scaffold hire arrangements            | By Feb 24.   | Apply for permissions for work to be done & obtain timeframe                 | By End March '24       | Clerk and F & GP                  | Main Building contractor could uncover more issues than originally thought or owner could renege on agreements                                                                  | Maintain close contact with Clock Tower owner to ensure proactive scheme                       |
| <b>Memorial Bench Installations</b>             | Memorial Bench installations (poss. 3) Requests to be processed, agreed & enhanced products installed.                    | Clerk obtains approval for first two projects to be completed                       | By End of June  | Picnic Bench project completed                                              | By End of June | Memorial Bench repurposing completed                                            | By end July   | Remove one delapidated bench from MPF & agree replacement cost            | By End Dec   | Complete installation of third Bench                                         | Before End of March 24 | Clerk / Community C.              | Gaining permissions form committee on positioning of picnic bench                                                                                                               |                                                                                                |
| <b>Bus Shelter</b>                              | Working with Schools or Local Art groups - come up with an artistic installation for the shelter interior                 | Obtain contacts and begin liason with key partners                                  | By Nov          | Come up with ideas for installation and discuss with stakeholders           | By Dec.        | Gain approval for ideas with committee                                          | By Feb 24     | Commission works & obtain ideas for appropriate installation protection   | By April     | Complete installation and official unveiling                                 | By end May 24          | Clerk / Community C.              | A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution                                                                | Set up community engagement meeting with key stakeholders to gain views early                  |
| <b>Steyning Nursery investment project</b>      | In collaboration with the previous Steyning Nursery manager , to agree a project that will best use funds available.      | Check with ex Nursery manager that funds can still be accessed.                     | By End Oct      | Come up with ideas that can be presented to Premises com.                   | By Dec.        | Agree final scheme at Premises                                                  | By Feb 24     | Order equipment and agree admin requirements                              | By March 24. | Complete purchases, intallation and associated admin processes               | By May 24              | Clerk's office, and Premises      | To retrieve the funding will be tricky or perhaps impossible and will be the most difficult part of the project. Obtaining byin from Staff will be next difficult task.         | Arrange meeting with main contact for ASAP to understand viability of project                  |
| <b>CCTV</b>                                     | To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft | Set up Working party and agree initial scope of scheme                              | By July         | Obtain first quote and discuss timeframe for project at working party       | By end Sept.   | Bring recommendation for agreement at Full Council for phase 1.                 | By Dec.       | Complete community engagement and obtain necessary permissions            | By end Feb   | Complete phase 1 installation                                                | By April 24            | Clerk, working party , F. Council | Obtain agreements from both SPC and Residents on what could be a tricky subject for collaborative resolution                                                                    | Promote positive engagemnt and ensure scheme is understood by wider community                  |
| <b>Implementation Plan complete</b>             | Work through recommendations & complete to the satisfaction of HDC monitoring department.                                 | Gain approval for 6 month progress report from SPC & HDC                            | By end June     | Obtain collaborative agreement from all councillors on progress             | By end July    | Complete necessary policy amendments and have them agreed                       | By Sept.      | Agree any processes which promote better 'language'                       | By Nov.      | Complete 12 month progress report and gain approval from SPC and HDC         | By Dec.                | ALL                               | All parties need to be open to change and be willing to modify behaviours and work collaboratively                                                                              | Ensure there is always a willingness to work towards a resolution                              |
| <b>Chandlers Way Pocket Park</b>                | Work collaboratively with residents to set up volunteer group to implement agreed scheme and management plan              | Set up first community engagement working party to discuss first thoughts on scheme | By July         | Obtain if possible grant funding for the scheme or seek alternative finance | By August      | Gain voluntary assist to discuss play area options & complete new planting plan | By end Sept.  | Take play area options back to com volunteer group to seek recommendation | By Nov.      | Gain approval from Committee for play area & initial planting scope of works | By Dec.                | Clerk / Community C.              | Project needs to meet with residents expectations whilst obtaining majority support, gain finance from an external source and requires patience                                 | Keep positive comms with residents while ensuring they are part of the resolution              |
| <b>Upgrade Bins on High Street</b>              | Work with HDC to ensure bins on High street are restored, painted and fit for purpose                                     | Complete installation of Recycling bin adjacent Bus shelter                         | By July         | Gain agreement from HDC that they will complete restorative                 | By End July    | Ensure phase 1 bin restoration works are to be completed by HDC before October  | By Sept.      | Ensure there is a phase 2 works expenditure agreed at HDC                 | By Nov.      | Obtain date for completion of phase 2 works                                  | By Feb '24             | Clerk / Community C.              | Unless SPC give up on waiting for HDC and decide to take on the cost of bin renovation, SPC will be entirely in the hands of HDC                                                | Keep open, regular and collaborative channels in place with HDC contacts                       |
| <b>T. R. O. select &amp; submit application</b> | Complete a Traffic Regulation Order project or small selection of them for the benefit of Steyning residents              | Community Committee to agree what TRO's are to be submitted                         | By July         | Clerk to work with Cllr Linehan to agree potential scope of works           | By Oct.        | TRO draft submission to be brought back to Community for approval               | By Nov.       | Application submission approved and sent to WSCC                          | By end Nov   | Any scheme approvals to be scoped before end of financial year               | Before End of 23       | Clerk / Community C.              | TRO submissions need to be reasonable and realistic otherwise that will be turned down - which will mean resident involvement which will add to information gathering timescale | Ask Cllr Linehan to work with us to speed processes up                                         |
| <b>Steyning Centre Audio-Vis. system</b>        | To enable better and more user freindly audio-visual service at the Steyning Centre                                       | Work with SPC IT consultant and other contractors to provide options                | By End of Sept. | Present recommendations and agree options                                   | By end of Nov  | Compile Scope of works & quotes                                                 | By End Jan    | Agree final planned works                                                 | By Feb 24.   | Install equipment as per agreed                                              | By End April 24        | Clerk's office & Premises Com.    | There are many options to be considered. The best solution will not deal with all the issues, so the correct prioritisation for scope of works might take a while to agree      |                                                                                                |
| <b>Finger Post Install on the High Street</b>   | To install two finger posts to help promote visits to the Steyning memorial garden                                        | Ensure permissions and Lamp post tests allow installation                           | By Dec          | Agree costing                                                               | By Feb         | Agree wording on Finger posts                                                   | By March      | Purchase signs and consider other signage options                         | By April     | Complete installation of Finger posts                                        | Before End of May 24   | Clerk and Community Com.          | This is a new area of SPC service involvement, and SPC need to maintain restraint in terms of scope of achievement. Lamp post tests might be prohibitive                        |                                                                                                |