

PAUNTLEY PARISH ACTION PLAN

Roads/Traffic (R)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time scale	Performance Measures	Supplementary Information
R1	Improve road maintenance in the parish	<ul style="list-style-type: none"> Establish Steering Group to consider road maintenance issues 	Parish Council	Local residents	PC time	Short term	Group established	Establishment of group dependent on obtaining volunteers
		<ul style="list-style-type: none"> Collate information regarding areas of poor road maintenance 	Steering Group as above	Parish Council	Volunteer time	Short term	Report completed	
		<ul style="list-style-type: none"> Work in partnership with Gloucestershire Highways to discuss a plan of maintenance and improvement 	Steering Group	Parish Council/ Gloucestershire County Council Highways Department (GCC Highways)/Atkins	Monetary cost to GCC Highways	Ongoing	Improvements in standard of roads and more regular maintenance to agreed standards	Outcomes dependent on GCC Highways/Atkins budgets and resources
		<ul style="list-style-type: none"> Monitor progress 	Parish Council	GCC Highways/Atkins	Parish Council time	Ongoing	Monitor against report findings	
R2	Reduce flooding on roads in the parish	<ul style="list-style-type: none"> Collate information on known flooding “black spots” within the parish 	Steering Group as in R1	Parish Council	Volunteer time	Short term	Information collated	Information provided in parish plan questionnaires
		<ul style="list-style-type: none"> Work in partnership with Gloucestershire Highways to provide a report and to discuss a plan of clearance and maintenance 	Parish Council	GCC Highways/local landowners	Clerk’s time Monetary cost to GCC Highways	Ongoing	Long-term improvement in flooding situation	Outcomes dependent on GCC Highways budgets and resources
		<ul style="list-style-type: none"> Recruit local volunteers to notify GCC Highways where gullies need to be cleared 	Parish Council	GCC Highways	Parish Council time	Ongoing	Long-term improvement in flooding situation	

Roads/Traffic (R)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/ Cost Implication	Time scale	Performance Measures	Supplementary Information
R3	Improve road safety through the parish	<ul style="list-style-type: none"> Set up steering group to discuss traffic management options (including speeding issues) with GCC Highways and local Police Authority 	Parish Council	Local residents/ GCC Highways/ Atkins/ Gloucestershire Police	Volunteer time/GCC/ Police time	Set up Group - Short term	Group set up and traffic management options identified	Establishment of group dependent on obtaining volunteers Involve residents on Working Group if possible. Options dependent on GCC Highways budgets /resources and on police policies and resources. Information produced with FoDDC/GCC Highways. Use Parish Council newsletter
		<ul style="list-style-type: none"> Work in partnership with Police/GCC Highways to collate information on perceived/known accident black spots in the parish 	Steering Group as above	GCC Highways/ Atkins/ Gloucestershire Police	Volunteer time/GCC/ Police time	Options - Long term	Information collated and action plan in place	
		<ul style="list-style-type: none"> Review current hedge, tree and verge cutting arrangements and agree future management plans 	Parish Council	GCC Highways	Parish Council/ Clerk's time	Medium term	Current arrangements reviewed. Management plans agreed	
		<ul style="list-style-type: none"> Provide information to local householders on their liabilities and responsibilities with regard to hedge and tree maintenance 	Parish Council	FoDDC/GCC Highways	Clerk's time	Short term	Information communicated and reduction in complaints to PC	
R4	Monitor the impact of large vehicles on narrow lanes	<ul style="list-style-type: none"> Traffic Management Working Group to discuss options with GCC Highways 	Working Group as in R3	GCC Highways/ event organisers	Volunteer time/GCC time	Medium term	Options and any subsequent action plan agreed	Use Parish Council newsletter
		<ul style="list-style-type: none"> Request that residents are aware and that they notify delivery drivers that many local roads are unsuitable for large vehicles 	Parish Council		Clerk's time	Short term	Reduction in unnecessary large vehicles	

Public Rights of Way (F)

	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time scale	Performance Measures	Supplementary Information
F1	Improve maintenance of and facilitate use of public rights of way in the parish	<ul style="list-style-type: none"> Work in partnership with GCC Rights of Way to set up a working group to carry out a survey of the condition, signage and accessibility of public rights of way within the parish Discuss findings and options with Gloucestershire County Council Rights of Way Team Investigate the provision of a footbridge for walkers across the Leadon at Ketford Devise three circular walks/Heritage Trail in the parish and produce leaflets to be made available to residents and visitors 	<p>Parish Council</p> <p>Parish Council as above</p> <p>Parish Council</p> <p>Parish Council</p>	<p>Ask for volunteers from residents to become involved</p> <p>GCC Rights of Way Team</p> <p>GCC Rights of Way/Highways</p> <p>Pauntley C of E Primary School/residents</p>	<p>PC/Clerk's time/working group volunteer time</p> <p>Volunteer time/GCC time</p> <p>PC time Costs to GCC</p> <p>Seek funding for a project</p>	<p>Short term</p> <p>Medium term</p> <p>Medium term</p> <p>Long term</p>	<p>Survey completed</p> <p>Discussions completed and any agreed action plan drawn up</p> <p>Investigations completed and outcome communicated to residents</p> <p>Leaflets produced</p>	<p>GCC Rights of Way currently undertaking a survey which can be utilised</p> <p>Dependent on obtaining volunteers. Distribute leaflets in church, TICs, Newent Library etc</p>

Public and Community Transport (T)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time Scale	Performance Measures	Supplementary Information
T1	Improve publicity regarding public transport in the parish	<ul style="list-style-type: none"> Publicise public and community transport information regularly in Parish Council Newsletter 	Parish Council	Gloucestershire County Council (to provide up-to-date information)	Clerk's time	Ongoing	Regular information provided	Use Parish Council Newsletter and notice boards
		<ul style="list-style-type: none"> Obtain individual copies of bus timetables for distribution with PC Newsletter 	Parish Council	Bus companies	Clerk's time	Ongoing	Information updated as appropriate	Use Parish Council Newsletter and notice boards
		<ul style="list-style-type: none"> Display bus timetables in new tamper-proof board at Compton Green and on all notice boards 	Parish Council	Gloucestershire County Council	Clerk's time	Ongoing	Up-to-date copies on display	Now available on-line only
		<ul style="list-style-type: none"> Work in partnership with the school to encourage car sharing/walking bus pilot scheme to reduce the volume of school traffic 	Parish Council	Pauntley School	PC time	Long term	Pilot schemes agreed and implemented	

Housing and Development (H)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time scale	Performance Measures	Supplementary Information
H1	Ensure that buildings of distinctive character are preserved and that new development fits in with existing styles	<ul style="list-style-type: none"> Set up a working group to develop a Design Statement for the parish and work towards adoption of the Statement by the Forest of Dean District Council as Supplementary Planning Guidance Identify buildings at risk and of distinctive character and apply for listed building status for those identified Work in partnership with FoDDC to continue to influence planning decisions with informed comments and arguments 	<p>Working Group (to involve residents)</p> <p>Parish Council</p> <p>Parish Council</p>	<p>Parish Council/ Forest of Dean District Council</p> <p>English Heritage</p> <p>Forest of Dean District Council/GAPTC</p>	<p>Volunteer time</p> <p>Parish Council time</p> <p>Training costs for new parish councillors</p>	<p>Short term</p> <p>Medium term</p> <p>Ongoing</p>	<p>Design Statement produced and adopted by FoDDC</p> <p>Buildings identified and applications made as appropriate</p> <p>Success in influencing planning decisions where appropriate</p>	<p>Establishment of group dependent on obtaining volunteers. Make use of photographic survey of the parish. Short timescales required to protect the parish from further loss of traditional buildings and of traditional materials.</p> <p>Work with FoDDC/GAPTC re training courses</p>
H2	Improve publicity for residents on planning applications and the planning system	<ul style="list-style-type: none"> Ensure residents are aware of the FoDDC website, including their guidance on the planning system and the posting of details of all planning applications Continue to advertise planning applications within the parish on the notice boards When the Parish Council website is available, post details of planning applications 	<p>Parish Council</p> <p>Parish Council</p> <p>Parish Council</p>	<p>FoDDC</p>	<p>Clerk's time</p> <p>Clerk's time</p> <p>Clerk's time</p>	<p>Short term</p> <p>Ongoing</p> <p>Long term</p>	<p>Information disseminated to residents</p> <p>Planning committee notices displayed to correct timescales</p> <p>Details included on website</p>	<p>PC Newsletter</p> <p>Use eye-catching coloured paper, and notify residents of this</p>

COMMUNITY (C)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time scale	Performance Measures	Supplementary Information
C1	Improve facilities at the Village Hall	<ul style="list-style-type: none"> Work in partnership with Village Hall Committee to discuss opportunities for improvements to village hall facilities 	Parish Council	Village Hall Committee/GRCC	Seek funding opportunities	Medium term	Improved facilities for community and increased use of Village Hall	If agreement to proceed, set up a working group to progress and oversee project, including grant submissions, commissioning of work, monitoring and review. Establishment of group dependent on obtaining volunteers.
C2	Organise a series of pilot activities at the village hall	<ul style="list-style-type: none"> Working group as in C1 to research potential activities Arrange pilot activities and publicise Monitor and evaluate Investigate sources of grants/funding for the continuation of successful activities 	Working Group	Village Hall Committee/Parish Council	Resources only required if to proceed. If so, seek funding opportunities	Medium term Long term Long term Long term	Research completed Pilot activities arranged Evaluation complete Funding obtained for any continuing activities	

Community (C)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time Scale	Performance Measures	Supplementary Information
C3	Maximise use of facilities currently provided locally to ensure their continuation	<ul style="list-style-type: none"> Publicise mobile library on notice boards and in Parish Council Newsletters 	Parish Council	Gloucestershire County Council	Clerk's time	Ongoing	Increased use of mobile library	Parish Council Newsletter/notice boards
		<ul style="list-style-type: none"> Investigate and communicate information on mobile shops and local delivery services, for those who find it difficult or inconvenient to travel to shops 	Parish Council	Local producers/ services	Clerk's time	Medium term	Research complete and information publicised	Parish Council Newsletters/notice boards. Update periodically.
		<ul style="list-style-type: none"> Investigate the pilot of a monthly market at the Village Hall 	Working Group as in C1		Volunteer time/publicity costs	Medium term	Investigation complete and pilot market held if appropriate	Contact other parishes for other information
		<ul style="list-style-type: none"> Work in partnership with Pauntley Primary School regarding the operation of the Internet Café and its availability to residents 	Parish Council	Pauntley C of E Primary School	Clerk's time	Short term	Availability determined and publicised	Publicise locally if available to residents
		<ul style="list-style-type: none"> Publicise the parish magazine and local events in the Parish Council Newsletter 	Parish Council		Clerk's time	Ongoing	Information publicised	Parish Council Newsletter
		<ul style="list-style-type: none"> Discuss with the school publicity about the community facilities on the school site (e.g. playing field) and provision of a notice on site 	Parish Council	Pauntley C of E Primary School/Playing Fields Association	PC/Clerk's time. Seek funding opportunities for on-site notice	Short term	Discussions complete and funding obtained for a notice on site	

Community (C)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time Scale	Performance Measures	Supplementary Information
C4	Organise and facilitate more community events	<ul style="list-style-type: none"> Set up a Working Group to revive the Summer Fete and consider ways of attracting people to the event e.g. novelty dog show, scarecrow competition 	Working Group	Parish Council	Volunteer time	Short term	First Summer Fete held by 2008	Location also to be determined. Establishment of group dependent on obtaining volunteers.
		<ul style="list-style-type: none"> Attract volunteers to help with ideas for and organisation of events 	Parish Council/Village Hall Committee	Local residents	Parish Council/VH Committee time	Medium term	Additional local events organised with involvement of residents	Seek to involve local residents for particular events
		<ul style="list-style-type: none"> Organise more regular “pub evenings” in the Village Hall 	Village Hall Committee		Village Hall Committee time	Medium term	Additional pub evenings arranged	
		<ul style="list-style-type: none"> Consider other activities e.g. Apple Day, Wassailing, Open Days on Nature Reserves etc 	Working Group as in C1	Local History Group/local Fruit Farms/GWT	Volunteer time/ seek project funding for walks/ heritage trail etc	Long term	Funding obtained for activities and new events arranged	

Crime and Safety (P)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/ Cost Implication	Time scale	Performance Measures	Supplementary Information
P1	Investigate the provision of better police coverage in the area	<ul style="list-style-type: none"> Work in partnership with Gloucestershire Police to build a case for more visible local police presence 	Parish Council	Gloucestershire Police/ Neighbourhood Watch	PC time	Long term	Consultation completed and results made public locally	<p>Feed back results of household survey to police</p> <p>Reporting all crimes to police will help to build a case</p> <p>Outcomes dependent on Police policy/budgets</p>
P2	Provide improved local advice to residents on crime and safety issues, to try and reduce local instances of crime	<ul style="list-style-type: none"> Work in partnership with local police to review the effectiveness of the Bobby Bus 	Parish Council	Police	PC time	Medium term	Review completed	Dependent on Police policy/ budgets. Consider possible inclusion at local events.
		<ul style="list-style-type: none"> Provide regular information and articles to residents in the Parish Council Newsletter and Parish Magazine on relevant topics such as security 	Parish Council	Police	Clerk's time	Ongoing	Regular articles published	Use PC Newsletter
		<ul style="list-style-type: none"> Use Parish Magazine distribution to distribute police publications and other crime and safety material to residents 	Parish Council	Police/ Neighbourhood Watch	Clerk's time	Ongoing	Information regularly distributed	Use PC Newsletter
P3	Raise the profile of Neighbourhood Watch and attract more volunteers	<ul style="list-style-type: none"> Regular articles on Neighbourhood Watch in Parish Council Newsletter and Parish Magazine 	Parish Council	Neighbourhood Watch	Clerk's time	Ongoing	Regular articles appearing	Use PC Newsletter and Parish Magazine
		<ul style="list-style-type: none"> Request more volunteers to become NW Coordinators 	Parish Council	Local residents	PC time	Short term	Increase number of volunteers	Use Parish Council Newsletters
		<ul style="list-style-type: none"> Investigate the provision of Neighbourhood Watch signs for the parish 	Parish Council	Neighbourhood Watch	Cost of signs	Short term	Signs erected if appropriate	

Environment, Conservation and Heritage (E)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time Scale	Performance Measures	Supplementary Information
E1	Manage the common land at Compton Green for wildlife	<ul style="list-style-type: none"> Commission a environmental survey of the site 	Parish Council	GRCC/LSP Environment GP	Seek funding	Medium term	Survey completed	Share with partners Maintenance will continue to be on-going
		<ul style="list-style-type: none"> Draw up an action plan for management 	Parish Council	GRCC/LSP Environment GP	PC time	Medium term	Action plan drawn up	
		<ul style="list-style-type: none"> Work in partnership to investigate grants for environmental and conservation projects and make applications as appropriate 	Parish Council	GRCC/LSP Environment GP	Seek project funding	Long term	Grant applications successful and action plan implemented	
E2	Protect and conserve woodland, orchards and important trees and in the parish	<ul style="list-style-type: none"> Work in partnership with the community to carry out a habitat survey in the parish and to establish priorities for protection and conservation 	Parish Council	GCC/FoDDC/GRCC Pauntley School/ local people	Seek funding opportunities	Long term	Habitat survey completed and priorities established	Specialist advice required. Use parish design statement and other published information to support Share survey results with Veteran Tree Forum and other interested bodies
		<ul style="list-style-type: none"> Carry out a survey of veteran trees in the parish and identify whether any should be covered by Tree Protection Orders 	Parish Council	Pauntley School/local residents	Seek funding opportunities	Medium term	Survey completed	
		<ul style="list-style-type: none"> Work in partnership with FoDDC to identify where Tree Protection Orders would benefit 	Parish Council	FoDDC	PC time	Long term	TPOs in place where identified	

Environment, Conservation and Heritage (E)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time Scale	Performance Measures	Supplementary Information
E4	Conserve areas of wildflowers within the parish (see Habitat Survey E3)	<ul style="list-style-type: none"> Ensure that existing areas of wildflowers are recorded on the Environmental Database Produce information to residents on areas of wildflowers in of the parish, and include on footpath maps etc Continue to work with Gloucestershire Wildlife Trust on the management of Ketford Daffodil Bank and Collinpark Wood 	Parish Council Parish Council Parish Council	Pauntley School/local people/GWT GRCC/GWT GWT	Publicity information Seek funding opportunities PC time	Ongoing Long term Ongoing	Improved information on database Information communicated to residents. Link to walks leaflets F1 Reserve Management Plans in place and actioned	Use PC Newsletter as distribution means
E5	Raise awareness of the impact on the local environment of unnecessary light pollution	<ul style="list-style-type: none"> Request consideration from residents with regard to the use of external security lights e.g. hooding, downward direction of lights etc. 	Parish Council	Local residents	Clerk's time	Short term	Article in Newsletter	Use PC Newsletter. Ask FoDDC for any information
E6	Investigate unwelcome noise pollution	<ul style="list-style-type: none"> Obtain a copy of CPRE Tranquility Map Discuss noise reduction measures (e.g. low-noise road surfacing) for M50 and B4215 with Highways Agency and GCC Highways 	Parish Council Parish Council	CPRE Highways Agency/GCC Highways	Clerk's time PC/Clerk's time	Short term Medium term	Map obtained Discussions completed and outcomes communicated	Enlist support e.g. other PCs, Local FoDDC Councillor/local MP

Environment, Conservation and Heritage (E)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time Scale	Performance Measures	Supplementary Information
E7	Identify local heritage projects and secure funding for individuals and groups	<ul style="list-style-type: none"> Work in partnership to carry out a historic landscape character assessment of the parish, making use of Gloucestershire Historic Landscape Character Assessment/Sites and Monuments Record/existing parish character appraisal etc 	Parish Council	FoDDC/GCC Archaeology/GWT/GRCC	Parish Council time Seek any project funding which may be available	Long term	Character Assessment produced and disseminated to stakeholders	Publicise and make available to residents
		<ul style="list-style-type: none"> Publicise small grants available from Parish Council to local groups for heritage projects 	Parish Council		Already in place	Ongoing	Publicity arranged and grants provided	Use notice boards and parish council newsletter
		<ul style="list-style-type: none"> Provide local publicity for any projects 	Parish Council	GRCC/FoDDC/local papers	Materials costs	Ongoing		Signpost larger projects to GRCC for other project funding

Parish Council (P)

Ref	Objective	Action to be taken	Lead Responsibility	Supporting Partners	Resource/Cost Implication	Time Scale	Performance Measures	Supplementary Information
P1	Raise the profile of the Parish Council locally and improve communication with residents	<ul style="list-style-type: none"> Issue regular Parish Council newsletter to all residents 	Parish Council	GRCC	Seek project funding	Ongoing	Number of newsletters issued/positive feedback from residents	Newsletter launched October 2006
		<ul style="list-style-type: none"> Provide welcome pack for new residents 	Parish Council	GRCC	Seek project funding	Ongoing	Packs prepared and distributed as required	
		<ul style="list-style-type: none"> Request FoDDC to provide details of parish councillors on the District Council's website 	Parish Council	FoDDC	Clerk's time	Short term	Details included on FoDDC website	
		<ul style="list-style-type: none"> Investigate costs and other resource implications of setting up a parish council website 	Parish Council	GRCC	Clerk's time/seek project funding for any set-up costs	Medium term	Report on costs provided and, if feasible, website set up and maintained	
		<ul style="list-style-type: none"> Contact BT/other providers regarding improvement in the provision of broadband access to all areas of the parish 	Parish Council	FoDDC/Business and Economy Local Strategic Partnership	Clerk's time	Short term	Providers contacted and information on availability disseminated	

12 July 2007

Timescales:

Short term – 1-2 years

Medium term – 2-3 years

Long term – up to 5 years

