

Woughton Community Council Service Plan 2024/2025

The Woughton Community Council Service Plan is the document that details the focus of specific work to be undertaken over the coming 'council year' (May – April). This document lays out the specific items, projects, services and initiatives that the council commits to delivering over the coming year and should work alongside the operational plans, that detail the 'day to day' delivery, such as existing services and ongoing commitments.

As with previous year, this document is separated into colour coded committee responsibilities, showing the officers and members who have overall leadership on delivering this plan. Whilst all are involved, ownership and accountability are detailed as follows:

Items in **ORANGE** are Services and Communities Committee
Items in **BLUE** are Operations and Resources Committee
Items in **GREEN** are Planning, Licencing and Development Committee

There are some items which sit across either a few committees (e.g. where a project impacts both service provision and financial income) or should be a whole council approach. These items have been left blank.

This plan should be considered as a 'living document', updated and altered as the landscape changes, things are completed or where circumstances change. As was seen in 2020, a plan needs to be flexible and respond to both known and emerging priorities. This is reflected in the budget that has been agreed for this year, with budgets allocated towards Service Plan items, whilst also having an amount that is allocated to those issues that emerge over the year. There are times where this flexibility is what makes the local council sector so valuable to its residents – the ability to move quickly.



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Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
1	Refurbishment of Netherfield Meeting Place	To provide a better quality experience for renter and to try and improve occupancy rates within the centre	To include toilets, ceiling, windows (where necessary), replacement radiators and heating improvements, lighting and general tidy up. If possible, also to include the minor changes needed with the kitchen layout to enable fridge freezer and decent cooker.	Toilet improvements = £18k Ceiling replacement (including lighting) = £10K Kitchen works (incl. 'white goods') = £3k Window replacements = £1500 Internal décor, door furniture, etc. = £1k Sockets, electrics, CCTV, etc. = £1k* Radiators = £800 Contingency @10% = £3400 Total around £40k	Estates Manager (works) Council Manager (funding)	Operations Committee
2	Library of Things	To provide access to range of equipment that may be useful for residents at low or no cost.	<ul style="list-style-type: none"> • Delivery starting at 2 afternoons per week, with a view to building volunteer capacity, • utilising online booking and payment options, • recycle equipment and resources where possible with a view to expanding into a 'Repair Café' and recycling service in the longer term. 	This is already costed at approx. £60 per year for software costs with other costs included within existing resources. There will be other costs associated (e.g. PAT testing) but unclear until we start delivering the service.	Estates Manager / Environment Team	Services
3	No 99 Jonathans	To develop a space that helps provide a 'Health and Wellbeing' space for the parish	<p>Looking at the space (internal and external) and how best this can be used to support the health and wellbeing for people within the parish, provide additional space for either current or future delivery and offer space for councillor surgeries, training sessions and a smaller space to rent / loan to community groups that need space that isn't a community centre size.</p> <p>This initial period is intended to allow time to assess the suitability and viability of the space for WCC, with a view to 'hand back' if this becomes untenable.</p>	Initial costs (compliance, legal, immediate needs, etc.) - £4,000 Annual costs (to be confirmed, but based on No95) - £9,000 per year*	Council Manager	Full Council – delegated to Services (delivery) and Operations (finances)



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4	Public Realm improvements	A visible and impactful approach to making changes to the parish, bringing unloved spaces back into use and improving the appearance of the parish.	Identify key spaces on each estate to provide projects for Payback and potential community approaches. This could include play parks (e.g. the mosaics at Two Halls Play area), utility spaces (such as the old 'pocket parks' on Beanhill and other estates), areas subject to ASB (the 'ends' of the garages in Netherfield) or simply focusing on an area for litter picks, painting bollards, cutting back, path edging, etc. This will not only provide a very visible example of works being undertaken, but also provide opportunities to build upon successful 'multi agency' events that have happened previously (e.g. tree planting).	Costs are going to vary, but are likely to be minimal, other than use of tools (already in place) and potentially paint, etc.	Estates Manager / Environment Team	Services
5	Community Food	Bring community food approaches to other parts of the parish and review current delivery	Development of the Community Food provision, to include parish wide approaches, collaborations and potential new mobile services utilising the new van. This follows discussion within the council meetings around the role and the wishes of the council to see extended provision. Whilst costs are already considered (e.g. use of the van, etc.), some aspects of this proposal are linked to food being available (outside the control of WCC) and therefore the ability of the council to expand. Links to a need for a wider discussion around what 'Community Food' means and what level WCC should be delivering these approaches.	Within existing budgets.	Council Manager	Services
6	Communications from WCC	Improvements to the Communications of the council.	Linked to the staffing restructure, was the inclusion of a new role, a Communications Officer. This may be something that can be included within the Administrator role (depending on demand), but the very real need for there to be a concerted effort to have a communications focus is clear. This should include all aspects within the council; The Gazette, online Gazette, e-shots, social media, notice boards, website, etc. as well as looking at a clear visual approach (the Woughton 'look'), press releases, professionalising our publications (e.g. an Annual Report) and generally having a singular focus on this area.	This is costed within the new staffing model, currently at around £15,000 for 15 hours per week (this could be lowered / higher accordingly).	Operations Manager	Operations
7	Woughton is 50	To celebrate and commemorate the anniversary of the estates of the parish and build a 'legacy' of stories and knowledge.	A year of celebration. With the first people moving into the parish in 1974, this year focuses on celebrating the anniversary of the parish proper (excluding Old Woughton, and rightly so!). A series of grant applications has been made, alongside an allocation from the budget already in place. This is to include activities in the run up to a large festival, plus some legacy work in the aftermath.	Total costs will be dependent on any grant success, but between £8 - £20k.	Youth and Community Manager / Community Development	Services
8	Neighbourhood Plan Review	Updated plan, reflecting current views	Updating the Neighbourhood Plan to reflect the changes that have taken place since 2017, when the current plan was made. Work has started on this with consultants, but further work to undertake over the coming year.	£15,000 budgeted for the coming year	Council Manager	Planning



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Item No	Description	Objective	Details and key issues	Approximate costings	Lead Officer/Member	Committee responsible
9	Environmental, biodiversity and carbon neutrality plan	To have a clear, developed and agreed plan covering these aspects for both the council and the wider parish.	The Green Initiatives Working Group (GIWG) to produce the first draft of the new plan, with the 'highlights' of areas which need further investigation, investment or specialism. To link in with an application to the Open University for support and further applications to the Carbon Neutrality Fund for additional infrastructure projects.	Grant application for up to £20k but can be driven by resources available.	Council Manager	Operations, but links to all.
10	Incident Plan	To update the plan to reflect current needs.	To review, building on early work and creating both a robust and inclusive plan and a training programme to run alongside, ensuring the parish is best placed to manage in the event of any significant incident. To include: <ul style="list-style-type: none"> provision of community first aid courses for people across the parish, specifically around those that are the 'community leads' for the plan, but to include other community 'leaders' who can make a difference. Training on safe use of equipment Volunteer engagement and involvement 	Monies allocated via budget, including training budget. Likely to be around £2 – 3k	Operations Manager	Operations
11	CCV policy	Improving the safety and security of the parish	Development and implementation of a CCTV policy, to include the installation of the CCTV at all venues (funded via the TVP Funding), provision of the Crimewave cameras and how to accept / decline requests for use of said cameras from partner organisations.	£12k in budgets for CCTV systems, plus around £7.5k for internal systems.	Council Manager / Estates Manager / Operations Manager	Operations (internal) / Services (external)
12	Local Government Award Scheme	Continue to evidence the benefits of the work undertaken by WCC.	Achieve Quality Standard in the Local Government Award Scheme, building upon what is hoped will be a successful submission for Foundation level in May 2024. This will need to include reviews of all relevant documents, plus development of key NEW documents, including an annual report (published), a scheme of delegation, engagement strategies, involvement at annual meetings, etc.	£80 submission fee for Foundation, £100 for Quality, £200 for Gold.	Council Manager	Full Council
13	Refurbishment of Tinkers Bridge Meeting Place		Initial plan including painting, decorating, minor repairs and improvements, plus development of further proposals for larger scale works and utilisation of space and a project plan for the potential redevelopment of the wider site, to include a larger centre and additional property.	Around £3- 4k for the initial work.	Estates Manager / Member for Tinker Bridge	Services
14	Woughton on 2 Wheels	Cycling initiative to encourage more use of bikes and sustainable transport.	Getting Woughton on 2 wheels. A wide range of activities that work together towards Woughton becoming more connected, resourced and set up to enable all to use cycling for transport. Could include: <ul style="list-style-type: none"> Children and youth projects for cycle proficiency, bike maintenance, also available through MKCC for families Signposting / support accessing ride to work schemes etc 	Expectation that most would come through grant applications, support from the principal authority, partnerships with	Youth and Community Manager	Services



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			<ul style="list-style-type: none"> • Help access to bikes to support entry into employment where transport an issue • Work with MKCC to get our redways better signposted • Work with Cycle saviours to get repairs and old bikes up to safety rideability • Potential for training and small enterprise related to bike repairs long term • Secure cycle stores on parish so people can cycle to work / school / doctors etc and store bikes 	relevant agencies and organisations.		
15	Living Archive and Arts & Heritage Trails	Building on the existing 'Love Exploring' trail, celebrating the arts and heritage of the parish	<p>After initial work leading to the Tinkers and Netherfield Trail, celebrating the 'street art' and other community installations, the 50th Anniversary year is a really good time to launch this for the whole parish and build further options.</p> <ul style="list-style-type: none"> • Look at our existing art and repair as necessary. • Get some new art onto the parish. • Document what we have, what's happened here, who has lived here and still does and what they have to say. • Develop the trails properly. • Work on the podcasting idea previously discussed. 	Funded via grants, but a small budget of around £2k to be allocated.	Youth and Community Manager	Services
16	Play Parks	To review all parks within the parish, identify urgent works and develop a collaborative approach with other stakeholders to improve them.	<p>Refreshing play parks and looking at settings that are suitable for both younger children (e.g. under fives) and those with disabilities <i>as well as general use and spaces for older children</i>.</p> <p>There was some suggestion that there was funding for this from MKCC, but this was not forthcoming. As a result of this, plus lots of discussion around this from councillors and resident, agreement that a focus will be placed upon this area over the coming year, with a development plan created as a first step.</p>	No specific funds attached.	Environment Team / Youth and Community Manager	Services / Planning
17	Food	Investigate the potential for a 'street food' festival within the parish.	<p>Building upon a vibrant scene within the wider city (Eat Street, Food Truck Friday, etc.), consideration of whether a similar approach could take place within Woughton. This should include:</p> <ul style="list-style-type: none"> - Identifying suitable venues (space, parking, toilets, power, etc.) - Consideration of costs to attendees - Focus on local residents or appealing to a wider city approach - Any 'add ons' (e.g. music, kids activities, etc.) 	No funds allocated at this point – investigation only	Community Development / Youth and Community Manager	Services



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18	Skills sharing	To encourage community members to share knowledge and skills	To investigate the potential for regular 'skill share' sessions within the parish, encouraging local people to support sharing their skills and knowledge with others. To include councillors, officers and others/	Unknown – probably just buildings and a £1k allocation	TBC	Services

