



CUBBINGTON PARISH COUNCIL BUSINESS PLAN

Approved: March 2020

Updated: July 2022

WHAT IS A PARISH COUNCIL BUSINESS PLAN?

The Business Plan is the statement of the Parish Council's *vision* for the parish, its purpose, values, objectives and its key priorities. The aim of the Business Plan is to give Cubbington's residents a clear understanding of what the Parish Council does and what it is trying to achieve. It details what the Parish Council intends to focus on over the next four years. The Business Plan is a "live" document that we will review annually. The Parish Council will use it to drive the budgeting process, plan and communicate activities for the coming year and enable the Parish Council to monitor its progress against our key priorities.

WHY HAS THE PARISH COUNCIL DECIDED TO PRODUCE A BUSINESS PLAN?

The Parish Council produced the Business Plan as the Parish Council has an agreed strategy. This provides the framework for the Parish Council to work within, it enables us to operate in a more consistent and co-ordinated way, and to be proactive rather than reactive in our decision making.

We have based the Business Plan on our understanding of our community's needs gathered from our day-to-day discussions and involvement with residents and our extensive consultation, including surveys as part of the development of a Cubbington Neighbourhood Plan.

The Business Plan will help our local community to have a better understanding of what the Parish Council does, the challenges it faces on behalf of all residents and to clarify what it doesn't do; in other words, to explain what issues fall under the responsibility of other delivery bodies such as Warwick District Council and Warwickshire County Council.

The Plan is a statement of intent.

However, the Parish Council may have to make decisions that are contrary to our stated commitments if events such as budget constraints, new legislation or changes in our policies make that necessary. Any changes will, however, be communicated and reflected in an updated Plan.

The Business Plan will be available on the Parish Council website.

Our Business Plan will continue to be the main way of telling you what we are doing to meet the needs of the community. It is a two-way conversation. Please tell us what you think about it.

We welcome your comments.

If you require any further information that would help you understand what we are trying to achieve, please let us know Clerk@cubbington.org.uk

We can also provide additional information on the issues raised in the Plan. As we have already mentioned, it is our intention to review the Business Plan regularly, publish progress on the Parish Council website and make any changes considered necessary as a result.

Clerk & RFO: Jane Chatterton PSLCC
Clerk@cubbington.org.uk

The Parish Council

There are 3 tiers of local government, each of the tiers has a different responsibility. Cubbington Parish Council is the first and local tier with an important role to play in promoting the parish, representing its interests and supporting the work of different groups in the community.

Warwick District Council is the second tier

Warwickshire County Council is the third

Residents of Cubbington elect 12 Parish Councillors every four years. The Council elects a Chairman and Vice-Chairman annually at the Annual Parish Council Meeting in May. The Council reports to their electorate at the Annual Parish Meeting.

Councillors are unpaid volunteers. They commit their own time to improving Cubbington and maintaining it as an attractive and sustainable place in which to live, visit, study and do business. Elections were last held in 2019. The next elections will take place in 2023.

The full Council meets monthly on the fourth Thursday in the month at Cubbington Village Hall (excluding April, August and December). All meetings are open to the public with a period set aside for members of the public to address the Parish Council.

The Parish Council works to its Standing Orders and Financial Regulations, these lay down the rules by which we operate and conduct business.

We have based our Standing Orders on a model prepared by the National Association of Local Councils (NALC). We expect Councillors to adhere to the Council's Code of Conduct also adopted from WDC.

Good Governance Objectives

Cubbington Parish Council aims to be a professional, competent and caring Parish Council. We aim to be open and accountable in all it does and to ensure the sound financial management of Parish Council resources.

The Parish Council aims to:

- Be well informed about the needs and opinions of the parish's residents and businesses by consulting them on major issues.
- Effectively maintain assets and facilities that are the direct responsibility and / ownership of the Parish Council whilst also looking forward to ensure that these and any newly promoted assets or redevelopments are fit for purpose for the wider community.
- Improve the services to the public by encouraging members and staff to develop their skills by undertaking appropriate training.
- Ensure that we give Councillors the opportunity to keep abreast of new policies and opportunities.
- Be a good and fair employer by providing fulfilling work opportunities and conditions for its staff.
- Continuously promote public participation in all Parish Council meetings and initiatives.
- Deal with enquiries and fault reports from members of the public speedily and efficiently.
- Be an effective custodian of the Council's property and documents.

1. Our Mission Statement

Our mission is to promote the economic, social and environmental wellbeing of Cubbington Parish and to contribute to a sustainable and inclusive community.

2. Our Objectives

- 2.1 To assist in the creation of a socially inclusive and economically viable community embracing all residents irrespective of age, culture, income, race or religion and which seeks to develop their wellbeing and mutual co-operation.
- 2.2 To provide high quality, efficient, cost effective and sustainable services.
- 2.3 To encourage and promote the provision of a range of leisure, social, recreational facilities appropriate to the normal activities of a civil parish along with the support and maintenance of environmental.
- 2.4 To provide a channel for the views and expressions of the local community and to be responsive to its needs and aspirations.
- 2.5 To liaise with and actively support local community associations, participate in 2nd and 3rd tier issues ie. South Warwickshire Local Plan development, contributing based on feedback from residents within the parish. .

3. Principles

In all its actions the Parish Council will consider and, where appropriate, act in accordance with the principles contained in relevant legislation and best practice for:

- Health and Safety
- Equal Opportunities
- Equality Act
- Age Discrimination Act
- Best Value
- Local Council Award Scheme
- Environmental and Planning Legislation
- General Data Protection Regulations

4. Four Year Plan

Key Objectives for 2020-2024

4.1 Planning and Development

Cubbington Parish Council receives notification from Warwick District Council of any planning applications submitted in respect of properties located in the parish and those in adjoining parishes which may directly impact on the Parish.

These notifications are circulated to parish councillors by email and the applications themselves are available for all to view online on the WDC website. The Parish Council respond to each one of these applications as appropriate. Wherever time allows the applications are discussed at the next available Parish Council meeting to gather views prior to providing a response.

If this is not possible the Parish Council decides if an extraordinary meeting is appropriate or the Clerk has delegated authority to respond following the input from the Parish Councillors. In responding to the applications, the Parish Council will have regard to any representations made to it by residents.

Our Commitment:

Consider fully each application for house alteration and extension fairly taking into consideration planning regulations, historical information and any conservation restrictions if applicable.

4.2 Major Development

Cubbington Parish Council is consulted on major developments, as well as individual applications.

As a Parish Council we must be realistic about the challenges Cubbington and the surrounding area (including the green belt) face in the next 10-30 years and certainly during and post HS2 construction.

With this in mind the Parish Council has set in motion the development of a Cubbington Neighbourhood Plan. Once developed and published (2023) this allows the Parish Council to represent your views with confidence as it is backed up with firm evidence from surveys and public consultations with local people. The Council has engaged Kirkwells Consulting to support this Plan's development.

The first draft publication for the South Warwickshire Local Plan 2025 makes this an important document for the Parish Council to contribute and influence the Local Plan which will promote growth areas, housing and employment 2030-2050

For smaller developments all documentation received in relation to proposed developments is read, discussed and comments made.

During the building process, monitoring is conducted to ensure the contractors are adhering to health and safety legislation and not putting Cubbington residents at risk. Regular contact is made with WCC Highways Officers and Planning Enforcement.

Our Commitment:

The Parish Council continue to fully support residents in relaying their views to the relevant authorities involved in any development.

The Parish Council will develop a Neighbourhood Plan and actively engage with the Local Plan development, Coventry South Master Plan project and any other planning reviews, consultation, workshops and meetings on behalf of all residents to the best of our ability.

4.3 Police and Crime

The Parish Council monitors issues with crime. The Parish Council purchased cameras to act as a deterrent and these are installed throughout the parish. Regular external information is received and circulated from the Safe Neighbourhood Team.

Our Commitment:

We will continue to work with the police and the community to help keep crime low in the parish.

4.4 Speed Reduction and safer roads

The Parish Council actively takes part in Community Speedwatch schemes.

We are currently working with WCC Highways and have obtained permission to install Speed Monitoring Equipment throughout the Parish.

Our Commitment:-

To continue to monitor the issues of speeding and to find a solution and to make the Parish a safer place.

4.5 Schools & Younger Residents

Regular liaison takes place between two councillors and the local Primary Schools. Children's views are often sought on what they would like to see in their parish. Two Parish Councillors are also Governors at Cubbington Primary School.

Our Commitment:

Continue to maintain regular links with the parish schools.

4.6 Roads, Pathways, Highways

Transport and Highways issues are not part of the Parish Councils area of responsibility. However, they are extremely important to our residents so we spend a lot of time working on your behalf bringing our influence to bear on the relevant authorities.

The Parish Council receives and acts upon issues raised by residents in relation to highways, roads, verges and paths.

Our Commitment:

Work will continue to improve the roads, pathways and highways of the Parish. To continue to report/raise concerns for action by Warwickshire County Council.

4.7 Cubbington Fun Day

Following the success of previous Cubbington Fun Day and other events the Parish Council are working with the Committee to provide a donation from the Grants & Donations Budget. Councillors are members of the Committee who arrange the events and provide regular feedback to Parish Council meetings.

Our Commitment:

To include all residents in enjoying the Cubbington Fun Day.

5. Health and Wellbeing

The Parish Council has no specific responsibility for health and wellbeing. However, the health and well-being of all residents of Cubbington including the young, the elderly and disabled members of the Parish is of prime concern.

5.1 Installation of a New Path in the Recreational Ground

Cubbington Parish Council installed a path around the perimeter of the Recreational Ground. Work was undertaken by volunteers and the cost of materials has been provided by the Parish Council. Further funds were obtained from Grant Funding organisations.



Our Commitment:

To continue to develop the Recreational Ground to allow access for all. The new path allows an all-weather surface to enable less ambulant, disabled parishioners in wheelchairs or families with pushchairs to access the ground for leisure, recreational and fitness pursuits.

5.2 Children’s Playgrounds

The Parish Council by way of grants have now significantly modernised the two playgrounds that it has responsibility for ie. Recreational Ground and Austen Court.

Austen Court is still focused on younger children, with age appropriate equipment.

The Recreational Ground is “zoned” into age appropriate areas. The younger section is securely fenced so that parents/carers can sit on the new benches and watch their children play happily and safely, knowing they are also contained in the area.

Situated within the sensory garden within the Recreational Ground there is also a range of adult fitness equipment.

The whole project and updates to the Recreational Ground is designed to create a more useable and all weather space. It is acknowledged that the Recreational Ground is the largest asset for Cubbington and the Parish Council’s vision is to continue make this a safe space and now has CCTV coverage. To provide an attractive space for residents to meet and enjoy together. We are acting on reports of the problems with social isolation and are trying to encourage a sense of health and wellbeing, through an area that is a pleasurable place to visit.

Our Commitment:

To continue to develop a facility that Cubbington residents are proud to use.



5.3 Replacement of Hedgerow, Ditch Clearing and Tree Planting

Work began in 2019 to clear the self-set and overgrown hedgerow along the boundary with Boddington Close. 140 metres of new hedge was planted, the new hedge consists of a species that is easier to maintain and one that will allow access to the ditch. The new hedge will be kept to a height to enable easier maintenance. In addition to improve all areas of the Recreational Ground X No. of trees have been planted, including a community orchard to improve the visual appeal of the park in future years.

Behind the hedge and between the boundary fences of the residential properties there is a ditch. The Parish Council maintains the ditch from blockage to alleviate the risk from flooding. Currently the ditch is inaccessible and is preventing necessary maintenance.

The new hedges and trees will promote and encourage wildlife, birds, insects and other wildlife, reducing the carbon footprint of Cubbington and promote a more picturesque view of the grounds.

Our Commitment:

To continue to develop the Recreational Ground to allow access for all.

5.4 Dog Waste

Dog fouling over the years has become a problem for all Parish Councils. In Cubbington the majority of dog owners are responsible owners who clear up after their pets and take their bags home for disposal. However unthinking owners continue to allow their pets to foul areas where children walk and play or hang bags on branches in the hope that someone else will take it to a bin.

Our Commitment:

We will work with responsible dog owners to try to find ways in which we can minimise the impact of thoughtless dog owners and if suitable evidence comes to light via CCTV or other means we will prosecute in the interests of all residents and the safety of children who use the play areas and wider Recreation Ground. Austen Court does not allow dogs.

6. Communications**6.1 Cubbington Parish Council Website & Social Media**

These are increasingly key methods of communication and those seeking information, the website will continue to be the primary source of up to date information.

Our Commitment:

The Clerk will endeavour to keep the website constantly updated with currently required legislation and news items. Over the next 12 months the Parish Council will support the Clerk in publishing factual material on a Facebook webpage but two way communications will continue to be via the Clerk in accordance with Standing Orders.

6.2 Notice Boards & Parish Magazine

There are seven noticeboards in Cubbington Parish:-

- Queen Street shops (next to Costcutters),
- Welsh Road between Ladycroft and Price Road,
- High Street (on the wall of the Bus Shelter),
- Rugby Road (on the wall of the Bus Shelter by Broadway and on the wall of the Bus Shelter opposite the Rugby Tavern),
- Kenilworth Road and
- Kelvin Road shops.

The noticeboards are primarily to display notices for Cubbington Parish Council as per legal requirements. If there is any spare space Cubbington Parish Council is happy for other notices to be displayed, so long as they are not business related.

Details of meetings and councillors are posted on these boards along with other statutory notices.

Articles in the Cubbington Parish magazine are written and co-ordinated by the Clerk as and when necessary.

Commitment:

To continue to use the Parish Council noticeboards and Parish magazine to keep parishioners updated with necessary information.

7. Local Council Award Status

The new Local Council Award Scheme has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Award Scheme has been designed to provide the tools and encouragement to those councils which enable them to share best practice to drive up standards.

Cubbington Parish Council will be applying for Foundation Status in 2022. This level can be increased when appropriate.

8. Training of Councillors and Clerk

The Parish Council appreciates the benefits of an ongoing training programme. Councillors and the Clerk are encouraged and supported to undertake training and development required to fulfil their duties and their responsibilities. The Parish Council maintains its membership of the Warwickshire and West Midlands Association of Local Councils who organise a series of training events and seminars throughout the year.

The Parish Council endeavours to send all new Councillors on an Introductory to Parish Councils Course within six months of their appointment.

The Parish Clerk is a member of the Society of Local Council Clerks and attends events laid on by them which enables her to keep up to date and to obtain CPD points.

9. The Parish Clerk

The role of the parish clerk is one that has increased considerably. From humble beginnings as a “keeper of records” to the current role of effectively being a chief executive or business manager of the council.

The role encompasses not only the original purpose to taking notes, arranging meetings and keeping records but also extends to be the legal and financial advisor, publicity officer, organiser, liaison officer for residents and outside agencies etc.

The current clerk, Jane Chatterton, carries out the role on a part-time basis and is also clerk to other local parishes in Coventry and Warwickshire. This joint employment benefits each of the parishes considerably since the experience gathered by one council is shared with the others and this can often lead to cost savings.

The Parish Council ensures the Clerk maintains her Continual Professional Development points.

The Clerk holds the CILCA qualification and is a member of the Society for Local Council Clerks.