

1. ACTION PLAN

7.1 AIM: An Open and Engaged Council; Communicating Effectively with the Community Encouraging Consultation and Engagement			
OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Maintain current and relevant information on the website	Continue to add data to the website and ensure it is up to date and move towards a .gov.uk website with .gov.uk email addresses for all councillors Q1: Review 3/4/23 - .gov.uk website and emails achieved. Maintaining website data ongoing. Q2: Review 16/8/23 – maintain website data ongoing. Q3 and 4: Review 2/2/24 – maintain website data ongoing.	Monthly	
Use as many forms of engagement as possible	Use a mix of traditional and digital forms of engagement and communication: face to face, noticeboards, Parish Magazine, contact with the Clerk or Councillors via email or telephone, email, newsletters, social media, surveys and via local groups and organisations. Q1: 10 Mailchimp newsletters; 3 Flag articles plus FCS 28.1.23 and 25.3.23 report; FB posts; no twitter posts; no surveys; Councillor Engagement - with local groups and organisations in connection with Coronation celebrations. Q2: 7 Mailchimp newsletters, 3 Flag articles plus FCS report 24.6.23; FB; posts; no twitter posts; no surveys; Councillor Engagement at Coronation event 8.5.23. Q3: 5 Mailchimp newsletters; 6 Flag articles; FB posts; no twitter posts; Councillor engagement at FCS event 23.9.23. Q4: 4 Mailchimp newsletters; 3 Flag articles; FB posts; no twitter posts. Councillor engagement at coronation walk event 8.10.23.	Monthly Monthly	Website; Comms & Engagement; Clerk Salary (clerk time)
Maintain the noticeboard	Ensure the noticeboard is kept up to date, and distribute information to be pinned to the FNMH board and the board by the playground.		

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	<p>Q1: West End Stores board updated. Info on elections sent to FNMH for board.</p> <p>Q2: AGAR documents posted, with agendas and draft minutes.</p> <p>Q3: Agendas and draft minutes; posters promoting FCS event.</p> <p>Q4: Agendas and draft minutes; posters/information re Christmas, HC waste collections and Wassailing event 6/1/24</p>	Weekly	
Increase use of social media	<p>Maintain posts on Village Facebook Page and increase use of the Parish Council Twitter page. Post information relevant to meetings and to the Parish as a whole. Post to encourage attendance at meetings. Consider Instagram and software to link all social media posts to reduce demand on capacity and ensure maximum coverage. Ongoing.</p> <p>Q1: FB yes, regular posts. No Twitter or other social media engagement this period.</p> <p>Q2: FB yes, regular posts (MS). No other social media engagement.</p> <p>Q3: FB yes, regular posts (MS). No other social media engagement</p> <p>Q4: FB yes, regular posts (MS). No other social media engagement. Suggest Review for 2024</p>	Monthly	
Increase subscriptions to Clerk mailing list	<p>Encourage subscriptions to clerk mailing list in the Parish Magazine, at meetings and on the noticeboard. Ongoing.</p> <p>Q1: 11 new subscribers and 1 unsubscribed. 257 subscribers.</p> <p>Q2: 5 new subscribers. 262 subscribers.</p> <p>Q3 and Q4: 281 subscribers – average 70% open rate.</p>	Quarterly	
Publicise activities at community events wherever possible	<p>Promote Parish Council activities at community events. Seek views and feedback from parishioners. Ongoing.</p> <p>Q1: Two Fownhope Community Saturday events held 28/2 and 25/3, no feedback on PC activities sought.</p> <p>Q2: One Fownhope Community Saturday event held 24/6, no feedback on PC activities sought; Coronation event – PC table for feedback (SE/HT/LS).</p> <p>Q3: One Fownhope Community Saturday event held 23/9 - no feedback on PC activities sought.</p>	Monthly	

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<p>Produce a regular newsletter</p>	<p>Q4: Coronation Walk event 8/1 - no feedback on PC activities sought</p> <p>Produce a regular newsletter, by email using Mailchimp so residents can easily subscribe or unsubscribe, and in the Parish Magazine – both monthly PC update articles and annual reports to include Chairman’s Report from Annual Parish Meeting and to publicise the draft budget. Share information from other organisations as considered relevant. Ongoing.</p> <p>Q1: 10 Mailchimp newsletters, 3 Flag articles.</p> <p>Q2: 7 Mailchimp newsletters; 3 Flag articles.</p> <p>Q3: 5 Mailchimp newsletters; 6 Flag articles.</p> <p>Q4: 4 Mailchimp newsletters; 3 Flag articles.</p>	<p>Monthly</p>	
<p>Provide a Suggestion Box within the village</p>	<p>Regularly check any suggestions in the Suggestion Box (at Shop @ Coe Corner) and report any comments to the next PC meeting. Ensure sufficient stock of comment cards available. Ongoing.</p> <p>Q1: Box checked February 2023 – no comments. Stock checked - satisfactory.</p> <p>Q2: Not checked.</p> <p>Q3: Not checked.</p> <p>Q4: Checked October 2023 - no comments. Stock checked - satisfactory</p>		
<p>Welcome and support new residents</p>	<p>Support new residents with a welcome letter and information about the village, it’s community and activities. Ongoing:</p> <p>Q1: Welcome Letter distributed by Shelagh Donnelly – updated for PC in Jan 2023. Page on website still to do.</p> <p>Q2: No action.</p> <p>Q3: Welcome letter updated July 2023. 30 copies printed and posted to Shelagh.</p> <p>Q4: Living in AONB letter printed and posted to Shelagh to add to Welcome Pack. Feb 2024 – visited sales office at Freemans Homes.</p>	<p>Review annually</p>	

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7.2 AIM: A Thriving Community for All; A Healthy and Sustainable Parish			
OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Continue to improve the PROW network; support and encourage access to outside space and walking for health and recreation; improve accessibility of footpaths.	<p>Support an active and dynamic Parish Footpaths Team; progress the maintenance programme replacing stiles with gates where possible and maintaining footpaths and hedgerows etc. Ongoing. Q1: Good progress – 2 gates installed Q2: Good progress on footpath maintenance and 1 gate installed Q3: Excellent progress on footpath maintenance and launch of Coronation Walk 8/10/23</p> <p>Identify a circular walk in the lower part of the village that could be adapted as fully accessible with wide, even paths and gates. Ongoing. Q1: Partly accessible Coronation Walk developed, landowner permission sought, draft route established; waymarker consultation ongoing. No action on fully accessible walk. Q2: Partly accessible Coronation Walk progressing – some gates installed, waymarker signs and leaflets designed, approved and printed. No action on fully accessible walk. Q3: Q2: Partly accessible Coronation Walk launched. No action on fully accessible walk. Q4: No action on fully accessible walk.</p> <p>Promote and encourage the six circular village walks along with Wye Valley AONB ‘50 walks @ 50’ to celebrate the 50th birthday of the Wye Valley AONB; and research ‘Slow Ways’ – a network of walking routes to connect towns and cities – and join if appropriate. Q1: No action. Q2: No action. Q3: No action. Q4: No action.</p>	<p>Quarterly</p> <p>By Dec 2023 – move to 2024</p> <p>Quarterly</p>	<p>Lengthsman; P3 plus materials;</p> <p>Grass Cutting;</p> <p>Parish Maintenance & Improvements;</p> <p>Play Inspections;</p> <p>Projects (as needed);</p>

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<p>Improve road safety.</p>	<p>Support an active and dynamic Highways Working Group; continue to implement, maintain and monitor traffic calming proposals: complete the installation of village gateways; monitor and report SID data; continue regular CSW sessions; request regular (or at least periodic) police speed monitoring presence; progress multi parish approach with B4224 Strategy Group and associated Traffic Regulation Orders to reduce speed and weight limits; and work towards developing a scheme for traffic calming road narrowing markings (as in other parts of the county). Ongoing. Q1: 5 CSW sessions (1 cancelled due to weather); monthly SID data reported and uploaded onto website; B4224 Working Group met 27/3/23; Traffic Calming Grant progressed, meeting with HC/BBLP 16/1/23. Q2: 5 CSW sessions (1 cancelled due to weather); monthly SID data reported and uploaded onto website; B4224 Strategy Group met 26/6/23; Traffic Calming Grant progressing – with BBLP for costing. Q3: 2 CSW sessions, 4 cancelled due to weather; monthly SID data reported and uploaded onto website; Traffic Calming Grant progressing – with BBLP for costing. Q4: 6 CSW sessions; monthly SID data reported and uploaded onto website; Traffic Calming Grant progressing – with BBLP for costing.</p> <p>Improve existing pavements to provide a safer facility to walk into and within the village. Ongoing. Q1: Establishing widening pavement as part of the Traffic Calming Scheme; and repairs required assessed. Pavements cleared between West End Stores and Lower House Gardens; moss cleared Nover Wood Drive and Scotch Firs and silt/debris cleared between Coe Corner and Court Orchard; other work reported to BBLP – assessed but not validated at this time. Q2: No action required until traffic calming scheme progresses Q3: Weeds along B4224 hand weeded – July 23. Lee Fishwick assessed and reported a number of pavements for repair – unclear if actually repaired. Q4: Pavement between West End Stores and Lower House Gardens to be widened as part of Traffic Calming Scheme</p>	<p>Monthly; Gateways on completion of development sites</p>	<p>Clerk Salary (clerk time)</p>
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Continue to improve facilities on the Recreation Field for play and sport.	<p>Continue weekly assessments of play equipment (including skate ramp) and annual RoSPA inspections. Ongoing.</p> <p>Q1: RoSPA annual inspections completed March 2023. Dave Iles weekly inspections reported monthly. Need to introduce a weekly recording system.</p> <p>Q2: Dave Iles weekly inspections reported monthly. Need to introduce a weekly recording system.</p> <p>Q3: Weekly inspections confirmed but not recorded, reported monthly</p> <p>Q4: Weekly inspection records purchased from RoSPA and given to Dave</p>	Weekly Annually	
Conduct an annual assessment of the Parish.	<p>Carry out refurbishment works on playground equipment and begin to consider a programme of new equipment in anticipation of S.106 money from the Millfield development.</p> <p>Q1: No action.</p> <p>Q2: Working group met 27/6/23 – waiting for Ward Cllr to determine if funds can be allocated to PC to spend or whether project realised by HC</p> <p>Q3: Liaison with Jen Hilton Trout, Project Lead for HC. Confirmation of funds to PC.</p> <p>Q4: Working Group met 21/11/23 – presented proposal to FPC 6/12/23. Actions taken away.</p>	Start early 2023	
Maintain S106 Wish List	<p>Carry out annual assessment of village assets to identify areas for improvement and maintenance, and improve or maintain where appropriate (Village Walkaround).</p> <p>Q1: No action.</p> <p>Q2: Dates discussed but not confirmed.</p> <p>Q3: No action.</p> <p>Q4: Village walkaround carried out 11/10/23.</p>	Annually	
Maintain S106 Wish List	<p>Maintain a current Section 106 ‘Wish List’ with Herefordshire Council and request funds from developers where appropriate. List in place. No updates required. No further action.</p>	Annually	

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<p>Progress B4224 Social Value Project with BBLP</p> <p>Provide support in the event of an emergency</p>	<p>Continue working with BBLP towards a social value project. Q1: BBLP (one team) have spent one day clearing Tan Brook. Q2: No further response from BBLP – assume 1 day is all that is being offered. No further action.</p> <p>Continue to maintain the defibrillator outside West End Stores and provide training as/when required. Produce a site map of all defibrillators in the village and share on the website. Q1: Regular checks carried out (DQ) – need to formalise process and create tick checklist Q2: Regular checks carried out (DQ) – need to formalise process and create tick checklist, and produce site map Q3: Regular checks carried out (DQ) – need to formalise process and create tick checklist, and produce site map. Defib registered with the Circuit. Q4: Defib out of order – to be replaced FOC under warranty (DQ) – notified to the circuit</p> <p>Coordinate and support provision of local “Warm Spaces” during the energy crisis. Complete. Q1: 8 warm space sessions provided Jan/Feb 2023. Q2: No action required. Q3/Q4 – promoted but no warm space sessions requested for winter 23/24</p> <p>Create an Emergency Plan and maintain a list of volunteers Q1: No action. TO DO. Q2: No action. TO DO Q3: No action. TO DO Q4: No action. TO DO</p>	<p>Monthly; training 2-yearly</p> <p>Winter 2022/3</p> <p>By March 24</p>	
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7.3 AIM: Meeting our Duties in Relation to the Climate Emergency and Conserving Biodiversity			
OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Adopt an environmental policy detailing how we meet our duties in relation to biodiversity and how we encourage the reduction in carbon footprint	<p>Support an active and dynamic Environment Working Group; lobbying Central Government and Herefordshire Council for more action against climate change. Ongoing.</p> <p>Q1: EG held 2 FCS events and 2 meetings.</p> <p>Q2: EG held 1 FCS event and 2 meetings.</p> <p>Q3: EG held 1 FCS event and 2 meetings.</p> <p>Q4: EG held 2 meetings and 1 sub group meeting.</p> <p>Write and adopt a policy detailing action in terms of the environment, and embed into Parish Council actions:</p> <ul style="list-style-type: none"> ○ Support and encourage engagement with The Great Collaboration ○ Support action to monitor pollution of the River Wye ○ Support the maintenance of Common Land and continue with the SSSI and Environmental Stewardship Scheme on Common Hill ○ Liaise with the Wye Usk Foundation to control invasive plants such as Japanese Knotweed and Himalayan Balsam ○ Promote the Parish Council Habitat grant ○ Promote and provide support hedgehogs and other wildlife ○ Request/encourage reduced verge cutting where safe to do so ○ Encourage tree and hedge planting, including the development of dead hedges; sign the Tree Charter; take advantage of applications for free trees ○ Support the development of Five Flowers for Fownhope and other wild flower projects ○ Respond to planning applications seeking compliance with climate and environmental considerations and in protection of the AONB 	<p>Annually</p> <p>By December 2023</p>	<p>Projects (as needed);</p> <p>Clerk Salary (clerk time);</p> <p>Common Hill Management</p> <p>Tree survey and remedial work</p>

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<p>Proactively encourage and support individuals and businesses to sign up to The Great Collaboration portal</p> <p>Monitor data generated by The Great Collaboration and proactively provide support identified</p>	<p>○ Respond to 2021-2041 Local Plan consultations from Herefordshire Council</p> <p>Q1: No action on policy. Hedgehog ambassador promoted at FCS 25/3/23, hedgehog house prize, Five Flowers project updated monthly with a new challenge set for children (also on website).</p> <p>Q2: Clerk and EG looking at policy – FRFA policy shared. Five Flowers project updated monthly with a new challenge set for children (also on website); 2 planning responses specifically referencing environmental concerns submitted.</p> <p>Q3:</p> <p>Q4: Draft Environment and Sustainability policy written and shared with EG. LEP Grant funding applied for EV charger.</p> <p>Promote and encourage membership of the Parish Council Environment Group; the group to meet at least every 4-8 weeks to monitor and progress environmental matters. FCS events focus on promoting TGC actions. Ongoing.</p> <p>Q1: EG held 2 FCS events and 2 meetings.</p> <p>Q2: EG held 1 FCS event and 2 meetings.</p> <p>Q3: TGC transferred to new controlling entity therefore no further action required at this time.</p> <p>Respond to data generated by The Great Collaboration and provide support where required to enable residents reduce their carbon footprint, for example promote and encourage membership of the Fownhope Car Club and support the installation of community electric vehicle car charging points. No data reported therefore no action Q1 or Q2. Q3 as above.</p> <p>Maintain the website with relevant information and signposting. Ongoing.</p>	<p>Assessed at EG meetings</p> <p>Monthly</p>	
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7.4 AIM: Meeting our Duties in Relation to Crime and Disorder			
OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Create a plan detailing how we meet our duties in relation to crime and disorder	Write and adopt a policy detailing action in terms of crime and disorder, and embed into Parish Council actions. Q1: No action – TO DO Q2: No action – TO DO Q3: No action – TO DO Q4: No action – TO DO	By December 2023 – extend to 2024	Traffic Calming; Clerk Salary (clerk time)
Continue our traffic calming plan to reduce volume and speed of traffic	Continue to implement and maintain/monitor traffic calming proposals: as detailed above (Local Environment: Facilities). Ongoing: Q1: CSW, SIDs, Police engagement sessions Q2: CSW, SIDs, Police engagement sessions Q3: CSW, SIDs, Police engagement sessions - plus traffic calming scheme Q4: CSW, SIDs, Police engagement sessions - plus traffic calming scheme	Monthly	
Consider holding a third Crime Prevention Presentation	Conduct public consultation seeking feedback on holding a third Crime Prevention Presentation (both previous sessions held pre COVID); and/or write articles for the newsletters or Parish Magazine with information on crime prevention (if considered not appropriate to hold face to face session) Q1: No action Q2: No action – TO DO Q3: No action – TO DO Q4: No action – TO DO	Spring 2023; Articles twice per year – extend to 2024	

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<p>Work with representatives of the West Mercia Police Safer Neighbourhoods Team</p>	<p>Consider holding a supply of DO NOT KNOCK stickers to deter cold callers, and distribute as required. Q1: No action Q2: No action Q3: No action Q4: No action</p> <p>Invite representatives of the West Mercia Police Safer Neighbourhoods Team to PC Meetings; provide the opportunity for them to submit a report if they can't attend in person; advertise and promote their local surgeries at Wye Leisure; encourage residents sign up to Neighbourhood Matters; share Police Commissioner newsletters to councillors and wider as appropriate; engage with policing consultations and surveys. Ongoing. Q1: Monthly reports requested, PCC newsletters uploaded on the website; public session XX Feb and 14th March Q2:SNT presence at Coronation event but no presence at PC meetings or monthly reports. No public sessions. Q3: No presence at PC meetings or monthly reports. No public sessions Q2: No presence at PC meetings or monthly reports. No public sessions</p> <p>Maintain the website with relevant information and signposting. Ongoing.</p> <p>Promote 'StreetSafe' (a pilot service for anyone to anonymously report public places where you have felt or feel unsafe, because of environmental issues, eg street lighting, abandoned buildings or vandalism and/or because of some behaviours, eg being followed or verbally abused); and provide a page on the Fownhope website with direct links for reporting concerns to West Mercia Police.</p>	<p>Spring 2024</p> <p>Quarterly; share newsletters monthly</p> <p>Monthly</p> <p>By January 2024 – extend to 2024</p>	
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	Q1: No promotion on StreetSafe, but contact details for local policing team are available on the website. Q2, Q3, Q4: as Q1		
7.5 AIM: Demonstrating How We Meet The Standards Set For Parish Councils And How We Continue To Improve			
OBJECTIVES	ACTIONS	TIMETABLE	BUDGET
Achieve the Quality Gold Award in the Local Council Award Scheme	Aim to submit our Quality Gold application at the earliest opportunity. Complete. Q1: Submitted 6 th January 2023 Q2: 3 minor revisions submitted Q3: Quality Gold Award awarded August 2023 to be announced at PC meeting 6/9/23. Q4: Presentation delayed to HALC AGM Spring 2024	January 2023	Clerk Salary (clerk time); Training; Projects (as needed and for LCAS fees)
Create a forward plan for the Parish Council setting out how we manage the business and finance of the council	Write a forward plan using information from the Action Plan, Council Handbook, Climate Emergency Declaration and 3-year budget. Publish on the website. Complete. Q1: Forward Plan approved December 2022, first review action plan 3/4/23 Q2: Second review of action plan 16/8/23 – Plan amended to reflect change in councillors Q3: Q4: Third review of action plan 2/2/24.		
Monitor and review the Business Plan and the Action Plan regularly throughout the year	Set up a working group to monitor the business plan, report quarterly and review at the annual Strategy meeting. Ongoing. Q1: First review 3/4/23 (LS/HT) to be reported at PC meeting 5/4/23 Q2: Second review 16/8/23 (LS/HT) to be reported at PC meeting 6/9/23 Q3/Q4: Second review 2/2/24 (LS/HT) to be reported at PC meeting 7/2/24	Check quarterly; Review annually	

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<p>Maintain operational efficiency and compliance</p>	<p>Ensure the website is updated regularly with:</p> <ul style="list-style-type: none"> ➤ Accounts and audit information ➤ Information on Council’s role and how it engages with the community ➤ Action plan and annual impact statements/annual reports ➤ Planning application response information ➤ Publicity advertising council activities ➤ Evidence of consulting the community ➤ Up to date policies and procedures <p>Q1: website up to date Q2: website checked (LS) 15/8/23 and amended (HT) 16/8/23 Q3 and Q4: website checked (LS) 2/2/24 – pages to be updated HT – TO DO</p> <p>Conduct annual assessment of compliance with GDPR, Health and Safety Assessment of Assets and Risk Register</p> <p>Q1: No Action – expected May 2023 Q2: H&S assessment of assets carried out 12/5/23 (SE/HT). Quotes needed to progress work identified. Q3: Works progressing on actions identified 12/5/23. Q4: FWG reviewed risk register – to be presented to FPC 7/2/24</p>	<p>Monthly with full review annually</p> <p>Annually, May/June</p>	
<p>Provide training opportunities for Clerk, Councillors & Volunteers</p>	<p>Encourage and finance attendance at NALC/HALC/SLCC and other appropriate training events.</p> <p>Ongoing.</p> <p>Q1: Training for clerk approved at PC meeting 1/2/23; a date is being considered for HALC group training Q2: HALC Group training scheduled for 20/9/23. Q3: HALC Group Training 20/9/23 Q4: No training</p>	<p>Quarterly</p>	

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