

Task No.	Parish Council Actions	Priority	Comments	Progress to May 2014
<b>Roads, Transport and Footpaths</b>				
1.	To regularly inform parishioners via newsletters and the parish website how to report potholes using the Herefordshire Council.	Continuing	A link to the Herefordshire Council pothole reporting webpage is already available on the parish website. Parishioners are requested to inform the parish council of potholes reported.	Done
2.	Arrange meeting with the Highway Authority to discuss: <ol style="list-style-type: none"> <li>1. Practicable means of improving pedestrian safety along Beggars Ash.</li> <li>2. Road "white lining" that has become worn and requires repainting.</li> <li>3. The promised passing place on Hollow Lane between The Fisheries and Priors Court opposite the roadside ditch (on the right going towards Staplow) that has not been actioned.</li> </ol>	Short term		To do
3.	Provide information in the parish newsletter and website regarding the use of winter tyres and other means of improving vehicle traction in snow.	Immediate	Advice on winter tyres is available on the parish website and Parish newsletter.	Done
4.	Snow clearance.		See section on Volunteering.	
5.	Establish a list of tasks carried out by the Lengthsman and publish via the parish newsletter and website	Immediate		Done
6.	Hedge Cutting Scheme <ol style="list-style-type: none"> <li>1. Compile a list of parishioners who would like to participate in a hedge cutting scheme and investigate the cost from suitable contractors.</li> </ol>	Immediate	Note that once established this scheme would be managed and operated by the participants and not the Parish Council.	Done

	2. Subject to a hedge cutting scheme being viable to facilitate appointment of a manager to organise and run the scheme on behalf of the participants.			
7.	Provide parishioners with data from the speed indicator device (SID) on a regular basis via newsletters and website.	Continuing		Data awaited from HC
8.	To keep parishioners informed of bus times and other suggestions for travel convenience (e.g. use of Colwall station) via newsletters and website.	Continuing	The bus timetable is accessible via the parish website.	New page pending for website. Awaiting possible changes due to consultation by HC.
9.	To continue, for so long as it is available, with the Herefordshire Council P3 footpaths scheme that provides funding for footpath maintenance.	Continuing		Awaiting funding from HC for 2014/15
10.	To continue with a Parish Footpaths Group (of between 3 and 6 members) who will recommend projects and the use of the annual budget to the Parish Council.	Continuing		Meeting to be arranged when P3 funding for 2014/15 is confirmed.
11.	Footpath maintenance.		See section on Volunteering.	
<b>Community Safety</b>				
12.	Maintain contact with the local Police Community Support Officers and Police Officers inviting them to PC meetings appropriately to inform them of local concerns.	Continuing		The police have agreed to attend a PC meeting in June/July 2014.
13.	Publicise availability of crime reports and disseminate via the parish newsletter and website.	Continuing		Being done
14.	Encourage membership of the Neighbourhood Watch Scheme and monitor co-ordinator structure and effectiveness.	Short term	Also relevant to volunteering.	To be reviewed following police meeting.

### Housing and Development

15.	Assess at least on an annual basis the advantage to the parish of developing a statutory Neighbourhood Plan possibly including adjacent parishes.	Continuing	Whilst there is significant resistance to further development there is a requirement for affordable homes and a County imposed target of an additional 24 houses to be built before 2031.	To be considered annually. Next consideration in 2015 after the HC Core Strategy is published.
16.	Seek advice from Herefordshire Planning Officers on the most suitable sites for residential development within the parish	Medium term		To do
17.	When considering planning applications the planning committee to take note of the strength of feeling and points made by parishioners in the 2013 survey (note: the Design Guide is still relevant in this respect).	Continuing	In particular to ensure any new residential development provides for on-site parking (as set out in the Design Guide).	Being done
18.	Review the content of the Parish Design Guide having regard to the comments made by parishioners	Short Term		In progress
19.	Maintain pressure on Herefordshire Council and BT to progress the complete installation of fibre optic cable to assist with broadband speeds.	Continuing	Broadband speeds have improved in certain parts of the parish but not in others. Phone line capacity is also understood to be at max. capacity.	Information being gathered. Working Group to be set up to enlist parishioner support in order to persuade Openreach to provide FOC to the village.

## Wildlife and Environment

20.	To check the practicality of notification of dates for horticultural spraying in order to publish to villagers.	Continuing		Information has been obtained from the Co-operative Group and Withers Farm regarding their spraying policy which indicates it is impracticable to publish dates. There is an ongoing dialogue with Withers Farm.
21.	To ensure during the winter and times of wet weather that all drain covers, culverts and ditches are free from obstruction particularly in the Hollow Lane area via instructions to the Lengthsman	Continuing	Monthly inspection visits are already made to determine work requirements.	This will continue to be done.
22.	To delay cutting of roadside verges until wild flowers have died back via requests to Herefordshire Council and instructions to the Lengthsman and to encourage planting of wild flowers	Continuing		Instructions have been issued to Herefordshire Council with the hope the first cut will be delayed until spring flowering has finished
23.	To remind parishioners via parish newsletters and the website: 1. To delay the cutting of hedges until after the bird nesting season. 2. To be respectful of neighbours when lighting bonfires.	Continuing		Done
24.	Litter picking.		See section on Volunteering.	
25.	To trial a number of dog litter bins around the village in strategic locations to help minimise the effects of dog fouling. Also to remind dog owners regularly of the need to clean up after their dog in the parish newsletters and website.	Immediate	This is linked to parishioners/dog owners who have volunteered to empty the bins on a periodic basis.	Balfour Beatty have confirmed an annual cost of £3,500 to empty 3 dog litter bins which is prohibitive to the PC. If the trial is to proceed volunteers will be required to empty the bins. It is possible a single bin will be trialled using a volunteer to empty.

## Groups and Activities

26.	Ask the Memorial Hall Committee to investigate feasibility of running activities, adult education classes, a youth club and additional games nights mentioned in the Parish Questionnaire and to report back to the Council.	Immediate	The few responses mentioned in the 2013 questionnaire: IT skills training; photography club; University of 3 <sup>rd</sup> Age.	The Hall Committee are aware of potential groups but it is dependent on group leaders coming forward. A craft group has recently emerged.
<b>Facilities</b>				
27.	Telephone box on The Common. 1. Approach BT to investigate the costs of taking over ownership of the telephone box and estimate future maintenance and running costs. 2. If ownership is viable, to organise management of the box, probably as an information point and a book/magazine exchange location.	Immediate		The PC have resolved to adopt the telephone box based on option 1 (BT pay for electrical disconnection). Discussions are in progress with BT about the removal of the payphone equipment. A group of volunteers to be formed to renovate the box when acquired.
28.	To discuss with the new Farmers Arms tenant the feasibility of running a basic shop at the pub.	Immediate		An approach is to be made later in 2014 once the tenants have settled in.
29.	Continue support for Pool Piece improvement and maintenance.	Continuing		In view of the PC's ownership of Pool Piece this will of course continue.
<b>Communications</b>				
30.	Institute active management of notice boards by designating a notice boards officer to develop and publicise notice board management rules and to monitor board usage.	Immediate		A councillor has been appointed to manage the notice boards. Appropriate rules are under consideration.
31.	Develop a parish e-mail distribution list and notify parishioners of how this list will be managed and used.	Immediate		A list of email addresses has been compiled. It is intended to restrict communication with parishioners using email to very important and

				urgent matters only. Consideration is being given to utilising "Outlook.com" via the parish website for volunteer activity.
32.	Consider the development of a map of the parish showing house names and numbers.	Immediate	Base map on OS map that is in the public domain and show house names and numbers only. No persons to be named for security reasons.	This has been done by Gordon Kirk and is available on the website and the larger notice boards.
33.	Consider how to make better use of the website for parish communications.	Immediate	A prime objective is to encourage the regular use of the parish web site by a majority of parishioners.	Good use of the website is already being made for parish communications.
<b>Youth</b>				
34.	To liaise with The Pool Piece Working Party to select equipment and activities for Pool Piece and report back to parishioners via newsletters and the parish website.	Immediate		This is being done via David Darwood's group.
35.	Additional games nights.		See action 26.	
36.	Youth club.		See actions 26. And 37. Item 10.	
<b>Volunteering</b>				
37.	The Parish Council to consider a structure to manage and implement volunteering activity across the following areas:  1. <b>Support in Winter Conditions</b>  2. <b>Footpath &amp; Hedgerow Maintenance</b>	Immediate	Comprising snow clearance & gritting and car sharing in snowy/icy conditions.  Footpath improvements and vegetation clearance. This could comprise footpath maintenance,	Consideration is being given to how best to organise specific group activity using targeted "Outlook.com" communication for each volunteer group. The system is currently under trial.

	<p>3. <b>Parish Land Maintenance.</b></p> <p>4. <b>Cemetery Maintenance.</b></p> <p>5. <b>Parish Cleanliness.</b></p> <p>6. <b>Neighbourhood Watch.</b></p> <p>7. <b>Monitoring and Support for the Elderly/Handicapped.</b></p> <p>8. <b>Village Activities Support.</b></p> <p>9. <b>Pool Piece Working Party.</b></p> <p>10. <b>Youth club.</b></p>		<p>strimming, hedge cutting and any wildlife projects. To co-ordinate such activity as a sub-committee of the Parish Council.</p> <p>This could comprise litter picking and clearance, emptying dog litter bins and cleaning/maintaining the telephone box.</p> <p>The parish questionnaire showed that 28 respondents would volunteer for this work. The proposal could start by contacting those who indicated an interest. Regular liaison between the volunteers as a group would help identify common needs and shared actions that could be established including regular visits by volunteers to the elderly and or/infirm to help keep them in touch with the community.</p> <p>This could comprise event organisation, website support.</p> <p>To investigate if anyone is willing to run new youth clubs at the Memorial Hall.</p>	
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**Key:**

Continuing	To be actioned continuously.
Immediate	Within 0 – 6 months.
Short term	By end of year 1.
Medium term	By end of year 2.

**Footnote:**

An issue raised in the Questionnaire returns was the possibility of running a road safety campaign especially for young people. This is an issue that has wider impact than just within the parish of Wellington Heath and is not therefore a matter for the Parish Council. However, Herefordshire Council and/or the Police will be advised of the request. For information, it is also known that fruit pickers from local farms are advised regularly about road safety matters.