



Downend & Bromley Heath Parish Council: Business Plan

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1. INTRODUCTION

1.1. What is the Parish Council's Business Plan?

The Parish Council's business plan ("the **Business Plan**") sets out our vision for Downend & Bromley Heath over the next few years. The Business Plan will explain the Parish Council's key objectives and priorities to help promote a thriving Parish and a great place to live.

The Business Plan will also demonstrate to residents how we intend to spend the Parish Council's precept so they can have full confidence that every pound is making a difference to the local community.

1.2. Why have we created the Business Plan?

We believe the Parish Council should demonstrate openness and accountability to you, the residents. We are acting on your behalf to ensure Downend & Bromley Heath continues to thrive.

As a result of the localism agenda, more powers are being transferred from South Gloucestershire Council to your Parish Council. As a result, we are receiving greater responsibilities for local services and we need to ensure our priorities match those of our residents. With shrinking budgets and increasing pressures on local services, it is more imperative than ever that we plan wisely for the future.

The Business Plan helps us to prepare for future events and ensures we can be proactive rather than reactive. It will allow us to devise and budget for long term objectives that will help to shape an even better local community.

The Business Plan also builds upon the successes of the Community Plan published in 2011. Many of the items and issues outlined in the Business Plan are a continuation of the aims and objectives identified in the Community Plan.

We also understand that the division of responsibilities of local government is not always clear to the public. We hope the Business Plan will help to explain the distinction between our responsibilities and those of South Gloucestershire Council.

1.3. Community involvement

You, the community, are central to the Business Plan. We have done, and will continue to do, the following to better understand your concerns and ideas for the local area:

- The public are welcome to attend and express their views at the monthly Full Parish Council meetings.
- The Parish Council has representatives on various local voluntary groups.
- The Parish Council will be creating 'working groups' to look at future projects and we hope local residents will take the opportunity to join these discussions.
- The Parish Council holds an Annual Assembly when we explain progress over the last year and receive feedback from residents.
- Parish Councillors follow social media and other forums to better understand the issues that are relevant to the local community.
- We post regular articles in local publications (e.g. Downend Voice) and on the various notice boards around the Parish informing residents of our activities and inviting feedback.
- We maintain our own website and Facebook pages where we post details of our events and activities.

1.4. **Monitoring the Business Plan**

The Business Plan is intended to be a fluid document. We will update the Business Plan quarterly to demonstrate progress of the Parish Council towards the stated aims. These regular updates will help us to ensure good financial management and also to add new projects when some have been completed or new priorities emerge.

We also hope the Business Plan will help you judge how we are performing. At the back of the Business Plan there will be an overview of our objectives so you can monitor what we have achieved.

1.5. **Getting in touch**

If you have any comments about the Business Plan then please direct these enquiries to Angela Hocking, the Parish Clerk, in the first instance. Angela's contact details are as follows:

Angela Hocking, Clerk to Downend & Bromley Heath Parish Council

Address: Downend & Bromley Heath Parish Council, Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW.

Tel: 0117 9567001

Email: clerk@dbhparishcouncil.co.uk

2. THE DOWNEND & BROMLEY HEATH PARISH COUNCIL

2.1. What are Parish or Town Councils?

Parish or Town Councils are the first tier of government and have a central role in developing and strengthening local communities. Parish and Town Councils have powers and responsibilities for a range of local services and the extent of local Parish or Town Council's activities will vary.

Parish or Town Councils are only able to act in relation to certain activities and these powers are handed down from District Councils or Central Government. Common examples of local services provided by Parish and Town Councils include:

- Allotments.
- Bridleways.
- Burial Grounds
- Bus Shelters
- Car Parks
- Commons and Open Spaces.
- Community Transport Schemes.
- Community Safety and Crime Reduction.
- Events and Festivals.
- Footpaths.
- Leisure and Sporting Activities.
- Litter Bins,
- Public Toilets.
- Planning.
- Street Cleaning.
- Tourism.

The above list is not definitive of all activities undertaken by Parish and Town Councils. Central government is also encouraging local people to take control of their own lives and have a bigger say about what happens in their communities. As a result of this policy, there could be more powers handed down from District Councils or Central Government in the years ahead.

The responsibilities of Parish and Town Councils will vary depending on their locality, facilities owned and requirements of the local community. Please see sections 3.1 to 3.13 of this Business Plan to understand what falls within the remit of Downend & Bromley Heath Parish Council.

Overview of the Downend & Bromley Heath Parish Council

The Parish of Downend & Bromley Heath is divided into five wards:

- Downend East;
- Downend West;
- Bromley Heath East;
- Bromley Heath West; and
- Leap Brook.

Each ward elects members to serve on the Parish Council for a period of four years. The maximum number of councillors for Downend & Bromley Heath is 12. The next election will be held in May 2019 at the same time as the elections to South Gloucestershire District Council take place.

The Downend & Bromley Heath Parish Council is responsible for many local services. Please see sections 3.1 to 3.13 of the Business Plan for a full list of our projects and areas of responsibility.

2.2. **Parish Council Staff**

The Clerk to the Parish Council, Angela Hocking, is the only full time employee. We are exceptionally lucky in Downend & Bromley Heath to have such a hard working Clerk. Angela regularly works longer than her contracted hours to ensure all our commitments are fulfilled. We thank Angela for all her hard work and dedication to the role.

We also believe that the Parish Council is providing excellent value for money in terms of staffing costs. There are a number of similar sized Parish Councils that have considerably more members of staff. The role of Parish Councils is changing with increasing responsibilities for local services and we need to ensure we are prepared.

We are allocating a certain percentage of our reserves to funding extra staff and/or accommodation if this is required in the future. We need to prepare for the possibility that Angela might leave the Parish Council and the new Clerk is not able/willing to work from home. Additionally, the requirements of the role might become too much for one person and extra help might be required. Value for money remains central to our plans and we will only take on extra staff or costs when absolutely necessary.

2.3. **Vision and Objectives**

The Parish Council's stated 'mission statement' is:

“To seek to improve the quality of life and the local environment for all the residents of Downend & Bromley Heath. To provide a voice for all the residents of the Parish through consultation and participation”

2.4. Financial Information

2.4.1. Income

The Parish Council's main source of income is through the Parish precept. The Parish precept is collected from the residents of Downend & Bromley Heath as part of the Council tax system operated by South Gloucestershire Council. The yearly Council tax demand itemises the exact contribution of each property towards the Parish Council's activities.

The average band D property in the Downend & Bromley Heath Parish will pay £1,609.21 in council tax to South Gloucestershire Council. Downend & Bromley Heath Parish Council receives a portion of this, known as the precept (for the financial year April 2016 to April 2017, this is £67.68 for a band D property).

We took the difficult decision for the year 2016-2017 to raise the Parish precept. The decision to raise the Parish precept was taken for a number of reasons, including:

- There had been no significant increase in the Parish precept for over 10 years and the amount being received, in real terms, was being eroded by inflation.
- As part of cost saving measures introduced by South Gloucestershire Council, many of the services that were paid for and delivered through your South Gloucestershire Council tax are being, or might be, transferred to Downend & Bromley Heath Parish Council. Many of these services are vital for our community and we as a Parish Council want to protect local services for local people.
- After a strong response from local residents, we are already in discussions about taking over King George V, Badminton Road and Bromley Heath playing fields. We believe that sporting and recreation facilities are at the heart of our community and bring so many benefits to all ages. We needed to ensure that we had the funds to allow us to take on these facilities.
- We wanted to be financially prepared for future years to best meet the needs of the local community and to protect vital services.

We recognise that residents only want to pay for high quality services that provide good value. We hope this Business Plan will better explain how your money is being spent so you can judge whether you are getting good value for money.

The Parish precept is also supplemented by some other funds and the total expected income of the Parish Council for the financial year April 2016 - April 2017 is shown below:

- Precept: £304,500.00
- Bank Interest: £60.00
- Grants, Donations and Local Council Tax Support grant: £2,352.00
- Community Infrastructure Levy: £3,211.98
- Other: This might include income from running other services (e.g. playing pitches) if these are taken on in the future.

2.4.2. Expenditure

We are eager to ensure that all money is spent wisely and only when it will provide a benefit to the local community. Before setting the Parish precept each year, we look at our expenditure to ensure it is as efficient as possible.

The main items of the ongoing Parish Council expenditure are:

- Office administration (this includes items such as audit charges, election expenses, hall rental, insurance, office equipment, postage, printing, stationery, subscriptions, telephones, training, google office suite and website charges):
3.14%.
- Staff salaries and associated employment costs:
12.68%
- Ongoing maintenance of items owned by the Parish Council (e.g. bus shelters, play equipment):
7.20%
- Projects of the Parish Council set out in the Business Plan:

34.45%

- Allocation to reserves and future projects set out in the long term Business Plan:

38.76%

- Grants, donations and section 137:

3.77%

In section 3.1-3.13 of the Business Plan, we will set out in detail the projects we intend to undertake over the next few years and how these commitments will be funded.

2.4.3. Reserves

As a Parish Council, we hold a certain amount of expenditure in 'reserve' to cover unexpected events or expenses. The recommendation of the Avon Local Councils Association (ALCA - this is an organisation that represents and supports Parish and Town Councils) is that this should be 3-12 months' expenditure of the Parish Council (unless specific projects are identified).

We currently hold £223,040.55 in reserves. A decision will be taken about the level of reserves for the year 2016-2017 to meet the requirements recommended by ALCA.

2.4.4. Allowances

Councillors are unpaid and receive no remuneration for their duties. This position is reviewed annually but no such allowance has ever been paid to councillors. This underlines the commitment of your Parish Councillors who are acting as volunteers to help serve the community.

2.5. Friends Groups and other Volunteers

Downend & Bromley Heath is incredibly lucky to have an active and dedicated group of local volunteers. Many people in the community give up time to help run clubs, societies, friends groups, activities and other essential groups. These people don't give up their time for financial reward but because they want to help create a strong and thriving community.

On behalf of the Parish Council, we would like to thank all those who help make Downend & Bromley Heath such a great community with a fantastic spirit. As a Parish Council, we are committed to supporting these groups and organisations.

2.6. **Other Organisations**

South Gloucestershire Council retains responsibility for many of the services delivered throughout the Parish. The distinction between the responsibilities of the Parish Council and the South Gloucestershire Council are important so that residents understand who is accountable. There are some services that are provided in partnership with the Parish Council and South Gloucestershire Council.

South Gloucestershire Council retain control of the following:

- Bins and recycling.
- Planning, building control and enforcement .
- Education and learning.
- Health and social care.
- Housing.
- Transport, streets and parking.
- Libraries.
- Safeguarding.
- Business.

There are other organisations that contribute to keeping the Parish Council safe. These include the Police and the local community support officers. These community support officers will often attend Parish Council meetings and keep us informed of issues in and around the Parish. Your local Police Community Support officer is Katrina Sheldrake.

Many parts of the Parish are lucky to have an active Neighbourhood Watch team. This group provides an excellent bridge between the local community and the Police to help reduce crime and keep the Police up to date with events in our community.

2.7. **Governance**

The Parish Council is rigorous in ensuring that all our activities are closely monitored and delivered to the highest standards. The Parish Council has adopted a number of policies to demonstrate our commitment to ensuring openness, transparency and overall good governance. Full copies of our various policies are available from our website and include:

- Freedom of Information Publication Scheme.
- Financial Regulations.
- Equalities and Diversity Policy.

- Code of Conduct.
- Standing Orders.
- Code of Practice for Handling Complaints.
- Register of Interests.

2.8. **Local Councils Award Scheme**

The Parish Council has received a prestigious award as part of the Local Council Award Scheme. This achievement recognises that the Parish Council achieves good practice in governance, community engagement and council improvement.

The Local Council Award Scheme is a peer assessed programme that has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

3. PARISH COUNCIL ACTIVITIES AND OUR COMMITMENTS

3.1. PARISH APPEARANCE AND SERVICES

3.1.1. Downend & Bromley Heath in Bloom

Each year, we financially support Downend & Bromley Heath in Bloom with a lot of their floral displays which are installed throughout the parish and as shown on the attached plan (to follow). Those sponsored by individuals and businesses are identifiable by a plaque. Displays are kindly organised, maintained and watered by D&BH in Bloom, who ensure the parish looks attractive all year.

The In Bloom Group also undertake further activities that are separate from the Parish Council to enhance the local area for the benefit of all residents. The additional activities carried out by D&BH in Bloom (ie, not connected with the £5,000 grant provided by the Parish Council) are solely managed and arranged by these committed volunteers. We thank them for their ongoing hard work in the parish.

Our commitment: We will continue to work with Downend & Bromley Heath in Bloom to approve new planting schemes and maintain the existing displays.

Cost Implication: £5,000.00 per year.



3.1.2. Grass Cutting

The Parish Council is responsible for the costs associated with cutting the grass verges within the Parish.

Our commitment: We will continue to provide funding to ensure the grass areas and verges are maintained.

Cost Implication: £6,469.52 per year.

3.1.3. Litter Bins and Bin Emptying

We want to ensure that the Parish always looks clean and tidy. We are committed to ensuring that the bins are regularly emptied and incidents of fly tipping are promptly reported to South Gloucestershire Council. We also support the 'litter busters' who volunteer to tidy parts of the Parish.

Our commitment: *We will continue to ensure the bins are emptied regularly.*

Cost Implication: *None.*

Our commitment: *We will continue to support the activities of the 'litter busters' by providing access to equipment and high viz jackets.*

Cost Implication: *None.*

Our commitment: *We will promptly report any incidents of fly tipping in the Parish to South Gloucestershire Council to ensure it is quickly removed.*

Cost Implication: *None.*

3.1.4. Dog Fouling

The Parish Council is committed to ensuring that the Parish remains clean and tidy. A key part of this involves preventing dog fouling and supporting responsible dog owners to clean up after their pets.

Our commitment: *We will continue to provide funding to empty the dog waste bins in the Parish.*

Cost Implication: *£4,309.00 per year.*

Our commitment: *We will continue to encourage dog owners to clean up after their dogs and to support initiatives that actively prevent/reduce dog fouling.*

Cost Implication: *None.*

3.1.5. Graffiti

Unfortunately there have been some instances of graffiti in certain areas of the Parish. We work hard to take action to prevent such graffiti occurring by forging close links between the community, the Police and other local organisations.

Our commitment: *We will continue to work with the community, South Gloucestershire Council and the Police to help prevent graffiti occurring and to ensure it is removed from those locations where it has taken place.*

Cost Implication: *None.*

3.1.6. Signs

We consider that signage of the local area is important to assist visitors, delivery drivers and emergency vehicles drivers but also to promote Downend & Bromley Heath.

Our commitment: *We will continue to report any incidents of damaged road signs in the Parish to South Gloucestershire Council to ensure they are promptly replaced.*

Cost Implication: *None.*

Our commitment: *We will update the 'Welcome to Downend' signs at the three main road locations.*

Cost Implication: *£803.66*

3.1.7. Toilets

The primary responsibility for running the toilets on Westerleigh Road is held by South Gloucestershire Council. However, the Parish Council funded the revamping of the toilet frontage in 2013. This required the removal of the old bushes and shrubs and opening out the space. The Parish Council also purchased and planted, with the help of Downend & Bromley Heath in Bloom volunteers, new flowers to create a better area.

The policy of transferring services from South Gloucestershire Council to the local community might mean the Parish Council will take on complete responsibility for the toilets in the future.

Our commitment: *Commitment to maintain free public toilets in the vicinity of the Downend High Street (Westerleigh Road toilets).*

Cost Implication: *None.*

Our commitment: *Commitment to maintain the visual appearance of the forecourt to the Downend High Street (Westerleigh Road toilets).*

Cost Implication: *None.*

3.2. PUBLIC TRANSPORT

3.2.1. General

We are fortunate to have a number of bus routes running through our Parish, which provide direct access to a variety of outlying areas including:

- Eastgate Shopping Centre (5)
- Emersons Green (18, 48, X48, 462)
- Yate & Chipping Sodbury (47, 47A)
- Bath & Cribbs Causeway (19)
- Lyde Green (X48, 462)
- Henbury and Southmead Hospital (18)

The Parish Council continues to monitor the performance of these routes and any proposals for changes to the service provided. We represent the views of the Parish's residents with the aim of ensuring the best possible range of public transport is available.

Our commitment: *We will continue to monitor performance of the bus routes and represent residents' views.*

Cost Implication: *None.*

3.2.2. 462 Shoppers Bus Service

We currently fund the provision of the 462 bus service to Cabot Circus and Temple Meads (jointly with Emersons Green Town Council). This is often known as the 'shoppers bus' but is also heavily used by commuters. We are committed to maintaining this bus service as long as it remains financially viable and is well used by residents of the Parish.

Our commitment: *We will continue to subsidise the 462 bus service as long as demand remains high from residents in the Parish.*

Cost Implication: *£1,700.00*

3.2.3. 47A Bus Service

We currently fund the provision of the Night Bus service from Bristol City Centre (along with other parishes). This service provided a safe and convenient way for all members of the Parish to return home from Central Bristol late at night. An alternative service 48 will run between Bristol City Centre and Downend (The Trident). This service runs throughout the night.

Our commitment: We will continue to subsidise the Night Bus service until April 2017. The service will then cease due to excessive cost increases by the service provider and reduced passenger numbers.

Cost Implication: £900.00

3.2.4. Bus Shelters

Our policy is to provide bus shelters at all bus stops in the Parish where they can be safely accommodated and this has been achieved. As a result, we own and maintain 29 bus shelters. In addition, there are 3 South Gloucestershire Council owned Showcase bus shelters and 4 Clear Channel bus shelters, which are the also the responsibility of South Gloucestershire Council. Real Time Information (RTI) units will be installed at two bus shelters in spring 2017, at no cost to the Parish Council.

Our commitment: We will continue to maintain and repair the existing bus shelters in the Parish.

Cost Implication: £5,000.00



3.2.5. Removal of Bus Shelter

The bus stop on Westerleigh Road (outside the public toilets) was decommissioned 2 years ago when services were withdrawn. Following recent reinstatement of the number 5 service, the bus stop is currently being used as a layover site, which may be reinstated as the terminus. If this does not go ahead, we will examine whether the bus shelter can be economically removed to prevent confusion to those people not familiar with the area and to increase available pavement space.

Our commitment: We will continue to monitor the position with the bus shelter and review the situation once a decision is taken about the terminus for the number 5 bus route.

Cost Implication: None.

3.3. ROADS, HIGHWAYS AND PATHS

3.3.1. Parking Issues

Our Parish, like many others, has seen a steady increase in the number of vehicles. This presents a problem when many houses were built at a time when car ownership was much lower. This impacts on the number of cars requiring onstreet parking and the challenges this presents for maintaining clear access. We are also keen to ensure that drivers park responsibly and safely.

Our commitment: We will continue to monitor parking in the Parish to ensure that the rights and needs of all road/path users are respected. We will work with South Gloucestershire Council and the Police to ensure that paths and roads are kept clear of dangerous obstructions.

Cost Implication: None.

Our commitment: We will contact local schools and businesses to see if partnerships can be formed to help promote safe parking practices around schools and other high risk areas. These might include sponsored banners on school railings to remind drivers of their responsibilities and to promote safe parking practices.

Cost Implication: None.

Our commitment: We will carefully examine planning applications to ensure that adequate provision is made for parking and/or public transport as part of any new developments.

Cost Implication: None.

3.3.2. Metro Bus and Travel Issues

The MetroBus is a joint project between Bristol City Council, North Somerset Council and South Gloucestershire Council. The aim of the MetroBus is to form a high capacity rapid transport system using a combination of segregated busways and bus lanes. Once introduced, the Metro Bus service will impact on bus services through the Parish. For example, it is likely the X48 Lyde Green/Bristol express bus service will no longer serve residents in Bromley Heath, as this service will be re-routed along the Metro Bus Route.

There is currently work being undertaken in the Bristol area to provide the infrastructure needed for the Metro Bus project. This is impacting directly on residents of the Parish given the works being undertaken on the A4174 and M32.

We understand from residents that there has been a significant amount of disruptions caused by these works and this has impacted on the volume of traffic in the Parish. The Parish Council have no control over these works but are well placed to represent residents' concerns to South Gloucestershire Council, the contractors carrying out the works and other involved parties.

Our commitment: *We will continue to represent residents' views to those responsible for carrying out the works and to ensure as little disruption is caused as possible. We are also keen to ensure that any incidents of unsafe driving are reported promptly and appropriate measures put in place to reduce the potential for accidents.*

Cost Implication: *None.*

3.3.3. Road Repairs, Potholes and Road Cleaning

The increasing amount of traffic using the roads in our Parish means that the condition of roads deteriorates more quickly and often potholes will appear. Members of the Parish Council monitor the condition of the roads in the Parish and note when repairs need to be carried out. The Parish Council then reports the need for a repair to South Gloucestershire Council. The Parish Council will then liaise with South Gloucestershire Council to ensure they carry out suitable repairs quickly.

Our commitment: *We will continue to report potholes, road defects, possible hazards and need for cleaning to South Gloucestershire Council.*

Cost Implication: *None.*

3.3.4. Cycle Track

There are a number of cycle routes in and adjoining the Parish. Vegetation along the cycle track has recently been cut back and lighting has been installed to make it safer. There are now 52 cycle stands throughout the Parish, demonstrating our commitment to cycling.

3.3.5. Path Lighting

The lane between Badminton Road and Fouracre Crescent is currently lit with only one poorly positioned lighting column. Recent developments alongside the lane have included a high wooden fence, which obscures the view and makes the path dark at night.

Our commitment: South Gloucestershire Council will consult with residents neighbouring the lane between Badminton Road and Fouracre Crescent to obtain their views about the installation of lighting columns.

Our commitment: If the Full Council decide to proceed with the installation of the lighting columns, then we will arrange for these to be installed.

Cost Implication: £5,604.60 (£3,211.98 is being used from the community infrastructure levy).

3.3.6. Dry Stone Walling - Cleeve Wood

There is a section of dry stone walling in front of Cleeve Wood shops that has been in disrepair for sometime. This walling could potentially cause a hazard on the highway.

Our commitment: We will pay 50% of the costs associated with repairing this dry stone wall (the other 50% being funded by South Gloucestershire Council).

Cost Implication: £475

3.4. LIFE SAVING EQUIPMENT

3.4.1. Defibrillators

Defibrillators save lives. The Parish Council think it is important to have these key lifesaving pieces of equipment available when needed. We are committed to increasing the number of defibrillators that are available in the Parish so that all residents have access to this vital equipment. We will build on the provision of defibrillators in the Parish following the installation of our first Parish Council sponsored one on the side of Michael Nicholas Estate Agents.

Our commitment: We will fund the purchase and installation of one defibrillator a year until the Parish has adequate provision.

Cost Implication: £2,500.00 per year.

Our commitment: We will work with local businesses to see if they are able to sponsor the purchase and installation of further defibrillators that could be used by the public in emergencies.

Cost Implication: None.



3.5. OPEN SPACES

The Parish is lucky to have a good range of open spaces that are accessible by the public. The following open spaces are owned by South Gloucestershire Council but the Parish Council works hard to support local people and the various Friends Groups to help manage these facilities. The Parish Council is directly responsible for some aspects of these open spaces (e.g. dog bins and grass cutting) and also regularly provides funding for certain pieces of equipment to help improve these areas (e.g. signposts, table tennis tables, picnic tables, play equipment etc.).

3.5.1. King George V and Badminton Road Playing Fields

These playing fields are between Westerleigh Road and Farm Road/Sutherland Avenue and are well used by sports teams.

In 2010 the children from St Augustine’s Catholic Primary School planted trees and shrubs and installed a new bench in the park as part of their 40th Anniversary Celebrations. A second bench was put in by the Parish Council.

The Parish Council worked with South Gloucestershire Council in 2011 to install new play equipment. This includes a zip wire, basket swing, table tennis table and exercise equipment. The new additions have been enthusiastically received by all ages.

Seven new litter bins have recently been installed in the park. These replaced some older yellow bins. Some of the still functional yellow litter bins will remain. A picnic table has been installed in King George V park and is fully accessible.



The Friends Group have worked really hard with South Gloucestershire Council and the Parish Council to get the children's play area refurbished. The play area, known as Badminton Road Playing Field, was designated as a QE11 Field in Trust during the Queen's Jubilee year.

A grant of £25,000 from the Parish Council has enabled Phase 1 which includes 2 trampolines, a new multi-play unit, a wheelchair accessible roundabout, see-saw, talking tubes and springers. There is also much more seating and improved paths. The new equipment has been much appreciated by local families and the play area is used much more now that it has more play value.

The Parish Council also supported the Friends Group by giving £3,500 so that they could access a grant of £35,000 from Cory Environmental Trust for the installation of a large accessible wooden multi-unit and a large see-saw.

3.5.2. Lincombe Barn and Woods

This open space can be accessed from Lincombe Barn car park off Rockland Road. There is an enthusiastic Friends Group helping to manage this site (visit their website or Facebook page). They hold bat walks, dawn chorus walk and fungus forays.



As well as the regular Autumn and Spring cleans the Friends Group are working on access issues. A new path was installed to get down to the board walk and they have high hopes of further access work as part of the management plan.

The Parish Council put in a notice board at Lincombe Barn, which can be used by the Friends, the Barn and the Parish Council. The children's play area was replaced in 2011 as part of the second year of the SGC Playbuilder Government Grant. In addition, the Mud Pie Explorers, a fun environment group for children, meets in the woods once a month.

Five years hard work and patience by The Friends of Lincombe Barn Park & Woods was finally realised when the official opening of the Jubilee Walkway through the woods to Frenchay Bridge took place. The work was funded by South Gloucestershire Council and Downend & Bromley Heath Parish Council.

3.5.3. Bromley Heath Park

Bromley Heath Park, off Queensholm Crescent, is managed by a Friends Group called 'We Love the Park'. The previous Friends Group helped to get the play equipment improved and is to be congratulated on raising money for the football area.



The Friends Group has used a Lottery Grant to improve accessibility of the park from the cycle track by putting in a sloping path to replace the steep steps. A picnic table and concrete table tennis table have been funded by the Parish Council and installed near the play area. The Parish Council also put up new signposts showing the entrance into the playing fields.

We understand South Gloucestershire Council, in conjunction with local residents, are carrying out a review of the play equipment and the general use of Bromley Heath Park.

3.5.4. Leap Valley

Leap Valley is a hidden open space off Badminton Road. This facility is owned by South Gloucestershire Council but managed by The Friends of Leap Valley.

The Leap Valley is part of a wildlife corridor linking the River Frome through to Emersons Green. The best ways to access it is through footpaths from Badminton Road (just along from the Methodist Church), Aintree Drive/Beverley Avenue on the David Wilson Estate or from Fouracre Crescent/Bury Hill View.



The Friends of Leap Valley have published a nature journal for this local site of nature conservation interest. We are lucky to have such a beautiful and interesting open space in our Parish. This site is important for wildlife because it has such a variety of habitats: woodland with bluebells in the spring, wetland with snipe and water rail, a pond and stream, as well as lots of grassland and hedgerows. In the summer it is buzzing with life and on sunny days lots of bees and butterflies can be seen feeding on the flowers. The nature journal is for all age groups and all users of Leap Valley. The Friends have held bird box making events and some of these nesting boxes have been put up in the valley. Bat walks are also organised from time to time.

In 2010 the Friends worked with South Gloucestershire Council to raise the money to resurface the main path running through the valley. In June 2013, the Friends Group were very pleased to see the opening of the new refurbished children's play area. They worked with the local residents and play officers from South Gloucestershire Council and received £10,000 of funding from the Parish Council. The result is the new 'Pirate Park' which has been a great success and is used by so many young families now that it is bright and colourful and has so much extra play value.

The Friends of Leap Valley continue to hold four work days during the year when they carry out maintenance work such as a spring clean, hedge laying, coppicing, bramble clearing, removing invasive wood from the pond, raking up grass, keeping paths open and bird box maintenance.

3.5.5. Hillhouse Park

This is a relatively new park formed on the old playing field that belonged to Downend Lower School site situated off Hill House Road (behind the Willow Surgery). An access gate has been installed and a line of trees have been planted with a view to the future when the present row of trees become old and diseased.

The Friends of Hillhouse Park have carried out a consultation and are putting together a Management Plan to incorporate the results of the consultation. In July 2005 the project was 'put on hold' as South Gloucestershire Council was reviewing all its open space areas.

3.5.6. Scantlebury Close

For those of you who have never visited this South Gloucestershire Council open space you can now access it using a kissing gate from the cycle track on Bromley Heath Road at the Ring Road roundabout. In consultation with the local residents, South Gloucestershire Council has recently carried out some work by adding the gate, clearing the quarry area and installing some steps to make it easier for dog walkers to use a sloping path in muddy weather. It is a well used open space and leads down to the River Frome. You cannot access the Frome Valley Walkway from this side of the river but if you carry on along the Ring Road, over the bridge in the direction of the Hambrook traffic lights, you will find a steep stepped path on your left hand side leading down to the Walkway.

3.5.7. Britannia Woods

Britannia Woods are accessed via entrances on Croomes Hill or Overndale Road. Various volunteers including office workers carrying out team-bonding exercises help to prune the laurel within Britannia Woods.

The Parish Council have funded and installed a signpost on the pavement indicating the entrance to Britannia Woods and a bench at the access from Overndale Road. The woods are a favourite spot for dog walkers and there is a pond at the edge of the woods (home to an array of wildlife).

Britannia Woods is part of the Friends Group of Lincombe Barn Park & Woods. This Friends Group plan and carry out works in the woods.

3.5.8. Heathfields Park

Heathfields Park runs adjacent to the Frome Valley and is accessed from Heathfields (leading off Bromley Heath Road). There is also a cycle track running along the edge of Heathfields Park.

Heathfields is a small open space with a play area suitable for young children. The Parish Council has recently funded a baby seat in the play area. The play equipment is maintained by South Gloucestershire Council. The green is used for playing football and games.

Our commitment: *The Parish Council is committed to ensuring there are as many open spaces as possible for the local community. The Parish Council will continue to work with the various Friends Groups and local residents to ensure these open spaces continue to thrive.*

Cost Implication: *None.*

Our commitment: *The Parish Council is committed to monitoring the open spaces to ensure they have good facilities, adequate provision of bins and are safe to use. The Parish Council will promptly report any items that require repair in these open spaces and ensure these are carried out in a timely manner by South Gloucestershire Council.*

Cost Implication: *None.*

Our commitment: *The Parish Council has committed to provide funding towards new play equipment in the Badminton Road Play Area.*

Cost Implication: *£3,500.00*

3.6. PLAYING FIELDS AND PAVILIONS

As part of South Gloucestershire's costs saving plans they have put forward the option of transferring the management and maintenance of sports pitches and playing fields to local community organisations. There are two of these sites that fall within the Parish: King George V and Badminton Road Playing Fields and Bromley Heath Park.

There was a strong response received by the Parish Council when this policy was first announced and the majority of those representations indicated that they wanted the Parish Council to examine the possibility of taking over the running of these facilities. This would obviously involve a massive undertaking by the Parish Council but we started to examine ways this could be achieved.

The Parish Council has expressed an interest to South Gloucestershire Council in relation to the running of these two sites. We are currently in a period of due diligence and negotiation with South Gloucestershire, which hopefully will result in the Parish Council taking over responsibility for the playing field and pavilions in April 2017.

The Parish Council is keen to ensure that we fully understand our obligations resulting from taking over these facilities and to also make the running of the site more cost efficient. On this basis, we are carrying out certain investigations that will allow us to put together a business plan relating to the playing fields. This will ensure we protect the interests of our residents whilst at the same time supporting these essential local facilities.

Our commitment: We will investigate possible grants and funding opportunities to support this venture. The preliminary focus will be on grants from Sports England, the FA, the Football Foundation and ECB.

Cost Implication: £2,000.00 (these might not incur costs but provision is made for any associated fees).

Our commitment: We will instruct a surveyor to provide us with a report on the condition of the two pavilions.

Cost Implication: £3,500.00

Our commitment: We will examine possible options for renovating or rebuilding of the two pavilions on these sites. We will also look to see if these pavilions might provide the opportunity of multi functional community facilities to help reduce costs.

Cost Implication: £5,000.00 (we hope to apply for available grants to support this).

Our commitment: We will create a sustainable Business Plan to fully cost our obligations in relation to the two sites if they are transferred to the Parish Council in April 2017.

Cost Implication: None.

Our commitment: We will instruct a solicitor to provide us with legal advice in relation to the grant of a lease of these two sites and to carry out the conveyancing if these sites are taken over.

Cost Implication: £8,000.00

Our commitment: We will continue to negotiate with South Gloucestershire Council over the running of these two sites.

Cost Implication: None.

3.7. EVENTS

3.7.1. Christmas Tree and Lights

The Parish Council arranges for a Christmas tree to be purchased and erected each year in the centre of Downend. We also arrange for Christmas lights to be placed on the lampposts along the high streets. The Parish Council believes this helps people get into the festive spirit and also is beneficial for trade in the local shops.

Our commitment: We will continue to purchase a Christmas tree and erect lights in the centre of Downend during the festive period.

Cost Implication: £5,654.00

3.7.2. Christmas in Downend

The Parish Council has traditionally organised and help run a festive event called 'Christmas in Downend'. This is usually held towards the end of November and provides an opportunity for the local community to come together during the festive period. It also provides an excellent opportunity to promote the High Street and turn on the Christmas lights.

In previous years, this event has, with some sponsorship from our great local businesses, been funded entirely by the Parish Council. However, this year we have taken the difficult decision not to continue funding this event. We are mindful that in difficult times, it is more important to spend the precept on vital local services rather than this type of event.

Our decision not to continue funding this event does not necessarily mean the event will not happen. We are fortunate to live in a Parish with a lot of dedicated people who are willing to support community events. On this basis, we hope an individual or group will step forward to organise this event. We hope with the support of local people and businesses this event will flourish.

Our commitment: We will provide our experience of organising the Christmas in Downend event to the new team and many Parish councillors will volunteer to support the event on the day.

Cost Implication: None.

3.7.3. Remembrance Sunday

The Nation comes together on Remembrance Sunday to remember all those who have made the ultimate sacrifice in the service of our country. The Parish Council thinks it is important to mark this occasion each year with the laying of a wreath. A representative of the Parish Council joins the annual parade ending at Page Park.

Our commitment: We will represent the Parish at the Page Park Remembrance Day commemorations and lay a wreath on behalf of the community.

Cost Implication: £150.00

3.7.4. National Celebrations

Occasionally there are national celebrations that many in the local community wish to mark (e.g. the Queen's birthdays or jubilees). The Parish Council is supportive of all these events and very much promotes the local residents to join the celebrations.

3.8. PLANNING

3.8.1. Planning

Downend & Bromley Heath Parish Council has a right to be notified of planning applications affecting the Council's area and to comment (Town & Country Planning Act 1990, Schedule 1, paragraph 8). Every planning application received is recorded, together with the Parish Council's response to South Gloucestershire Council.

The Planning Committee of Downend & Bromley Heath Parish Council usually meets every fortnight at Lincombe Barn. Please see our Parish Council notice boards/website for dates of meetings or contact the Parish Clerk.

We welcome members of the public at these meetings, whether they are the applicant or have concerns that a potential development may affect them. It is particularly helpful to the Parish Council's Planning Committee to know of residents' concerns before deciding whether or not to raise an objection to any application, and sending our formal response back to South Gloucestershire Council.



All current planning applications can be accessed via www.southglos.gov.uk, click 'planning applications' under 'most popular' category, click 'view planning applications' (in the blue box just below the picture of roofs of houses) and follow the instructions on the information required to search for a specific planning application.

Our commitment: We will continue to perform our statutory duty and review and comment on planning permissions that affect the Parish.

We will endeavour to exercise our function in such a way that promotes the best interests of the Parish.

Cost Implication: None.

3.9. CHILDREN AND YOUNG PEOPLE

3.9.1. Skate Park

The Skate Park was set up in 2004 through the hard work of a group of local young people called the Bromley Heath Recreational Action Group (BHRAG). They worked with South Gloucestershire Council and the Parish Council to raise grants to install the equipment. The site can be accessed from the playing fields off Queensholm Crescent in Bromley Heath or from the cycle track alongside the A4174 Ring Road.

The Parish Council now leases this site from South Gloucestershire Council and pay for the maintenance. It was painted in the summer of 2008 and has had an extra litter bin installed to try to reduce the litter problem at the site.



This is a popular facility and regularly used, particularly by the younger members of the community. The skate park has various facilities including:

- a grind box;
- a smaller bank with 2 quarter pipe and flat bank (1.7m high); and
- a main bank with 2 quarter pipe, exculator and roll-in (1.7m high).

Our commitment: We will continue to pay for safety inspections of the skate park.

Cost Implication: £1,600.00

3.9.2. Play Equipment

There are various play areas for younger members of the community. These are found throughout the Parish and are the responsibility of South Gloucestershire Council. However, the Parish Council often provides grants to purchase equipment or to improve the facilities in these play areas.

The Parish Council is keen to ensure there are safe, clean and fun play areas for younger residents. We have set out below the play areas that fall within or are adjacent to the Parish:

Name	Address	Equipment	Responsibility
Leap Play Area (Leap Valley Play Area)	Aintree Drive, Downend BS16 6SY (access through Church Lane bridle path and from Badminton Road)	Multi-activity play unit, one-bay swing with 2 cradles, a rocker and 3 toadstool seats.	South Gloucestershire Council.
Badminton Play Area	Access off Sutherland Avenue (or King George V Playing Fields), Downend BS16 6QW	Roundabout, rocket climbing frame, red metal climbing frame, yellow metal climbing frame, junior and toddler multi activity units, 4 seat turtle rocker, multipondo rocker, spring mobile horse, single bay swing (2 cradle seats) and single bay swing (2 flat seats). Also a zip wire, climbing pole, Hip Hop, monkey bars, springers and rockers. At the Westerleigh Road end there is exercise equipment and a table tennis table. Fenced area has 2 trampolines, wooden accessible multi unit, wheelchair accessible roundabout, Butterfly seesaw, talking tubes and 2 sets of swings (cradle and seated).	South Gloucestershire Council.
Beaufort Road Play Area (outside the parish)	Walker Close, Downend BS16 6UR	Falling star springer mobile, toddler rocket multi activity unit, speed gyro roundabout, carousels snakes and ladders game, single bay	South Gloucestershire Council.

		swing (2 flat seats), toddler multi activity unit, frankie the fish springer mobile, gyro spiral roundabout and single bay swing with 2 cradle seats.	
Bromley Heath Play Area and Skate Park	Off Queensholm Crescent, Downend BS16 6LS	Basket ball court, junior multi activity unit, 2 bay swings with 4 cradle seats, 2 bay swing with 4 flat seats, wooden train, play panel, 3 seat springer, seesaw, mobile springer, toddler multi play unit, senior galaxy range multi play unit, wacky spinner spinning disc, spinning bowl, roundabout and table tennis table.	South Gloucestershire Council and the Parish Council in relation to the Skate Park.
Heathfields Play Area	Heathfields, Downend BS16 6HT	Multi activity trail, toddler multi activity unit, spring mobile horse, single bay swing with 2 flat seats and a swing bay with one flat seat and one cradle. .	South Gloucestershire Council.
Lincombe Barn	Off Rockland Road, Downend BS16 2RW	Aerial runway, large wooden activity unit, supernova roundabout, basket swing, embankment slide, tower and net toddler unit, seesaw, 2 springers and single bay swing with 2 cradle seats.	South Gloucestershire Council.
Walker Play Area (outside the parish)	Access adjacent to 30 Blackhorse Lane, Downend BS16 6TZ	Climbing frame, seesaw, slide, 2 bay swing with 4 cradle seats and 2 bay swings with 4 flat seats.	South Gloucestershire Council.

3.9.3. Contact Points for Groups

The Parish Council recognises that it is important for the community to ‘get together’ and we are keen to promote the success of the wide range of groups in our Parish. This is particularly important for young families who often want to ‘get out of the house’ and allow their children to engage in well structured activities.

We have identified that many parents, guardians and family members often are unaware of the many activities on offer throughout the Parish. The Parish Council is keen to ensure all the local services are well used so they continue to thrive.

Our commitment: We will endeavour to compile an electronic list of local groups and organisations who provide activities for the younger members of our community.

Cost Implication: None.

3.10. ACTIVE SENIORS

3.10.1. Man and his Tools

The Parish Council has recently supported the formation of a 'man and his tools' group. This group is working hard on projects for the community. This is essentially a social group focussed around the group's shared love of woodwork.



The group meets at 9.30am- 12 noon each Tuesday morning at the pavilion at the Sutherland Avenue entrance to King George V Playing Fields.

Our commitment: We will continue to support the activity of the man and his tools group as long as there is sufficient demand.

Cost Implication: £500.00 (the group approach the Parish Council when a project is identified).

3.10.2. Active Seniors Group Meetings

There are many activities taking place throughout the Parish for Active Seniors. Some of these events are one-off events but others meet more regularly.

The knit and natter group continues to meet regularly on Monday mornings at Downend library. There are also a number of computer classes being held in Downend library.

Our commitment: We will continue to support a range of activities for active seniors.

Cost Implication: £500.00

3.11. LIBRARY

3.11.1. Library Provision

As many people will have seen, there is currently a consultation being held about the future of library services in the South Gloucestershire Council area. This has the potential to directly impact on our local library in Downend. There are many users who rely on the library's facilities and the social aspect this also offers.

The Parish Council is keen to ensure that the residents of Downend and Bromley Heath have access to good library facilities.

Our commitment: *We will examine any feasible options available to ensure that an adequate library service is maintained in Downend. We will also examine and consider the most cost effective method for delivering a library service in Downend, whilst continuing to negotiate with South Gloucestershire Council over the future of the Downend library.*

Cost Implication: *None.*

3.12. HERITAGE AND BUSINESS

3.12.1. Heritage

W.G. Grace was an English amateur cricketer who was widely considered to be one of the greatest ever players. He was an iconic figure in the game and represented both Gloucestershire and England. W. G. Grace was born in Downend on 18 July 1848 (in Downend House) and was baptised in the local church. Downend House forms part of the Kingswood heritage trail. The W.G. Grace Memorial Ground lies just over the road from Downend House and is the home of Downend Cricket Club. Downend continues to have great pride in the successes of one of its most famous sons.

On 6 November 1957 Downend was the scene of an air crash when a Bristol Britannia aircraft crashed in woods near Overndale Road. The crash occurred when the plane was attempting to land at the nearby Filton Airport. All fifteen crew and technicians on board the aircraft were killed. Fortunately there were no casualties on the ground, which was a miracle considering the number of houses in the area. There is now a memorial stone at the entrance to Britannia Woods from Overndale Road.

3.12.2. Downend Business Community

The Chamber was set up in early 2010 by a number of businesses in the area, with two key aims:

(i) to promote the economic, retail, cultural and environmental development of the Downend area by working hand in hand with the Parish Council, South Gloucestershire Council, local businesses and the community at large, and;

(ii) to help create a vibrant, sustainable business community that both serves the residents of the area and brings in visitors, shoppers and trade from further afield.

We hope that the Downend Business Community will continue to promote the Parish as an excellent play to setup and run a business.

3.13. COMMUNICATIONS

There are many ways the Parish Council informs residents of our activities and these are set out below. We also hope these forums give you the opportunity of supporting the Parish Council by providing your views and perspective on local issues.

3.13.1. Downend Voice

The Parish Council takes out a regular A4 page in the Downend Voice as we decided this was well read in the Parish and would help inform the community of our activities.

Our commitment: *We will continue to communicate with residents through the Downend Voice as long as it is economical to do so and we are confident it is reaching a good audience.*

Cost Implication: £1,920.00.

3.13.2. Website

The Parish Council has its own website at <http://www.downendbromleyheath.org/> and this provides a lot of information about the local area and the Parish Council's activities. This website is regularly updated so that you can see exactly what is going on.

The website also provides access to all sorts of information about the running of your Parish Council, including: meeting minutes, codes of conduct, financial information, contact information etc. Please visit our website to find out more.

Our commitment: We will continue to communicate with residents through the Downend & Bromley Heath Parish Council website.

Cost Implication: £522.00.

3.13.3. Social Media

The Parish Council has embraced social media to better communicate with all sections of the community. The Parish Council has its own Facebook page and we post updates about issues and events in the local area.

A number of Parish Councillors have their own social media accounts and are members of the various local Facebook groups. We hope this provides an additional avenue for you to express your views and also to be assured we are up to date with local affairs.

Our commitment: We will continue to communicate with residents through various forms of social media.

Cost Implication: None.

3.13.4. Notice Boards

There are 8 Parish Council notice boards in the following locations:

- Downend Village.
- Quakers Road Shops.
- Downend Library (lobby).
- King George V Playing Fields (car park).
- Lincombe Barn (entrance).
- Lincombe Barn (kitchen).
- South View
- Junction of Hurstwood Road/Downend Road.

There are also 3 information boards in the following locations:

- Downend Village (side of Sainsburys).
- Quakers Road Shops.
- Cleeve Wood.

The notice and information boards are regularly updated to provide information about the Parish Council and local events. Please continue to periodically look at the notice boards.

Our commitment: We will continue to communicate with residents through the various notice boards around the Parish.

Cost Implication: None.

3.13.5. Public Parish Council Meetings

The Parish Council meets regularly for a monthly formal Full Council Meeting. This meeting is open to the public and there are opportunities for the public to contribute and observe proceedings. Observing these meetings is a great way to understand what is happening in the Parish and residents are welcome to come along. We also publish the minutes of these meetings on our website for those unable to attend.

There are also a number of working groups formed by the Parish Council to research and devise a strategy to deal with certain issues. These are formed on a case by case basis and members of the public are often invited to join these groups.

Our commitment: We will to invite members of the public to our meetings and publish minutes on our website.

Cost Implication: None.

3.13.6. Annual Assembly

The Parish Council is required to hold an Annual Assembly each year to keep residents up to date with our activities in the Parish. We try and make this an engaging event and also invite along other charities/voluntary groups to demonstrate how they have been working with the Parish Council throughout the year.



These events are open to the public and it is a great way to speak directly to your Parish Council. Details of the next annual assembly will be posted on the website, notice boards and other adverts closer to the time.

Our commitment: We will continue to hold our Annual Assembly.

Cost Implication: *None (except hall hire and associated costs but these are included in our general budget).*

4. OBJECTIVES OF THE PARISH COUNCIL (UNTIL MAY 2019)

- 4.1. The Parish Council has set out the objectives that we plan to achieve during 2016-2017. However, the current Parish Council will be serving the community until the next election in May 2019. We recognise that there are some objectives that will take longer than a year to achieve so forward planning is essential.
- 4.2. As an overview, our main longer term objectives include:
 - 4.2.1. Identifying a satisfactory method for running the playing fields and pavilions at King George V, Badminton Road and Bromley Heath in the most cost effective way possible. At the same time, we will ensure a good provision is made for the sports teams who rely on these facilities. We will also examine possible funding streams to help improve these facilities.
 - 4.2.2. We are keen to ensure that adequate library provision is made in Downend. We will continue to work with the local authority to consider the best way of delivering a cost effective service.
 - 4.2.3. The Parish Council needs to ensure it has options available if there is a need for office space and accommodation. At the moment, this is not required due to the working from home practices adopted by the Clerk. However, this might not continue and carefully costed options need to be examined going forward.
 - 4.2.4. At the heart of the Parish Council's objectives is to fulfill its functions in the most cost effective manner. We will continue to apply rigorous financial control over the Parish Council's finances to ensure every pound is spent wisely.

5. COST CHECKER

5.1. The Parish Council thinks it is vital for the local community to understand our financial commitments. We recognise that many people will not have time to read through the whole Business Plan to check specific costs. On this basis, we have created the table below as a quick reference.

5.2. The columns are structured as follows:

5.2.1. the first column provides a reference to the section where the commitment is contained in the main Business Plan;

5.2.2. the second column gives the budgeted cost of the commitment.

Reference	Budget Cost
(3.1.1) Downend In Bloom	£5,000.00
(3.1.2) Grass Cutting	£6,469.52
(3.1.4) Dog Fouling	£4,309.00
(3.1.6) Signs	£803.66
(3.2.2) 462 Bus Service	£1,700.00
(3.2.3) Night Bus	£900.00
(3.2.4) Bus Shelters	£5,000.00
(3.3.5) Path Lighting	£5,604.60
(3.3.6) Dry Stone Walling	£475.00
(3.4.1) Defibrillator	£2,500.00
(3.5) Open Spaces	£3,500.00
(3.6) Playing Fields: grants	£2,000.00
(3.6) Playing Fields: surveys	£3,500.00
(3.6) Playing Fields: legal	£8,000.00
(3.6) Playing Fields: feasibility	£5,000.00

(3.7.1) Christmas Tree and Lights	£5,654.00
(3.7.3) Remembrance Sunday	£150.00
(3.9.2) Skate Park	£1,600.00
(3.10.1) Man and His Tools	£500.00
(3.10.2) Active Seniors	£500.00
(3.13.1) Downend Voice	£1,920.00
(3.13.2) Website	£522.00
TOTAL SPECIFIC COMMITMENTS	<u>£65,607.78</u>
Administration, Insurance and Meetings	£9,982.00
Employment Costs	£40,309.00
Section 137 Payments	£3,044.00
TOTAL BUDGETED EXPENDITURE	<u>£118,942.78</u>

- 5.3. The table above does not include an apportionment of all the expenditure received by the Parish Council. There might be unplanned expenditure that arises throughout the course of the financial year and adequate provision has been made to meet these possible commitments. At the end of the year we will publish any additional expenditure and, if appropriate to do so, we will include this in the following year's Business Plan.
- 5.4. The balance of the monies received by the Parish Council will be placed into appropriate reserve funds for the purposes of funding longer terms goals of the Parish Council (e.g. running of the playing fields). The Parish Council is likely to incur increased costs in 2017-2018 and beyond due to taking on additional responsibilities. We think it is prudent to prepare for these additional costs now.

6. COMMITMENT PROGRESS CHECKER

6.1. The Parish Council thinks it is vital for the local community to understand our commitments and to monitor our performance. We recognise that many people will not have time to read through the whole business plan or to check how it has been updated. On this basis, we have created the table below as a quick reference.

6.2. The columns are structured as follows:

6.2.1. the first column provides a reference to the section and page number where the commitment is contained in the main business plan;

6.2.2. the second column gives the category title of the commitment;

6.2.3. the third column gives an overview of the commitment;

6.2.4. the fourth column gives any comments about our progress towards completing that commitment; and

6.2.5. the fifth column is a simple light system showing our progress towards the commitment (green is complete, amber is work in progress, red is not started and blue is an ongoing commitment).

6.3. Commitment Progress Checker

6.3.1. PARISH APPEARANCE AND SERVICES

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.1.1) Downend In Bloom	We will continue to work with Downend in Bloom to approve new planting schemes and maintain the existing displays.		Ongoing
(3.1.2) Grass Cutting	We will continue to provide funding to ensure the grass verges are maintained.		Ongoing
(3.1.3) Litter Bins and Bins Emptying	We will continue to ensure the bins are emptied regularly.		Ongoing
(3.1.3) Litter Bins and Bins Emptying	We will continue to support the activities of the 'litter busters' by providing access to equipment and high viz jackets.		Ongoing

(3.1.3) Litter Bins and Bins Emptying	We will promptly report any incidents of fly tipping to South Gloucestershire Council to ensure it is quickly removed.		Ongoing
(3.1.4) Dog Fouling	We will continue to provide funding to empty the dog waste bins in the Parish.		Ongoing
(3.1.4) Dog Fouling	We will continue to encourage dog owners to clean up after their dogs and to support initiatives that actively prevent/reduce dog fouling.		Ongoing
(3.1.5) Graffiti	We will continue to work with the community, South Gloucestershire Council and the Police to help prevent graffiti occurring and to ensure it is removed from locations where it has taken place.		Ongoing
(3.1.6) Signs	We will continue to report any incidents of damaged road signs in the Parish to South Gloucestershire Council to ensure they are promptly replaced.		Ongoing

6.3.2. TRANSPORT

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.2.1) General	We will continue to monitor performance of the bus routes and represent residents' views.		Ongoing
(3.2.2) 462 Bus Service	We will continue to subsidise the 462 bus service as long as demand remains high from residents in the Parish.		Ongoing
(3.2.3) 47A Bus Service	We will continue to subsidise the Night Bus service until the end of April 2017.		Ongoing
(3.2.3) Bus Shelters	We will continue to maintain and repair the existing bus shelters in the Parish.		Ongoing
(3.2.4) Removal of Bus Shelter	We will continue to monitor the position with the bus shelter and review the situation once a decision is taken about the terminus for the number 5 bus route.		Not Started

6.3.3. ROADS, HIGHWAYS AND PATHS

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.3.1) Parking	We will continue to monitor parking in the Parish to ensure that the rights and needs of all road/path users are respected. We will work with South Gloucestershire Council and the Police to ensure that paths and roads are kept clear of dangerous obstructions.		Ongoing
(3.3.1) Parking	We will contact local schools and businesses to see if partnerships can be informed to help promote safe parking practices around schools and other high risk areas. These might include sponsored banners on school railings to remind drivers of their responsibilities and to promote safe parking practices.		Not Started
(3.3.1) Parking	We will carefully examine planning applications to ensure that adequate provision is made for parking and/or public transport as part of any new developments.		Ongoing
(3.3.2) Metro Bus and Travel Issues	We will continue to represent residents' views to those responsible for carrying out the works and to ensure as little disruption is caused as possible. We are also keen to ensure that any incidents of unsafe driving are reported promptly and appropriate measures put in place to reduce the potential for accidents.		Ongoing
(3.3.3) Road Repairs, Potholes and Road Cleaning	We will continue to report potholes, road defects, possible hazards and need for cleaning to South Gloucestershire Council.		Ongoing

6.3.4. LIFE SAVING EQUIPMENT

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.4.1) Defibrillator	We will fund the purchase and installation of one defibrillator a year until the Parish has adequate provision.		Not Started
(3.4.1) Defibrillator	We will work with local businesses to see if they are able to sponsor the		Not Started

	purchase and installation of further defibrillators that could be used by the public in emergencies.		
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6.3.5. OPEN SPACES

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3) Open Spaces	The Parish Council is committed to ensuring there are as many open spaces as possible for the local community. The Parish Council will continue to work with the various Friends Groups and local residents to ensure these open spaces continue to thrive.		Ongoing
(3) Open Spaces	The Parish Council is committed to monitoring the open spaces to ensure they have good facilities, adequate provision of bins and are safe to use. The Parish Council will promptly report any items that require repair in these open spaces and ensure these are carried out in a timely manner by South Gloucestershire Council.		Ongoing
(3) Open Spaces	The Parish Council has committed to provide funding towards new play equipment in the Badminton Road Play Area.		In Progress

6.3.6. PLAYING FIELDS AND PAVILIONS

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.6) Playing Fields and Pavilions	We will investigate possible grants and funding opportunities to support this venture. The preliminary focus will be on grants from Sports England, the FA, the Football Foundation and ECB.		Not Started
(3.6) Playing Fields and Pavilions	We will instruct a surveyor to provide us with a report on the condition of the two pavilions.		Not Started
(3.6) Playing Fields and Pavilions	We will examine possible options for renovating or rebuilding of the two pavilions on these sites. We will also look to see if these pavilions might provide the opportunity of		Not Started

	multi functional community facilities to help reduce costs.		
(3.6) Playing Fields and Pavilions	We will create a sustainable Business Plan to fully cost our obligations in relation to the two sites if they are transferred to the Parish Council in April 2017.		Not Started
(3.6) Playing Fields and Pavilions	We will instruct a solicitor to provide us with legal advice in relation to the grant of a lease of these two sites and to carry out the conveyancing if these sites are taken over.		Not Started
(3.6) Playing Fields and Pavilions	We will continue to negotiate with South Gloucestershire Council over the running of these two sites.		In Progress

6.3.7. EVENTS

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.7.1) Christmas Tree and Lights	We will continue to purchase a Christmas tree and erect lights in the centre of Downend during the festive period. We will also donate £154 to the Cleeve Wood Shops Christmas celebrations to pay for the road closure permit.		Not Started
(3.7.2) Christmas in Downend	We will provide our experience of organising the Christmas in Downend event to the new team and many Parish councillors will volunteer to support the event on the day.		Not Started
(3.7.3) Remembrance Sunday	We will represent the Parish at the Page Park Remembrance Day commemorations and lay a wreath on behalf of the community.		Not Started

6.3.8. PLANNING

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.8) Planning	We will continue to perform our statutory duty and review and comment on planning permissions that affect the Parish. We will endeavour to exercise our function in such a way that promotes the best interests of the Parish.		Ongoing

6.3.9. CHILDREN AND YOUNG PEOPLE

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.9.1) Skate Park	We will continue to pay for safety inspections of the skate park.		Ongoing
(3.9.3) Contact Point for Groups	We will endeavour to compile an electronic list of local groups and organisations who provide activities for the younger members of our community.	A list of organisations has been compiled and the Parish Council will arrange for this to be put in a suitably styled publication.	Ongoing

6.3.10. ACTIVE SENIORS

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.10.1) Man and His Tools	We will continue to support the activity of the man and his tools group as long as there is sufficient demand.		Ongoing
(3.10.2) Active Seniors	We will continue to support a range of activities for active seniors.		Ongoing

6.3.11. LIBRARY

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.11) Library	We will examine any feasible options available to ensure that an adequate library service is maintained in Downend. We will also examine and consider the most cost effective method for delivering a library service in Downend, whilst continuing to negotiate with South Gloucestershire Council over the future of the Downend library.		Ongoing

6.3.12. COMMUNICATIONS

CATEGORY	COMMITMENT	COMMENTS	STATUS
(3.13.1) Newsletter and Downend Voice	We will continue to communicate with residents through the Downend Voice as long as it is economical to do so and we are confident it is reaching a good audience.		Ongoing
(3.13.2) Website	We will continue to communicate with residents through the Downend & Bromley Heath Parish Council website.		Ongoing
(3.13.3) Social Media	We will continue to communicate with residents through various forms of social media.		Ongoing

(3.13.4) Notice Boards	We will continue to communicate with residents through the various notice boards around the Parish.		Ongoing
(3.13.5) Public Parish Council Meetings	We will invite members of the public to our meetings and publish minutes on our website.		Ongoing
(3.13.6) Annual Assembly	We will continue to hold our Annual Assembly.		Ongoing

7. COMPLETED PROJECTS

This is our formal Business Plan. Set out below are details of projects that we have completed since version 1.1 of the Business Plan was prepared (October 2016).

CATEGORY	COMMITMENT	STATUS
(3.1.6) Signs	We have installed the Welcome to Downend signs at the four main road locations.	Completed January 2017
(3.2.3) Bus shelters	We installed a replacement bus shelter in Queensholm Drive in January 2017.	Completed January 2017

(3.3.2) Metro Bus and Travel Issues	Cllr Jon Hunt has organised meetings to update and receive feedback from local residents about traffic issues caused by the ongoing metro bus works.	Ongoing
(3.3.5) Path lighting	Following a consultation by South Gloucestershire Council, we have paid for and installed three lights in the lane between Badminton Road and Fouracre Crescent.	Completed October 2016
(3.3.6) Dry Stone Walling	We have paid 50% of the costs associated with repairing this dry stone wall at Cleeve Wood (the other 50% being funded by South Gloucestershire Council).	Completed September 2016

8. APPROVAL OF THE PARISH COUNCIL BUSINESS PLAN

8.1. Version

This is the first version of the Parish Council Business Plan. The Parish Council Business Plan was prepared and adopted at the Full Parish Council meeting on 18 August 2016.

8.2. Approval

All Councillors and the Parish Clerk have signed the Parish Council Business Plan to demonstrate their commitment to the aims and objectives set out in this document.

Councillors



Cllr Janet Biggin

Signed:



Cllr Ben Burton

Signed:



Cllr Raj Kumar Sood

Signed:



Cllr Sheila Ottewell

Signed:



Cllr Martyn Poole

Signed:



Cllr Colin Ogden

Signed:



Cllr James Griffiths

Signed:



Cllr Jon Hunt

Signed:



Cllr Kathy Morris

Signed:



Cllr Mike Baker

Signed:



Cllr Sharon Herniman

Signed:

Cllr

Signed:

Clerk to the Council



Clerk Angela Hocking

Signed:

9. PREVIOUS VERSIONS OF THE PARISH COUNCIL BUSINESS PLAN

9.1. Versions

This business plan will be regularly reviewed and updated to reflect changing circumstances. The dates of previous business plans and the current version are shown below:

Version 1.1 signed on 20 October 2016

Version 1.2 signed on 16 March 2017