



## ACTION PLAN 2025-26

Pucklechurch parish council as the first tier of local government deals with local parish issues and helps ensure the collective voice of the community is heard. In addition, it provides a range of public services to our residents from litter and dog bins to open spaces and play areas as well as offering allotment gardens, operating a burial ground and giving grants to support local groups who benefit Pucklechurch parish.

Pucklechurch parish council aim to continually promote the best interests of all its communities by providing high quality parish facilities and amenities in the parish. The parish council strives to listen and respond to its community and needs. This action plan is informed and shaped by information gathered from engagement with the community. It reflects the priorities the community wishes to see developed over the next few years. As a living document it provides a roadmap of the specific steps, tasks and resources required to ensure informed, purposeful progress is made towards turning agreed goals into a reality.

This action plan aids transparency and accountability and enables the tracking of progress and milestones, ensuring appropriate resource allocation, budgeting and risk management helps achieve the desired outcomes. All actions are required to consider biodiversity, safeguarding and crime and disorder

The parish action plan has been developed based on identified community priorities which for 2025/26 are:

- upgrading or replacing existing play equipment
- safeguarding the future of the Scouts hut
- supporting improvements at the Community Centre.

In addition during 2025 the parish council will be embarking on S106 funded projects:

- to improve both the drainage and the sports pitches on the Recreation ground
- to reach agreement with South Gloucestershire Council to provide a new biodiverse woodland and community asset on their land to benefit the parish and wider South Gloucestershire both now and for the future.

Key: progress to date

|  |                             |
|--|-----------------------------|
|  | Completed                   |
|  | Partial or ongoing progress |
|  | Not started                 |



### 1. Contributing to making the Parish a safe and pleasant place to live

| Project/policy priority       | Details of project  | Agreed actions  | Budget/financial implications  | Timescales   | By whom                                | Next steps/outcomes  |
|-------------------------------|---|---|--|--|--|--|
| Supporting community cohesion | Review of community grant scheme to support groups and organisations that provide services and opportunities to enhance and/or support parishioners             | Working group to review grant scheme and present findings to council to ensure scheme offers best value to all                                    | To ensure approved budget provides maximum benefits to the community | Report to council by September 2025.<br>Approval and changes by October 2025 | Grant working group/full council       | Review and changes to be implemented before the scheme opens in November   |
| Neighbourhood Plan            | Ensure the Pucklechurch parish Neighbourhood plan which outlines the community's vision of their neighbourhood is 'made'  | Working with South Gloucestershire Council, ensure draft plan moves through remaining regulations to examination and referendum until plan 'made' | circa £3000.00 in reserves.  | 2025-26  | Council/NP group, Clerk and Consultant | Monitor progress throughout the year<br><br><b>November 2025 at Regulation 16</b><br><br><b>March 2026 examination requested</b> |
| Planning matters              | i) Respond to on-going NPPF consultations<br>ii) Respond to ongoing developments linked to/resulting from the emerging South Gloucestershire Council Local Plan | To raise awareness/inform of proposals within the parish and to respond on behalf of the community  | Part of general responsibilities                                     | Ongoing  | Council                                | ongoing as required  |



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| Scout hut                                    | Take on ownership of Scout hut to save as a community asset         | Council ownership and improvements. Work with Pucklechurch Community Association (PCA) for consider future management | £10,000.00 in budget | 2025    | Council and Scout hut working group      | Revamped community asset<br><br><b>November 2025 condition survey received</b><br><br>March 26 Electrical work commissioned |
| Pucklechurch Community Centre (village hall) | To work in partnership with the PCA to develop the community centre | Support PCA to develop, enhance and improve the long term viability of building                                       | £5,000.00 in budget  | Ongoing | Council, hall working group. PCA & Clerk | Future proofing this community asset  |

## 2. Improving Parish council governance

| Project/policy priority    | Details of project                               | Agreed actions                    | Budget/financial implications | Timescales                 | By whom | Next steps/outcomes  |
|----------------------------|--|-----------------------------------|-------------------------------|----------------------------|---------|--|
| Website                    | Review of accessibility                          | Professional MOT of website       | £200.00                       | Summer 2025                | Clerk   | Revised accessibility statement. Evidence website meets required standards as required by assertions in new AGAR |
| Data Protection            | Review of all processes, policies and compliance | Commission external provider      | £500                          | Ongoing throughout 2025-26 | Clerk   | Evidence of compliance as required assertions in new AGAR  |
| Local Council Award Scheme | Re-apply following lapsed accreditation          | Council to apply for Silver award | £400                          | By end 2025-26             | Clerk   | Evidence of professionalism and good standards of governance   |



|          |  |                                |                        |         |                         |  |
|----------|--|--------------------------------|------------------------|---------|-------------------------|--|
| Training | Ongoing training of Councillors and Officers to ensure understanding, best practice and compliance with statutory and legislative requirements | Council commitment to training | Agreed training budget | Ongoing | Councillor and Officers | Evidence of professionalism and good standards of governance<br><br>Ongoing training recorded on website |
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### 3. Improving communications

| Project/policy priority | Details of project                          | Agreed actions   | Budget/financial implications       | Timescales                | By whom            | Next steps/outcomes   |
|-------------------------|---|--|-------------------------------------|---------------------------|--------------------|---|
| Pucklechurch News       | In house production of quarterly newsletter | Prioritise accessibility and improved content so Pucklechurch News informs and provides an information service for all residents | New contract budget up to £4,000.00 | Ongoing Quarterly reviews | PN editorial group | Positive feedback and increased interest in providing articles/news |

### 4. Protection of green spaces and environmental enhancement.

| Project/policy priority   | Details of project   | Agreed actions   | Budget/financial implications                                | Timescales   | By whom  | Next steps/outcomes  |
|---|--|--|--|--|--|--|
| New woodland on land at Leigh Farm to support South Gloucestershire Council's (SGC) strategic | Project to develop community woodland and enhance biodiversity | To work with SGC to agree lease agreement. Source external funding. Develop community project to compliment SGC plans for the remaining land | S106 funds from Oaktree Avenue developments circa £60,500.00 | 2025-2027<br>Lease by end July 25<br>SGC liaison ongoing | Council, Woodlands, open spaces, Street Care & Allotments working group, | Develop partnerships to progress project with support from SGC<br><br><b>Partner in South Gloucestershire Council's woodland project</b> |

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| Green Infrastructure (GI) network                 |  | at Leigh Farm (Pucklechurch side of M4)   |  |  | community groups and Clerk  |   |
| Parish council owned land including burial ground | Continued enhancements to improve biodiversity | Ongoing research and approval of ideas to mitigate climate change and enhance nature.<br>a) Install bug hotels<br>b) Continued improvements to Westerleigh Road woodland<br>c) Continued management of Ash die back<br>d) monitor opportunities for community involvement such as tree planting<br>e) consider future seed sharing project to benefit pollinators<br>f) articles in Pucklechurch News and/or social media | To meet statutory requirements. Projects approved case by case using earmarked reserves – see budget | 2025-26<br><br>Liaison with HMP Ashfield Inspection autumn 2025<br><br>Ongoing including annual inspections<br>Ongoing<br><br>Ongoing<br><br>Ongoing | Council, Woodlands, open spaces, Street Care & Allotments working group and Clerk | Visible improvements to land.<br><br><b>2025 b) and c) work to address ash die back and manage woodland</b><br><br><b>d) community involvement in tree planting at new Pucklechurch woodland</b><br><br><b>f) articles in Pucklechurch News</b> |
| Local climate and Nature plan                     | Develop plan for parish                        | Research and prepare draft  | Officer's time   | Ongoing  | Woodlands, open spaces, Street Care & Allotments                                  | Adopted plan and action plan<br><br><b>Document not started</b>   |

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|  |  |  |  |  | working group & Clerk | <b>Ongoing work across the parish to address climate change</b> |
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### 5. Wellbeing

| Project/policy priority                   | Details of project  | Agreed actions  | Budget/financial implications  | Timescales  | By whom                      | Next steps/outcomes  |
|---|---|---|--|---|------------------------------|--|
| St Aldams Active play project             | Installation of an active play provision to help address the lack of physical activities in older children and especially girls                         | Commission approved project   | Secure £40,000.00 funding from Suez Community Fund. Budget £20,00.00 from council funds. | 30th June 2025  | Clerk                        | New provision installed. Monitor feedback and regular use.   |
| Council owned play areas                  | Research and developing proposals   | Develop proposal and ideas for new provision and funding options at The Recreation ground and Parkfield | None at present  | Ongoing long term   | Play area working group      | Viable proposal to develop into projects<br><b>Building reserves</b>   |
| The Recreation ground sports improvements | Project to improve drainage and minimise impact of climate change, improved football pitch to ensure its continued use and redevelop the cricket wicket | Following approval by SGC year 1 of project   | S106 funding from Oaktree Avenue developments £87273.71                                  | Drainage by 31/3/26.<br>Football pitch year 1 reseeded and aeration 31/8/25.<br>Cricket wicket by 31/3/26 | Lead Cllr, Council and Clerk | Improved drainage. Improved and sustainable football pitch condition . Level cricket wicket improving condition and longevity<br><br>Drainage completed<br>New cricket square<br>Year 1 improvements to football pitch |



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| The Recreation ground sports improvements Year 2 | Continuing improvements to the football pitch and the cricket wicket | Year 2 |  |  |  | Ongoing aeration work and grass improvements |
|--|--|--------|--|--|--|--|