



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. 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 November 2025 at Regulation 16
Planning matters	i) Respond to on-going NPPF consultations 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



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 November 2025 condition survey received
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 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 Lease by end July 25 SGC liaison ongoing	Council, Woodlands, open spaces, Street Care & Allotments working group,	Develop partnerships to progress project with support from SGC Partner in South Gloucestershire Council's woodland project



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. a) Install bug hotels b) Continued improvements to Westerleigh Road woodland c) Continued management of Ash die back d) monitor opportunities for community involvement such as tree planting e) consider future seed sharing project to benefit pollinators 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 Liaison with HMP Ashfield Inspection autumn 2025 Ongoing including annual inspections Ongoing Ongoing Ongoing	Council, Woodlands, open spaces, Street Care & Allotments working group and Clerk	Visible improvements to land. 2025 b) and c) work to address ash die back and manage woodland d) community involvement in tree planting at new Pucklechurch woodland f) articles in Pucklechurch News
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 Document not started



					working group & Clerk	Ongoing work across the parish to address climate change
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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	Play area working group	Viable proposal to develop into projects Building reserves
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 manage this 2/3 year project	S106 funding from Oaktree Avenue developments £87273.71	Drainage by 31/3/26. Football pitch year 1 reseeding and aeration 31/8/25. 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 Drainage completed New cricket square Year 1 improvements to football pitch