

TINTWISTLE PARISH COUNCIL BUSINESS PLAN 2021/23

AS AT 20th MARCH 2023

1. What is a Parish Council Business Plan?

The aim of the Business Plan is to give Tintwistle Parish Council's residents and Councillors a clear understanding of what the Council does and what it is trying to achieve. It details what the Parish Council intends to focus on over the coming year. It is a live document, is used to drive the budget process, plan activities for the coming year and enable the Parish Council to monitor progress against key priorities. It is reviewed annually in the context of the precept and the annual return.

2. Why have a Business Plan?

The Plan gives a framework for the Parish Council to work within, enabling it to operate in a consistent and coordinated way and to be proactive rather than reactive in its decision making.

The Business Plan is an important tool which can be used in the context of grant applications, demonstrating a response to community need.

The Business Plan is a statement of intent and as such some decisions may need to be revised in the context of budget constraints, new legislation, or changes in policy.

The Plan is overseen and updated by the Clerk to the Council.

It is available on the Parish Council website with paper copies available on request.

The first edition was dated 28 October 2019. The second edition, dated 25 January, recorded the outcomes achieved in the first 14 months of this Council. The third edition set out the aims and objectives for the next two years, 2021 to 2023. This is the fourth edition and provides a review of progress to date.

Charlotte Strickland, Clerk to the Parish Council

Councillor Marianne Stevenson, Chair of the Parish Council

C Strickland

Date: 16 May 2023

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M Stevenson

PRIORITIES	OBJECTIVES	ACTIONS	LEAD & DATE	OUTCOMES
<p>1. Governance</p>	<p>Continue to work with Councillors to ensure compliance with the Transparency Code, the Code of Conduct and all government guidance and legislation</p>	<p>Provide advice and guidance as necessary</p> <p>Councillors attend appropriate training events eg Social Media</p>	<p>CS ongoing</p> <p>ALL (as & when)</p>	<p>Attendance at DALC meetings by the Chair of the Council has enabled Councillors to be kept up to date with government guidance and legislation and other Council related meetings.</p> <p>Cllrs Marianne Stevenson and Allan Dyer attended Social media training on 17th March 2021.</p>
	<p>Ensure essential Council policies in place and regularly reviewed</p>	<p>Draft, consult on and agree key policies, seeking advice from DALC where needed</p>	<p>BL/CS (March to April 23)</p>	<p>Completed: The Council has approved the following policies: Health and Safety, HR policies, Records Retention, Social Media, Online Banking, Publication Scheme, Discipline and Grievances, Co-Options, Equality and Diversity, Staff Sickness and Absence,</p>

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	<p>Ensure the Parish Council website is regularly updated</p> <p>Publish and distribute the TPC newsletter</p> <p>Publicise & hold the Annual Parish meeting</p>	<p>Review website management; include details of all community organisations and Council reports</p> <p>Include articles on village community organisations</p> <p>Review printing for best value</p> <p>Circulate events & dates</p>	<p>BL/CS/Netwise</p> <p>AD/MS (4/5 times a year)</p> <p>AD/ BL</p> <p>BL May 23</p>	<p>Complaints and Dignity at work.</p> <p>Completed: The website has continued to be updated. The Website Committee was reviewed and disbanded in September '22 and the Clerk has assumed full responsibility for website management.</p> <p>Completed: 1 newsletters have been distributed since Nov 19. They are well received.</p> <p>Completed: Printing costs reviewed in March 22 and concluded that purchasing a new photocopier was the best option.</p> <p>Completed: These have been held annually. With</p>

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	<p>Review effectiveness of current TPC committees</p> <p>Attend relevant conferences and meetings Ensure the Council complies with all government Covid 19 guidance</p> <p>All correspondence received is acted upon</p>	<p>Discuss at Council meeting</p> <p>Inform Council of latest government guidance</p> <p>Raise at Council Meetings to agree a response</p>	<p>MS/BL May23</p> <p>BL/CS (as & when)</p> <p>BL/CS</p>	<p>Covid restrictions May 20 and 21 were virtual.</p> <p>Covid restrictions meant that the review will now take place in May '22. Committees are due a review in May '23.</p> <p>Face to face meetings were curtailed during the 2 years of the pandemic. TPC has updated its H&S risk assessments to take account of government Covid guidance. This is ongoing via emails and Council meetings.</p> <p>Completed: Over 50 correspondences received including residents speaking during the public participation slot.</p>
<p>2. Community and Leisure</p>	<p>Identify and manage events for</p>	<p>Agree dates of events at Council meetings</p>	<p>MS (April 21.22)</p>	<p>Such events did not take place during the pandemic. There have however been 2</p>

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	<p>the purpose of fundraising</p> <p>Review Coffee Morning arrangements to attract more attendees</p> <p>Participate in the Remembrance Sunday Procession and Service</p> <p>Organise the Christmas lights</p> <p>Public Rights of Way</p>	<p>Identify who organises and agree way forward</p> <p>Discuss with organisers</p> <p>Continue to organise</p> <p>Check lights and decoration of the tree</p> <p>Contribute to the response to the government</p>	<p>As Covid allows</p> <p>MS May 22</p> <p>SG/MS Nov 21,22</p> <p>SG Dec 21,22</p> <p>MS ongoing</p>	<p>very successful markets on Sexton Street run by Cllr Emily Scriven in Dec 19, Dec 21 and July 22.</p> <p>The Coffee Mornings are independently run and ceased during Covid restrictions. They have resumed but with smaller numbers.</p> <p>Completed: The events took place in 2019, 2020, 2021 and 2022 taking account of Covid guidance.</p> <p>Completed: Successfully organised and welcomed by residents in the years 2021 and 2022.</p> <p>Government legislation has changed, the 2026 deadline no longer applies. TPC</p>

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	Create a small lending library in the Council Office building.	<p>requirement to identify rights of way in the parish</p> <p>Source shelves and books and organise the lending process</p>	ES May 21	<p>organised DCC for Footpath 2 to be repaired in 2020.</p> <p>Not possible due to Covid restrictions. To be reconsidered for the new build.</p>
3. Building Maintenance and Hire (Sexton Street)	Ensure the current building is fit for use and complies with the building insurance policy until the date of demolition	<p>Review the Caretaker roles</p> <p>Repair outside front wall of building</p> <p>Ensure compliance with Covid 19 restrictions</p>	<p>ES/NN May 21 BL/CS Ongoing</p> <p>SG March 22</p> <p>BL ongoing</p>	<p>Minimum use has been made of the facilities during 21/22. The Bowling Club continues to use their room. No hire changes applied due to condition of the building.</p> <p>Completed: Delayed by unavailability of joiners during Covid. Completed and vandalism damage repaired.</p> <p>Completed: Full compliance, no Covid cases reported because of use of</p>

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		Review use when Covid restrictions are lifted		the building. Restrictions are now lifted.
4. Management of Allotments	Manage the allocation and use of allotments so that the standard of allotments is raised	<p>Review the membership and work of the Committee</p> <p>Carry out minimum of 2 inspections a year and report to the Council</p> <p>Review the administration of allotments waiting list</p> <p>Continue to subdivide allotments where possible</p>	<p>BL/MS/PJ May 22</p> <p>PJ</p> <p>PJ/CS ongoing</p> <p>PJ</p>	<p>Completed: Reviewed in September 2022.</p> <p>Completed: Allotment inspections have regularly been carried out with full reports presented to the Council.</p> <p>The allotment waiting list is regularly updated on an ongoing basis.</p> <p>Completed: There have been additional allocations of allotments as tenants terminate their tenure. 7 new plots created at Arnfield.</p>
5. Grounds Maintenance	Review Grounds Maintenance arrangements	Include land details in the TPC Assets Register and seek Council approval	<p>BL (May 21)</p> <p>MS, SG (BL)</p>	Completed: Reviewed July 2022 and approved by full Council.

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	<p>Establish Friends of the Quarry Group</p> <p>Install additional dog waste bins and arrange emptying</p> <p>Maintain the planters and hanging baskets</p>	<p>Fix review date and implement any agreed changes</p> <p>Draw up how FOQG works and report to Council on an annual basis</p> <p>Liaise with PS for installation and emptying</p> <p>Liaise with TAGA for supply of plants</p>	<p>May 22</p> <p>MS, TO (BL) July 21</p> <p>MS/SG April 21</p> <p>MS/AD</p>	<p>To be reviewed annually in June 2023.</p> <p>Completed: A Voluntary Quarry Warden, Peter Girdlestone, appointed. DWT have drawn up a Rewilding Plan for the Quarry, TPC the first Parish Council in Derbyshire to have such a plan. Regular working sessions instigated; scrapes created, and non-native saplings removed.</p> <p>Completed: A total of 10 bins installed and emptied regularly and much appreciated by dog walkers.</p> <p>Completed: TAGA volunteers and John Le Page maintaining planters and the Cenotaph flower beds.</p>

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6. Community Safety	Ensure appropriate responses to community safety and traffic issues as they arise	<p>Maintain good working relationships with local PCSOs, making appropriate responses to those in the village who are affected by theft, vandalism etc.</p> <p>Maintain effective working relationships with Highways England, Derbyshire County Council and High Peak Borough Council in relation to road and traffic issues</p> <p>Continue to work with DCC and United Utilities to tackle flood damage related issues</p>	<p>MS (All) ongoing</p> <p>TO/MS ongoing</p> <p>BL/CS MS, TO ongoing</p>	<p>Local PCSOs visibility increased and have contributed to resolving a number of issues. They attend the coffee mornings and are invited to Parish Council meetings.</p> <p>Links with National Highways much strengthened and a series of improvements to gullies, pavements and road ongoing. Work continues with DCC and HPBC to tackle side roads and pavements.</p> <p>MP Robert Lorgan facilitated a meeting with UU managers which should improve partnership working to resolve issues around the reservoirs.</p>
7. Partnerships	Develop positive and constructive relationships with	Arrange regular reports and communications from High Peak Borough Council,	BL/CS ongoing	Links have been established with all partner organisations.

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	partner organisations that impact on Parish Council issues and activity	<p>Derbyshire County Council, DALC</p> <p>Maintain a working relationship with Peak National Park</p> <p>Respond to The Rotary Club, Glossop to their offer of purple crocus bulbs to support their End Polio Campaign</p>	<p>MS/AD 21/21</p> <p>MS 21/22</p>	<p>Links maintained with PDNP Ranger at Longdendale Education Centre to address local issues.</p> <p>Completed: 4,000 crocuses successfully planted around Tintwistle by Councillors and volunteers. £40.00 donated by TPC to The Rotary Club.</p>
8. Health and Safety	<p>Maintain 3 defibrillators</p> <p>Respond to government guidance on Covid restrictions</p>	<p>Ensure regular checks and reports are made on the 3 village defibs</p> <p>Maintain closure of Council building until further notice. Hold virtual Council meetings, maintain entry</p>	<p>TO Sept & March 21</p> <p>BL Mar 20 ongoing</p>	<p>A defib is being considered for the new Willow Gardens Estate. Completed: Successful use made of 3 defibs and training events organised.</p> <p>Covid arrangements worked well and have now been lifted.</p>

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	<p>Maintain Gully Cleaning and addressing streetlamp outages</p> <p>Establish a Tintwistle History Association</p>	<p>record book, regular cleaning</p> <p>Inspect all gullies in the village and report blocked drains to DCC/HPBC</p> <p>Instigate and establish a voluntary constituted group and action plan</p>	<p>TO/MS Ongoing</p> <p>MS/TO 21</p>	<p>Much improved maintenance of gullies and streetlamps by National Highways.</p> <p>Put on hold over Covid. Resumed in February 2023</p>
<p>9. Tintwistle Community Centre</p>	<p>Ensure the Community Building Centre Project is well managed, is accountable and results in a new build by 2025</p>	<p>Continue to make monthly reports to the Council</p> <p>Report on the outcomes of the March consultation</p> <p>Sign the contract with JDA</p> <p>Agree the final design for the new build, including a new carpark</p> <p>Make successful funding applications for the MUGA and Centre building</p> <p>Draw up a draft hiring policy</p>	<p>MS Monthly</p> <p>MS April 21</p> <p>BL March 21</p> <p>Council Mtg July 22</p> <p>MS/JC May 22</p> <p>MS June 22</p>	<p>The Project Group, now the Community Centre Committee, has worked over the last three years. The pace has been seriously impeded by the pandemic in 2020/21/22. The National Lottery bid was unsuccessful because other projects in the High Peak area had already been submitted. Other capital grants were not available.</p>

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		Agree staffing arrangements needed for the management of the new building and MUGA	MS Dec 22	TPC plans to pursue a Public Works Loan. The Multi-Use Games Area has been put on hold to prioritise funding for the new Community Centre. JDA were appointed as Planning Consultants. The HPBC pre planning application was successful and the final planning application has been with HPBC for four months awaiting a decision. A fundraising campaign is underway for 2022/23. Over £1485.92 has been raised to date.
10. Finance	Manage the annual funding round of the Parish Council Community Fund	Promote, select and award applicants' allocations	MS, AD, TW April/May 21,22	Completed: 5 rounds have successfully taken place and a total of £2544 awarded to community organisations.
11. Climate Change	Draw up, consult on and deliver a	Appoint a Campaign Coordinator	MS Dec 21	Completed: Sara Scott Rivers recruited as

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	Climate Emergency Action Plan	<p>Draft and finalise an action plan with targets</p> <p>Involve the local community</p>	<p>May 22</p> <p>February 22 onwards</p>	<p>Campaign Coordinator. 52 social media messages posted to date.</p> <p>Completed: Research and training undertaken to inform the action plan.</p> <p>Links with Tintwistle School with a poster competition resulting in tree children's posters which will be located at key spots in the village. The Green Champions campaign will commence in April with awards being made in December and certificates signed by Dame Vivienne Westwood presented. A first Big Green Raffle held in Dec 22 resulted in raising over £300.00.</p> <p>Partnership with Derbyshire Wildlife Trust (DWT) has resulted in a 50</p>

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				<p>year Rewilding Management Action Plan for Holybank Quarry. A Friends of the Quarry Group led by a local volunteer acting as warden has already created effective scrapes and cleared the pathway to the quarry. DWT will be carrying out an 'opportunity mapping' exercise in May 23 which will provide information as to how the biodiversity of the Tintwistle area can be preserved and enhanced.</p>