



# Strategic Plan

2021-2023

**Patchway Town Council**

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**A plan for Patchway for the future.**

# Patchway Town Council's Strategic Plan 2021-2023

Patchway is a town in South Gloucestershire, England, situated 10 km (6.2 mi) north-north west of central Bristol. The town is a housing overflow for Bristol being contiguous to Bristol's urban area and is often regarded as a large outer suburb. Nearby are the other Bristol satellite towns of Filton and Bradley Stoke. Patchway is twinned with Clermont l'Herault, France, and Gauting, Germany. It was established as a civil parish in 1953, becoming separate from the parish of nearby Almondsbury. The 2011 Census states that there are 10,511 residents in Patchway but we believe this figure to be higher with the population of the new Charlton Hayes Development.

Patchway Town Council is one of over 10,000 local councils in England. Parish and Town Council's make up the first tier of local government in most parts of the country. Patchway Town Council was established in 1953 (then as a 'Parish Council') and exists to represent the people of Patchway and the new development in Charlton Hayes. The council is a democratically elected public body and has elections every four years for the 15 places on the council. Councillors are not paid and give up their time freely to serve the local community. The next council elections will take place in May 2023.

The powers and responsibilities of Town and Parish Councils have been determined by central government legislation over many years. Within the legislative framework, Patchway Town Council's roles and responsibilities are as follows:

- Democracy – To give all local people a voice.
- Services – To provide a range of services to our community.
- Improving the area in which we live and work in.
- Supporting the Community.

Patchway Town Council raises money for its local services through an additional charge on the council tax, known as the precept. In the 2019/20 financial year the council's income was £680,558 (as of 9<sup>th</sup> March 2020). £624,170 was raised through the council tax precept with £56,388 from other sources such as room hire and sports pitch hire. The council also has reserves which are earmarked for delivering certain projects and specific services.

The council also employ a range of staff to help deliver local services and to support the elected councillors, they are as follows: Clerk, Deputy Clerk and Responsible Financial Officer, Administration Assistant, Five Groundstaff, A Street Cleaner and Three Cleaners.



# Patchway Town Council's Strategic Plan 2021-2023

Patchway Town Council strives to be a forward-thinking council at the heart of the community. We want the Town Council to be seen as a body that works for Patchway and everyone in the community taking into account everyone's viewpoints to move forward collectively. We want to see the council develop its community leadership, being at the forefront of community engagement and to build extensive partnerships with local organisations. We want to deliver on giving people value for money with the services that we provide and ensure that good financial governance is apparent throughout all that we do.

Patchway Town Council will strive to be:

- Open and transparent with the whole community
- Ambitious but realistic
- Community minded
- Sustainable
- Relevant to the modern day
- Empowering and engaging for the whole community
- Leading on community engagement in Patchway
- Delivering high quality projects for the whole of Patchway
- Ensuring financial practices and systems are robust to ensure money is safeguarded
- Efficient at all times

## **How will Patchway Town Council deliver this strategy?**

Patchway Town Council would like all residents to be consulted on this with developmental meetings being held in May 2020 to engage what the community would like the council to do. All feedback will be presented to the council and a decision on the final strategy will be made with the community's feedback leading the way.

Delivering this strategy will be at the forefront of Patchway Town Council over the next three years. Once this plan has developed and is adopted by the Full Council the 3-year budget will follow and that is how most of the aims will be achieved of this plan. Patchway Town Council delegates some powers to its committee's and it will be their role to review specific projects and feedback on the plan to the council.

This strategy will have the aim of being complete in three years however due to ever increasing pressure on all local councils, some aims may not be achievable during this three-year period. Residents will be able to monitor progress of the plan through minutes of the meetings and being invited to consultation workshops, where their voices will be heard.



# Patchway Town Council's Strategic Plan 2021-2023

Patchway Town Council is responsible for a variety of facilities in Patchway and below you can see what we are responsible for:

- Scott Park – Football and Cricket Pitches, Multi-Use-Games-Area and Play Area.
- Blakeney Road Play Area and Field
- Bevington Close Play Area
- Gorse Covert Play Area
- Arlingham Way Pocket Park
- Callicroft Road Play Area
- The Tumps and BMX Track
  
- Blakeney Road Allotments
- Pretoria Road Allotments
  
- We own both Patchway and Coniston community centres which are run by their own community associations.
- The Casson Centre
- Callicroft House (Town Council Offices)
  
- Three Bus Shelters
- Christmas Lights around the Town
- Red Benches around the Town
- Over 50 Dual Use Bins
- Two 24 Hour Defibrillators
  
- Providing grants to local and community organisations to support them.
- Providing funding for Patchway Library to remained staff.
  
- Active Social Media (Facebook)
- An up to date Website



# Delivering our strategy – Priority Projects

## 1) The Redevelopment of Patchway Community Centre

Patchway Community Centre is one of the oldest buildings in Patchway and it serves the local community superbly with the different array of rooms and lots of local groups who use this centre. Patchway Town Council have been granted Section 106 monies to redevelop the community centre and make it a centre for the 21<sup>st</sup> century and beyond. Planning permission has already been granted for a new 'annexe' to be built at the rear of the building. This new building will be a two-storey high building which will be fully accessible. The ground floor of this building will house Patchway Pre-School and Tots and the second floor will be a large open plan room which will be available to hire. This new building will increase the capacity of the community centre as well as freeing up daytimes for the main hall to be hired out. The next stage of this project will be to refurbish the existing community centre to ensure it is a modern facility which is fully accessible for everyone to use. This will include re-roofing the whole building and the Casson Centre whilst giving the building a new exterior on Rodway Road. This will ensure the building will last for the long-term future of Patchway and will continue to serve the whole community of Patchway. It will bring Patchway Community Centre up to date with other local developments too.

**Timescales:** Building work to be finished by 2021.

## 2) Scott Park Pavilion Project

This will be the second development happening at Scott Park in the near future, a well needed update and refresh to our existing pavilion building. The pavilion at present serves home and away teams for cricket and football in Scott Park and is a well-used facility. However, it is a tired and old building in need of a much-improved facility which is modern for the whole community to use.

The initial talks have already started around this project and the outline plans have been drafted for the council to see. The proposed new facility includes more car parking space at Scott Park, modern changing facilities and a café with views over the field.

**Timescales:** Project Completion in 2022.

## Outside Areas in Patchway

	<b><u>Objective</u></b>	<b><u>Timescale</u></b>	<b><u>Funding</u></b>	<b><u>Responsible Committee</u></b>
Tree Survey	Undertake tree survey to map trees on Town Council land. Review report annually.	Ongoing	New budget item each year to cover costings.	Parks & Planning
Play Area Strategy	To follow and amend the play area strategy to suit the community and to upgrade all of our play area's into modern facilities.	Ongoing	Earmarked Reserves and Grant Monies if not in the budget.	Parks & Planning
Tree Planting	As a result of the climate emergency to consider planting trees on Town Council owned land.	Ongoing	Trees sourced from third parties.	Parks & Planning
Wildflower Meadows	In order to reduce maintenance and to be a welcoming feature, plant wildflower meadows around the town.	2021	New budget item.	Parks & Planning
Maintenance of Sports Equipment.	To ensure that the sports equipment, that is hired out, is fit for use and maintained properly.	2021	New budget item and grant funding.	Parks & Planning Finance Full Council
Exercise Equipment	To upgrade and install exercise equipment in all of our areas to promote wellbeing and encourage children to get active.	2021	Grant funding.	Parks & Planning
Scott Park Access Gates	Installing new gates which will let wheelchair users easily access Scott Park as the current gates are not wide enough in some entrances.	2023	New budget item.	Parks & Planning Finance Full Council
Scott Park Lighting	To increase security and visibility in Scott Park to ensure our community feels safe when using the facility.	2024	Increase costs each year in budget for necessary works.	Parks & Planning Finance Full Council

The Town's Planters	To refresh and re-plant all of our planters and hanging baskets throughout the Spring and Summer and water regularly.	Ongoing	Already costed into budget.	Parks & Planning
Allotment Container	To install a new container/fixed structure into Pretoria Road allotments for the council's outside staff to use as a base.	2020/2021	Already costed into budget.	Parks & Planning
Compound Container	To erect a container inside the compound at the Sports and Social Club to store property belonging to the Town Council.	2021	New budget item.	Parks & Planning Finance Full Council
Tree Pruning in Patchway	To prune trees which are an obstruction. Trees will not be removed but 'trimmed' in order to be easily maintained.	2022	Already costed into budget.	Parks & Planning
Charlton Hayes	To set aside allocated monies for small scale maintenance work and improvements to the street scene.	2021	New cost centre.	Parks & Planning
The Parade	To set aside allocated monies for small scale maintenance work and improvements to the street scene.	2021	New cost centre.	Parks & Planning
Rodway Road	To set aside allocated monies for small scale maintenance work and improvements to the street scene.	2021	New cost centre.	Parks & Planning
Open Area Signage	To purchase and install new signs for all open spaces.	2023	New budget item.	Parks & Planning

## Planning in Patchway

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Bus Shelters	Undertake a survey to ascertain if the bus shelters are still needed and look to upgrade all three that the town council own.	2023	New budget item.	Parks & Planning
Defibrillators	Research the best and practical locations for two more 24-hour defibrillators and install them.	2021	Money already budgeted.	Parks & Planning
Road Surfacing	Hold South Gloucestershire Council to task and ensure that our roads and pathways are updated and repaired in a programme.	Ongoing	SGC	Parks & Planning
Christmas Lights	To replace and renew the old Christmas Lights and install brighter and better motifs around the town.	2022	Increase budgeted money. Earmarked Reserves.	Parks & Planning Finance Full Council
The Parade Car Park	To actively support the residents in reducing the parking times for the cars in some of the bays and ensuring South Gloucestershire Council enforce this.	2024	N/A	Parks & Planning



## Community Engagement in Patchway

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Community Events	To lead a range of community events to ensure the public are consulted on projects that will affect them before actioning the project.	Ongoing	New budget item.	Full Council Officers
Quarterly Newsletter	To provide quarterly updates in the Patchway People community newsletter which is also published online.	Ongoing	Money already budgeted.	Full Council Officers
Monthly Newsletter	To develop a monthly newsletter which can be published online and in notice boards.	2021	N/A	Full Council Officers
Patchway Festival	To hold a stall to tell residents about what Patchway Town Council does for them.	Ongoing	N/A	Full Council
Social Media	To consider increasing our social media to include a positive Instagram page to promote Patchway.	2021	N/A	Full Council Officers
Live Streaming Meetings	To consider live streaming all meetings on Social Media Platforms so all residents are aware of what is happening in their local area.	2021	New budget item.	Full Council

## Finance, Democracy and Governance

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Local Council Award Scheme	Investigate the feasibility of applying for the foundation status for this award and any relevant costs.	2021 2022 2023	New budget item 2021/22.	Finance
Review of all Governance Documents	Annual review of all governance documents and internal controls.	Ongoing	N/A	Finance

## Human Resource and Management

	<u>Objective</u>	<u>Timescale</u>	<u>Funding</u>	<u>Responsible Committee</u>
Health and Safety	Undertake a full review of all procedures on an annual basis.	Ongoing	New budget item.	Personnel
Continuing professional development	Ensure all staff have access to courses to enable them to deliver the council's aims effectively.	Ongoing	Existing Budget	Personnel
Development of policies	Identifying and producing policies on a regular basis.	Ongoing	N/A	Full Council
Staff Capacity	Ensure that the correct staffing levels are kept ensuring the council achieves its aims and objectives.	Ongoing	N/A	Personnel

	Priority Projects	Outside Areas	Planning in Patchway	Community Engagement	Finance, Democracy and Governance	Human Resource and Management
Timescale for Implementation	Responsible Committee	Parks and Planning	Parks and Planning	Full Council	Finance Committee	Personnel Committee
2021/2022						
	Redevelopment of Patchway Community Centre	Maintenance of Sports Equipment	Challenging SGC on pavement parking.	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Upgrade and install exercise equipment	Road Surfacing	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Compound Container		Social Media		Development of Policies
		Charlton Hayes		Live Streaming Meetings		Staff Capacity
		The Parade		Community Events		
		Rodway Road		Quarterly Newsletter		
		Tree Survey		Flyers and Leaflets.		
		Play Area Strategy				
		The Town's Planters				
		Allotment Container				
		Tree giveaway project.				
		Wildflower Meadows				
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Timescale for Implementation	Responsible Committee	Parks and Planning	Parks and Planning	Full Council	Finance Committee	Personnel Committee
2022/2023						
	Redevelopment of Patchway Community Centre	Tree Planting	Bus Shelters	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
		Wildflower Meadows	Christmas Lights	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Tree Pruning in Patchway	Road Surfacing	Social Media		Development of Policies
		Open Area Signage	Benches for Charlton Hayes	Live Streaming Meetings		Staff Capacity
		Tree Survey for all areas		Community Events		
		Tree giveaway project.		Flyers and Leaflets.		
	Priority Projects	Outside Areas	Planning in Patchway	Community Engagement	Finance, Democracy and Governance	Human Resource and Management
Timescale for Implementation	Responsible Committee	Parks and Planning	Parks and Planning	Full Council	Finance Committee	Personnel Committee
2023/2024						
		Scott Park Access Gates	Road Surfacing	Monthly Newsletter	Review of all Governance Documents	Review of Health and Safety
		Scott Park Lighting	Revamping The Parade	Patchway Festival		Continuing Professional Development
		Tree give away project.		Social Media		Development of Policies
				Live Streaming Meetings		Staff Capacity
				Community Events		
				Flyers and Leaflets.		