

Detailed Action Plan

[A "champion" under "Resource Implications" means someone who will lead action on behalf of the village]

Issue	Action/How	Priority	Action Start Date	Partners (in addition to Parish Council)	Resource Implications (costs if known)	Planning Authority Involvement
Business						
Follow up work experience opportunities	Discuss with Village Colleges and provide them the contacts	High	Spring 05	Village Colleges Youth Club	Champion	No
Improve communications about businesses	Set up website, notice boards and possibly brochure with details of businesses wanting to be advertised	Medium	Autumn 05	Webmaster Parish Clerk Businesses	Champion	No
CB postcode	Lobby Post Office; if not why not, so reasons can be publicised	Medium	Autumn 05	Post Office	Champion	Possibly
Highways & Footpaths						
Pavement improvements short term	Create pavement warden team to keep pavements clear of parked vehicles, litter and overhanging hedges. Check storm drains are working	High	Summer 05	Landowners Highways Dept	Volunteer pavement wardens & Coordinator	No
Pavement improvements long term	More pavements at key danger spots & improve design of some existing pavements. Possible links to Shepreth and Eternit. Prioritise and cost	High	Autumn 05	Highways Dept	Action team Programme costs	Possibly

Issue	Action/How	Priority	Action Start Date	Partners (in addition to Parish Council)	Resource Implications (costs if known)	Planning Authority Involvement
Highways & Footpaths cont.						
Speeding traffic & traffic calming	Review effectiveness of traffic calming measures against experience and identified danger spots. Create next phase of improvement, prioritise & cost. Consider speed traps and ASBOs? Include feasibility of school crossing	High	Summer 05 Spring 06	Highways Dept Police Neighbourhood Watch	Action team Costs	Yes
Flooding caused by unmaintained gullies, drains and ditches	Audit problem, produce prioritised work plan, execute and monitor	Medium	Summer 05	Highways Dept CCC Adjacent Landowners	Champion	No
Lack of bridleways	Create wish list, test feasibility and action where possible with landowners	Medium	Summer 05	Riders Group Landowners Parish Paths Partnership	Champion from Riders Group Borrowed JCB & operator	Yes
Heavy lorries in village streets & country lanes	Revisit 1999 survey Census to identify flows and owners Identify potential for restrictions Consult owners/users Change flows Monitor effectiveness	Medium	Summer 05 Winter 05 Spring 06 Summer 06 Winter 06 In 2007	Highways Dept Police Highways Dept Owners/users Highways Dept Highways Dept	Action team Signage costs	Yes, if changes proposed

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Highways & Footpaths cont						
Footpaths	Extend network and improve accessibility and condition	Medium	Started	Parish Paths Partnership	Volunteers already identified	If network extended
Signposts and road names	Audit existing signage to propose improvements to find village facilities and businesses, improve traffic flows and deliveries Prioritise and action	Medium	Autumn 05 Spring 06	Highways Department, Cambridgeshire County Council	Use footpath volunteers and Village Association Sign costs	Yes
Conservation & Environment						
Streams and meadows	Review "linear park" along Mel (including Melwood) to identify improvements to path, appearance of Mel, more grass field boundaries, tidier woodland	High	Summer 05	Parish Paths Partnership Melwood Committee Riparian landowners	Volunteer labour and some costs Expand scope of Melwood Committee?	Probably not
Litter reduction	Segment village into pavements, footpaths, Rec. and other areas, and address through permanent action teams. Consider stimulus of entry to Best Kept Village competition	Medium	Summer 05	Parish Paths Partnership. Parish Council (to dovetail with their efforts)	Volunteers for each segment. Involve children? Landowners	No

Issue	Action/How	Priority	Action Start Date	Partners (in addition to Parish Council)	Resource Implications (costs if known)	Planning Authority Involvement
Conservation & Environment cont						
Seats	Review current provision of seats/benches in the village, prioritise, plan and carry out improvements	Medium	Summer 05		Action team Costs	No
Village streetscape	Consider introducing "village pride" scheme to improve streetscape by improvements and repainting. Consider stimulus of entry to Best Kept Village competition	Medium	Summer 05	All residents (particularly on approaches to village and through routes)	Champion Costs to be borne by occupants	Not unless major changes to buildings proposed by residents
Industrial areas of village	Part of "village pride" scheme to improve streetscape. Consider stimulus of entry to Best Kept Village competition	Medium	Summer 06	Businesses	Champion Costs to be borne by businesses	Not unless major changes to buildings proposed
Dog bins	Review provision and extra needs highlighted by Household Questionnaire, plan and do	Low	Autumn 05		Champion Limited costs	No

Issue	Action/How	Priority	Action Start Date	Partners (in addition to Parish Council)	Resource Implications (costs if known)	Planning Authority Involvement
Sport & recreation						
Better pavilion or Leisure Centre on recreation ground	Test project to replace the pavilion against a new leisure centre for costs/benefits	Key strategic decision	Summer 05	Football Club Youth Club Tennis Club	Champions Fundraising Grants	Yes
Improve communications on what is available, where & when	Complete Parish website with organisation details, rationalise and improve notice boards, address communications to new villagers, Village diary	High	Summer 05	Parish Clerk Webmaster Clubs & Organisations	Action team Notice board costs.	No
Fuller use of village facilities for wider range of activities	Establish scope for co-operation amongst facility providers, publicise what's available and promote sports/activities not currently undertaken	High	Summer 05	Primary School Manor School Village Hall Eternit	Champion	No
Pub as a major village focal point	The pub needs enhancing to become a family friendly establishment serving good moderately priced food, with an improved garden and car park	High	Summer 05	Publican Brewery Licensee	Action team	Possibly

Issue	Action/How	Priority	Action Start Date	Partners (in addition to Parish Council)	Resource Implications (costs if known)	Planning Authority Involvement
Youth						
Facilities for youth	Benchmark Meldreth against other villages, produce prioritised plan. Encourage village organisations to provide taster sessions and coaching	High	Summer 05	Youth Club Village sports organisations	Action team Programme costs	No
Facilities for the very young	Benchmark Meldreth against other villages, produce prioritised plan	Medium	Summer 05	Toddler's club and young mothers	Action Team Programme costs	No
Community Safety						
Access for 100 disabled and 60 pushchair users	Improve access to One Stop Shop and southbound railway platform	High	Summer 05	WAGN SCOPE One Stop Shop	Disability consultant Grants and improvement costs	Possibly
Resolution of the future of the Mettle Hill Travellers' site	Turn site to an alternative use acceptable to the County Council and villagers	High	On-going	CCC Residents Assoc. Developers	Development costs	Yes
Police and fear of theft and vandalism	Scope and cost of greater police presence/resources needs to be identified. Benchmark against other villages, produce plan	Medium	Summer 05	Neighbourhood Watch	Champion Implication for rates?	No

Issue	Action/How	Priority	Action Start Date	Partners (in addition to Parish Council)	Resource Implications (costs if known)	Planning Authority Involvement
Community Safety contd.						
Street lighting improvements	Produce costed, prioritised plan (include Rec. and Station Yard) and carry out programme of improvement	Low	Winter 05 Autumn 06	Highways Dept	Champion Programme costs	No
Transport						
Bus service improvements	Improved frequency of buses to Cambridge and Royston	High	Ongoing	Stagecoach	Action Team Residents Ass. ?	No
Extended social car service	Expand the provision of volunteer drivers for medical and shopping visits for those without transport e.g. by extending use of Royston Community Transport and "Tesco runs". Village mini-bus?	High	Summer 05	Royston Community Transport	Volunteer drivers Action Team	No
Rail services	Press for 8-car stops & southbound platform improved access	Medium	Summer 05	WAGN – Railway Passengers User Group	Champion	No
Education						
Ensure SCOPE remains fully integrated in village	Encourage Manor School to adopt more open door policy and share facilities. Encourage village organisations to market themselves to Manor School staff	Medium	Summer 05	SCOPE Village organisations	Champion from Manor School	No
Housing						
Affordable housing for villagers	Increase provision of affordable private and housing association houses	High	Ongoing	SCDC Developers	Development costs	Yes

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Health						
Some dissatisfaction with Melbourn Surgery	Share survey results with Melbourn surgery and encourage improvements	Medium	Summer 05	Melbourn Surgery	Parish plan Committee to give feedback	No
Parish Council						
Action the plan	Parish Council sponsored team to carry out the plan	Essential	Spring 05		Volunteers to be Issue Champions	
Church and Community						
Retention of Post Office	Lobby hard and consistently to retain village post office which is valued by villagers and businesses alike	High	On-going	All Councils MP	Champion	No

Appendix 1: Key Actions & Timeline

(Critical Path in orange)

ACTIVITY	2 0 0 4							2 0 0 5				
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
The questionnaire												
Finalise draft questionnaire	Orange											
Obtain quotes and decide on printer		Black										
Pilot the draft questionnaire		Orange										
Finalise the questionnaire			Orange									
Print the questionnaire				Orange								
Obtain electoral roll/ divide it up		Black										
Distribute and collect				Orange	Orange							
Input and analyse results					Orange	Orange	Orange	Orange				
Feed back results and key issues									Orange			
Supporting Awareness & Consultation												
Decide how to consult village organisations	Black											
Create road show		Black						Black	Black			
Consult village organisations		Black	Black	Black	Black	Black			Black			
Meldreth Church Fete June 19	Black											
Meldreth School Fete July 3	Black											
Open Day scope/bookings					Black							
Open Day preparation								Black	Black			
Parish Plan Open Day (Sunday 20 Feb)									Orange			
Publicity Plan for questionnaire		Black										
Publicise questionnaire			Black	Black	Black							
Create Business questionnaire			Black	Black	Black							
Deliver/collect Business questionnaire					Black	Black	Black					
Analyse Business questionnaire results						Black	Black					
Decide about competitions & model making					Black	Black						
Competitions and model making								Black	Black			
Design and write Parish Plan												
Agree outline structure and process		Black										
Obtain quotes and decide on printer		Black										
Obtain preface from Andrew Lansley												Black
Obtain endorsements CCC & SCDC												Black
Section on "About Meldreth"									Black	Black		
Section on Background to Plan									Black	Black		
Section on Methodology & Timetable									Black	Black		
Write up results of consultations							Black	Orange				
Write up results of questionnaire							Black	Orange				
Draft Recommendations									Orange			
Obtain Sponsorship for plan costs									Black	Black		
Test draft plan with Parish Council								Black	Black	Orange		
Finalise and proof check										Orange		
Get OK from Countryside Agency											Orange	
Print plan												Orange
Distribute plan												Orange

Appendix 2: Meldreth Clubs & Organisations

Adult Choir	Junior Choir	Residents Association
Art Club	Melbourn and Meldreth Self Help Group	Sunday School
Bell ringers	Meldreth Matters team	Tennis Club
Bible Reading Fellowship	Mobile Warden Scheme	Toddlers Club
Bowls Club	Neighbourhood Watch	United Football Club
Conservation Group	Parish Charities	Village Association
Croquet Club	Parish Council	Village Hall Trust
Friends of Holy Trinity Church	Parochial Church Council	Women's Institute
Friends of Meldreth Manor School	Playgroup	Youth Club
Good Companions	Pre-school	
	Primary School P.T.A.	

Details of how to contact these organisations are in the monthly publications "Meldreth Matters", the excellent village magazine, and "The Melde", or on the Parish Council website: www.meldreth-pc.org.uk

Acknowledgements

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AP&D Burlton Arable Farmers (Tony Burlton)	260445 262092	Fresh and frozen turkeys and turkey products Wheat and barley
Alan Hazelwood	260751	Architect specialising in residential projects, historic buildings and projects to assist disabled people
Ann Barnes	261073	Reflexology and aromatherapy
Cam Valley Plums (Tim Elbourn)	262964	Orchard fruits including Elbourn Apples
Churchill Plumbing and Heating (Chris Churchill)	07775743099	Heating and plumbing
E W Pepper Ltd (Jeremy Clayton)	07951812623	Farming including Bury Lane Fruit Farm
Gocold Ltd (Nick Davis)	262516	Ice cream & frozen food wholesalers
JR Technology Ltd (Johnnie & Paul Rogger)	260721	Composite materials production engineers
Scope Meldreth Manor School (Eric Nash)	268000	Education of disabled young people
Sprint Printers (Penny Wells)	263339	Printing and wedding stationery

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