

(^) = To be aided by Focus Group							
Report Reference	Issue	Action to be taken	Priority Level	Lead Organisation	Partners	Timescale	Progress
A1	Focus Groups	Form four (4) Focus Groups Communications (Com), Transport (Tpt), Environmental (Env) and Social (Soc) to assist the Parish Council in the implementation of recommendations	High	Parish Council	Volunteers	4 months	Councillors have each taken a focus group responsibility. When volunteers are available focus groups to be formed as necessary.
B1	Alternative Accommodation	Latest figures to be noted by Parish Council	Low	Parish Council	Babergh DC Housing Association	Immediate	NO FURTHER ACTION. Housing Association unable to locate suitable land.
C1	Allotments	Investigate the availability of land for allotments in the village and seek funding	Medium	Parish Council	Babergh DC Suffolk CC Land Owners	2 years	COMPLETED. Glebe land was sold in the 1980s. Land near Raydon Airfield now owned by SCC. Local landowners approached - none able to release any land. Village residents requiring allotments put in touch with neighbouring groups in East Bergholt and Capel St Mary.
D1	Business Development	Parish Council to note the wishes of the village	Low	Parish Council	Babergh DC Suffolk CC	Immediate and Ongoing	July 11- PC monitoring Nov 12- Constantly monitored by PC therefore CLOSED.
E1	Transport - Voluntary Service	Form a group to co-ordinate a voluntary transport service	Medium	Parish Council (^)	Focus Group (Tpt) Coordinators Volunteers	Within one year of identifying co-ordinator	Nov 12- Not necessary as informal arrangements are still in place. Will be reviewed at APM therefore CLOSED
E2	Transport - Bus Service	Investigate improvements needed regarding routes and timetable. Lobby providers to improve the service	Medium	Parish Council (^)	Focus Group (Tpt) Bus Companies	3 years	Concern expressed about withdrawal of direct route to Manningtree Station. PC Monitoring
E3	Transport - Speeding	Approach the Highways Authority and Police with the aim of implementing appropriate speed reduction measures.	High	Parish Council	Suffolk Highways Police	2 years	Nov 09 - Application for gateway. Nov 10 - Waiting for grant. Nov 12 - No funds available. Regular speed checks are carried out at Church Sq by the Police. PC Philpot suggested moving the introduction of the 30mph speed limit closer to the A12 but proposal does not meet DfT guidelines. Close relationship with Police maintained with regular speed checks. PC disappointed by failure of DfT to agree proposal.

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F1	Pavements - Accessibility	Approach Suffolk CC (Highways Department) to implement ways to make existing pavements more 'user friendly' for all categories of users	High	Parish Council	Suffolk Highways Police	2 years	NO FURTHER ACTION. Increase of width of pavements would require compulsory purchase of land.
	Pavements - Improve Safety	Liaise with Suffolk CC Highways to increase the pavement provision to run the whole length of the village in order to improve pedestrian safety	High	Parish Council	Suffolk Highways Police Land Owners	3 years	Phase 1 COMPLETED. Working on Phase 2. Unless the PC can raise 50% of the estimated cost for the whole scheme it is unlikely to be completed for at least 20 years. The PC has so far earmarked £3000 towards the project.
F3	Pavements - Combined Use	Introduce a combined pedestrian/cycle path throughout length of village	Medium	Parish Council	Focus Group (Env) Suffolk Highways Police	3 years	NO FURTHER ACTION. Project Engineer Rural Pavements made site visit - shared use of pavements will not be possible as they are too narrow and the road width will not allow any changes.
G1	Housing	Parish Council to note the wishes of the village regarding any future building of new housing.	High	Parish Council	Babergh DC Suffolk CC	Immediate and Ongoing	Constantly monitored by PC therefore CLOSED.
H1	Parish Church	Inform the Parochial Church Council (PCC) of the opinions of residents	Medium	Parish Council	PCC	Immediate	Member of PCC attends every Annual Parish Meeting.
K1	Neighbourhood Watch	Initiate scheme	Medium	Parish Council	Focus Group (Soc) Police Volunteers	2 years	Volunteers are not forthcoming. PC has publicised Police Direct alerts on website. Police Alerts received by many residents.
K2	Good Neighbour Scheme	Co-ordinate the establishment of formal arrangements for a Good Neighbour Scheme	Medium	Focus Group (Social)	Volunteers	2 years	Informal arrangements still in place. Will be reviewed at APM therefore CLOSED
K3	Social - New Clubs and Activities	Facilitate the formation and development of new clubs/social activities as required	Low	Focus Group (Soc)	Leaders/Organisers Volunteers	As and when volunteer leaders and organisers are identified	New groups are meeting in Village Hall - Yoga and Carpet Bowls

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L1	Litter	Co-ordinate the establishment of formal arrangements for Litter picking by volunteer group	High	Parish Council (^)	Focus Group (Env) Volunteers Babergh DC Police	6 months	Nov 12 -There are 5 litter picking teams who have a rota to litter pick their area of the village. Equipment and hi viz jackets have been purchased. Ongoing.
L2	Dog Fouling	Research and identify suitable locations for dog litter bins and install	Medium	Parish Council	Babergh DC	1 year	COMPLETED. A dog litter bin has been installed in Church Square and is emptied by BDC.
M1	Communications - Village Map	Produce a village map that includes ROW (footpaths/bridleways)	High	Parish Council (^)	Focus Group (Com)	1 year	COMPLETED. Footpath maps are on notice boards.
M2	Communications - Newsletter	Research the requirement for, and the production and circulation of a Newsletter.	Medium	Parish Council (^)	Focus Group (Com)	2 years	COMPLETED. Quartet content enhanced.
M3	Communications - Website	Develop a dedicated Village Website by using a Volunteer Group	High	Parish Council (^)	Focus Group (Com) Volunteers PCC All Parish Clubs, Groups and Organisations	18 months	COMPLETED. The website has been set up. Four volunteers update the website. New website launched http://holtonstmary.onesuffolk.net
M4	Communications - Parish Council	Parish Council to review communication methods	Medium	Parish Council	Focus Group (Com)	1 year	COMPLETED. Website now introduced.
M5	Communications - Broadband	Request improvement from provider of the Broadband reception to the community	High	Parish Council	Focus Group (Com) British Telecom Openreach BT	1 year	Nov 12 - Ongoing. Local exchange has been upgraded but current service remains inadequate.
N1	Village Shop	Investigate the possibilities of a type of retail outlet in the village and report findings to village (PC AGM) for endorsement	Low	Parish Council (^)	Focus Group (Soc) Retailers and Mobile Services	5 years	NO FURTHER ACTION. No volunteers. Upgrade of store in East Bergholt removes need.
O1	Postal Service	Liaise with Royal Mail regarding the installation of a post box in Church Square able to take A4 envelopes	Low	Parish Council (^)	Focus Group (Com) Royal Mail	2 years	NO FURTHER ACTION. Changes in postal charges have resulted in use of smaller envelopes.
O2	Postcode	Investigate and implement change to an IP postcode	Medium	Parish Council (^)	Focus Group (Com) Royal Mail Adjacent Villages	5 years	Ongoing.

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P1	Environmental - Utilities	Conduct a survey to clarify the problems with electricity, sewerage and water. Report to the PC	Medium	Parish Council (^)	Focus Group (Env)	2 years	COMPLETED. Situation is now resolved.
P2	Environmental - Utilities	Liaise with utility providers to remedy problems highlighted by Focus Group (Env) report	Medium	Parish Council	Focus Group (Env) Utility Providers	3 years	COMPLETED. Situation is now resolved.
P3	Environmental - Recycling	Publicise available recycling opportunities	Medium	Parish Council (^)	Babergh DC Focus Group (Env) Focus Group (Com)	1 year	COMPLETED See website/notice board. Visit to recycling plant organised.
P4	Environmental - Energy Saving	Publicise energy saving advice	Medium	Parish Council (^)	Governmental Agency Focus Group (Env) Focus Group (Com)	1year	COMPLETED. Information regarding Solar water heating and Photovoltaics has been included in Parish magazine and on Notice Boards.
P5	Environmental - Countryside	Look further into the possibility of planting and re-planting schemes around the village	Low	Parish Council (^)	Focus Group (Env) Babergh DC Grant Providers Land Owners	5 years	NO FURTHER ACTION. No sites available.
P6	Village of the Year	Enter Bi-Annual Competition	Medium	Parish Council	Babergh DC	1 year	Volunteers asked for at 2012 APM for 2013 entry - no volunteers came forward.
Q1	Footpaths/Bridleways	Monitor condition of Rights of Way within the Parish and undertake clearance as necessary	Medium	Parish Council (^)	Focus Group (Env) Volunteers	Ongoing	Footpaths are regularly walked by a resident who reports to PC. SCC Footpath Officer has made visits and issued several enforcement notices. Agenda item on every PC meeting therefore CLOSED.
R1	Future Development	Parish Council to note and take into account the wishes of the village when addressing related development and planning issues and when responding to consultations	High	Parish Council	Babergh DC Suffolk CC	Immediate and Ongoing	Ongoing and constantly monitored by PC therefore CLOSED.