

Awbridge Parish Council

Appendix 3

Work Plan - September 2023

Date Commenced	Core area	Reference & Description	Key personnel	Progress at 21/09/2023	Further action required
29/07/2021	Community - Safety	Traffic calming	Full Council/Clerk	Confirmation of scope of works issued to highways on 02/08/2023. Chased 15/9/23	Chase again.
21/09/2023	Community - Safety	Pedestrian access to Awbridge School	Full Council	Discussion item on September meeting agenda	Referred to school
29/07/2021	Planning	Neighbourhood Development Plan	Full Council/Cllr Piper	Draft plan prepared. Application for additional funding submitted.	Funder requires sight of design codes to establish eligibility for further funding. Application for technical support - Strategic Environmental Assessment. Funder requires copy of LPA screening opinion – or proof that this has been requested – to support technical support application. Ongoing.
03/08/2023	Human Resources	Clerk Succession Plan	Full Council/Clerk	Vacancy advertised on Awbridge Parish Council and Hampshire Association of Local Councils websites. Vacancy details circulated to Society of Local Council Clerks members in Hampshire. Application form and associated paperwork created	Change bank details and confirm signatories. Change details on all service agreements. Renew HR support with HALC. Review standard contract of employment. Ongoing.

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21/09/2023	Community Involvement	Hampshire & D Day 80 – 6 June 2024	To be confirmed	Discussion item on September meeting agenda.	Carried forward to November meeting.
03/08/2023	Community	Marketing Plan	Full Council/Clerk	Bus stop sign and bus timetable display case for bus shelter in Romsey Road Purchased	Bus service question and answer style article in Awbridge News. This to be separate from the standing monthly Awbridge Parish Council update. Creation and circulation of an information leaflet. Involving pupils at Awbridge Primary School Ongoing