



# Donnington and Muxton Parish Council

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## Action Plan 2016/2017

### Introduction

This Action Plan has been produced by the Parish Council in order to demonstrate the planned and continuing work that this Council wishes to achieve throughout 2016/2017. This “living” document will guide the work of the Parish Councillors and provide residents living in Donnington, Muxton and The Humbers with an overview of what this Council wishes to achieve over the coming year and in some cases what it has previously achieved.

By producing this Action Plan the Parish Council hopes that its work will help shape a vibrant and active community in which to live, work and visit. It is expected that the document will continue to evolve and develop throughout the year. Councillors, residents and representatives from local community, partnership and business organisations are invited to contribute to this document with ideas on how to develop the area and these can be sent to the Parish Clerk at [clerk@donningtonmuxtonpc.org](mailto:clerk@donningtonmuxtonpc.org)

<b>Community</b>			
<b>Objective</b>	<b>Actions Required</b>	<b>Timescale</b>	<b>Action By</b>
1. Organise May Day Festival and Community Christmas Market/Festival to coincide with the switch on of Christmas Lights.	Liaise with Local Businesses, Schools and Churches.	1 <sup>st</sup> May 2017 and end November 2017 respectively.	Chairman Cllr Mrs L Dugmore, Clerk, Mrs N Casey, Donnington Youth Panel.
2. Install Community Notice boards in Muxton.	Identify locations and costs to be agreed	<b>Completed</b>	Parish Council
3. Ensure Parish Council website and Facebook page kept up to date to inform residents of meetings, consultations and activities.	Check and update regularly	Weekly	Clerk
4. Work toward a <b>Neighbourhood Plan</b>	Consult with the Community, groups, organisations, schools, businesses and local partners with the aim of creating a Neighbourhood Plan	Ongoing	Parish Council and community.
5. Advertise and attend Police and Community Together (PACT) Meetings.	Publicise event through newsletter and social media and on new notice boards in Muxton and Donnington.	Every three months	Clerk and Local Police Teams
6. Improve security on The Parade, Donnington.	Install CCTV on The Parade,	<b>Completed</b>	Parish Council, Wrekin Housing

	Donnington.		Trust, Donnington Partnership, Local Police Team, T&Wr.
7. Involve local partner organisations in maintaining and improving the community for local residents.	Organise Working Lunches so each partner organisation is informed of what each is doing for the community.	Every <b>two</b> months <b>Regular meetings now organised.</b>	Parish Council, Wrekin Housing Trust, Donnington Partnership, Local Police Team, Donnington Youth Panel and T&Wr.
8. Assist with the organisation of Donnington Bonfire.	Continue representation on organising committee.	As and when meetings arranged.	Councillors C Mason and Mrs E A Clare, Clerk.
9. To increase and encourage use of Turreff Hall by Community Groups and residents.	Ensure Turreff Hall is maintained to the highest standard. Upgrade security alarm to enable police response. Review advertising of Turreff Hall.	Ongoing  <b>Completed</b>  Quarterly	Clerk, Assistant Clerk, Caretaker.  Parish Council, Clerk, Contractor.  Clerk, Assistant Clerk.
10. Take over the running and management of Donnington and Muxton Community library to safeguard this service for the community.	Liaise with Telford & Wrekin Council. Employ contractors and liaise with them to ensure proposed refurbishment plans are adhered to.	27 <sup>th</sup> February 2017	Telford & Wrekin Council, Parish Council, Clerk, Assistant Clerk caretaker and contractors.

<b>Environment</b>			
<b>Objective</b>	<b>Actions Required</b>	<b>Timescale</b>	<b>Action By</b>
1. Renew Parish Council owned Street Lighting to LED Lamps due to current lamps becoming obsolete.	Replace lamps on all Parish Council street lights.	Five years. Commenced 2014 <b>Ongoing</b>	Parish Council, Eon and T&Wr.
2. Plant flowers on Parish Council land opposite and adjacent to Muxton Primary School.	Plant 1000 winter aconite, 1000 woodland anemones and 2000 English bluebells.	November 2015. <b>Completed</b>	Parish Council, Telford Lions, Clerk
3. Continue work on Sensory Garden at Barclay Gardens.	Liaise with Partner Organisations to review plan. Install concrete base for picnic table. Install raised flower beds and bug hotel.	Ongoing  August 2015 Ongoing	Woodland Trust, Green Gym, Clerk, Councillor C Mason. <b>Completed.</b>
4. Ensure Parish Council Bus Shelters in required state of repair and cleaned every two months.	Check condition and cleanliness of bus shelters.	Every two months	Telford & Wrekin Services (TWS) and Clerk.
5. Install Half Multi Use Games Area (MUGA) and outdoor gym at Marshbrook Way, Muxton and full MUGA at Saltwell's Drive, Muxton.	Public Consultation. Collate and review consultation responses. Move Saltwell's Drive MUGA to	August 2015. September 2015. <b>Completed</b>	<b>Completed.</b> D Owen (T&Wr Parks and Recreation Officer), Councillors N Dugmore and A Lawrence, Clerk, St John's Church, Muxton.

	Brands Meadow, Muxton as a result of opposition from residents.	<b>Completed</b>	
6. Purchase new piece of play equipment for Children's Play Area, Saltwell's Drive, Muxton.	Borough Councillors submit request for funding from Ward Fund. Consult with Parish Council for contribution.	Ongoing	D Owen (T&Wr), Councillors N Dugmore and A Lawrence, Clerk, St John's Church, Muxton.
7. Ensure allotments are fully occupied and kept in a condition in accordance with the lease. Also, set up an allotment committee.	Check allotments monthly. Arrange meeting with plot holders to set up Allotment management committee.	Ongoing April 2017	Clerk, Plot Holders.

<b>Highways</b>			
<b>Objective</b>	<b>Actions Required</b>	<b>Timescale</b>	<b>Action By</b>
1. Impose weight restrictions for vehicles using Wrekin Drive and St George's Road, Donnington.	Liaise with Senior Traffic and Streetworks Engineer Telford and Wrekin Council.	<b>Completed</b>	Parish Council and N Kitchen (T&Wr).
2. Install speed calming measures Wellington Road, Muxton.	Identify locations and costs for a chicane, speed humps and rumble strips. Parish Council consider financial assistance when setting budgets for 2016/2017.	Ongoing.	Parish Council and N Kitchen (T&Wr), Clerk.
3. Install Pedestrian Crossing on Wrekin Drive, Donnington by Bank.	Liaise with Senior Traffic and Streetworks Engineer Telford and Wrekin Council.	Ongoing.	Parish Council and N Kitchen (T&Wr), Clerk.
4. Have Muxton Lane designated as a Quiet Lane.	Liaise with Senior Traffic and Streetworks Engineer T&Wr and Lilleshall Parish Council.	Ongoing	Parish Council and N Kitchen (T&Wr), Clerk.
5. Install Bicycle Rack outside shops on Fieldhouse Drive, Muxton using the Park That Bike Scheme.	Complete and email application form. Contact Senior Road Safety Officer T&Wr.	<b>Completed and Installed</b> August 2015.	Clerk, P Lorenzo (T&Wr), P Andrews (Park That Bike), L Howells (T&Wr Highways Engineer)

<b>Housing and Planning</b>			
<b>Objective</b>	<b>Actions Required</b>	<b>Timescale</b>	<b>Action By</b>
1. To object to planning applications for large developments in the Parish Council area on "green network" and land not identified in T&Wr Local Plan.	Act responsibly as a statutory consultee when discussing applications at Planning Committee meetings.	Ongoing	Parish Council Planning Committee
2. To ensure developers plan and provide sufficient affordable housing for both young	Invite potential developers to Council meetings to discuss planning proposals.	Ongoing	Parish Council.

and elderly people within the Parish.			
3. Initiate the creation of a Neighbourhood Plan.	Consult with the Community, groups, organisations, schools, businesses and local partners with the aim of creating a Neighbourhood Plan	Ongoing	Parish Council, Community, Telford & Wrekin Council and Consultants.

<b>Youth and Young People</b>			
<b>Objective</b>	<b>Actions Required</b>	<b>Timescale</b>	<b>Action By</b>
1. To involve the local young people in any community events organised by the Parish Council.	Invite Donnington Youth Panel to attend event planning meetings and working lunches.	Ongoing	Chairman Mrs L Dugmore, Clerk, Sian Makin (T&Wr), Sarah Durnall (T&Wr), PCSO Amanda Hall and members of Donnington Youth Panel.
2. To assist the young people in their community projects.	Be involved in their event planning meetings and, where necessary, will underwrite any losses made on future events up to a limit of £200.	Ongoing	Chairman Mrs L Dugmore, Clerk.
3. Create a Donnington and Muxton Youth Council.	Invite Donnington Youth Panel to form a steering group to set out aims and procedures for initiating projects and membership of a Youth Council.	First meeting arranged for 9 <sup>th</sup> February 2017	Chairman Mrs L Dugmore, Clerk, Sian Makin (T&Wr), Sarah Durnall (T&Wr), PCSO Amanda Hall and members of Donnington Youth Panel.