

Colehill Town Council: Action Plan April 2026 – March 2027

<u>Project/Service</u>	<u>Action/ Comments</u>	<u>Budget</u>	<u>Responsible person & Timescale</u>	<u>Budget ref. no.</u>	<u>First review notes – 25th Aug 2026</u>	<u>Second review notes – 24th Nov 2026</u>
<u>Community Engagement</u>						
Local Groups	Over time the Council has been asked by a number of local organisations and groups to provide representatives to attend their meetings particularly DAPTC (County Association) which one of our members is currently Chairing. This both assists the organisations, but also ensures that the Council is up to date with the needs of these groups and residents within the Town. The Council will continue to provide these Councillor representatives for local groups as requested and as deemed appropriate. A list of the current appointed roles and responsibilities is available on the Council website Councillors' Roles and Representation – Colehill Town Council.	£2,300.10 DAPTC annual subscription	Clerk responsible for ensuring that appointments are made at the Annual Meeting each May and that any reappointments following any resignations are made an F&GP meeting. Responsibility is then passed to the individual appointed. Timescale: Ongoing	100/20		
Website	The Council will continue to use its website to promote local events, share community information and publish statutory documents. In the interests of transparency, the Council has decided to maintain a large catalogue of historic agendas and minutes going back to 2004. The Council will carry out quarterly accessibility reviews of the website.	600	Clerk has overall responsibility and engages an external provider where necessary Timescale: Ongoing	165		
Social media	The Council will continue to engage with the wider public by publishing articles of interest to the local community and to share details of events and updates on local issues. The Council also uses social media to signpost residents to polls, surveys and	N/A	Clerk has overall responsibility to ensure social media is kept up to date Timescale: Ongoing	N/A		

	feedback forms on the Council website to ensure maximum participation.					
Grants / Donations	The Council recognises the importance of the work done by local voluntary organisations within the Town who work tirelessly to meet the needs of residents. The Council considers applications from any group who meet the eligibility criteria but are particularly keen on supporting sports clubs, community/cultural groups and youth organisations. The Council will continue to accept applications from local organisations to apply for community grants with consideration of the budget allocated and the Council's Grant Making Policy. Information about how to apply for grants and a record of the grants awarded can be found on the Council website Grant Aid – Colehill Town Council.	35,000	Applications are submitted to the Clerk who puts them before the Council for consideration. The Clerk is responsible for relaying outcomes to applicants and processing payments. Timescale: Ongoing	115/2		
Planning	Colehill Town Council are a 'statutory consultee' for planning applications. The Council will continue to discuss and respond to planning applications as appropriate. The Council will also continue to publish details of all applications we are sent, issued by Dorset Council, on the Colehill Town Council website. The Council recognises that planning matters are very important to local residents and consequently has a 'banner' on the homepage of the website so that they can easily navigate to the planning section of the website. The 'Local Plan Working Group' established in 2025 will monitor progress of Dorset Council's Local Plan and matters connected to the major housings sites proposed.	N/A	The Clerk is responsible for publishing details of applications received and listing applications on Council agendas where appropriate. Timescale: Ongoing	N/A		

Road Safety	The Council will continue to deploy a Speed Indicator Device (SID) at three locations, to monitor traffic volume and speeds. The Council will also continue engaging Dorset Council to explore additional road safety measures that may be appropriate such as 20mph schemes, pedestrian crossings and additional SID locations.	We hold a £3,000 reserve for road safety & SID	Cllrs KD Johnson and R Palmer to move the SID between the various Highways agreed locations on a monthly basis			
Promote democracy	The Council will publish information regarding elections and vacancies on the Council website, Facebook page and on noticeboards. The Council will continue to be pro-active in its efforts to fill vacancies through Cllr drop-in sessions and publicity.	N/A	The Clerk is responsible for updating noticeboards and social media. The Assistant Clerk is responsible for arranging Cllr drop ins.	N/A		
Community events	Over the years the Council has established some annual events which are well received by local residents and well attended. The Council organises an annual Christmas party for children. Tickets are deliberately only sold from the local library to try to ensure that the event benefits local children. It only costs £2 per child and is therefore accessible to all and includes entertainment, food and a present from Santa. The Council sees this as an important service to ensure that all local children are able to enjoy this experience. In collaboration with The Reef, the Council sponsors a family Easter event each year. The Council owns a war memorial at which the Council organises an annual Remembrance event in conjunction with St Michael's church. The Town has a large number of residents who have direct links to people who have lost their lives whilst in the forces and being able to remember them at a local event is important to them. This is	2,000	The Clerk and Cllr Urquhart are responsible for organising the 2026 Christmas party. The Clerk and Council Chair are responsible for organising the annual remembrance event. Timescale: Specific for each event.	178		

	evident from the large numbers who attend including many uniformed groups plus individuals who even like to attend rehearsals to hear their family member's name read out.					
Consultation	When making decisions, the Council will consider whether to consult with the public on matters involving significant spending or issues of local importance. Where the Council considers it appropriate to consult with local residents, it does this through a combination of survey leaflets drops through letterboxes, website feedback forms and online surveys. Attention is drawn to these consultations through social media and noticeboards.	N/A	Council as a whole is responsible for considering whether public consultation would be advantageous when making any decisions. Timescale: Ongoing	N/A		
Transport links	Since 2017, the Council has part funded a community bus service (Number 88). This started as a consequence of the discontinuation of the previous commercial bus service and an initiative from Wimborne Minster Town Council that the Council was pleased to partner with them on. Many local residents visit Wimborne, especially on Fridays for the market, as such this is a vital local service for many residents. The Council will continue to co-fund the Number 88 Community Bus which provides a circular route linking Colehill with Wimborne, Kingston Lacy and Sturminster Marshall 3 days a week.	5,000	Clerk is responsible for arranging payment. Timescale: Ongoing	115/6		
Defibrillator	The Council will continue to provide defibrillators located at The Reef Youth & Community Centre and One Stop.	N/A	Clerk is responsible for maintaining.	N/A		
<u>Services & Facilities</u>						
Oliver's Park & Churchmoor Copse	The Council will continue to maintain and repair the park and play equipment as well as undertaking grass cutting, cutting back of brambles and maintaining the football pitch.	8,000	Cllrs are appointed at the Annual Meeting as inspectors of Oliver's Park.	120/1 140/2		

	The play park is checked by Councillors every week and is professionally inspected every month. In addition, the Council is investigating the potential of the following; • Installing adult fitness equipment • New signage to replace the East Dorset signage (budget for this will come from the signage budget)		The Clerk is responsible for arranging any maintenance or repair work required. The 'Oliver's Park Working Group' is responsible for progressing projects within Oliver's Park. Note budget allocated for the fitness equipment in 2025/26 has now moved to general reserves.			
Woods: Coombes Wood Kyrchil Corner Merrifield Wood Triangle Wood Churchmoor Copse	The Council carries out regular inspections and maintenance of the woods.	1,000	The Clerk is responsible for arranging any maintenance or repair work required.	140/4		
	The Council will continue to carry out tree inspections as per the Woods Risk Assessment and to complete any required works identified. The woodlands contain a number of natural paths which the Council maintains by arranging for vegetation to be cut back as these provide walking routes which are enjoyed by local residents. The Council will continue to respond to any concerns raised by members of the public regarding the safety of trees.	15,000	Cllr N Bridle is the Town Tree Warden and Cllr E Urquhart is the deputy. The Clerk is responsible for arranging any maintenance or repair work required.	140/2		
Colehill Village Hall	Colehill Town Council is the custodian trustee and has a representative who attends committee meetings as an observer.	N/A	Cllr A Edwards and Cllr E Urquhart are the appointed representatives who attend Colehill Village Hall Committee meetings.	N/A		
Reef Youth & Community Centre	The Council is the sole member of the charity which operates The Reef Colehill & Wimborne Youth & Community Centre. The Reef is operated as entirely separate entity to the Council with the Council appointing Cllrs to act as trustees for the charity in addition to the role as Cllrs. • The Council will ensure that there is a minimum of 4 Cllrs appointed to	N/A	Cllrs L Gibson, E Urquhart, A Edwards and N Bridle are the current Cllrs appointed as trustees of The Reef. Council representatives to attend trustee meetings will be appointing at the Council's Annual Meeting.	N/A		

	act as trustees of the charity at all times The Council will continue to provide administration support to The Reef for which the Council will invoice the charity for					
	The Council intends to continue to hire storage space at The Reef (this and the cupboard space at the Village Hall being the only storage space the Council has).	1,000	The Clerk is responsible for arranging payment.	100/23		
Highways & Street Furniture	Noticeboards Inc. new noticeboards outside Co-op	3,500	The Clerk is responsible for arranging any maintenance or repair work required.	135/2		
	Signage	4,000	The Clerk is responsible for arranging any maintenance or repair work required.	140/3		
	In addition to additional signage and repairs, the Council is currently working on an updated Town Map.					
	Bus shelters	10,300	The Clerk is responsible for arranging any maintenance or repair work required.	135/1		
	Maintenance & cleaning of existing bus shelters and potential installation of new shelters.					
	Paint selected benches	1,500	Public bench inspectors are appointed at the Annual Meeting.	135/3		
			The Clerk is responsible for arranging any maintenance or repair work required.			
<u>Environment</u>						
Planting	Plant a number of wild flower verges and a flower bed at Oliver's Park	2,000	The Clerk is responsible for appointing a contractor to carry this out upon the Council's instructions.	178		

	Bulb giveaway to local residents to plant in public spaces		Cllr E Urquhart is responsible for organising.			
Recycling	The Council will continue its Blister pack recycling project. This project commenced after 2 local retail stores ceased providing these service and local residents expressed a desire to be able to continue recycling blister pack.		Clerk/Assistant Clerk are responsible for organising the collection of full boxes and putting out new boxes.			
Litter clearance	Organisation of community litter picking events	1,500	Cllr KD Johnson is responsible for organising litter pick events.	150		
	Emptying of 3 additional kerb side general waste bins		The Clerk is responsible for arranging for Dorset Council to carry this out and for making payment of the same. The Clerk is responsible for completing annual Duty of Care paperwork.			
Other						
Staff training	The Council will continue to support staff with any training requirements identified.	1,500	Clerk/Assistant Clerk are responsible for identifying training needs and opportunities.	100/10		
Cllr training	The Council will actively encourage Cllrs to undertake training to refresh and develop their knowledge and skills relevant to their roles. The Council hopes to attract new Cllrs this year and has included a budget for Cllr training to reflect this.	500	Assistance Clerk is responsible for offering new Cllr training to new Cllrs. Cllrs are responsible for identifying gaps in their own knowledge and seeking assistance from officers in finding appropriate training.	100/15		
Town conversion	In 2025, following public consultation, the Council resolved to convert to a Town Council. The Council is continuing to complete the necessary steps to finalise this conversion.	-	The Clerk is responsible for taking all necessary steps.	-		
Governance	The Council reviews all its policies and processes on a regular basis, and these are published on our website.		The 'Governance Working Group' is responsible for maintaining a reviewing all governance items on a scheduled basis, and presenting proposed changes to council for agreement.			

			The 'Emergency Resilience Working Group' has been established to develop an Emergency Plan for Colehill.			
--	--	--	--	--	--	--