



Collingtree Parish Council

COMMUNITY PLAN September 2025 - 2028

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Executive Summary

The Collingtree Parish Council Community Plan 2024–2027 sets out a clear vision for improving governance, community engagement and local infrastructure. It emphasises transparency, inclusivity and active resident participation to ensure the parish remains a safe, thriving and welcoming place to live, work and visit.

Core Objectives and Mission

Collingtree Parish Council is committed to serving the community through responsible governance and proactive initiatives. Its mission focuses on keeping Collingtree safe, fostering inclusivity and responding effectively to challenges such as local development, environmental concerns, traffic management and crime prevention. The council aims to uphold financial accountability, build meaningful partnerships and ensure residents have a voice in parish affairs.

Key Focus Areas

The plan identifies several priority areas

- * Community engagement through regular meetings, newsletters, social media updates and public consultations
- * Environmental initiatives addressing flood mitigation, pollution management and green space improvements
- * Traffic and transport including parking, speeding and road safety
- * Crime prevention through collaboration with police and community stakeholders
- * Public spaces and amenities including the upkeep of recreational playfields and community facilities
- * Development

Commitment to Collaboration and Financial Stewardship

The council recognises the importance of partnerships in delivering community services effectively. Strong relationships are maintained with West Northamptonshire Council, local businesses, schools, churches, sports clubs and social organisations.

Financially, the council is funded through a precept and ensures funds are allocated fairly to administration, maintenance and community projects. With established reserves and transparent financial reporting, Collingtree Parish Council is prepared to manage unforeseen circumstances while investing in long-term community growth.

Implementation and Annual Review

The council will execute this plan through structured timelines, beginning with community consultation sessions, environmental assessments and infrastructure reviews in the first year. The plan will undergo annual revisions to remain aligned with emerging challenges and resident priorities.

By fostering collaboration, maintaining financial responsibility and actively engaging with residents, Collingtree Parish Council is committed to shaping a vibrant and resilient future for the community

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1. Introduction

The aim of producing a community plan for Collingtree Parish Council (CPC) is to develop and build a vision for the parish, its priorities and strategies for addressing community needs including the current challenges of development, environment and traffic.

The plan will provide a transparency to residents with a narrative on the structure of the council; who we are; our responsibilities; our aims and objectives; our mission statement; financial information; business strategies.

Residents should feel that they have a stake in their community and the plan illustrates how we will endeavor to work with residents and partners to meet key priorities and objectives; in time the plan will reflect the needs and priorities identified through community consultation to ensure the CPC are addressing issues most important to residents. Over the coming year it is the intention to undertake a number of community involvement sessions to provide residents with the opportunity to bring their ideas, comments and concerns so these can be evaluated and responded to.

The plan will be reviewed annually to ensure that it remains relevant and achievable.

2. The Parish Council

A parish council is the first tier of civil local government. It is closest to the community and plays an important role in promoting and representing the interests and residents and local businesses.

- **Who are we Councilors**

There are currently 7 councilor positions and details of current councilors can be viewed on the website. As Holders of public office all councilors are governed by a Code of Conduct ensuring that they act in the public interest and accountable for their decisions and actions.

3. Staff

The Parish Council employs two part-time members of staff.

The Clerk to the Council is the Proper Officer and Responsible Financial Officer. The role is wide ranging with the focus on undertaking all statutory duties of the Parish Council. This includes ensuring that all statutory and other provisions governing or affecting the running of the council are observed, finances are properly administered and effective management of resources.

A Maintenance Officer is employed and deals with day-to-day maintenance issues and long-term projects as agreed by the Parish.

Details of the parish, councilors and code of conduct can be found on the website www.collingtreeparishcouncil.gov.uk

- **Purpose**

Our agreed Aims and Objectives:

- Engage, communicate and train in all aspects of Parish Council and local government issues
- Manage the Parish Council's funds fairly and cost-effectively to the utmost benefit of the parish
- Create and maintain ongoing and relevant engagement with parishioners
- Strive to improve local amenities and environment
- Strive to enhance the wellbeing of our parishioners
- Strive to tackle issues relating to traffic, speeding, parking and crime

4. Mission Statement

In 2025 CPC agreed to the following Mission Statement:

CPC will work to keep Collingtree as a safe, inclusive and welcoming community to live, work and visit. We will be responsive to challenges and opportunities facing the community and always endeavor to communicate with residents ensuring that they have a voice in parish affairs.

To achieve the Mission Statement, we need to:

- Be a dynamic and professional council
- Be responsive and helpful to our communities
- Represent the views of the community in all aspects of our responsibilities
- Regularly evaluate and identify the best possible stakeholder partners
- Ensure we are effectively working with existing bodies to provide facilities and meet the needs of our residents
- Work with our parishioners to build an inclusive community with activities and social opportunities for all ages

The CPC aim to achieve the Mission Statement through our areas of responsibility:

5. Parish Council's Areas of Responsibility

The Parish Council is responsible for:

- Regular maintenance and general tidying of the children's play area (Collingtree Village)
- Provision and maintenance of some street furniture around the

parish

- Provision and maintenance of Pavilion and sports field (Collingtree Village)
- Provision and maintenance of street lighting (Collingtree Village)
- Provision and emptying of dog waste bins
- Maintenance of planters
- Funding and delivery of community events
- Funding of the youth and community projects
- Provision of community grants
- Commenting on planning applications as a statutory consultee

6. Governance and accountability

The Parish Council is accountable to the electors of the parish and aims for good practice and transparency in everything we do. The importance of good communication and engaging with residents and stakeholders is key to building positive relationships and enabling key aspects of the Parish Councils Mission Statement.

To maintain our good practice and transparency, we:

- Regularly update our parish website and noticeboards
- Use social media to keep people engaged and informed
- Encourage members of the public to attend our meetings
- Provide an opportunity at full council meetings for public speaking and comments
- Engage with local organisations to provide the best service for the parish
- Use our newsletter to provide information about what we are doing
- Provide training opportunities for staff and councillors
- Invite outside agencies to address the Council on matters of interest
- Work with other groups on matters affecting the wider area

Collingtree Parish Council Emergency Action Plan

Purpose and Scope

This emergency action plan outlines the procedures and responsibilities for responding to critical incidents affecting Collingtree Parish. It ensures the safety of residents, protects local infrastructure and maintains essential services during emergencies.

Emergency Response Structure

Collingtree Parish Council will work closely with key partners to manage crises effectively. These include West Northamptonshire Council, Northamptonshire Police, emergency services, local businesses and community organisations. Strong communication and collaboration will be maintained to ensure coordinated responses to various emergencies.

Emergency Types and Response Strategies

Flooding and Environmental Hazards

- Engage with relevant authorities to assess and mitigate flood risks
- Ensure drainage systems are maintained and monitored
- Support residents with access to emergency flood support such as sandbags and safe evacuation points
- Promote environmental protection initiatives to reduce pollution risks

Severe Weather and Infrastructure Disruptions

- Ensure contingency plans for disruptions to electricity, water and essential services
- Support vulnerable residents with access to emergency provisions and welfare assistance
- Maintain roads, footpaths and public spaces to ensure accessibility and safety
- Collaborate with utility providers for rapid restoration of services

Traffic and Transport Incidents

- Work with police and local authorities to manage road safety issues and major traffic incidents
- Where possible implement temporary speed control measures if required
- Where possible clear communication regarding road closures and alternative routes

Crime and Public Safety Incidents

- Maintain close communication with Northamptonshire Police to address crime prevention
- Encourage residents to report incidents and share intelligence
- Provide safe gathering points for residents in case of serious security concerns
- Improve lighting and security measures in key areas

Communication and Resident Support

- Use parish noticeboards, newsletters, website and social media to provide emergency updates
- Organise regular community meetings to improve emergency preparedness
- Offer training and support for volunteer emergency responders

Annual Review and Training

This emergency plan will be reviewed annually to incorporate lessons learned and feedback from residents. Parish councillors and staff will receive regular training to ensure preparedness for all potential risks and emergencies.

By implementing this emergency action plan, Collingtree Parish Council aims to protect the community, minimise risks and strengthen resilience in response to emergencies.

7. Communication Strategy

Our channels of communication include:

- Newsletter – Published 4 times a year the newsletter illustrates and advises of events in the parish together with useful information. Every edition features a stakeholder in the parish.
- Website – www.collingtreeparishcouncil.gov.uk
- Social Media – The Parish Council have a Facebook page to update on activities and events.
- Monthly meetings – taking place on the 3 Wednesday of the month, residents and stakeholders are invited to attend and participate
- The Annual meeting is held in May at which the Chairperson and Vice Chairperson are elected.
- Annual Parish meeting – held in May each year to report to parishioners; stakeholders are invited to update on their activities. Residents can take the opportunity to provide suggestions and comment.
- Community involvement – sessions to provide residents with the opportunity to bring their ideas, comments and concerns so these can be evaluated and responded to.

8. Partnerships

Key to the performance of the Parish Council is establishing and maintaining strong links with our partners as we continue to explore mutual opportunities. We would like to express our thanks to our current partners:

- WNC
- Vistry/Dandy Wren
- Barchester Care Home
- Virgin Active Gym
- C OF E School

- St Columbia Church
- PCC
- Golf Club
- Sports Clubs
- Wooden Walls of England
- Allotments Society
- Scouts/WI/Local Organisations
- Local Parish Councils
- Police

9. Financial Information

9.1 Income

The Parish Council is funded by means of a precept. This is a tax levied by the Parish Council and collected by West Northampton Council (WNC) as part of Council Tax.

- Expenditure
Main areas of expenditure are
Administration and salaries
Parish Maintenance
Community engagement
- Reserves
The Parish Council holds a general reserve which has no restriction on its use. It can be used to manage cashflows, fund unexpected events, emergencies.
There is a Reserves Policy in place.
Details can be viewed on the website
www.collingtreeparishcouncil.gov.uk

10. Our Commitments

- Community involvement
- Environmental issues (including flooding and pollution)
- Crime
- Development
- Traffic & Transport
- Public Spaces and amenities including
 - Litter and dog fouling
 - Remembrance Day, Christmas and other events
 - Planters
 - Clubhouse & Playing fields

APPENDIX – Year 1

- Litter and dog fouling – ensure sufficient/suitable bins are in place
 - Planters
 - Street lighting
 - footpaths
- Club House and playing fields
 - Clubhouse Produce a 1-3 year appendix to the Business plan for maintenance, development, usage. This will include proposals for improved lighting and pathways – continue to maintain the area to a high standard to allow local sports teams and residents to enjoy the facility.
 - Produce a Risk Assessment including maintenance and usage of the clubhouse and recreation ground
 - Playing fields – continue to maintain the area to a high standard to allow children to enjoy the facility.
 - Review playground furniture to ascertain whether additional/updated equipment is required.
- Community Involvement
 - Review challenges & opportunities for year 2 & 3 of the community plan.
 - Start to implement responses from community input.