WEST HANNINGFIELD PARISH COUNCIL

THREE YEAR ACTION PLAN 2026–2029

West Hanningfield Parish Council works on behalf of parishioners on issues that matter to the whole community. The Council aims to be effective, transparent and accountable, and to encourage residents to be involved in shaping the future development of the parish.

When setting the annual budget, Members are encouraged to consider how the Council can best achieve its aims and aspirations for the forthcoming year and beyond. This may include making financial provision for improvements or events, while also considering whether grant funding may be available from national or local bodies to support projects that may otherwise be unaffordable.

This Action Plan is a **live working document**, reviewed and updated regularly to enable the Council to track progress against agreed objectives and timescales. The document is published on the Parish Council's website.

Reviewed and re-adopted by the Parish Council on 9th February 2026

GOVERNANCE, COMPLIANCE & TRAINING

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
Annual review of Council policies and procedures	Annual	£0 (Clerk time)	To ensure policies remain compliant with current legislation and best practice	Clerk to review policies periodically throughout the year and present updates to Council as required	Ongoing	Ongoing
Councillor and Clerk training	Quarterly	Precept (as per training budget)	To ensure the Clerk, Councillors and volunteers remain up to date with relevant legislation and guidance	Clerk to assess training needs annually; new Councillors enrolled on induction training; bespoke training arranged where necessary	Ongoing	Ongoing
Local Council Award Scheme (Bronze / Silver / renewal – Due 2029)	Annual	£70	To demonstrate that the Council operates lawfully and in accordance with standard practice	Clerk to prepare and submit application and supporting evidence	2028	2029

HIGHWAYS & TRAFFIC MANAGEMENT

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
20s Plenty initiative / Community Speed Watch	Annual	£0	To reduce vehicle speeds throughout the village, particularly in Middlemead	Cllr Scanes appointed as Council representative; Community Speed Watch established in 2025.	Ongoing	Ongoing
Middlemead footpath and kerb improvements	As required	£0 to PC	To encourage repair of kerbs and pathways in Middlemead	Clerk to liaise with residents and Essex & Suffolk Water agents (Savills); note responsibility does not lie with Highways or the Parish Council.	Ongoing	TBC

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
Speed Surveys	As required	£370.00	To monitor vehicle speeds and support traffic management initiatives	Full Council to consider commissioning speed surveys where evidence is required	Ongoing	Ongoing
Concealed Entrance Sign – Ship Road / Hall Lane	As required	£0 – subject to LHP approval	To improve road safety by alerting drivers to a concealed junction	Clerk to submit request to Essex County Council Local Highway Panel once County Cllr in post; resident request received; feasibility confirmed	Nov 2025	TBC
Reduction of Speed Limit – Ship Road (40 → 30 mph)	As required	£370.00	To improve road safety by reducing the speed limit along Ship Road	Full Council approved speed survey; Clerk liaising with Essex Highways (Jon Simmons); Cllr Jones to take over monitoring and follow-up with County Cllr	Dec2025	TBC

COMMUNITY ENGAGEMENT & COMMUNICATION

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
Parish newsletter	Quarterly	Precept (£250–£350 per quarter)	To ensure every household receives regular information from the Council	Clerk to compile newsletter; invite local organisations to contribute.	Ongoing	Ongoing
Christmas lights	Annual	Precept	To promote community wellbeing and enhance the village at Christmas	Lights erected by handyman; power sourced by agreement with neighbouring property. Reviewed annually.	Ongoing	Ongoing
Digital noticeboards	Annual	Grants / virement	To improve communication with residents via remotely updated noticeboards	Clerk to research options; consider limited local advertising to reduce ongoing costs. Under review whether to complete project.	Jan 2023	TBC

COMMUNITY SAFETY, HEALTH & WELLBEING

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
Security provision	Annual	Precept	To reduce anti-social behaviour and improve community safety	Security contractor appointed via tender; Clerk to receive and report on monthly activity reports	May 2022	Ongoing
CCTV provision	Annual	Precept / grants	To deter anti-social behaviour and support community safety	Cllr Galley to assist Clerk in sourcing suitable systems and required licences	Ongoing	TBC

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
Public access defibrillators	Annual	Grants / earmarked reserves (£2,500)	To improve access to life-saving equipment across the parish	As at 2025, four defibrillators installed; Council to determine whether more are required. Note: London Hearts offer defibrillators via a grant scheme periodically for £750.00	Feb 2023	Ongoing

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ASSETS, FACILITIES & ENVIRONMENT

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
~~Play equipment improvements~~	~~Completed~~	~~Precept (£3,000) / grants~~	~~To improve or replace play equipment in line with safety standards and inspection recommendations~~	~~Working party established; monthly updates to Council; grant opportunities explored~~	~~Dec 2022~~	~~2025~~
~~Bluebell planting – Recreation Ground~~	~~Completed~~	~~Up to £500~~	~~To mark the King's Coronation~~	~~Four Seasons Gardening to plant bulbs; project approved in May 2023 minutes~~	~~May 2023~~	~~Oct 2024~~
Recreation ground lease – Essex & Suffolk Water	As required	£0, possible legal costs may need to be considered	To secure a formal lease agreement for the Recreation Ground and clarify	Clerk to continue negotiations with Essex & Suffolk Water and update Council on progress	Ongoing	TBC

Project / Aim	Review	Cost / Funding	Objective	Actions / Responsibility	Start	End
			responsibilities for maintenance and use			
Asset of Community Value – The Three Compasses & The Ship	As required	£0 (Clerk/Volunteer time	To register local pubs as Assets of Community Value, protecting them for community use	Cllr Brand to lead; survey for The Three Compasses completed, application to be submitted; similar process planned for The Ship	Ongoing	TBC

This Action Plan will be reviewed annually and updated as projects progress or new priorities are identified.