

Great Waltham Parish Council – Action Plan, May 2025 to April 2026

August 2025 Update

Introduction

Great Waltham Parish Council (“Council”) is committed to promoting enhanced quality of life, community spirit, economic wellbeing and pride in the parish of Great Waltham. It strives to ensure that all of its planned objectives, goals and actions continue to protect and enhance the distinct identity of the parish, making it a prosperous, safe and attractive community for all of its residents and a welcoming place for visitors to enjoy.

Detailed below are the Council’s schedule of activities for the year May 2025 – April 2026. While the individual subject headings are not entirely mutually exclusive, care has been taken to make each as self-contained as possible. The subject headings, objectives and actions reflect the focusses identified in the Council’s 5-year Strategic Plan (May 2025 to April 2030). Progress on Action Plan actions and initiatives are reviewed regularly (at least quarterly) and updates are made as projects are completed and priorities change.

Specific Projects

Subject	Strategic Objective(s)	Objectives	Actions	Activities Completed in 2025/26
1. Great Waltham Recreation Gound – Play Area Refurbishment	7A, 8A, 9A	<ul style="list-style-type: none"> Revamp the whole Play Area. Remove old wooden play items and replace with more durable metal ones. 	<ul style="list-style-type: none"> Project progression by the dedicated working group. 	<ul style="list-style-type: none"> MJJ: Project update reports provided at each monthly meeting. ASO: NDJ: FMA:
2. Ford End Recreation Ground Project	7B, 8A, 9A, 12C	<ul style="list-style-type: none"> Complete the previously agreed (but yet to be timetabled works). 	<ul style="list-style-type: none"> Identify opportunities to continue works, subject to budget constraints. The next stages being the completion of (a) the picnic area and (b) the perimeter path and seating. 	<ul style="list-style-type: none"> MJJ: Activities effectively on hold until GWRG project requirements become clear. ASO: NDJ: FMA:
3. Pavilion at Great Waltham Recreation Ground.	7D, 9A, 9B, 10B	<ul style="list-style-type: none"> Complete refurbishment of the outer walls of the Pavilion. 	<ul style="list-style-type: none"> Discuss and agree work required to refurbish outside walls. Repaint internal walls as required 	<ul style="list-style-type: none"> MJJ: Agreement to progress work on outside walls secured – awaiting optimal weather conditions. ASO:

		<ul style="list-style-type: none"> Continue to monitor use and hiring income. Maintain internal decoration. 		<ul style="list-style-type: none"> NDJ: FMA:
4. Ford End traffic calming measures.	11A, 11B	<ul style="list-style-type: none"> Continue to lobby for traffic calming measures on the B1008. Lobby for FE ASC funding. 	<ul style="list-style-type: none"> Continue engagement with all stakeholders to raise issues and concerns. Develop lobbying and engagement approaches. Monitor outcome of ECC's strategic traffic reviews. 	<ul style="list-style-type: none"> MJJ: TruCam enforcement initiated. Engagement with FE Speed Watch continues. H&T Committee seeking updates on strategic build timetable. ASO: NDJ: FMA:
5. Play equipment and fencing at recreation grounds.	7A, 7B, 7C	<ul style="list-style-type: none"> Effect essential refurbishment and maintenance of recreation grounds' play equipment. 	<ul style="list-style-type: none"> Maintain monitoring/inspection regime. Initiate essential repairs/-decommissioning. Ensure sufficient budget to cover likely costs. Weekly inspections to continue. Essential repairs have been completed. 	<ul style="list-style-type: none"> MJJ: Maintenance work at all grounds completed. Annual inspection reports triaged to ensure further works prioritised correctly. Weekly inspections continue. ASO: NDJ: FMA:
6. LCAS Accreditation.	All	<ul style="list-style-type: none"> Build on current Foundation (Bronze) accreditation. 	<ul style="list-style-type: none"> Complete preliminary review of compliance gaps to establish requirements to submit application for Silver or Gold accreditation. Sign-off of additional documents needed to effect compliance. Engage with EALC to initiate assessment process. 	<ul style="list-style-type: none"> MJJ: Assignment of fulfilment activities in Strategic Plan to Committees and volunteers will inform timing of application for Silver/Gold accreditation. ASO: NDJ: FMA:
7. Village Green (VG150), Ford End.	8B, 9A, 9B, 12A	<ul style="list-style-type: none"> Retain the area as a parish asset. 	<ul style="list-style-type: none"> Continue to object to the adverse possession claim made to HM Land Registry. 	<ul style="list-style-type: none"> MJJ: Current status discussed regularly at PC meetings. Future maintenance regime agreed at June monthly meeting. HMLR has confirmed it 'has concluded that the [AP] application cannot proceed'. ASO: NDJ: FMA:

8. Annual Survey	3B, 7C	<ul style="list-style-type: none"> Undertaking an annual survey to determine residents' demands and needs. 	<ul style="list-style-type: none"> Completion of a survey so that its findings are available for 2026/27 precept discussions in late 2025. 	<ul style="list-style-type: none"> MJJ: Remains outstanding. Will require input from Committees and clear identification of deliverables. ASO: NDJ: FMA:
9. Community Hub	15A	<ul style="list-style-type: none"> Introduce a community hub. 	<ul style="list-style-type: none"> Completion of the process to assess the viability of introducing a community hub (including its objectives and desired outcomes). 	<ul style="list-style-type: none"> MJJ: Viability assessment remains to be initiated. ASO: NDJ: FMA:

Ongoing Activities

Subject	Strategic Objective(s)	Objectives	Actions	Activities Completed in 2025/26
1. Communication.	1A, 1B, 1C, 1D, 2A, 3A, 3B, 3C, 5A, 5B, 5C, 13B, 14A, 14B, 15A, 15B, 17A, 18A, 21A, 22A	<ul style="list-style-type: none"> Improve the Council's comms. activities, ensuring it uses all facilities to engage with parishioners. Identifying partner organisations. 	<ul style="list-style-type: none"> Maintain and extend contributions to Parish News and social media platforms. Identify possible improvements to Council's presence on parish website. Identify ways to improve public's attendance at Council meetings, including options such as live streaming for remote viewing (or remote participation of that becomes possible). Ensure Media Relations Policy remains fit for purpose, especially given fast-changing ways social media are used. Arrange Annual Assembly to encourage widest possible participation. Publish annual report in Parish News, online and on social media. Arrange survey to better understand residents demands and needs. 	<ul style="list-style-type: none"> MJJ: Continued use of PN and social media on various issues/topics. Media policy revalidated at May meeting. Prospective partner identification a key task completed in relation to potential sponsors for play area project. ASO: NDJ: FMA:

			<ul style="list-style-type: none"> Completion of process to identify all prospective partner organisations. 	
2. Allotments.	5A, 7E, 13A	<ul style="list-style-type: none"> Continued provision of allotment facilities for parishioners. Making improvements at the allotment sites. 	<ul style="list-style-type: none"> Continue to administer through Recreation Committee. Document requirements of allotments inspector role. Introduce agreed 2025/26 hiring fees. Allotment site mapping (to identify communal areas) to be completed and published. Completion of plotholder focus groups to identify possible improvements. 	<ul style="list-style-type: none"> MJJ: Standing item for discussion at RC meetings. Rubbish removal from Brook Mead site organised in early August. New hiring fees agreed in early 2025. Work to identify and maintain communal areas ongoing. ASO: NDJ: FMA:
3. Asset Management.	8C, 9A, 9B, 23A	<ul style="list-style-type: none"> Review 2024 asset inspection data and prioritise refurbishment and maintenance of Council assets. 	<ul style="list-style-type: none"> Update asset register as necessary. Ensure annual asset review is conducted with photographic register and database. Initiate 5-year facilities management strategy with schedule of works and budget. Agree and effect refurbishments. Continue maintenance programmes. 	<ul style="list-style-type: none"> MJJ: Asset review confirmed to take place in August. AdvantEdge module ensure complete record (inc. photographs). ASO: NDJ: FMA:
4. Environmental Sustainability.	5B, 10A, 10B, 10C, 12A, 12B, 12C, 12D, 12E, 12F, 12G, 12H, 13A, 13B, 13C, 14B, 20A, 20B, 22A, 23A, 23B	<ul style="list-style-type: none"> Promote GWPC initiatives in relation to climate change. Introduce initiatives which evidence the Council's commitment to environmental sustainability. Identifying partner organisations. 	<ul style="list-style-type: none"> Identification of new/existing climate change initiatives which GWPC can join and actively promote. Identify opportunities for: <ul style="list-style-type: none"> Planting hedges to replace/- complement posts around village. greens to prevent parking inappropriate use. Designating wildflower areas. Bulb planting on Parish Council owned land. Allowing leader trees in hedges to grow. Protecting green areas/buffers along parish boundaries Consider an ecological survey and introduction of a bird boxes strategy. 	<ul style="list-style-type: none"> MJJ: Sustainability initiatives assigned to RC to consider implementation on PC land. ASO: NDJ: FMA:

			<ul style="list-style-type: none"> Engage with residents and schools to promote the local natural environments and encourage planting of trees and hedges Consider rewilding where appropriate. Improve Public Rights of Way. Completion of process to identify all prospective partner organisations. 	
5. Traffic.	11A, 11B	<ul style="list-style-type: none"> Create a highways policy for responding to or acting on highway issues in the parish. Monitoring traffic volumes/speeds. Identify initiatives, campaigns etc. which may improve traffic management in the parish. 	<ul style="list-style-type: none"> Implementation of agreed policy. Maintain Highways and Transport Committee to address all traffic/parking issues. Identify (self-funding) schemes which can utilise the Council's Safety Schemes reserve. Commission and test usefulness of TruCam speed monitoring initiative run by Maldon D.C. Continue using Speed Indicator Devices (notwithstanding limit data collection value). Continue to make nominations for all/any pothole/footway/road sign repair initiatives. Encourage use of EVs by promoting installation of EV charging points. 	<ul style="list-style-type: none"> MJJ: TruCam initiative has commenced – results considered at H&TC meetings. SID use continues. Repair nominations continue to be submitted. ASO: NDJ: FMA:
6. Parking.	11A, 11B	<ul style="list-style-type: none"> Monitoring vehicle parking issues in the parish. 	<ul style="list-style-type: none"> Maintain Highways and Transport Committee to address traffic/parking issues. Maintain intelligence gathering. Review GWVH car parking arrangement in Q3. 	<ul style="list-style-type: none"> MJJ: See H&TC minutes for specific issues discussed. ASO: NDJ: FMA:
7. Crime and disorder.	1B, 1C, 14B, 15B	<ul style="list-style-type: none"> Monitoring crime and disorder in the parish 	<ul style="list-style-type: none"> Continue to request Chelmsford & Maldon Community Policing Team attendance at Council arranged public meetings/events. Monitor any available reported crime statistics to identify trends. 	<ul style="list-style-type: none"> MJJ: CPT did not respond to request for attendance at annual assembly. Vandalism (paint spraying) at Pavilion on 29/30 July. ASO: NDJ:

			<ul style="list-style-type: none"> • Encourage parishioners to report incidents. • Continue to use social media to highlight incidents. • Continue to secure PC assets. • Work with all agencies to identify and help prevent crime and disorder. • Continue to monitor costs of damage to assets by vandalism. 	<ul style="list-style-type: none"> • FMA:
8. Planning.	17A, 18A, 19A, 20A, 20B	<ul style="list-style-type: none"> • Maintenance of annual action plan. • Ensure contents of existing (and any new) parish plan or village design statements are fit for purpose. • Consideration of local planning applications. 	<ul style="list-style-type: none"> • Implement annual plan with quarterly monitoring of progress at GWPC meetings. • Commence review and update of parish plan and village design statements. • Identification of any new plans and preparation of wordings for consideration and approval. • Maintain status as consultee for all planning applications in the parish. • Encourage use of EVs by promoting installation of EV charging points. • Actively pursue enforcement action where breaches of planning legislation have been identified. • Encourage planting and retention of trees in responding to planning applications. 	<ul style="list-style-type: none"> • MJJ: Review of parish plans and VDS assigned. Consultee status for planning application maintained. • ASO: • NDJ: • FMA:
9. Management of vegetation.	5A, 8C, 12A, 12B, 12C, 12D, 12E, 12F, 12G, 12H, 13C, 18A, 20A, 20B	<ul style="list-style-type: none"> • Management of vegetation on Council owned/-managed locations. 	<ul style="list-style-type: none"> • Recreation Committee continues to monitor overall resourcing requirements at allotment sites and recreation grounds. • Continue to commission external experts reports to ensure established tree issues are identified and managed. 	<ul style="list-style-type: none"> • MJJ: Maintenance at RGs & allotment sites has continued. • ASO: • NDJ: • FMA:
10. Training.	16A, 16B, 23B	<ul style="list-style-type: none"> • Training for councillors and staff. 	<ul style="list-style-type: none"> • Continue to identify training needs. 	<ul style="list-style-type: none"> • MJJ: Training requirements identified and courses have/will be completed. Outstanding work to

			<ul style="list-style-type: none"> Ensure completed training meets minimum necessary for LCAS accreditation. 	<p>conduct councillor & employee training needs analyses to ensure adequate financial provision in 2026/27 budget.</p> <ul style="list-style-type: none"> ASO: NDJ: FMA:
11. Commemorative events.	4A, 15B	<ul style="list-style-type: none"> Involvement in Remembrance Day (see below) and other commemorative events (as agreed). 	<ul style="list-style-type: none"> Continue to chair Remembrance Day organising group. Maintain involvement in other events, as necessary. 	<ul style="list-style-type: none"> MJJ: Initial meeting of Rem. Sunday organising group took place in June. PC allocated actions advanced. ASO: NDJ: FMA:
12. Remembrance Sunday Parade.	4A	<ul style="list-style-type: none"> Successful organisation of parade at GW. 	<ul style="list-style-type: none"> Chairing of meetings with RBL and other parish organisations. Liaison with SEPP and others re: road closures. 	<ul style="list-style-type: none"> MJJ: Initial meeting of Rem. Sunday organising group took place in June. Contact with SEPP initiated. ASO: NDJ: FMA:
13. Health and Wellbeing.	1B, 1C, 4A, 5C, 6A, 7A, 7B, 7C, 7D, 7E, 8A, 8B, 14A, 14B, 15A, 15B, 16A, 16B	<ul style="list-style-type: none"> Full engagement in residents' health and wellbeing services. Organise (with other groups/organisations) wellbeing events. 	<ul style="list-style-type: none"> Promote initiatives in the parish, e.g. support groups. Identify/define organisations that the Parish Council wishes to work with to support residents' needs. Consider the introduction of a community hub. Organise (with other groups/organisations) wellbeing events Identify the opportunities to arrange wellbeing events and arrange and fund as necessary. Introduce a volunteering policy. 	<ul style="list-style-type: none"> MJJ: No substantial activities to date. ASO: NDJ: FMA:
14. Other parish organisations.	1A, 3A, 3B, 3C, 5C, 13B, 14A, 14B, 15B	<ul style="list-style-type: none"> Presence on management committees of other parish organisations. 	<ul style="list-style-type: none"> Maintain presence with other organisations. 	<ul style="list-style-type: none"> MJJ: Attendance at start-up meeting of Chelmsford Association of Local Councils (CALC) – next meeting in August.

				<ul style="list-style-type: none"> • ASO: • NDJ: • FMA:
15. Parish events.	3A, 3C, 4A, 5C, 12G, 14A, 14B, 15A, 15B	<ul style="list-style-type: none"> • Participation in multi-organisation parish events. 	<ul style="list-style-type: none"> • Continue any agreed participations. 	<ul style="list-style-type: none"> • MJJ: Attended a number of events to promote and fundraise for the GWRG play area project. • ASO: • NDJ: • FMA:
16. Lobbying.	1B, 1D, 3B, 5A, 11A, 11B, 18A	<ul style="list-style-type: none"> • Lobby on behalf of parishioners in relation to other agencies' infrastructure plans. 	<ul style="list-style-type: none"> • Continue to identify plans/initiatives with a view to agreeing PC lobbying position. • Monitor developments in relation to National Grid pylons project. • Continue engagement with Chelmsford Association of Local Councils and monitor success of the initiative. 	<ul style="list-style-type: none"> • MJJ: Responses sent to consultations on LGR/devolution. Feedback sent to N&W of Chelmsford Parishes Group re: commissioned landscape report. Attendance at CALC meetings. • ASO: • NDJ: • FMA:
17. Policy consultations.	1B, 3B, 4A, 11A, 19A	<ul style="list-style-type: none"> • Respond to policy consultations as they affect the parish. 	<ul style="list-style-type: none"> • Continue to identify and respond to consultations, as necessary. 	<ul style="list-style-type: none"> • MJJ: Response submitted to - Local Government Reorganisation in Greater Essex survey. • ASO: • NDJ: • FMA:
18. Grants.	6A	<ul style="list-style-type: none"> • Proactively identifying possible worthy causes/initiatives. • Consideration of applications for grants. 	<ul style="list-style-type: none"> • Raise awareness in the parish of access to GWPC's grants scheme. • Maintain grants fund in budget. • Publicise availability of fund. 	<ul style="list-style-type: none"> • MJJ: No substantial activities to date. • ASO: • NDJ: • FMA:
19. Availability of PC assets.	3A, 3B, 3C, 7A, 7B, 7D, 7E, 15A	<ul style="list-style-type: none"> • Make PC assets available to individuals and other parish organisations. 	<ul style="list-style-type: none"> • Ensure awareness of access to PC assets is maintained (in particular hiring of the Pavilion and availability of allotment plots). 	<ul style="list-style-type: none"> • MJJ: GWRG play area project comms. raise awareness of recreation facilities. Adverts in PN for vacant allotment plots. • ASO: • NDJ: • FMA:
20. Summer holiday activities.	4A, 5C, 7D, 14A, 14B	<ul style="list-style-type: none"> • With CCC, organise summer holidays 	<ul style="list-style-type: none"> • Publicise event days. 	<ul style="list-style-type: none"> • MJJ: PitP advertising on social media, noticeboards etc.

		activities ('Play in the Park') at GW Recreation Ground.	<ul style="list-style-type: none"> • Ensure access to Pavilion facilities is available to complement the event days. 	<ul style="list-style-type: none"> • ASO: • NDJ: • FMA:
21. Policy documents review.	8A, 8B, 18A, 21A, 22A	<ul style="list-style-type: none"> • Ensure recreation ground byelaws are fit for purpose. • Introduce village green byelaws. • Review all documents in accordance with agreed schedule. 	<ul style="list-style-type: none"> • Complete of review byelaws and introduction of any agreed updates. • Complete of review to assess need to introduce village green byelaws based on current usages and risk assessment analyses. • Complete reviews as required. • Withdraw old and/or introduce new policies as necessary. 	<ul style="list-style-type: none"> • MJJ: Scoping work on revised byelaws has commenced. • ASO: • NDJ: • FMA:
22. Internal PC management.	1A, 8A, 8B, 8C, 9A, 9B, 11A, 13A, 13B, 16A, 16B, 18A, 21A, 22A, 23A, 23B	<ul style="list-style-type: none"> • Maintaining high standards of professionalism. 	<ul style="list-style-type: none"> • Review future LCAS accreditation possibilities. • Identify possible use of AdvantEdge administration module • Ensure all internal/external auditors report findings are actioned promptly. • Ensure Council's risk register reviewed and agreed. 	<ul style="list-style-type: none"> • MJJ: LCAS accreditation to be reviewed once all outstanding activities has been assigned. Internal auditor's report received and recommended actions completed of in progress. Risk register reviewed at May meeting. • ASO: • NDJ: • FMA:
23. Finance.	21A, 22A	<ul style="list-style-type: none"> • Actions related to balanced budget and financial integrity at all times. 	<ul style="list-style-type: none"> • Ensure all submitted payments for approval agreed. • Ensure all monthly bank reconciliations at zero tolerance noted and agreed. • Quarterly F&GP Committee meetings with 2026/27 budget/precept recommendations in Q4. 	<ul style="list-style-type: none"> • MJJ: No financial irregularities to report. • ASO: • NDJ: • FMA:
24. Defibrillator units in the parish.	14A, 14B, 15B	<ul style="list-style-type: none"> • Complete work to assume funding and administration responsibilities for all Council owned parish defibrillators. 	<ul style="list-style-type: none"> • Council to engage with Community Heartbeat Trust to maintain/provide units (in line with budget provisions). • Assume responsibility for units as their existing contracts expire. 	<ul style="list-style-type: none"> • MJJ: Work to ensure smooth transfer of GW defibrillator to PC ownership & administration has commenced. • ASO: • NDJ: • FMA: