

Great Waltham Parish Council – Action Plan, May 2026 to April 2027

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 2026 – April 2027. 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 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 Ground – Play Area Refurbishment	7A, 8A, 9A	<ul style="list-style-type: none"> Complete Phase 1 snagging work. Commence and complete Phase 2 (Junior Area) work. Arrange opening event on project completion. 	<ul style="list-style-type: none"> Project progression by the dedicated working group. 	<ul style="list-style-type: none"> MJJ: 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. 	<ul style="list-style-type: none"> MJJ: ASO: NDJ: FMA:
3. Pavilion at Great Waltham Recreation Ground.	7D, 9A, 9B, 10B	<ul style="list-style-type: none"> Maintain the high-quality condition of the building. Continue to monitor use and hiring income. Maintain internal decoration. 	<ul style="list-style-type: none"> Repaint internal walls as required. Monitor the drains and address issues if they deteriorate. Review hiring fees at 2027/28 budget meeting. 	<ul style="list-style-type: none"> MJJ: ASO: 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 (either as standalone initiative or as community benefit from any housing development). 	<ul style="list-style-type: none"> Continue engagement with all stakeholders to raise issues and concerns. Continue use (with periodic reviews to ensure value for money) of TruCam speed monitoring initiative run by Maldon D.C. and ECC Highways automatic traffic count surveys. Continue deployment of Speed Indicator Devices. Engage fully with housing scheme developers. Develop lobbying and engagement approaches. Monitor outcome of ECC's strategic traffic reviews. 	<ul style="list-style-type: none"> MJJ: 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. Ensure essential repairs completed. 	<ul style="list-style-type: none"> MJJ: 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"> Agree whether to bid for continued accreditation. If so, identify and complete work required to make successful application. Sign-off of additional documents needed to effect compliance. Engage with EALC to initiate assessment process. 	<ul style="list-style-type: none"> MJJ: ASO: NDJ: FMA:
7. 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 2027/28 precept discussions in late 2026. 	<ul style="list-style-type: none"> MJJ: ASO: NDJ: FMA:

8. Community Hub	15A	<ul style="list-style-type: none">• Consider introduction of a community hub.	<ul style="list-style-type: none">• Maintain a watching brief on the need for and viability of introducing a community hub.	<ul style="list-style-type: none">• MJJ:• ASO:• NDJ:• FMA:
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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. • Introduce new 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. • Arrange Annual Assembly and agree actions to improve public attendance and participation. • Publish annual report in Parish News, online and on social media. • Arrange survey to better understand residents demands and needs. • Continue to identify all prospective partner organisations. 	<ul style="list-style-type: none"> • MJJ: • ASO: • NDJ: • FMA:
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. • Review 2027/268 hiring fees. • Complete plot numbering and marking exercise and maintain and publish allotment site mapping (to identify communal areas). • Completion of plotholder focus groups to identify possible improvements. 	<ul style="list-style-type: none"> • MJJ: • 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 	<ul style="list-style-type: none"> • Update asset register as necessary. • Ensure annual asset review is conducted with photographic register and database. 	<ul style="list-style-type: none"> • MJJ: • ASO: • NDJ: • FMA:

		<p>maintenance of Council assets.</p>	<ul style="list-style-type: none"> • Continue 5-year facilities management strategy with schedule of works and budget. • Agree and effect refurbishments. • Continue maintenance programmes. 	
4. Telephone Kiosks	3C, 7C, 8C, 9A, 9B, 23A	<ul style="list-style-type: none"> • Manage introduction of agreed uses for currently unused kiosks. 	<ul style="list-style-type: none"> • Discuss options with volunteer group identified by survey. • Agree any recommended changes to use. • Implement changes. 	<ul style="list-style-type: none"> • MJJ: • ASO: • NDJ: • FMA:
5. 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"> • Continue work to identify new/existing climate change initiatives which GWPC can join and actively promote. • Continue work to identify opportunities for: <ul style="list-style-type: none"> ○ Planting hedges to replace/- complement posts around village greens to prevent parking and 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. • Continue to 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. • Maintain awareness of all prospective partner organisations. 	<ul style="list-style-type: none"> • MJJ: • ASO: • NDJ: • FMA:
6. Traffic.	11A, 11B	<ul style="list-style-type: none"> • Create a highways policy for responding to or acting on 	<ul style="list-style-type: none"> • Implementation of agreed policy based on outcome and implementation of new ECC place & movement strategy. 	<ul style="list-style-type: none"> • MJJ: • ASO:

		<p>highway issues in the parish.</p> <ul style="list-style-type: none"> Monitoring traffic volumes/speeds. Identify initiatives, campaigns etc. which may improve traffic management in the parish. 	<ul style="list-style-type: none"> Maintain Highways and Transport Committee to address all traffic/parking issues. Identify (self-funding) schemes which can utilise the Council's Safety Schemes reserve. Continue use (with periodic reviews to ensure value for money) of TruCam speed monitoring initiative run by Maldon D.C. and ECC Highways automatic traffic count surveys. Continue deployment of Speed Indicator Devices. 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"> NDJ: FMA:
7. 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: ASO: NDJ: FMA:
8. 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"> Monitor any available reported crime statistics/information to identify trends. 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"> MJJ: ASO: NDJ: FMA:
9. Planning.	17A, 18A, 19A, 20A, 20B	<ul style="list-style-type: none"> Maintenance of annual action plan. 	<ul style="list-style-type: none"> Implement annual plan with quarterly monitoring of progress at GWPC meetings. 	<ul style="list-style-type: none"> MJJ: ASO: NDJ:

		<ul style="list-style-type: none"> Identify whether contents of existing (and any new) parish plan or village design statements remain fit for purpose. Consideration of local planning applications as statutory consultee. 	<ul style="list-style-type: none"> Maintain status as statutory consultee for all planning applications in the parish. Encourage use of EVs by promoting installation of EV charging points. Actively escalate 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"> FMA:
10. 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 to continue to monitor overall resourcing requirements at allotment sites and recreation grounds. Continue to monitor issues at other GWPC owned land. Continue to commission external experts reports to ensure established tree issues are identified and managed. Contact parishioners whose hedges etc. are impeding traffic flows and footways. 	<ul style="list-style-type: none"> MJJ: ASO: NDJ: FMA:
11. 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 by various means, including annual training needs analysis, recognising new joiners' training needs, and overall knowledge improvement requirements. Ensure completed training meets minimum necessary for LCAS accreditation. 	<ul style="list-style-type: none"> MJJ: ASO: NDJ: FMA:
12. 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: ASO: NDJ: FMA:

13. 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: • ASO: • NDJ: • FMA:
14. 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. • Maintain watching brief on whether to introduce a community hub. • Organise (with other groups/organisations) wellbeing events • Identify the opportunities to arrange wellbeing events and consider funding options as necessary. • Introduce a volunteering policy. 	<ul style="list-style-type: none"> • MJJ: • ASO: • NDJ: • FMA:
15. 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: • ASO: • NDJ: • FMA:
16. 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: • ASO: • NDJ: • FMA:
17. 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. • Continue to monitor developments in relation to National Grid pylons project. • Continue engagement with Chelmsford Association of Local Councils. 	<ul style="list-style-type: none"> • MJJ: • ASO: • NDJ: • FMA:
18. 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. • Monitor outcomes and effects on parish of consultations, with a view to further engagement as necessary. 	<ul style="list-style-type: none"> • MJJ: • ASO: • NDJ: • FMA:

19. 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: ASO: NDJ: FMA:
20. 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). Ensure assets are adequately insured, in accordance with agreed tolerances of self-insured. 	<ul style="list-style-type: none"> MJJ: 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 review of byelaws (in liaison with Open Spaces Society) and introduce any agreed updates, including need to introduce village green byelaws based on current usages and risk assessment analyses. Complete all policy reviews as required. Withdraw old and/or introduce new policies as necessary. 	<ul style="list-style-type: none"> MJJ: 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: 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 2027/28 budget/precept recommendations in Q4. 	<ul style="list-style-type: none"> MJJ: 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 continue 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: • ASO: • NDJ: • FMA:
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