



Kelvedon Hatch Parish Council - Action Plan 2025 - 2026

Objectives <i>(List of KHPC Objectives)</i>	Tasks <i>(What you need to do to achieve your objectives?)</i>	Success Criteria <i>(How can you identify your success?)</i>	Time Frame <i>(By when you need to achieve the tasks?)</i>	Responsibility <i>(Who is responsible for each action?)</i>	Resources <i>(What Resources you need for each task?)</i>
Look into General Power of Competence (GPC)	Finish CiLCA and apply – we need 2/3 of councillors elected	Obtain GPC	May 2027	Parish Clerk and Councillors	
To develop and enhance the level of community engagement with KHPC.	Advertise works carried out by KHPC that benefit the community. CR Cttee to develop public events. Promote public attendance at physical meetings.	Public participation & attendance in events and/or meetings. Responses to social media posts.	10 May 25 - 80 th anniversary of D-Day Family Fun day 14 Jun 25 Christmas Grotto and Seniors' lunch – December 2025.	Parish Clerk and Councillors: Provide articles for Village News. Community Relations Committee to organise the events.	Website/social media access. Village News newsletter. Promotional material.
To improve the relations between local groups, business and the Parish Council.	Improve communications & engagement. Show them support.	Local groups and businesses more engaged with the Parish Council.	Ongoing.	Parish Clerk Parish Council	Village Newsletter. Website/social media.



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To improve the relations between Village Hall Trust, residents and the Parish Council.	Be clear with all contracts including Village Hall and Football team. New Trustees urgently needed.	Village Hall Trustees more engaged with residents and new Trustees.	Ongoing.	KHPC – Village Hall Trustees	KHPC – Village Hall Trustees
Try to increase Councillors.	To ensure that we have 11 councillors and all meetings are quorate.	More councillors.	Ongoing.	Parish Council, Councillors, Parish Clerk joint effort.	Village Newsletter, Noticeboards, Social Media, Website.
To develop and enhance councillor skillsets.	Identify training sessions led by EALC and SLCC, especially online ones. Try to organise training sessions with Doddinghurst, Stondon Massey and/or Blackmore. Identify councillors who would most benefit. Further training provided by Parish Clerk.	Attendance at training sessions. More councillors able to inform decisions and actions (minutes).	Sessions to be identified as and when they are advertised by EALC and SLCC. Ongoing.	Parish Clerk: monitor EALC and SLCC's training websites for sessions. Share with the Parish Council. Individual Councillors: Identify own needs. Parish Clerk: Set training sessions.	EALC and SLCC's website. Time to attend sessions. Money to meet costs of attendance (training budget for 2024/25: £2,500).
Regular maintenance of seats/benches/noticeboards - any assets of KHPC PlayArea	Ensure that all seats/benches/noticeboards (any assets of KHPV) and PlayArea get some regular maintenance.	All KHPC's assets: seats /benches/PlayArea are always taken care of.	Ongoing	Parish Clerk	Budget
Village Newsletter	Make it cost –effective and community focused	When it breaks even or stops costing money	Ongoing	Parish Clerk	Time to research costs and contact all free adverts



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Checked by : *Lou* Parish Clerk

Date: 1st May 2025

Approved by: _____ (Chairman)

Date: _____