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Lawford Parish Council Action Plan April 2024 – March 2025

Lawford Parish Council will publish its action plan annually in March, for the forthcoming financial year. The Plan will be drawn from the annual budget which includes project expenditure for the forthcoming year, from matters raised by members of the public during the year and from matters identified within parish council meetings.

Aim	Objective	Action	Complete When	Review /Monitoring
Public Realm				
<p><u>Grass cutting</u> Ensure all grass cutting, weeding and general maintenance costs and requirements associated with the open spaces in Lawford Parish are carried out. Ad-hoc tasks carried out on a quotation-by-quotation basis.</p>	<p>To meet legal requirements and to ensure that areas are kept in safe, clean and tidy condition for members of the public.</p> <p>To increase community well-being.</p>	<p>Clerk and Cllr D Thurlow to monitor landscape contract;</p> <p>Contractor responsible for carrying out maintenance;</p> <p>Clerk to get quotes for ad hoc works.</p>	<p>April - November</p>	<p>Public Realm Committee Meetings.</p>
<p>Undertake annual tree inspection and any subsequent identified work to trees.</p>	<p>To meet legal and insurance requirements. To maintain the trees and minimise risk to members of the public.</p> <p>To work with the Woodland Trust to plant more trees on Summers Park.</p>	<p>Cllr D Thurlow, Cllr K Symon, Handyman and Contractor to work together on this task and produce report with findings, quotes to be sought for any works required.</p>	<p>Annual basis</p>	<p>Autumn 2024.</p>

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<p><u>Memorial benches</u> To respond to any requests for memorial benches in line with policy</p>	<p>To enhance the wellbeing of Lawford residents.</p>	<p>Cllr D Thurlow to respond to requests, RFO to deal with finances.</p>	<p>On-going</p>	<p>As above</p>
<p>Community Engagement</p>				
<p><u>Hold Parish Meeting</u> To provide an opportunity for local residents to meet with councillors and get an understanding of its work.</p>	<p>To increase community awareness of the work of the parish council</p>	<p>Invite organisations to be part of the parish meeting. Q&A session to be held at the meeting</p>	<p>Between 1 March and 1 June</p>	<p>Full Council</p>
<p><u>Community Groups</u> To occasionally provide grants for local voluntary not-for-profit community groups and organisations</p>	<p>To support the 'not for profit' sector working to enhance the wellbeing of Lawford residents.</p>	<p>Clerk to issue invitation to bid for grant, Clerk to process applications, Full Council decide on grant awards, Clerk contact groups to inform them of decision.</p>	<p>On-going but usually takes place in October.</p>	<p>Administration Committee and Full Council</p>
<p><u>Events</u> Hold a stall at the Tendring Show</p>	<p>To increase community awareness of the work of the Parish Council.</p>	<p>Decision taken at Full Council, Working Group to be formed, Clerk to deal with details such as risk assessment and costings, event held and reviewed.</p>	<p>13th July 2024</p>	<p>Working Group Full Council</p>
<p><u>Photography Competition</u> Hold summer competition for children in Lawford</p>	<p>To increase community cohesion and the wellbeing of Lawford residents.</p>	<p>Decision to be taken at Full Council, Cllr D Harty to produce paperwork including deadlines and</p>	<p>Summer 2024</p>	<p>Working Group Full Council</p>

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		criteria, Clerk to send out promotional materials, competition takes place, competition completed and review takes place.		
<u>Podcasts</u> Produce regular podcasts highlighting key individuals, groups or events of interest to the residents in Lawford.	To increase community cohesion and the wellbeing of Lawford residents.	Cllr D Harty arranges interviews and records podcast, podcast published, take-up is monitored.	Ongoing	Full Council
<u>Lawford Football Club</u> Maintain a good working relationship with Lawford Football Club especially in tackling dog fouling.	To ensure young people in Lawford have access to a good quality, safe facility where they can participate in football and socialise.	Regular meetings between and councillors. Partnership working on dog fouling issue	Ongoing	Full Council
<u>Communication with residents</u> through e-mail, the Council's website, the Council's noticeboards, social media such as Facebook and Instagram to inform and to see residents views where appropriate.	To ensure effective and efficient communication and provision of information with Lawford residents in line with legal requirements and community engagement	Clerk to maintain Council's website and noticeboards, Clerk to respond to e-mails, Cllr D Harty to maintain Instagram, Cllr D Harty and Cllr B Chester to maintain Facebook page.	Ongoing	Full Council
<u>Partnership</u> Work in partnership with neighbouring parishes on any matters or projects spanning parish borders.	To ensure cross border practices that will benefit residents of Lawford and vice versa	Clerk to meet regularly with neighbouring parish clerks, Councillors to share any relevant information	Ongoing	Full Council

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New Projects				
<u>Solar lights</u> Monitor one solar light on Riverview pathway as part of a pilot project. Monitor pilot and add new solar lights if successful.	To ensure the safety and wellbeing of Lawford residents. To provide environmentally friendly lighting option.	Pilot project to be monitored.	April 2024	Cllr D Thurlow Public Realm Full Council
<u>Cableway</u> Install new cableway play equipment to Summers Park	To ensure older young people have access to challenging and safe play equipment	Clerk to obtain quotes, decision at Full Council, installation of new cableway, promotional material sent out.	Ongoing	Full Council
<u>New pathway at Riverview</u> Carry out feasibility study for new pathway at Riverview to be undertaken	To ensure the pathway is accessible to all.	Cllr D Thurlow to have initial conversations with contractors, Cllr D Thurlow to obtain quotes, Full Council decision, contract awarded and work begins, work completed and reviewed.	Ongoing	Cllr D Thurlow Full Council
<u>Grass cutting</u> Work with Tendring District Council to pilot a new grass cutting programme.	To ensure all areas of the village have their grass cut in a timely manner.	Councillors currently in talks with TDC which would enable a pilot scheme to take place.	May 2024	Full Council
Biodiversity				
<u>Biodiversity</u> To conserve and enhance the biodiversity of Lawford.	To enhance biodiversity of Lawford.	<ul style="list-style-type: none"> Agenda item on Public Realm 	Ongoing Ongoing	Public Realm and Full Council

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		<ul style="list-style-type: none"> • Leave area on Summers Park unmown, • Maintain hedging, • Encourage residents to pick up after their dogs, • Support hedge/tree planting in appropriate areas • Work in partnership with PACE and schools to develop young people's awareness of the environment around them. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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