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Lawford Parish Council Action Plan May 2026 – May 2027

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				
<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.	To meet legal requirements and to ensure that areas are kept in safe, clean and tidy condition for members of the public. To increase community well-being.	Clerk and Cllr D Thurlow to monitor landscape contract. Contractor responsible for carrying out maintenance; Clerk to get quotes for ad hoc works.	April - November	Public Realm Committee Meetings.
<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 in talks with TDC and a pilot scheme has taken place over one year.	Ongoing talks Full year pilot taken place during April – November 2025. Waiting ‘contract’ decision from TDC.	Full Council
Undertake annual tree inspection and any subsequent identified work to trees.	To meet legal and insurance requirements. To maintain the	Cllr D Thurlow, Cllr K Symon, Handyman and Contractor to work	Annual basis which starts in November	Autumn 2026. Public Realm Committee Meetings.

	trees and minimise risk to members of the public. To work with residents in planting more trees when requests are received.	together on this task and produce report with findings, quotes to be sought for any works required.		
<u>Play areas</u> Carry out fortnightly visual and annual play operational equipment inspections. Keep records of inspections.	To meet legal, health and safety and insurance requirements. To increase community well-being.	Handyman to carry out fortnightly inspections, Handyman to send report to Clerk, Clerk to get quotes for any works required. Clerk to engage a contractor to carry out annual inspection and send reports to Clerk. Clerk to review risk assessments and request quotes for work required.	Fortnightly Annually (July 2026)	Public Realm Committee Meetings
<u>Streetlights</u> Meet all maintenance requirements and costs of all Council owned streetlights. Respond in a timely manner to streetlight issues.	To enhance the safety and wellbeing of Lawford residents.	Contractor to carry out annual maintenance check. Clerk to respond to any resident reports of outages and request works to be carried out.	Bi-Annual Ongoing	Public Realm Committee Meetings
<u>Operation Quasar</u> To provide a targeted police presence in Lawford and monthly drop-in sessions.	To enhance the safety and wellbeing of Lawford residents.	Clerk to respond to residents' issues by contacting police with issue detail and location. Police to send monthly report to Councillors.	On-going	As above and Full Council

<u>Memorial benches</u> To respond to any requests for memorial benches in line with policy	To enhance the wellbeing of Lawford residents.	Cllr D Thurlow to respond to requests, RFO to deal with finances.	On-going	As above
Community Engagement				
<u>Hold Annual Parish Meeting</u> To provide an opportunity for residents to meet with councillors and get an understanding of its work.	To increase community awareness of the work of the parish council	Invite organisations to be part of the parish meeting. 2026 Theme is Funding.	Between 1 March and 1 June 2026	Full Council
<u>Youth Committee</u> To provide a voice for young people and encourage the next generation of parish councillors.	To increase engagement with young people, enhance their understanding of local government and obtain their input in project delivery.	Work with young people in delivering a Pump Track.	Ongoing.	Youth Committee Full Council
<u>Community Groups</u> To occasionally provide grants for local voluntary not-for-profit community groups and organisations	To support the 'not for profit' sector working to enhance the wellbeing of Lawford residents.	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.	On-going but usually takes place in October.	Administration Committee and Full Council
<u>Remembrance Day</u>	To increase community cohesion and wellbeing of Lawford residents	Parish Council to undertake the organisation of this event in 2026 along with the 1 st Lawford Scouts.	November 2026	Public Realm 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
New Projects				
<u>Pump Track</u>	See Youth Committee above.			
<u>Solar lights</u> Install solar lights on Mill Hill, Riverview footpath and Cox's Hill.	To ensure the safety and wellbeing of Lawford residents. To provide environmentally friendly lighting option.	Cllr Thurlow to liaise with Essex Highways regarding Cox's Hill. Quotes obtained for Mill Hill and Riverview.	May 2026	Cllr D Thurlow Public Realm Full Council
Community Hub				
<u>Asset Management/Improvement</u>	Ensure building is kept safe, secure and in optimal condition.	<ul style="list-style-type: none"> • Ensure all health and safety regulations are met • Ensure fire checks are regularly taken • Ensure alarm is regularly checked • Ensure all hire policies are kept up to date 	Ongoing	Clerk Administration Committee Full Council

<u>Ensure community engagement in the hub</u>	Ensure maximum use of the hub by local groups and residents	<ul style="list-style-type: none"> • Ensure groups who meet the criteria are offered the 'social value' discount. • Ensure arrangements for hire of the hub meet all regulations • Respond to feedback regarding changes to the hub that would make it more comfortable and inviting 	Ongoing Ongoing Ongoing	Clerk Administration 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 • 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. 	Ongoing Ongoing Ongoing Ongoing	Public Realm and Full Council

Reviewed and Adopted at the Annual Meeting on 18 May 2026

