



ACTION PLAN 2025/26

Introduction

The purpose of this document is to set out the activities and projects Lenham Parish Council will commence or complete within 2025/2026. Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- i. give views, on behalf of the parish, on planning applications and other proposals that affect the parish,
- ii. undertake projects and schemes that benefit residents,
- iii. work with partners to achieve benefits for the parish,
- iv. alert relevant authorities to problems that arise or work that needs to be undertaken,
- v. Engage and support the community, including parishioners, local businesses, community groups and organisations in Lenham,
- vi. help the other tiers of local government stay connected with their local communities.

Parish Councils have a wide range of powers which relate to local matters, such as maintaining, the recreation ground (William Pitt Field), play parks (Ham Lane and Cherry Close) and other open spaces (including Cherry Downs picnic site, St Mary's Churchyard and Lenham's memorial chalk cross).

They also have the power to raise money through the precept, which is the parish council's share of the council tax.

Implementation

All staff and Councillors have a responsibility to ensure the action plan is implemented within existing resources.

Monitoring

The Action Plan will be monitored by the Clerk with regular updates on progress towards the actions reported back to the Parish Council along with associated budget reporting.

Action Plan

NUMBER	ACTIONS	COMMENTS	TIMESCALE
GENERAL			
1	Comment on all planning applications which fall within or impact on the Parish.	Overseen by Planning and Implementation Committee.	Monthly
2	Maintain an up-to-date website and social media presence in the village in line with the Communications Policy.	Staff and allocated members	Daily
3	Identify and secure sources of funding to advance LPC priorities.	Full Council and officers	Ongoing
4	Maintain good governance, including adhering to relevant benchmarks to work towards achieving Quality/Gold Status of the Local Council Award Scheme.	Full Council and officers	Ongoing
5	Monitor financial budgets throughout the year and maintain strict expenditure control in line with Financial Regulations	Finance and General Purposes Committee and officers	Monthly
6	Listen, investigate and respond to issues identified by the parish of Lenham and, if appropriate, to signpost to the correct person/ organisation for resolution/ further progression.	Full Council and officers	Daily
7	Open office to the public to allow the public access to the parish council.	Officers	Office Hours
8	Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community.	Full Council and officers	Ongoing
9	Deliver speedy and transparent decisions through full meetings of the Council, supported by appropriate committees and working groups.	Full Council	Monthly
10	Promote training and induction and ongoing support for members of staff and councillors.	Full Council and officers	Daily
11	Deciding priorities for the use of CIL funds allocated directly to Lenham Parish Council.	Full Council and officers	Monthly
12	Work with Kent police and other partners to help combat crime and anti-social behaviour.	Full Council and officers	Daily
13	Organise and arrange in conjunction with St Mary's Church the annual Lenham Remembrance Service.	Chair and clerk	October/ November

SPECIFIC ACTIONS FOR 2025/26			
14	Progress actions identified in the Highways Improvement Plan (including improvements to the A20 in liaison with KCC Highways and Kent Police)).	Overseen by Planning and Implementation Committee.	Monthly
15	Recruitment of temporary post to cover maternity leave.	Staffing Committee	Jun-25
16	The clerk to work towards achieving CiLCA qualification.	Clerk	Jun-26
17	Review the Lenham Neighbourhood Plan.	Neighbourhood Plan working Group	2031
18	Arrange a village spring clean and litter pick.	Cllr. D Turner	May-25
19	Organise volunteers and order plants for the village planters.	Cllr. D Garland	May 2025 and October 2025
20	Set up Speedwatch in Lenham Village.	Cllr. J Britt	Ongoing
21	Progress Tourism Group Actions (see specific action plan).	Cllrs. S Heeley, K Hammond and M Michaelas.	Monthly
22	Consider enhancements to the Cherry Downs picnic site.	Cllr. N Osborne	Ongoing
23	Progress plans for the new recreation ground.	Full Council - allocate to a working group	Ongoing
24	Organise and host an event for VE 80 celebrations.	Allocated members and Deputy Clerk	May-25
25	Organise an Easter Trail event.	Deputy Clerk	Apr-25
26	Represent residents about the proposed Heathlands Garden Community Development at Lenham Heath.	Cllrs. J Britt and K Hammond	Monthly
27	Maintain Lenham's War Memorial Cross and organise regular working parties.	Cllr. A Ratcliffe and officers	Ongoing
28	Maintain Lenham Cemetery and associated records.	Officers	Daily/Monthly
29	Review the parish emergency plan.	Cllr. J Britt	June 2025
30	Upgrading the children's play areas at Ham Lane and Cherry Close.	Deputy Clerk	Aug-25
31	Progress project to extend Maidstone Road car park.	Cllrs. J Britt, D Garland, N Osborne, A Ratcliffe & A Walmsley	Ongoing
32	Complete refurbishment of public toilets.	Cllrs. D Garland and A Ratcliffe	May-25
33	Complete replacement floor and refurbishment of office.	Cllrs. D Garland and A Ratcliffe	Apr-25
34	Installation of three defibrillators in rural locations.	Cllr. D Earl	May-25
35	Upgrade the CCTV in the village and develop a CCTV use and management guide.	Cllrs. J Murray, D Garland, N Osborne and A Walmsley	Mar-26
36	Explore potential to set up a village Wifi system.	Cllrs. J Murray and D Garland	Mar-26

37	Complete repairs to the cemetery road.	Cllr. A Ratcliffe and officers	Mar-26
38	Progress project for the building of a new nursery at the allotments site.	Cllrs. N Osborne and A Ratcliffe	Ongoing
39	Complete tree surveys at all sites and complete recommended works	Cllr. D Garland	Jun-26
40	Maintain and complete regular operational inspections of play parks		Daily/Monthly
41	Organise the annual parish meeting	Cllrs. and Officers	Once a year (April to June)