



## Business Plan 2026-31

**RESOLVED at Full Council 12<sup>th</sup> January 2026**

This plan sets out the main business objectives for Haddenham Parish Council for the next 5 years. The accompanying Action Plan sets specific tasks and targets and will be used to monitor progress.

### **Facilities Committee**

Management of the Parish Council's assets, land & premises

#### Asset Management

- Ensure all Parish assets (land and premises) are properly managed with all necessary health and safety processes in place.
- Ensure all necessary hiring / leasing agreements are in place for the use of all community facilities; manage the hiring out of the PC's Conference Room; conduct an annual review of hiring charges;
- Have in place asset management plans for open spaces, playgrounds and play equipment, street lights, trees, ponds etc. and keep under review annual programmes and arrangements for their maintenance, upkeep, repair and improvements or replacement.
- Ensure newly adopted play areas and street lights are added to asset register and inspection schedule.
- Have contracts in place for the management of streetlights and play areas.
- Identify and implement an asset management software package.
- Continue the programme to restore boundary walls at St. Mary's Churchyard.

#### Buildings

- Review of the arrangements with Active in The Community for the Airfield pavilion.
- Review of office space to accommodate additional staff.
- Promote and support community use of the facilities.

#### Open Spaces

- Continue to bring the grounds maintenance service in-house through training, further recruitment and equipment purchase
- Investigate mapping project to plot all allotments; if successful, could be used for burial plots.
- Ensure adopted land is added to the maintenance schedule and managed in line with the requirements of the relevant planning permission.
- Once management plans are in place, investigate the feasibility of seeking Green Flag accreditation.
- Continue to prioritise biodiversity in working practices.

- Support volunteer groups who manage the allotments, Snakemoor and Townsend Community Orchard on behalf of the Parish Council.
- Progress the solar bore-hole project to supply water to Church End pond.
- Consider options for cobble relaying project.

### Events

- Review the arrangements for Haddenham Feast with the organisers of the Fair to address safety concerns.
- Provide support for Haddenham Village Fete and Haddenham Beer Festivals

### **Planning Committee**

Development management, forward planning, and major projects.

#### Development management & forward planning

- Respond to Buckinghamshire Council consultations on circa 100 new planning & listed building applications per annum.
- Advice to residents about planning matters
- Where breaches of planning laws are identified report these to the Enforcement Team at Buckinghamshire Council and monitor subsequent action.
- Hold pre-application meetings with developers when invited.
- Negotiate new facilities for inclusion in S106 (and future CIL) agreements, particularly sport/leisure/recreation, Streetscape and walking & cycling opportunities.
- Liaise with developers during construction; monitor construction for deviation from plans or flaws in building work; mediate as appropriate between residents and developers.
- Monitor progress with the emerging Local Plan for Buckinghamshire and actively participate during forthcoming consultation stages.
- Following on from the scenario planning exercise in 2025 take this project forward to start work on a revised Neighbourhood Plan.
- Undertake a local Housing Needs Assessment to support the potential for establishing a Community Land Trust

#### Major Projects

- Progress the design of a new burial ground at Aston Road through planning. Once planning permission is granted prepare a detailed specification to tender for implementation.
- Tender for the construction of a pavilion at Aston Road, and assuming the cost is within budget, appoint a contractor to start building work.
- Village Hall: work in collaboration with the Village Hall Management Committee to bring forward investment plans for the improvement of the main hall, Walter Rose room, Mabel Parkinson room and Foyer.
- Woodways pavilion: carry out options appraisal, agree the way forward and identify sources of funding.
- Enter into a partnership with Haddenham Dental to extend Banks Cottage to accommodate growth of the dental practice. Once the funding agreement is in place, finalise the specification and undertake a procurement process to appoint a contractor to carry out the building work.

- Streetscape: progress 20mph zone as priority arising from final report; identify opportunities for promoting/funding further projects.
- Work with HadSWAC and Thame Town Council to progress Thame-Haddenham-Aylesbury cycle/greenway with Buckinghamshire Council and Oxfordshire County Council.
- Monitor receipt and expenditure of S106 agreements to ensure projects are delivered and all available funding is utilized within time limits by Buckinghamshire Council, particularly cycle connectivity to Thame and Aylesbury; commuter parking near Station, and speed limit changes.
- Identify alternative sources of funding where the cost will not be covered fully by S106 contributions.
- Support residents' group on the Speedwatch scheme, and review findings.
- Support residents to set up a flood group to ensure water remains free flowing and to promote an understanding of riparian responsibilities.
- Lead the process of renewal of the registration of the Rising Sun and Kings Head pubs as Assets of Community Value, which expire in 2026.

#### Transfer of assets from developers

With new housing developments in the village the Parish Council has agreed to take over the ownership and management of a large amount of amenity space at:

- Haddenham Airfield (Tibbs Road) – Cala Homes
  - Progress transfer of the remaining parcels of land;
- Aston Road - Dandara
  - Transfer of remaining open space including NEAP, cricket & burial ground.
  - Adopt the streetlights
- Land west of Churchway – Redrow
  - Adopt the streetlights after highway adoption by Bucks Council.
  - Retrieve and store the negotiated of witchert supply for village use.
  - Negotiate walking/cycling connectivity to Station from Phase 2

#### **Finance & General Purposes Committee**

Operational business management, budget & finances, external relationships, and communications.

- Annual review of Business (overview) and Action (detailed) Plans
- Annual budget review and precept setting
- Quarterly income & expenditure monitoring
- Audit and accounting protocols and routines in accordance with financial regulations
- Maintain and update policies and procedures
- Grants and practical support to local groups/organisations including Haddenham Community Library to ensure continuation of a local library service.
- Support a Youth Club to run from the youth and community centre
- Grants for public-facing witchert walls upkeep and advice.
- To manage and participate in the relationship with outside bodies including Buckinghamshire Council, BMKALC, NALC, SLCC, neighbouring Town & Parish councils and parish meetings
- Take an active role in Buckinghamshire Council's Community Board and Parish Liaison (planning) forum

- Communications including the quarterly newsletter, Village Guide (update next due 2025), monitoring social media, Community Fair etc. and consider possible extension to PC comms
- Investigate the possibility of purchasing two small parcels of unowned land

### **Personnel Committee**

- Develop the Councillors and staffing team through ongoing training
- Review current salary levels against assessment criteria
- Recruit for new roles as the need arises.
- Subject to progress with burial ground, consider resource needs in becoming a burial authority

### **Climate Emergency Committee**

- Manage the partnership with Zimbl for electric vehicle hire in the village
- Feasibility of providing an EV minibus for the village
- Awareness campaign on ways to decarbonize homes and reduce energy usage
- Food waste project
- Continue to investigate the feasibility of a community energy project.
- Work with Future Nature to

### **Charities**

(Not a PC Committee but the PC acting as sole trustee of Haddenham Educational Charity and of Banks Park Recreation Ground Charity and the linked New Recreation Ground Charity; the PC also has default responsibility for 3 Parochial Charities)

- To continue with plans to merge and modernising the Parochial and Educational charities.
- To support the Parochial Charity Trustees to ensure the charities continue to fulfil their duties until new arrangements are in place
- To ensure the Banks Park Recreation Ground Charity and Educational Charity are properly managed in line with charity law
- To liaise with the Parish Council, the Village Hall Management Committee and the Charity Commission to set in place new leasing arrangements for the village hall and PC office.
- To manage the relationship with all BPRGC and New Recreation Ground (Woodways) tenants including landlord responsibilities as applicable
- To renew the lease on Banks Cottage prior to the extension project.
- To request BC to terminate old AVDC lease on part of the Woodways site car park

### **Principal achievements since last annual review**

- Continued to expand the grounds maintenance service in-house.
- Completed the transfer of phase 1 and phase 2 land at Aston Road.
- Planning permission obtained from Bucks Council for Aston Road pavilion.
- Planning permission obtained from Bucks Council for an extension to Banks Cottage.
- Recruited two new office staff in line with the staffing review.
- Negotiated with Dandara for the specification of the new cricket pitch to include an all-weather wicket.

- Negotiated a store of witchert from the Redrow site for use in the repair of heritage assets. Redrow have rescinded their offer of witchert so none is currently available
- Worked with a specialist solicitor to consider amalgamating local charities which proved not to be possible.
- Collaborated with Bucks Council Officers to initiate a project to utilize S106 funding for improvements to Thame Road for pedestrians and cyclists in line with Streetscapes proposals.
- Ensured streetscapes project for Stanbridge Road improvements is included in developer contributions for recently approved applications.
- Haddenham Future. First public consultation has taken place and analysis of responses is being undertaken.
- EV car hire club has been launched and two EV cars are now available for hire to residents.
- Free Warmer Home Assessments has been launched. The Council in conjunction with Buckinghamshire Community Energy are providing 45 free assessments for residents.
- Foodwaste project with Foodrise and Haddenham Junior school to provide cooking lessons using left over food.