

Haddenham Parish Council

Action Plan 2023-28

Objective	Actions	Officer	Target	Progress	Budget
FACILITIES COMMITTEE					
Asset Management					
Prepare asset management plans for: verges, open spaces, village greens, playgrounds, ponds, trees, street lights, footpaths; dog & litter bins etc	Define/map all assets; agree management & maintenance regimes; plan future expenditure/ re-provision	IF AC	Sep-24	Ongoing – grounds maintenance and football pitches agreed.	
Open spaces					
Sports Pitches	Improve sports pitch maintenance. Through obtaining advice develop an annual inspection and maintenance program. Ensure grass cutting is maintained to acceptable standard.	IF	Sep-24	Pitch Power grant has been awarded and regular pitch quality monitoring is being done. Working to resolve grass cutting issues.	
Street lights	All new lanterns are LED. Reserves held for replacements. Keep updated record of UMS certificates.	IF	ongoing	all streetlight identified for replacement in 2022-23 survey have been replaced.	£ 15,000
Grass Cutting	Review more biodiversity-friendly approach to grass cutting	IF	ongoing	improvements needed	£ -
Repair/replace out-worn playground equipment	Replacement of failing equipment as needed. EMR needed to fund in future.	IF	ongoing	All play areas fairly new with regular inspections to identify issues.	£ 36,000
Trees	Carry out tree work identified through the survey and prepare a maintenance plan	IF	Jun-24	Outstanding work from 2022 inspection carried out. New biennial survey carried out 2024	£ 5,000
	Treescapes Project	IF SG	Mar-25	Monitor and maintain trees planted in March 22 and reclaim costs from grant. 23-24 maintenance grant claimed but not yet paid.	

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	reLeaf village tree planting project. Work with volunteers to plant trees in the village.	SG IF	Sep-25	Many trees already planted. Some relocating needed of larger trees. Watering to continue to 2025.	
	Phased removal and replanting of Leylandii hedge on Sheerstock boundary	IF	Mar-25	phases 1&2 complete. Watering needed to 2025. Phase 3 decision needed.	
Green Flag accreditation scheme	Review/cost feasibility of seeking	IF	Jun-25	date extended due to other priorities	
St Mary's churchyard boundary walls repair	Phased of restoration programme. EMR need to fund over several years.	IF	Mar-26	ongoing	£ 120,000
School boundary wall (ivy covered)	undertake inspection by removal of some ivy; obtain a quote for repair work; schedule work. Talk to Diocese about funding.	IF SG	Sep-24	ivy removed and awaiting quote for repairs.	£ 50,000
Ponds	Annual maintenance schedule for ponds	IF	Aug-24		£ 3,000
	Improve the marginal planting on the surrounds of Church End Pond	IF	May-24	done	£ 5,000
	Investigate the possibility of installing a solar powered bore hole to top up Church End Pond	IF	Mar-25	in progress	£ 10,000
Haddenham Stream	Work with the riparian owners and specialist contractor to obtain grant funding to restore the watercourse flow and improve biodiversity.	IF SG	Mar-26	not started	
Cobbles at Church End / St. Mary's	Identify means of making the cobbles more accessible or an alternative access to the Church. Use EMR for churchyard.	IF	Mar-26	Conservation Architect appointed to investigate options.	£ 20,000

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Allotments, Orchard, Snakemoor	Allotments and Orchard Committees to meet regularly to support volunteers and agree management plans	IF	ongoing	Allotments and Orchard continue to run well through established sub-committees.	
Service contracts	Contract monitoring to ensure service delivery.	IF	ongoing	in the process of resolving issues with the contract.	
	Carry out a tendering process when service contracts are coming up for renewal.	IF EM	May-24	Cleaning contract to renew	
	Review of bringing grounds maintenance services in-house	IF EM SG	Dec-24	review in progress	
Prepare a business plan for becoming a burial authority	Attend cemetery management training course	SG JA DH	May-25	Completed by some. IF and new staff to complete.	
	Register as a burial authority	EM SG IF	May-25		
	All relevant documentation in place to comply with legislation	EM SG IF	May-25		
	New mapping and bookings software	KG SG	May-25		£ 4,000
	Charges to be agreed	EM SG IF	Dec-24		
Buildings					
Hiring / leasing agreements	Ensure all sports clubs have licences in place and annual fees are reviewed	SG EM	Aug-24	AITC partnership for the Airfield now set up. Woodways discussions with HYFC and HUFC in progress. HTC and HTTC sorted	
	Sports and Social Club lease	SG EM	complete	Licence and fees under review since change to The Whistler.	
All buildings	Ensure all necessary health and safety measures are in place.	ALL	Ongoing	Fire alarm checks, legionella procedures in place	
	Ensure all licences required are in place and up to date	EM	ongoing	TV licence & PPR licence in place for Airfield	

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	Cleaning and repairs	IF	Ongoing	Cleaner appointed and reviewed annually	
	establish a building maintenance schedule to ensure all M&E are regularly serviced and repaired or replaced as necessary. Investigate suitable software to do this.	IF	Dec-24	basic process in place, software option not started	
Decarbonisation and energy usage reduction	Monitor effectiveness of solar panels at Airfield and Woodways	EM	Dec-24	still trying to understand how and if the panels are working	
Biodiversity	Draft and adopt a biodiversity policy	IF	Dec-24	Not started	£ -
Events					
Fair / Summerfest / Winterfest / Remembrance Sunday	Support local fundraising events by allowing land to be used; arranging road closures and licences	SG IF	ongoing		
Haddenham Feast	Review set up with Fair owners to address safety concerns	SG IF	Aug-24	To start	
PLANNING COMMITTEE					
New Planning Applications	Respond to BC consultations on c.100 planning applications per annum	SG KG	Mar-25	Ongoing process	£ -
Major developments	Meet with developers pre-application	SG KG	Mar-25	pre-application meetings with Redrow and Lands Improvement	£ -
	Submit detailed responses to outline and reserved matters applications noting residents' concerns where material	SG KG	Mar-25	Ongoing process, in particular Land West of Churchway & land at Dollicott.	
	Negotiate on the provision of new facilities through S106 or CIL contributions and adoption by the PC	SG KG	Mar-25	Ongoing process	
	Liaise with developers during construction	SG EM KG	ongoing	Hosted Redrow resident liaison sessions. Meetings with Dandara & Cala.	

Objective	Actions	Officer	Target	Progress	Budget
Hostile Applications	ensure the Council is represented at BC committee, public hearings or inquiries	SG	ongoing	Hosted & professionally represented at appeal hearing for land east of Churchway	
Enforcement	Report breaches of planning regulations liaise with BC officers to rectify	SG KG	ongoing	Bradmoor Farm	
Streetscape Projects	Work with PJA and BC to progress the 20mph project	SG KG	Jun-25	will progress when Thame Road is decided	£ 20,000
	Improvements to pedestrian and cycling provision along Thame Road	SG KG	Mar-25	BC are now focussing on Pegasus Way junction.	£300,000 (S106)
	Identify funding sources to deliver projects	SG KG	Mar-29	Stanbridge Road now included in 2 S106 agreements	
Neighbourhood, Local & regional Plans	Monitor progress with Bucks Council Local Plan and respond to consultations; CaMKOx corridor plans for growth; "Planning for the Future" White Paper	SG KG	Mar-26	Work started on Bucks Council Local Plan. Monitor impact of new Government plans to update NPPF. Decision needed on NP update.	£50,000 (new NP)
Open spaces on land at Haddenham Airfield	Work with IBB solicitors to transfer the next areas available.	SG EM	Aug-24	Inspection identified some remedial work needed which Cala are doing. Solicitors are progressing the transfer papers	£ -
	Work with S106 Monitoring Officer to ensure the land has been laid out in accordance with the approved plans and all safety and maintenance work has been carried out.	SG EM	complete	Initial Inspection carried out and certificate issued.	£ -
	Issue invoice for commuted sum	SG	Aug-24	sum being recalculated	£ -
Street lights on land at Haddenham Airfield	Agree a commuted sum	SG EM	complete		£440 per column

Objective	Actions	Officer	Target	Progress	Budget
	Inspection before adoption	SG EM	complete	certificates received	£ -
	Issue invoice for commuted sum	SG	complete	Committed sum received	
Open Spaces on Land at Dollicott (Platers Road)	Work with IBB solicitors to obtain legal advice on the title deeds	SG EM	Aug-24	PC resolved to adopt without the public rights as an impasse was reached trying to resolve this through BC. Solicitor is now progressing.	£ -
	Work with S106 Monitoring Officer to ensure the land has been laid out in accordance with the approved plans and all safety and maintenance work has been carried out.	SG EM	complete	met with Cala and agreed tree work and waste clearance needed which has now been done	£ -
	Issue invoice for commuted sum	SG	Aug-24	in progress	
Open Spaces on Land at Aston Road	Work with IBB solicitors to obtain legal advice on the title deeds for up front legal agreement	SG EM	Jul-21	Agreement signed.	£ -
	Work with S106 Monitoring Officer to ensure the land has been laid out in accordance with the approved plans and all safety and maintenance work has been carried out.	SG EM	Parcel 1 Apr-23	Initial Inspection carried out April 2021 due for hand over legal process near completion.	£ -
		SG EM	Oct-25	Remaining phases being revised with next inspection anticipated in autumn.	£ -
	Issue invoice for commuted sum	SG	Aug-24	Phase 1 being calculated.	£ 40,000
Sports pitches on land at Aston Road	Work with IBB solicitors to obtain legal advice on the title deeds for up front legal agreement	SG	Jul-21	Completed, agreement signed.	

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	Facilitate an agreement between Dandara and Haddenham Cricket Club to obtain an ECB approved layout of the site	SG EM	Aug-24	Pitch installation complete to be inspected.	
	Work with S106 Monitoring Officer to ensure the land has been laid out in accordance with the approved plans and all safety and maintenance work has been carried out.	SG	Sep-26	Then there will be initial inspection and 2 yr maintenance period.	
Design and Construct Aston Road pavilion	Appoint architect and project manager	SG	2018	Completed – PCMS appointed	
	Agree design	SG	complete	ready to submit planning application. Waiting for surface water sign-off for the whole site by BC	
	Planning Permission	SG	Jan-25		
	Carry out tendering process	SG	Mar-25		
	Appoint contractor		Apr-25		
	Review specification and sign contract to build	SG/EM	Apr-25		
	Building work – monitoring with PCMS	SG/EM	Apr-26		
	DoV for the S106 agreement	SG	complete	Pavilion now included as a project	
	S106 claim from BC	SG	Sep-24	Need to ensure there is sufficient S106 available with a contingency to manage overspend risk	
New Burial Ground	Obtain Environment Agency approval	EM SG IF	Sep-25	Stage 1 of the ground water RA completed. EA will now need a planning application to consider this so we need to agree the site layout.	

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	Agree final layout in line with EA approval	EM SG IF	Sep-25		
Street lights on land at Aston Road	Agree a commuted sum	SG EM	completed	agreement signed.	£440 per column
	Inspection before adoption	SG EM	Apr-25	In progress	£ -
	Issue invoice for commuted sum	SG	Apr-25		£ 8,800
Village Hall Phase 2/3: Refurbishment / rebuild of remainder of complex	Set up working group with representatives of HPC and HVH	SG EM	ongoing	Meeting scheduled for August	
	Appoint architect / project manager	SG EM	Sep-25		
	Decision on rebuild or refurbish & phasing	SG EM	Dec-25	structural survey of the main hall carried out to inform decision	
	Funding sources; need to plan ahead	SG EM	Mar-26	S106 main contributor is still in planning stage. May also need a PWBL	
Woodways Pavilion	Full condition survey	SG	Feb-19	Identified significant maintenance work required.	
	Appoint architect / project manager	SG EM IF	Aug-24	PCMS asked to quote for options appraisal	
	Options appraisal	SG EM IF	Dec-24	working group will be set up in Aug.	
	Decision on rebuild or refurbish	SG EM IF	Mar-25		
	Funding sources need to plan ahead	SG EM IF	Dec-24	S106; Pitch Power grant; may also need PWBL &/or private investment	
Burial Ground / Car Park / Pavilion site on land at Aston Road	Work with IBB solicitors to transfer the land	SG EM	Sep-25	Anticipated that this land can be transferred ahead of the cricket pitch	£ -
Land at Churchway	Negotiate to adopt open spaces &/or play areas on the development	SG	complete	confirmation from Redrow that they won't do this.	£ -

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Adoption of street lights	Agree a commuted sum	SG EM	complete	Redrow have confirmed the PC will be offered the street lights	£440 per column
	Inspection before adoption	SG EM	Mar-27	certificates received	£ -
	Issue invoice for commuted sum	SG	Mar-27	Commutated sum received	
FINANCE AND GENERAL PURPOSES					
Monitoring of S106 funding	Work with BC Officers to ensure HPC is aware of all S106 receipts, projects assigned, balance remaining and ensure usage before expiry date.	SG	Ongoing		
Staff and Councillors					
Councillor Training	Ongoing training for Councillors. Identify resource for capacity building & mentoring programme.	SG	ongoing	courses booked as they become available	£ 1,000
Staff Training and Performance Review	Through a regular performance review program, ensure all staff have skills necessary to fulfil their role and keep up to date with current legislation and good practice. Encourage personal development and expansion of roles.	ALL	ongoing	As the responsibilities of the PC have grown staff have undertaken training and their roles have evolved to meet the needs of the Council	£ 1,000
Burial Ground Management	Consider whether a specialist role of Burial Ground Manager is needed or if the role can be taken on by current staff with experience and some training.	SG EM	Dec-25	staffing review identified the need for a new part-time role	£ 10,000
Youth Club	Employ the services of a youth worker and liaise with Buckinghamshire Council and Haddenham Junior School to run the youth club.	SG	ongoing	Youth club now up & running	£ 6,000
Flexible working	Cloud based IT system and laptops have allowed staff to work from home. This will continue on a limited basis.	ALL	ongoing	keep IT system under review	£ -

Objective	Actions	Officer	Target	Progress	Budget
Retain Quality Council status under the Local Council Award Scheme	Ensure all policies necessary are in place and up-to-date and published on the HPC website.	EM SG	ongoing	policy updates at F&GP in July	£ -
	Ensure all best practices are being followed	ALL	ongoing		
Customer facing service	As far as possible ensure a member of staff is available in the PC office to provide a face to face customer service	All	ongoing	This is well used but can be quite disruptive to the office.	£ -
Council meetings	Use of hybrid and informal meetings. Purchase of specialist conferencing equipment has allowed meetings to be held more safely by allowing residents to join remotely. This practice will continue.	ALL	ongoing	Cllrs unable to join meetings remotely and vote due to antiquated legislation. Public & staff can join remotely.	£ -
Charities					
Banks Park Recreation Ground and Haddenham Educational Charities	Ensure the Council continues to fulfil its role as sole trustee of the charities and complies with Charity Commission regulations	ALL	Ongoing		
Amalgamation of Haddenham Charities	To obtain legal advice on potentially merging some or all of the smaller charities into a new CIO.	SG EM	Jun-23	Specilaist solicitor appointed. Fees reviewed July 24	
	Consultation of public & stakeholders	SG EM	Apr-22	completed	
	Agree a scheme for the new CIO	SG EM	Aug-22	HoTs agreed	
	Obtain charity commission approval for the new CIO	SG EM	Jun-25	Scheme submitted to the Charity Commission July 24	
	Transfer charity assets to the new charity	SG EM	Dec-25		
	Allotment site lease renewal	SG EM	Jun-23	completed	
Parochial Charities	Support trustees with day to day management	SG EM	Dec-25	ongoing support	
Banks Park - New leases for PC Office and HVH	Prepare draft Heads of Terms	SG/EM	Dec-20	completed	
	Agree Heads of Terms with HVH	SG/EM	Mar-21	Agreed	

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	Obtain legal advice on behalf of BP	SG/EM	Jun-23	This has been done and has led to wider discussion on the amalgamation above	
	Contact Charity Commission to make sure new arrangements are acceptable	SG/EM	Jun-23	Partly completed. Have options from CC to take forward to BPRC/ HVH CIO	
	Draft new leases and agree with all parties	SG/EM	Jun-24	Head of terms agreed between HVH & HPC. Lease needs agreeing between BP and HPC following CC and legal advice.	
BPRGC – Banks Cottage Lease	Lease renewal process started but stalled during pandemic.	SG EM	Jun-25	Most heads of terms have been agreed but some outstanding discussion on some points. Recent request to extend the building will impact on this.	
CLIMATE EMERGENCY					
Climate emergency declaration	Zero carbon emissions for the village	ALL	2030	Deadline to achieve net zero carbon emissions	
	Identify priority projects	SG KG	Jan-20	Presented to PC and agreed	
	Set up collaboration with ZCH to progress priority projects	SG KG	ongoing	representative has joined Committee	
	Implementation strategy	SG EM	ongoing	New Committee and working groups set up.	
	Community Engagement	SG KG EM	ongoing	Home Energy Fair planned for November 24	

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	Provide ongoing support for the electric vehicle club and review progress through regular meetings	SG EM	Mar-25	EV car club folded Oct 23. Alternative arrangement being investigated.	
	Identify ways of encouraging home owners to decarbonize their homes and reduce energy usage.	SG EM	ongoing	Home Energy Conference	
	Reduce food waste and the carbon footprint associated with the food we eat	SG EM	2030	progressed with data on food waste obtained.	
	Investigate the possibility of a Community Energy Project if the new Energy Bill is passed in Parliament.	SG EM	Dec-24	BC will not allow a lease on their land for this. Continue to consider options.	
	Work with local land owners on a large scale tree planting project, in particular on the flood plain.	SG EM	2025	Land owners have proved difficult to engage with.	
PARTNERSHIP WORKING					
Proactive working with Buckinghamshire Council	Take an active role in the Community Board, BMKALC, possible future delegation opportunities etc	SG	ongoing	Revised Town & Parish Charter issued.	£ -
Devolved Services	Participate in discussions and consider opportunities for renewal and expansion of devolved responsibilities.	SG IF	Mar-24	New devolved agreement signed to Mar 25	£ 7,000
Haddenham-Thame and Haddenham-Aylesbury (cycle) Greenway	Continue to actively support and participate in collaboration with Buckinghamshire Council and others.	SG IF	Not known		£ -
Support for local organisations	Maintain a grant awarding policy to offer financial support to local organisations	SG	Ongoing		£ 7,000
	Assist organisations with grant applications to other bodies	EM	Ongoing	HS2 grant fund application with Cuddington & Chearsley for Kings X improvements.	£ -

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	Appoint representatives to support the work of voluntary organisations	SG	ongoing		£ -
Community Liaison	Working with community groups for the benefit of the parish; supporting events; hosting events on PC land	ALL	ongoing	Summerfest & Winterfest now held on PC land. Woodlands Art Group will hold an art exhibition in the Conference Room.	£ -
	Supporting an inclusive community	ALL	ongoing		£ -