HADDENHAM PARISH COUNCIL
ACTION PLAN 2026-31
PRECEPT SETTING

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	Dec-26	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-29	Pitch Power grant has been awarded and regular pitch quality monitoring is being done. Working with Football foundation and Berks and Bucks FA regional pitch inspectors to improve the quality of the pitches especially at the Airfield. In October 2026 the PC has employed a part-time sports pitch maintenance operative. this should result in a higher maintenance spec for similar cost. We are in the process of applying for a grant from the Football Foundation to buy specialist pitch maintenance equipment.	Decreasing grant over 5 years 2024-29
Street lights	All new lanterns are LED. Reserves held for replacements. Keep updated record of UMS certificates.	IF	ongoing	5-year EIC of all columns has been carried out. The change to test parameters has meant a lot of work needs doing to meet the required safety standards. Remedial work has been prioritised with the urgent work now being undertaken. The reserve will need to be reviewed to cover the additional work.	£ 15,000
Grass Cutting	Review more biodiversity-friendly approach to grass cutting	IF	ongoing	Areas for wilding are being reviewed with some trial areasbeing seeded with wild flowers.	£ -
Repair/replace out-worn playground equipment	Replacement of failing equipment as needed. EMR set up to cover replacements 10 years post installation.	IF	ongoing	All play areas fairly new with regular inspections to identify issues. Banks Park equipment is now showing signs of aging with some pieces likely to need replacing soon.	£ 45,704
Trees	Carry out tree work identified through the survey and prepare a maintenance plan	IF	Mar-26	New biennial survey carried out 2024 and maintenace work identifed is scheduled.	£ 9,200
	Treescapes Project - continue to monitor trees planted in 2023	IF SG	Mar-26	Monitor and maintain trees planted in March 22 and reclaim costs from grant. 24-25 maintenance grant now received for watering.	
	reLeaf village tree planting project. Work with volunteers to plant trees in the village.	SG IF	ongoing	Many trees already planted. Some relocating needed of larger trees. Watering to continue to 2025. The dry summer has been challenging for volunteer tree watering. Research is underway to identify and cost mor efficient means of watering.	will need to consider a budget for 2026/27 to purchase equipment
	Phased removal and replanting of Leylandii hedge on Sheerstock boundary	IF	monitoring	phases 1&2 complete. Watering needed to 2025. Phase 3 decision needed.	
Green Flag accreditation scheme	Review/cost feasibility of seeking	IF	Jun-27	date extended due to other priorities	

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St Mary's churchyard boundary walls repair	Phased of restoration programme. EMR need to fund over sevaral years.	IF	Mar-27	Progress slow due to slow response from architect. Need to undertake a structural survey of the lichgate	£ 120,000
Ponds	Annual maintnenace schedule for ponds	IF	Oct-26	Annual maintenance booked for end of October.	£ 5,898
	Improve the marginal planting on the surrounds of Church End Pond	IF	May-27	once pump is up and running furher improvements needed	£ 5,000
	Investigate the possibility of installing a solar powered bore hole to top up Church End Pond	IF	May-26	Faculty permission was granted but a planning application was then required. Planning permission finally granted in October. Now lining up work to be completed Spring 2027.	£ 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	Sep-26	A survey of the full length of the stream is needed. Need to authorise funding for an initial assessement before a full survey can be carried out. We have now found out that Bucks Council have appointed consultants and will be carrying out a Section 19 investigation. A meeting is cheduled for late October to bring the differnent groups together to avoid duplication.	£5,000 then £15,000
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
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	The majority of grounds maintenance work is now in-house.	
Grounds Maintenance Team	Continue to bring maintenance services in-house and plan to take on newly adopted PoS.	IF EM SG	Mar-26	A part-time Sports Pich Maintenance Operative has now been recruited	
Prepare a business plan for becoming a burial authority	Attend cemetery management training course	SG IF DH	Nov-25	IF attended training course.	
	Register as a burial authority	EM SG IF	Jan-27	ICCM membership set up and local branch meeting attended by SG and EM.	

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	All relevant documentation in place to comply with legislation	EM SG IF	May-26	Burial Ground Regulations are now in place.	
	New mapping and bookings software	SG SL	Sept 26 Mar 27	To be reviewed with review of finance software. Started but more work needed - other priorities have delayed progress with this	£ 4,000
	Charges to be agreed	EM SG IF	Dec-26		
Buildings					
Hiring / leasing agreements	Ensure all sports clubs have licences in place and annual fees are reviewed	SG EM	Apr-26	Sports clubs have been issued licences but not yet returned.	
	Sports and Social Club lease	SG EM	complete	Licence in place	
All buildings	Ensure all necessary health and safety measures are in place.	ALL	Ongoing	Fire alarm checks, legionella procedures in place. Have now signed up with Worknest and are working on policies with them.	
	Ensure all licences required are in place and up to date	EM	ongoing	TV licence & PPR licence in place for Airfield	
	Cleaning and repairs	IF	Ongoing	Cleaner appointed and reviewed annually, need to make arrangements for a regular deep clean	
	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-26	Basic process in place, have had demonstration of civic.ly software which will be considered along with other systems updates.	
Decarbonisation and energy usage reduction	Monitor effectiveness of solar panels at Airfield and Woodways	EM	Sep-26	A SEG has now been set up for the Airfield pavilion and Woodways.	
Events					
Summerfest / Winterfest / Remembrance Sunday	Support local fundraising events by allowing land to be used; arranging road closures and licences	SG IF	ongoing	Winterfest confirmed for Banks Park Dec 26 with a new long term agreement being drafted.	
Haddenham Feast	Review set up with Fair owners to address safety concerns	SG IF	Aug-26	Bucks Council contacted regarding road closure for the Fair. The lack of response from the Fair owners resulted in an escalation to the Safety Advisory Group. After telling the Fair owners the Fair was cancelled on safety grounds further documentationwas submitted which allowed the Fair to go ahead, although without a road closure which it is agreed must be included in 2027.	

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PLANNING COMMITTEE					
New Planning Applications	Respond to BC consultations on c.100 planning applications per annum	SG JH	Mar-27	Ongoing process	£ -
Major developments	Meet with developers pre-application	SG	ongoing	Meetings held with Greencore and Miller Homes	£ -
	Submit detailed responses to outline and reserved matters applications noting residents' concerns where material	SG	ongoing	Land Improvements application for 700 homes to the north of the Airfield, has now gone to appal for non-determination, with a consultant appointed to assist with representation at the Hearing. Greencore reserved matters on land at Churchway has been amended, an additional comment submitted and it is hoped to get approveal in Nov 27. Miller homes have now submitted an application for 100 houses on the East of Stanbridge Rd.	£ 5,000
	Negotiate on the provision of new facilities through S106 or CIL contributions and adoption by the PC	SG	ongoing	After consulting sports clubs and governing bodies a draft sporting strategy has been prepared. We are now in the process of appointing a consultant to help with a wider review of current and future facilities	£15-20,000
	Liaise with developers during construction	SG EM	ongoing	Land transfer discussions ongoing with CALA and Dandara	
Hostile Applications	ensure the Council is represented at BC committee, public hearings or inquiries	SG	ongoing	Representation agreed for Airfield appeal	£ 5,000
Enforcement	Report breaches of planning regulations liaise with BC officers to rectify	SG	ongoing	New standing agenda item to log these and monitor.	
Streetscape Projects	Work with PJA and BC to progress the 20mph project	SG	Jun-27	Dependent on speed reduction measures on Thame Rd & Standbridge Road.	£ 20,000
	Improvements to pedestrian and cycling provision along Thame Road	SG	Dec-26	Was supposed to start construction in summer 2026 but delayed whilst Station Rd application is being considered. Struggling to get an update from Bucks Council.	£300,000 (S106)
	Identify funding sources to deliver projects	SG	Mar-29	Stanbridge Road now included in 2 S106 agreements. Approved Churchway application will make a contribution. Miller Homes application includes a contribution.Pegasus Way crossing point include in Airfield planning application.	
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	Dec-27	PC submission submitted to the LP4B in August 26. Changes to NPPF are bing monitored.	£50,000 (new NP)
Neighbourhood Plan Review - Future Haddenham	Undertake a stakeholder engagement and scoping exercise to facilitate a decsion on a new HNP	SG	Jul-26	Dec 2025 HPC agreed to proceed to a new NP based on growth around the station. Publication of NESS document by BC in Feb 26 means this decsion will need to be revisted.	£ 100,000
Open spaces on land at Haddenham Airfield	Work with IBB solicitors to transfer the next areas available.	SG EM	Aug-26	Remedial work now complete and legal process well underway.	£ -

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	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	ongoing	HPC inspected and agreed sign off by BC. Fee given to HPC for this withcommuted sum.	
	Issue invoice for commuted sum	SG	Aug-26	Now received.	£ 145,817
	Final inspection	SG IF	Aug-26	complete	
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	complete	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	ongoing	Initial Inspection carried out April 2021 due for hand over legal process near completion. Final inspections carried out by HPC.	£ -
	Pre-transfer site inspections	SG IF	ongoing	Phase 3 now transferred with an additional sum to cover the dead trees on the site that need to be replaced.	£ 50,640
	Issue invoice for commuted sum phase 1	SG	Aug-24	Phase 1 received	£ 312,000
	Issue invoice for commuted sum phase 2	SG	Aug-25	Phase 2 received	£ 164,183
	Issue invoice for commuted sum phase 3	SG	Sep-26	Phase 3 received	£ 400,978
	Issue invoice for commuted sum phase 4	SG	Apr-27		
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.	
	Facilitate an agreement between Dandara and Haddenham Cricket Club to obtain an ECB approved layout of the site	SG EM	complete	Inspection in autumn 25 identified significant issues with the new pitch. Spring maintenance was carried out but then watering during the drought was hampered by a leak. Meeting scheduled to inpect again Oct 26 (Dandara, Agripower, HPC, ECB, HCC)	

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Design and Construct Aston Road pavilion	Appoint architect and project manager	SG/EM	complete	Completed – PCMS appointed	
	Agree design	SG/EM	complete	planning application submitted Dec 2024	
	Planning Permission	SG/EM	Jan-25	granted	
	Detailed design and specification	SG/EM	Sep-25	complete	£ 68,754
	Carry out tendering process	SG/EM	Mar-26	Tender complete Feb 26	£ 5,115
	Appoint contractor	SG/EM	Apr-26	Life Build Appointed	
	Review specification and sign contract to build	SG/EM	Apr-26	Contract signed	
	Building work – monitoring with PCMS	SG/EM	Mar 27 Jun 27	Construction started 28/09/26	
	DoV for the S106 agreement	SG	complete	Pavilion now included as a project	
	S106 claim from BC	SG	Dec-25	£1.3M approved by BC but can't claim until building work starts. Additonal claim now approved for S106	£ 1,612,398
	Grant from ECB	SG	Oct-26	Application process needs to be completed.	£ 47,000
New Burial Ground	Obtain Environment Agency approval	EM SG IF	Sep-26	Stage 1 of the ground water RA completed. Arboricultural, Biodiversity and ecological reports done and Bio-diversity Matrix. Decision taken to change consultant so now progressing to landscap design. Direct contact with EA has proved very helpful.	£ 5,000
	Final layout and landscaping	EM SG	Apr-27		£ 134,775
Street lights on land at Aston Road	Agree a commuted sum	SG EM	completed	agreement signed.	£440 per column
	Inspection before adoption	SG EM	Sep-26	In progress	£ -
	Issue invoice for commuted sum	SG	Sep-26		£ 8,800
Village Hall Phase 3: Refurbishment / rebuild of remainder of complex	Set up working group with representatives of HPC and HVH	SG EM	ongoing	Decision to progress Walter Rose Room first and then Main Hall to follow.	£ 1,000,000
	Appoint architect / project manager Decision on rebuild or refurbish & phasing	SG EM SG EM	Sep-25 Dec-25	Complete decsion made to refurbish	
	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	Quote received and accepted working group will be set up. Other priorities have meant this has slipped.	£ 5,000
	Options appraisal	SG EM IF	Sep-26		
	Decision on rebuild or refurbish	SG EM IF	Dec-27		£ 2,000,000
	Funding sources need to plan ahead	SG EM IF	Dec-27	S106; Pitch Power grant; may also need PWBL &/or private investment	
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.	£ -
Adoption of street lights	Agree a commuted sum	SG	complete	Redrow have confirmed the PC will be offered the street lights	£440 per column
	Inspection before adoption	SG IF	Mar-28		£ -
	Issue invoice for commuted sum	SG	Mar-28		

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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	Parking restrictions contribution now received by Bucks Council. PC and Bucks Cllrs are requesting a project is now initiated.	
Staff and Councillors					
Councillor Training	Ongoing training for Councillors. Identify resource for capacity building & mentoring programme.	SG	ongoing	courses booked as they become available	£ 2,000
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. New staff training by in-house mentoring and external courses.	£ 7,779
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-26	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. Regular meetings with HJS now held to deal with any issues	11380
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	0
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	Mar-26	Application submitted, additional information requested and has been sent, waiting for a decsion.	£ 200
	Ensure all best practices are being followed	ALL	ongoing	schedule of policy updates is maintained. Publicity campaign for cllrs was carried out for elections 8 elected 3 co-opted.	
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. Committee & Communications Officer re-appointed from Jan 26.	£ -
Council meetings	Use of hybrid and informal meetings. Purchase of specialist conferencing equipment has allowed residents to join remotely.	ALL	ongoing	Cllrs unable to join meetings remotely and vote due to antiquated legislation. This is now proposed to be changed by the Government Public & staff can join remotely.	£ -

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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		
Parochial Charities	Support trustees with day to day management	SG EM	Mar-27	3 new trustees recruited following the death of Steve Sharp	
Banks Park - New leases for PC Office and HVH	Prepare draft Heads of Terms	SG/EM	complete	completed	
	Agree Heads of Terms with HVH	SG/EM	complete	Agreed	
	Obtain legal advice on behalf of BP	SG/EM	ongoing	Recent legal advice clarifies the relationship of BPRGC and Woodways land.	£ 2,000
	Transfer of BC land at woodways back to HPC	SG	Dec-26	legal advice about required to progress this but should now go ahead	£ 1,500
	Contact Charity Commission to make sure new arrangements are acceptable	SG/EM	Mar 26 Dec 26	Partly completed. Have options from CC to take forward to BPRC/ HVH CIO	
	Draft new leases and agree with all parties	SG/EM	Dec-26	Head of terms agreed between HVH & HPC. Lease needs agreeing between BP and HPC following CC and legal advice.	£ 1,000
BPRGC – Banks Cottage Lease	Lease renewal process started but stalled during pandemic. HoTs agreed for extension.	SG EM	Jun-26	Most heads of terms have been agreed but some outstanding discussion on some points. Recent request to extend the building will impact on this.	£ 1,000
	Extension of Banks Cottage	SG EM	Mar-27	Planning application approved. Draft Heads of Terms are agreeed for the funding and new lease. Need to appoint a solicitor to progress the lease. Tender came back very high and resulting discusions have delayed progress	£ 310,000
CLIMATE EMERGENCY					
Climate emergency declaration	Zero carbon emissions for the village	ALL	2030	Deadline to achieve net zero carbon emissions. Under revision	
	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	Working groups revised in 2024	
	Community Engagement	SG KG EM	ongoing	Home Energy Fair held in November 24. 45 Free Warmer Home assessments launched for winter 25/26.	£ 2,000
	Provide ongoing support for the electric vehicle club and review progress through regular meetings	SG EM	Mar-25	New EV hire agreement entered into with Zimbl and cars now available.	£ 9,000
	Identify ways of encouraging home owners to decarbonize their homes and reduce energy usage.	SG EM	ongoing	45 Free Warmer Home assessments launched for winter 25/26.	
	Reduce food waste and the carbon footprint associated with the food we eat	SG EM	2030	Pilot Food waste project started in November 2025 for 5 weeks inconjunction with Foodwise.	
	Investigate the possibility of a Community Energy Project if the new Energy Bill is passed in Parliament.	SG EM	ongoing	BC will not allow a lease on their land for this. Continue to consider options.	

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PARTNERSHIP WORKING					
Proactive working with Buckinghamshire Council	Take an active role in the Community Board, BMKALC, possible future delegation opportunities etc	SG	ongoing	There is a growing lack of interest in the Community Board due to lack of clear priorities supported by the parishes.	£ -
Devolved Services	Participate in discussions and consider opportunities for renewal and expansion of devolved responsibilities.	SG IF	Mar-26	Mapping of verges reviewed with BC and updated for 26/27 funding. New MoU to be issued in Feb 26 to replace the original agreement.	£ 10,000
Haddenham-Thame and Haddenham-Aylesbury (cycle) Greenway	Continue to actively support and participate in collaboration with Buckinghamshire Council and others.	SG IF	Not known	Update scheduled for Oct 26	£ -
Support for local organisations	Maintain a grant awarding policy to offer financial support to local organisations	SG	Ongoing	Grant awarded to Library	£ 12,000
	Assist organisations with grant applications to other bodies	EM	Ongoing		£ -
	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.	£ -
	Supporting an inclusive community	ALL	ongoing		£ -