Chandler's Ford Parish Council

Parish Council Action Plan 2026 to 2030

Document Aim

The purpose of this document is to be set out the activities and projects that Chandler's Ford Parish Council will commence or complete across the term 2026 to 2030.

	Aim	Objective	Action	Who	Completion Date
A1	Governance	To ensure Parish Council continues to comply with all governance legislation including Annual Governance Audit, Internal Audit and controls. Financial Regulations, Standing Orders, Publication Scheme, transparency, agendas and minutes.	To publish all documents as per publication scheme and Transparency Code 2015. To secure clean internal and external audits. Maintain subscriptions to HALC, NALC and SLCC	Clerk / RFO	Ongoing Annually
A2	Budget and funding	To maintain the budget and precept in the best interests of the electors, ensuring financial stability whilst delivering the best value for money across all council assets, including provision of reserves.	To review all discretionary charges to ensure activities and services remain competitive within local community. Continual monitoring of expenditure. Continued compliance to Financial Regulations and Practitioners Guide 2025.	Clerk / RFO Council	Annually - October Ongoing

A3	Policies and Procedures – including health and safety	To ensure all council policies and procedures are reviewed and updated.	Review all policies in keeping with changes to legislation or as per previously set review date.	Clerk and Council	Ongoing
A4	Planning	To consider all planning applications that fall within Parish in line with NPPF and EBC Local Plan. To ensure Parish Council Planning Statement remains current and in line with National changes.	Applications to be reviewed within appropriate committee and to escalate to Full Council or an Extra Ordinary Meeting those deemed to be significant. Planning Statement to be agreed and reviewed bi-annually or in keeping with changes to legislation.	Clerk / Council Clerk / Council	Ongoing Ongoing
A5	Asset Management	To ensure existing assets are maintained in a safe and proper condition. To improve assets in such a way as to benefit the community. To improve the sport and recreational facilities within the parish providing a range of opportunities for all age groups. To maintain and continue to invest in appropriate equipment that supports the efficient upkeep and management of Parish Council assets.	Ensure all maintenance checks and repairs undertaken of buildings, playgrounds and equipment. To review asset register regularly and ensure insurance cover is adequate. Continual review of provision and engagement with local sporting clubs and associations. Maintenance of assets to ensure top quality sport provision – Sportshall, tennis courts, football pitches, MUGA's and skate ramps Timely servicing and repairs to all equipment and review of future equipment needs to facilitate SMART asset management.	Clerk / Facilities Manager All Officers Clerk / Facilities Manager	Ongoing Ongoing Ongoing

A6	Community Engagement	To increase awareness of the work of the Parish Council and to support and promote community involvement with local groups and organisations.	To increase and improve the use of community notice boards and utilise social media, website and newsletters to full potential. To host Annual Parish Meeting with open house information display. To seek feedback from electors as new projects considered. To successfully host Fryern Funtasia and other community events. To continue provision of grants within annual budget. To continue to work in partnership with other organisations including but not limited to community groups, other Parish / Town Councils, District or Unitary Authorities and Hampshire Association of Local Councils (HALC)	Clerk All Officers Clerk and Councillors All Officers Council Council Council / All Officers	Ongoing May annually May and September annually Ongoing
A7	Biodiversity and Environmental	To protect, restore, improve and maintain the biodiversity of the natural sites that exist within Chandler's Ford, Hiltingbury and Velmore.	To continue to provide the wildflower meadows across Hiltingbury and Pennine Way. Trial self-sustaining wildflower meadow (Fryern) – research alternative to annual sowing.	Officers Officers	Ongoing

	Biodiversity and Environmental cont'd		To work in partnership with EBC to preserve and protect Sites of Importance for Nature Conservations (SINC)	Officers / Council	Ongoing
		To proactively manage Parish Council assets in ways that improve energy efficiency and reduce environmental impact where practical and financially viable.	To review opportunities to improve the energy efficiency of assets, implementing practical and cost-effective measures where appropriate and ensure consideration of energy efficiency and sustainability as part of all future asset decisions.	Officers / Council	Ongoing
A8	Training	To encourage and promote attendance at appropriate training courses for councillors, staff and volunteers, to better assist council to achieve aims and objectives, whilst supporting individuals with their own CPD journey.	Staff and Councillors encouraged to identify training courses – to be funded by Council. Core training to be provided as standard to all new staff starters. All Councillors to complete core training within the first year, including Chairing Skills for new chairs and committee-specific training within six months Increase budget for training for 2026-27. Enable staff to expand their knowledge and skills through external training providers.	All councillors, Clerk, SLCC and HALC	Ongoing Within first 3 months of starting. Within first 6 months Ongoing

Key Projects for 2026-2030 include :

	Aim	Objective	Action	Who	Completion Date
KP1	Improve open space at Pennine Way	To improve the paths and playground to ensure safe, accessible, engaging and sustainable space for all	Undertake appropriate repairs to paths and engage with specialist contractors to review playground surfacing and equipment, following public consultation	Clerk, Council and Facilities Manager Asset Management Committee	Autumn 2028
KP2	Improve playground space at Hut Farm playground - following asset transfer.	To repair playground equipment to provide safe space for all following asset transfer from EBC.	To engage specialist contractor to undertake repairs to existing equipment. To maintain inspection schedule.	Clerk and Facilities Manager Asset Management Committee	Autumn 2026 – in progress
KP3	Improve access to playground space at Cox Row playground – following asset transfer of surrounding open space.	To meet the identified need to improve the pedestrian access to the playground for all users, following asset transfer from EBC.	To engage specialist contract to create new footpath, as originally identified by EBC Local Area Committee, following transfer of funds. To deliver visible and durable improvements to play provision across open space to increase participation in physical activity and improve the perception of the site as a valued community asset.	Clerk and Facilities Manager Asset Management Committee	Spring 2027
KP4	To review current playground inspection contract	To improve fault reporting and obtain best value for money.	To review current contract provision.	Clerk, Facilities Manager	Autumn 2027

	To review current playground inspection contract – cont'd		To identify alternative provision that would bring cost savings and improved reporting, taking into consideration staffing levels and software.	Asset Management Committee	
KP5	To support the provision of community transport options between the Parish and Eastleigh Town Centre	To support the provision of public transport options through communication, marketing and grant funding.	To build into budget provision for grant funding across a two-year period – 2026/27 and 2027/28 To support public engagement with existing and future provision. To monitor and review service provision and to work with providers to ensure service continues to meet the demonstrated needs of the community. To support future endeavours to source sustainable funding.	Council	April 2026 Ongoing April 2028
KP6	Maintain adequate reserves for current and future asset improvement projects	To improve transparency of ear marked reserves.	To identify assets that require ear marked reserves and necessary maintenance schedules. To build into budget provision for future reserves in conjunction with project plan.	Clerk, Council and Facilities Manager Policy and Finance Committee	Ongoing
KP7	To ensure safe working environment for grounds staff and efficient service for community.	To identify and replace, if necessary, grounds vehicles and equipment suitable for current and future assets.	Assess current equipment and workload to identify equipment needed to support SMART asset management.	Clerk and Facilities Manager	Ongoing

			To replace existing vehicles via capital spend with consideration to future maintenance programmes. Consider future assets and the individual needs of each. Consider staffing levels including training needs.	Asset Management Committee	Complete
KP8	Create rolling programme of playground refurbishments	To ensure all playgrounds remain safe, engaging, and inclusive through regular, planned refurbishment and upgrades.	Develop and implement a multi-year rolling programme for playground improvements. (Linking with reserves) Prioritise sites based on condition, usage, and community need. Enhance play value, accessibility, and sustainability in design and materials. Maintain compliance with current safety standards and best practice.	Clerk and Facilities Manager. Asset Management Committee	Ongoing Ongoing
KP9	Upgrade and expand environmental energy initiatives (e.g. solar power)	To reduce the Council's carbon footprint and energy costs through investment in sustainable energy technologies and other energy saving measures.	Review current energy use and identify opportunities for renewable generation and efficiency upgrades. Implement phased projects such as additional solar installations, insulation improvements with future options for EV charging points.	Clerk, Facilities Manager. Asset Management Committee Policy and Finance Committee	September 2027 Ongoing

			Monitor energy performance, savings, and carbon reduction outcomes. Seek external funding and partnership opportunities to support delivery.	Full Council	Ongoing
KP10	To secure asset transfers from EBC in the best interests of the community	To engage with EBC to secure transfers of identified assets, taking into account specialised nature of each asset and related benefit to community.	To individually consider each asset for maintenance, leases, partnership working, biodiversity and public interest. Future consideration within budget setting for necessary improvements and ongoing maintenance across new assets.	Clerk Asset Management Full Council	Ongoing with completion by 2027
KP11	To improve the out-of hours / lone working procedures ensuring a more effective response during unexpected situations.	To protect staff during out of hours or lone working situations whilst providing a more effective response to hirers and community, should the need arise.	To review existing procedures through a Working Group to develop clear guidelines and ensure appropriate resources are available. Consider existing security provision and alarm monitoring. Remove any single points of failure within process.	Clerk Full Council	Ongoing

KP12	To develop and produce a Parish Council planning policy statement.	To develop and publish a planning statement that clarifies the Parish Council's position and priorities for local planning matters.	Clarify the Parish Council's role and level of involvement in the local planning process. Encourage high-quality, sustainable, and context-sensitive development within the parish. To provide framework to challenge future developments that may impact Parish.	Clerk Planning and Licensing Committee	December 2026
KP13	To improve methods of newsletter communication with residents	To research and identify alternative news delivery methods (e.g., digital, print, social media) to improve accessibility.	Develop and produce regular digital newsletter providing current news, distributed through email subscription. Increase newsletter reach by identifying alternative method of printed newsletter production / distribution.	Clerk Full Council	December 2026
KP14	Provision of additional community event.	To provide additional free to access community event at Hiltingbury Recreation Ground.	To deliver a Proms in the Park style event. Increased Parish Council branding and provision for the community	Clerk Professional Company Full Council	September 2026
KP15	Youth Provision	To identify, improve and support opportunities for youth provision and engagement across the Parish.	To work in partnership with specialist providers, community organisations and other stakeholders to develop, promote and sustain a range of accessible youth activities and opportunities.	Officers / Council	September 2027

KP16	Green Flag Award	To secure Green Flag Award recognition for the Parish's public Open Spaces.	To work towards achieving Green Flag Award status by maintaining and evidencing the standards required for accredited public open spaces and managing the required application.	Asset Management Clerk / Facilties Manager	June 2028
KP20	Local Development	To proactively engage with any proposed developments within and adjoining the Parish to ensure they respect the character, environment and amenity of the local area.	To proactively engage with planning consultations, work constructively with developers and planning authorities where appropriate, represent the views of the community and ensure residents remain informed of significant development proposals. To secure proportionate share of Developer Contributions to mitigate the impacts of development on the Parish and to support necessary community infrastructure and facilities.	Council Clerk / Council	Ongoing
KP21	Staffing Structure	To ensure and maintain an appropriate staffing structure, resources and skills to effectively deliver services, assets and strategic priorities both current and future.	To review the Council's staffing structure, roles and resource requirements on an ongoing basis and implement changes were necessary to meet the demands of asset transfers, service delivery and future projects. To continue to invest in staff, including personal development and well being.	HR Committee Council Clerk	Ongoing

	Staffing Structure – cont'd		To develop Chandler's Ford Parish Council as an employer of choice, attracting, developing and retaining a skilled and motivated workforce.		

Implementation

All staff and councillors have a responsibility to ensure that the policy 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 Full Council or relevant Committee.

The Action Plan will be reviewed and agreed in full as part of annual budget setting, thus forming the basis of medium to long term planning.

Key Projects identified above do not represent the full scope of projects to be considered by the Parish Council. Additional projects may be brought forward for consideration with the Action Plan only being updated as part of budget preparation.

Action Plan Version – AP26/30
Adopted by Full Council – 27 July 2026
Published to Community - 28 July 2026
Progress to be reviewed – January 2027