

SOUTH WOODHAM FERRERS TOWN COUNCIL

Action Plan 2025-2027

1. Engagement and Partnership to communicate with residents

We shall ensure that sustainability is at the heart of how we manage the Town Council and its functions.

AIM Action Budget 2025/26 Responsible Committee Progress to date					
1.1	To encourage engagement, participation and to inform residents of the actions of the Town Council	Hold events throughout the year Town Council's Grants Scheme – twice a year in March and October. Small grants under £300 applications considered all year	£38,300 £6,000.00	Event, Community & leisure – Council Finance & Projects Committee	Ongoing throughout the year. 14 th October meeting at 7.30pm.
1.2	Work with residents, businesses and community organisations	Volunteers at toddler group and monthly seniors film club.	£1,300.00	Events, Community & leisure - Council	Ongoing throughout the year.

1.3	Encourage people to participate in decision making processes	Publish all meeting Agendas and Minutes	£5,000 Marketing Budget	All Committees	Ongoing
1.4	Engage and develop links with partner authorities – Essex County Council, Chelmsford City Council, Essex Police Maldon District Team	Hold regular ‘Lets Talk’ police events in town and at Champions Manor Hall. ECC councillor and CCC councillors attend Town Council meetings and give regular updates.	£1,800 Road Safety Budget	Council	Updating at Council meetings and highlighting any issues raised by the Police for discussion and action.
1.4	Keep residents informed of Council business	Noticeboards, website, Facebook and Instagram. Office open 9-4pm every weekday. Annual Town Meeting		Ongoing	New Instagram page, updated website, Facebook page update, new media person. Look at new YouTube Channel to use for items such as Hall Hire Tips and Do’s and Don’ts
1.5	Raise the profile of the Town Council	Annual Report, focus magazine monthly page sent to all residents. Events and marketing Officer to promote Town Council business.	£5,000 Marketing Budget	See also 1.6	See also 1.6
1.6	Raise awareness of the work completed by the Town Council	On all media platforms and Focus magazine. Create new Email newsletter to promote events, show what we do and inform residents of things happening.	£5,000 Marketing Budget	Select agreed platform and launch during 2025	Report with options to be discussed at a future committee meeting

1.7	Monthly /Quarterly Tea and chat sessions to engage with residents and also to deal with loneliness	Find a suitable time to book the MPR room for the session, supply tea and coffee. Possible guests such as health, police fire services, banking advice, councillors	To be agreed in Budget 2025 for 2026/27	Based on numbers attending	To be considered at a future meeting
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2. Services to keep the Town clean and tidy

	Aim	Action	Budget 2025/26	Responsible Committee	Progress to date
2.1	Review All bins and Locations	Repair, install, or replace for example with a bigger bin	£2,500.00	Planning & Environment	ESO – Environment Support Daily checklist – Asset Register Reconciliation
2.2	Local Litter Picks Adults	Encourage residents to do litter picks, with support from the Town Council	N/A Chelmsford City Council supply to the Town Council	Planning & Environment	Ongoing with local volunteers held bi monthly.
2.3	Local Litter Picks Schools	Encourage schools to do litter picks, with support from the Town Council	N/A Chelmsford City Council supply to the Town Council.	Planning & Environment	Ongoing with local schools and volunteers, Two completed 2025

2.4	Deep Cleaning / Weed tidy	Deep Cleaning of areas such as Trinty Square The area should look nicer and better for residents	£2,500.00	Planning & Environment	SSO Town Council employee and Chelmsford City Council do a Quarterly clean of the town centre
2.5	Adoption of Flower Beds In Warrick Parade	Plant with seasonal plants to discourage the are being used as a rubbish dump View and monitor, request local shops help keep tidy	£13,000.00	Planning & Environment	Ongoing for consideration along with hanging baskets contract and existing planter displays.

3. Duties & Responsibilities to Maintain and Review

	Aim	Action	Budget 2025/26	Responsible Committee	Progress to date
3.1	Promote use of Champions Manor Hall and more enticing offerings	New advertising, leaflets, local promotion. Tea and Coffee or Catering packages for weekday conferences	£5,000.00	Council	Ongoing marketing and promotion. Increase in bookings

3.2	Promote the Garden of Remembrance with marketing sensitive to the subject	Social Media promotion of memorials and new post box	£5,000.00	Planning & Environment Committee	Increased use – ongoing promotion
3.3	Promote the infant loss trees	Work with the local charity to promote use. Mayor to hold PR event with group	£5,000.00	Planning & Environment Committee	Also to offer more permanent memorials

4. Future Projects – Considered November 2025

We shall work with the community and other stakeholders to encourage environmental best practice.

	Aim	Action	Budgets 2025/26	Responsible Committee	Progress to date
4.1	Interactive ‘welcome’ totem or Kiosk screen for entrance to CHM, with touch screen interaction, and information about what’s on, where and when in the halls	Install unit and software to control from the office	£2000-£3200	Finance and Projects	To be considered end of 2025

4.2	New sound and speaker system for both halls	New speakers/mic, control boxes as req'd	£3000-£4000	Finance and Projects	Once Completed
4.3	Replacement of dead downlighter bulbs in main hall	Erect tower and replace dead bulbs or replace all to improve future reliability	£1000 - £2000	Finance and Projects	Once Completed
4.4	Update of playground	Replace worn out parts, replace completely end of life units	£50,000- £100,000	Finance and Projects/Council	On re-opening
4.5	Explore updated Keyless system for CHM	New Door locking system and apps	£2000	Finance and Projects	On commissioning
4.6	Collingwood pond	Improve the nature aspect of it, with planting, improved safety signs, removing items dumped in pond, removing and re-planting trees as required	£2000-£4000	Planning & Environment	When completed
4.7	Updated signs on Town Council land such as Fenn Park, John Cox, the Fen, Victoria fields, Collingwood Pond, blue finger signs etc	New signs to replace missing, damaged or incorrect signs	£3000-£4000	Planning & Environment	Ongoing

4.8	Deep clean of the brickwork, and walls at the Garden of Remembrance, including the Peter Pan Wall. Repaint entrance sign and info sign	Deep cleaning by commercial company and painting	£1000-£2000	Planning & Environment	When completed
4.9	Pet Scattering Copse	Fenced off area away from main GOR	£2000		When installed and open
4.10	Support the setting up of a community speed watch group with radar gun	Supply equipment, and training	£1000-£2000		When operating
4.11	Professional covers for toddler unit and equipment, new racking inside storage and sorting out what is needed and what is no longer required	New Covers, racking and clearing	£1500		On completion of project
4.12	Millenium Place refurbishment, deep clean repainting of bins and benches, replacement of lighting or repairs and recommissioning of	Repairs, repainting and installation	£3000-£5000		On completion of project

	lights by repairs or installation of additional solar lighting				
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This document will be Reviewed by Council end of 2025 alongside Budgets 2026/27