



SPRINGFIELD PARISH COUNCIL – 2026-2027

Springfield Parish Council strives to work on behalf of the residents to ensure that the Parish is a well maintained and attractive place to live. The Parish Council welcomes comments and suggestions for new projects and is keen to assist parishioners whenever possible. This action plan covers a four-year period, owing to the size and complexity of the projects that the parish council are planning to undertake. The plan also includes the ongoing general maintenance work that the parish council is obliged to undertake as well as less financially demanding projects which are enhancing to the local environment. The plan is reviewed regularly alongside the budget and updated on a rolling basis. This action plan was approved at Full Council on the 2nd June 2025.

ITEM	ACTION/INFORMATION	COST & BUDGET ALLOCATED	PLANNED OUTCOME	PLANNED COMPLETION	RESPONSIBILITY
POLICIES & PROCEDURES	To produce policies for adoption ensuring that decisions are made fairly, consistently and transparently. Promotes good governance, ensures compliance with relevant legislation.	N/A	Adoption of policies & procedures	Ongoing	Parish Clerk
ANNUAL REPORT/NEWSLETTER	To produce an information newsletter quarterly (March, June (Annual Report), Sept, & Dec delivered to all residents	Average £450 per edition	Better community engagement	Ongoing	Parish Clerk
FINANCE	To ensure all requirements under the Local Government & Transparency 2015	N/A	To always seek best value	Ongoing	RFO/Finance Officer
CHELMSFORD ASSOCIATION OF LOCAL COUNCILS	To liaise with Councils in Essex on key topics – SPC a member	N/A	Improve communication & attend meetings	Ongoing	Cllr. Brazendale
SPRINGFIELD COMMUNITY CENTRE	UPGRADE OF THE CENTRE				

	a) Upgrade of Bowers Hall Kitchen	£8,000	Essential works	Spring 2026	Assistant Clerk
	b) Replacement Radiators - Nursery	£4,600	Considered and deferred	Revisit 2027	Assistant Clerk
	c) Upgrade of Boleyn	£1,500	Improve facilities	Premises Committee 2026	Assistant Clerk
	d) 5 toilets refurbishments (2 ladies, 2 mens, 1 disabled)	£7,000	Improve facilities		Parsh Clerk
	e)				
	f) Car Park resurfacing	£22,000	Improve facilities	2026/2027	Parish Clerk
	g) Bowers Hall Sound & Lighting system	£3,000	Essential testing required	2026	Assistant Clerk
	h) Air conditioning – Boleyn Room, Springfield & Council Chamber	£4,780.00	Improve facilities		Bookings Clerk
	i) Lock up	£10,000	Change of use	2026	Parish Clerk
	j) Solar Panels	£10,000	Improve efficiency	2027	Parish Clerk
SPRINGFIELD CENTRE OFFICE	Photocopier Upgrade	£5,700	Machine 9 years old, not fit for purpose	Premises Committee 2026	Parish Clerk
SPRINGFIELD COMMUNITY HUB (CAFÉ)	Consider future of the café	Budget to be reviewed	Improve Community Engagement – increasing in popularity	July 2026	Parish Clerk
CLIMATE EMERGENCY DECLARATION/BIODIVERSITY	- To create an annual climate awareness event in the parish - To promote ways residents can contribute - Consideration of solar panels	N/A	Adhere to biodiversity policy Engage with Chelmsford City Council	Ongoing	Parish Clerk
SPEEDING	- To engage with the community speed watch group and promote - Investigate 20s plenty scheme	TBC	To address issues within the Parish	Summer 2026	Parish Clerk
HEALTH & WELL BEING	- Work to reduce social isolation and loneliness in identified groups by co-ordinating events. Talk and chat benches. - To work to be a dementia friendly parish. - Consider a sensory garden. - Ensure inclusivity.	Schedule of events planned for 2026	Improved community engagement opportunities	Ongoing	Parish Clerk/Administration Clerk/ Marketing & Bookings Officer

CRIME REDUCTION	- To improve police liaison and distribute flyers regarding crime reduction and home security - Attend/advertise Police drop-in sessions in Library	N/A	Ensure residents are aware of resources available Publish contact details of PCSO	Ongoing	Marketing & Bookings Officer
COMMUNICATION, MARKETING, TOURISM & PUBLIC ENGAGEMENT	- Installation of 2 new noticeboards (Springfield Centre & Clematis Tye) - Promotion of the parish internally and externally - Engage with local schools & request a school representative - Engage with local businesses & offer support (links from web site) - Hold a Councillor/Clerk surgery - Promote the use of the Springfield Parish Centre using various methods - To mark Remembrance Sunday	N/A N/A N/A TBA £50 – Tommy lamp post signs	Improved Community Engagement “ “ “ “ “ Acknowledgement of respect	July 2026 Clerk has visited schools/nursery Summer 2026 In place on web TBA Ongoing November 2026	Parish Clerk/ Marketing & Bookings Officer Parish Clerk Parish Clerk/Marketing Officer Councillors/Clerk Clerk attends Parish Clerk Parish Clerk
COMMUNITY EVENTS SCHEDULE	Consult with residents and plan events (Easter, Annual Parish Meeting, Summer, Christmas) Please see separate schedule of events for 2026	N/A £2,000 (Summer Event)	Community Engagement Improved Community Engagement	Ongoing Ongoing	Parish Clerk Assistant Clerk
OPEN SPACE/COMMUNITY GARDEN	- To install benches, a memorial bench, planters, flowers & wildlife boxes - To consider a sensory garden	£9,500 £275 per month 2 visits (contract)	Develop a multi-use inclusive area Enhancement of the area	Project near completion Ongoing	Parish Clerk/Assistant Clerk

	To continue to monitor the grounds maintenance contract to ensure quality standards and value for money is maintained				
HIGHWAYS & FOOTPATHS	Continue to liaise with Essex County Council for action	N/A	Enhancement of the area	Ongoing	Planning & Environment
WASTE MANAGEMENT	Ensure residents are aware of the services available		Encourage recycling		Marketing & Bookings Officer
WEB SITE/SOCIAL MEDIA	To continue to review and improve the Parish Council's social media to increase awareness of the work undertaken by the Parish Council (Facebook / Instagram)	Ongoing	Promote the Council activities/share information	Ongoing	Bella Culley Marketing & Bookings Officer
DATA PROTECTION (GDPR) & RISK ASSESSMENTS	Ensure all current requirements are met	Ongoing	To ensure that the parish council is GDPR compliant and full risk assessed	Ongoing	Parish Clerk
HEALTH & SAFETY	Ensure all requirements and training needs are met	H&S Review completed January 2026 Training of staff completed 13 th January 2026	To ensure all requirements are reviewed regularly	Ongoing	Parish Clerk
LOCAL COUNCIL AWARDS	To apply to the Essex Association of Local Councils - Silver award	Approx £150	New scheme bronze, silver & gold	2026	Parish Clerk
FUNDING	Apply for funding opportunities	Ongoing	To improve facilities within the Parish.	Ongoing	Assistant Clerk
SPRINGFIELD PARISH OFFICE	Disposal of documents in line with retention policy	£300 approved at Premises Committee for security shredding - completed	To review final 2 filing cabinets in Clerks office.	August 2026	Parish Clerk