



ACTION PLAN 2026/27

Introduction

The purpose of this document is to set out the activities and projects Lenham Parish Council (LPC) plans to commence or complete within 2026/2027.

Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- i. give views, on behalf of the parish, on planning applications and other proposals that affect the parish,
- ii. undertake projects and schemes that benefit residents,
- iii. work with partners to achieve benefits for the parish,
- iv. alert relevant authorities to problems that arise or work that needs to be undertaken,
- v. engage and support the community, including parishioners, local businesses, community groups and organisations in Lenham,
- vi. help other tiers of local government stay connected with their local communities.

Parish Councils have a wide range of powers which relate to local matters, such as maintaining the recreation ground (William Pitt Field), play parks (Ham Lane and Cherry Close) and other open spaces (including Cherry Downs picnic site, St Mary's Churchyard and Lenham's memorial chalk cross).

They also have the power to raise money through the precept, which is the Parish Council's share of council tax.

This Action Plan has been informed by engagement with residents, community groups and local stakeholders and reflects the priorities of the local community. It also supports the Council's annual budget and precept-setting process.

Implementation

All staff and Councillors have a responsibility to ensure the action plan 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 the Parish Council along with associated budget reporting.

Action Plan Table 2026/27

Governance & Finance				
Ref	Action	Lead	Timescale/ Frequency	Status/ Notes
G1	Comment on all planning applications within or impacting the Parish	P&I Committee	Ongoing	
G2	Maintain an up-to-date website and social media presence	Officers & allocated members	Ongoing	
G3	Maintain good governance and work towards Quality/Gold Local Council Award	Full Council & officers	Ongoing	
G4	Monitor financial budgets and maintain strict expenditure control	F&GP Committee & officers	Ongoing	
G5	Identify and secure sources of funding to advance LPC priorities	Full Council & officers	Ongoing	
G6	Review Council reserves, investments, and CIL allocations	F&GP Committee	Annual	
G7	Promote training, induction, and ongoing support for staff and councillors	Full Council & officers	Ongoing	
G8	Annual review of Standing Orders, Financial Regulations, and risk assessments	Full council	Mar-27	
G9	Review options for updating website and emails to .gov	Full council	Mar-27	
Community Engagement & Events				
Ref	Action	Lead	Timescale/Frequency	Status/Notes
C1	Listen, investigate, and respond to parishioner issues	Full Council & officers	Ongoing	
C2	Open office to the public for access to the Parish Council	Officers	Ongoing	
C3	Work with and support local groups to improve facilities, environment, and community wellbeing	Full Council & officers	Ongoing	
C4	Conduct an annual community survey to inform council priorities	Officers	Oct-26	
C5	Organise annual Parish Meeting	Councillors & officers	April–June 2026	
C6	Organise Easter Trail event	Deputy Clerk	Apr-26	
C7	Organise Lenham Fest community event	Deputy Clerk & working group	01-Aug-26	

C8	Organise volunteers and maintain village planters	Cllr. D Garland & Officers	May & October 2026	
C9	Organise spring & autumn litter picks	Cllr. D Turner & Officers	April & October 2026	
C10	Organise regular working parties at Lenham's War Memorial Cross	Cllr. A Ratcliffe & officers	April & October 2026	
C11	Organise annual Lenham Remembrance Service with St Mary's Church	Chair & Officers	October/November 2026	

Planning, Highways & Infrastructure

Ref	Action	Lead	Timescale/Frequency	Status/Notes
P1	Progress actions in Highways Improvement Plan, including A20 improvements	P&I Committee	Ongoing	
P2	Review dropped kerb locations and accessibility throughout the village	Cllrs. A Ratcliffe & D Turner	Mar-27	
P3	Represent residents on proposed Heathlands Garden Community Development	Cllrs. J Britt & K Hammond	Outline applications expected Autumn 2027	
P4	Set up working group to review services at new recreation ground	Full Council	Mar-27	
P5	Follow up on HIP actions	Cllr. A Walmsley	Ongoing	

Facilities & Environment

Ref	Action	Lead	Timescale/Frequency	Status/Notes
F1	Maintain William Pitt Field, play parks, cemetery, and other LPC sites	Officers	Ongoing	
F2	Complete tree surveys and recommended works across all sites	Cllr. D Garland & officers	Oct-27	
F3	Complete repairs to cemetery road	Cllr. A Ratcliffe & officers	Mar-27	
F4	Complete resurfacing of Maidstone Road car park	Cllr. A Ratcliffe & officers	Mar-27	
F5	Progress building of new nursery at allotments site (dependent on CIL funding)	Cllr. A Ratcliffe	Ongoing	
F6	Review parish emergency plan	Cllr. J Britt & officers	Jun-26	
F7	Upgrade CCTV and develop use/management guide	Cllrs. J Murray, D Garland, A Walmsley	Jun-26	
F8	Finalise village WiFi system project	Cllrs. J Murray & D Garland	Jun-26	

F9	Maintain a clean and safe environment	Parish caretaker	Ongoing	
F10	Develop the lock up for a Heritage Centre	Tourism Group	Mar-27	
F11	Develop a local walks leaflet	Tourism Group	Mar-27	
F12	Update finger signposts in the Square	Tourism Group	Mar 27	
Safety				
Ref	Action	Lead	Timescale/Frequency	Status/Notes
S1	Work with Kent Police, KCC, MBC and other partners to combat crime & anti-social behaviour	Full Council & officers	Ongoing	
S2	Set up Speedwatch in Lenham Village	Cllr. J Britt	Oct-26	
Skills & Staff Development				
Ref	Action	Lead	Timescale/Frequency	Status/Notes
SD1	Clerk to work towards CiLCA qualification	Clerk	Jun-26	
SD2	Deputy Clerk to achieve FiLCA	Deputy Clerk	April -26	
SD 3	Deputy Clerk to work towards ILCA to CiLCA	Deputy Clerk		
Neighbourhood Plan				
Ref	Action	Lead	Timescale/Frequency	Status/Notes
NP1	Report on progress of Lenham Neighbourhood Plan	P&I Committee	2031	

Glossary

P&I Committee - Planning & Implementation Committee

F&GP Committee - Finance & General Purposes Committee

KCC - Kent County Council

MBC - Maidstone Borough Council

Lisa Westcott (Clerk & RFO)

1st April 2026