

Work Plan September 2025 – September 2026

Harpole Parish Council will publish a work plan annually in May, for the forthcoming year. The work plan will be drawn from Council's Medium Term Business Plan. The Work Plan will contain ongoing commitments as well as identified projects for the forthcoming year for which budgets have been identified, issues raised by members of the public during the year; and matters identified within parish council meetings.

Ongoing Work

	Action	Objective	Action By:	Complete By	Year-end Review
1	Meet requirements of the Transparency Code 2014 by ensuring that the relevant information is published annually and quarterly.	To meet legal requirements to make all relevant information easily accessible to the public.	Clerk	Ongoing	Completed quarterly.
2	To update policies and procedures and Terms of Reference for Committees. To write new policies where required, in conjunction with Council.	To ensure the councillors and the clerk work to current legislation and best practice.	Clerk / appropriate committee.	Ongoing	Completed as and when required.
3	Review risk register on a regular basis.	Good risk management.	Finance Committee / Clerk	Ongoing	Reviewed by Finance Committee each quarter.

4	To support staff and councillors in attending training, courses and conferences.			Ongoing.	Ongoing
5	To maintain the Communications Action Plan, work to improve communications and implement any agreed elements	To ensure that communication with residents and community engagement are a priority for the Council	Clerk and Councillors.	Ongoing.	Ongoing
6	To ensure that the purpose and manner of processing personal data is according to the law.	To ensure information is handled appropriately.	Clerk, staff and Councillors.	Ongoing.	Ongoing
7	Continue developer liaison arrangements in relation to Harlestone Manor development (N4) and Norwood Farm (N9A)	To enable good working relationships with the developers and smooth handover of facilities.	Clerk/SFP Committee	Ongoing	Ongoing
8	To review staffing levels and recruitment to accommodate future needs	To realistically assess needs and put in place appropriate resources	Clerk / Full Council	Ongoing	Ongoing

Special / One-Off Projects for 2025/26

	Action	Objective	Action By:	Complete By	Year-end Review
9	To Identify and ensure registration of all Parish Council owned land.	To ensure good governance and record keeping.	Clerk	Dec 2025	
10	To review lease to Harpole Bowls Club	To ensure suitable ongoing arrangements once current lease ends	Clerk and SFP Committee	September 2025	

11	To scan the legal documentation of the parish council to store in the Cloud.	To ensure legal documents are protected in the event of the loss of The Parish Office.	Clerk	December 2025	
12	To develop a portfolio of parish projects for the CIL income stream	To ensure that Community Infrastructure Levy funding is allocated appropriately.	Clerk/SFP Committee	continuous	
13	To develop options for managing open space from the new developments and to establish expected timelines.	To enable forward planning of necessary actions.	Clerk/SFP Committee	continuous	
14	To work with Vistry for provision of new pavilion	To ensure that council gets a facility that the village needs	Clerk, SFP Committee	Summer 2026	
15	To consider Playing Fields strategy should this come to HPC possession. Charitable Status vs removal of charity status.	To ensure that the Playing Fields are in use for the whole village.	Clerk, SFP Committee		
16	To update village maps		Clerk, PHI Committee		
17	To find more burial land	To work with the church and landowners to find land to extend the burial ground	Clerk, PHI Committee		
18	Play equipment replacement				
19	Update Neighbourhood Plan				
20	Defib at Manning Watts	Arrange connection			
21	Review of provision of street furniture	In village and new developments	Clerk / PHI	Ongoing	

22	Management of allotments	To have well maintained site and look to secure any S106	Clerk / PHI	Ongoing	
23	Work with developer on specification for new community facility	To ensure facility is right for parish	Clerk / Council	Sept 26	

Approved	September 2025
Next Review	September 2026