



The Civil Parish of

Leek Wootton & Guy's Cliffe

ACTION PLAN 2026/27

APPROVED: 5 NOVEMBER 2025

Introduction

Parishes are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. 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:

- Give views, on behalf of the Parish, on planning applications and other proposals that affect the Parish
- Undertake projects, family events and schemes that benefit local residents
- Work in partnership with other bodies to achieve benefits for the Parish
- Alert relevant authorities to problems that arise or work that needs to be undertaken
- Help the other tiers of local government keep in touch with their local communities

Parish Councils have a wide range of powers which essentially relate to local matters, such as looking after community buildings, open space, allotments, play areas, street lighting, bus shelters, car parks etc. They also have the power to raise money through taxation, the precept, which is the Parish Council's share of the council tax.

In order to help us plan for the year ahead, we have put together an Action Plan which details the key objectives and actions that we hope to achieve during the year, in addition to our overall responsibilities.

This Action Plan will enable Parishioners to be kept fully informed of what is being planned and what has been achieved in the Parish.

The Action Plan will be reviewed quarterly, and updated annually.

Objectives & Actions

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGET	ACTION TAKEN
KEY ISSUE: ADMINISTRATION & COMMUNICATION					
<u>Parish Office</u> Establish a Parish Office to allow orderly storage and access to records, etc., and public interface	Parish Council	- To investigate options for establishment of a Parish Office (may be part of Community Hub development) - To establish office hours when the public can contact the Clerk/PC in person	Long-term (Possibly tied to Community Hub project)	Investigation only at this stage	
<u>Social Media</u>	Parish Council	- To consider increasing use of social media as a tool for informing the community - To consider additional work to manage social media - Change will require an appropriate Social Media policy to be adopted	Ongoing	No cost implications other than Clerk's time	Ongoing use
<u>Communications Strategy</u>	Parish Council	A communications strategy to be created and adopted	Communications working group established 2025/26	TBC	Ongoing

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGET	ACTION TAKEN
KEY ISSUE: ASSET MANAGEMENT					
<u>Bus Shelters</u>	Parish Council	General maintenance	Ongoing		Northbound [NB]: damage to roof for repair Southbound [SB]: evidence of leaking
		Developing Public Information at SB	Ongoing		Community-use noticeboard installed 2025/26 Addition of local information, e.g. map
<u>Defibrillator</u>	Leek Wootton Sports Club with Parish Council	Replacement of Adult and Paediatric Pads, and battery when required	Ongoing	Current prices: £80 (Paediatric Pads) £280 (Battery)	Ongoing Paediatric pads expire 30/04/2026 Battery warranty expires 03/03/2026
<u>Litter Bins</u>	Parish Council	General Maintenance	Ongoing		Damage to bases Consider replacing 'BAG IT, BIN IT' stickers Clean exteriors
<u>Notice Boards</u>	Parish Council	Maintenance of notice boards at Southbound bus stop (PC + Community-use) and Hill Wootton	Ongoing		Item mainly relates to statutory requirement to provide Parish Council Notice Board Consider increasing community-use boards
<u>Office Equipment</u>	Parish Council	Clerk's laptop + IT equipment	Ongoing	Equipment Reserve receives £333/yr	Replacement initiated in 2025/26
<u>Playground</u>	Parish Council	General Maintenance	Ongoing	2x Operational inspections/yr by Solihull MBC	First Inspection Jul-2025 2nd due Jan/Feb 2026

				£32.50 + VAT each	Consider value in continuing
				Repair as recommended	Quote for repairs from HAGS not received Oct-2025
				£?	
				3-yr Maintenance Reserve £333	Bark replacement – consider increasing set-aside General cleaning and small repair jobs
	• Safety Inspection	Ongoing	Sep		Regular appointment & report – no action required
<u>Other</u>	• Benches	see 'Seating' under Miscellaneous			
	• Grit Bins				No further grit bins required at present POSS requirement to refill

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KEY ISSUE: COMMUNITY ENGAGEMENT					
<u>Improve Parish Council Awareness</u>	Parish Council Community Engagement Group	Improve community awareness of the PC, how it supports the community and achievements	Ongoing	No budget required	NEW
<u>Community Event(s)</u> To encourage community cohesion with parish-wide events To engagewith the community about Council activity	Parish Electorate, facilitated by Parish Council	Annual Parish Assembly	1 Mar – 1 Jun	See CE/E budget	(held in Church, Mar 2025)
	Parish Council Community Engagement Group in partnership with various community organisations	HM QEII Centenary	21/04/2026		FYI ONLY: No formal notice of national events (Note: the Royal Pageant Master has retired)
		Summer Fête	Summer 2026	See CE/E budget	Date TBC School interested in running a joint event but would prefer venue on Rec
	Parish Council	Community Live	Sep 2026	See CE/E budget	Event being 'rested' in 2026
	Parish Council Community Engagement Group in partnership with community volunteers	Community Café	Ongoing	Venue: £10/wk (£520/yr) Funded by donation Budget for advertising, etc?	Friday mornings at the back of the church since Jun 2025. Self-sustaining, in the main, through donations. Introduce Income & Expenditure line items in the 2026/27 Budget Budget for promotion
<u>Engagement with different demographic groups</u>	Parish Council Community Engagement Group	Increase use of social media, surveys, etc.,	Ongoing	No cost implications	Ongoing comms with WhatsApp, Facebook & Website

To increase consultation with demographic groups that are less likely to engage, e.g. young people		- to encourage feedback/engagement - Promote opportunities to be involved with PC projects, e.g. Environment Group - Engage with the school, Scouts/Guides and other groups			Ongoing Comms with Environment Group and LW Focus Group Ongoing comm with MS Forms surveys
	Engagement with young people	- Possibly engage with Duke of Edinburgh Award Scheme or Senior Section Scouts/Guides for volunteer job(s) with community events - Duke of Cornwall Award – Community Resilience	Ongoing		Engagement with School achieved through School Trust and PTFA connections in 2025/26 Community resilience Possible volunteering, e.g. involvement in dad's army jobs
<u>Community Organisations</u> Supporting community organisations	Parish Council Community Engagement Group	To promote the Community Support Fund to all organisations	Ongoing	CE/G Budget 2025/26: £1,500	Known grants: LW Link: £300
	Parish Council Community Engagement Group	- Raise awareness of events with community organisations - Raise awareness of issues within the community	Ongoing	See CE/E budget	Events held: Parish Summer Fête Community Meetings held when necessary
	Parish Council / Neighbourhood Watch	Monitor and support Neighbourhood Watch groups in Leek Wootton and Hill Wootton	Ongoing	No cost implications	NHW has a parish email Encouraging communications via Link as well as WhatsApp

Parish Council Community Engagement Group LWWI	• WI Defib Feb idea	Fundraising events Research other funding sources	Additional publicly accessible defibrillators throughout community School gate? Hill Wootton?
Parish Council Community Engagement Group PTFA / School	• School 30 years	Funding for book and possible event	30 years of current school 150 years of national schooling

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: COMMUNITY INFRASTRUCTURE & DEVELOPMENT					
<u>Community Hub</u> To establish a Community Hub Committee to work towards the aim, as adopted in the Neighbourhood Plan (2018) to establish Community Hub around the War Memorial Recreation Ground.	Parish Council in partnership with: Leek Wootton Village Hall Leek Wootton Sports Club and LWWMRG Trust	To investigate wants and needs amongst round table organisations and other organisations	Long-term	No budget required at this stage	First meetings held in 2021/22 Ongoing [See Leek Wootton War Memorial Recreation Ground item below]
<u>Storage</u>	Parish Council LWWMRG Trust Community Organisations	- To investigate the options for facilitating storage of PC equipment, records, etc - Compile an inventory of what is held and where - To investigate the requirement for support in providing storage to community organisations - Investigate possibility of a range of storage types – dry (for papers, etc), shed type (e.g. Dad's army equipment/litter-pickers)	Long-term Medium-urgent requirement Ideally, PC property should not be in private custody History group holds archive material and equipment that is important to the community, but not in day-to-day use (note: If history group is dissolved, collections will be accessioned to County Record Office)	Investigation stage – No budget required	NEW Storage needs identified: - Consolidate PC storage: parish box, secure storage of certain archives [at Village Hall] Clerk's records/ archives, Dad's Army Equipment, etc [various homes] Community Resilience equipment/supplies - Other organisations identified include Leek Wootton History Group

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
<u>Leek Wootton War Memorial Recreation Ground</u> Parish Council as Sole Corporate Trustee	Parish Council at LWWMRG Trust	• Establishment of Trust	Transfer initiated in 2025/26		Once transfer completed, LWWMRG Trust is a separate Charitable Trust See Trust Action Plan

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: ENVIRONMENT					
<u>Environment Group</u> Established in 2020 this is a PC Group working with members of the community to promote environmental issues and identify projects and opportunities related to the environment in the parish	Parish Council Parish Environment Group	- To promote the Environment Group within the community - To identify projects/events to promote environmental awareness	Ongoing	£300 Budget in 2025/26	Environment Group is established and working independently from Parish Council, but also liaising Biodiversity project at Recreation Ground under way
<u>The Lunch Project</u> Establishment of a working group to consider a proposal for the use of woodland adjacent to Police HQ and Waller Close to present to the Office of the PCC [OPCC]	Parish Council The Lunch Project Working Group	- To bring together a working group - To seek funding to support compiling a project - To present resulting proposals to Office of the Police & Crime Commissioner	Ongoing Establishment initiated in 2025/26	Professional Services quote up to £15,000 (from Plincke)	Establishment of working group. Establish remit of group ToRs and leadership. Begin meeting, to include volunteers within community, C/Cllr Edwards, WDC Green Spaces Team and, chosen professional partner
<u>Tree Planting / Environmental Enhancement</u>	Parish Council Parish Environment Group	- Tree, hedge and/or wildflower planting where required - Ensure suitability of species - Pruning/support removal, etc as necessary	Ongoing Nov-Mar (tree-planting season)	£200/tree HS2 free whips when	2025/26: Replacement of Gillitt Memorial Tree at LWWMRG Replacement of Bird Cherry in playground Identify locations for either HS2 free whips or future planting

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: FINANCE					
<u>CIL Money</u>	Parish Council Community	• Receive and properly handle CIL monies, including annual report to CIL Admin, WDC [Clerk & Chair] • To identify potential community infrastructure projects • To facilitate projects within 5 years of receipt of CIL money	Funds to be spent within 5-years of receipt	CIL funds	2025/26: Community survey carried out and a number of suggested uses of CIL funds identified, then on-hold until 2026/27 Landscape architect to provide design and spec for LWWMRG footpath. Consult with LWWMRG Trust & Management Committee before proceeding.

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: PLANNING					
<u>Planning Applications</u>	Parish Council And Planning Committee	- To appraise all planning application consultations in relation to the Neighbourhood Plan (made: May-2018) - To respond accordingly	Ongoing	No cost implications	
<u>Woodcote (Police HQ)</u> <u>Both Warwickshire Police [WP] and CALA Homes [CALA]</u>	Parish Council And Planning Committee	- To monitor progress of the development sites at Woodcote - To appraise progress in relation to the Neighbourhood Plan - To facilitate forum for public to express its opinion, if necessary - To respond accordingly	Ongoing CALA: Outline planning permission granted / Detailed planning stalled WP: Planning permission granted for car park, etc (timescale dictated by WDC Planning / Planning Inspectorate / Developers)	No further cost implications likely Professional Services Budget available for advice/reports	CALA: Ongoing monitoring of detailed planning application(s) required WP: Ongoing monitoring of effects of vehicular activity on Woodcote Lane/Anchor Junction/Warwick Road
<u>Leek Wootton Expansion Proposal [Caddick]</u>	Parish Council And Planning Committee	- To monitor progress of proposal and planning application - To appraise progress in relation to the Neighbourhood Plan - To facilitate forum to gauge public opinion - To respond accordingly	Ongoing Caddick: Went public Sep-2025 (timescale dictated by WDC Planning / Planning Inspectorate / Developers)	No further cost implications likely Professional Services Budget available for advice/reports	Caddick: Expected to submit planning application by end of 2025 Preparing evidence dossier (JM)

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
<u>South Warwickshire Local Plan [SWLP] & Neighbourhood Plan</u>	Parish Council And Community	- To monitor progress and respond at all stages of SWLP Organise review of Neighbourhood Plan at appropriate stage of SWLP	Ongoing	Not known Currently NO support available from National Govt	SWLP past Preferred Options stage w. responses available. Next stage expected late 2025.
<u>Assets of Community Value</u>	Parish Council	- To consider community property that should be added to the District List of Assets of Community Value - To review community property on the District List of Assets of Community Value	Ongoing	No cost implications	Existing listed assets: - The Anchor Inn Nominations submitted and refused/withdrawn: WITHDRAWN: 'The Lunch' woodland and lakes, Woodcote WITHDRAWN: Playing field and football club at Woodcote REFUSED: Cathill & Cathill Common (field north of Recreation Ground) Possible future assets: - Land off Quarry Close - All Saints' Church [medium risk] - Leek Wootton Sports Club [medium risk] - Leek Wootton Village Hall [low risk] - Others?

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: TRAFFIC & ROAD SAFETY					
<u>Speed</u> A Community Speed Watch (CSW) group was set up in 2020 by residents	Parish Council Highways Group	To monitor and support progress of this group	Ongoing	Budget 2025/26 £200 (unused to-date)	CSW now set up, in possession of 1x Radar device and running surveys
<u>Speed</u> To investigate and monitor available traffic calming measures	Parish Council Highways Group / WCC Highways	Issues brought to attention of WCC Highways as necessary	Ongoing	No cost implications Funded by WCC	20 mph zone
<u>Leek Wootton War Memorial Recreation Ground Car Park</u>	Parish Council	Repayment of PWLB Loan	Ongoing	Funded by precept @ £2,500 Balance Forecast at 31/03/2026 £585	Repayment fund in No.2 A/C Repayments taken automatically by DMO twice annually
	Parish Council in partnership with: Leek Wootton Village Hall Leek Wootton Sports Club and LWWMRG Trust	Ongoing maintenance of Car Park	Ongoing	Car Park Maintenance Fund by 4x stakeholders @ £250 each (2025/26) Balance Forecast at 31/03/2026 £2,893	Maintenance fund in No.3 A/C Stakeholders to be updated and invoiced for contributions in Jan 2026

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: OTHER					
<u>Seating</u> Improvement of seating on footpaths	Parish Council and Environment Group	- To respond to request for increase in places to sit when walking in the Parish - To engage with community about where they would like to see more seating	Ongoing	Investigation to inform budget/funding decisions	2025/26: Replacement of bench at Hayes Field, The Warwickshire (by the kissing gate) by relocation of LWWI Community Garden bench (2002) Possible future locations: • 'IndieGo stop' at Woodcote Drive [Where? No official 'stops'] • On golf course
<u>Dog Fouling</u> Take steps to reduce the incidents and nuisance of dog fouling	Parish Council / Dog Warden, Warwick District Council	- Education through newsletter, flyers, notices - Possible awareness event with Environment Group to hand out dog poo bags, etc	Ongoing	No major cost implications	Publicity in <i>The Link</i> Poster campaign

OBJECTIVE	RESPONSIBILITY	RECOMMENDED ACTIONS	TIMESCALE	BUDGETTING	ACTION TAKEN
KEY ISSUE: ADMINISTRATION					
<u>LWWMRG Trust</u>	The Trust	- Establish the Trust - Set Meetings Schedule - Handover of Financial and General Administration	Initiated in 2025/26 with Transfer of Trust and to be completed ASAP	Minimal cost implications	Initial Meeting Governing document – does one exist, require amending or drafting from scratch? Who is going to manage admin of The Trust – the PC Clerk?
		- Consider Finances - Fundraising?	Ongoing	Does the PC, as the sole Trustee, require a budget to support the Trust?	How much money does the Trust hold? Does the PC as Trustee need to consider establishing a budget for the Trust?
<u>LWWMRG Management Committee</u>	The Trust The Management Committee	Trust: - To set Terms of Reference for Management Committee (Advisory) - Establish Management Committee	ASAP, if not complete before end of 2025/26	No cost implications	
		Management Committee: - to identify and advise Trust of required works (as per ToRs) - consider requests for advice from The Trust (as per ToRs)	Ongoing	No cost implications as advisory committee only – Trust to consider funding requirements	POSS Items for consideration: Extension of Grounds maintenance contract

- **Tree surveys and other H&S considerations**
- **Resurface around litter and dog waste bins**
- **Fences – fence at end of Waller Close cut-thru is very wobbly, as is the boundary fence above the Warwick Road**