

## KTC Action Plan 2025-6 – 30 September 2025 Update

The purpose of this plan is to flesh out the development aspirations and strategic aims/actions set out in our Business Plan 2025-2028; to identify the owners of the implementation actions; and to provide a means of communicating progress to our residents. We will also record here those additional actions that inevitably come up for attention as events during the year unfold, the threats/risks that are managed, and opportunities capitalised upon that were not envisaged at the time of drawing up the plan.

It is not intended to include here a description of the many “business-as-usual” actions and statutory duties performed daily by the officers and employees, together with volunteer councillors through their committee work and roles in representing Kesgrave in various guises. It is worth noting though that it is a testament to their exceptional dedication to the community that they should willingly take on such a broad range of additional development activity with the sole aim of improving our residents’ lives.

Action	Target Date	Lead Owner(s)	Milestones/Progress
<b>Community &amp; Recreation</b>			
<b>Initiate Rupert Fison Centre canopy</b>	Mar 2026	Events & Estates Mgr/ Cllr Comber	
<b>Rupert Fison Centre aesthetic improvements</b>	Dec 2026	Events & Estates Mgr	<ul style="list-style-type: none"> <li>Removed and replaced existing planters and provided additional seating - in July</li> <li>Installed 2 new planters and plants - in July.</li> </ul>
<b>Pump Track project implementation</b>	June 2025	Events & Estates Mgr/ Cllr Comber	<ul style="list-style-type: none"> <li>Funding reaffirmed with town benefactor in June but design unexpectedly updated in conjunction with contractors.</li> <li>Second submission of track (re)design to ESC planners in July; awaiting outcome.</li> </ul>
<b>Grange Meadow refurbishment</b>	September 2025	Events & Estates Mgr/	<ul style="list-style-type: none"> <li>Engagement with ESC on wants and needs completed in July.</li> </ul>
<b>Initiate Oak Meadow revitalisation</b>	March 2026	Events & Estates Mgr	
<b>Review provision of additional space in the main car park at the MJH</b>	March 2026	Events & Estates Mgr/	
<b>Additional streetlights</b> – complete needs review and discussions with SCC.	March 2026	Town Clerk/Cllr Comber	<ul style="list-style-type: none"> <li>Areas where street lighting could be enhanced, initial estimated costs obtained from SCC, first area identified (Dobbs Lane) and request for SCC to schedule work all completed in 2024.</li> <li>SCC then informed us in August the design needs to include UK Power Networks - discussions ongoing.</li> </ul>
<b>Street sign cleaning and tidying</b>	August 2025	Events & Estates Mgr	<ul style="list-style-type: none"> <li>Replaced Kesgrave boundary signs.</li> <li>Ad hoc cleaning taking place as and when identified.</li> </ul> <b>COMPLETED</b> in July.

Review provision of additional bus shelters	March 2026	Events & Estates Mgr	<ul style="list-style-type: none"> <li>Ad hoc communications with SCC and residents on requests, feasibility and Kesgrave Fisheries location identified for investigation - in September.</li> </ul>
Road safety improvements – Heath School	March 2026	Town Clerk/Cllr Comber	<ul style="list-style-type: none"> <li>Meeting held with the school, District Councillors, SCC and SCC Highways with options identified and indicative costs provided by SCC Highways – in April.</li> <li>Options discussed with interested and decisions made on which to pursue - in July.</li> <li>Met with SCC Safer Active Travel to discuss other viable road safety improvement options – in September.</li> </ul>
Road safety improvements – Kesgrave High School	June 2025	Town Clerk	<ul style="list-style-type: none"> <li>Traffic survey completed and findings circulated - in March; awaiting high school response for next steps.</li> </ul>
Enhance youth provision	March 2026	Events & Estates Mgr/ Cllr Comber	<ul style="list-style-type: none"> <li>First annual Service Level Agreement (SLA) agreed with Just 42 to provide Compass Mentoring at Kesgrave High school – <b>COMPLETED</b> in April 25.</li> <li>Created “Cosy Corner” for 4YP Kesgrave Hangout – <b>COMPLETED</b> in August.</li> <li>Kesgrave High School underpass Graffiti Project <b>COMPLETED</b> – in July 25</li> <li>Supported ESC community partnership funding for Britten Spears Arts music project at Kesgrave High School – <b>COMPLETED</b> in July.</li> </ul>
Wildlife planting/conservation work	March 2025	Events & Estates Mgr	<ul style="list-style-type: none"> <li>Engaged with residents via In Touch and Kesgrave Flyer to identify locations for bulb planting - in July.</li> </ul>
Speed Indicator Device project	December 2025	Town Clerk	<ul style="list-style-type: none"> <li>Three additional locations identified and agreed with SCC Highways - in August; awaiting installation.</li> </ul>
Supporting/funding other organisations to benefit residents	September 2025	Town Clerk/Cllr Comber	<ul style="list-style-type: none"> <li>Service Level Agreement agreed with Citizens Advice to support their outreach work in Kesgrave starting April 26 – in September.</li> </ul>
Community Award Scheme	March 2026	Town Clerk/Cllrs Beecroft-Smith and Gibson	<ul style="list-style-type: none"> <li>Initial review paper produced in the broader context of a range of options for enhancing community engagement - in September.</li> </ul>
Council chair’s emblem	June 2025	Events & Estates Mgr / Beecroft-Smith	<ul style="list-style-type: none"> <li>Designed and purchased. <b>COMPLETED</b> in May.</li> </ul>

Planning & Development			
<b>Neighbourhood Plan:</b> <ul style="list-style-type: none"> <li>Undertake community engagement to establish whether a review of KNP is warranted.</li> <li>A second, significant action will follow if the decision is made to pursue a KNP review.</li> </ul>	September 2025	Cllr Gibson/Town Clerk	<ul style="list-style-type: none"> <li>The case for considering a review and a programme of associated requirements approved by Council - in March.</li> <li>Professional HNA consultants engaged - in April.</li> <li>Community Survey launched - in June.</li> <li>Initial engagement with East Suffolk Council with provisional approval granted subject to CS outcomes and our decision – in July.</li> <li>Initial feedback from consultants received and discussed - in August.</li> <li>Draft report received for consideration at P&amp;D then FC – in September.</li> </ul>
<b>Land acquisition – commercial ownership</b> <ul style="list-style-type: none"> <li>Complete four-year project for transfer of significant plots of land to our ownership from the Kesgrave Covenant Ltd</li> </ul>	June 2025	Cllr Gibson/Town Clerk/ Cllr Comber	<ul style="list-style-type: none"> <li>Final agreement reached on the 18 plots to be included in the second transfer - in July.</li> <li>Discussions finalised with landowners regarding tree management et al - in August.</li> <li>Awaiting Land Registry before transfer can be completed.</li> </ul>
<b>Land adoption – public ownership</b> <ul style="list-style-type: none"> <li>Complete programme to adopt POS land owned by ESC.</li> </ul>	September 2025	Cllr Gibson/Town Clerk/ Cllr Comber	<ul style="list-style-type: none"> <li>In principle agreement reached with ESC for the transfer of 26 plots of POS in February.</li> <li>Negotiation of terms for adoption including three-year dowry payments largely completed in September.</li> <li>Legal representation selection procedure completed in September.</li> </ul>
<b>Land adoption – other [new]</b>	Ongoing	Town Clerk	<ul style="list-style-type: none"> <li>Trinity Close Public Open Space (POS) – request put to landowner to adopt - in March; awaiting response.</li> <li>Considered land for sale by National Highways at Bell Lane/Main Road junction by auction but decided not to proceed with a bid – in September.</li> </ul>
<b>Telecommunications Mast on Long Strops [New]</b>	June 2025	Cllr Gibson/Town Clerk/Cllr Comber	<ul style="list-style-type: none"> <li>To complete the installation, negotiations on terms for a Wayleave agreement with UK Power Networks for electrical connection = <b>COMPLETED</b> in August.</li> </ul>

<b>Finance &amp; Governance</b>			
<b>Land Management Plan</b>	March 2026	Town Clerk/Estates & Events Mgr	<ul style="list-style-type: none"> <li>• SLA agreed with East Suffolk Services Ltd for Council-owned POS maintenance – in April 25</li> <li>• Contract with agreed with Vertas for Millennium Sports Ground maintenance – in April.</li> </ul>
<b>Management of Reserves</b> – review of the effectiveness of the Flagstone procedure	March 2026	RFO/Cllr Ogden	
<b>Emergency Evacuation Plan</b>	March 2026	Town Clerk	
<b>Community Engagement Programme:</b> <ul style="list-style-type: none"> <li>• Implement new website</li> <li>• Establish relationship with Suffolk New College [New]</li> <li>• Other initiatives – inc opportunities/issues arising from community survey</li> </ul> [See also Community Award Scheme action above.]	December 2025  October 2025  December 2025	Cllr Beecroft-Smith/ Town Clerk  Cllr Gibson  Cllr Gibson	<ul style="list-style-type: none"> <li>• Strategy agreed with current supplier to upgrade website – completed - in May.</li> <li>• Application accepted by Suffolk New College to join their Industry Partner Programme in July. This will provide an opportunity to engage with young people on KTC work.</li> <li>• Paper produced setting out possible options to pursue based on learnings from other councils - in September (to be augmented from Community Survey results).</li> </ul>
<b>Local Council Award Scheme</b>	January 2026	Cllr Gibson/Town Clerk/RFO	<ul style="list-style-type: none"> <li>• Strategic proposal discussed and approved by Council - in July.</li> <li>• Action Plan to apply for Bronze Award approved by Council with most gaps addressed - in September.</li> </ul>
<b>Operations</b>			
<b>Restructuring plan</b> – with budget needed to deliver the Business Plan 2025-28	September 2025	RFO/Town Clerk/Cllr Ogden	<ul style="list-style-type: none"> <li>• Initial paper produced with proposal for discussion and agreement by Council – in September.</li> <li>• Review of Green Book job evaluations undertaken for all staff - in September...</li> </ul>
<b>Office IT Improvements [new]</b>	March 2026	Town Clerk/RFO/Cllr Comber	<ul style="list-style-type: none"> <li>• All office PC/Laptops replaced and upgraded to Windows 11 – <b>COMPLETED</b> in August.</li> <li>• Moved to .gov.uk domain to improve security and authenticity of our website and emails – <b>COMPLETED</b> in September.</li> </ul>