

KTC Action Plan 2025-6 – Full Year Review

The purpose of the 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
Community & Recreation			
Initiate Rupert Fison Centre canopy	Mar 2026	Events & Estates Mgr/ Cllr Comber	Attempted to make contact with potential supplier but no progress made; to be progressed in the next plan period.
Rupert Fison Centre aesthetic improvements	Dec 2026	Events & Estates Mgr	- Removed and replaced existing planters and provided additional seating - in July 2025 - Installed 2 new planters and plants - in July 2025.
Pump Track project implementation	June 2025	Events & Estates Mgr/ Cllr Comber	- Funding reaffirmed with town benefactor in June 2025 but design unexpectedly updated in conjunction with contractors. - Second submission of track (re)design to ESC planners in July 2025. - Planning consent achieved; construction completed and official opening scheduled for 9 May.
Grange Meadow refurbishment	September 2025	Events & Estates Mgr/	- Engagement with ESC on wants and needs in July 2025. - Refurb COMPLETED in December 2025
Initiate Oak Meadow revitalisation	March 2026	Events & Estates Mgr	Full redesign of space and cost estimates obtained in March 2026.
Review provision of additional space in the main car park at the MJH	March 2026	Events & Estates Mgr/	- Council decision made to put the expansion project on hold but to extend the spaces outside the MJH. - First phase clearing area completed in February 2026 Further work will continue in the next plan period.
Additional streetlights – complete needs review and discussions with SCC.	March 2026	Town Clerk/Cllr Comber	- 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. - SCC then informed us in August 2025 the design needs to include UK Power Networks - discussions ongoing. - First of two columns in Dobbs Lane installed in January 2026,

			• Second column installed in March 2026 COMPLETED
Street sign cleaning and tidying	August 2025	Events & Estates Mgr	• Replaced Kesgrave boundary signs. • Ad hoc cleaning taking place as and when identified. COMPLETED in July.
Review provision of additional bus shelters	March 2026	Events & Estates Mgr	• Ad hoc communications with SCC and residents on requests, feasibility and Kesgrave Fisheries location identified for investigation - in September 2025. • New shelter for Kesgrave Fisheries bus stop agreed by SCC in March 2026; to be implemented in next plan period.
Road safety improvements – Heath School	March 2026	Town Clerk/Cllr Comber	• Meeting held with the school, District Councillors, SCC and SCC Highways with options identified and indicative costs provided by SCC Highways – in April 2025. • Options discussed with interested and decisions made on which to pursue - in July 2025. • Met with SCC Safer Active Travel to discuss other viable road safety improvement options – in September 2025. • Traffic survey carried out by SCC in April 2026; follow up to be carried in next plan period.
Road safety improvements – Kesgrave High School	June 2025	Town Clerk	• Traffic survey completed and findings circulated - in March 2025; awaiting high school response for next steps. • Engaged with SCC Highways to discuss possible improvements in September 2025 • Possible expansion of the school announced in November 2025 which puts this project on hiatus.
Enhance youth provision	March 2026	Events & Estates Mgr/ Cllr Comber	• First annual Service Level Agreement (SLA) agreed with Just 42 to provide Compass Mentoring at Kesgrave High school – COMPLETED in April 2025. • Created “Cosy Corner” for 4YP Kesgrave Hangout COMPLETED in August 2025. • Kesgrave High School underpass Graffiti Project COMPLETED in July 2025 • Supported ESC community partnership funding for Britten Spears Arts music project at Kesgrave High School COMPLETED in July 2025.
Wildlife planting/conservation work	March 2025	Events & Estates Mgr	• Engaged with residents via In Touch and Kesgrave Flyer to identify locations for bulb planting - in July 2025.

			Planted 1,000 bulbs in November 2025 and this will now become an annual event
Speed Indicator Device project	December 2025	Town Clerk	- Three additional locations identified and agreed with SCC Highways - in August 2025; awaiting installation. - One of three locations installed in January 2026 and awaiting SCC for the other two.
Supporting/funding other organisations to benefit residents	September 2025	Town Clerk/Cllr Comber/Cllr Gibson	- Service Level Agreement agreed with Citizens Advice to support their outreach work in Kesgrave starting April 26 – in September 2025. - Half yearly review meetings held (May and December 2025) with Kesgrave Library manager and SCC Libraries Deputy CEO following SCC take-over of library services. - Chased SCC/Library for update in February 2026.
Community Award Scheme	March 2026	Town Clerk/Cllrs Beecroft-Smith and Gibson	- Initial review paper produced in the broader context of a range of options for enhancing community engagement – proposal adopted in September 2025. - Scheme designed with award categories and judging format approved in December 2025. - Inaugural scheme implemented at Annual Town Meeting in April 2026 – very positive community feedback. COMPLETED
Council chair's emblem	June 2025	Events & Estates Mgr / Beecroft-Smith	Designed and purchased in May 2025. COMPLETED.
Planning & Development			
Neighbourhood Plan: - Undertake community engagement to establish whether a review of KNP is warranted. - A second, significant action will follow if the decision is made to pursue a KNP review.	September 2025	Cllr Gibson/Town Clerk	- The case for considering a review and a programme of associated requirements approved by Council - in March 2025. - Professional HNA consultants engaged - in April 2025. - Community Survey launched - in June 2025. - Initial engagement with East Suffolk Council (ESC) with provisional approval granted subject to CS outcomes and our decision – in July 2025. - Initial feedback from consultants received and discussed - in August 2025. - Draft report received for consideration at P&D then FC – in September 2025 and final report published in October 2025.

			After further consultations with ESC planners a proposal was put to Council in March 2026 that we should not carry out a review of the Neighbourhood Plan in the foreseeable future. COMPLETED
Land acquisition – commercial ownership Complete four-year project for transfer of significant plots of land to our ownership from the Kesgrave Covenant Ltd	June 2025	Cllr Gibson/Town Clerk/ Cllr Comber	- Final agreement reached on the 18 plots to be included in the second transfer - in July 2025. - Discussions finalised with landowners regarding tree management et al - in August 2025. - As at end of plan period, awaiting our legal representatives report before completing the transfer.
Land adoption – public ownership Complete programme to adopt POS land owned by ESC.	September 2025	Cllr Gibson/Town Clerk/ Cllr Comber	- In principle agreement reached with ESC for the transfer of 26 plots of POS in February 2025. - Negotiation of terms for adoption including three-year dowry payments largely completed in September 2025, finalised in December 2025. - Legal representation selection procedure completed in September 2025. - Awaiting ESC cabinet sign off expected in May 2026.
Land adoption – other [new]	Ongoing	Town Clerk	- Trinity Close Public Open Space (POS) – request put to landowner to adopt - in March 2025; awaiting response. - 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 2025.
Telecommunications Mast on Long Strops [New]	June 2025	Cllr Gibson/Town Clerk/Cllr Comber	To finalise the installation, negotiations on terms for a Wayleave agreement completed with UK Power Networks for electrical connection in August 2025. COMPLETED.
Finance & Governance			
Land Management Plan	March 2026	Town Clerk/Estates & Events Mgr	- SLA agreed with East Suffolk Services Ltd for Council-owned POS maintenance – in April 2025 - Contract with agreed with Vertas for Millennium Sports Ground maintenance – in April 2025. - LMP completed in April 2026 COMPLETED
Management of Reserves – review of the effectiveness of the Flagstone procedure	March 2026	RFO/Cllr Ogden	Review completed and proposals approved by Council in February 2026 to extend the use to further eligible funds. COMPLETED

Emergency Evacuation Plan	March 2026	Town Clerk	To be progressed in the next plan period.
Community Engagement Programme: Implement new website	December 2025	Cllr Beecroft-Smith/ Town Clerk	- Strategy agreed with current supplier to upgrade website in May 2025. - Staged implementation plan approved and Plan A implemented successfully in November 2025.
Establish relationship with Suffolk New College [New]	October 2025	Cllr Gibson	- Application accepted by Suffolk New College to join their Industry Partner Programme in July 2025 to facilitate engagement with young people on KTC work. - Councillor Gibson gave presentation to the Business Course learners about Government 101 and the work of KTC in March 2026. - Learner attended council meeting in March 2026 and gave presentation, engaged on provision of sports facilities.
Other initiatives – inc opportunities/issues arising from community survey [See also Community Award Scheme action above.]	December 2025	Cllr Gibson	Paper produced setting out other possible options to pursue based on learnings from other councils - in September 2025. To be augmented from Community Survey results and progressed in next plan period.
Local Council Award Scheme	January 2026	Cllr Gibson/Town Clerk/RFO	- Strategic proposal discussed and approved by Council - in July 2025. - Action Plan to apply for Bronze Award approved by Council with most gaps addressed - in September 2025. - Decision made to postpone application until September 2026.
Operations			
Restructuring plan – with budget needed to deliver the Business Plan 2025-28	September 2025	RFO/Town Clerk/Cllr Ogden	- Initial paper produced with proposal for discussion and agreement by Council – in September 2025. - Review of Green Book job evaluations undertaken for all staff - in September 2025. - New Estates Operatives Co-ordinator role agreed and recruited in March 2026.
Office IT Improvements [new]	March 2026	Town Clerk/RFO/Cllr Comber	- All office PC/Laptops replaced and upgraded to Windows 11. COMPLETED in August 2025. - Moved to .gov.uk domain to improve security and authenticity of our website and emails COMPLETED in September 2025.

			agreed revised contract with ICS to undertake and manage IT system. COMPLETED in March 2026.
Office rearrangement [new]	March 2026	Town Clerk	Office space reorganised to accommodate new Estate Operative Co-ordinator. COMPLETED in March 2026
Miscellaneous Property Improvements [new] - MJH Door Look upgrade - Electric Vehicle charging point installation	March 2026	Town Clerk	System upgraded to Paxton 10 (previous system had intermitted faults) also allowed removal of the remote access laptop to improve security/resilience. COMPLETED in January 2026
	March 2026	Town Clerk	Installed one in KTC office car park to support efficient use of the new estate operatives' electric van. COMPLETED in February 2026
Office transport capacity [new]	March 2026	Town Clerk	Additional (electric) van purchased to support expanding land management responsibilities. COMPLETED in March 2026