



# Ingatestone and Fryerning Parish Council

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## Ingatestone and Fryerning Parish Council Action Plan for 2018 – 2019

This action plan was approved at Full Council on the 5<sup>th</sup> April 2018

Ingatestone and Fryerning Parish Council strives to work on behalf of the residents to ensure that the Parish is a well maintained and attractive place to live. The Parish Council welcomes comments and suggestions for new projects and is keen to assist parishioners whenever possible.

An action plan is published on an annual basis, to complement the budget and includes project expenditure for the year as well as covering general maintenance that is required. The action plan also includes less financially demanding projects which are enhancing to the local environment.

The plan is reviewed on a regular basis, again alongside the budget and updated when applicable.

Action	Timescale	Plan for the year and updates
To create a Neighbourhood Plan	This will be an ongoing project with Neighbourhood Plans typically taking 4 years to complete	Neighbourhood Plan Action Committee created and good progress made in 2017-18. The committee will continue to work on the plan during 2018-19 in line with the Borough Council's Local Development Plan
Parish council branding	Throughout the year	To review, through the C&IT committee the parish council brand
Data protection (GDPR)	25 <sup>th</sup> May 2018	To ensure that the parish council is ready for the introduction of the new GDPR
Parish council apprentice	Summer 2018	To create an apprenticeship focussing on business administration and social media within the parish council office
Maintenance to the Fairfield playgrounds (including skatepark)	Ongoing throughout the financial year	To continue the annual RoSPA inspections, weekly reports and ad-hoc repairs and replacements when necessary
Fairfield dog waste bins	Ongoing throughout the financial year	To continue to pay Brentwood Borough Council for the emptying of these bins
Grounds maintenance of Fairfield and closed churchyards	Ongoing throughout the financial year	To continue to monitor the grounds maintenance contract for these sites to ensure quality standards and value for money is maintained

Community special constables	Throughout the year	To investigate the funding and provision of 2 special constables for the parish, working with Essex police on the recruitment
Burial Authority for Fryerning Cemetery	Ongoing throughout the financial year	To continue to provide a sympathetic and supportive service to those wishing to purchase plots in the cemetery To ensure that all legal obligations and records are maintained in relation to burials
Grounds maintenance of Fryerning Cemetery	Ongoing throughout the financial year  April 2018	To continue to monitor the grounds maintenance contract to ensure quality standards and value for money is maintained To replace the fencing around the skip in order to enhance the area
Green Burial site	Summer 2018	To arrange for the clearance of a section of the cemetery annexe in preparation to create a green burial site
War memorial and Church clock	Summer 2018	To continue to maintain and clean the War Memorial and pay for the service of the Church clock
Seymour Field and Pavilion	Project has already commenced and will be ongoing throughout the financial year	To continue in the work to obtain a long-term lease from Brentwood Borough Council for the field and pavilion and undertake extensive renovation work. To also maintain the field and pitches for the residents
Seymour Pavilion grants	To commence once Agreement to Lease has been signed but within this financial year	To obtain grant funding from Essex FA, ECC CIF awards and other sources to undertake the renovation work required on the pavilion
Seymour Field grounds maintenance	Once the lease has been signed	To invite tenders for the work of maintain Seymour Field and pitches
Seymour Field playground	Ongoing project to commence this financial year once lease has been signed	To consider the viability of a new playground site at Seymour Field and working with interested parishioners to look at options
Seymour Field security	Once the lease has been signed	To review the security of the field for possible incursion and undertake works if required
Tree Survey	Spring / Summer 2017	To undertake an extensive professional tree survey at Fairfield and Fryerning Cemetery to minimise risk to visitors
High Street planters	1 <sup>st</sup> quarter 2018	To order replacement planters for the Market Place
WW1 commemoration	11 <sup>th</sup> November 2018	To organise a commemoration of the end of WW1
Parish Newsletter	Every 3 months	To create, print and distribute an informative and useful newsletter delivered to every house in the parish

Parish Council App	Summer 2018	To develop an App for the parish council to promote meetings and the work undertaken. To increase awareness in younger residents in the work of the Parish Council
Website, Facebook and Twitter	Ongoing throughout the financial year	To review and improve the Parish Council's social media to increase awareness of the work undertaken by the Parish Council
Good governance of the parish	Ongoing throughout the financial year	To continue financial prudence and budgetary management through monthly reporting and review. To continue the annual internal audit and ensure value for money. To ensure regular training for Councillors and staff on the latest financial legislation and employment law
Planning	Ongoing throughout the financial year	To continue to review all planning applications received from Brentwood Borough Council and give due consideration to each one against legislation and planning policy
Christmas celebrations	Winter 2018	To continue to support the Victorian Evening (if held) through donation to the road closure To continue to provide High Street Christmas Trees
Local Council Awards	Ongoing throughout the financial year	The foundation level award has been achieved and the quality award requirements will be undertaken during this financial year ready for submission in May 2019

#### Projects completed within 2017-18

Lychgate – to complete the flint work renovation	Spring / Summer 2017	Building company appointed to start work once weather improves
Fairfield Pond – complete refurbishment of the pond	Spring / Summer 2017	To install furniture around the pond, undertake planting in the area and erect an interpretation panel
Fairfield children's playground picnic bench	Spring 2017	To install a replacement picnic bench in the play area
Replacement of High Street Planters	Spring / Summer 2017	To replace the rectangular planters in Market Square and the Post Office
Fryerning Cemetery gravestone audit	Spring 2017	To undertake an audit on the gravestones for stability and to take action when issues arise
Annual litter pick	Summer 2017	To organise the annual litter pick for the parish
Local Council Awards	Summer 2017	To successfully obtain the Foundation Award