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### **Ingatestone and Fryerning Parish Council Action Plan for 2019-2020**

This action plan was approved at Full Council on the 7 March 2019

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.

<b>Action</b>	<b>Timescale</b>	<b>Plan for the year and updates</b>
Ingatestone Library	Throughout the year	To continue to campaign to save the library from the threat of closure
To create a Neighbourhood Plan	This will be an ongoing project with Neighbourhood Plans typically taking 4 years to complete	The committee will continue to work on the plan during 2019-2020 in line with the Borough Council's Local Development Plan
Data protection (GDPR)	Throughout the year	To ensure that the parish council is GDPR compliant
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 recruit two special constables for the parish, working alongside Essex Police in the process
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	To continue to monitor the grounds maintenance contract to ensure quality standards and value for money is maintained
Green Burial site	Throughout the year	To further develop the green burial site following clearance in Spring 2019
Seymour Field and Pavilion	Project has already commenced and will be ongoing throughout the financial year	To complete the renovation of the pavilion To increase usage and bookings for the field and pavilion
Seymour Field grounds maintenance	Spring 2019	To invite tenders for the work of maintain Seymour Field and pitches
Seymour Field playground	Autumn 2019	To consider the viability of a new playground site at Seymour Field and working with interested parishioners to look at options
Ingatestone Museum	Throughout the year	To assist Great Anglia and the Railway Heritage Trust with the renovation works of the cottage and develop a local museum once works have been completed
Village Warden	Summer 2019	To recruit a village warden to undertake small works in the parish and to act as Seymour pavilion caretaker
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 2019	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 2019	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
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Projects completed within 2018-2019

Parish council branding	Throughout the year	To review, through the C&IT committee the parish council brand
Parish council apprentice	Summer 2018	To create an apprenticeship focussing on business administration and social media within the parish council office
Fryerning Cemetery	Autumn 2018	To replace the fencing around the skip in order to enhance the area
Seymour Pavilion grants	Autumn 2018	To obtain grant funding from Essex FA, ECC CIF awards and other sources to undertake the renovation work required on the pavilion
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