



Parish Office
 Suite 2
 4, The Limes
 Ingatestone
 Essex
 CM4 0BA
 Telephone: 01277 676759
 Email: clerk@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

Ingatestone and Fryerning Parish Council Action Plan 2020-2023

This action plan was approved at Full Council on the 5th March 2020 and reviewed in April 2022. Latest update 2nd March 2022.

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.

This action plan covers a three-year period, owing to the size and complexity of the projects that the parish council are planning to undertake. The plan also includes the ongoing general maintenance work that the parish council is obliged to undertake as well as less financially demanding projects which are enhancing to the local environment.

The plan is reviewed on an annual basis alongside the budget and updated when applicable.

Item	Start	Responsibility	Action	Planned outcome	Planned Completion	Cost	Update (February 2022)
Ingatestone Library	2020	Full Council	To continue to monitor the current situation and campaign to save the library from the threat of closure	Library to stay open and at current site	Ongoing concern	No cost	Library to remain open for 4 more years as advised by ECC
Neighbourhood Plan	Planned adoption following referendum in 2022	NPAC Officers	To bring the plan to referendum and campaign for its adoption	Plan to be adopted	2022	Within budget 2022/23	Referendum due within 2022 to be organised by Brentwood Borough Council
Ingatestone Museum	2020	Full Council Officers	To assist Great Anglia and the Railway Heritage Trust with the renovation works of	New Ingatestone Museum	2022/23	£5000 grant to the	Currently working with the Museum Trust on the terms of the lease

			the cottage and develop a local museum once works have been completed			Museum Trust to include legal fees	
Climate Emergency	2020	Climate emergency	Work with the community to write and implement a climate emergency plan	Published plan and engaged community	Ongoing	Minor expense	Climate Emergency declared in November 2020
	2021	Officers	To provide a Tetra-pak recycling provision in the parish	To encourage further recycling	Ongoing	Within budget 2022/23	2 recycling bins installed in Budgens carpark. IFPC to pay for emptying monthly. Continue to lobby BBC to provide this service
	To be started	Climate emergency Economic Development	Encourage a refill project	Increased use of refilling	Ongoing	Minor expense	Project to be started, working with the EDWG
	2020	Climate emergency Anglo-European school	Monitor emissions and air quality in the parish	To provide accurate data on air pollution in the parish	Ongoing	Minor expense within budget 2021/22	Project to be started working with the Anglo-European School. Air monitoring device purchased Feb 2022
	2020	Climate emergency	Continue to support the Tree Charter	Increased tree and hedge planting in the parish	Ongoing	Minor expense. Trees obtained for free	4 flowering cherry trees planted in Fairfield January 2021
Health and wellbeing	2021	Health and wellbeing	Work to reduce social isolation and loneliness in identified groups by co-ordinating events	Parish council supported events and groups	Ongoing	Minor expense	Talk and chat bench planned. Blue Flower support group meets fortnightly at Seymour pavilion for free.

	2022	Health and Wellbeing, Officers, AES, Church	To create a community garden and girls only space at the rear of St Edmunds and St Marys churchyard	New community garden	Ongoing	Within budget 2022/23	Grant applied for from RHS for support
	2021	Health and wellbeing	Work towards becoming a dementia friendly parish	Parish to obtained recognised award	2022/23	Minor expense	Action plan being created with help from Alzheimer's Society. Accreditation due 2022/23
Economic development in the parish	2020	Economic Development WG Officers	Parish Council to act as an enabler to improve the economy of the parish	Parish Council to work with local businesses to improve local economy	Ongoing	Minor expense	Current connection with Brentwood Business Partnership opening communication links.
	2021	Economic Development WG Officers	To encourage the setting up of a monthly Farmer's market	Parish Council to enable the market to increase High Street footfall	To start in 2022	No expense	EDWG working with the community centre to set up market. Start date in the Spring 2022
	2022	Economic Development WG Officers	To support 2 Artisan Markets	Parish Council to enable the market to increase High Street footfall	2022	Within budget 2022/23	
	2022	Economic Development WG Officers	To use the results of the street scene audit to lobby for improved street scene in the High Street	Improved visual aspect of the High Street in line with heritage status	Ongoing	To be confirmed	Planned refurbishment of the mile post sign, spotlight on the mosaic, signs for the Ingatestone stones and window displays of Ingatestone history planned.
	2021	Economic Development WG Officers	To ensure that key economic areas are signposted	New signage to show shops, parking etc for visitors	Ongoing	No expense	Initial study initiated, working with the AES students as a project

	2020	Economic Development WG Officers	To create an empty shops strategy to improve the economy of the High Street	To reduce the number of empty shops in the High Street	Ongoing	No expense	Parish Council to encourage Borough Council to develop a strategy that includes Ingatestone
Communication, marketing, tourism and public engagement	Prior to 2020	Comms Committee Full council Officers	Promotion of the parish internally and externally	Effective communications committee tasked with PR, publicity and communications	Ongoing	Within budget 2022/23	To be undertaken alongside the Museum project

Events							
Horticultural Show	2021 onwards	Economic development	To support the annual Horticultural Show from 2022 to prevent possible cancellation of the event due to retirements	Ongoing Village Show	Ongoing	Within budget 2022/23	Ingatestone Festival in July 2022
Queens Platinum Jubilee	2022	Jubilee working party, Officers	To organise a community picnic event on the 5 June to celebrate the Queens Jubilee To plant 2 trees as part of the Queens Green Canopy	A successful community event 2 new trees within the parish	2022	Within budget 2022/23	Event organisation currently underway
Climate event	To be started	Climate emergency	To create an annual climate awareness event in the parish	Increase climate emergency awareness	To be costed	To be confirmed	
Village litter pick	Prior to 2020	Facilities Climate emergency	To hold regular village litter pick events	To improve the cleanliness of the parish	Ongoing	Minor expense	Village Litter Pick being planned for April 2022 AES students undertaking monthly litter pick when permitted.

Christmas celebrations	Prior to 2020	Comms Committee Facilities	To support the annual Rotary Christmas Market	Promote the event and support through grant applications	Ongoing	Within grant budget	Grant awarded to Rotary Club to provide first aid assistance at the event in December 2021
Christmas celebrations	Prior to 2020	Officers Facilities Committee	To continue to provide High Street Christmas Trees and new Market Place Christmas tree	Increase Christmas celebration	Ongoing	Within budget 2022/23	New Market Place Christmas tree installed along with High Street Christmas Trees
Fryerning Cemetery							
Burial Authority for Fryerning Cemetery	Prior to 2020	Officers	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	Ongoing service	Ongoing	Within budget 2022/23	
Grounds maintenance of Fryerning Cemetery	Prior to 2020	Facilities Committee Officers	To continue to monitor the grounds maintenance contract to ensure quality standards and value for money is maintained	Ongoing service	Ongoing	Within budget 2021/22	
Green Burial site	2020	Officers Facilities Committee	To further develop the green burial site following clearance in Spring 2019	New service	Ongoing		Surveys undertaken in March 2022 with further work planned thereafter.
Old cemetery site	2021	Officers, Facilities Committee	To develop the old cemetery site to make it safer to visit by installing a footpath. To maintain the area as a meadow	New service	2022/23	£12,000 Within budget 2022/23	Surveys undertaken in March 2022 with further work planned thereafter including public consultation
Cemetery drainage	2021	Officers, Facilities Committee	To revisit the drainage provision in the cemetery	New service	2022/23		Surveys undertaken in March 2022 with further

							work planned thereafter.
Parks and recreation							
Community Garden	2021	Climate Emergency / Health and wellbeing	To create a new community woodland garden in the wasteland behind Bell Mead.	Ongoing facility	Ongoing	Within budget 2022/23	Garden planned and grant awarded in 2021 to assist in the purchase of materials. Hard landscaping being undertaken in Feb 22
Benches and bins	Prior to 2020	Health and wellbeing, Facilities Officers	To install new benches and bins in the community garden. To create a chat bench in Fairfield To purchase and install a listening bench	New assets for the community	2021	Within budget 2022/23	Benches to be ordered when appropriate. Council to engage with residents to record the listening bench commentary.
Grounds maintenance of Fairfield and closed churchyards	Ongoing	Facilities Committee Officers	To continue to monitor the grounds maintenance contract for these sites to ensure quality standards and value for money is maintained	Ongoing service	Ongoing	Within budget 2022/23	
Fairfield dog waste bins and Fryerning Parish Rooms bin	Ongoing	Facilities Committee Officers	To continue to pay Brentwood Borough Council for the emptying of these bins	Ongoing service	Ongoing	Within budget 2022/23	
Maintenance to the Fairfield playgrounds (including skatepark)	Ongoing	Facilities Committee Officers	To continue the annual RoSPA inspections, weekly reports and ad-hoc repairs and replacements when necessary	Ongoing service	Ongoing	Within budget 2022/23	
Grasscreting of New Road verge	2022	Full Council	To continue to lobby the Local Highways Panel (LHP) to install grasscrete on the	Improved parking provision for the parish	2022/23	LHP budget (outside of	Project now being included in the LHP budget for 2022/23

			verge in New Road to allow for car parking			parish council)	
Communications							
Parish Newsletter	Prior to 2020	Comms Committee Officers	To create, print and distribute an informative and useful newsletter delivered to every house in the parish	Ongoing service	Ongoing	Within budget 2022/23	Due to be published Summer 2022 to include parish accounts.
E-newsletter	2021	Comms Committee Officers	To create a monthly e-newsletter supported by a paper pdf version	Ongoing service	Ongoing	Within budget 2022/23	E-newsletter now launched with paper copies provided when requested.
Parish Council App / Town trail app	To be started	Comms Committee Officers	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 To develop a town trail in conjunction with the new museum	App to be created alongside Ingatestone Museum to encourage visitors to the High Street	Ongoing	Within budget 2022/23	
Website, Facebook and Twitter	Prior to 2020	Comms Committee Officers	To review and improve the Parish Council's social media to increase awareness of the work undertaken by the Parish Council	Ongoing service	Ongoing	Within budget 2021/22	Moving of council website to Wordpress CURRENTLY UNDERWAY
Responsibilities to the parish							
Planning and highways	Prior to 2020	Planning and Highways Committee Officers	To continue to review all planning applications received from Brentwood Borough Council and give due consideration to each one against legislation and planning policy	Ongoing service	Ongoing	No budget	Covered by Planning and Highways Committee

Governance and accountability							
Good governance of the parish	Prior to 2020	Full Council Officers	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	Ongoing service	Ongoing	Within budget 2022/23	
Data protection (GDPR)	Prior to 2020	Full Council Officers	To ensure that the parish council is GDPR compliant	Ongoing service	Ongoing	Within budget 2022/23	
Local Council Awards	2022	Full Council Officers	Quality Gold award requirements will be undertaken during this financial year ready for submission by the end of the financial year	To achieve award	2022	Within budget 2022/23	

Projects currently competed or on hold

2021	Street scene audit	Undertaking of a street scene audit to improve the look of the High Street	Increase attractiveness of the High Street to encourage visitors	2021	No expense	High Street visual audit now undertaken through the BBC Welcome back Fund
Ongoing	Pop-up / multi business shop	To encourage the opening of a pop up / multi-business shop				EDWG liaising with a pop-up shop business on the project to see if it can be progressed in the village PROJECT CANCELLED
2022/23	Facilities / health and wellbeing	To install an outdoor gym in Fairfield		2022	£15,000	Initial plan put on hold
2020/21	Officers Facilities Committee	To renovate the children's playground in Fairfield, reusing available equipment and installing new equipment and surfacing	New playground for preschool children in Seymour field	2021	£75,000 Within budget 2021/22	Fairfield Playground installed August 2021 COMPLETED
2021/22	Officers Facilities Committee	To investigate the installation of a floodlit 3G pitch and obtain funding and planning permission	New all-weather facilities for various sports		£180k	No action at this time owing to cost of project
2021	Facilities Planning and Highways	To install new entrance to car park to create a one-way system	Ongoing	2021	To be confirmed following discussions with Essex highways and BBC	To be run alongside LHP application to grass-crete verges in New Road. Requires permission from BBC and any expenditure to be resolved by Full Council. CAR PARK ENTRANCE PROJECT CANCELLED
Throughout the year		To recruit two special constables for the parish, working alongside Essex Police in the process	Ongoing service	Ongoing	No budget in 2022/23	To continue promotion and inclusion in future budget when volunteers are found. PROJECT ON HOLD UNTIL VOLUNTEERS ARE IDENTIFIED

