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COMMUNICATIONS COMMITTEE MEETING

MINUTES OF MEETING HELD: 6 February 2023, 7.30pm
VENUE: Council Chambers, Suite 3, 4 The Limes

Present: Cllrs A Farrant (Chair) J Winter L Emmett
M Marston

Absent Cllrs P Jeater P Batchelor B Bull

Also present A Zakharyeva
(Comms and
Projects Clerk)

COM23/14 **Apologies for Absence – for noting but not approval**
Apologies were noted from cllrs Jeater, Batchelor and Bull.

COM23/15 **Announcements and Declarations of Interest**
There were no declarations of interest presented.

COM23/16 **Public Participation**
No members of the public wished to speak.

COM23/17 **To approve the minutes of the Communications Committee meeting held on 9 January 2023**
The minutes were approved and signed as an accurate record by Cllr Farrant.

COM23/18 **Matters arising for report but not for resolution**
Cllr Emmett reported he had received positive comments on the latest hard copy newsletter. The clerk was thanked for the work on the IFPC newsletter and social media. Cllr Marston reported that as a participant of a Patient Reference group she had received a message from the local GP practice - this might potentially be brought up at the next Full Council. Cllr Marston reported she had spoken with the local Coop and arranged for it to be a drop-off point for the Brentwood foodbank and that the Chelmsford Star (of which Coop is a part) will now have dementia friendly training.

COM23/19 **To plan the next hard copy newsletter**
The clerk suggested that content should start being planned for the next issue of the newsletter; local elections (including instructions on how to stand for residents) is expected to be one of the main pieces. Cllr Winter suggested the latest Census data be analysed and published as it may be of interest to local residents and businesses. Other content ideas were discussed, such as adding more information on local clubs and organisations. It was decided that the clerk will start putting the issue together and expect reports from working groups and committees to be sent to her later on. The newsletter is to be distributed by mid-March.

COM23/20 **To discuss a new resident/business welcome pack proposed by Brentwood Borough Council**

Cllr Winter reported that she and the clerk had received an update from Laurie Edmonds of BBC. It was agreed the 4-page supplement about the parish will be distributed only to relevant addresses and not all new residents of the borough. The content for the supplement was discussed. It was agreed the clerk will start putting the content together. It is expected that Laurie Edmonds will send further update outlining the postage cost and whether IFPC will be expected to pay anything, as well as the clarification on GDPR.

COM23/21

To discuss an update on the three developments

Cllr Winter reported that she had chased the contact from the Hallmark Care but is yet to get a response. The clerk reported that she had got an update from Cala Homes who assured her that the updates will be shared with the affected residents; she also chased the contact from the Redrow Homes but hasn't received a response. The recent speeding meeting held in Mountnessing was discussed in regards to the developments; the idea of calling people to volunteer for a speed group was discussed – it was decided to include it the next newsletter.

COM23/22

To discuss a residents questionnaire

The clerk suggested that a more detailed questionnaire for residents be included in the next hard copy newsletter, similar to the one that was distributed before the creation of the Neighbourhood Plan. Cllr Winter said she has the responses to the last questionnaire that she will share with the clerk. It was decided to agree the format (hard copy/online) and exact questions in the nearest future. It was also agreed to include in the questionnaire the previously discussed initiative to publish articles on local businesses online, and postpone featuring these articles until after the election.

COM23/23

To discuss communications for the upcoming local elections

New requirement for a voter's ID was discussed. Cllr Winter reported that she had received a document that clearly outlines what documents will be classified as an acceptable ID and what needs to be done in order to get one. She suggested promoting the document and encourage postal votes amongst the residents. The clerk reported that she had started posting articles on how to stand for elections and will continue to publicise appropriate information on this topic.

COM23/24

Communications based review on the Action Plan (Cllr Winter)

Cllr Winter read out pieces from the Comms section of the current Action Plan specifying the responsibilities of the comms department. She suggested it requires a more clear and measurable list of actions to be outlined in the next Action Plan, such as for the Comms Committee to be promoting particular events.

COM23/25

Items for inclusion in the next agenda

Cllr Lee suggested discussing the new booking system for Essex recycling centres.

COM23/26

Chair to close the meeting

The meeting closed at 9.00pm.

The next Communications Committee is to be confirmed. The meeting will be held at the Council Chambers, Suite 3, 4 The Limes.