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### Ingatestone and Fryerning Parish Council Action Plan 2023-2027

This action plan was approved at Full Council on the 13<sup>th</sup> July 2023.

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 four-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.

#### Key

NPIC	Neighbourhood Plan Implementation Committee	BBC	Brentwood Borough Council	NHS	National Health Service
IFPC	Ingatestone and Fryerning Parish Council	ECC	Essex County Council	HWB	Health and Wellbeing Working Group
CEWG	Climate Emergency Working Group	AES	Anglo-European School	EDWG	Economic Development Working Group

Item	Responsibility	Action	Planned outcome	Planned Completion	Cost
<b>Neighbourhood Plan</b>	<b>NPIC Officers</b>	To review the implementation of the plan, working alongside Brentwood Borough Council's Local Development Plan	Ongoing review	<b>ongoing</b>	Minor expense
<b>Speeding</b>	<b>IFPC</b>	To set up a community speed watch group, gather evidence of speeding, lobby for a pedestrian crossing at Station Lane and investigate speed monitoring signs	Reduction of speed in the parish	<b>ongoing</b>	Minor expense

<b>Ingatstone Museum</b>	<b>Full Council Officers</b>	To continue to support the setting up of Ingatstone Museum with one councillor as a Museum Trustee	New Ingatstone Museum	<b>ongoing</b>	Via grant awards
<b>Climate Emergency declaration</b>	<b>CEWG</b>	Work with the community to write and implement a climate emergency plan and develop links with BBC and their climate emergency declaration (Climate Emergency declared in November 2020)	Published plan and engaged community	<b>ongoing</b>	Minor expense
	<b>CEWG</b>	To publicise energy efficiency schemes run by ECC and obtain a grant for solar panels on Seymour Pavilion	To increase energy efficiency in the parish	<b>Ongoing</b>	To be confirmed
	<b>Officers</b>	To continue to provide a Tetra-pak recycling provision in the parish and lobby to be a borough-wide initiative	To encourage further recycling	<b>Ongoing</b>	Within budget
	<b>CEWG</b>	Monitor emissions and air quality in the parish	To provide accurate data on air pollution in the parish	<b>Ongoing</b>	Minor expense
<b>Health and wellbeing</b>	<b>HWB</b>	Work to reduce social isolation and loneliness in identified groups by co-ordinating events. Talk and chat benches installed. Blue Flower support group meets fortnightly at Seymour pavilion for free.	Parish council supported events and groups	<b>Ongoing</b>	Minor expense
	<b>HWB</b>	To continue to lobby NHS Estates to improve medical provision in the parish	Improved medical facilities and services	<b>Ongoing</b>	Minor expense
	<b>HWB Officers AES Church</b>	To assist to maintain community garden at the rear of St Edmunds and St Marys churchyard	To provide a new community space	<b>Ongoing</b>	Within budget 2023/24
	<b>HWB</b>	To continue to work on being a dementia friendly parish	To maintain Dementia Friendly village award	<b>Ongoing</b>	Minor expense
<b>Economic development in the parish</b>	<b>EDWG Officers</b>	Parish Council to act as an enabler to improve the economy of the parish, working with BID to open further communication links, and supporting commercial events in the parish	Parish Council to work with local businesses to improve local economy	<b>Ongoing</b>	Minor expense / within grant scheme

	<b>EDWG</b>	To lobby for greater mobile phone coverage in the parish	Better communication provision	<b>Ongoing</b>	No expense
	<b>EDWG Officers</b>	To investigate the provision of a greengrocer service in the parish	Improved provision of fresh fruit and vegetables	<b>Ongoing</b>	No expense
	<b>EDWG Officers</b>	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	<b>Ongoing</b>	To be confirmed
	<b>EDWG Officers</b>	To ensure that key economic areas are signposted and improve directional signs from the station to the High Street and services.	New signage to show shops, parking etc for visitors	<b>Ongoing</b>	No expense
	<b>EDWG Officers</b>	To encourage empty shops to be inhabited to improve the economy of the High Street and promote the new government policy on empty shops	To reduce the number of empty shops in the High Street	<b>Ongoing</b>	No expense
<b>Crime reduction</b>	<b>IFPC Officers</b>	To improve police liaison and distribute flyers regarding crime reduction and home security	Reduction in crime and anti-social behaviour	<b>Ongoing</b>	Minor expense
<b>Travel in the parish</b>	<b>IFPC Officers</b>	To encourage public membership to the Bus Users forum, promote the use of the bus tracking app and encourage volunteer drivers	Improve accessibility to local facilities for residents who don't drive	<b>Ongoing</b>	No expense
<b>Communication, marketing, tourism and public engagement</b>	<b>Comms IFPC Officers</b>	Promotion of the parish internally and externally	Effective communications committee tasked with PR, publicity and communications	<b>Ongoing</b>	Within budget

<b>Events and community activities</b>					
<b>Summer Show</b>	<b>Economic development</b>	To organise the annual Summer Show	Ongoing Village Show	<b>Ongoing</b>	Within budget

<b>Tabletop sale</b>	<b>IFPC</b>	To assist the church with a village wide tabletop sale	Ongoing regular sale event	<b>Ongoing</b>	Minor expense
<b>Heritage Trail</b>	<b>EDWG</b>	To create a Heritage Trail in association with the Ingatestone Museum	Encouragement of tourism to the High Street	<b>Ongoing</b>	Minor expense
<b>Climate event</b>	<b>Climate emergency</b>	To create an annual climate awareness event in the parish during the Big Great Green Week	Increase climate emergency awareness and energy efficiency	<b>Ongoing</b>	Minor expense
<b>Village litter pick</b>	<b>Facilities Climate emergency</b>	To hold twice yearly village litter pick events (Spring and Autumn)	To improve the cleanliness of the parish	<b>Ongoing</b>	Minor expense
<b>Christmas celebrations</b>	<b>Officers Facilities Committee</b>	To continue to provide High Street Christmas Trees and new Market Place Christmas tree and encourage participation in the Window Competition	Increase Christmas celebration	<b>Ongoing</b>	Within budget
<b>Fryerning Cemetery</b>					
<b>Burial Authority for Fryerning Cemetery</b>	<b>Officers</b>	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	<b>Ongoing</b>	Within budget
<b>Grounds maintenance of Fryerning Cemetery</b>	<b>IFPC Officers</b>	To continue to monitor the grounds maintenance contract to ensure quality standards and value for money is maintained	Ongoing service	<b>Ongoing</b>	Within budget
<b>Green Burial site</b>	<b>Officers Facilities Committee</b>	To further develop the green burial site	New service	<b>Ongoing</b>	
<b>Parks and recreation</b>					
<b>Community Garden</b>	<b>Climate Emergency /</b>	To maintain the community woodland garden in the area behind Bell Mead.	Ongoing facility	<b>Ongoing</b>	Within budget

	<b>Health and wellbeing</b>				
<b>Benches and bins</b>	<b>Health and wellbeing, Facilities Officers</b>	To install new benches and bins where needed	New assets for the community	<b>2021</b>	Within budget
<b>Grounds maintenance of Fairfield and closed churchyards</b>	<b>IFPC Officers</b>	To continue to monitor the grounds maintenance contract for these sites to ensure quality standards and value for money is maintained	Ongoing service	<b>Ongoing</b>	Within budget
<b>Fairfield dog waste bins and Fryerning Parish Rooms bin</b>	<b>Facilities Committee Officers</b>	To continue to pay Brentwood Borough Council for the emptying of these bins	Ongoing service	<b>Ongoing</b>	Within budget
<b>Maintenance to the Fairfield playgrounds (including skatepark)</b>	<b>Facilities Committee Officers</b>	To continue the annual RoSPA inspections, weekly reports and ad-hoc repairs and replacements when necessary	Ongoing service	<b>Ongoing</b>	Within budget
<b>Communications</b>					
<b>Parish Newsletter</b>	<b>Comms Committee Officers</b>	To create, print and distribute an informative and useful newsletter delivered to every house in the parish	Ongoing service	<b>Ongoing</b>	Within budget
<b>E-newsletter</b>	<b>Comms Committee Officers</b>	To continue to produce and promote a monthly e-newsletter supported by a paper pdf version	Ongoing service	<b>Ongoing</b>	Within budget
<b>Website, Facebook, Instagram and Twitter</b>	<b>Comms Committee Officers</b>	To continue to review and improve the Parish Council's social media to increase awareness of the work undertaken by the Parish Council	Ongoing service	<b>Ongoing</b>	Within budget
<b>Responsibilities to the parish</b>					
<b>Planning and highways</b>	<b>Planning and Highways Committee Officers</b>	To continue to review all planning applications and licence applications received from Brentwood Borough Council and give due consideration to each one against legislation and planning policy	Ongoing service	<b>Ongoing</b>	No budget

<b>Governance and accountability</b>					
<b>Good governance of the parish</b>	<b>Full Council Officers</b>	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	<b>Ongoing</b>	No budget
<b>Data protection (GDPR) and Risk Assessments</b>	<b>Full Council Officers</b>	To ensure that the parish council is GDPR compliant and full risk assessed	Ongoing service	<b>Ongoing</b>	Within budget
<b>Local Council Awards</b>	<b>Full Council Officers</b>	Quality Gold award requirements will be undertaken during this financial year ready for submission by the end of the financial year	To achieve award	<b>2022</b>	Within budget