

Fremington Parish Council
Action Plan

| Action | Estimated Completion Time | Responsibility Person(s) | Budgetary Provision | Completed |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------|-------------------|
| Comply with all Statutory requirements and Health & Safety regulations | Ongoing | Parish Clerk & Council | | Reviewed Annually |
| To ensure all policies and risk assessments are up-to-date | Ongoing | Parish Clerk & Finance and Personnel Committee | | Reviewed Annually |
| Provide suitable training for Parish Council staff | Ongoing | Parish Clerk & Council | £1,500 | Reviewed Annually |
| Maintain accurate burial records | Ongoing | Services Officer | | |
| Respond to relevant local, regional and national consultations | Ongoing | Council | | |
| Use Parish Paths funding to maintain public footpaths throughout the parish | Ongoing | Services Officer | £400 | |
| Develop a Neighbourhood Plan | Spring 2018 | Parish Clerk & Council | £24,000 | |
| To keep the office building up to a suitable standard | Ongoing | Parish Clerk & Council | £5,590 | |
| To ensure the safety of trees on parish council land | Ongoing | Parish Clerk & Council | To be agreed as and when necessary | |
| To promote Parish Council services and facilities | Ongoing | Council | | |
| To maintain an up-to-date website | Ongoing | Deputy Services Officer | £600 | |
| Ensure play equipment is safe and maintained to an appropriate standard | Ongoing | Parish Clerk, Handyperson & Parks and Playing Fields Committee | £4,000 | |
| Respond to planning consultations | Ongoing | Parish Clerk, Council & Services Officer | | |
| Demolition of the Beechfield Centre | May 2018 | Parish Clerk & Council | £10,000 | |
| Replacement of the Beechfield Centre | Following Demolition in May 2018 (subject to funding which is still being sought) | Parish Clerk & Parks and Playing Fields Committee | £200,000 | |
| Tarmac the Beechfield Car Park | Following the replacement of the Beechfield Centre | Parish Clerk & Parks and Playing Fields Committee | £20,000 | |
| Repainting of equipment at Babbages Play Area | Spring 2017 | Parish Clerk | £1,000 | |
| Apply for Local Council Award Scheme Quality Level | April 2017 | Parish Council staff and Councillors | £150 | |
| Produce Quarterly Newsletters | Spring, Summer, Autumn and Winter 2017 | Parish Clerk | £40 | |
| Plant a new hedge around the Cemetery Extension | Autumn 2017 | Parish Clerk & Contractor | £2,025 | |

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| Remove hedges which have died within the Cemetery and replant | Removal by March 2017 replanting to follow | Parish Clerk & Contractor | £1,275 | |
| Improvements to car parking areas at Fremington Quay | By Easter weekend | Parish Clerk, Council & Contractor | £6,170 | |