

KEY TASK MONITOR	MARCH 2022	CURRENT	Agenda : 3166		
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SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Village Car Park	Health & Safety. All risk items have been addressed.	Quarterly risk assessment needs to be completed for April, July, October and January.	M	CO	Ongoing
	Introduce Pay & Display system. To avoid long-term parking and free up space for locals	Follow up with North Essex Parking Partnership and cost out a scheme.	M	NR/ML	TBA
Village Sign	Concerns over condition and maintenance	Open item	M	HHPC	Open
Flooding – Stortford Road	Three major flooding issues. Croft plan approved.	Visit by Highways in April 2021. FoI request sent to Essex, reply not helpful	H	NR/Clerk	Ongoing
Flooding – Dunmow Road	Issue outside Lea Hall. Conduit cleared but ditches remain blocked.	Letter sent to LoM agent, no response. Cty Cllr has followed up with Bidwells	H	SB	Ongoing
Play Areas and Paths	H&S. RoSPA report identified areas to be addressed	Quarterly risk assessment needs to be completed for April, July, October and January.	H	CO/SK	Ongoing
Website Maintenance	Review of website and its maintenance	Review and consider alternative arrangements and a “.gov.uk” address	M	Clerk	Ongoing
Village Green Maintenance	Cut village green and verges.	Contract given to PW May. Monitor.	M	HHPC	Ongoing
Emergency Plan	Plan completed but GDPR implications need to be clarified.	New Emergency Planning Consultant appointed. Clerk in liaison.	M	Clerk	Ongoing
Highways – Cox Ley Road	Cty Cllr to see if any remedial works are planned.	Formal approach to Essex Highways.	M	Clerk	Ongoing
Special Constables	Employ a village PCSO. Costs too high for HHPC to bear alone.	Need to establish what alternatives exist. NC produced adverts and advertising now out.	H	Clerk/NC	09/21
Speeding /Road Safety	Can Essex do anything to help with excess speeds through the village?	Cty Cllr advises that it may be budgeted for in 2022/23	M	NR	Ongoing
Signage – Pond Lane	Replace multiple signs with an “estate” sign	Waiting a face-to-face meeting with lease holders	M	MB	Open
Dog Bins	Establish need and locations	Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open

Hastoe Project – Cox Ley	Planning consent has been given, there are no published conditions	Lack of planning staff at UDC.	L	HHPC	09/21
White Horse Tent	Erection of an outside tent. UDC taking a pragmatic view.	Will be reviewed after return to normality	M	UDC	By 19/07
UDC Friday Club	Tracey is retiring from running this event.	Post needing a new leader in village magazine	M		
Broomfields Trees	No one maintaining trees in Broomfields especially near No 74.	Need to. Contact UDC establish ownership and responsibility.	M	Clerk	
Youth Group	Need to progress ideas for the 13+ age group.	Contact of John Starr at UDC given to Hilary Allen	M	ML	
Defibrillator at the Co-op	No access code for the unit is known	Establish who has been trained. Carol Dixon-Smith seems to have the answers.	M	NR	
Speeding in the village	Can Essex do anything to help with excess speeds through the village?	Cty Cllr advises that it may be budgeted for in 2022/23	M	NR	
Tree maintenance	Number of trees in village that need attention	Quotes to be discussed at next HHPC meeting. Ownership of trees in the village to be established with UDC	M	Clerk	01/09
Dawnings/Twinnings	Alleged breach of planning consent by encroachment in Green Belt	Report to UDC for enforcement action	M	ML	Oct 21
Call for Sites	Deep concerns about implications of UDC's Call for Sites document.	USAG created which will report back to the Planning Committee and thence to Council.	H	planning	ongoing
Parking outside Hunters Meet	General parking issues	Write to all who are blocking footways	M	NR	Nov 21
"A" Boards on the Health	Not local businesses	Give notice that it will be removed	M	Clerk	Nov 21
Permanent Xmas tree	Plant a Norwegian Spruce	Contact Matthews	M	ML	Nov 21
Trees in general	Plan for maintenance Status of Oak in field behind Cox Ley	Contact Ben Smeeden (UDC)	M	Clerk	Nov 21
Reynolds	Unlawful development	Pursue Enforcement at UDC	H	ML	Oct 21
High Pastures	Cert of Lawfulness granted.	Grounds for this decision highly suspect. Contact Sarah Lawson at UDC.	H	ML	Oct 21
Village Green maintenance	Criticisms from public	Review contract with Peter May	M	Clerk	Nov 21
LoM roles and responsibilities	Unclear about who owns what	Clerk to arrange meeting with LoM and/or agent	M	Clerk	Nov 21
Improve publication of information.	Not appearing on web-site in a timely manner	Clerk to facilitate rectification	M	Clerk	Nov 21
Pedestrian Crossing	Increased risk to children crossing main road since church car park expanded	See if this can be added to Highways wish list	M	NR	Dec 21

Orchard Disabled parking	Essex Highways wish to remove disabled space.	Counter this and suggest increase in spaces to be used properly	H	ML	Dec 21
Lighting in The Close	Failure of lights	Log the offending assets and report to UDC for rectification	H	NR/CO	Dec 21
Pothole outside surgery	Needs mending	Add to list of issues to discuss with the practice manager	H	Clerk	Dec 21
Jubilee celebrations	Arrangements	Need to co-ordinate arrangements and events to prevent clashes	M	NR/MB	Dec 21
Pond Lane notices	Unacceptable number of signs	Find solution to proliferation of signs	M	Clerk	Feb 22
Road crossing frog church car park	Hazardous crossing of main road	Talk to Cty Cllr and Rissa Long	M	NR	Feb 22
Council website	Not being updated	Not fit for purpose	M	Clerk	Feb 22
Ardley Crescent accident	Dog bin missing	Contact police to find culprit	M	Clerk	Feb 22

FROM MARCH OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Parking outside Hunters Meet See item above	Cars blocking pavement causing pedestrians to walk in the road	Letter to be sent to the owner	H	Clerk	Mar 22
Notice at end of Cox Ley	Appears to be giving notice of intent to remove Rights of Way	Photo evidence to be taken. NR to consult Clerk for options	H	CO/NR	Mar 22
Damage to posts on the Heath	Appear to have been knocked down.	Quote for repair to be sought from P May	M	NR	Mar 22
Unsafe gate – VH to Surgery	Complaints that the gate is causing injury to users	B Newman to be asked to review and suggest a solution	M	NR/PB	Mar 22
Pothole in drive to surgery See item above	Complaints about a pothole	Surgery to be contacted by ML	M	ML	Mar 22
Dog Bins See item above	Continuing complaints about non emptying	Ben Brown to be contacted again	M	Clerk	Mar 22
Village handyman	Is there a need to employ one?	Discussion and conclusion at personnel; committee	M	Clerk	Mar 22
Ley Hall development	PC had objected. S106 issues need to be resolved	Nigel Brown (UDC) has opined that consent would be granted. PC to be consulted?	M	Clerk	Mar 22
Bebecca/Peggerels farm	Unauthorised building work in progress	Investigate	M	ML	Mar 22
Planning enforcement	Multiple instances where enforcement action is not being taken.	Discussion with CEO (UDC) about future plans to address this	H	ML	Mar 22
Website See item above	Lack of information on website	Being addressed with webmaster	H	Clerk	Mar 22

KEY TASK MONITOR	March 2022	ARCHIVE			
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War Memorial Grant	Refurbish & maintain War Memorial	Grant obtained, contractor appointed, work completed. Ongoing garden maintenance in place.	M	Clerk	Done
Playground – COVID19	Risk assessment carried out and posters displayed in car park.	National guidelines followed; Weekly checks being carried out.	M	CO	Ongoing
Litter Pickers	Establish routes for each litter picker; provide equipment	Meet with litter pickers, agree routes and establish equipment requirements.	M	NB	Done
Finance	Reclaim of VAT and UDC (<i>sic</i>) funding for rural verges	Three years' Vat recovered (£8,000) and ECC invoiced for 2020/21 and recovered (£2,200)	M	Clerk	Done
Shops Re-opening - COVID19	Need to publish guidance for shop openings.	Advice posted on website and leaflets distributed, website needs updating.	M	PC	Done
Memorial Plaque	Design and purchase	Unveiling ceremony took place on 24 September 2021	M		completed
Allotments	Mend fences.	Quote accepted from Kings of Essex.	M	SK	completed
Village Green – Wooden Posts	Replace and renew posts	Quote agreed with Peter May and task now completed. More posts damaged.	M	NR	completed
Church Road Car Park	Resurfacing to allow more and safer parking at that end of the village	Written permission from H Turtill on behalf of the LoM received.	M	NR/ML	completed
Village Green Maintenance	Maintain the six ponds on the Heath	Contract given to J Kenney.	M	HHPC	completed
Speeding	Establish a Speeding sub-committee to include villagers.	SS to write an article for village magazine and encourage attendance at next Forum	H	SS	completed
The Close	A number of issues and a lack of response from landlord	Review of all issues	M	ML + CO	Completed
Memorial benches for RBL	Suggestion of a memorial bench for two past RBL members.	A location and acceptance agreed at HHPC meeting	M	Clerk	Completed
Stansted Airport	Noise and impact on village an ongoing concern	Appeal process still in train	M	MB	Appeal ended
Abandoned Kangoo Van	Van abandoned in village car park for three months. Not taxed.	Investigate how to get the vehicle removed.	M	ML	Done Mar 22