

KEY TASK MONITOR	MAY 2022	CURRENT	Agenda : 22/33		
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SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Village Car Park	Investigate a monitoring system. To avoid long-term parking and free up space for locals Request for CCTV coverage	Follow up with North Essex Parking Partnership and cost out a scheme. Consider practicality and options	M L	NR/ML MB	Ongoing ongoing
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. Fol 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	Contract now placed with Eyelid Productions	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. PCSO taking action as a result of checks on 24 May.	M	NR	Ongoing
Signage – Pond Lane	Replace multiple signs with an “estate” sign	Review policy and communicate with businesses	M	MB/Clerk	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	Contact developer for clarification	L	Clerk	09/21
Broomfields Trees	No one maintaining trees in Broomfields especially near No 74.	UDC established ownership and responsibility. Asset schedule has been promised	M	Clerk	04/22
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	
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
Call for Sites	Deep concerns about implications of UDC's Call for Sites document.	TPLPG 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
Permanent Xmas tree	Plant a Norwegian Spruce	Contact Matthews	M	ML	Nov 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
Pedestrian Crossing	Increased risk to children crossing main road	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
Road crossing from church car park	Hazardous crossing of main road	Talk to Cty Cllr and Rissa Long	M	NR	Feb 22
Ardley Crescent accident	Dog bin missing	Contact police to find culprit	M	Clerk	Feb 22
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

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	Established collection days are Mon, Wed and Fri	M	Clerk	Mar 22
Village handyman	Is there a need to employ one?	Create an invitation to be a preferred contractor	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
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
Playground	Damage/vandalism in evidence	Investigate alternative form of security fencing	M	NR	May 22
Deer signs	Warning signs needed	Clerk to establish locations and obtain warning signs.	M	Clerk	May 22

KEY TASK MONITOR	May 2022	ARCHIVE	
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SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
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
Unsafe gate – VH to Surgery	Complaints that the gate is causing injury to users	Resolved by removal of gate	M	PB	May 22