

KEY TASK MONITOR	Sept 2022	CURRENT	Agenda :		
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SUBJECT	ISSUE	ACTIONS	PRIORITY H / M / L	WHO	WHEN
Village Car Park	Perceived abuse of the village car park by 'ride sharers' and 'holiday parkers', restricting village use. Abusive behaviour	CCTV notices erected. Camera bought.	M	NR/ML	Ongoing
		Positioning TBE to gather evidence. Solution TBE depending on evidence. Use the same CCTV to gather evidence.	L	MB	ongoing
Village Sign	Concerns over condition and maintenance	Open item	M	HHPC	Open
Flooding – Stortford Road	Three major flooding issues.	Croft Issue Resolved	H	SK	Ongoing
		Coggers owner has agreed to fix his issue. King's to advise finish date Forbett's to Croft issue in budget for 2023. F/U needed.	M	NR/Clerk	Ongoing
Flooding – Dunmow Road	Issue outside Lea Hall.	LoM has cleared ditches and cross road culvert. Issue allegedly caused by residents of Lea Hall bungalows filling in ditches allowing run off to Pinney Brook. Discuss NEXT Steps at meeting	H	HHPC	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. Ragwort and posting maintenance Trees need attention	Contract given to PW May. Monitor.	M	HHPC	Ongoing
		Request for quote sent to PW May Met w. Bidwells who understand issues and are organizing a full survey for implementation after leaf fall. F/U Required	H H	NR Clerk	Urgent October
Emergency Plan	No Local 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. Special Constable route being pursued. NC produced adverts/ advertising but little response. Need to discuss further	H	Clerk/NC	09/21
Speeding /Road Safety	Excess Speed in the village	The 4 schemes allegedly being pursued by the LHP seem to be stalled (perpetually in 'verification stage'). The four are replacement VAS sign near the school, Dunmow Road Mini Roundabout, Stortford Road Mini Roundabout and 20mph flashing signs O/S school. Zoom meeting with head of Highways scheduled TBE for Yes/No answers.	M	NR/ML	Ongoing
Signage – Pond Lane/Village	Proliferation of signs. Lack of uniformity. Sight line blockage.	Replace multiple signs with an "estate" sign on Pond Lane. Review policy and communicate with businesses.	M	MB/Clerk	Open
Dog Bins	Insufficient/non-collected dog bins	Need and locations established. Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open
Hastoe Project – Cox Ley	No Start/Completion date	Planning consent has been given but 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
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	Resolved	L	Clerk	Done

LoM roles and responsibilities	Unclear about who owns what	See under Village Green Maintenance. Now ongoing.	M	Clerk	Nov 21
Pedestrian Crossing	Increased risk to children crossing main road	Highways have refused this. Close this item.	M	NR	Done
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	Now done. Close Item	H	Clerk	Done
Jubilee celebrations	Arrangements	Done. Remove item.	M	NR/MB	Done
Road crossing from church car park	Hazardous crossing of main road	Talk to Cty Cllr and Rissa Long. Refused by Rissa Long/Highways. Close item.	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	Now Done. Close item	M	ML	DONE
Dog Bins See item above	Continuing complaints about non emptying	Established collection days are Mon, Wed and Fri for general waste and Fridays for dog bins. PB will continue to monitor.	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
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	SK	May 22
Deer signs	Warning signs needed	Clerk to establish locations and obtain warning signs. NR has a map	M	Clerk	May 22

KEY TASK MONITOR	June 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