

KEY TASK MONITOR

JUNE 2021

AGENDA ITEM 2974

Subject	Issue and Status	Notes	Importance: L, M, H	Who	When
Village Car Park	Health and Safety. All risk items have been addressed and completed. Trip and slip hazards have been fixed and lighting installed. Insurers are satisfied and have accepted our risk assessment.	Quarterly Risk Assessment needs to be completed for April, July , October and January meetings. Format available. Passed to Chris Overton who will monitor	Medium	Chris Overton	JULY RA COMPLETED Ongoing
	Payment arrangements to be agreed with Fish Inn for use of their electricity.	A separate meter is installed for the car park. Needs reading and Fish Inn reimbursed once a quarter.	Medium	Clerk	Ongoing, 31May consumption = 226kw, Rate to be advised.
	Introduce Pay and Display system. This is to address people abandoning vehicles to go to work outside the village, go on holiday etc and free up space for village businesses	Follow up needed with North Essex Parking Partnership to establish and cost out a mutually viable scheme. Not yet arranged	Medium	NR/ML	To be agreed
Church Road Car Park	Resurfacing is required to allow more and safer parking at the Church end of the village.	Quotations received. Awaiting formal letter from H Turtill to allow us to proceed. Not forthcoming and appears to be a communication problem with the LoM	Medium	NR/ML	PO sent to RW Marsh and Son and ready to start. Awaiting permission to start.
Stansted Airport	Noise and environmental impact on the village. Continue to represent community.	Ongoing. Appeal by MAG still in train.	Medium	MB	Ongoing
Village Sign	Concerns over condition and maintenance	OPEN	Medium	PC	

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Flooding - Stortford Road	Three major flooding issues. Approved Croft plan followed up. Supposed to be starting this month. FoI letter to Essex CC to obtain alleged letter to the owner of Coggers so we can follow up. Keep after alleged actions to eliminate sewage leakage at top of the road	Visit planned by Highways/Watercourse engineers early April 2021. Took place but seems a lengthy process.	High	NR/Clerk	FoI request sent to Essex CC. NR to follow up with Highways on 'top of the road'
Flooding - Dunmow Road	Major issue outside Lea Hall. Highways have cleared the cross road conduit but the ditches remain blocked on either side of the road on the LoM's land	Visit planned at same time as Stortford Road. (Didn't happen). Private letter from NR to LoM's agent has elicited no response. Susan Barker has followed up with Bidwells 240521	High		Await response to Susan Barker letter.
Covid-19 - shops re-opening	Advice on website for new rules for shop openings. Letter to be distributed.			PC	Completed
Play Areas and Paths	Health and Safety. ROSPA inspection highlighted issues to be addressed. Paths repair completed. Kings of Essex awarded contract for remedial actions.	Quarterly Risk Assessment needs to be completed for July, October and January meetings. Format available and passed to Chris Overton. PO sent to Kings of Essex.	High	Chris Overton. Sam King	Start date for works required. July Risk assessment completed.
Website Maintenance	To agree website maintenance	Contact Heath Computing for forward plan. Consider new hosting arrangement with ".gov.uk" address.	Med	Clerk	Ongoing

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Village Green Maintenance	Cut Village Green and Rural verges. Review and award grass maintenance contract. Rough cut x3pa. Heath grass x15pa. Allotment x8 pa. Playground x8 pa. Willife area x1pa.	Contract awarded to Peter May. Monitor performance.	Med	PC	Ongoing
	Maintain the six ponds on the Heath. Review and award pond clearance and maintenance contract.	Contract awarded to John Kenney and signed copy received. Works postponed until September.	Med	Clerk/PC	Sep-21
War Memorial Grant	Refurbish and maintain War Memorial. Contractor employed and work finished.	Completed	Med	Clerk	COMPLETED. Garden Maintenance ongoing.
Playground COVID-19	Clerk attended EALC, did a risk assessment and posters displayed in car park	National Guidelines now being followed. Weekly check ongoing	Med		Ongoing
Emergency Plan	Emergency Plan. Village plan completed and agreed but unclear if it can be published	Clerk to liaise with UDC and establish a protocol/agreement	Med		OPEN
Highways - Cox Ley Road	Cllr Barker to investigate if any remedial works are planned	JD to formally write to highways regarding the poor condition of the road..	Med		OPEN

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PCSO	Employ Village PCSO. Initially reported costs too high to fund individually. No other nearby Parish wants to share. Other alternative arrangements to be investigated.	Need to establish what alternatives exist that reduce costs,	High	Clerk	OPEN

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Speeding/Road Safety	Various Suggested improvements. ThreeFour improvements have so far been agreed with Highways, Roundabout at Broad Oak Road, reworking of Stortford/Sabridgeworth Road junction, Latest speeding signs and 20mph school flashing signs.	Need to follow up on timeline for delivery of promises and where we can help.	Med	NR	Ongoing
Allotment	Mend Fences Peter May not responding despite follow up. Kings of Essex to quote.	Quote accepted and PO given to Kings of Essex	Med	SK	FENCE COMPLETED
Pond Lane Signage	Replace multi signage with an 'estate sign'. A proposal has been circulated via WhatsApp, but needs face to face meeting with lease holders to progress	Holdover until easing of restrictions allow face to face meeting.	Med	MB	Ongoing
Wooden posts on the green	Replace/renew posts. Renew old and missing posts and straighten existing posts around the green	Peter May Quote agreed and contract signed. Deposit paid. Start date required	Med	NR	POSTING COMPLETED
Dog Bins	Insufficient dog bins. Obtain quotations for 3 additional bins. Locations to be agreed.	Quotations obtained, Obtain agreement from UDC that the added bins will be emptied. Define new locations	Med	Clerk NR/PB	OPEN
Finance	Reclaim VAT and UDC funding for Rural Verges	Need to access UDC system to allow our submission for Rural Verges.	Med	Clerk	INVOICE SENT. VAT RECLAIMED

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Litter Pickers	Establish routes for each Picker/Provide equipment.	NR/PB to meet with pickers and establish routes and equipment requirements	Med	NR/PB	COMPLETED. Rubbish bags to be obtained.
Memorial Plaque	Design and Purchase	Mark Ratcliffe to establish who owns the land and pursue what needs to be done for the PC to either lease or own it	Med	Mark Ratcliffe	OPEN