

KEY TASK MONITOR	AUGUST 2021	CURRENT			
SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Village Car Park	1. Health & Safety. All risk items have been addressed. Lighting installed and insurers accept risk assessment. 2. Payment for electricity 3. Introduce Pay & Display system. To avoid long-term parking and free up space for locals	1. Quarterly risk assessment needs to be completed for April, July, October and January. 2. Separate meter installed. Fish Inn need reimbursing each quarter. 3. Follow up with North Essex Parking Partnership and cost out a scheme.	M M M	CO Clerk NR/ML	Ongoing Ongoing TBA
Church Road Car Park	Resurfacing is needed to allow more and safer parking at that end of the village	Quotations received. Awaiting written permission from H Turtill on behalf of the LoM	M	NR/ML	
Stansted Airport	Noise and impact on village an ongoing concern	Appeal process still in train	M	MB	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	Kings of Essex awarded contract to apply remedies. 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 with Heath Computers and consider alternative arrangements and a “.gov.uk” address	M	Clerk	Ongoing
Village Green Maintenance	Cut village green and verges. Rough cut 3xpa, Heath grass 15xpa,	Contract given to PW May. Monitor.	M	HHPC	Ongoing

	allotment 8xpa playground 8xpa wildlife area 1xpa Maintain the six ponds on the Heath	Contract given to J Kenney. Works postponed until September	M	HHPC	09/21
Emergency Plan	Plan completed but GDPR implications need to be clarified.	Liaise with UDC	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
PCSO	Employ a village PCSO. Costs too high for HHPC to bear alone.	Need to establish what alternatives exist.	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
Allotments	Mend fences.	Quote accepted from Kings of Essex. Fence now completed.	M	SK	Closed
Signage – Pond Lane	Replace multiple signs with an “estate” sign	Waiting a face-to-face meeting with lease holders	M	MB	Open
Village Green – Wooden Posts	Replace and renew posts	Quote agreed with Peter May and task now completed.	M	NR	Closed
Dog Bins	Establish need and locations	Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open
Memorial Plaque	Design and purchase	Mark Radcliffe established ownership of land and obtained permissions	M		Open

FROM JULY OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Hastoe Project – Cox Ley	Although planning consent has been given, there are no published conditions	Lack of planning staff at UDC	L		
The Close	A number of issues and a lack of response from landlord	Review of all issues	M	ML + CO	By 31/07
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
Queens Jubilee Festival	Proposal to hold a Festival to coincide with Queen’s Jubilee celebrations.	Will be discussed at PC meeting in August.	M	HHPC	04/08

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	
Village Hall / Institute	Need to establish HHPC responsibility in respect of these locations.	Review existing lease and legal status and report back to council	M	Clerk	04/08
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	
SpeedWatch Initiative	Is this a practical route for self-help in controlling speeding?	Talk to previous participants and formulate a plan	M	NR	

FROM AUGUST OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Grass cutting, Ragwort, etc.	Some areas of grass cutting have got out of step with need.	Arrange a separate meeting with Peter May to clarify aspects of his contract.	M	NR	
Damaged Posts	Noticed outside Hunters Meet	Contact Peter May about rectification and about improving site lines on A1060/B183	M	ML	
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
Abandoned Kangoo Van	Van abandoned in village car park for three months. Not taxed.	Investigate how to get the vehicle removed.	M	ML	
Memorial benches for RBL	Suggestion of a memorial bench for two past RBL members.	A location and acceptance to be discussed at next HHPC meeting	M	Clerk	01/09
CALL FOR SITES	Deep concerns about implications of UDC's Call for Sites document.	A Working Party is being created which will report back to the Planning Committee and thence to Council.	H	planning	ongoing

KEY TASK MONITOR	AUGUST 2021	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