

KEY TASK MONITOR	OCTOBER 2021	CURRENT			
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
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. 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. Rough cut 3xpa, Heath grass 15xpa, allotment 8xpa playground 8xpa wildlife area 1xpa	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
PCSO	Employ a village PCSO. Costs too high for HHPC to bear alone.	Need to establish what alternatives exist. NC attended a briefing on special constables.	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
Queens Jubilee Festival	Proposal to hold a Festival to coincide with Queen’s Jubilee celebrations.	Will be discussed at PC meeting in September.	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	
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
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
Dawnings/Twinings	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

FROM OCTOBER OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
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
Doctor's appointments	Difficulty in getting one	Situation getting worse, write to prectise	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
Stevenson's No 5 bus service	Spasmodic service	Write to Stevenson's	M	Clerk	Nov 21
Abandoned Kangoo Van	Van abandoned in village car park for three months. Not taxed.	Investigate how to get the vehicle removed.	M	ML	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

KEY TASK MONITOR	OCTOBER 2021	ARCHIVE	
-------------------------	---------------------	----------------	--

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. Fence now completed.	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