

ACTION LIST 2016/17 rev14

This list is of tasks which are in addition to the routine operation of the Council's activities. It is reported to Finance + General Purposes Committee and updated as required.

| Ref | Item | Comments | Target | Stage |
|-----|---------------------------------|---|---|--------------------------|
| | Office systems | | | |
| | On-line banking | Investigate options for alternative banks Proposal to F+GP Confirmed by Council Introduce | July 2015 Dec 2015 Dec 2015 Mar 2016 | In place May 2016 |
| | Paperless planning applications | Introduce projection in planning committees Continue receiving paper applications Cease paper applications (Note: Planning Committee meetings schedule will delay implementation) | New timetable to be agreed | |
| | Staff handbook | Draft Proposal to Gov + Staff Panel Council approval | Late 2016 | |
| | Office storage | Negotiate with VC F+GP approval Licence to be prepared Occupation Install shelving; alter layout | Aug 2015 Dec 2015 Jan 2016 | Approved Occupied |

| Operations: | | | | |
|--------------------|-----------------------------------|--|--|--|
| | Streetlighting upgrade | Planned upgrades Proposal to F+GP Orders to contractors Implementation | June 2015 July 2015 June 2016 | Completed |
| | Parish Plan/Business Plan 2016-21 | Review by Comm Affs Comm Questionnaires prepared Public consultation Draft Plan (Comm Affs Comm) DRAFT for consult Approval by Council FINAL approval by council Publish Final | Dec 2015 17 Mar 2016 24 Mar 2016 28 April 2016 10 May 2016 | Council approved 28 July 2016 |
| | Carparking survey | Undertake survey Report to T+PWG Report to Council Publish results Proposals to Council Analysis Proposals to MSDC | Oct 2015 Oct 2015 Dec 2015 Jan 2016 23 Dec 2015 23 Dec 2015 | July 2016 MSDC progressing 3-hour limit change |

| Projects: | | | | |
|------------------|-------------------|---|---|------------------------------|
| | Pitt Lane upgrade | Prepare designs Consult residents Tender Construction Close Working Group | May 2015 June 2015 July 2015 Sept 2015 Dec 2015 | Works completed 29 Sept 2015 |

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| | South Ave playground | Designs approval | Sept 2015 | Tender report |
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HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

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|--|------------------------------------|---|---|---|
| | | Tender S106 funds available Construction Complete | Oct 2015 Mar 2016 Sep 2016 Mid-Oct 2016 | to F+GP Nov 2015 Completed July 2016 |
| | High Street Scheme | Construction phase | Aug 2015 | Works completed 11 Sept 2015 |
| | Parkland – Highfield Drive | Complete land transfer Receive funds (part 1) (Subject to development progress) Complete COS plan; approval Tender Construction | Late 2016 Late 2016 Early 2017 | |
| | Village Garden | Complete designs Proposal to F+GP Tender Construction Complete | Oct 2015 Jan 2016 Feb 2016 | Works completed Feb 2016 |
| | Parkland – Little Park | Complete land transfer Receive funds (part 1) (Subject to development progress) Complete COS plan; approval Tender Construction | Aug 2016 Aug 2016 | |
| | Streetlight Replacement Scheme | Feasibility report to F+GP Approval in principle by Council Tenders issued Tenders received PWLB loan approval Contract start Contract complete | Oct 2015 Oct 2015 Feb 2016 Apr 2016 Jul 2016 August 2016 Mid Nov 2016 | received approved mobilising |
| | WSCC Building Partnership | Explore options Discussion with WSCC | Nov 2015 ongoing | |
| | Affordable Housing | Explore options Discussions with potential parties Proposals to Council | Jan 2016 ongoing | |
| | Parish Council office | Explore options Proposals to Council | ongoing | |
| | Carpark site | Explore options Recommendations to Working Group Recommendations to Council | June 2016 June 2016 | |
| | Heritage Trail | Design brief Preliminary design Consultation Design Implementation | Aug 2016 Sept 2016 Nov 2016 Early 2017 Min 2017 onwards | |
| | Reeds Lane Rec – play equipment | Feasibility into replacement Added 7 July 2016 | | |

Stephen Hoyles
CLERK TO THE COUNCIL

03 August 2016