ACTION LIST 2017/18 rev23

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. (Shaded areas are completed)

Ref	Item	Comments	Target	Stage
	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	Deferred
	Staff handbook	Draft Proposal to Gov + Staff Panel Council approval	Early 2017	Draft in preparation
	Parkland – Highfield Drive	Complete land transfer Receive funds (part 1) **(Subject to development progress)** Complete COS plan; approval Tender Construction	Early 2017 Early 2017 Early 2017	Awaiting land transfer Tenders received
	Parkland – Little Park	Complete land transfer Receive funds (part 1) **(Subject to development progress)** Complete COS plan; approval Tender Construction	Early 2017 Early 2017	Awaiting land transfer Tenders received
	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 June 2017	received approved mobilising installation
	WSCC Building Partnership	Explore options Discussion with WSCC	Nov 2015 ongoing	Awaiting response from WSCC
	Affordable Housing	Explore options Discussions with potential parties Proposals to Council	Non 2016 ongoing	Awaiting response from Affinity Sutton
	Parish Council office	Explore options Proposals to Council	ongoing	On hold, pending Library changes
	Carpark site	Explore options Recommendations to Working Group Recommendations to Council Request for further investigations – ongoing	June 2016 June 2016 Sept 2016	On hold, pending site options
	Heritage Trail	Design brief Preliminary design Consultation Proposals to Council Design Approvals Funding Implemetation	Aug 2016 Dec 2016 Early 2017 Early 2017 Mid 2017 onwards	
	Reeds Lane Rec – play equipment	Feasibility into replacement Added 7 July 2016		

	Streetscene Improvements	Initial scoping WSCC consultation Proposals to Council Design Approvals Funding Implementation	Dec 2016 Jan 2017 Feb 2017	Designs and specs in preparation
	Replacement Bus Shelters	Replace Willow Way shelter Refurbish War Memorial shelter Investigate Sayers Common n'bound shelter	March 2017 2017/18	Installed April 2017
	Social Media	Install FACEBOOK account	April 2017	Installed April 2017
	Communications	Councillor surgeries	March 2017	Started Mar 2017

COMPLETED ITEMS

Ref	Item	Comments	Target	Stage
	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
	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
	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 Parish ACTION 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 Prepare schedule of actions Consider by Strat Pol WG Approval by Council	 Dec 2015 17 Mar 2016 24 Mar 2016 28 April 2016 10 May 2016 Sept 2016 Late 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 Implementation of 3-hour by MSDC	Oct 2015 Oct 2015 Dec 2015 Jan 2016 23 Dec 2015 23 Dec 2015 Late 2016	 July 2016 MSDC progressing 3-hour limit change
	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
	South Ave playground	Designs approval Tender S106 funds available	Sept 2015 Oct 2015 Mar 2016	Tender report to F+GP Nov 2015

		Construction Complete	Sep 2016 Mid-Oct 2016	Completed July 2016
	High Street Scheme	Construction phase	Aug 2015	Works completed 11 Sept 2015
	Village Garden	Complete designs Proposal to F+GP Tender Construction Complete	 Oct 2015 Jan 2016 Feb 2016	 Works completed Feb 2016

Stephen Hoyles
CLERK TO THE COUNCIL 30 May 2017