

**ACTION LIST 2017/18 rev24**

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 <b>(Note: Planning Committee meetings schedule will delay implementation)</b>	May 2018	Proposals to be prepared
	Staff handbook	Draft Proposal to Gov + Staff Panel Council approval	Late 2017	Draft in preparation
	Hurst Meadows – Highfield Drive	Complete land transfer Preparatory works  Open to public	Early 2017 Early 2017  Late 2017	Land acquired Funds received Prep works in hand
	Hurst Meadows – Little Park	Complete land transfer Receive funds (part 1) <b>(Subject to development progress)</b> Complete COS plan; approval Tender Construction	Early 2017   Late 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	Deferred
	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	Pre-feasibility Early 2018	
	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 Implementation	Mid 2018	Sketch design
	Reeds Lane Rec – play equipment	Feasibility into replacement Added 7 July 2016		On hold pending planning decisions.

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Streetscene Improvements	Initial scoping WSCC consultation Proposals to Council Design Approvals Funding Implementation	Dec 2016 Jan 2017 Late 2017  Implement spring 2018	Designs and specs in preparation Contract packs being prepared Licences being obtained
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

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	South Ave playground	Designs approval Tender S106 funds available Construction Complete	Sept 2015 Oct 2015 Mar 2016 Sep 2016 Mid-Oct 2016	Tender report to F+GP Nov 2015 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

5 October 2017

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