

ACTION LIST 2017/18 rev26

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 |
|-----|--|---|---|---|
| 2 | Staff handbook | Draft Proposal to Gov + Staff Panel Council approval | Early 2018 | Draft in preparation |
| 4 | Hurst Meadows – Little Park | Complete land transfer Receive funds (part 1) Complete COS plan; approval Tender Construction | Early 2017 Late 2017/early 2018 | land transfer (exc woodland) 8 Jan 2018 Preparatory works contract (2) awarded |
| 5 | 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 End 2017 | Installation 98% complete |
| 8 | Parish Council office and meeting room | Explore options Proposals to Council | Pre-feasibility 2018/19 | Not started |
| 9 | 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 |
| 10 | Heritage Trail | Design brief Preliminary design Consultation Proposals to Council Design Approvals Funding Implementation | Mid 2018 Late 2018 | Sketch design |
| 11 | Reeds Lane Rec – play equipment | Feasibility into replacement Added 7 July 2016 Implementation | 2018/19 | Proposals for consultation to council March 2018 |
| 13 | Streetscene Improvements | Initial scoping WSCC consultation Proposals to Council Design Approvals Funding Implementation | Dec 2016 Jan 2018 Late 2017 Implement spring 2018 | Designs and specs complete Council approved. Modified contract in preparation |
| 14 | Replacement Bus Shelters | Replace Willow Way shelter Refurbish War Memorial shelter Investigate Sayers Common n'bound shelter | March 2017 2017/18 | Installed April 2017 Sayers Common- approval being sought |
| 17 | Gateways | Scoping report/ sketch proposals Consultation, designs WSCC approvals Tenders Implementation | 2018/19 Mid 2019 | Proposals to council March 2018 |
| 18 | Cemetery review | Options Report to Council | Early 2018 | Initial scoping |

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

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|----|-------------------------------|-------------------------------------|---------|--|
| 19 | Sayers Common streetscene | Options Report to Council | 2018/19 | Not started |
| 20 | Cycle paths network | Scoping Options Consultations | | Working Group established |
| 21 | Court Bushes Community Hub | Scoping Options Consultations | 2018/19 | Working Group established Initial negotiations with MSDC |

COMPLETED ITEMS

| Ref | Item | Comments | Target | Stage |
|-----|---|--|--|---|
| 16 | Communications | Councillor surgeries | March 2017 To be reviewed early 2018 | Started Mar 2017 Reviewed. Joint WSCC/MSDC surgeries started Feb 2018 |
| 3 | Hurst Meadows – Highfield Drive | Complete land transfer Preparatory works Open to public | Early 2017 Early 2017 Late 2017 | Land acquired Funds received Prep works complete. Open to public December 2017. |
| 1 | Paperless planning applications | Introduce projection in planning committees Continue receiving paper applications Cease paper applications | Mar 2018 | Proposals prepared and approved. Trial 4 Jan 2018 COMPLETED Jan 2018 |
| 6 | WSCC Building Partnership | Explore options Discussion with WSCC | Nov 2015 ongoing | Deferred |
| 7 | Affordable Housing | Explore options Discussions with potential parties Proposals to Council | Non 2016 ongoing | Awaiting response from Affinity Sutton No further action |
| | 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 |

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|----|----------------------|---|---|--|
| | 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 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 |
| 15 | Social Media | Install FACEBOOK account | April 2017 | Installed April 2017 |

Stephen Hoyles
CLERK TO THE COUNCIL

1 March 2018