

**ACTION LIST 2018/19 rev34**

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
4	Hurst Meadows –	Complete land transfer  Woodland transfer  Woodland enabling works  Marchants Road access boardwalk	Early 2017  Late 2017/early 2018  Dec 2018  Spring 2019  Dec 2018 March 2019 Spring 2019 Autumn 2019	land transfer (exc woodland) 8 Jan 2018  Preparatory works contracts (1) and (2) completed  Graphic Map first stage complete  Completed  Design  Design completed Planning application Pre-app meeting Approval Construction
2	Staff handbook	Draft Proposal to Gov + Staff Panel Council approval	2019	Draft prepared Placed on hold, prioritising other tasks
8	Parish Council office and meeting room	Explore options Proposals to Council	Pre-feasibility 2019/20	Initial brief being prepared WSCC Estates advised Awaiting WSCC response
10	Heritage Trail	Design brief Preliminary design Consultation Proposals to Council Design Approvals Funding Implementation	Mid 2018	Sketch design Placed on hold, prioritising other tasks
11	Reeds Lane Rec – play equipment	Feasibility into replacement Added 7 July 2016 Implementation	2019/20	Initial feasibility in hand Consultation complete Working Group formed  Designs + Specs Obtaining indicative equipment types Awaiting clarification on s106 funding
14	Replacement Bus Shelters	Replace Willow Way shelter Refurbish War Memorial shelter Investigate Sayers Common n'bound shelter	March 2017  2017/18  2019/20	Installed April 2017    Sayers Common- approval being sought.
17	Gateways	Scoping report/ sketch proposals Consultation, designs WSCC approvals Tenders Implementation	2018/19    Install Jan 2019	Proposals to council March 2018 Consultations complete Detailed design and contract preparation complete. Supply contract awarded Contract completed Additional twinning signs for Sayers Common ordered.

# HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

18	Cemetery review	Options Report to Council	2018/19	Initial scoping
19	Sayers Common streetscene	Options Report to Council	2018/19 Early 2019	Awaiting grant application for trees from SC Village Society  Trees ordered
20	Cycle paths network	Scoping Options Consultations		Working Group established Networks being drafted
21	Court Bushes Community Hub	Scoping Options Consultations Opening	2018/19 May 2019	Working Group established Detail negotiations with MSDC complete. Building complete External works to be installed
22	Village Centre Management	HVCA trustees preparing to offer Parish council as trustee.  Transfer	Spring 2019  1 April 2019	Council has agreed in principle but detailed proposals to be confirmed and approved. Transfer approved  Operational management start
23	Latchetts Lane	Drainage and surface	2019	Partner with WSCC

## COMPLETED ITEMS

Ref	Item	Comments	Target	Stage
16	Communications	Councillor surgeries	March 2017 To be reviewed early 2018	Started Mar 2017 Revised. 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	Aug 2015	Approved

# HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

		Occupation Install shelving; alter layout	Dec 2015 Jan 2016	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 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
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.  Work cancelled by Council, March 2018
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

HURSTPIERPOINT  SAYERS COMMON  
PARISH COUNCIL

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	Completed April 2018
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	Completed April 2018

Stephen Hoyles  
CLERK TO THE COUNCIL

20 June 2019