

Report Item: 23.019 ACTION LIST

This report lists the Actions on Officers and Councillors that are outstanding from previous meetings of Laverstock and Ford Parish Council.

Following discussion at Council meetings requests are made to officers and councillors to follow up, investigate and implement the instructions of the Council. The requests are listed as an Action on that person.

When the Action has been completed and reported to the Council the Action is closed.

Some Actions arise from Exempt Business i.e. when the press and public have been excluded from the meeting because of the confidential nature of the business being discussed. These Actions are not included in this report.

The list of Actions that remain open are below.

Councillors and Officers should note the content of the Action List and report completion or progress with the Action.

LAVERSTOCK & FORD PARISH COUNCIL MTG - ACTIONS

as at the issue of the draft minutes for Full Council meeting 8th February 2023, FGP 6th February, Personnel 31st January, CCE 3rd November, Operations 24th November

plus current situation as at 18th February 2023

Action No	Date of Mtg	Action	Action by	Status	Date closed	Remarks
PC197	Jun-16	Set up meeting to discuss possibility of transfer of HP Pavilion to Parish.	Chairman	Open		Meeting held with owner and Trustee of Pavilion to discuss options. Chairman to produce notes and arrange meeting of Cllrs on way forward. To be discussed at meeting on 31 Oct 2016. Further meeting required. A draft paper had been circulated to Cllrs containing options for transfer. On hold awaiting determination of linked Planning Application. Target date for determination now 31 Aug 17. Target date passed and still no determination. New target date 30 May as developer is attempting to get this site added to the draft WC Housing Site Allocation DPD which will go to Cabinet in May. Target date slipped for determination has slipped again to 28 Feb 2019. See also PC304. Further slip to target date - now 31 Mar 2020. Application still waiting to be determined. Last PC submission dated 26 Mar 20 send to agents by WC. Legal discussions between WC and developer still continuing. Determination awaited. Planning permission has been granted but no mention of Pavilion in Farmyard S106. Wiltshire Councils current lease on the Pavilion will expire early 2023. Meetings held with Pavilion owner and Wiltshire Council. Parish Council will be passed copies of surveys done to assess condition and likely financial liability of the building. Surveys received and proposals to be discussed at Sept 22 meeting. Meeting between owner, Chair, Clerk and RFO held 27th September. Report on expected financial liability Full Council Nov 22. Current situation: Advice requested from solicitors on proposed heads of terms.
PC342	Aug-20	Follow up with WC : transfer of play parks and land to PC, Highways enforcement action re The Oakbourns and Oldfield Rd.	Parish Clerk	Open		WC Highways and Property refused to take responsibility for opening the access points. Their solution is for the Parish Council to take ownership of the buffer land and to open them ourselves. Transfers completed 4/2/22. Play Areas at St Judes, Drake Close Sycamore Drive and Partridge Way are not on land transferred - we are taking over management only of these. Partridge Way and St Judes works completed Oct 21. Recommendation for contractor St Peters and St Lukes Play Areas approved Nov 22 Full Council. Current situation: Quotes for Drake Close to be discussed. Tender document issued for Sycamore Drive. Works at St Peters and St Lukes due to start early March. The Oakbourns to be opened when WC Highways confirm steps cleared. Oldfield Road opened end Jan. Further possible access in St Teresas under investigation.
PC349	Mar-21	Investigate possible provision of Allotments	Operations Officer/Deputy Clerk	Open		Current situation: Deputy Clerk is investigating possible sites. Community Infrastructure Levy from Longhedge may be available to assist funding. Devenish Bradshaw Trust have expressed an interest. Land Trust are progressing options for allotments on Country Park.
OPS356	Jul-21	Tree Management Policy	Operations Officer	Open		Current situation: Consultant conducting zoning exercise of trees in Feb 23. Once complete this will form part of updated Tree Policy in conjunction with IM
PER363	Aug-21	Staff Appraisal Plan	Cllr Tucker	Open		Current situation: Clerk has prepared procedure and documents reviewed following staff reviews. Clerk to update following feedback at Personnel Committee and present for adoption March 23
FGP366	Sep-21	Longhedge Football Pitch	Clerk	Open		The Clerk has contacted Wiltshire Council for their view on Vistry proposal to transfer ownership to the management company. At all party meeting on 21st October, was some interest from local residents in the pitch, but Wiltshire FA indicated they were unaware of any clubs that would wish to take it on. Residents felt that a multipurpose community building would be of more value than dedicated changing rooms. Meeting held with Vistry January 2022. Vistry to present plans on alternative designs for the building, including a possible extension. Vistry have stated plans will not be changed and suggest PC fund the construction of an additional building for a meeting room. Waiting confirmation of Pitch maintenance funds from WC/Vistry. Chased 23/9 and 13/10. Site meeting on 16/11 where Vistry confirm they are still investigating. Current situation: Waiting for Vistry to confirm maintenance funds for pitch.
OPS370	Sep-21	Use of Old Sarum Youth and Adult Offsite Recreation Fund	Operations Officer/Deputy Clerk	Open		Officers will investigate a possible location for a MUGA/Ball Court and obtain a quote for ground stabilisation for the banks at the skatepark. First estimate received for MUGA £68K. Funding available £41K. Investigations continuing into additional sources of funding and spec for the MUGA. Current situation: Nov 22 Vistry have been asked to consider deed of variation to allow Youth and Adult Recreation Contribution from 19/00537/FUL of £29K to be used for MUGA at Norman Drive
FGP374	Dec-21	Produce forecast of requirement for Asset Replacement Funds	erk/RFO/Operations Officer	Open		Current situation: following Budget discussions a more detailed programme of forecast call on the Asset Replacement Fund to be produced, including allowance for inflation.
PC381	Apr-22	Mobile Coverage Old Sarum/Longhedge	Clerk	Open		Current Situation: Chair has written directly to supplier and Cabinet Member
FGP382	May-22	Produce Timeline of Maintenance Funds that will be held allowing for the schedule of draw down	RFO	Open		Current situation: in progress in conjunction with FGP374
CCE384	Jul-22	Communications Policy/Safeguarding and Child Protection Policy	CCEO/Councillors	Closed	18/02/2023	Current situation: Communications Policy adopted. Child Protection Policy presented Feb 23 Closed.
FGP396	Nov-22	VAT on Hall Hire	RFO	Open		Current situation: Report from Parkinson Partnership received and being discussed.
CCE399	Nov-22	Meeting regarding CHCP issues	CCEO	Open		Current situation: liability for assets discussed at last liaison meeting. Waiting update from Land Trust
PC402	Dec-22	Update Risk Assessments for bodies of water on PC land	Clerk	Open		Current situation: handover of areas at Longhedge not yet progressed. Whitebridge to be assessed.
PC403	Jan-23	ASB Old Sarum	Clerk	Open		Current situation: Clerk has written to Wiltshire Community Safety Partnership, Local Police Team and Wiltshire Cllr - awaiting updates