

Open Spaces & Highways Committee Action Plan Tracker 2022 – 2023

Appendix 14d

At the May 2022 Committee meeting the Deputy clerk agreed to progress the implementation of an Action Plan tracker for the Committee similar to one used within the Facilities and Events Committee. For consistency, the trackers used across committees (and eventually Council) should be consistent.

The Deputy Clerk liaised with the Business Administrator ('Clerk' to the F&E Committee) to adopt the same. Attached with this note is the proposed tracker to be adopted by this Committee for Council Year 2022/23. The actions / resolutions for the 1st OS&H Meeting for the year have been replicated in this tracker.

Looking at Meeting Schedule, the Deputy Clerk recommends the following process:

The tracker to be updated in conjunction with the productions of the minutes and made available within 7 days of the meeting (Committee meetings are scheduled for the 4th Wednesday of every month) via SharePoint

The tracker will be updated by the Deputy Clerk with progress made the end of that month and make available by the 1st of the next month

The tracker will be further updated in preparation for the Committee meeting on the 4th Wednesday of the month

E.g.

Deputy clerk to:

- update tracker following the 27th July Committee meeting with new actions / resolutions and issue via SharePoint by 3rd August
- update tracker and issue via SharePoint by 1st September
- update tracker in time for issue for the Agenda and papers on 15th September in time for 21st September meeting
- update tracker following the 21st September Committee meeting with new actions / resolutions and issue via SharePoint by 5th October

Next Steps

Deputy Clerk to:

Adopt process and create a tracker in the agreed format for the Council Year 2021/22 and issue via SharePoint

Jeremy Day
Deputy Clerk
July 2022

Open Spaces & Highways Committee Action Plan 2022 - 2023

Date of Meeting	Minute Number & Agenda Item	Action / Resolution	Progress / Status Updates	Status
25/05/2022	040/22 Iver Rec Ground Path	Deputy Clerk to continue to progress the obtaining of quotes	In Progress – update to July Committee Meeting	
25/05/2022	042/22 Wooden Planters	Deputy Clerk to progress the re-allocation of the 8 rectangular planters based on a H&S assessment	The planters given the height were not safe to be standalone or suitable for schools allocation. Based on this 4 planters were joined together and located outside 45b office and 4 at the entrance to Iver Rec secured to fencing in time for the Jubilee weekend.	
25/05/2022	044/22 Masonry Wall – Iver Rec Car Park	Deputy Clerk to contact Historic Building Officer at Bucks to seek advice and seek advise from a Structural Engineer	In Progress. Contact made with Bucks and Deputy clerk seeking out potential Structural Engineers for advice and will bring back to future OS&H.	
25/05/2022	045/22 Community Safety – Safer Streets & Paths	Cllr Beary to progress the development of a survey for use within the Parish	In Progress	
25/05/2022	049/22 Recreation Ground Survey	Cllr Cook to progress the Teams survey working with the office to get out to the community via the website with paper copies available for part of the community	In Progress	
25/05/2022	050/22 Electric Charging Points	Item to be presented to Council	In Progress – presented to Council for funding agreement on 18 th July 2022.	
25/05/2022	051/22 Anti-Social Behaviour at Iver Heath Rec Ground	Deputy Clerk to seek costings for regular patrol with dogs. A previous company used to be contacted.	In Progress – Deputy Clerk to update OS&H on 27 th July	
25/05/2022	051/22 Anti-social Behaviour at Iver Heath Rec Ground	Parish Council should look at behavioural campaigns involving local schools producing targeted designs posters.	Task and roles to be determined	
25/05/2022	053/22	Deputy Clerk to liaise with the family the suggestion of a donation towards the cost of boundary hedging as per agreement in March 2022 -	Contact made & donation received	

	Deputy Clerk's Update (Shrubbery outside 45b Office)			
25/05/2022	056/22 Website / Press Recreation Ground Survey	Deputy Clerk to liaise with Administrator to get the Rec Ground Usage Survey form onto the website in conjunction with Cllr Cook.	Deputy Clerk liaised with Administrator. To be progressed in line with point above at minute 049/22	
25/05/2022	056/22 Website / Press Recreation Ground Survey	Anti-social behaviour at Recreation Grounds	A post was added to website and it has been built upon as the matter has worsened	

Key

To do / Ongoing	
Complete	
Not proceeding	