

FORWARD PLAN - BHPC							
1 April 2020 to 31 March 2021				UPDATED 25/09/2020			
Risk Level (RAG)							
	Item experiencing a problem that is causing delay in delivery.		Item either experiencing a problem encountered that, while disruptive, is producing medium risk to delivery or subject to influences beyond BHPC control.				Item on schedule with low risk on delivery.
PROJECTS							
Meeting Date	Delegation	ITEM and RAG Status	Task	Task Completion Target Date	Action by	Comments	
22/10/2015	R&C	Management Agreement for Allotments	Draft document to Full Council	30/05/2019	FC	Signed and sealed 21/07/2020	
07/02/2019	R&C	Planters	Discuss extension of planter provision with shopkeepers of Station Way and Lower Queens Road	09/05/2019	Cllr Forker-Clark	Proposal planned to R&C January 2020. No report. Deferred to May 2020. Ongoing	
14/02/2019	FC EO	Library Strategy consultation	Submit EOI		Clerk	Council agreed to set terms of reference for working party after C19 restrictions lifted	
07/03/2019	F&E	Halls Development project	Valuation of the Woollard Centre for potential disposal and the latest position with regard to Essex CC		Clerk/AC/Professional Report		
07/03/2019	F&E	Halls Development project	Review of covenants on both halls		Clerk/AC/Professional Report	Completed	
07/03/2019	F&E	Halls Development project	Detailed proposals for the use/proposed uses of the hall		Clerk/AC/Professional Report	Feasibility Study	
07/03/2019	F&E	Halls Development project	Business model - how would see it working, overall general project plan, timing of elements		Clerk/AC/Professional Report	Feasibility Study	
07/03/2019	F&E	Halls Development project	Detailed cash flow forecasts		Clerk/AC/Professional Report	Feasibility Study	
07/03/2019	F&E	Halls Development project	The above to be achieved by formal instructions for professional reports. Should the professional fees exceed £5000, additional expenditure to be agreed by the Clerk and the Chairman of this committee.		Clerk/AC/Professional Report	Professional Fees budget is £10k 2020/2021	
28/03/2019	FC	Library Strategy consultation	Develop Business case in response to Information document from ECC		Working Group	Council agreed to establish working group and open comms with other EOI parties	
09/05/2019	R&C	Councillor emails	Councillors to have parish council emails		Clerk	Cost received and subsequent to discussion with Chair, progression deferred	
23/05/2019	NP	Neighbourhood Plan	Recommend a design statement to FC		NP led by Cllr Williamson	in progress	
25/07/2019	FC	Night time street lights	Progress quotation for lights to be turned back on in all roads Friday and Saturday night between the hours of 1am and 5 am for a duration of twelve months, after this period the re-introduction would be reviewed		Clerk	ECC advised cannot be achieved. November 2019 - full council agenda item. With Cty Cllr Metcalfe.	
23/01/2020	PC	Job Descriptions	Review the job descriptions and person specifications for each role within the Parish Office and create performance indicators for each going forward.		Clerk	Completed presented to Personnel Committee 02/07/20	

23/01/2020	FC	Library EOI	Councillors agreed to meet to review the Information pack and consider completing the readiness questionnaire		Councillors	Working party to progress. 16/07/20 indicated after C-19 restrictions lifted
23/01/2020	FC	Flytipping	Refer concern to Community Safety Officer at EFDC and request presentation of flytipping management		Clerk	EFDC Senior Environmental Enforcement Officer reported to FC 02/07/2020
30/01/2020	RC	Playground Equipment	To remove and replace the hut at Kings Place		Clerk	scheduled for 5th Oct 2020
30/01/2020	RC	Playground Equipment	To select a piece of new replacement equipment from options provided. To consult with local pre-school children to make this selection. Furthermore to create a list of priority new equipment from a selection offered.		Clerk	Completed
30/01/2020	RC	Playground Equipment	To replace, when worn, two of the swings with a new bucket swing at Roding Valley		Clerk	
30/01/2020	RC	Playground Equipment	To introduce a new aerial slide adjacent to the MUGA subject to agreement with the EFDC		Clerk	fact finding meeting scheduled 30/09/20
30/01/2020	RC	Playground Equipment	To develop a new playground at Hornbeam Road following the completion of the housing development and subject to agreement with the EFDC. The focus of this new design to be natural play.		Clerk	fact finding meeting scheduled 30/09/20
30/01/2020	RC	Playground Equipment	To continue to search for a suitable new location for an outdoor gym		Clerk/Councillors	
30/01/2020	RC	Bus Stop Albert Road	To request TFL to install of a new shelter at the Bus stop in front of Buckhurst Court.		Clerk	Requested made to LHP via Cty Cllr Metcalfe
13/02/2020	PE	Special Area of Conservation	To receive a map of the Exclusion Zone for the Epping Forest Special Area of Conservation		Clerk	
21/02/2020	RC	Parish Magazine	Collate copy for Summer edition of parish magazine		Clerk/Councillors	Completed
14/05/2020	FC	Library	To hold an Extraordinary meeting specifically to discuss the way forward for the EOI and specifically to agree the terms of reference for the Library Working Party		Clerk/Councillors	on hold until public meetings can commence
14/05/2020	FC	Halls Development project	To progress with the recommended workstreams from the Feasibility Study		Clerk/Councillors	
28/05/2020	R&C	Website	Review its content and provide improvement recommendations for the Clerk to action		Councillors	ongoing
28/05/2020	R&C	Website	Add a section onto the website about the Planning, the role of the Planning and Environment Committee and how residents could become more informed about process and public participation. Cllr Williamson offered to write this section.		Cllr Williamson	
28/05/2020	R&C	General Amenities	Concern for footway trees as a general amenity, their loss and removal without replacement. Vice Chair agreed to write a letter of concern to EFDC on this topic.		Cllr Forker-Clark	

04/06/2020	AC	Halls Development project	Design development – the preparation and development of outline designs and costings to RIBA stage 2 (architect) to enable the detailed business case and business plan to be prepared (feasibility consultant)		Consultant	
04/06/2020	AC	Halls Development project	Detailed business case and plan for the facility – development of the detailed business plan and preparation of the programme and operation. (consultant)		Consultant	
04/06/2020	AC	Halls Development project	Progress with preparation of funding applications and submission of funding bids to support the design development. (consultant)		Consultant	
02/07/2020	PC	Performance Development Appraisals	It was agreed the Clerk would hold a team building meeting and performance development appraisals once all the team were able to return physically to the same working space.		Parish officers	
02/07/2020	PC	Contract hours	The Clerk was requested to provide a summary schedule of contract hours for all staff.		Clerk/RFO	Completed
02/07/2020	PC	Local Councils Award	Members would like to receive information on the Quality Council Award		Clerk/Councillors	Completed
02/07/2020	PC/AC	Halls repairs and maintenance	It was suggested a walk around both halls by members would be useful to prioritise repair and maintenance works.		Clerk/Councillors	
02/07/2020	P&E	Local Highways Panels	To seek guidance and advice in respect of traffic issues in Princes Rd, Roebuck Lane		Clerk/Councillors	Completed
02/07/2020	RC	Community Events	To 'push forward' events from the autumn to spring as it was anticipated group gatherings may not be possible by autumn. However if the current pandemic crisis improved the usual events and timings would be considered		Councillors	
16/07/2020	FC	Full Council	ECC Locality Fund – ideas are requested for potential new schemes to be submitted to Cty Cllr Metcalfe		Councillors	
16/07/2020	FC	Full Council	It was agreed the Clerk will collate and provide a list of priority issues and areas for the PCSO to focus his patrols around.		Clerk/Councillors	Completed
24/09/2020	RC	Christmas events/activities	Councillors proposed and agreed that all Christmas planning and usual activities must be executed sensitively and with consideration to the unprecedented situation of the pandemic.			
24/09/2020	RC	Website	Members requested businesses to be added to the website using the Buckhurst Hill Village Forum.			
24/09/2020	RC	Website	Add the agendas for meetings to the events section.			
24/09/2020	RC	Website	Media releases to be added to the website			

24/09/2020	RC	Covid 19 Memorial	Councillors gave UNANIMOUS support to the idea of a memorial for the lost lives from the pandemic			
24/09/2020	RC	Covid 19 Memorial	set up a working party to progress			
ROUTINE TASKS						
	Delegation	ITEM and RAG Status	Task	Task Completion Target Date	Action by	Comments
	Annual Council	Meeting Calendar for new civic year	agree dates	May-20	Clerk	Completed
	Annual Council	Review Inventory of Assets	schedule of assets photograph and present to Council	May-20	RFO	Completed
	Annual Council	Chair and vice chair	Seek nominations for Chair & Vice Chair prior to Annual Council meeting	May-20	Chair	Completed
		Annual Parish Meeting	arrange meeting including speakers	May-20	Chair	not possible due to C-19
	FC	Approve year end accounts		May-20	FC	Completed
	Annual Council	Delegation arrangements	review arrangements for committees	May-20	Clerk/FC	Completed
	Annual Council	Terms of reference	agree TOR for committees	May-20	Clerk/FC	Completed
	Annual Council	Receive nominations to committee	appointment of committee members	May-20	Clerk/FC	Completed
	Annual Council	Financial Regulations	Review and adopt revised financial regulations	May-20	FC	Completed Nov 2019
		Review arrangements with other Local Authorities	review		Clerk	Completed
		Review of Council's and employees membership of other bodies	review		Clerk	Completed
		Review Complaints procedure	review		Clerk	Completed
		Review FOI and Data Protection Policy	review		Clerk	Completed
		Review Press Policy	review		Clerk	Completed
	FC	Final approval and budget and precept decision	Agenda for FC	Jan-21	Clerk	in progress
	R&C	Parish Magazine Summer 2020	Closing date for copy	10/07/2020	Clerk	Completed
	R&C	Police Special Constable	Advertise in Parish magazine and website	10/07/2020	Clerk	Not completed
	R&C	Parish Magazine Summer 2020	Articles to designer/typesetter.	24/07/2020	Clerk	Completed
	R&C	Parish Magazine Summer 2020	Final proof to printer	31/07/2020	Clerk	Completed
	R&C	Parish Magazine Summer 2020	Delivery	17/08/2020	Clerk	Completed
	R&C	Recreation Areas Annual Inspection report	Receive and Review Annual Report	May-20	R&C	Completed
	R&C	Illuminated Trees and Motifs	Decide upon theme	Sep-20	R&C	Completed
	R&C	Illuminated Trees and Motifs	Send paperwork to Essex Highways	Sep-20	R&C	Completed
	R&C	Christmas Card Competition	Theme to be decided	Oct-20	Clerk	in progress
	R&C	Parish Magazine Winter 2020	Closing date for copy	12/10/2020	Clerk	Completed
	R&C	Parish Magazine Winter 2020	Articles to designer/typesetter.	19/10/2020	Clerk	Completed
	R&C	Parish Magazine Winter 2020	Final proof to printer	01/11/2020	Clerk	Completed
	R&C	Review risks and consider for budget 2021/22		01/10/2020	Clerk/RFO	Completed
	F&E	Draft budget review		Nov-20	RFO	Completed
	F&E	Interim audit		Nov-20	RFO	
	F&E	Review risks and consider for budget 2021/22		Nov-20	RFO	Completed
	R&C	Review allotment charges		Nov-20		

	R&C	Receive allotment accounts		Nov-20		
	R&C	Review fees and charges for halls		Nov-20		
	R&C	Display Poppies on Lampposts	Commemoration of Armistice Day	Nov-20	R&C	Completed
	R&C	Parish Magazine Winter 2020	Delivery	12/11/2020	Clerk	Completed
	R&C	Christmas Tree Light up	create event around light up	Dec-20	R&C	
	R&C	Christmas Parcels	Compile list, decide gift, distribute to residents	Dec-20	R&C	
	R&C	Christmas on Queens Road	TBC	04/12/2020	R&C	
	F&E	Budget and Precept 2021/22	Final round draft proposals reviewed	Jan-21	F&E	
	F&E	Budget and Precept 2021/22	Submission to Full Council	Jan-21	Full Council	
	F&E	Budget and Precept 2021/22	Submission to EF-DC	Jan-21	Full Council	
	F&E	Insurance	Annual Review of provider, schedule and renewal price	Feb-21	RFO	
	FC	Risk Management	Review update and agree Risk Register	Feb-21	RFO	
	R&C	Village Green	Review of grass cutting arrangement	Feb-21	R&C	
	R&C	Parish Magazine Spring 2021	Closing date for copy	14/02/2021	Clerk	
	R&C	Parish Magazine Spring 2021	Articles to designer/typesetter.	21/02/2021	Clerk	
	R&C	Memory Café	Review and consider future support of memory café	Mar-21	Clerk	
	R&C	Parish Magazine Spring 2021	Final proof to printer	06/03/2020	Clerk	
	R&C	Parish Magazine Spring 2021	Delivery	20/03/2020	Clerk	
	F&E	Final internal audit for the year		May-21	RFO	
	FC	Standing Orders	Review and agree standing orders	May-21	Clerk	
	F&E	Budget and Precept 2021/22	1st Round proposals drafted	Autumn 2020	Clerk/RFO	
	F&E	Budget and Precept 2021/22	1st Round draft proposals reviewed	Autumn 2020	F&E	
	F&E	Budget and Precept 2021/22	Final round proposals drafted	Autumn 2020	Clerk/RFO	
	R&C	Planters	Renew in Queens Road for new season	Autumn 2020	Clerk/Planter provider	
	R&C	Planters	Renew in Queens Road for new season	Spring 2021	Clerk/Planter provider	