



NON-CONFIDENTIAL

Meeting	Community Services Committee
Date	13 January 2020
Report by	Carl Cheevers – Town Clerk Jane Juby – Central Services Officer
Report title	Forward Planner and Resolution Tracker 2019/20
Business Plan theme	High Quality Governance

1. Purpose of the report

- 1.1 This report presents to the Community Services Committee the Forward Planner and Resolution Tracker for 2019/20.

2. Recommendation

- 2.1 The Committee is asked to:

2.1.1 Note and approve, subject to any comments or amendments, the Forward Planner attached at Appendix A.

2.1.2 Note the Resolution Tracker attached at Appendix B and approve the removal of those resolutions marked complete.

3. Background information

- 3.1 The Forward Planner sets out the work programme for the Committee over the 2019/20 Municipal Year, enabling the Committee to ensure it considers all planned items of business at the appropriate time.

- 3.2 The Resolution Tracker sets out the actions resulting from resolutions made at previous meetings during the Municipal Year 2019/20 and confirms if these are ongoing or completed. It therefore provides the Committee with an update on progress against work programme items and projects.

4. Resource implications

- 4.1 None.

5. Other implications

Other Implications	Comment
Legal	None
Environment and biodiversity	None
Crime and Disorder	None
Risk/Health & Safety	None

6. Appendices

- Appendix A – Community Services Committee Forward Planner 2019/20**
- Appendix B – Community Services Committee Resolution Tracker 2019/20**

APPENDIX A**COMMUNITY SERVICES COMMITTEE
FORWARD PLANNER 2019/20**

Agenda item	Purpose	Lead Officer
18 March 2020		
Budgetary Control 19/20	Note progress against the budget	Paul Smith
Commons & Greens Management Plans	Note the progress against the Management Plans for 2019/20	Phil Wright
Sensory Garden Redesign	Consider plans for redesign.	Sarah Brimley
Fountain Area Outside Pizza Express	Review options for the future use of the space	Sarah Brimley
Harpenden Common Nature Trail	Approve nature trail	Karen Poore
Public Space Improvements	Approve draft action plan.	Carl Cheevers
Concourse Trading Arrangements*	Consider trading arrangements	Phil Wright
Review of Lydekker Car Park Parking Charges	Review parking charges.	Carl Cheevers

* Denotes item will be considered under exempt business

APPENDIX B

COMMUNITY SERVICES COMMITTEE – RESOLUTION TRACKER

Meeting Date : 15 January 2020

No	Area of work	Resolution	Committee Date / Minute Ref	Completion Target	Lead Officer Initials	Progress
1.	Appointment of Contractor for Harpenden Floral Displays (Exempt Business)	(i) Approve the appointment of the recommended Contractor for the basic works; (ii) Approve the contracting of additional rail planters, subject to securing necessary Highways permissions.	19/06/2019 8.1		PW	In progress. We are waiting further information from licencing as to whether we can install rail planters.
2.	Commons & Greens Byelaws	(i) Approve the amendments highlighted in green following the public consultation (Appendix B) and approve the revised timescales against the outlined actions tabled within paragraph 3.4. (ii) Remove the reference to 'cricket' in the Byelaws section concerning Ball Games (Part 4, 17).	18/9/19 15.5		SB	Complete. Byelaws were submitted to SoS for consideration. Government has confirmed these will be reviewed post General Election.

No	Area of work	Resolution	Committee Date / Minute Ref	Completion Target	Lead Officer Initials	Progress
3.	Outstanding Tree Issues – Sooty Bark Disease	<ul style="list-style-type: none"> (i) Keep a watching brief on the trees impacted by Sooty Bark Disease; (ii) Remove those trees situated by roadsides likely to present the highest risks; and (iii) Engage with the residents whose trees are also affected. 	18/9/19 15.7		CC	In progress. Works on trees in high risk parts to be carried out in early 2020. We have engaged with residents and held various site meetings to increase awareness. We will carry out further engagement in January when the works are complete.
4.	Lydekker Park Signage Replacement	<ul style="list-style-type: none"> (i) Approve the design of the proposed new signage for Lydekker Park. (ii) Approve the release of earmarked reserves as set out in paragraph 4.1 of the report. (iii) Approve the proposed natural wooden style of signs with the Harpenden Town Council coloured shield as the Town Council's brand style of design going forward. 	20.11.19 22.7		KP	In progress Order placed. Work expected to take place late February.
5.	Harpenden Town Council Asbestos Management Plan	Approve the Harpenden Town Council Asbestos Management Plan at Appendix A of the report.	20.11.19 22.9		PW	Complete - Plan circulated to all staff.

No	Area of work	Resolution	Committee Date / Minute Ref	Completion Target	Lead Officer Initials	Progress
6.	Request for Memorial Bench Plaque	Approve that a memorial plaque for Ian Fulton can be provided by the Scouts for display on the bench at the front of Park Hall.	20.11.19 22.10		PW	In progress Expected to be installed early 2020. The Scouts are producing the plaque.