



NON-CONFIDENTIAL

Meeting	Community Services Committee
Date	16 September 2020
Report by	Jane Juby – Democratic Services & Civic Officer
Report title	Forward Planner and Resolution Tracker 2020/21
Business Plan theme	Run an effective, efficient, low-cost Council administration.

1. Purpose of the report

- 1.1 This report presents to the Community Services Committee the Forward Planner and Resolution Tracker for 2020/21.

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 2020/21 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 2020/21 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 2020/21
Appendix B – Community Services Committee Resolution Tracker
2020/21

APPENDIX A

COMMUNITY SERVICES COMMITTEE FORWARD PLAN 2020-21

Agenda item	Purpose	Lead Officer
4 November 2020		
Commons and Greens Management Plan	Approve the Management Plans	Phil Wright
Transport and Movement Strategy	Consider CSC actions from the strategy	Carl Cheevers
Cycling in Harpenden	Consider action plan to promote current cycling routes	Bailey Donoghue
Audit of Allotment fencing and replacement of Holcroft garages	Approval of priority fencing and release of capital reserves	Phil Wright

APPENDIX B

COMMUNITY SERVICES COMMITTEE – RESOLUTION TRACKER

Meeting Date : 18 March 2020

No	Area of work	Resolution	Committee Date / Minute Ref	Completion Target	Lead Officer Initials	Progress
1.	Appointment of Contractor for Harpenden Floral Displays (<i>Exempt Business</i>)	(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. New contract issued 2019. Barrier baskets application approved but installation delayed due to Covid19.
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	In progress - Secretary of State has refused permission to implement the Byelaws, clarification from them on grounds for refusal was being sought prior to Covid-19.

No	Area of work	Resolution	Committee Date / Minute Ref	Completion Target	Lead Officer Initials	Progress
3.	Outstanding Tree Issues – Sooty Bark Disease	(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	Complete H&S works were undertaken by roadsides. Town Clerk met with residents.
4.	Lydekker Park Signage Replacement	(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	Complete. Planning permission obtained, installation due shortly.
5.	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	Complete. Plaque installed.
6.	Horseride Improvements	(i) Approve the next phase of pathway improvements around the Common as set out in Appendix B. (ii) Release earmarked reserves to	13/01/20 30.2		JR	In progress. Delayed due to Covid-19.

No	Area of work	Resolution	Committee Date / Minute Ref	Completion Target	Lead Officer Initials	Progress
		the value of £14,000 to carry out the works in the next 12 months. (iii) Approve the proposed tree works outlined in Appendix C.				
7.	Tree Planting and Natural Woodland Cover	(i) Note the progress made in identifying sites for tree planting set out in Appendices A to D and agree for this to be further considered at the next meeting. (ii) Approve the principle of delivering a mixed approach to carbon capture by carrying out tree planting and natural woodland regeneration as set out in Section 4 (iii) Approve the production of a draft 'residents' guide to tree planting' to be considered at the next meeting as set out in paragraph 4.6.	13/01/20 30.4		PW/JR	Complete Further Report to September meeting.
8.	Cricket Club Sign	Grant permission to Harpenden Cricket Club to install a new sign on the Common as detailed in Appendix A.	13/01/20 30.5		JR	In progress. Cricket Club to submit planning application; delayed due to Covid-19.