

**NON-CONFIDENTIAL**

<b>Meeting</b>	Community Services Committee
<b>Date</b>	12 January 2022
<b>Report by</b>	Jane Juby – Democratic Services & Civic Officer Heather Scott – Internal Operations Manager
<b>Report title</b>	Forward Planner and Resolution Tracker
<b>Business Plan theme</b>	Run an effective, efficient, low-cost Council administration.

**1. Purpose of the report**

- 1.1 To present to the Community Services Committee the Forward Planner and Resolution Tracker for 2021/22.

**2. Recommendation**

- 2.1 The Committee is asked to:

2.1.1 Note and recommend to 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 recommend to 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 2021/22 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 2021/22 and confirms if these are ongoing or completed. It therefore provides the Committee with an update on progress against work programme items and projects.

**3. Resource implications**

- 4.1 None.

**4. Other implications**

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

**5. Appendices**

**Appendix A – Community Services Committee Forward Planner 2021/22**

**Appendix B – Community Services Committee Resolution Tracker  
2021/22**

## APPENDIX A

### COMMUNITY SERVICES COMMITTEE FORWARD PLAN 2021-22

Agenda item	Purpose	Lead Officer
<b>16 March 2022</b>		
Budgetary Control 2021/22	Note progress against the budget	Daniel Williams
Health and Safety Tree Surveys	To consider the Surveys	Phil Wright
Public Realm Improvement Plan – Scoped Options	To consider the Options	Sarah Brimley
Consideration of the Draft Rothamsted Park Management Plan	To consider the Draft Plan	Carl Cheevers

**\*Denotes item will be considered under exempt business**

**APPENDIX B**

**COMMUNITY SERVICES COMMITTEE – RESOLUTION TRACKER**

**Meeting Date : 12 January 2022**

<b>Committee Date / Minute Ref</b>	<b>Area of work</b>	<b>Resolution</b>	<b>Lead Officer Initials</b>	<b>Progress</b>
18/9/19 15.5	<b>Commons &amp; Greens Byelaws</b>	(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).	SB	Complete, an item is on the January 2022 Agenda.
13/1/20 30.2	<b>Horseride Improvements</b>	(i) Approve the next phase of pathway improvements around the Common as set out in Appendix B. (ii) Release earmarked reserves to 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.	PW	Complete. In November 2021 CSC approved funding from Earmarked Reserves. Secretary of State consent pending.
15/9/21 16.4	<b>Review of Memorials Policy</b>	(i) Approve the requests for memorial seats and trees list at Appendix A  (ii) Amend the Policy by adding the wording 'subject to availability of spaces' to point 5 on page 40.	PW	Complete. (Approved as at entry below 17/11).

Committee Date / Minute Ref	Area of work	Resolution	Lead Officer Initials	Progress
		Approval of the Policy was deferred to the next meeting of the Committee. The Committee requested to see at this meeting an amended application assessment table after further consideration had been given to the wording within it.		
17/11/21 23.1	<b>Forward Planner and Resolution Tracker</b>	(i) Note and approve the Forward Planner attached at Appendix A (ii) Note the Resolution Tracker attached at Appendix B and approve the removal of those resolutions marked complete.	JJ	Complete.
17/11/21 23.2	<b>Budgetary Control 2021/22</b>	(i) Note the report. (ii) Note the release of the reserves set out in paragraph 3.2	DW	Complete.

<b>Committee Date / Minute Ref</b>	<b>Area of work</b>	<b>Resolution</b>	<b>Lead Officer Initials</b>	<b>Progress</b>
17/11/21 23.3	<b>Public Realm Improvement Plan – Agree Options</b>	Agree the broad concept and to officers carrying out scoping so as to be able to bring something further back to Committee.	SB	In progress. Scoped Options to be presented to Committee in March 2022.
17/11/21 23.4	<b>Review of Memorials Policy</b>	Approve the Memorials Policy at Appendix A which has been amended as per paragraph 3.3.	PW	Complete.
17/11/21 23.6	<b>Bus Shelter Replacement – Batford</b>	(i) Approve the installation of a new bus shelter in Batford to replace the existing shelter. (ii) Approve the release of £5k from the Earmarked Reserves to fund this replacement.	PW	In progress. See further report on January 2022 Agenda.
17/11/21 24.1	<b>Green Spaces Improvements (Exempt Business)</b>	(i) Approve the resurfacing of the Southdown Pond pathways by NCS Countryside Services Ltd for the sum of £11,044. (ii) Approve surface improvement works to Harpenden Common Horseride surface by NCS Countryside Services Ltd for the sum of £15,200 and agree to release £15,200 of Capital Reserves. (iii) Approve the completion of Batford Springs Management Plan Year One works by	PW	In progress. All contractors have been informed and the works will be arranged to be completed (subject to the Horseride receiving Secretary of State approval).

Committee Date / Minute Ref	Area of work	Resolution	Lead Officer Initials	Progress
		Maydencroft for the sum of £22,840.		
17/11/21 24.2	<b>Redevelopment of Both Roundwood Lane and Wood End Play Areas – Appointment of Contractor/s (Exempt Business)</b>	(i) Approve the appointment of Proludic to redevelop the play area subject to confirmation of securing ownership of Roundwood Lane Play Area.  (ii) Approve the appointment of Kompan to redevelop the play area subject to confirmation of securing ownership of Wood End Play Area.	SB	Complete.