

Loughton Town Council's Action Plan for 2017/18

The council-wide priorities are as follows:

Ranking	Committee	Activity
1	Resources & General Services	Council accommodation
2	Environment and Heritage / Planning and Licensing	Neighbourhood and Local Plans
3	Recreation	Playgrounds
4	Recreation	Roding Valley Recreation Ground improvements

Each committee's list of priorities is shown below:

PLANNING AND LICENSING COMMITTEE – Priorities 2017/18		
Priority	Main Function	Greater Detail
Current activities		
High	Neighbourhood Plan	Neighbourhood Area designated
High	Design Award Scheme	Annual award presentation
High	Planning and Licensing	Responding to applications
High	All other matters within the committee's terms of reference	

Cont'd overleaf

RECREATION COMMITTEE – Priorities 2017/18		
Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC
2	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
3	Playgrounds	New works/upgrading
4	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
5	Provision of Public Access Defibrillators	Collaboration with stakeholders
6	Roding Valley Recreation Ground	Registration as a “Field in Trust”
7	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
8	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
9	Solar energy installations for Council buildings	Further research and budgetary allowance
10	Renaming of the Roding Valley Recreation Ground	Under consideration
11	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
On-going Activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee’s terms of reference	As detailed in the Standing Orders

ENVIRONMENT AND HERITAGE COMMITTEE – Priorities 2017/18

Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	September events + heritage trail/leaflets
High	Registration of Village Greens	Applications submitted to ECC
High	War Memorial, Kings Green	Additional names added on 24/11/15
High	Conservation Areas / areas of local landscape merit	Monitor proposals submitted to EFDC
High	Oakwood Hill Estate improvements	Partnership with ECC and EFDC New Estate signage
Medium	Town signs	Awaiting funding opportunities
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Vehicle speed reduction measures	Community speed watch scheme to be developed
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	Locations to be identified
Medium	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Heritage street lights	Awaiting funding
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Community Lavatory scheme	Awaiting approaches to businesses
High	Cemetery (Church Lane)	Burials, administration, maintenance
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall clock	Installation and maintenance
High	Allotments	Lettings, licences, administration
High	Christmas lights (Kings Green, The Broadway and High Road)	Installation, inspections and maintenance
High	Christmas Window Competition	Admin and arrangements
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
High	Winter salt bag partnership	Facilitating the ECC scheme Replacement of existing grit bins
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

RESOURCES AND GENERAL SERVICES – Priorities 2017/18		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	New council accommodation	Arrangements were in hand for the proposed move to offices in Loughton Library
High	Seeking external funding sources	Targeted action
Low	Honours Board	On hold, awaiting a suitable display position
Low	Council structure	Continuing reviews
On-going activities		
Medium	Banking arrangements and investments	Kept under review
High	Running the Committee	
High	Admin for whole council	
High	Council and committee agendas and minutes	
High	All council finances, end of year accounts, audit etc.	
High	Management of Buckingham Crt	
High	Personnel and employment matters, staff management	Staff Handbook reviews as required
High	IT and office equipment	
High	Civic matters	Civic Service incl Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Noticeboards	Maintenance and installation
High	Publicity and website	
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation
High	Financial Assistance Scheme	Admin and finance
High	New legislative requirements	
High	Policy reviews	On-going
High	Responding to consultations	Variable
High	Contract reviews	On-going
High	Training Strategy	Annual review
High	Any other matters within the committee's terms of reference	
Low	Community Forum	Arrangements and admin