

Loughton Town Council's Action Plan for 2014/15

The council-wide priorities are as follows:

Ranking	Committee	Activity
1	<i>Environment & Heritage</i>	<i>Registration of Village Greens</i>
2	<i>Resources & General Services</i>	<i>Skateboard facility</i>
3	<i>Recreation</i>	<i>Playgrounds</i>
4	<i>Environment & Heritage</i>	<i>War Memorial, Kings Green</i>
5	<i>Resources & General Services</i>	<i>Staffing – employment and Health & Safety policies and procedures; Fire Risk Assessments; employee handbook</i>

Each committee's list of priorities is shown below:

RESOURCES AND GENERAL SERVICES		
Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Staffing – employment and Health and Safety policies and procedures; Fire Risk Assessments; Employee Handbook	H&S policy in place, fire and risk assessments undertaken, Staff Handbook completed – annual reviews required
High	Seeking external funding sources	Targeted action
High	Council accommodation	Review and research for opportunities to improve office location for public access
Medium	Investigate bank alternatives	Deposit account improved but no further action on current account
Low	Honours Board	2009/10 project
Low	Council structure	Continuing reviews
Low	Noticeboards	Maintenance and installation
On-going activities		
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 matters, staff management	
High	IT and office equipment	
High	Publicity and website	Website to be upgraded 2013/14

High	Civic matters	Civic Service reinstated including Citizenship Awards
High	Annual Report	Preparation and printing
High	Newsletter	Editorial, printing and distribution
High	Annual Town Meeting	Arrangements and admin
High	Christmas card competition	Arrangements and admin
High	Emergency Plan	Amendments and circulation (carried out through digest)
High	Grants	Admin and finance
High	New legislative requirements	
High	Responding to consultations	Variable
High	Policy reviews	TBC
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

ENVIRONMENT AND HERITAGE COMMITTEE		
Current Priority	Main Function	Greater Detail/Current Position
Current activities		
High	Heritage Open Days	Cemetery opening Sept 2014
High	Tourist brochures	In preparation
High	Registration of Village Greens	Research and collation of evidence, prior to application
High	War Memorial, Kings Green	Additional names
High	Conservation Areas / areas of local landscape merit	Proposals submitted to EFDC
Medium	Town signs	Awaiting funding
Medium	Lady Whitaker's Mead	Development of new cemetery
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
Medium	Salt/grit bins	Site surveys, permissions, and ordering – subject to ECC policy
Medium	Vehicle speed reduction measures	Community speed watch scheme to be researched
Medium	Flower baskets	Permissions, contract, installation
Medium	Interpretation panels	In preparation
Medium	Seats (new)	Site surveys, permissions, purchase and installation

TBC	Heritage street lights	Awaiting funding
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Broadway toilet and Community Lavatory scheme	Cleaning and maintenance, initial research and 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 on Kings Green	Maintenance
High	Christmas Window Competition	Admin and arrangements
High	Parish Paths Partnership	On-going
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

RECREATION COMMITTEE		
Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include refreshment facility, accessible path to South Loughton Cricket Club	Planning application to be submitted. Internal works to be included. Funding TBC
2	Skateboard facility	Investigations into monthly events
3	Playgrounds	New works/upgrading
4	Land adjacent to Willingale Road Allotment	Use as a nature reserve. Some clearance and environmental studies undertaken
5	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
6	RVRG noticeboards	In progress
7	RV Rec Ground	Diverted path by Charlie Moules bridge – no action at present. EFDC monitor condition
8	Youth Forum	Discussions with stakeholders, approval by council required
9	Solar energy installations for Council buildings	

10	Renaming of the Roding Valley Recreation Ground	
11	Wayleaves / easements	
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. Awaiting proposals from EFDC Tree Officer
High	Open spaces	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance, works.
High	Playgrounds/outdoor gym	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	

PLANNING AND LICENSING COMMITTEE		
Priority	Main Function	Greater Detail
Current activities		
High	Neighbourhood Plans	Awaiting the outcome of the Local Plan Consultation
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	