

## Report Item: 21.160

This report lists the Actions on Officers and Councillors that are outstanding from previous meetings of Laverstock and Ford Parish Council.

Following discussion at Council meetings requests are made to officers and councillors to follow up, investigate and implement the instructions of the Council. The requests are listed as an Action on that person.

When the Action has been completed and reported to the Council the Action is closed.

Some Actions arise from Exempt Business i.e. when the press and public have been excluded from the meeting because of the confidential nature of the business being discussed. These Actions are not included in this report.

The list of Actions that remain open are below.

Councillors and Officers should note the content of the Action List and report completion or progress with the Action.

### LAVERSTOCK & FORD PARISH COUNCIL MTG - ACTIONS

as at the issue of the draft minutes for PC mtg 18 October 2021, Ops 30 September and FGP 7 October  
plus current situation as at 13 November 2021

Action No	Date of Mtg	Action	Action by	Status	Date closed	Remarks
PC197	Jun-16	Set up meeting to discuss possibility of transfer of HP Pavilion to Parish.	Chairman	Open		Meeting held with owner and Trustee of Pavilion to discuss options. Chairman to produce notes and arrange meeting of Cllrs on way forward. To be discussed at meeting on 31 Oct 2016. Further meeting required. A draft paper had been circulated to Cllrs containing options for transfer. On hold awaiting determination of linked Planning Application. Target date for determination now 31 Aug 17. Target date passed and still no determination. New target date 30 May as developer is attempting to get this site added to the draft WC Housing Site Allocation DPD which will go to Cabinet in May. Target date slipped for determination has slipped again to 28 Feb 2019. See also PC304. Further slip to target date - now 31 Mar 2020. Application still waiting to be determined. Last PC submission dated 26 Mar 20 send to agents by WC. Legal discussions between WC and developer still continuing. Determination awaited. <b>Current situation:</b> Planning permission has been granted but no mention of Pavillion in Farmyard S106. Wiltshire Councils current lease on the Pavillion will expire early 2023. The Clerk will contact interested parties and prepare a report for full council regarding the future of the Pavillion.
PC307	May-19	Investigate possibility of purchasing a SID jointly with Alderbury.	Deputy Clerk	Open		<b>Current situation:</b> 3 sites have been risk assessed - Church Road, Laverstock, Roman Road, Ford and The Portway, Old Sarum. CATG have instructed installation of ground sockets and posts and will be funding 75% of the cost. Order placed for SID with Evolis.
PC336	Dec-19	Address Parish-wide problem of lack of road signs.	Deputy Clerk	Open		<b>Current situation:</b> Ringway have installed signs ordered in Laverstock, Ford and Old Sarum. Salisbury Area Board placed order with Ringway in September for Bishopdown Farm signs - waiting installation date.
PC342	Aug-20	Follow up with WC : transfer of play parks and land to PC, Highways enforcement action re The Oakbournes and Oldfield Rd.	Parish Clerk	Open		<b>Current situation:</b> WC confirmed solicitor appointed on 20th October 2020. WC Highways and Property have refused to take responsibility for opening the access points. Their solution is for the Parish Council to take ownership of the buffer land and to open them ourselves. Transfer documents received by Clerk early Nov 21. Play Areas at St Judes, Drake Close and Partridge Way are not on land to be transferred to the PC - we are taking over management only of these 3. Area Boards contributing £1500 to St Judes and £5K to Partridge Way. Partridge Way completed 6/10/21. St Judes completed 29/10. Deputy Clerk progressing quotes for Drake Close, St Peters and St Lukes.
PC345	Dec-20	River Bourne Community Farm - to progress memorandum of understanding and lease revision with council solicitor	Clerk	Open		<b>Current situation:</b> Clerk is in correspondence with new solicitor
PC349	Mar-21	Investigate possible provision of Allotments	Operations Officer/Deputy Clerk	Open		<b>Current situation:</b> Deputy Clerk is investigating possible sites. Community Infrastructure Levy from Longhedge may be available to assist funding. Devenish Bradshaw Trust have expressed an interest. Deputy Clerk to arrange meeting. Operations Officer is in discussion with Land Trust about allotments on the Country Park.
OPS353	Jul-21	Biodiversity in the Parish	Operations Officer/Deputy Clerk	Open		<b>Current situation:</b> Operations Officer to obtain costings for a biodiversity survey of the parish. Operations Officer to share results of surveys with Neighbourhood Plan Steering Group. 30/9 - Survey Costs have proved prohibitive for a small parish. The Operations Officer will discuss surveys with volunteer groups and start a first draft of our Environmental Policy.
OPS356	Jul-21	Tree Management Policy	Operations Officer	Open		<b>Current situatuon:</b> Operations Officer to produce a timeline and plan of works for Tree Management

PC358	Jul-21	Link Path to Longhedge	Clerk	Open		Current situation: Residents have raised concerns regarding the location of the central path. WC Highways have no concerns about deleting central path. Planning would advise the developer to apply for an amendment, but enforcement if not provided is unlikely. Central path to be left 'on hold' until the development and alternative paths are complete.
PER361	Aug-21	Review of role and Terms of Reference for Personnel Committee	CIlr Tucker	Open		Current situation: CIlr Tucker to draft a document defining role of Personnel Committee
PER362	Aug-21	Keeleys Employment Health Check	CIlr McDonald/Clerk	Open		Current situation: Keeleys are reviewing the current HR policies to suggest amendments. CIlr McDonald and the Clerk to assist in administration of the process
PER363	Aug-21	Staff Appraisal Plan	CIlr Tucker	Open		Current Situation: CIlr Tucker to create staff appraisal plan with assistance of Keeleys
PC364	Aug-21	Planning Gains	All CIlrs	Open		Current situation: All councillors to provide a list of desirable planning gains for their ward to the Clerk
FGP366	Sep-21	Longhedge Football Pitch	Clerk	Open		Current situation: The Clerk has contacted Wiltshire Council for their view on Vistrys proposal to transfer ownership to the management company. At all party meeting on 21st October, was some interest from local residents in the pitch, but Wiltshire FA indicated they were unaware of any clubs that would wish to take it on. Residents felt that a multipurpose community building would be of more value than dedicated changing rooms. Clerk to contact Vistry to discuss possible changes.
CCE368	Sep-21	Newsletter Volunteers	Communications and Community Engagement Officer	Open		Current situation: CCE Officer to organise Christmas Cards for all volunteers
OPS369	Sep-21	Skatepark	Operations Officer/Deputy Clerk	Open		Current situation: The Operations Officer will discuss proposals to run a street art project with Old Sarum Youth Club to decorate the bare walls at the skatepark. The Deputy Clerk offered help with any grant applications and to speak to the CEM regarding the work of Outreach Youth workers and the possibility of them attending the skatepark.
OPS370	Sep-21	Use of Old Sarum Youth and Adult Offsite Recreation Fund	Operations Officer/Deputy Clerk	Open		Current situation: Officers will investigate a possible location for a MUGA/Ball Court and obtain a quote for ground stabilisation for the banks at the skatepark.
FGP371	Oct-21	Review of Expenditure	Clerk	Closed		Current situation: the Clerk will produce a written report regarding salaries and overtime for the November FGP meeting. Reported at Nov FGP - CLOSED
PC372	Oct-21	Parking on Sherbourne Drive	Clerk	Open		Current situation: Clerk to write to Highways Officer requesting TRO for waiting restrictions
PC373	Oct-21	Use of Western Link Path Longhedge-Old Sarum	Clerk	Open		Current situation: Clerk to arrange staggered barriers to prevent inappropriate used by motorised bikes and scooters.