



## ACTION LOG 2023

No	ACTION	Responsible...	Update	Status
<b>Carry forward actions</b>				
<b>1</b>	Investigate whether the Waste Wood bridleway could be scheduled for urgent repair work as this was a major strategic bridleway as it was now on the shortlist for consideration in March 2024.	Cllr. Standley	This is not going to be done this year.	ONGOING
<b>2</b>	DW would give ML details of the locations of the four mobile homes situated around the village for ML to seek updates from Wealden DC Enforcement.	DW / ML	ML updated that he has reported and is awaiting a response.	ONGOING
<b>3</b>	ML would invite the two people who had expressed an interest in becoming a Councillor to submit some information and attend a meeting.	ML / Clerk	ML reported they had been invited, will make contact again and an advert may need to be re-published. This has now been superseded by another action.	COMPLETED
<b>4</b>	Cllr Standley would report the reflective sign at the A272/A267 junction still being down.	Cllr. Standley	No update. Constantly being reported to ESH. This has been installed.	COMPLETED
<b>5</b>	ML would carry out the annual oiling of the bus shelter.	ML	Nov update – materials have been purchased, just awaiting a dry day.	ONGOING
<b>6</b>	PW would speak to ES Highways re the drains on the A272 opposite the Church.	PW	PW has reported and drains have been cleared.	COMPLETED
<b>HDPC meeting 5<sup>th</sup> September</b>				
<b>1</b>	Clerk to arrange a meeting for the SEW Ch'Exec to come to the hall re the recent water shortage.	Clerk	Email correspondence started to arrange this. Chased on 05/10. Chased again on 13/10. Response rec'd on 25/10, he is working on dates. <i>Meeting arranged for 30<sup>th</sup> January 2024.</i>	COMPLETED

2	Clerk and DM to look at emergency plan appendices to ensure they are up to date.	Clerk / DM	Email sent to DM on 29/11 to arrange. This has been completed.	COMPLETED
3	Clerk to raise on SLR agenda signage to help reduce speeding in Wilderness Lane.	Clerk	Added to SLR agenda list that Clerk is collating.	COMPLETED
4	Clerk to pull together an action log	Clerk	Done!	COMPLETED
5	Cllr Standley to table PW's recent speed report to ESCC Officers to ensure the issues are resolved around the inconsistent signage.	Cllr Standley	Cllr Standley did this at the recent SLR meeting.	COMPLETED
6	Clerk to obtain list of issues for upcoming SLR meeting.	Clerk	Clerk emailed ESH on 06/09 to confirm meeting is happening. Once confirmation, will email Cllrs to obtain agenda items. Need one more Cllr to attend with ML. Mtg held on 26/09.	COMPLETED
7	Clerk to respond to review of polling station consultation.	Clerk	Email sent on 06/09	COMPLETED
8	ML updated on a headstone removal request to add a new name to the stone, permission was given for the Clerk to proceed with this and it can be ratified at the next meeting.	Clerk	Liaising with lady to explain reason for delay, need SW training and the burial book out the storage container. Liaised with her on 13/10. Matter in hand.	COMPLETED
9	Letter to be sent to church about accessing the burial ground for clearing. BF to send proposed works to include in letter requesting permission.	Clerk / BF	Emailed BF for details on 25/09. Letter sent to Church on 23/10. Resp on 25/10, awaiting feedback from Diocese.	ONGOING
10	Clerk to contact Contractor B to inform them they were awarded contract for playing field works and arrange a date.	Clerk	Contact made and date for works agreed.	COMPLETED
11	Clerk to look into when the Quarterly Risk assessment is due.	Clerk	Discussing with SW on 27/09. PW has completed one in October 2023.	COMPLETED
12	Clerk to obtain 3 quotes for tree survey to be carried out.	Clerk	Invite to quote letters x 4 sent out on 9 <sup>th</sup> November . On 05/12 agenda.	COMPLETED
<b>HDPC meeting 3<sup>rd</sup> October 2023</b>				
1	ML to write to WDC about removing the recycling bins at WW	ML	Emails have been sent and Clerk copied into.	COMPLETED
2	Keep an update of the current planning application at the Village Hall	Clerk	This will be updated when any are rec'd.	ONGOING
3	Clerk to set up an Advisory Committee for new Community Centre	Clerk	Organised, first meeting 10/10/23.	COMPLETED

4	Clerk to respond to request from MOP about incidents on A272 in January 2023.	Clerk	Response sent on 13/10	COMPLETED
5	High Weald AONB response to be done by deadline 05/11	Clerk / ML	ML is actioning this.	COMPLETED
6	Advert to be published re Cllr vacancies	Clerk	This was sent to Parish Mag on 04/10	COMPLETED
7	PW to do quarterly risk assessment	PW	Completed and on 07/11 agenda.	COMPLETED
<b>HDPC meeting 7<sup>th</sup> November 2023</b>				
1	Clerk to send new Cllr applicants an application form and put co-option agenda item on December meeting.	Clerk	Emails sent to 2 candidates, awaiting one more email address. On agenda for December meeting. All sent now 09/11.	COMPLETED
2	ML to liaise with planning at WDC about Wilderness Wood events.	ML	Contact was made and update will be provided at the 05/12 PC meeting.	COMPLETED
3	Clerk and Cllr Standley to report all blocked drains again.	Clerk / Cllr Standley	Clerk reported again 08/11.	COMPLETED
4	Cllr Standley to chase ESH on the SLR report they received in Sept.	Cllr Standley	Response now received following DW speaking to someone at recent conference.	COMPLETED
5	PW to draft a report to ESCC re the speed signage changes.	PW	PW circulated draft on 08/11. Resp sent on the 16/11, awaiting response.	COMPLETED
6	Clerk to undertake new registry searches for the playing field.	Clerk	These have been completed.	COMPLETED
7	Clerk to inform ESCC of the option 1 Urban Verge cuts.	Clerk	Email sent on 08/11	COMPLETED
8	BF to find out about the bench in the burial ground and let Clerk know if it is being returned.	BF		
9	Clerk to chase SWARCO about the warranty.	Clerk	Email sent on 08/11	COMPLETED
10	Clerk to report Lynx House to WDC enforcement	Clerk	Email sent on 08/11	COMPLETED
11	Clerk to send out tender for the maintenance contract ASAP	Clerk	Drafts sent to Cllrs on 08/11. Planned to send out on 13/11 once approved. Is on the 05/12 agenda.	COMPLETED

### HDPC meeting 5<sup>th</sup> December 2023

<b>1</b>	Clerk to create an enforcement log.	Clerk	This has been created.	COMPLETED.
<b>2</b>	Clerk to report to Drakes Den response.	Clerk	Email was sent.	COMPLETED
<b>3</b>	Cllr Standley to look into the drain down School Lane and who owns it.	Cllr Standley		
<b>4</b>	Clerk to report again the pothole near Mayfield flat.	Clerk	Reported 07/12	COMPLETED
<b>5</b>	ML to ask WDC if the land where recycling bins have been removed will be reinstated.	ML		
<b>6</b>	Clerk to chase the reports that are outstanding on SLR report with ESH.	Clerk	Email was sent. Have since chased them again [02/01/24]	COMPLETED
<b>7</b>	Clerk to commission the tree survey.	Clerk	This has been done and report received.	COMPLETED
<b>8</b>	Clerk to award the contract maintenance tenders.	Clerk	Done	COMPLETED
<b>9</b>	Clerk to publish the 2024 meeting dates.	Clerk	Done	COMPLETED
<b>10</b>	Clerk to update budget figures and recirculate to Cllrs.	Clerk	Done	COMPLETED