



## ACTION LOG 2025

No	ACTION	Responsible ...	Update	Status
<b>Carried over from 2024</b>				
1	Keep an update of the current planning application at the Village Hall	Clerk	This will be updated when any are rec'd.	ONGOING
2	Clerk to start a dialogue with BT about a public meeting re BT Digital Voice.	Clerk	Arranging for Feb/March 2025. No longer needed.	COMPLETED
3	Clerk to enquire about the size of burial plots and the regulations.	Clerk	Enquiries ongoing, there is a webinar coming up soon that I may get answers from.	OMPLETED
4	Clerk to order a new defib pad.	Clerk	Ordered 28/01	COMPLETED
5	Cllr Standley will look into the delay in SLR meetings.	Cllr Standley	Clerk chased date again on 28/01. SLR now booked in.	COMPLETED
6	Clerk to contact Andrew at Wilderness Wood re repairing the bus shelter roof.	Clerk	Andrew confirmed getting quote to me for 04/02 PC meeting	COMPLETED
7	Clerk to chase UKPN.	Clerk	They did commence on the 17/02!	COMPLETED
<b>HDPC meeting 14<sup>th</sup> January 2025</b>				
1	Clerk to report to ESH all the faded lines around the village that need reinstating.	Clerk	Reported 28/01	COMPLETED
2	Clerk to request more speed 'slow down signs from ESH.	Clerk	Ordered and awaiting delivery	COMPLETED
3	Clerk and Cllr Standley to chase steward to clear the drains.	Clerk / Bob	Both have chased steward twice	COMPLETED
4	Clerk to report that the road marking 'slow' down School Lane needs reinstating.	Clerk	Reported 28/01	COMPLETED
5	Clerk to chase contractor re quote for burial ground extension cuts.	Clerk	Chased and confirmed £100per cut and asked for 3 cuts to be added to contract.	COMPLETED
6	Clerk to submit precept paperwork to WDC.	Clerk	Submitted on 15/01/25.	COMPLETED
7	Clerk to add regular payee list for 2024/25 to the PC website.	Clerk	Added on 15/01/25.	COMPLETED
<b>HDPC meeting 4<sup>th</sup> February 2025</b>				
1	Telephone box to be added to the agenda.	Clerk	Added to March agenda	COMPLETED
2	Clerk to report the failed manhole cover next to Five Chimneys industrial estate.	Clerk	Reported on 06/02	COMPLETED

3	Clerk to email ESH and the new steward	Clerk	Emailed 06/02, awaiting response. Clerk to email again and copy in Bob and ML, this was done on the 05/03. <i>Another email sent on 25/04.</i>	COMPLETED
4	Clerk to start the play area process	Clerk	Site visit held 10/02. Need to draft the survey ASAP.	DEFERRED TO ANOTHER ACTION
5	Clerk to find and circulate to Cllrs the welcome to village booklet	Clerk	Sent to all Cllrs	COMPLETED
6	Clerk to publish link for ROW ESCC survey	Clerk	Published on FB 10/02	COMPLETED
7	Clerk to add to march agenda, rota for clearing drainage cover	Clerk	Added to March agenda	COMPLETED
8	Clerk to place PA sign order and ensure permission sought from landowners to place signs.	Clerk	Permission requested and granted by both residents	COMPLETED
9	Clerk to send out save the date and flyers for the PA	Clerk	Published on FB 10/02	COMPLETED
10	Send SL the village assessment templates	Clerk	Sent to SL	COMPLETED
11	Clerk to let contractor know he can proceed with bus shelter roof	Clerk	Emailed on 06/02	COMPLETED
<b>HDPC meeting 4<sup>th</sup> March 2025</b>				
1	Clerk to liaise with UKPN about any planned power cuts.	Clerk	Updated at May PC meeting	COMPLETED
2	Clerk to add the UKPN project to the agenda for the duration of the project.	Clerk	This has been added.	COMPLETED
3	Clerk to speak to the UKPN contactor about road sweeps	Clerk	Email sent 05/03. Awaiting response.	COMPLETED
4	PW will enquire about the flashing speed sign on the A267.	PW	PW has been emailing about this.	COMPLETED
5	Clerk to draft the play area survey ASAP.	Clerk	Drafted, Cllrs approved. Published 17/03 widely.	COMPLETED
6	Clerk to liaise with resident about whether there is a desire to form a community group to look after the telephone box.	Clerk	Email sent 05/03. Update on April agenda.	COMPLETED
<b>HDPC meeting 1<sup>st</sup> April 2025</b>				
1	ML to secure a quote for the mapping works at the playing field	ML	ML has a meeting planned. Maps done.	COMPLETED
2	Confidential agenda item to be on May meeting to discuss lease terms.	Clerk	On the 6 <sup>th</sup> May PC meeting agenda	COMPLETED
3	Clerk to start to look at the byelaws process	Clerk		ONGOING
4	Clerk and ML to progress sending information to solicitor	Clerk / ML	Solicitor is working on lease	COMPLETED
5	Clerk to report Hastingford Lane again	Clerk	Reported	COMPLETED
<b>HDPC meeting 6<sup>th</sup> May 2025</b>				
1	Clerk to chase the road surface issues in School Lane	Clerk	This was reported	COMPLETED
2	Cllr Standley will chase ESH re the SLR dates	Cllr Standley	This has been completed, Sept date TBD	COMPLETED
3	Clerk to investigate the recent cutting of the verges	Clerk	Emails sent and on June PC agenda	COMPLETED
4	Clerk to look at the play area survey again	Clerk		ONGOING

5	BF will look at the telephone box	Cllr Floyd		ONGOING
6	PW to liaise with the resident about School Lane traffic	Cllr Weston	PW has done this.	COMPLETED
7	Clerk to look at burial ground grant for improvement works	Clerk		CLOSED
8	Clerk to arrange site visit re the trees at a property in St Marks Field	Clerk	<i>Email sent to request dates, no response</i>	CLOSED
9	Clerk to approve the memorial headstone request	Clerk	This has been completed & money rec'd	COMPLETED
10	PW to send Parish boundary map to Clerk and AH	Cllr Weston	Received and sent to AH	COMPLETED
11	Clerk to action the approved EMR movements	Clerk	These have been done	COMPLETED
12	Clerk to investigate the recent insurance renewal	Clerk	This was done, new term taken & paid	COMPLETED
<b>HDPC 10<sup>th</sup> June 2025 meeting</b>				
1	Clerk to take advice on poor horse-riding etiquette in the village	Clerk	No power but resident can put something in the Parish Magazine	COMPLETED
2	Clerk to report to PCSO an increase in e-bikes and trail bikes in the village	Clerk	Reported to temp PCSO on 25/06	COMPLETED
3	Clerk to seek enforcement updates on Wander Down and Drakes Head Den.	Clerk	Request sent 11/06. Update on July agenda.	COMPLETED
4	Clerk to report the 2 sinkholes to UKPN.	Clerk	Reported 11/06	COMPLETED
5	Clerk to report the broken drain at the top of Hut Lane.	Clerk	Reported on 11/06, ref DGD005770	COMPLETED
6	Clerk to arrange for the gully on Hut Lane to be emptied.	Clerk	<i>BF doing, another action raised.</i>	COMPLETED
7	The verges to be looked into for designation.	Clerk	Await devolution update	ONGOING
8	Clerk to arrange the type 1 MOT for playing field committee.	Clerk	<i>Ordered by BF, reimbursement on Aug mtg</i>	COMPLETED
9	Clerk to process the grant payments for 2025/26.	Clerk	All done on 11/06	COMPLETED
10	Clerk to submit all documentation to external auditor	Clerk	Submitted 11.06.25	COMPLETED
11	Clerk to change the BT broadband contract	Clerk	Email sent to BT on 11.06.25	COMPLETED
<b>HDPC 1<sup>st</sup> July 2025 meeting</b>				
1	The school have reported to a resident that they can't access Smile Meadow due to a tree problem, AH to look at this.	AH	AH to look at this.	ONGOING
2	Signage has gone up on the A272, stating road closed between 17-19 July but doesn't say why, Clerk to enquire.	Clerk	Emailed ESH but no response and date now passed.	COMPLETED
3	Why is Hadlow Down highways not being sorted. ML suggested that this is deferred until Cllr Standley is present and perhaps a representative from the contractors could attend to answer questions?	Clerk / ML and Cllr Standley	Will be on Sept 2025 agenda . Improvement has taken place, will monitor.	COMPLETED
4	PW, BF and ML are going to do a site visit at play area to look at the H&S issues raised in recent annual inspection.	ML / PW	Play area has been closed and further discussions happening at Aug meeting	CLOSED – linked to another action
5	Clerk to report Five Badgers for enforcement.	Clerk	Reported on 03/07	COMPLETED
6	DM reported that Hastingford Lane was recently top dressed, but all the road markings have now gone and need reinstating. Clerk to enquire	Clerk	Clerk emailed, awaiting response	COMPLETED
7	Village risk assessment assigned to PW	PW	Completed and on Aug agenda	COMPLETED
8	Fingerpost survey assigned to SL	SL		COMPLETED

9	Clerk will contact Unity Trust and report back.	Clerk	Banking mandate updated and signed.	COMPLETED
<b>HDPC meeting 5<sup>th</sup> August 2025</b>				
1	Cllr Standley will raise the illuminated sign on the A267.	Cllr Standley	This was raised at SLR meeting	COMPLETED
2	Cllr Standley to find out when the painting of white lines and roundels will be completed in the village.	Cllr Standley	This was raised at SLR meeting	COMPLETED
3	Clerk to submit the response to the proposed 40mph and 50mph speed limits on A272 at Hadlow Down consultation.	Clerk	Submitted on 06/08	COMPLETED
4	ML to look at the draft Statement of Community Involvement (SCI) Consultation to see if worth responding, deadline is 29 <sup>th</sup> August.	ML	ML reminded on 26/08	MISSED - CLOSED
5	BF to look at the drainage chamber in Hut Lane.	BF	BF has done this.	COMPLETED
6	BF to review the benches at the playing field.	BF		ONGOING
7	Clerk to action the maintenance of 4 fingerposts.	Clerk	Clerk to action. Email sent 29/09	COMPLETED
8	BF is going to review to see if something he could repair on play area structure and work out material costs	BF	BF has done this and will work out the materials needed and send estimate to Clerk	ONGOING
9	Clerk to liaise with resident about weekly play area inspections.	Clerk	Discussed on 06/08 with resident	COMPLETED
10	Clerk to go out to tender early September for grass cutting contracts	Clerk	Everything drafted and ready for sending on 01/09	COMPLETED
<b>HDPC meeting 2<sup>nd</sup> Sept 2025</b>				
No actions recorded				
<b>HDPC meeting 7<sup>th</sup> October 2025</b>				
1	Clerk to obtain an update from enforcement about Wander Down	Clerk	Emailed enforcement 09/10. Update at Nov PC meeting.	COMPLETED
2	Clerk to obtain an update from enforcement about Drakes Head Den following the appeal being dismissed and ask about the container	Clerk	Emailed enforcement 09/10. Update at Nov PC meeting.	COMPLETED
3	Clerk to send letter to HDCC following Parish Poll	Clerk	Letter sent 08/10	COMPLETED
4	Clerk to send Cllr Lester info re Advisory Committee	Clerk	Emailed 08/10	COMPLETED
5	Clerk to book 2025 meeting dates and publish	Clerk	All booked and published 08/10	COMPLETED
6	Let tender contractors know either way and include the new figures in the draft budget for 2026/27 ready for finance meeting.	Clerk	All completed 09/10	COMPLETED
<b>HDPC meeting 11<sup>th</sup> November 2025</b>				
1	Clerk to enquire with ESH why the 30mph roundel near Tinkers Park was not done recently when the others were reinstated.	Clerk	Clerk to update at Dec PC mtg	COMPLETED

2	PW to undertake the quarterly village risk assessment.	Cllr PW	This has been completed and report on January 2026 PC meeting	COMPLETED
3	Clerk to prepare precept paperwork and finance document for Dec mtg.	Clerk	Deferred till Jan 2026 meeting as awaiting paperwork from WDC	ONGOING
4	Clerk to undertake EMR movements as agreed.	Clerk	Done	COMPLETED
5	Clerk to liaise with CCLA re liability and start the application process.	Clerk	Update on Dec PC meeting. This is no longer happening.	WITHDRAWN
<b>HDPC meeting 2<sup>nd</sup> December 2025</b>				
1	Clerk to do the arrangements for new Cllr, Graham Long	Clerk	Email set up, new Cllr training booked	COMPLETED
2	Clerk to raise the blocked gulleys again	Clerk	Reported to ESH and Cllr Standley chasing	COMPETED
3	ML to raise the issues with PCSO	Cllr Lunn		
4	Clerk to request an enforcement update on the sand school at Cart Lodge Field		Email sent 05/01, awaiting response	
5	The consultation for speed limit changes to be put on FB	Clerk	Published on FB	COMPLETED
6	Clerk to send the email re the roundel to Cllr Standley.	Clerk	Done	COMPLETED
7	Clerk to arrange for the HDPF lease to be signed.	Clerk	This is in progress	
8	Christmas waste collection dates to be published on social media	Clerk	Done	COMPLETED
9	Clerk to put something in parish magazine bout horses not being allowed on the playing field.	Clerk		
10	GL raised an overgrown hedge down Wilderness Lane, he will report this to ESH.	Cllr Long		
11	Clerk to proceed with new website.	Clerk	This is in hand...	ONGOING
12	Clerk to liaise with solicitor re HDCC rent and review controls	Clerk	Emailed and response rec'd and being discussed at Jan 2026 PC mtg in confidential session.	COMPLETED