

AGENDA ITEM	ACTION REQUIRED	BY WHOM	PROGRESS	DATE CLOSED
	No actions outstanding from February meeting.			
19/168	To circulate the land transfer documents for the community park to all Councillors.	Clerk	Transfer documents held on record are pre-transfer. Solicitor emailed to request final copy.	
19/169	To seek advice from various sources in relation to loss and damage insurance for the Hadfelda Square Car Park.	Clerk	Advice sought from NEPP and BDC. Awaiting response from Coggeshall Finance Officer. Item included on March agenda for discussion.	24/02/2020
19/151	To look into possible discount if purchasing 2 or 3 bins.	Clerk	Discount offered for 4 bins - referred to Environment Advisory Group to discuss.	17/02/2020
19/124	To look into tree warden options.	Clerk		
19/112	Make enquiries to Derrick Louis, Scouts, Girl Guides, British Legion and Church for a co-ordinated VE day event.	Clerk	Email sent. To be discussed at March meeting.	17/02/2020
19/81	Look into the various options for a youth service provision in HP and make recommendations to full Council.	Sport and Recreation Advisory Group		
19/87	Look into the provision of LED lighting during the next 12 months (by August 2020).	Clerk		
19/91	Put together a Man Shed project plan, including costings, and report back to full PC at future date.	Sport and Recreation Advisory Group		

Shading denotes matters arising from previous meetings.  
Unshaded area denotes matters arising from last meeting.