Puddletown Area Parish Council Action Log

Action Number (year number / consecutive number)	When Initiated?	Who is Actioned?	Action Description	Deadline Set for the Action	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Yellow - action completed; Green - matter resolved)
19/001	Unknown	Clerk	To monitor progress of enforcement action against the **Old Hairdresser**, The Green, Puddletown	09/07/2019	12/09/2018 Cllr P. Cooke wrote to Planning Enforcement regarding concerns raised. 14/09/2018 Clerk wrote to Environmental Health. (Reply on 19/09/18 that they would look into it but nothing since.) October 2018 - enforcement investigation WD/ENF/18/00200 CAMELOT, THE GREEN issued as reported by Cllr P Cooke. 28/11/2018 Planning Contravention Notice completed by owner and returned to DCC. 05/02/2019 Letter from Enforcement Officer to say that they do consider the development unacceptable and have written to the owner requesting that the site be cleared by the end of March otherwise they will proceed with formal enforcement action. April 2019 Both Clerk and Dorset Cllr Parker emailed planning team and had no response. 11/6/19 Discussed at PAPC meeting, Clerk to send email. 12/6/19 Clerk email to Planning Officer **Debbie Redding** requesting an update and time plan of action, cc DC Cllr Emma Parker. (No reply) 14/06/19 Emma Parker responded that she will request a meeting with Debbie Redding. 11/07/19 Clerk emailed planning department as well as Debbie Redding. 11/07/19 Response from planning team that there has not been an enforcement order issued but a PCN (Planning Contravention Notice). Investigations are ongoing and they are "considering taking formal action." (No reply from D. Redding) 30/07/2019 Cllr Churchill met with Cllr Parker to discuss. Cllr Parker has visited site but owner was away. She will try again. PAPC to discuss at next meeting. 13/07/2019 Chair to request that PAPC representative joins Cllr Parker and the enforcement team when they visit. 17/08/2019 Chair emailed Cllr Parker as agreed. 01/09/2019 Cllr Parker responded that she had received a reply from the Enforcement team to say that they are looking to serve enforcement notices on the site however there is likely to be a delay due to their current workload. 10/09/2019 Discussed at PAPC meeting, Clerk to send email to enforcement on behalf of PAPC supporting the residents concerns. 25/09/2019 Email to enforcement from Clerk. 05/03/2020 Email to enforcement from Clerk requesting update. 18/08/2020 Email from enforcement officer received. They are still unable to give a timescale. 11/09/2020 Email from enforcement officer received. A report has been drafted to seek authorisation to proceed with formal enforcement action. 06/11/2020 Email from enforcement officer received. Authorisation to proceed with formal enforcement action has been granted and a draft enforcement order is with the legal team.
19/002	12/03/2019	Clerk and Cllr Churchill	**Parking** first school	09/07/2019	25/3/19 Cllrs Sheppard/Drake & Clerk met reps from Highways and Headteacher to discuss. Stephen Mepham makes proposals. PAPC to consider proposals 9th July meeting. 09/07/2019 PAPC agreed to ask the Highways team to re-paint current double yellow lines along the road and to discuss other possibilities. 23/07/19 Clerk emailed **Steven Mepham** to make requests. S.M. replied and has requested that the team responsible come out to repaint the double yellow lines near the school. He is discussing the request for a new footpath with the Transport team. 13/08/2019 Chair tasked with contacting school to ask them to get children to create posters. 20/08/2019 Chair email to headteacher as agreed. 08/12/19 Chased HT, posters to be done after Christmas. 25/02/2020 Clerk phone call with PCSO. Periodic checks at the end of the school day were discussed. PCSO will do so when she can but she has a large number of first schools in her area and all with the same issue. 20/02/20 Clerk email to Wyatt Homes asking to be informed before work commences on Three Lanes Way so that the PC can work with the school to manage parking issues.

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19/004	12/03/2019	Clerk	Complaint of dangerous situation at Greenacres where **footway** appears to run into **3 Ways Lane**.		25/3/19 Cllr Drake & Clerk met rep from Highways to discuss. **Stephen Mepham** consulted with collision team. Report from them suggested a bollard placed on footway at the junction with the road. 15/5/19 PAPC agreed installation of bollard, action with S. Mepham, Highways to complete. 14/01/2020 Clerk to chase. 06/02/2020 Clerk email to SM - chased again 20/02/2020 as no reply. 03/03/2020 Response from highways that they are waiting for the new budget for the new financial year as they can't afford it this year. 18/07/2020 email to Stephen Mepham to chase 18/08/2020 Clerk met with SM and PG (highways) to discuss. The bollard will be ordered shortly.
19/005	14/05/2019	Clerk	Complaint to Planning Officer regarding infringements of **Three Lanes Way planning** approval conditions.	09/07/2019	Letter of complaint sent to **Debbie Redding**. Reply considered unsatisfactory by Chair and Phil Whiffing. 12/6/19 Clerk emailed DC Cllr Emma Parker to request her assistance. Replied that intends to hold meeting with D. Redding to discuss this and Old Hairdresser enforcement order. 16/6/19 received copy of letter Whiffing to Redding referring his complaint to LGO. 07/07/2019 Email from Cllr Parker stating that she has been told by Jan Farnan that the buffer zone was changed and approved. 09/07/19 PAPC agreed that Clerk should reply to Cllr Parker asking her for any evidence of the approval of changes to the buffer zone. 16/07/2019 Clerk sent email as requested. 17/07/2019 Cllr Parker responded that she returns from holiday on 23rd and will arrange a meeting with the planning officer then and report back to PAPC. 30/07/2019 Cllr Churchill met with Cllr Parker and local resident P.W. who has lodged a formal complaint with Ombudsman. Update PAPC at next meeting. 13/08/2019 Chair and Clerk tasked with writing to Chief Executive, DC and email Cllr Parker requesting that she continues to pursue this. 17/08/2019 Chair email to Cllr Parker as agreed. Clerk posted letter to Chief Exec. written by Chair as agreed. 05/11/2019 Reply from Wyatt Homes considered at meeting. Agreed to respond again as although reply was a step in the right direction, it has not resolved the issue. Also a reminder will be sent to the Chief Executive of DC who has still not replied. 29/11/2019 Letter send to Wyatt Homes and copied to Emma Parker, Planning and Chief Exec. Letter sent to Chief Exec. and copied to E Parker. 2/12/2019 Reply from Head of Planning at DC (passed letter from CE) was circulated to members and will be discussed at next meeting. 10/12/19 agreed to respond, Clerk to draft letter. 31/12/2019 Letter sent 20/02/20 Clerk email to chase up progress on LGO investigation. 03/09/2020 Clerk email to head of planning at DC to chase lack of response (E. Parker also agreed to chase this up on PAPC behalf. 08/09/2020 The Ombudsman has concluded that there was some fault with Dorset Council's procedure, but didn't consider that the impact was sufficient enough to warrant taking the matter further.

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19/007	14/05/2019	Clerk and Cllr Churchill	Following complaint from Puddletown resident re **speeding** a request to move the SID post at the eastern entrance to village made and approved by Highways. Quote received to move post and provide hard stand.	09/07/2019	11/06/18 Discussed at PAPC meeting, decision to discuss again with DC the option of having two posts. Decision on moving post and other speeding issues at PAPC meeting 9/7/19. 09/07/2019 PAPC agreed to not move the SID and to write to DC confirming this and suggesting other options. 23/07/2019 Clerk email to **Phil Goodland** who replied that he would speak to colleagues and try to find solutions. 13/08/2019 Clerk tasked with investigating extracting data from the SID for evidence and asking the PCSO to arrange for a Police representative to attend the next meeting. Mrs Heather Stevens tasked with setting up a Community Speed Watch team. 15/08/2019 **Stephen Mepham** emailed to request site meeting. Clerk replied asking for possible dates. 19/08/2019 Clerk advertised the Community Speedwatch initiative on the PAPC website and Community Facebook group. Clerk wrote to PCSO Donnison as agreed. 28/08/2019 Clerk email to Rob Camp about SID data and email chasing up S. Mepham. S Mepham replied and a site meeting has been scheduled for the end of September. 15/12/2019 SLOW signs have been painted on road into Puddletown from the East. Clerk to chase up speedwatch group, speak to Tolpuddle meeting clerk about agenda item and ask PCSO if this can be run in a 40mph zone. Emails sent to Tolpuddle meeting clerk, PCSO and Speedwatch Group Leader. 20/02/2019 Clerk completed online form to express interest in the programme. The website mentions a 40 mph zone. 10/03/2020 Clerk to arrange meeting with volunteers and PCSO/Cllr Parker 03/09/2020 update - forms have been received for CSW volunteers to complete. 6 volunteers are needed to start a new group. 1 form has been completed to date 5 others are pending, other possible volunteers have been contacted through social media but are yet to email to request a form.
19/Aug PPT	13/08/2019	Clerk and Cllr Churchill	Contact the Forestry Commission and DC Countryside team to discuss numbered entry points and access arrangements for emergency services into the Forest.	10/09/2019	28/08/2019 Clerk email to Forestry Commission and Giles Nicholson (DC). 04/09/2019 Reply from FC that ambulance service opted to not have a key as emergency vehicles come from several different locations. It was agreed that they would contact the fire service (who have keys) to arrange access if necessary. 05/09/2019 Clerk reply to FC pushing for numbered access points. (No response) 10/09/2019 Response from FC deemed unsatisfactory at meeting, clerk to write again. 25/09/2019 Clerk email to Southern Enquiries team at FC. Reply received same day and forwarded to members. 03/02/2020 email received from FE. They have agreed to install signs at access points. PAPC to monitor and chase as needed. 03/03/2020 Cllrs met with AONB reps to discuss forest. 10/03/2020 Clerk to write to FE to request a meeting again. 03/09/2020 update - FE have agreed to consult with stakeholders including PAPC but cannot confirm when this will take place. 05/11/2020 Clerk email to FE to chase signs.
19/102	10/09/2019	Clerk & Cllr Walton	Distribute Rural Roads Strategy	30/09/2019	28/09/2019 Clerk sent to parish councils, Cllr Parker and DAPTC 15/12/2019 Clerk chased other parish councils for comment, doc to be sent to DC at end of month 10/01/2020 Sent to Cllrs Emma Parker and Nick Ireland as well as Community Highways team leaders. 28/02/2020 Cllr Walton met with highways representatives and Cllr Parker.
19/107	10/09/2019	Cllr Drake	Get quotes for gravel path on Doctor's Lane	30/10/2019	Cllr Drake is conversing with the DC Highways team to arrange this.
19/123	08/10/2019	Cllr Churchill	Get quotes and write a management plan for ICT equipment in village halls	06/01/2020	29/11/2019 Discussions have begun with the VH committees. Chair to present ideas at January meeting. 15/01/2020 Quotes are to obtained to set up Wi-Fi in the village halls. Cllr Walton has been advised that a large screen television would be a suitable option for a display.
19/143	05/11/2019	Clerk	Arrange for grit bins to be filled	10/12/20019	07/12/2019 - Puddletown grit bin delivered to Clerk, awaiting Magna Housing to confirm location and then DC can fill both at the same time. - Update, Magna Housing are installing a hard standing for the bin to sit on. Once this work is completed, the grit bit will be moved into place. 27/07/2020 Email to Magna Housing to chase. 04/11/2020 Email to Magna Housing to chase
19/163	10/12/2019	Clerk	Request Highways visit to look at trees for Blandford Road verge	05/01/2020	31/12/2019 Email to Highways 05/03/2020 Clerk email to chase up 27/07/2020 Clerk email to all officers to chase 03/11/2020 Clerk email to all officers. Species confirmed. Waiting on check for underground pipes and cables.

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19/206 (a)	11/02/2020	Clerk	Purchase 2x noticeboards for Athelhampton and Burleston. Permission should be sought first to establish where they will be installed	05/04/2020	06/11/2020 Boards have been ordered and will be installed at the Pavilion temporarily. Clerk has requested quotes for the installation.
19/230 (a)	10/03/2020	Clerk	Liaise with Cricket club on Rec expansion		Map has been agreed to show the diversion but a formal agreement with the landowner is needed to accompany the PPO application. 04/11/2020 - Landowner has requested that PC draft agreement. To go to PC for confirmation.
19/230 (b)	10/03/2020	Clerk	Write to Magna Housing re. Butt Close Play Area	07/04/2020	Magna Housing need the full proposal in writing to the director before they can sign off on it. Awaiting a plan from the landscape architect before we send this on to Magna. 08/08/2020 Email to Director at Magna Housing, consultation has begun and is due to end 30th September 08/10/2020 update - Magna Housing have agreed to a 20 year lease term and to repair the fence prior to commencement. Work is ongoing to draft an agreement with Magna Housing.
19/233	10/03/2020	Cllrs Salcedo and Drake	The Green - a community space?		Community Projects group needs to meet under new Chairman.
19/244a	14/04/2020	Cllr Walton	Tolpuddle Village Survey		Draft survey to be discussed at September meeting 08/10/2020 survey has been printed and will be delivered to all homes in October. 20/10/2020 - Survey distributed.
20/009	12/05/2020	Clerk	Contact PCSO about fly-tipping Chine Hill	20/05/2020	PCSO contacted, there is now an officer from the environment agency investigating the case and the Clerk is sending him any updates.
20/016	09/06/2020	Cllr Hubbuck	Speak to environment agency about Backwater trees.	07/08/2020	Email has been received from the environment agency explaining that they will carry out work on the trees which hang over the river but not in bird nesting season so this will take place at a later date.
20/041	14/07/2020	Clerk	Ask DC about putting up speed signs	30/07/2020	27/07/2020 Clerk email to DC 05/08/2020 Email passed to appropriate officer to advise 08/10/2020 update - advice has been received. The projects group will take this on with the help of a local volunteer.
20/050	14/07/2020	Clerk	Write to developer about pavement at Sherrings Green	30/07/2020	03/09/2020 update - Developer has requested photographs of the surface of the pavement. 04/09/2020 email to developer. Condition 7 of planning approval notice requires reinstatement of kerb and footway on completion of development. - keep under review.
20/099b	13/10/2020	Clerk	Write to highways authority to request; a) improvements to the footpath between Coombe Road and St. Mary's Middle School, b) speed limit on New Street and Coombe Road reduced to 20mph, c) new access road for Middle School.	30/10/2020	28/10/2020 - Done and copied to Emma Parker who has agreed to support this and chase as needed.
20/099c	13/10/2020	Clerk	Write to members of the Tolpuddle telephone kiosk project group and provide details of all information required for the grant application	30/10/2020	14/10/2020 - Email sent detailing all information needed.
20/103a	13/10/2020	Clerk	Get quotes for Orchard Meadow repairs	30/10/2020	30/10/2020 - quotes requested and should be received by the December 2020 meeting.
20/103b	13/10/2020	Clerk	Have hedges cut and pond cleared at Orchard meadow	30/10/2020	30/11/2020 - email and phone call to Countrywide following advice from wildlife advisor concerning the hedge.
20/103b	13/10/2020	Clerk	Apply for grants for Butt Close play area project	30/12/2020	Clerk is preparing estimates for the project costs.