

Live Agenda/Tracker/Action Planner (LATAP)

Live Agenda, Tracker, Action Planner (LATAP) (Ref start point 07/06/22)				
Ref	Task	Current position	Actions and by who	Draft/ Complete /published/ On Hold/Ongoing
0	Agree previous meeting Minutes	New heading	06/09/22 Minutes Signed off by group All	06/11/22 Complete posted on Web NA
1	Formulate Aims and Objectives from minutes 07/06/22 item 1,4	In discussion with the group via email 06/09/22 Minutes- (As per actions on the (LATAP). 01/11/22 Minutes (As per LATAP)	07/06/22 Nick Austen The whole group to bring ideas to the Sept meeting to discuss 06/09/22 Nick to formulate and distribute 01/11/22 As above	No 06/09/22 (Ongoing NA All) 06/11/22 (Ongoing NA All)
2	Formulate Action Planner/Tracker to become the live agenda driver for meetings from minutes 07/06/22 item 1.4	First draft format 06/09/22 Minutes- (Implemented draft and constant work in progress to streamline.) 06/11/22 Minutes. (Complete)	07/06/22 Nick Austen to compile and discuss at Sept meeting 06/09/22 Nick 01/11/22	Draft 06/09/22 (Draft /Ongoing NA) 01/11/22 (Complete Signed off NA)
3	Dedicated Highways page on CPC website	Implemented / in progress 06/09/22 Minutes- (As per actions on the LATAP) 01/11/22 Minutes (Complete.)	07/06/22 Nick Austen and Parish Clerk 06/09/22 Nick and Parish Clerk to post and improve 01/11/22 NA	Draft 06/09/22 (Draft Ongoing NA) 01/11/22 (Complete Signed off NA)
4	Comms Strategy	None To be discussed in depth at Sept meeting after initial conversations re minutes 07/06/22 1.5 06/09/22 Minutes- (Implemented. Comms document to be placed on Highways page.) 01/11/22 Minutes (Document to be placed on web)	07/06/22 Whole group to discuss at Sept meeting 06/09/22 Nick to compile and publish to Highways page. Nick 01/11/22 NA	No 06/09/22 (Ongoing NA) 01/11/22 (Ongoing NA)
5	Contact KCC Highways Darren Hickman re Charing x roads work re minutes 07/06/22 2.1	Drawings to be updated 06/09/22 Minutes- Completed as per LATAP	07/06/22 Terry Hayward 06/09/22 Terry, Colin, Nick, Parish Clerk	Complete/Yes 06/09/22 Signed Off Complete NA
6	Submit a response and publish on website re minutes 07/06/22 2.2	Response to drawings 06/09/22 Minutes- Completed as per LATAP	07/06/22 Colin Burns 06/09/22 Terry, Colin, Nick, Parish Clerk	Completed/Yes 06/09/22 Signed Off Complete NA
7	Post on website if applicable re minutes 07/06/22 2.3	Placed on draft webpage 06/09/22 Minutes- Completed as per LATAP	07/06/22 Nick Austen / Dawne Austen 06/09/22 Nick Austen / Dawne	Completed/Yes 06/09/22 signed off complete NA

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8	To achieve a 30MPH limit within the gateways of Charing A20	Strategy to be compiled and worked on 06/09/22 Minutes- As per LATAP 01/11/22 Minutes – High Level Strategy HLS Medium Level Strategy MLS and Low Level Strategy LLS to be formulated	07/06/22 Terry Hayward and Group to compile strategy 06/09/22 Terry Hayward and Group to compile strategy 01/11/22 CB SW TH and All	No 06/09/22 Ongoing) 01/11/22 (Ongoing CB SW TH All)
9	To Achieve improvements for roads through Charing in line with our Aims and objectives	Previous work and schemes devised but need to refocus in line with Aims and objectives re minutes 07/06/22 4.1 06/09/22 Minutes- On hold until strategy complete. 01/11/22 Minutes - On Hold until April	07/06/22 Terry Hayward and Group to refocus and revisit inline with 10 below 06/09/22 Terry and Group 01/11/22 On Hold	No 06/09/22 On Hold 01/11/22 On Hold
10	Monitor KCC Station rd changes to advise on further improvements and to inform 9 above	KCC Work to be completed 09/09/22 06/09/22 Minutes. - TH to collate feedback at next meeting 01/11/22 Minutes. – DA to collate all feedback from ALL and return to KCC after 6 months	07/06/22 Terry Hayward Group to monitor over a period to be discussed at Sept meeting 06/09/22 Terry to collate 01/11/22 All, DA	No 06/09/22 Ongoing 01/11/22 Ongoing
11	Village gateways (Charing)	Members of the group tasked with visiting the areas re minutes 07/06/22 5.1 06/09/22 Minutes. - Group members visited the locations and feedback options, opinions, and actual locations etc. Group to finalise locations, types of etc. 01/11/22 – JL to compile document to show location, design, cost and liaise with KCC to finalise	07/06/22 Members to visit areas and report on location and feasibility. Colin Burns/Jill Leyland Pluckley rd / Jill Leyland and Sue Lowen A20 Maidstone / A20 Ashford / A252 Terry Hayward / The Hill Tylden Reed 06/09/22 Group to finalise locations and types 01/11/22 JL	No 06/09/22 Ongoing 01/11/22 Ongoing
12	Village gateways (Charing Heath)	No action 06/09/22 Minutes. - TH to discuss way forward 01/11/22 Minutes – On Hold until April 2023	07/06/22 Terry Hayward To discuss action going forward 06/09/22 TH 01/11/22 All	No 06/09/22 Ongoing 01/11/22 On Hold
13	A20 Jcts for proposed planning A20 roundabout to Hook lane	Ongoing re minutes 07/06/22 6.1 06/09/22 Minutes. - Group discussion TH to take to Council to discuss as group not impressed by multi Jct layout 01/11/22 Minutes – To include in MLS	07/06/22 Terry Hayward and group to discuss at Sept meeting 06/09/22 Terry to liaise with Council 01/11/22 TH SW	No 06/09/22 Ongoing 01/11/22 Ongoing
14	New road markings A20 Orbit / Dog Kennel Lane	New marking had been laid on roadway but had failed to take into account the previous development of Wilkinson close re minutes 07/06/22 6.2 06/09/22 Minutes. - Nick to raise with the	07/06/22 Nick Austen to raise at September meeting. 06/09/22 Nick and Clerk to progress 01/11/22 TH SW	No 06/09/22 Ongoing 01/11/22 Ongoing

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		Clerk/Dawne options 01/11/22 Minutes. – To include in MLS		
15	HIP to Discuss / reorganise / prioritise for KCC. Remove issues that can be placed into the tracker as a separate issue	HIP transferred from JL and after 07/06/22 meeting 06/09/22 Minutes. – NA to liaise with Jill and Group to compile new Highways Improvement Plan (HIP) 01/11/22 Minutes. – JL to work on re-organising the HIP to include items from the LATAP	07/06/22 Terry Hayward and group to discuss at Sept meeting 06/09/22 Nick Jill and Group to formulate the HIP 01/11/22 JL	No 06/09/22 Ongoing 01/11/22 Ongoing
16	Items for discussion			
16.1	Pluckley rd weight limit / restriction	01/11/22 Minutes. – JL raised an issue regarding large lorries using the Pluckley rd increasing in volume.	01/11/22 Item to be discussed as to a way forward at next meeting JL All	01/11/22 Item raised
16.2	Signage for Bowl Rd	01/11/22 Minutes – SW raised an issue about safety signage along Bowl rd	01/11/22 Item to be discussed as to a way forward at next meeting SW All	01/11/22 Item raised
16.3	Faversham Rd Speed limit	01/11/22 Minutes – JL raised the issue that has been previously discussed but no action taction	01/11/22 Item to be discussed as to a way forward at next meeting JL All	01/11/22 Item raised