

CLERK'S PROJECTS / TASKS LIST

Date updated: 12/09/2023

PARISH COUNCIL AMENITIES (Amenities Working Group)				
DATE	PROJECT / TASK DETAILS	LEAD		
	RISK MANAGEMENT INSPECTION CHECKLISTS FOR ALL AMENITIES	CLERK	AWG 26/7/23: Email all templates to RP to organise.	
BISHOPS MEADOW				
	DITCH PARALLEL TO ROAD NEEDS CLEARING OF VEGETATION SO THAT ESH CAN CHECK DRAIN FROM ROAD (DISCHARGES INTO)	CLERK	Countrymans engaged by PC to clear vegetation. Need to arrange site meeting with Mark Stapley of ESH to check what next. Site visit Clerk / Mark Stapley 30/8/23 – ESH to clear ditch and investigate whether piping may be an option.	
	DEAD TREE AT BOTTOM OF MEADOW, NEAR BRIDGE, NEEDS TIDYING	ROGER P	RP / DT cleared all lower branches that could be reached without ladder. Clerk to arrange for contractor to remove down to safe / suitable height for habitat. Kevin Longhurst asked to reduce.	
	ANNUAL HAY CUT	CLERK	Booked for early September. Contractor messaged 1/9/23 to say can't get done before going away – back 18/9/23 and will do as priority!!	
CEMETERY				
	COMMONWEALTH WAR GRAVES COMM. SIGNAGE PROJECT	CLERK	Form to complete - photos of position to take. Ordered. Installed.	COMPLETE
	RUBBISH BIN CEMETERY - NEED NEW CONTRACTOR	ROGER P / CLERK	NIGHTMARE - can't find contractor who will negotiate narrow lane!! AWG 26/7/23 agreed to get bin at Rec. V.S to clear weekly to Rec bin (locked). Clerk to find contractor	
	CEMETERY BOUNDARY FENCES	CLERK	Not started - not priority	
	CEMETERY EXTENSION	CLERK	Not started - not priority	
	YEWS FOR THE MILLENNIUM - REPLACE LOST ONE (died) IN CEMETERY	CLERK / GILLIAN.S	To organise removal of one from Gillian's 'nursery' garden and plant in Cemetery	
	CEMETERY PAVILION TREATMENT WITH WOOD PRESERVATIVE	ROGER	RP to purchase materials and organise volunteers to help. Completed by RP / DT August.	COMPLETE
	WOODEN CROSS NEEDS SECURING	ROGER	AWG 26/7/23: RP to ask Paine's whether they can do it? Paine quote received and accepted 8/8/23	

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	CENTRAL PATH NEEDS CLEARING AND/OR SURFACE REDONE	AWG	AWG 26/7/23: Clerk to get weedkilling done. Also get quotes for resurfacing as entrance hardstanding, for November PCM to get in budget for 24/25. Kevin Longhurst asked to do weed killing	
	MEMORIAL headstone to be installed for Baby Newington (7/11/1982).	CLERK	Installation booked 11/8/23. Clerk to attend. Headstone installed – Clerk and Newington family present – very happy!	COMPLETE
DEFIBRILLATORS				
March 2023	DEFIB REGISTRATION (THE CIRCUIT)	CLERK	Collection of information in progress. Two from SECAMB (Vets and Halt) now registered to PC. 5 existing all registered. Website updated	COMPLETE
	NEW DEFIB HEATHFIELD GARDENS	SIMON	New box received. Defib received from First Responders. Paine's supplying post and fitting. Post and box fitted and defib in place	COMPLETE
July 2023	NEW DEFIB UPPER BRIGHTLING ROAD	CLERK	Resident to pay for one to cover area around Oakland Drive / Hackwood etc. Box and defib purchased. Paine's to install on new post. To register once in place. 8/7/23: With Paine's for installation 21/8/23: Post / box installed– defib in place. Website updated and defib registered on The Circuit.	COMPLETE
DOG WASTE BINS				
	NEW DOG WASTE BIN GEORGE HILL	CLERK	Bin ordered and received. Pending finding suitable location and installation. When permanent post installed for VAS, bin will be fitted to that!	
	NEW DOG WASTE BIN FAIR LANE	CLERK	Bin ordered and received. Pending finding suitable location and installation. Location identified - VS to install	Clerk to action
GRIT BINS				
	GLENLEIGH WALK GRIT BIN – MOVED BY RESIDENT TO NON-LICENCED LOCATION. RETURN TO CORRECT LOCATION	CLERK	ESH confirmed it has to be returned to licence position. Awaiting relocation by ESH (probably when fill them in Autumn). ESH refilled in new location!!! ESH reviewed position - not ESH land so no licence required!! Need authority from land owner, then will refill for PC. Permission from land owner received and forwarded to ESH.	COMPLETE
3/8/23	GRIT BIN TOP OF BELLHURST (TURNING CIRCLE) LID HINGE BROKEN (BY KIDS)	CLERK	Village Steward to look and see if he can fix it or replace hinge? Fixed	COMPLETE

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PIPERS FIELD AND JUBILEE GARDEN				
	JUBILEE GARDEN MEMORIAL BENCH - GRAYSON/GRAYS	CLERK / GRAYS	No progress since Covid – Clerk needs to make contact with Grays	
	WILLOW ARCH JUBILEE GARDEN	CLERK	Clerk to find expert - research started	
	PIPERS FIELD UPGRADE PROJECT	ROGER / CLERK	Grant applied for. Felling licence applied for (via Grays) for willows, but problems over restocking requirements by Forestry Commission. Grant refused. Trees mapped / checked by Tree Warden (Caroline).	Needs further consideration / action on dead wood!
PLAYGROUNDS				
	PLAYGROUND UPGRADES RECREATION GROUND	CLERK / AWG	Quotes received. AWG agreed to accept quote 26/7/23 Quotes accepted – works anticipated late September/October	
	BROKEN PLAY EQUIP (Canopus)	CLERK / AWG	Quotes received to repair. AWG agreed to accept quote 26/7/23 Quote accepted - works anticipated late September/October	
	PLAYGROUND UPGRADES BISHOPS MEADOW	CLERK / AWG	Quotes received to repair. AWG agreed to accept quote 26/7/23 Quote accepted- works anticipated late September/October	
	NEW ITEMS TO PURCHASE FOR TODDLERS PLUS INVESTIGATE NEW PANELS FOR TODDLER MULTI-PLAY AND MORE BENCHES	CLERK / AWG	Quotes requested for 3 new toddler springy things. Enquired re panels. Quote received Need to check/accept quotes and investigate more benches.	Arrange AWG meeting
POCKET PARK				
	POCKET PARK UPGRADES PROJECT	ROGER P		
	QUEEN'S GREEN CANOPY		Tree planting as part of Pipers Field project? Was Jubilee project - now also living legacy following death of Queen. Tree planted in Pocket Park and Bench installed. Plaque received. RP to fit plaque. Plaque fitted.	COMPLETE
RECREATION GROUND				
	CRICKET CLUB SAFETY FENCING	Chairman	Fencing re-tensioned by CC. CC to add warning signs to fence. NFA. Considered acceptable risk with mitigations (tension/signs).	
	FOOTBALL PITCH VERTIDRAINING	CLERK	Clerk to check whether it needs to be done again before start of season? 3/8/23: Clerk spoke to Keith Stone – yes after Fair has left	Arrange verti-draining

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	ENTRANCE RECONFIGURE TO MAKE PEDESTRIAN ENTRANCE	AWG	RP to have a look and consider whether required / necessary (AWG 26/7/23). Quote received from Paines – sent to RP/DT 7/8/23. AWG consider works worthwhile – to put to PCM 18/9/23	PCM 18/9/23
	DOUBLE LITTER BIN AT ENTRANCE - DOOR MISSING	AWG	Wait until decision on reconfiguring entrance (may need to re-site) AWG 26/7/23	Order bin when above decided
17/6/23	FENCING DOWN SOUTH SIDE OF CAR PARK, FORMING PATH TO PLAYGROUND, ROTTEN AND FALLING OVER	CLERKS	Paine's quoted. AWG 26/7/23: accept quote. Quote accepted – work expected Oct/Nov	
	DAMAGE TO FIELD FOLLOWING BONFIRE 2022 – STRIP ADJACENT TO CRICKET FIELD – AFFECTING GOAL AREA OF FOOTBALL FIELD	Clerk	Clerk to liaise with RUFC / Bonfire to find acceptable solution (repairs and costs). Any / all repairs should be advised to Clerk beforehand, so clear who is responsible for cost.	Clerk to action
STATION ROAD CAR PARK & TOILETS				
	STATION ROAD CAR PARK /CLUB BOUNDARY FENCING	ROGER P	Further quotes pending	
28/2/23	LITTER BIN BY STEPS TO TOILETS MISSING (STOLEN?)	CLERKS	RDC don't want to replace, but will continue to empty if we replace! Need to order a bin - VS can fit. AWG 26/7/23: order new composite bin - VS to install on post	Need to order bin
26/6/23	Two ash trees in car park - branches dropping – potential damage / risk	AWG	Chairman obtained quote to fell, but have to give notice to RDC because in Conservation area. Tree Wardens suggest just limited works to remove dead wood and tidy. AWG 26/7/23: Clerk to ask for expert assess/report - what percentage of wood is dead and what works thinks should be done. Clerk asked Clive Mayhew (Chartered Arboriculturist) to assess/report Report / recommendations 6/9/23 – first tree (closest to steps) significant die back – fell to remove ongoing liability from falling wood or constant cost of maintenance to prevent risk – requires Conservation Notice to RDC. Second tree – leave alone for time being, as no significant risk. To PCM for decision 18/9/23.	TO PCM 18/9/23

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WAR MEMORIAL & CLOCK				
	ADDITIONAL LETTERING WAR MEMORIAL	CLERK	Commissioned – awaiting letter cutter	
27/3/23	CLOCK STOPPED NOT WOUND BECAUSE FLOOR COLLAPSED!	CLERK	Unable to contact David McGovern. Dickon from Darvell to repair floor and clock (07408 832947). Key to DW 13/4/23. Floor rebuilt, clock repaired, chimes restored. DW winding temporarily until KR sorts DMc. Letter to DMc 7/9/23 thanking for years of service and requesting key return	