

CLERK'S PROJECTS / TASKS LIST (AMENITIES)

Date updated: 17/11/2023

PARISH COUNCIL AMENITIES (Amenities Working Group)				
DATE	PROJECT / TASK DETAILS	LEAD	PRIOR TO PCM 18/9/23 in black – changes since in red.	
Sept 2023	RISK MANAGEMENT INSPECTION CHECKLISTS FOR ALL AMENITIES	CLERK	AWG 26/7/23: Email all templates to RP to organise. AWG 29/9/23 – all checklists (except Clappers playgrounds) forwarded to Roger P to progress/distribute between Members. Some checks completed; checks outstanding for: Bishops Meadow, Jubilee Gdn/Pipers Field, Pocket Park, Recreation Ground	
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.	
	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!! Contacted by contractor Sat 30/9/23 to say will do Sunday 1/10/23 Meadow cut and hay removed.	Complete
CEMETERY				
	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	
July 2023	CENTRAL PATH NEEDS CLEARING AND/OR SURFACE REDONE	AWG	AWG 26/7/23: Clerk to get weedkilling done. Also get quotes for resurfacing same as entrance hardstanding, for November PCM to get in budget for 24/25. Kevin Longhurst asked to do weed killing Path and entrance treated for weeds.	

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DEFIBRILLATORS				
Nov 2023	NEW BOX REQUIRED FOR BRIGHTLING ROAD DEFIB (just above railway line)	CLERK	New box to be ordered.	
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				
Oct 2023	GRIT BIN CONTENTS NEED CHECKING	Asst. Clerk / VS	Village Steward to check grit levels / condition	
PAVILION / TOILETS				
Oct 2023	TOILETS – LOOSE BASIN IN LADIES AND BROKEN HOT TAP IN GENTS	CLERK	Called plumber – tap replaced and basin refixed.	Complete
Oct 2023	TOILETS – BROKEN (VANDALISED) HAND DRIER IN GENTS TOILET – WIRES EXPOSED – DANGEROUS	CLERK	Called electrician – not repairable, removed to make safe. He will supply and fit a new hand dryer	
PIPERS FIELD AND JUBILEE GARDEN				
	JUBILEE GARDEN MEMORIAL BENCH – REQUEST BY GRAY-NICOLLS	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				

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	PLAYGROUND UPGRADES RECREATION GROUND	CLERK / AWG	Quotes received. AWG agreed to accept quote 26/7/23 Quotes accepted – works anticipated late September/October Work commenced 25/9/23 Bulk of work completed – some extras outstanding	
	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 Work commenced 25/9/23 Replacement (broken) parts installed, but now waiting for additional joint covers identified as needing replacement.	
	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 Work due to be completed w/c 2/10/23 Complete except for new sign showing PC responsibility / details	
	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 but very expensive – not progressed. Need to check/accept quotes and investigate more benches. AWG meeting 29/9/23 – quotes accepted and Clerk to investigate new benches (same as yellow metal one). Details of benches sent to RP	
POCKET PARK				
	POCKET PARK UPGRADES PROJECT	ROGER P		
RECREATION GROUND				
	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 when dry enough!!
	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 (23/24-76a) – approved and quote accepted.	
	DOUBLE LITTER BIN AT ENTRANCE - DOOR MISSING	AWG	Wait until decision on reconfiguring entrance (may need to re-site) AWG 26/7/23. Reconfigure approved (see above)	Order bin
17/6/23	FENCING DOWN SOUTH SIDE OF CAR PARK, FORMING PATH TO	CLERKS	Paine's quoted. AWG 26/7/23: accept quote. Quote accepted – work expected Oct/Nov Paine's completed 25/9/23	COMPLETE

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	PLAYGROUND, ROTTEN AND FALLING OVER			
	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 liaising
Sept 2023	SURFACING WORKS TO RECREATION GROUND CAR PARK – FILL HOLES AND REMOVE PROTRUDING ROCKS	Clerk	Contractor appointed – quote approved – works completed w/c 7/11/23	Complete
10/11/23	WEAK/LOOSE DRAIN COVER JUST INSIDE PEDESTRIAN GATE TO FIELD FROM CAR PARK	Clerk	Clerk identified issue – considered dangerous – covered with road plate and bollards and contractor appointed to repair / replace cover with sturdier one asap (before bonfire!!) Work completed Friday 17 th November.	Complete
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. PCM 18/9/23 (23/24-76C) Approved fell first tree, tidy second. Clerk to appoint a contractor to complete Conservation Notice and carry out works if approved by RDC	