

EF25-024 Maintenance update

Where	What	Priority	Notes
CURRENT TASKS			
Container	Create a gully drain into pond by container	Medium	Container in accessible during wet months (summer job)
Container	Insert a collapsable bollard by container where car park meets track	Low	Jon to instruct Amanda what to buy
NC	Install the second horse sign	Medium	sign in container (affix to gate or to a post)
NC	Picnic table by car park	Low	Fix bench from parts removed from from other decommissioned
NC	Assess bridges around football pitch	Medium	Widen pathway bridge from Pavilion car park to footpath. To allow rollator / wheelchair access. Add anti slip.
NC	Removable Barrier	medium	Collapsible Barrier to be installed on play area barrier where wood has rotted.
NC	Wooden post for end of horse ride	Low	Wooden post to be added at the end of the horse ride on Normandy Common.
MFF	Queens Jubilee Plaque	High	Clean and lift plaque off the ground
MFF	Bins	Medium	Bins need to be cleaned and drilled into concrete
MFF	Container	Low	Scrap metal from bonfire site to go to scrap yard

Village	Trim round noticeboards	Medium	Strim around the noticenboards as they have become overgrown
NC	Swings (both sets)	Medium	Jet wash wet pour and clear debris and moss from around the edges
MFF	Benches	Medium	Benches around the green need to have wood hardener applied
MFF	Swales	Medium	rod the drains in the swales
NC	Scout Hut Wildlife Sign	Medium	refix sign into the ground as it is wobbly
MFF	Drains	High	Clear drains by archery club
Allotments	Rubbish and strim	High	Remove rubbish from the car park and strim paths
MFF	Drains	High	Check Drain for Build up
MFF	Play area equipment	High	Remove paint from bars
NC	Stingers on Car Park	High	Strim the stingers
MFF	Yellow Gates	High	Replace rams on gates
MFF	Cable tie matting	High	Cable tie matting by zipline
MFF	Bench Bolts	Medium	Bench bolts need tightening
MFF	Sluice gate	High	To buy material and make a sluice gate
ONGOING TASKS			
Parish	Water meter readings	Monthly	Allotments and Pavilion (30th of each month)
Parish	Electricity meter readings	Monthly	MFF x2 and Pavilion (30th of each month)
Parish	Inspection of assets (benches, bus shelters)	Quarterly	BH to get asset list to Jay
Parish	Inspections of buildings (pavilion, garage, shed, container)	Monthly	
Parish	Maintain borders, weed and prune bushes as required around NC & MFF car parks and Peace garden	Monthly (summer)	These should be weeded each month and pruned at the appropriate time of year.

Parish	Trim hedges around war memorial and car park (remove any oak saplings)	Monthly (autumn)	<i>Do not do flowers at the War Memorial as these are done by the Therapy Garden</i>
Parish	Legionella testing	Annually (June)	Pavilion and allotment stand pipe
Parish	Fire extinguishers	Annually (May)	Plan checks and meet with Richard Thorpe
Play Areas	Top soil over grass mats	Annually	
NC & MFF	Check pathways for overgrowth	Monthly (summer)	
MFF	Trim avenue of trees	Annually (Autumn)	
MFF	Adjust time clocks for lighting x2	Monthly	
Parish	Maintain noticeboards; clean, sand and varnish where necessary	Annually	Aim for 3 boards per month if weather permits
NC	Clean / varnish Wildlife signage	Ongoing	
Allotments	Mow allotment paths and vacant plots	June, August October	
Allotments	Prepare empty plots, lay weed membrane	As directed	See Briony
Parish	Christmas Trees	December	Install 6th December
Parish	Bonfire night signs	November	Collect signs and store for next year.