

EF25-035 Maintenance update

Where	What	Priority	Notes	RAG
CURRENT TASKS				
Container	Create a gully drain into pot container	Office on the web	Frame 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	Assess bridges around football pitch	Medium	Widen pathway bridge from Pavilion car park to footpath. To allow rollator / wheelchair access. Add anti slip.	
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	Benches	Medium	Benches around the green need to have wood hardener applied	
Allotments	Rubbish and strim	High	Remove rubbish from the car park and strim paths	
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	Sluice gate	High	To buy material and make a sluice gate	
Container	Strimming	Medium	Strimming at Containers	
MFF	Tommies	Medium	2 x Tommies to RB, 1 on Archery Bund, 1 x NC picnic area by Car Park	
NC	Zip line platform	High	replace rotting wood on the platform	
MFF	Container	Medium	tidy around container	
NC	Post on footpath	Medium	post on path near tennis court/park needs concreting back in	
NC	Magazine boxes	Medium	Replace magazine boxes	

ONGOING TASKS

Parish	Water meter readings	Monthly	Allotments and Pavilion (30th of each month)		Jay
Parish	Electricity meter readings	Monthly	MFF x2 and Pavilion (30th of each month)		Jay
Parish	Inspection of assets (benches, bus shelters)	Quarterly	BH to get asset list to Jay		Jay
Parish	Inspections of buildings (pavilion, garage, shed, container)	Monthly			Jay
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.		Mossy
Parish	Trim hedges around war memorial and car park (remove any oak saplings)	Monthly (autumn)	Office on the web Frame <i>Do not do flowers at the War Memorial as these are done by the Therapy Garden</i>		Mossy
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 matts	Annually			
NC & MFF	Check pathways for overgrowth	Monthly (summer)			
MFF	Trim avenue of trees	Annually (Autumn)			
MFF	Adjust time clocks for lighting x2	Monthly			Jay
Parish	Maintain noticeboards; clean, sand and varnish where necessary	Annually	Aim for 3 boards per month if weather permits		Graham
NC	Clean / varnish Wildlife signage	Ongoing			Graham
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.		