

EF25-012 GENERAL MAINTENANCE

To note the maintenance tasks completed and agree forthcoming tasks required.

Where	What	Priority	Notes	RAG
CURRENT TASKS				
Container	Create a gully drain into pond by container	Medium	Container in accessible during wet months (summer job)	
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	Tommies	Medium	move tommie that was removed from archery to area suggested by E&F	
NC	Post on footpath	Medium	post on path near tennis court/park needs concreting back in	
NC	Climbing frame at NC	Medium	Reported as sharp on top of board.	
MFF	Salt Box	High	Move salt box to area suggested by E&F	
MFF	Rake Rubbish	Medium	Rake glass and rubbish up from area that was recently cut.	
Allotments	Clear plots	Medium	Clear polts 5 and 6 to make them more attractive to new clients	
MFF	Brambles near archery	Medium	Cut Brambles back from Archery fence to new planted tress	
MFF	Picnic bench	Medium	Needs a new board on the seat	
NC	Traversing Wall	Medium	New wall to be installed	
NC	4 way swing	High	Tape on seats	
MFF	Brables near archery	High	Cut back brambles from archery fence round to new trees	

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 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		
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.	
Parish	Christmas Tress	January	Remove trees	
Allotments	Tap	Winter	Turn off tap in November and turn on in March.	
MFF	Brush cut Swales	June, August	Brush cut willow (speak to bill first re orchards)	