

Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 20 May 2021				
ITEM	Details of work required	Reported by	Update Notes / Actions	WHO?
1	Dog bins - rims need replacing / concrete bins - inner basket needs replacing	SCDC operative	SCDC operative reported that rim on dog bins need replacing as bag is current falling into the bin and making emptying difficult. Also, wire basket in concrete bins need replacing - same reason. He will let us know which bins this relates to. Replacement rims have been fitted. Two dog bins require full replacement - outside Esse and on Vicarage Close. Dog bins installed. ACTION: Assistant Clerk to source supplier of inner baskets. Ongoing	CL
2	Medcalfe Way / Palmers Way	Resident	Bin still not installed - regular rubbish discarded in the area. CL has written again to Sean Gentle requesting update. Email from Arnie Leader - cost for installation of new bin £350 approx. Can we use round bins intended for New Road Cemetery? Wardens to look at whether round bin can be installed - CL emailed 8/4/21. Wardens to look at installing bin on concrete base.	CL
3	Picnic bench by River Mel (nr pavilion)	CS	Damage to bench and a slat missing. KR inspected. Unable to fix. Does not appear to be a danger. ACTION: Check if there is money in the budget for replacement bench. NOTE - dedication plaque on bench which needs to be preserved. Various options discussed. ACTION: Assistant to the Clerk to seek quote from engineer for straightening metal work. Wardens to source hardwood to make repairs. Work has started with help from Mr Phipps. Existing dedication plaque to be replaced in original position. Work completed	Wardens
4	Clear Crescent junction - request for give way markings	Resident	Resident requested lines to be painted. Response from Highways - "At an unmarked crossroads no one has priority. If there are no road signs or markings do not assume that you have priority. Remember that other drivers may assume they have the right to go. No type of vehicle has priority but it's courteous to give way to large vehicles". JT to advise resident. Clerk to forward email from Highways to JT Outside remit of Futures WP. Discuss appropriate wording and seek quotes for sign. ACTION: Assistant to the Clerk to chase quote for sign. Sign has been ordered from Unlimited Logos - awaiting delivery. Sign received. Application to install sign on lamp post made to Balfour Beatty - awaiting response.	SM
5	Cambridge Road	TS	Increase of litter from Hot Numbers - Parish Office to write raising the issue of litter. HN responded positively to our request with a litter pick. ACTION: Assistant to Clerk to write suggesting that they may wish to sponsor an additional bin. To be monitored - issue may be resolved when HN's customer are able to eat/drink in the garden. Monitor	SM
6	Verge Rose Lane - damaged by delivery driver	DB	Make committee aware and monitor the situation. Rose Lane resident has reported the damage. Parish Office to follow up if no response is received. ACTION: Clerk to check when Dennis if the repairs have been done. Completed	CL
7	Ash tree at entrance to green lane behind Armingford Crescent	Resident	Reported that the Ash tree is heavy with ivy and swaying in high winds. Wardens inspected and severed ivy on trunk. Office to write to County Farms to see if this tree is their responsibility. Reported to County Highways. Tree has been inspected. Does not require immediate work but will be reviewed in new financial year. ACTION: Clerk to follow up with Highways	CL
8	Car park	Wardens	Damage to lamp post - requires repair. Appears to have been hit by a car. TS to see if he has the key for the control plate.	Wardens
9	Container on New Rec	Wardens	Graffiti - anti climb paint to be applied. ACTION: SM to order paint. Paint received	Wardens
10	Step at side of pavilion	Wardens	Slab is broken. ACTION: Assistant to Clerk to obtain quotes for repair	SM
11	Cnr Chalkhill Barrow / Back Lane	Resident	Highways have removed unstable tree. Resident has requested verge be cleared of brambles and roots. John O'Brien has indicated Highways will not carry out the works as there is no danger. SM to advise resident.	SM
12	Goal fixing on New Rec	Dynamos	Old goal fixing removed from the pitch. To be collected from site.	Wardens
13	New Road Cemetery	HCGM	Build up of weeds in lawn area. Suggested spraying.	SM
14	Greengage Rise Play Area	Resident	Resident reported that area is overgrown. SM highlighted area to contractor - area to be cut soon.	SM
15	Cnr of Elm Way and Beechwood	Resident	Resident reported that verge has not been cut. SM highlighted area to contractor - area is not cut when daffodils are out, area to be cut soon.	SM
16	Wasps in Pavilion	School	Wasps in pavilion, possible wasp nest - Wardens checked area could not see evidence of nest	Wardens
17	Guttering Pavilion	Wardens	Guttering damaged on Pavilion, SM to obtain quotes for repair	SM
18	Grass near Gray's Allotment	CL	Grass near Gray's Allotments overgrown - SM to highlight area to contractor	SM