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| **Asset** | **Task** | **Status** | **Finance** | **Progress** |
| **Lucy Lane South Play Area** | ReplaceGeneral maintenance | Needs basic repairs | Finance up to £50,000, scheduled 2021/22£967.88 bark for both playgrounds | Bark replaced. Equipment checked. Open with Covid-19 warning notices.Next ROSPA inspection booked 14th January 2021. |
| **Silver Witch Green:** | General risk managementBark replacementPlay area repairsLegal agreement with CBCAdult gym equipment | Contacted CBC about permission. Formal letter from DL/JS.Robert Pomery appointed as Planning Consultant to support SPC planning application.Contract offered to Caloo.  | £967.88 bark for both playgrounds £401.57 for repairs.£2,000 annual budget£1,800 costs for planning£685.00 for 2,000 leaflets.Finance up to £20,000 2020/21£25,000 incl. VAT. £5,000 budgetFinance up to £50,000 scheduled 2022/23 | Bark replaced. Open with Covid-19 warning notices.All repairs completed 28.10.20Next ROSPA inspection booked 14th January 2021.Waiting for CBC to respond.Public consultation launched by leaflet and on-line. Caloo ready to start work once planning permission achieved.CBC to plant trees as part of Woodland Project. |
| **Garage/workshop** | Required for tools, materials, etc. to enable self-sufficiency / cost-savings, plus safe garaging of van | BC has cleaned out Tollgate shed. Clearly unsuitable as work area. Some additional storage in Coomb Meadow.  | Finance up to £25,000 scheduled 2020/21Quotes @ £10k for steel shed 8mx6m£150 for site clearance£5,900 for cement base | Planning permission not required.Quotations obtained for steel shed.Site clearance. Concrete base. |
| **Grounds Maintenance** | Grass cutting, hedge trimmingRestore 2m firebreak on SWG. | Dines Agri Services began 1st April 2020Contractor has viewed site. | Price agreed.£780.00 | Good progress with positive feedback. Hedges cut in October.Work on clearing firebreak 25.11.20  |
| **Streetlights** | On-going maintenanceUpgradeUnmetered energy supply | Spoken to consultant, Lorraine Calcott. Salix helping with tender proposal. | Finance up to £40,000 scheduled 2020/21Contacted Salix for funding / SALC for borrowing approval.**Independent survey £4265.06 plus VAT.**  | Survey completed apart from UKPN streetlights – special permission requested by SH.CBC has advised on details of electricity supply and information passed to Salix. Next stage of tender to be decided.Contacted MLHGC for permission to proceed. |
| **Noticeboards** | Replace Lucy Lane NorthRegular inspectionsNew boards in Tollgate/new developments | Funding: **Mersea Homes – agree in principle****Persimmon Homes – £1,000 grant****Church Manor – funding committed**RF West Ltd, Cala Homes (left message)British Land (letter sent) | 2020 Budget - £2,500£2,000 pa thereafter.**£5,334.00 including delivery and installation.**Applying for s.106 funds (CC/AW) | Three noticeboards ready for delivery mid-November. 1. Lakelands Primary (Wagtail Mews) - agreed 2. Persimmon Homes – given options 3. Warren Farm/Dale Close – confirmed (site ready for installation).BC started cleaning, restoration and repairs of noticeboards |
| **Waste collection** | Emptying bins660L bin purchased for SPC waste collection | TBS Hygiene Ltd began work 1st April 2020. Need to verify SPC bins and SVHMC bins. | Prices agreed. See contract for details.£5.00 for 2 small bins and £50.00 for large blue bin. | Positive feedback. Additional bins from SVHMC added to schedule.More bins to be places on Sports Field, SWG and Drought Garden? |
| **Car park drains** | Repair/risk management | Clearance undertaken summer 2019 - rolling contract required. Notice require for SVHMC clients not to use wet wipes.  | 2020 Budget - £5,000 £5,000 pa thereafter | BC started clearing drains – problems with wet wipes. Purchase of pressure washer for purpose.DynoRod to inspect site re soakaways and drains |
| **Tree maintenance** | 3 year cycle schedule/risk management | Review contract. CBC does not help any information about local trees. SPC needs to build own tree plan. | £5,000 annual budget£30.00 per hour for tree mapping | Tree mapping complete.Tender documents received for consideration. |
| **Van acquisition** | Parish wide maintenance | Barry’s licence / vehicle lease | £2,500 annual budget | E-cargo bike? |
| **Tollgate Car Park**  | Extension | Planning permission may be required | No budget£150.00£4,000.00 | Quick fix with tarmac on surface damage completed.Cut back of overhanging trees and general tidy of area.Possible extension agreement with Sports England.Survey of whole area? |
| **Drought Garden**  | UpgradeLightingImprovements | Email from Jane Thompson re: design and lights. ECC to contribute to lighting costs.Serious problems with anti-social behaviour persists. Decision to remove pod and bicycle racks. BC to clear area on daily basis.Contact made with local police.On-going maintenance of areaInvestigation into land ownership.  | Budget/ Reserve £5,000 pa from 2021**£1050.50 plus VAT** to improve lighting. **£1,230.00** for tree and hedge clearance, replace panels and cut tree canopy by garage.**£475.00 plus VAT** for pod removal and repair tarmac.**£50.00** for removal of basketball hoop and bike rack.**£340** for fence repairs and hedge cut back. | Lighting upgrade complete and Jane Thompson notified. Bicycle stand and basketball hoop removed and stored. Tree and hedge cut-back. Investigating prices for new bins. (Invicta bins used by CBC @ £455.00 each, Pedestal bins @ £145.00 each).New fence panels and posts.Weed killer sprayed on. Strim area, cut overhanging hedge and removed fallen branches. JLG proposal for redesign to be considered. SPC ownership of property unconfirmed. |
| **Footpath 42** | MaintenanceSignage |  | £1,000 2020 Reserve, then £2,000 pa |  |
| **Bus shelters****Swan Green bus shelter** | MaintenanceReplacement | Application with ECCGraffiti on London Road bus shelter | £1,500 2020 Reserve, then £500 pa £7,000.00 | Contacted Kevin Bentley. Original correspondence identified. No reply yet.Reported to CBC and waiting for quote for clearance.Full Council to consider replacement. |
| **MPGA** | Lease transfer to SRFCElectricity meter installation | Letter signed by SRFC. Sub-committee in abeyance. SRFC responsible for all supervision. | SRFC to take on any outstanding billsBudget until end of lease 30/9/2020 (no income) | Chased final transfer with CBC – still no reply. DL/JS taken up matter formally with Cllr. King.  |
| **Burial Ground** | Build Memorial WallComplete water supply connection | Tap installed. Hose stored in shed.**BC to take-over all maintenance.**  | £5,500 Reserve, then £500 paPaid up front£889.00 for tools. | Water supply connected.Purchase of additional tools Tree planting as part of CBC Woodland Project. |
| **Village Halls** | Frontage-green plantingWater pressureOver-hanging treesGraffitiFinalise legal agreementReview SVHMC MoU | See Refurbishment reportSept/Oct 2020 | £10,000 2020 Reserve, then £7,500 pa thereafter. **£359.55 for laurel trees****£90.00 for cleaning** | Laurel tree plants planted (BC). Contacted Manager of Homebase about overhanging treesGraffiti cleaned by CBCMOU and insurance documents received. |
| **SPC signage** | Design and repairLegal control of usage | Signs for playgrounds and other SPC assets. | General Repairs and upgrade. |  |
| **Chapel Road Green Stanway village sign** | Poor repair | Baker’s of Danbury awarded refurbishment project. | £1,880 estimated cost. | 50% deposit paid for work to begin. Sign replaced 13.11.20. |
| **New Community Centre and Country Park** | Transfer of leaseDesignPotential clients – Scouts? | Mid/late 2021 completion? | Likely maximum annual cost £60,000 pa (i.e. no income) | CBC arranging long-term lease. Revised designs under consideration. |
| **Sports Field** | Outdoor use by SVHMC clients  | Contracts re charges and liability.Community space in demand by other groups. |  | Contracts signed for use of Sports Field – Colchester Fitness and Stanway Villa. |



