

Asset	Task	Status	Finance	Progress
<b>Lucy Lane South Play Area</b>	Replace  General maintenance	Needs basic repairs	Finance up to £50,000, scheduled 2021/22 £967.88 bark for both playgrounds	Bark replaced. Equipment checked. Now open with Covid-19 warning notices. Next ROSPA inspection due January 2021.
<b>Silver Witch Green:</b> General risk management Bark replacement Play area repairs  Legal agreement with CBC Adult gym equipment	Check Check  Upgrade/replace  Ownership/long lease Planning permission  Install	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  Finance up to £20,000 2020/21 £25,000 incl. VAT. £5,000 budget Finance up to £50,000 scheduled 2022/23	Bark replaced. Open with Covid-19 warning notices. Wicksteed engineer booked to repair broken equipment. Date not yet confirmed. Warning notices put up. Next ROSPA inspection due January 2021.  Waiting for CBC to respond.  Letter to residents about gym.  Caloo ready to start work once planning permission achieved.  CBC to plant trees as part of Woodland Project.
<b>Garage/workshop</b>	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 2020/21 Quotes @ £10k for steel shed 8mx6m	Planning permission not required. Site clearance. Concrete base.
<b>Grounds Maintenance</b>	Grass cutting, hedge trimming  Restore 2m firebreak on SWG.	Dines Agri Services began 1 <sup>st</sup> April 2020  Contractor has viewed site.	Price agreed.  £780.00	Good progress with positive feedback. Additional heavy mowing at Swan Green in August.  Work to commence shortly.
<b>Streetlights</b>	On-going maintenance  Upgrade	Spoken to consultant, Lorraine Calcott.	Finance up to £40,000 scheduled 2020/21	Survey completed apart from UKPN streetlights – special permission requested by SH.

	Unmetered energy supply	Salix helping with tender proposal.	Contacted Salix for funding / SALC for borrowing approval. <b>Independent survey £4265.06 plus VAT.</b>	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.
<b>Noticeboards</b>	Replace Lucy Lane North Regular inspections New boards in Tollgate/new developments	Funding: <b>Mersea Homes – agree in principle</b> <b>Persimmon Homes – £1,000 grant</b> <b>Church Manor – funding committed</b> RF West Ltd, Cala Homes (left message) British Land (letter sent)	2020 Budget - £2,500 £2,000 pa thereafter.  <b>£5,334.00 including delivery and installation.</b>  Applying for s.106 funds (CC/AW)	Three noticeboards ready for delivery. Confirming with development companies about exact positioning of noticeboards and finance. BC started cleaning, restoration and repairs of noticeboards
<b>Waste collection</b>	Emptying bins 660L bin purchased for SPC waste collection	TBS Hygiene Ltd began work 1 <sup>st</sup> 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.
<b>Car park drains</b>	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. Use of water needs to be discussed.
<b>Tree maintenance</b>	5 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 document prepared for Tree Maintenance contract.
<b>Van acquisition</b>	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	
<b>Tollgate Car Park</b>	Extension	Planning permission may be required	No budget  £150.00	Quick fix with tarmac on surface damage completed. Cut back of overhanging trees and general tidy of area. Possible extension agreement with Sports England.

<p><b>Youth/Drought Garden</b></p>	<p>Upgrade Lighting  Improvements</p>	<p>Email from Jane Thompson re: design and lights. ECC to contribute to lighting costs.</p> <p>Serious problems with anti-social behaviour persists. Decision to remove pod and bicycle racks. BC to clear area on daily basis.</p> <p>Contact made with local police.</p> <p>On-going maintenance of area</p> <p>Investigation into land ownership.</p>	<p>Budget/ Reserve £5,000 pa from 2021 <b>£1050.50 plus VAT</b> to improve lighting. <b>£1,230.00</b> for tree and hedge clearance, replace panels and cut tree canopy by garage. <b>£475.00 plus VAT</b> for pod removal and repair tarmac. <b>£50.00</b> for removal of basketball hoop and bike rack.</p> <p><b>£340</b> for fence repairs and hedge cut back.</p>	<p>Lighting upgrade complete and Jane Thompson notified.</p> <p>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).</p> <p>2 x 6ft Fence Panels 2 x 8ft concrete posts to be concreted in with postcrete. 6 Bags of postcrete 50l of Commercial grade weed killer sprayed on. Strim area, cut overhanging hedge and summer growth and remove and dispose fallen branches. JLG proposal for redesign to be considered. SPC ownership of property unconfirmed.</p>
<p><b>Footpath 42</b></p>	<p>Maintenance Signage</p>		<p>£1,000 2020 Reserve, then £2,000 pa</p>	
<p><b>Bus shelters Swan Green bus shelter</b></p>	<p>Maintenance Replacement</p>	<p>Application with ECC Graffiti on London Road bus shelter</p>	<p>£1,500 2020 Reserve, then £500 pa</p>	<p>Contacted Kevin Bentley. Original correspondence identified. No reply yet. Reported to CBC and waiting for quote for clearance.</p>
<p><b>MPGA</b></p>	<p>Lease transfer to SRFC Electricity meter installation</p>	<p>Letter signed by SRFC. Sub-committee in abeyance. SRFC responsible for all supervision.</p>	<p>SRFC to take on any outstanding bills Budget until end of lease 30/9/2020 (no income)</p>	<p>Chased final transfer with CBC – still no reply. DL/JS taken up matter formally with Cllr. King.</p>

<b>Burial Ground</b>	Build Memorial Wall  Complete water supply connection	Tap installed. Hose stored in shed. <b>BC to take-over all maintenance.</b>	£5,500 Reserve, then £500 pa Paid up front £889.00 for tools.	Water supply connected July 2020.  Purchase of additional tools Tree planting as part of CBC Woodland Project.
<b>Village Halls</b>	Frontage-green planting Water pressure Over-hanging trees Graffiti  Finalise legal agreement Review SVHMC MoU	See Refurbishment report  Sept/Oct 2020	£10,000 2020 Reserve, then £7,500 pa thereafter. <b>£359.55 for laurel trees</b> <b>£90.00 for cleaning</b>	Laurel tree plants purchased and planted (BC). Contacted Manager of Homebase about overhanging trees Graffiti cleaned by CBC Clarification of working arrangement required.
<b>SPC signage</b>	Design and repair Legal control of usage		General Repairs	
<b>Chapel Road Green Stanway village sign</b>	Poor repair	Baker's of Danbury awarded refurbishment project.	£1,880 estimated cost.	50% deposit paid for work to begin. Sign collected in August.
<b>Turkey Cock Lane green</b>	Silver birch tree planting	March 2020	Free of charge	Completed March 2020
<b>New Community Centre and Country Park</b>	Transfer of lease Design Potential clients – Scouts?	Mid/late 2021 completion?	Likely maximum annual cost £60,000 pa (i.e. no income)	CBC considering transfer of ownership. Revised designs being discussed.
<b>Sports Field</b>	Outdoor use by SVHMC clients	Contracts re charges and liability to be discussed by CA. Community space in demand by other groups.		Ownership/usage of electricity for floodlights requires clarification