

Asset	Task	Status	Finance	Progress
Lucy Lane South Play Area	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.
Silver Witch Green: install adult gym General risk management Bark replacement Legal agreement with CBC Play area	Build Check Check Find/create Upgrade/replace	Contract offered to Caloo. Contacted CBC about permission. Formal letter from DL/JS. Three quotations being obtained from Planning Consultants to support SPC planning application.	Finance up to £20,000 2020/21 £25,000 incl. VAT. £5,000 budget £2,000 annual budget Finance up to £50,000 scheduled 2022/23 £967.88 bark for both playgrounds £1,800 costs for planning	Bark replaced. Equipment checked. Now open with Covid-19 warning notices. CBC to plant trees as part of Woodland Project. Next ROSPA inspection due January 2021. Waiting for CBC permission to proceed (ownership?). Letter to residents about gym. Caloo ready to start work once planning permission achieved. Appoint planning consultant for planning permission.
Garage/workshop	Required for tools, materials, etc. to enable self-sufficiency / cost-savings, plus safe garaging of van	BC has cleaned out Tollgate shed and removed old items. Skip hired. Additional storage in Comb Meadow shed.	Finance up to £25,000 scheduled 2020/21	Sufficient storage for tools between two sheds. BC will install shelf in Tollgate shed. Obtain quote for planning permission.
Grounds Maintenance	Grass cutting, hedge trimming	Dines Agri Services began 1 st April 2020	Price agreed.	Good progress with positive feedback. Additional heavy mowing at Swan Green in August.
Streetlights	On-going maintenance Upgrade Unmetered energy supply	Spoken to consultant, Lorraine Calcott. Salix helping with tender proposal.	Finance up to £40,000 scheduled 2020/21 Contacted Salix for funding / SALC for borrowing approval.	Survey completed with Simon High of CB Homes apart from UKPN streetlights – special permission requested by SH.

			Independent survey £4265.06 plus VAT.	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 North Regular inspections New 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 on order from The Parish Noticeboard Company. Confirming with development companies about exact positioning of noticeboards and finance.
Waste collection	Emptying bins 660L bin purchased for SPC waste collection	TBS Hygiene Ltd began work 1 st 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.
Car park drains	Repair/risk management	Clearance undertaken summer 2019 - rolling contract required	2020 Budget - £5,000 £5,000 pa thereafter	
Tree maintenance	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	Cllr Jeff Cotter, Tree Warden starting log of SPC trees. Contact made with Glen to assist JC. Need tree plan to present to Tree Surveyor. Tree survey needed before finding contractor.
Van acquisition	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	
Tollgate Car Park	Extension	Planning permission may be required	No budget	Quick fix with tarmac on surface damage completed.
Youth/Drought Garden	Upgrade Lighting Improvements	Email from Jane Thompson re: design and lights. ECC to contribute to lighting costs.	Budget/ Reserve £5,000 pa from 2021 £1050.50 plus VAT to improve lighting.	Waiting work start date for lighting upgrade.

		<p>Meeting with CBC Lighting on 8th June to discuss upgrade.</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>Investigation into land ownership.</p>	<p>£1,230.00 for tree and hedge clearance, replacement panels and tree canopy by garage.</p> <p>£475.00 plus VAT for pod removal and repair tarmac.</p> <p>£50.00 for removal and store basketball hoop and structure, removal and dispose bike rack.</p>	<p>Bicycle stand and basketball hoop removed and stored.</p> <p>Major tree and hedge cut-back for clear sight line from one end to the other.</p> <p>Investigating prices for new bins. (Invicta bins used by CBC @ £455.00 each, Pedestal bins @ £145.00 each).</p> <p>JLG proposal for redesign to be considered.</p>
Footpath 42	Maintenance Signage		£1,000 2020 Reserve, then £2,000 pa	
Bus shelters Swan Green bus shelter	Maintenance Replacement	Application with ECC	£1,500 2020 Reserve, then £500 pa	Contacted Kevin Bentley. Original correspondence identified. No reply yet.
MPGA	Lease transfer to SRFC Electricity meter installation	Letter signed by SRFC. Sub-committee in abeyance. SRFC responsible for all supervision.	SRFC to take on any outstanding bills Budget 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 Wall Complete water supply connection	Tap installed. Hose stored in shed. BC to take-over all maintenance.	£5,500 Reserve, then £500 pa Paid up front	Water supply connected July 2020. Purchase of additional tools Tree planting as part of CBC Woodland Project.
Village Halls	Finalise legal agreement Review SVHMC MoU Frontage-green planting Water pressure Over-hanging trees Graffiti	See Refurbishment report Sept/Oct 2020	£10,000 2020 Reserve, then £7,500 pa thereafter. £359.55 for laurel trees £90.00 for cleaning	Laurel tree plants purchased and planted (BC). Contacted Manager of Homebase about overhanging trees Graffiti cleaned by CBC
SPC signage	Design and repair		General Repairs	

	Legal control of usage			
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 collected in August.
Turkey Cock Lane green	Silver birch tree planting	March 2020	Free of charge	Completed March 2020
New Community Centre and Country Park	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.
Sports Field	Outdoor use by SVHMC clients	Contracts re charges and liability to be discussed by CA.		