

WORKING GROUPS MONTHLY ACTIONS

June

Part complete
Complete
Outstanding

WORKING GROUP:

OPEN SPACES

TEAM:

J. Miles, T. Yard, E.Bell

DELEGATED RESPONSIBILITIES: To meet, monitor and report on the following:

Recreation Ground - Play and sports equipment, Concrete roundels,
 Area behind Medway Inn, CCTV area | Naval Green - Maintenance of Furniture.
 Wouldham Common - Fly Tipping, Litter Picking | Village Green - Maintenance of Furniture.
 Grass Cutting - Ensure contract is adhered to. | Allotments - Liaise with Allotment Association
 Develop and progress any special projects identified in the precept
 To develop, support and monitor Risk Assessments in liaison with H&S

ISSUE RAISED	LEAD	ACTION TAKEN	PROGRESS	NEXT STEPS/ COMPLETE/RESULT
Lease for G West	TM	Draft lease written	Lease agreed	No response to lease. PC to consider next step. Due for renewal in October
Wouldham Common	JM/TM	Repair BBQ	Due to be done in May/June	
Vandalised benches	JM/TY/EB	Look at installing 'Friendship benches'	Money set aside in precept for benches across whole parish. Source quotes and identify sites.	Requested TMBC arrange a meeting with Trenport 15/6
Grounds Maintenance		Additional works carried out by contractor	Clear and reinforce area by substation for planting	GM moved soil. PC to install sleepers
			GM cut down a bush along Meadow Way which will need to be replaced	GM advised that it was not them
			GM agreed to replace rose for the one trimmed	chased 15/6
Rec Tree Planting	TM	replace dead trees	Apple, Cherry and Plum have been planted	Complete - Ongoing watering schedule in place
Rec Roundels	AM/TM	Roundels to be planted	Now filled and planted	Brownies to look at painting the base
Devolved Maintenance	TM	PC agreed to continue	Confirmed with KCC with work plan for current year	GM to provide H & S docs for KCC
Name sign needed for car park	EB	PC agreed to look at ideas	Purchased, just needs putting up	Complete
New Allotment Ass forming	EB/TM	Provided draft constitution for group to open a bank account	EMG arranged to adopt constitution and join National Association of Allotments which will provide public liability cover and training.	Open bank account and provide RA to cover plot holders
Water Leak on allotments	AM/EB	meter checked and reported as rotating whilst water off	SEW engineers visited and replaced meter. But noted pipes need to be lagged and where there was a leak it needs to be checked and backfilled	Rebate given. Invoices raised. Invoice paid
Allotment Inspection and confirm lagging requirements	TY/JM	Site visited 20/6	Met with Chair of Ass. Photos taken of unkept plots. Determined no easy access to area behind the allotments. Suggest leaving this until Ass is established. But maybe leave plot space along the bottom for future opportunities.	Photos to be passed to Ass for their records.
PROW/footpath behind Cornwall Cres	TM/JM	Top part of the footpath needs clearing	High level and fence vegetation cleared	Complete. Next due at the end of summer
Provide 'Friendship' benches	EB/JM	Reseach cost and agree placement	Meeting to be arranged with Trenport to identify locations in PV. Initial costings done. Initial reseach complete	
Recreation Ground				
74, concrete slab		Needs to be removed		
Golf being played		Ensure signage is up	Rules published in newsletter	Monitor
58 High Street	TY	Illegal installation of gate	Letter to be sent requesting re-instatement?	

RESOLUTIONS TO FULL COUNCIL:

Letter to be sent requesting re-instatement of gate

SUPPOR NEEDED

Agree type of bench and signage