

Area	Asset/Item	Comment	Condition	High	Med	Low	Task	Short	Med	Long	Progress Update	Date completed	Budget Line
Cemetery	Entrance slate beds	Plant year round hardy shrubbery	Poor				Plant year round plants of interest and that are in keeping with a cemetery				Next wave of planting, left with John		Cemetery Maintenance
Cemetery	Gate	Clean and paint	Average				Clean the gate and repaint				Red Snapper		Cemetery Maintenance
Cemetery	Grave weeds	Remove weeds and spray heavily effected areas. Remove honeysuckle plant.	Poor				Remove obvious weeds and plants from grave areas, remove massively overgrown honeysuckle plant (currently covering two graves)				Grave surface unless grass not our job but grave owners. Potential conflict.		Cemetery Maintenance
Cemetery	Wooden bin shelter	Cut down overgrown surrounding hedge. Clean and paint shelters	Poor				Trim hedge to maintain shape and height, paint the structure				Groundstaff trimmed hedge. Painting still to be completed	Sep-23	Cemetery Maintenance
Cemetery	Wall of Remembrance Area	Clear brash, sweep, trim mini hedge, clean area	Poor				Sweep and jet wash the area, clean the plaques and tidy the area				cleared regularly as part of regular maintenance		Cemetery Maintenance
Cliff Top	Steps from Wharf Lane to Cliff Tops	Overgrown and obstructing path	Poor				Reported to NCC (owners) for remedial work to take place (VIA) (Health and Safety)				NCC contractor cleared overgrown obstruction	15/09/2023	N/A
Cliff Top	Hedge along Cliff Top	Overgrown and obstructing path	Poor				Instruct contractor to cut hedge down, spray weeds and remove debris (Health and Safety)				JI cut back trees and levelled them off at along the Cliff Walk. Weeds have been sprayed and debris cleared.	02/09/2023	Tree Maintenance
Cliff Top	Valley Road Handrail	Brash on handrail	Poor				Clean brash off handrail (Health and Safety)				Completed	Nov-23	Grounds Maintenance
Closed Churchyard	Wall	Fix broken wall	Poor				Instruct contractor to repair wall (Health and Safety)				With insurance		Sub Contractor
Grange Grounds	Boundary Fence	Repair fence and remove weeds	Poor				Instruct contractor to remove weeds and fix the fence to avoid it falling over and needing a full replacement				Repairs done only recently. Fence only to support hedging which is establishing.		
Grange Grounds	Grange Porch Area	Clean ceiling, walls, sweep, clean signage, clean and tidy hanging baskets, make winter ready	Poor				Improve quickly for first impressions						Grounds Maintenance
Grange Grounds	Hall Entrance Area	Clean planters, walls, glass, sweep, remove signage (Specify)	Poor				Improve quickly for first impressions. Signage to be created into electronic notice board (?)				Planter washed	Oct-23	Grounds Maintenance
Grange Grounds	Gazebo	Re-seal and paint floor	Poor				Must be done before winter to protect the floor				Done	already done clear seal	Grounds Maintenance
Grange Grounds	Grange Hall exterior	Remove unnecessary signage, clean necessary signage (Specify)	Poor				Improve overall look						Grange and Grange Hall Maintenance
Lily Ponds	Holloway Handrail	Repair eroded handrail sections and posts	Poor				Instruct contractor to make repairs to post and handrail sections (Health and Safety)				JI repaired identified post and handrail sections to make safe	03/09/2023	Sub Contractor
Lily Ponds	Valley Road Path	Needs to be covered with hardcore to stop slip hazards	Poor				Instruct contractor to place hardcore on path to ensure stable surface for walking on (Health and Safety)				Hardcore would make it more not ness slippery, six figure sum for resurfacing.		Sub Contractor

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Lily Ponds	Valley Road Steps	Need repair work now they have been cleaned and improved drainage	Poor				Instruct contractor to repair broken or damaged stone work (Health and Safety)				More information needed, recurring problem after torrential rain. Drains cleared - again.		Sub Contractor
Lily Ponds	Valley Road Handrail	Install handrail in missing section, monitor current	Poor				Make ongoing checks and repairs. Instruct contractor to install new handrail on section which is currently missing one (Health and Safety)				Grounds team to get subcontractor to price up.		Sub Contractor
Rockley Park	Pavilion Roof	Needs to be cleared of debris and guttering/tiles fixed accordingly	Poor				Appoint contractor to clean debris and fix roof area/guttering as required				LCF application submitted by Clr Furniss		Sub-Contractor
Rockley Park	Pavilion Light	Light doesn't work, needs to be fixed to reduce/deter vandalism	Unusable				Fix to deter vandalism and promote safety (Health and Safety)				LCF application submitted by Clr Furniss		Grounds-Maintenance
Rockley Park	Toilet Block Roof	Plants growing in guttering and roof is unclean	Poor				Remove build up of plants to avoid long damage to the guttering and roof				Plants and weeds removed	Nov-23	RBC Toilet Grant
Rockley Park	Area Around Toilet Block	Plants are significantly overgrown making access difficult	Poor				Cut back to allow for disabled access (Equalities Act 2010)				Completed	Nov-23	RBC Toilet Grant
Rockley Park	Footpaths	Footpath leading from bunaglow to pavilion has moss build up which is slippery	Average				Remove moss on footpath and jetwash clean all footpaths in general (Health and Safety)				Jetwash likely to make problem worse as it will dislodge chippings. Stiff brush		Grounds Maintenance
Rockley Park	Trees	Overgrown and unsafe	Poor				With contractor to complete remedial tree works to make safe and maintain				All Survey identified tree work completed. Ongoing	May-24	Tree Maintenance
Valley Road Play Area	Hedge/Fence	Trim and tidy hedge. Repair missing fence/hedgerow	Poor				Instruct contractors to make repairs to the fence and fill in the gap with a plant to remove 'gap'				Autumn job to replant, john did a load of hedge work last autumn.		Tree Maintenance/Sub Contractor
Village Center	Public Toilets	Paint doors	Poor				Paint toilet doors and replace signage afterwards				Doors repainted by groundstaff and signage added	Aug-23	RBC Toilet Grant
Village Center	The Fountain	Restore to full working use	Unusable				Instruct contractor to repair and restore fountain to working use				Write to RBC for permission		Sub Contractor
Wharf Lane	Car Park	Large potholes which require attention	Unusable				Instruct contractor to fill in potholes as soon as possible				JI has filled in potholes using hardcore	Aug-23	Sub Contractor
Wharf Lane	Skatepark	Re-seal	Poor				Needs to be done before winter in order to protect surface				National tender quote as quotes hard to come by. Spec needs writing. Main surface ok. Warrantly work to be carried out by Canvas before resealing, as needs to be sound before application.		Grounds Maintenance
Bingham Road Play Area	Bench	Need to have some attention in terms of sanding, painting and improving condition	Poor				Sand back bench and varnish to improve overall look. Paint metal work if appropriate						Grounds Maintenance
Cemetery	Signage	Clean, add War Graves sign, remove and replace dog sign	Poor				Clean the signs, remove the old dog sign and replace with the War Graves sign				War Graves Sign up. Dog sign orderd		Cemetery Maintenance
Cemetery	History Board	Clean	Average				Clean				Volunteers?		Cemetery Maintenance

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Cemetery	Notice Board	Clean	Average				Clean				Volunteers?		Cemetery Maintenance
Cemetery	Benches	Need to have some attention in terms of sanding, painting and improving condition	Average				Sand back benches and varnish to improve overall look				Assessed	Jan-24	Cemetery Maintenance
Cemetery	Side hedge	Trim completely and cut back	Poor				Instruct contractor to cut hedge back at the end of the growing season				Hedges trimmed autumn last year. Will be done again this year		Sub Contractor
Cemetery	Side wall	Remove ivy plants	Average				Instruct contractor to remove ivy from wall to prevent future damage				Removing ivy more likely to cause damage than leaving it as it keeps temperature even and prevent frost		Sub Contractor
Cliff Top	Trees	Overgrown and obstructing path	Poor				Instruct contractor to lift trees once we have the new tree report						Tree Maintenance
Cliff Top	Benches	Need to have some attention in terms of sanding, painting and improving condition	Poor				Sand back benches and varnish to improve overall look				Benches assessed	Jan-24	Grounds Maintenance
Cliff Top	Valley Road Hedge	Needs to be cut back and weeds spraying	Poor				Cut back and clear debris away. Spray weeds						Grounds Maintenance
Cliff Top	Valley Road Path	Path needs to be cleaned and cleared	Poor				Jet wash path and remove debris (Health and Safety)				JI removed debris during cutting and cleared path	02/09/2023	Grounds Maintenance
Cliff Top	Pathways and walkways	Sweep and clear of debris	Average				Must be done regularly as approaching winter months to avoid slips/trips (Health and Safety)				Ongoing weekly		Grounds Maintenance
Cliff Top	Grassed Areas	Some areas significantly eroded away and not grassed any longer	Poor				Section areas and replant grass seed to encourage regrowing of grass on cliff tops				JS advises "erosion" due to lack of light. Different planting needed		Grounds Maintenance
Closed Churchyard	Box Hedging	Trim	Average				Cut back hedge creating a box finish				Completed and ongoing	Nov-23	Grounds Maintenance
Closed Churchyard	Memorial	Weed and sweep, consider jet washing	Average				Weed and sweep				Ongoing		Grounds Maintenance
Closed Churchyard	Sign and notice board	Clean and remove old not fit for purpose signs, install new signage	Average				Clean						Grounds Maintenance
Dewberry Hill	Notice Boards	Clean and remove debris	Average				Clean the boards and ensure that they are not covered in leaves and debris						Nature Reserves
Dewberry Hill	Benches	Need to have some attention in terms of sanding, painting and improving condition	Poor				Sand back benches and varnish to improve overall look. Paint metal work if appropriate				Assessed	Jan-24	Nature Reserves
Dewberry Hill	Gate	Paint for winter in order to protect the gate	Average				Sand if necessary and paint to protect for winter months						Nature Reserves
Dewberry Hill	Signage	Clean and remove old not fit for purpose signs, install new signage	Average				Remove any old, poor signage and install new signs once arrived						Nature Reserves
Grange Grounds	Car Park	Repaint demarcation lines	Poor				Instruct contractor (VIA) for a quotation and work to be completed				Via came to quote - twice - only to say they could not do it. Looking into alternatives. Left with Claire to sort.		Sub Contractor

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Grange Grounds	Pathways and walkways including steps	Sweep and clear of debris	Average				Must be done regularly as approaching winter months to avoid slips/trips (Health and Safety)				Ongoing monthly		Grounds Maintenance
Grange Grounds	Benches	Need to have some attention in terms of sanding, painting and improving condition	Good				Sand back benches and varnish to improve overall look. Paint mental work if appropriate				Volunteers	Assessed Jan-24	Grounds Maintenance
Grange Grounds	Main Road Gates	Remove unnecessary signage, clean necessary signage, paint	Poor				Improve overall look						Grounds Maintenance
Grange Grounds	Hunt Close Gate	Remove unnecessary signage, clean necessary signage, paint	Poor				Improve overall look						Grounds Maintenance
Grange Grounds	Hedges	Cut hedges excluding ones being left to grow	Average				Make winter ready by trimming and shaping hedges that require cutting						Grounds Maintenance
Grange Grounds	Front boundary wall	Remove weeds from front, repoint	Poor				Improve overall look. Instruct contractor to repoint wall						Sub Contractor
Lily Ponds	Benches	Need to have some attention in terms of sanding, painting and improving condition	Poor				Sand back benches and varnish to improve overall look. Install new benches				New benches installed.		Nature Reserves
Lily Ponds	Valley Road Entrance	New gate to be installed to allow Conservation group mower access	Good				Instruct contractor to change current fence to allow access to Lily Ponds				?		Sub Contractor
Rockley Park	Pavilion Building	Building needs to be cleaned of all cobwebs and completely repainted	Poor				Clean the building thoroughly and repaint entirely				Cleaned and started painting		Grounds Maintenance
Rockley Park	Front Entrance Planted Areas	Seems to be a build up of weeds in the front planted areas. Attention is needed	Poor				Weed area throughourly and ensure properly planted for year round interest to create a welcoming first impression				Ongoing	Dec-23	Grounds Maintenance
Rockley Park	Rear Entrance Planted Areas	Significant build up of weeds in the rear planted areas. Attention is needed	Poor				Weed area throughourly and ensure properly planted for year round						Grounds Maintenance
Rockley Park	Benches	Need to have some attention in terms of sanding, painting and improving condition	Good				Sand back benches and varnish to improve overall look. Paint mental work if appropriate						Grounds Maintenance
Rockley Park	Front Gates	Due a repaint due, wire hook to hold gate open needs attention, poor placement of signage	Average				Paint mental work and change placement of signage. Install proper gate hook. Make it look good						Grounds-Maintenance
Rockley Park	Rear Gates	Due a repaint, poor placement of signage	Average				Paint mental work and change placement of signage. Make it look good						Grounds-Maintenance
Rockley Park	Signage	Clean and remove old not fit for purpose signs, install new signage	Poor				Remove any old/faded signage, replace with new same style signs. Put in sensible places e.g. not on open gates				More detail required		Grounds Maintenance
Valley Road Play Area	Benches	Need to have some attention in terms of sanding, painting and improving condition	Good				Sand back benches and varnish to improve overall look. Paint mental work if appropriate				Benches assessed, repairs commissioned	Jan-24	Grounds Maintenance
Village Center	Notice Boards	Clean	Average				Clean				Volunteers?		Grounds Maintenance
Village Center	History Boards	Clean	Average				Clean				Volunteers?		Grounds Maintenance

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Village Center	Planters	Protect for winter by painting and plant perennials moving forwards	Average				Paint to protect and plant new flowers						Grounds Maintenance
Village Center	Benches	Need to have some attention in terms of sanding, painting and improving condition	Poor				Sand back benches and varnish to improve overall look. Paint metal work if appropriate				Benches assessed	Jan-24	Grounds Maintenance
Village Center	The Whipping Post	Clean and paint if necessary	Average				Clean and paint if required				one indicative quote received, awaiting further info.		Grounds Maintenance
Wharf Lane	Notice Boards	Clean and remove debris	Average				Clean the boards and ensure that they are not covered in leaves and debris				Volunteers?	Nov-23	Grounds Maintenance
Bingham Road Play Area	Play equipment		Good										
Bingham Road Play Area	Fence		Outstanding										
Bingham Road Play Area	Wood Chippings	Clear, level and top up if necessary	Good				Level, clear and top up from woodchip supplies if needed						Grounds Maintenance
Bingham Road Play Area	Bin	Clean	Good				Jetwash/clean						Grounds Maintenance
Bingham Road Play Area	Signage	Clean and remove old not fit for purpose signs, install new signage	Good				Remove any old, poor signage and install new signs once arrived						Grounds Maintenance
Bingham Road Play Area	Pathways	Clean	Average				Jetwash/clean						Grounds Maintenance
Cemetery	Tree Avenue	Trim and shape trees	Good				Trim the trees on the avenue area to maintain shape and remove debris				Annual job		Tree Maintenance
Cemetery	Trees	Trim and shape trees	Good				Trim trees throughout the Cemetery to maintain shape				Annual job		Tree Maintenance
Cemetery	Taps	Clean and maintain	Outstanding										
Cemetery	Posts and rope		Outstanding										Cemetery Maintenance
Cemetery	Driveway and paths	Clean and ensure they are clear of weeds	Good				Weed and jet wash if necessary						Cemetery Maintenance
Cliff Top	History Board	Needs cleaning of debris	Average				Clean board				Ongoing regularly	Nov-23	Grounds Maintenance
Cliff Top	Signage	Clean and remove old not fit for purpose signs, install new signage	Good				Remove any old, poor signage and install new signs once arrived				More information needed		Grounds Maintenance
Cliff Top	Fence along Cliff Top		Good										
Cliff Top	Bins		Good				Clean bins						Grounds Maintenance
Closed Churchyard	Paths	Ensure paths are clean and well maintained for Remembrance Services	Good				Must be done regularly as approaching winter months to avoid slips/trips (Health and Safety)				Ongoing. Leaf blowing Nov and Dec		Grounds Maintenance

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Grange Grounds	Play equipment		Good										
Grange Grounds	Trade bins	Wash down	Average				Jetwash/clean the bins						Grounds Maintenance
Grange Grounds	BBQ	Clean	Average								BBQ bins removed as used for dog mess.		Grounds Maintenance
Grange Grounds	Boules Court	Clear debris, rake over, add new material if needed	Average				Clear and rake				Ongoing. Topped up last year.		Grounds Maintenance
Grange Grounds	History Boards	Clean	Average				Clean				Regularly done	Nov-23	Grounds Maintenance
Lily Ponds	Holloway Steps		Good										
Lily Ponds	Footpaths		Good										
Lily Ponds	Life Rings		Good										
Rockley Park	Grassed Areas		Outstanding										
Rockley Park	Central Planted Areas		Outstanding										
Rockley Park	Toilet Block Inside												
Rockley Park	Woodland Walks		Good										
Rockley Park	Sun Dial		Outstanding										
Rockley Park	Bird/Bat Boxes		Outstanding										
Rockley Park	Bins		Outstanding										
Rockley Park	Woodchippings		Average				Move woodchippings to end of Valley Road path that leads down to the Weir						Grounds Maintenance
Rockley Park	Compost Heap	Unightly especially with fence pannels laid on top	Poor				Remove anything which isn't compostable and dispose of correctly. Make area tidy				John estimates it to be a massive task as what is underneath unknow. Difficult to access. Could be disguised with planting.		Grounds Maintenance
Valley Road Play Area	Bins		Good				Clean						Grounds Maintenance
Valley Road Play Area	Play equipment		Good										
Valley Road Play Area	Trees		Good										
Village Center	Bins		Good				Clean				Village centre bins are not ours but RBC!		
Village Center	Village entrance signs	Ensure clean and they are up to standard	Good								Regular task		Lengthsman
Wharf Lane	Signage	Clean and remove old not fit for purpose signs, install new signage	Average				Remove any old, poor signage and install new signs once arrived				Volunteers?		Grounds Maintenance

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Wharf Lane	Boundary Fence	Inspect and report on condition	Average				Staff to inspect and report to committee the current condition. Feed into working group						Grounds Maintenance