

APRIL

Provided cones, signage etc for Virgin Media box painting

Painted changing rooms at Sidney West

Empty hanging baskets and troughs collected from storage and taken to nursery for planting

Cut grass at rewilding sites and installed signage

Supported Community Team for BMX event. Banners and opening/closing height barrier

Stained changing room and plant room doors at Sidney West

Supported Community Team by collecting equipment from The Triangle and delivering to St Johns Park and returning at end of event.

Repaired planted bed on Queen Elizabeth Avenue

Pressure washed slabs at Sidney West

Repaired fencing around old orchard at Batchelors Farm

Grass cut in new orchard area at Batchelors Farm

Strimmed ditches in Batchelors Farm

Repairs to surface under piece of equipment at Folders Meadow

Folders Meadow cleaned safety surfaces

Took new member of staff around the BHTC sites as part of staff induction

Showed 8 prospective allotment tenants vacant plots and audited 4

Planting in Stone Garden and at Sidney West

Bench varnishing at Burial Ground

Installing posters around Batchelors Farm and Nightingale Meadow in prep for marathon and then supported Community Team with collecting equipment for event and working on event day.

Strimmed walkways in main field at West Park Reserve and blew leaves off of pathways around the site

Installed street nameplate, bin post and benches

Painted top of Chanctonbury Allotment gates with anti-climb paint

Started painting railings at Sidney West

MAY

Removed banners and posters for marathon and returned equipment after event.

Strimmed around benches/seats at Batchelors Farm

Strimmed car park outside Poveys Allotments and footpath west of the allotment site.

Cut grass around rewilding sites

Started painting/varnishing Church Walk street furniture

Cut Willow at Batchelors Farm in readiness for it to be used to shore up the bank at Eastdale Allotments.

Cleaned Roman Road signs x 2 and bus shelters

Planted tiered planters on Church Walk and collected hanging baskets and troughs from garden centre and installed in Church Walk

Installed street nameplates

Repaired swing at Folders Meadow

Put banners up for June Market

Installed replacement shed at Poveys Allotments

Showed 3 prospective allotment tenants vacant plots and audited 4

Watering of tiered planters, hanging baskets and troughs

Supported Community Team by collecting equipment from The Triangle and delivering to St Johns Park and returning at end of event.

Supported Community Team but putting out advance notice road closure signs ready for D-Day event, collecting barriers and delivering them to St Johns Park and working for the evening event. Also collected road closure barriers from HH and delivered to various locations and collected staging from TBHA and delivered to St Johns Park. All equipment returned after event.

JUNE

Removed banners for Hamlet event and June Market and put up Help Point Shop banner.

Cut grass outside St Johns Church in prep for D-Day event as not done by WSCC or MSDC.

War Memorial tidy up prior to D-Day event.

Summer Fayre banners installed

Watering of tiered planters, hanging baskets and troughs

Cleared 3 plots ready for reletting

Grass cut in new orchard area at Batchelors Farm and water trees

Take Help Point Shop banner down and replace with Teddy Bear's Picnic banner

Folders Meadow strim and cut ditch behind Chilcomb

Install replacement No Camping sign at West Park Reserve

Supported Community Team with Summer Fayre by collecting equipment and working at the event.

Provide cones, signage etc for Virgin Media box painting

Removed Summer Fayre banners and replaced with Music in the Park banners

JULY

Supported Community Team by collecting equipment from The Triangle and delivering to St Johns Park and returning at end of event.

Remove Teddy Bear's Picnic banner and replace with Help Point Shop banner

Provide cones, signage etc for Virgin Media box painting

Showed 5 prospective allotment tenants vacant plots and audited 5

Cut back main pathways at West Park Reserve and blow leaves

Grass cut walkways in main field at West Park Reserve

Cut and cleared ditches at West Park Reserve

Cleared 3 allotment plots ready for reletting

Watered trees in new orchard at Batchelors Farm

Strimmed and cleaned bridges at Batchelors Farm

Cut back all walk throughs in Batchelors Farm and the access path from Keymer Road

Strimmed ditches at Batchelors Farm and cut grass in new orchard

Removed Ragwort at Batchelors Farm

Watering of tiered planters, hanging baskets and troughs

Removed Music in the Park banners and replaced with Wowser Wednesday banners

Cleaned Roman Road signs and bus shelters

Collect all equipment and return to Church Walk ready for Sand Pit

Cleared yard at new depot ready for containers and sorted containers ready for transportation

Member of staff undertook PAT testing training

Installed street nameplates

Removed Help Point Shop banner and replaced with Rock Up and Ride banner

Grass cut around rewilding sites

Put Skater Days banners up
Repairs carried out to one of our noticeboards
Installed brackets on guttering at Sidney West
Opening/Closing sand pit
Check level of salt in salt bins around town
Preparing depot for occupation
Inspect trees identified on tree survey to see what can be done inhouse

AUGUST

Opening/Closing sand pit
Reattached gutters and refixed bollard at Cyprus Hall
Supported Community Team by collecting barriers and delivering them to Church Walk for Skater Days
Watering of tiered planters, hanging baskets and troughs
Showed 6 prospective allotment tenants vacant plots and audited 5
Painted cycle racks at bottom end of Church Walk
Continued with removing Ragwort at Batchelors Farm
Replaced missing stakes for hedge cutting markers at Batchelors Farm
Cut grass in new orchard at Batchelors Farm
Help Point Shop banner put up
Sanded down and painted frame of Bee Mason artwork on Green Circle
Supported Community Team by collecting tables from Depot for event and returning after
West Park Reserve blew leaves on pathways and cut back vegetation
Supported Community Team by opening height barrier for BMX event and closing at end of day
Remove Rock up and Ride banners
Provide cones, signage etc for Virgin Media box painting
Repaired main gate at Eastdale allotments
Cut back branch in prep for new bus shelter being installed in Leylands Park
Help Point Shop banner taken down
Supported Community Team by collecting equipment from The Triangle and delivering to St Johns Park and returning at end of event.

SEPTEMBER

Watering of tiered planters, hanging baskets and troughs

Showed 5 prospective allotment tenants vacant plots and audited 12

Collect metal barriers from Church Walk following Skater Days and return to storage

Take Wowser Wednesday and Skater Days banners down and put Shop Local banners up

Watered trees in new orchard at Batchelors Farm and cleaned interpretation board

Removed Ragwort in West Park Reserve

Carried out PAT testing at 96 Church Walk

Repaired ceiling in CEOs office at 96 Church Walk

Painted gates at Junction Allotments with anti-climb paint

Strimmed around seats at Batchelors Farm and cleared vegetation from water meadow

Cut grass in new orchard at Batchelors Farm

Family Fun banners put up

Sorted sand pit equipment and returned to storage

Cleaned Roman Road signs and bus shelters

Opened height barrier at allotment site for manure delivery

Cleared 3 allotment plots at end of tenancy in prep for new tenant.

Cut back vegetation by gates on Malthouse Lane side of West Park Reserve

Removed broken branch from footpath west of Poveys Allotments

Grass cut of rewilding sites and removal of signs

Repaired noticeboard on footpath 22

OCTOBER

Removal of tiered planters, hanging baskets and troughs and return to storage

Showed 6 prospective allotment tenants vacant plots and audited 9

Collect grass cuttings from verge rewilding sites and scatter at Batchelors Farm

Roman Road inserts annual check

Cleaned safety surfaces at Folders Meadow

Started moving equipment to depot

Took new member of staff around the BHTC sites as part of staff induction
Installed new grit bins
Opened height barrier at allotment site for skips to be delivered and then collected
Took Family Fun banner down
Turfig graves at Burial Ground
Grass cut in orchard at Batchelors Farm
Cleaned slabs in War Memorial in prep for Remembrance Day
Collected Remembrance boards, poppies etc from storage and returned to office
Remembrance road closure boards put up and poppies at each entrance to the town and in Church Walk
Painted underpass at Wivelsfield Bridge

NOVEMBER

Collected sleigh from depot and returned to office
Showed 13 prospective allotment tenants vacant plots and audited 12
Supported Remembrance event
Turn Christmas Lights power on at each point and take meter readings
Additional poppies put up around parade route
Collected and delivered Christmas Tree, fencing, sand bags to MPSC
Remove all poppies and road closure signs from Remembrance
Christmas Event banners put up and boards at 3 entrances to the town
Planting in QEA bed and Pigott Fountain planter
Planted replacement trees at Batchelors Farm orchard
Cut grass, cleared ditches, swept leaves from bridges, cleaned interpretation board at Batchelors Farm
Cleaned Roman Road signs and bus shelters
Removed Christmas event banners and signs and put up Festive Market banners
Cleared ditch on east side of Folders Meadow
MMT desks etc moved from 96 Church Walk to Depot

DECEMBER

Shop Local banner put up at The Triangle
Showed 6 prospective allotment tenants vacant plots and audited 4

Cleared 1 allotment plot at end of tenancy in prep for new tenant.

Supported Community Team with collecting items from Tesco for Hamper Project and delivering to TKC

Routine

Bi-weekly grass cutting at Allotment sites

Weekly grounds maintenance at Sidney West

Monthly check of First Aid boxes at each site and in each van

Weekly noticeboard updates

Graffiti removal – 52 instances removed totaling 45.52 sqm

Weekly grounds maintenance of roundabouts (taken over by Glendale in September)

Weekly grounds maintenance at Burial Ground

Weekly grounds maintenance at Folders Meadow (bi-weekly grass cut)

Oversee burials (33 so far this year)

Change battery on SID

Quarterly check of Public Artwork and Twittens & History Trail Information Boards around Green Circle

Schedule of Health & Safety checks

Weekly

Sidney West Children & Family Centre

Sidney West Legionella for showers

Folders Meadow Play Area

Emergency light visual check at 96 Church Walk

Fire test at 96 Church Walk

Emergency light visual check at Sidney West

Fire Test at Sidney West

Fire test at Bolney Depot

Bi-Weekly

West Park Reserve

Batchelors Farm

Monthly

96 Church Walk building

Sidney West

Bolney Depot

Burial Ground

War Memorial

Sidney West PAT test

Sidney West Legionella

96 Church Walk Legionella

Trading Spaces Legionella

Bolney Depot Legionella

Folders Meadow Play Area

Emergency light 30 minute check at 96 Church Walk

Emergency light 30 minute check at 38 Church Road

Emergency light 30 minute check at Sidney West

Emergency light 30 minute check at Bolney Depot

Allotment sites

Vehicle and Ride-on mower

Pigott Fountain

Cyprus Hall external

Church Walk Street Furniture

Bi-monthly

Bus shelters

Quarterly

De-scale of showers and taps at Sidney West

De-scale of taps at Trading Spaces

De-scale of taps at 96 Church Walk

De-scale of taps at Bolney Depot

Annually

Building signage, flag poles and troughs at 96 Church Walk

