

COLLINGHAM *Parish Council*

PROTOCOL FOR ANY WORK TO COUNCIL LAND OR BUILDINGS

Adopted 22 March 2018

Managed by: Parish Clerk

Those involved: Parish Clerk, Parish Councillors, the Contractor

1 Sites/Properties where this protocol may apply

- South End Cemetery
- St Johns, Parish Cemetery
- High Street, Cross Site
- Woodhill Road, The Pinfold
- Community Orchard
- 71 High Street
- Jubilee Room, Swinderby Road
- Youth & Community Centre, Low Street
- Community Park, Swinderby Road
- Moor Road
- Village Centre

2 When works are considered

- 2.1. Clerk to request within the tender documents for the contractor to provide method statement and risk assessment of how the works will be carried out and using what tools/machinery

3 When Contract awarded

- 3.1 Clerk to ask the contractor to notify preferred date for work to be undertaken – for Ground Maintenance Contract dates of each cut/hedge trim to be notified
- 3.2 Parish Councillors to contact the relevant neighbours etc advising of the date of the pending work, extent etc
- 3.3 Clerk to post “news” item to Website, Facebook and Twitter
- 3.4 Clerk to place notices on site