

COLLINGHAM *Parish Council*

PROTOCOL FOR ANY WORK TO COUNCIL LAND OR BUILDINGS

Adopted: 9 May 2019 **Next Review: May 2020**

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

Points of Contact:

South End Cemetery

Mr & Mrs Flarry, 5 South End

South End Cemetery

Church Wardens - Contact is primarily by phone or post, email may be considered if appropriate.

Marie Cobb 892754, 3 The Paddock or Ronwen Kirk 892379, 2 Baptist Lane.

South Side Keith Burd, Church Cottage 6 South End

North Side unknown

High Street, Cross Site

Old House 4 Queen Street

149 High Street

Woodhill Road, The Pinfold

No near neighbours

Community Orchard

Odds 73 to 81 Swinderby Road, 1 to 11 Crew Road, 9 & 10 Fisher Close and 16 Blackburn Close

71 High Street

Mr & Mrs Scott, 69 High Street

Mr & Mrs Anscombe, 73 High Street

Jubilee Room, Swinderby Road

Mrs & Mrs Sanderson, 9 Swinderby Road

Mr Reynolds, 15 Swinderby Road

Youth & Community Centre, Low Street

Mrs George, The Old School House

Mr & Mrs Woods, The Old Hall, Low Street

Mr & Mrs Fairfax, 125 Low street (opposite)

Community Park, Swinderby

Mr & Mrs Greaves, 26 Swinderby Road (need a letter for their son to explain)

John Blow School when working at the southern end of the Park

Moor Road

Mrs Musson, 20 Moor Road

Di Birch, 15 Moor Road

Village Centre

Sam Heathershaw, Lincolnshire Co-Operative Society

Mayfield House

Collingham Medical Centre – if impacting on car park