

## February 2021 - Land Management/Health and Safety Inspection Report

### Land Management Report

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

#### Completion of works:

The Head Groundsman has, in addition to his regular inspections:

- Weed killed persistent weeds in Jacobs Well play area, as the weeds were damaging the wetpour safety surfacing.
- Labelled assets owned and maintained by Worplesdon Parish Council, in accordance with our Strategic Plan.
- Attached two noticeboard stays to two of the most exposed noticeboards, in an attempt to prevent damage caused by high winds.
- Supported the trees in planters outside the shops at Fairlands following reports that they were leaning.
- Replaced a damaged cap on the interactive play board located on the railings at Worplesdon Memorial Play Area.
- Cut back vegetation which has been encroaching footpaths and access routes to play areas and bus stops across the parish.
- Strimmed around all play area fencing and equipment.
- Continued to clean, treat and repair benches and bus shelters across the parish.
- Reported suspected Japanese Knotweed on an SCC verge to Surrey County Council.
- Installed paving slabs beneath the Jacobs Well play area bench due to the mud.
- Taped off the area surrounding the Oak Processionary Moth nest at Jacobs Well Recreation Ground, and erected appropriate notification signage.
- Discovered considerable amounts of NOZ cannisters at locations across the parish.
- Cleared the footpaths at numerous bus stops across the parish.
- Noted that the outflow pipe entering the stream at the bottom of Harry's Meadow, coming from Guildford Borough Council land, is significantly blocked with debris.
- Pruned various trees to allow easier access for the grass cutting contractors.
- Cleaned road signs along Holly Lane and Tangley Lane
- Cleared gulleys and re-dug grips along both Tangley Lane and a section of Aldershot Road (near Littlefield Common).
- Erected and subsequently removed Christmas banners across the parish.
- Erected new play area signage at each of our play areas.
- Erected signage at the parish office.
- Liaised with AJ Signs re the fittings and fixings for play area signage – and sourced appropriate alternatives, where appropriate.
- Cleaned and repositioned the 'No Golf' signage at Jacobs Well Recreation Ground.
- Cleaned out the Wood Street Village bus shelter at St Albans Church.
- Commenced minor tree removal works (in accordance with the annual tree survey findings).
- Unblocked the outflow at Wood Street Village pond.
- Cut back hedgerow alongside the Wood Street Village pond ditch – and pruned the adjacent cherry tree.
- Assessed damaged to play area fencing at Jacobs Well play area.
- Replaced the damaged and missing panels in the bus shelter, next to the pond at Wood Street Village.
- Reported and cleared a fly tip from Wood Street Village Green.

The Clerk has:

- Sourced quotations for urgent tree works to be undertaken following receipt of the annual tree inspection report.
- Instructed contractors to undertake the urgent tree works required, as highlighted in the annual tree survey report.
- Co-ordinated the removal of an Oak Processionary Moth nest which was highlighted in Jacobs Well Recreation Ground – and arranged for the subsequent spraying of the affected tree during 2021.

- Co-ordinated access for SGN at Broad Street Common (including purchasing a replacement padlock).
- Reported the damaged street nameplate at Tangle Lane.
- Reported the damaged footpath behind Pitch Place House to SCC. Path damaged by contractors from a neighbouring housing development.
- Liaised with Merrist Wood College (Activate Learning) regarding the re-digging of a ditch along Gravetts Lane which was causing highway flooding.
- Reported the damage to the Worplesdon Road sign.
- Been notified of suspicious activity near one of the access gates to Harry's Meadow, Jacobs Well.

The Assistant Clerk has:

- Provided Covid closure signage to the Head Groundsman for the lockdowns – in respect of the MUGA at Worplesdon Memorial Hall.
- Co-ordinated access to Broad Street Common for an arborist employed by UK Power Networks to undertake significant tree surgery in the area.
- Liaised with a resident who discovered a hypodermic syringe adjacent to the MUGA at Worplesdon Memorial Hall.
- Reported the Oak Processionary Moth nest to the Forestry Commission, and produced the appropriate signage.
- Designed and sourced Christmas banners for locations across the parish.

Contractors have:

- Completed multiple repainting works in two of the play areas (Fairlands and Worplesdon).
- Undertaken works to clear overgrown vegetation, dangerous and fallen trees, and invasive species (including bamboo) from Jacobs Well Recreation Ground.

**Work agreed with contractors/volunteers:**

- Play Inspection Training booked for the Groundstaff (18.03.2020 and 19.03.2020) has been postponed indefinitely. [due to Covid-19 restrictions]
- Richard Randall has been instructed to replace the damaged wet pour at Jacobs Well play area underneath the roundabout. Works to be undertaken during appropriate weather conditions.
- Three conifers to be removed from Jacobs Well Recreation Ground.
- Pollarding of balance of willow trees at Wood Street Village Green.
- A high access platform inspection of the Typhoon play equipment at Worplesdon play area.

**Quotations required for:**

- Balance of posts to be installed at Perry Hill Green outside Hillcot to prevent damage to the Green and at the war memorial in Jacobs Well. [awaiting softer ground conditions]

**Outstanding works:**

- Assistant Clerk to update checklists to reflect change in assets.
- The Head Groundsman to complete treating the HAGS wooden multiplay slats at Jacobs Well.
- Replacement signage for Wood Street Village Community Car Park to reflect updated contact details.
- Grass outside 79 Oakhill to be strimmed (low priority).
- Recycled plastic post to be re-sited at Wood Street Village post office (when ground softens).

**Groundsman's/Clerk's Observations:**

- The Head Groundsman reported to the Assistant Clerk that significant damage had been caused to the verge on Treebys Avenue, Jacobs Well as a result of a skip being deposited on it, together with associated vehicle tracks which had caused significant ruts. The issue was reported to Surrey County Council. Resident removed the skip within the time frame agreed with SCC.

- Significant damage has been caused to Wood Street Village Green as a result of deliberate vehicular damage, and damage from horse hooves.
- Damage was also caused to the ditch at the side of Jacobs Well Recreation Ground after a vehicle left the road, and was subsequently towed out of the ditch.
- The Head Groundsman noticed that the padlock to the electricity supply at the base of the maypole was unlocked during December 2020 and resecured it.
- The recently repainted metal benches within the play area at Worplesdon have been vandalised. Head Groundsman to touch up the damage when weather allows.
- Broken glass was cleared from the MUGA at Worplesdon Memorial area - smashed as a result of Anti-Social Behaviour, which was reported to Surrey Police.
- The drain (installed by Worplesdon Parish Council) which crosses Pound Lane is blocked. Head Groundsman to unblock.
- The Head Groundsman has noted a large amount of rubbish flytipped to the rear of 215 Park Barn Drive. This has been reported to Guildford Borough Council. Due to the delay in Guildford Borough Council taking action, the Groundsman cleared the waste as a gesture of goodwill.

#### **The Head Groundsman is continuing to:**

- Clean road signs and clear any obscuring vegetation.
- Clear grilles before and after periods of heavy rain in addition to usual checks.
- Litter pick across the parish.

#### **Health and Safety Inspection Report**

The Groundsman has undertaken weekly inspections as a result of which the Assistant Clerk had prepared the following report, a copy of which had been issued via email to all members in advance of the meeting.

#### **Weekly Reports**

Worplesdon, Jacobs Well and Fairlands play areas, the Husson Breeze and community car park at Wood Street were checked on 16.11.2020, 23.11.2020, 30.11.2020, 07.12.2020, 08.12.2020, 10.12.2020, 21.12.2020, 29.12.2020, 04.01.2021, 11.01.2021, 18.01.2021, 28.01.2021, 01.02.2021, 08.02.2021, and 15.02.2021. The Groundsman has carried out the following work:

- Cleared litter at all 4 sites
- Cleared grilles across the Parish

#### **Completed works:**

- Removed the cherry tree which was leaning at the edge of the Wood Street Village Community Car Park/periphery of the school playing field.
- Leaf blown, trimmed and removed acorns from play areas.
- Spread rock salt around the Wood Street Community Car Park and neighbouring footpath during the recent freezing weather.

#### **Outstanding works:**

- None.

#### **Groundsman's/Clerk's Observations:**

- Additional posts are due to be installed on Perry Hill Green and at the Jacobs Well war memorial when the ground softens.

**Monthly Health and Safety Report:**

The monthly inspections were undertaken on 16.11.2020, 19.11.2020, 23.11.2020, 17.12.2020, 21.12.2020 and 19.01.2021.

**Completed works:**

- Works have commenced on removing/making safe the trees identified as dangerous in the Annual Tree Survey Report. Works are being undertaken by the Head Groundsman, where possible, and a local firm of arborists.

**Quotations have been sought for:**

- n/a

**Groundsman's/Clerk's Observations:**

- The Assistant Clerk purchased a replacement carbon monoxide for the parish office.
- A fence post in Wood Street Village Community Car Park rotted and was leaning. The replacement is ongoing due to the presence of water within the post hole.
- The dipping platform and staging for the pond on Littlefield Common is in a dangerous condition, and requires reporting to both SCC and SWT as it needs immediate attention.