

**Clerk's Report for Town Committee 23 July 2024**

**Community Office**

Hand Dryer

The hand dryer has been installed and is fully functional.

Office tidy up/Town tidy up

The skip has been ordered, delivered, filled and retrieved successfully. Thank you to the grounds maintenance contractor for managing the process.

**Jubilee Park/pavilion/MUGA**

Perimeter Walls

An area of further damage to the main body of the perimeter wall, close to the top car park, has been reported by a member of the public. This damage, along with other areas for concern, has been circulated to councillors for information.

**Appearance of the Town/volunteer activity**

Hoedown has been hugely successful and this is now becoming a monthly event with details shared on our website and social media.

The quarterly audit of the town, as discussed at the May 24 Town Committee meeting and subsequently deferred, is not on the agenda for July (sorry I forgot!). There is an extensive maintenance spreadsheet, compiled by Cllr Buckland, for discussion during agenda item T24/33. This format and suggestion of numbered areas could form the basis for the quarterly audit, when discussed further at a future meeting.

**Allotments**

An allotment inspection took place on 10<sup>th</sup> July at Durslade allotments. Overall, the standard of cultivation and work on the plots and raised beds was impressive. The clerk has sent a letter to allotment and raised holders to thank them for their hard work and attention. There are a couple of tenants who require a formal letter about the overgrown state of their plot or raised bed. The clerk is to address this separately. If the process is to be followed to remove the tenant from the plot, consideration should be given to the action to be taken regarding the maintenance on unoccupied plots. An agenda item on the Town Committee agenda.

Cuckoo Hill allotments are due to be inspected on 25<sup>th</sup> July 2024.

**Town Council assets assessment**

A reinstatement valuation has taken place, and the increased insurance cover arranged. The condition survey report has been delayed due to access via a residential property to view one side of a wall (which has been resolved) and the report is expected in due course.

**Youth Shelter**

The assistant clerk met with the contractor installing the replacement youth shelter. Installation of the shelter is due to start w/c 15<sup>th</sup> July 2024.

**Closed Churchyard**

Awaiting the report from the full condition survey.

**Abbey Ponds**

There are meeting notes from the recent site visit that the working group arranged, to be circulated in due course. An action from that site visit, is to explore 'leaky dams' further. This is a wooden structure, which holds water, and then lets it through slowly, rather than constant flow. Whereas this is not likely to stem the larger flows of water down the footpath, and onto Dropping Lane, during a heavy rainstorm, the flow from an average period of wet weather will be slowed down.

Cllr Jones and the Town Clerk met recently (via Teams) with Historic England, regarding the possibility of this type of structure being installed into the ponds area. The Historic England representative is to establish the progress of the Countryside Management Plan from Kings School and update the town council accordingly, before any works of this nature can be considered.

**END OF REPORT**