

Job	Action	Progress	Responsibility	Target date	Complete
Village Hall					
RoSPA report - table tennis table	Chipped edge needs repair/paint	10/4/16 Repair 2/28/17 Repair attempted but did not work 5/30/17 RR to supply epoxy concrete 7/11/17 BJ making frame and fibreglass repair 8/22/17 Fibreglass repair vandalised. Concrete edge to be ground After half term 23/10	RR and BJ BJ BJ BJ BJ/RR BR	12/20/16 31/03/17 30/06/17 22/08/17 03/10/17	
RoSPA report		Job list produced – work party to tackle jobs	PA	16/01/18	
Trees on perimeter		22/08/17 Trees on perimeter of the Hall may need attention from tree surgeon. PA to discuss with Local Lawns 03/10/17 Ongoing - Local Lawn busy	PA PA	10/3/17 11/17/17	
Hook Lane	Fencing needs replacement	Add to budget for 2018 PA speaking to contractor PA will accept lowest of 3 quotes	DS/NJ PA PA	10/3/17 17/11/17 16/01/18	
RoSPA report		Job list produced - work party to tackle jobs	PA	16/01/18	
Paddock					
Dog owners not clearing up waste.	Consider closing field to dogs Reshape hedge	8/22/17 Sign advising field will be closed if no improvement RR and DH to undertake	NJ	8/31/17 1/16/18	
Highways/Footpaths					
	Footpath vegetation clearance	8/22/17 Write to Kathy Eels to ask whether the annual cut can be brought forward to May rather than August as is ineffective. PC will consider undertaking routine maintenance in summer months to keep paths clear Kathy's response received. PA is speaking directly to Kathy	NJ PA	8/31/17 ongoing	
The Parade	Improvement of communal areas by management company	8/22/17 Review in 6 months	H&A	16/01/18	
Signage	Produce tourist-friendly signage for attachment to PC assets	8/22/17 Working party formed to take project forward. LA, DS, BJ to meet and discuss graphic designer quotes and report back to H&A	Map Working Party		
Fingerpost	Pagham Road fingerpost needs repair/relocation/removal Church Lane	22/08/17 Contact resident to find out if sponsorship by Historic Society is a possibility 22/08/17 Contact Kathy Eels to arrange repair PA has chased	NJ NJ PA	03/10/17 1/16/18	
Woodfield Road carpark		11/07/17 Brambles need cutting. Andy Local Lawns 8/22/17 Outstanding	PA PA		

Pagham Road shops carpark		Community transport grant to improve condition	10/3/17	DS to look at grant process	DS	1/16/18			
				Community incentive grant - not for maintenance and not for Parish Councils. Could try National Lottery Funding via a specially formed CIC. Lots of information required. Road survey to prove entrance in/out is suitable for improve.	DS				
				Nothing PC can apply for. Write to N Cotton	NS				
Streetlights									
Bus Shelter/Noticeboards/Benches/Bins									
Bus shelters		Audit to check condition and get quotes for work		PA to undertake audit	PA	7/11/17			
				Written report back	PA	8/22/17			
				Contractors identified. Awaiting quotes and insurance evidence		27/02/18			
		Sight lines from bus shelter outside Co-Op		PA to investigate and report back	PA	16/01/18			
				Advise that still considering but double sided means difficult to turn through 90 degrees	NJ	2/27/18			
		Guttering at the Lamb		Falls off due to delivery lorry impacts. PA to investigate		2/27/18			
Nyetimber stores noticeboard									
Channel View		Bench repairs to memorial bench	2/28/17	Repairs needed.	RR				
			7/17/17	Difficult to repair. Dangling wood needs to be removed or bonded.	RR	22/08/17			
				Now has more missing slats. RR has base and back to replace		16/01/18			
Greenways		Bench repairs	8/22/17	Bench requires repair	RR	16/01/18			
				ALL BENCH REPAIRS IN THE SUMMER					
Ditches/Drainage		prevention of recurrence of blockage of ditch at Pagham Road after operation watershed work							
			8/22/17	Look at Operation Watershed funding going forward	DS				
				PA to arrange second quote for clearance	DS				
				Operation Watershed not proceeded with. Added to budget for next year		2/27/18			
				Possible contribution from Barfoots					
Toilets		Revoke the trial closure for Winter	11/14/17	ADC contacted and Dawn Hall asked to pursue offer to fund closure period	NJ	1/16/18			
				Resolved					