

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 PA and DH likely to undertake themselves	PA PA/DH	10/3/17 4/10/18	
Climbing frame		27/02/18 Needs oiling			
		03/10/17 Ongoing - Local Lawn busy	PA	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	
Condition of grass	Close paddock to allow regrowth	1/16/18 Arrange for signage and lock	NJ/PA/RR	2/27/18	
Highways/Footpaths					
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	22/08/17 Contact resident to find out if sponsorship by Historic Society is a possibility 27/02/18 Contractor not contactable - new contact needed Clerk to ask for further contractor details 10/04/18 Contractor has collected fingerpost. Need agreement where to re-site	NJ NJ NS	03/10/17 4/10/18 4/10/18	
The Causeway	Deterioration of road surface	27/02/18 Dawn S to contact WSCC re repairs	DS		

Woodfield Road carpark										
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			
		Guttering at the Lamb		Falls off due to delivery lorry impacts. PA to investigate			2/27/18			
		Additional bins for bus shelters Church Farm and Hook Lane		Dawn Salter to investigate costs with ADC and Barry Small	DS		4/10/18			
			4/10/18	Offer from member of the public to empty						
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						
Additional bins at bus stops				DS to pursue with ADC over cost						
Ditches/Drainage										
Work Party		Silent soldier		Install at Village Sign	Working party					
First aider		Additional first aider required following Mike Cole's resignation		Investigate costs of first aid course.	NJ		5/29/18			