

Key:

Abbreviation	Location
CH	Council House
MC	Market Cross
LG	Litten Gardens
BF	Brewery Field
STM	St Martins Garden
WSTMG	West Street Memorial Gardens
AL(BL)	Allotment - Blackberry Lane
AL(F)	Allotment - Florence
AL(K)	Allotment - Kingsham
AL(STJ)	Allotment - St James
AL(STP)	Allotment - St Pauls
AL(RA)	Allotment - Roman Ampitheatre
AL(W)	Allotment - Whyke
STPC	St Pauls Churchyard
SID	Speed Indicator Decvices
SF	Street Furniture

Date of Report	18/11/2025
Meeting Date	25/11/2025 11:00am
Colour	Status
Green	On target
Orange	Risk of delay
Pink	Delivery delayed

PROJECTS COMPLETED						
CH - CCTV Lift Foyer Camera	Install of additional camera as are is blindspot for front of house, plus kitchen is now operational	£ -	Info Only	Cable installed, awaiting connection - In-house		AW
CH Relocation of EV Charger	Relocate away from the building as recommended by Fire & Rescue Services Inspection	£ 859.78	Info Only To be completed by end September	Aspect Electrical £447.78+VAT Beaver Tool Hire - Digger hire (1 day) £150.00+VAT Caution Electric Cable Marking £12.00 Covers - Sharp Sand (10 bags) £50.00 Inhouse Team £200.00	Q2	AW
CH - Asset Management & Inspection Software with Tags	New system required	£1750 +tags	Continual Rollout	Assets and Inspections being continually collated	Q2	AW, GB & ST
SF - Market Avenue Bus Shelters (2) - Vandalism	Glass panels acid etched	£ 3,438.56	November 2025	These shelters have not been recognised by CCC as our responsibility, however they are CCC property, these were installed in 2014 with a grant of £30K to assist in installation and maintenance for 5 years from WSCC. This is the first time we have spent any money on the shelters since installation. They have now been placed on the maintenance and cleaning schedule. The vandalism requires all glass panels to be replaced, in addition we are having an anti-vandalism film installed over the glass to protect it from acid attacks, in the event of an acid attack the film can be replaced.		
CH - Rear Offices	Replacement of 2 x AC Units. The existing ones are old and not efficient compared to today's standards as indicated in the DEC report. The existing units require major service , inspection and repairs to exposed pipework on roof. Replacements would be capable of heating the main office more efficiently than the existing radiators with improved air quality.	£ 10,423.00	Install 03/11/2025 2 weeks	DEC Report 2024 highlighted that the existing units are non-inverter controlled. Consider replacing with new Class A energy efficient systems complete with inverter compressor technology & fan controls. Current radiator heating is not efficient in the office due to limited control, will also aid the damp by extracting moisture. - Approved 28/01/2025	Q2	AW
CH - Emergency Lighting (Repairs)	Annual 3 hour test has identified that some fittings have failed to meet regulations	TBA	Info Only	New Batteries required and some fitting changes. Complete. Will always be ongoing		AW

PROJECTS IN PROGRESS

Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
MC - Market Cross - Condition Survey	Inspection is long overdue, last in 2015. Report will cover condition of stonework, roof, metalwork, and downpipe	£ 2,540.00	4-5/11/2025	Condition report by Copperstone. Trying out as they have a competitive quote for roof works management. UPDATE: Inspection performed awaiting report for meeting on 25/11/2025	Q3	AW
CH - Clerk's Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£ 1,900.00	Approved	LBC consent is required, plans to be drawn up.	Q4	AW
CH - Finance Office - Heating	Installation of AC Unit to provide heating, cooling and control humidity	£ 1,900.00	Approval 27/05/2025	Current radiator heating is not efficient in the office due to limited control, Will also aid the damp by extracting moisture - Approved 28/01/2025 LBC consent is required, plans to be drawn up.	Q4	AW
CH - Crush Bar - Replacement Electric Roof Blinds	3 off Apollo Mains HW Motorised Pleated Roof Blinds in Infusion Fire Retardant Fabric with Solar Reflective backing. This price includes a 15% discount also supply & installation. Delivery and Installation: 3 weeks from receipt of order Warranty: 2 Years from installation	£ 1,625.00	Dec-25	Awaiting manufacturer and install date, estimated July 2025 UPDATE: Install June 2025 Due to manufacturer closing down, new manufacturer appointed awaiting install date UPDATE 16/11/2025 - Installation postponed to January 2026 due to access around hirers	Q4	AW
CH - Repairs to Roof Barriers	Report from structural engineers to initiate repairs	£ 850.00 Increase to £ 3,000.00	Awaiting drawings from Simon Smart. Anna Whitty will apply for LBC LBC Permitted	We will require LBC and Planning Consent. Project is more complicated as rectification requires bracketry on the outer brickwork and we may need to get permission to overhang neighbouring property. In addition the flat roof above crush bar needs replacing due to 3 major leaks which have been temporarily repaired. Ideally all work needs to be co-ordinated carefully so that scaffolding costs are kept to a minimum. Additional costs will be incurred. UPDATE: Costs increased due to the amount of bracketry design, due to variance of the walls and parapet. The additional cost does not include Anna's time for LBC submission or manufacturer of brackets and installation or 3rd party wall agreements with Bruswick Developments at 73 North Street. Although they have agreed for us to perform the works by email	Q3	AW
CH - OCR Replacement Roof Latten	Design and Obtain LBC consent	£ 3,250.00	LBC & Planning PERMITTED	LBC and Planning Consent applied for, CDC has visited awaiting outcome. Planning Ref: CC2402804FUL LBC Ref: 2402805LBC	Q4	AW
CH - Roof drainage	Installation of replacement Gullies	TBA	BC Not required	See separate report		AW
CH - Town Clerks Office - Damp	Address damp issues	TBA	Ongoing	Established - membrane does not exist between brickwork and insulated plasterboard. Plasterboard will need to be removed and membrane installed, insulated plasterboard to be replaced. UPDATE 16/11/2025: Have identified that brickwork on the outside of office on Lion Street, has had a water barrier sealant applied to the brickwork twice in past years, this should have not been applied as the walls are unable to breathe, therefore moisture finds the way of escape to the internal side of the walls. In addition, we opened up the voids on the east wall either side of the chimney breast to discover large amounts of rubble in the void against the walls, which prevented airflow, this has been removed and additional airbricks put in place to aide circulation.	TBA	AW

CH - OCR increase occupancy	Investigate how improvements to the level of usage of the Old Court Room can be achieved and report back to the Sub-Committee		In progress Meeting scheduled for		Q4	AW, CA, PL
LG - Pathways	Resurfacing of pathways			Update: Total path ways measure 260m (length) x 1 meter (wide), current surface is 100-150mm (deep) We are looking at the option for grids to be inset covered with soil and grass seeded.	Q4	AW
CH - Disposal of Assets	Place Muller painting for sale with Strides Auctions		In progress	Awaiting resource availability from Finance	Q4	MC
RA - Fencing	Replace collapsed fencing	£ 4,757.00	Approval Required	Old fence is in total disrepair On-hold need to address land that is used by home owners under licence that has not been paid for and some not utilised 20/10/2025 - Surrey Hills Solicitors advise that we can obtain the land back UPDATE 16/11/2025 - To give notice and allow one homeowner to continue with access, Solicitor cost circa £1,200+VAT	Q4	AW

ON HOLD PROJECTS						
CH - Preferred Supplier List	Electrical, Heating, Tree and Fencing		Approval required	Obtaining quotes is increasing difficult and the suppliers used continually provide good pricing and others don't want to quote. Would be acceptable with a limit.	ON HOLD	AW
CH - Water Fountain	Water Fountain in Portico to provide water for public drinking	TBA	Approval required	LBC consent will be required, costings to be carried out	ON HOLD	AW
CH - Allotment Management Software	Management of allotments with supported software and reporting	TBA	Info Only	Looking at various options - currently "On Hold"	ON HOLD	AW, GB & ST
CH - Pipe and Ducting Lagging for Energy Saving and NetZero	Installation of insulation around pipework and ducts	323.43	Approval Required		ON HOLD	AW

NEW PROJECTS						
Location - Title	Detail	Budget	Progress	Comments	Proposed Quarter for Progress	Lead Officer
Papertrail - Additional Licences & Custom Reports	5 x additional Licences required for additional users of the system. Bespoke reports for Monthly Report and individual Asset History Report.	See comments	Approval Required	5 Licences - 4 users at £360 each, plus 1 free user, giving you a total of 10 users overall. The total price for the 5 users plus the report is £2,140 excluding VAT, made up of: •£1,440 for the 4 paid users •£240 for the report •£500 one-off setup payment The recurring annual cost of £1,680 excluding VAT (users + report) will be added to your current subscription, with the £500 one-off fee charged separately.	Q3/4	AW

ALLOTMENTS

Statistics	Waiting List	Vacancies	Leavers Current Year	Uncultivated Notices	Termination UC
AL(BL)	18	0	3	2	0
AL(F)	17	0	1	1	0
AL(STJ)	20	1	16	8	0
AL(K)	10	0	3	5	2
AL(STP)	57	6	8	2	6
AL(RA)	27	2	2	4	0
AL(W)	14	2	3	1	0
	163	11	36	23	8

Plot Conditions	Numbers (All Sites)
Excellent	183
Good	199
Fair	54
Poor	0
Neglected	0
Exempt (Health Issues)	7

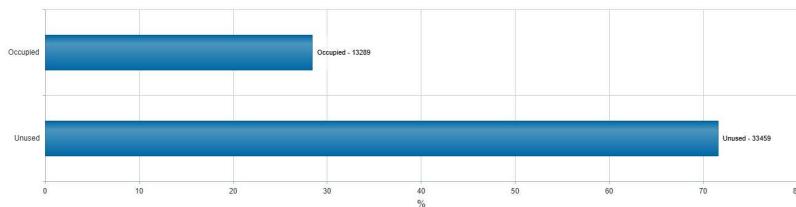
Allotment Issues:

St James	Office not fit for purpose, container condensation caused electrics to fail, electrics do not conform to regulations. Initiating a project to replace container with purpose built office/cabin.	ON HOLD	AW
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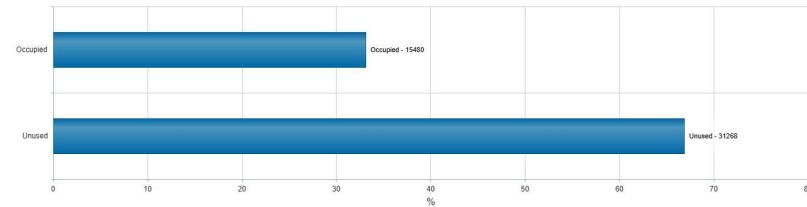
ROOM BOOKINGS

ACTUAL - September to October 2025

Assembly Room Occupancy (01/09/2025 - 31/10/2025)

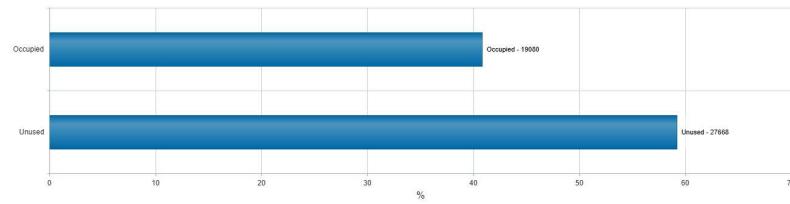


Old Court Room Occupancy (01/09/2025 - 31/10/2025)

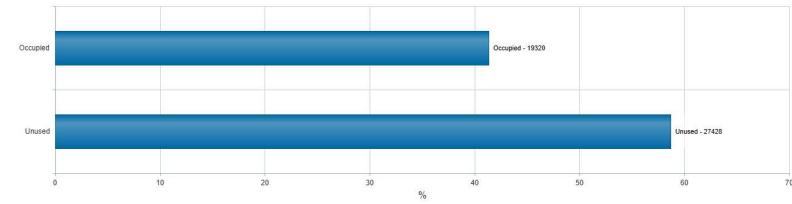


ACTUAL - November to December 2025

Assembly Room Occupancy (31/10/2025 - 31/12/2025)

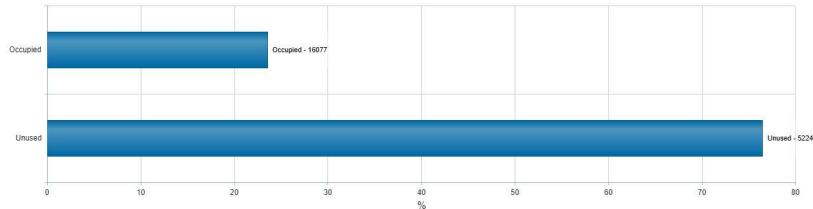


Old Court Room Occupancy (31/10/2025 - 31/12/2025)

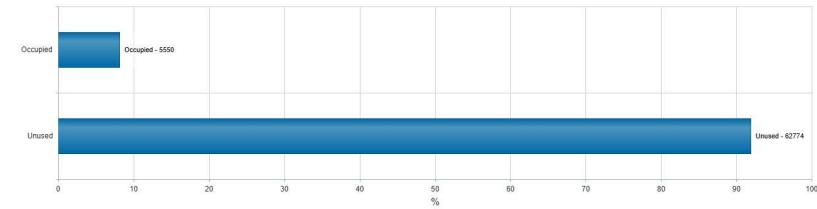


FORECAST - January to March 2026

Assembly Room Occupancy (01/01/2026 - 31/03/2026)



Old Court Room Occupancy (01/01/2026 - 31/03/2026)



Invoiced Amount Per Month (01/04/2025 - 31/12/2025)

