

PARISH MAINTENANCE - REGULAR TASKS AND RESPONSIBILITIES

<u>TASK</u>	<u>WHEN</u>	<u>DIARY</u>	<u>RESPONSIBILITY</u>	<u>CONTACT (Phone/Email)</u>
Paint or clean white gates on B4009	Annually	Spring	Working party / Contractor	Adam: Ad-Hoc working party/liaise with FAAG
Clean & tidy KB Chicane area(s)	Quarterly	Quarterly	Working party / Contractor	Adam: Ad-Hoc working party/liaise with FAAG
Verges on Kingston Hill	Annually	Early Summer		Jason possibly Jamie Clark
Verges on B4009 between AR & KB	Annually	Early Summer		Jason possibly Jamie Clark
Verges around Town Farm	Annually	Early Summer	PC (Jamie Clarke - voluntary)	Jason possibly Jamie Clark
Cut Grass and check grips on Kingston Hill below the ridgeway.	Monthly after verges cut		PC	Jason possibly Jamie Clark
Clear grips on Kingston Hill	Annually	September	PC	
Clean road signs	Twice a year	Spring and Autumn	FAAG/Working party?	Adam: Ad-Hoc working party/liaise with FAAG
Replace damaged road signs	When required	n/a	OCC - clerk to schedule/chase	As and when/if required.
Cut back growth around road signs	Annually	Spring	FAAG	Dan Cuadrado
Organise SODC street clean	Twice a year	April and October	Clerk or TH/MP to schedule	municipalteam1@biffa.co.uk
Organise SODC deep clean	Every 18m		Clerk or TH/MP to schedule	Waste.team@southandvale.gov.uk
Weedkiller spray of pavements	Twice a year	April and October	Complete Weed Control	will.pryse@completeweedcontrol.co.uk
Gully/Grid cleaning	As required	n/a	OCC - needs liaison/chasing	
Clear drains if blocked	As required	n/a	OCC - needs liaison/chasing	
Prune shrubs - KB triangle vision display.	Annually	September	PC Contractor	Dan Cuadrado
Prune bushes - V/Hall car park	Annually	Spring	PC Contractor	Dan Cuadrado
Prune bushes - allotments to V/Hall	Annually	September	PC Contractor	Dan Cuadrado
Prune hedge behind Playground	Annually	September	PC Contractor	Dan Cuadrado
Clear ditches in Aston Rowant	Annually	Early Summer	PC (chase landowners)	Lawney/Jason to arrange
Monitor collapsed culvert in AR	Annually	Autumn	Bob Baskerville	Lawney/Jason to arrange

Clear ditches in Kingston Blount	Annually	Autumn	PC (chase landowners)	Lawney/Jason to arrange
Clear sump at foot of Kingston Hill	Annually	Autumn	Kingston Estate, Harry Sheppard	Lawney/Jason to arrange
Clear ditch alongside KB playing field	Annually	Autumn	PC Contractor	Dan Cuadrado
Grass Cutting of KB Playing Field	Fortnightly from Apr-Oct	n/a	MK Watts	mkwatts.gm@googlemail.com
Organise free cut of KB village lanes	Annually	Early May	OCC	Jacqueline.Smith@Oxfordshire.gov.uk
Pruning cherry trees on B4009 at AR	As and when required		PC Contractor	Dan Cuadrado
Maintenance of drainage adjacent to footpaths or bridleways	As and when required		PC Contractor	Dan Cuadrado
Clear Leaves from paths in parish	Autumn		PC Contractor	Dan Cuadrado
Cut hedges between KB lanes and Old Shoulder of Mutton	Autumn		PC Contractor	Dan Cuadrado
Cut Verge at junction of B4009 and Aston Rowant Road	Every Month		PC Contractor	Dan Cuadrado
Cut verge at junction of B4009 and Stert Road	Every Month		PC Contractor	Dan Cuadrado
Cut verge at junction of Stert Road and Brook Street	Every Month		PC Contractor	Dan Cuadrado

Additionally, budget 1 day for PC Contractor to go around the parish strimming on an ad hoc basis whatever is required and not covered in the task list.

Sept 2023