

Woodlands Cemetery							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates
1	Railings along Woodland Road	Need repainting	Obtain detailed quotes.	Officer time (for quote)	£2,500	Summer 2022	
2	Chapel window glass	4 cracked panes	Obtain quotes for glazier to replace.	Officer time (for quote)	?	Summer 2022	Glazier been contacted for quotes / Pics taken and emailed to Glazier for colour match. No further contact received. Another Glazier attended and quoted £1900 plus VAT for 17 window panes and to ease the ones sealed shut. Work now completed.
3	Chapel Carpet	Needs cleaning or replacing	Get quote for carpet cleaning.	Officer time (for quote)	?	Paused for now	Parks Officers have vacuumed the carpet and appearance is much improved
4	Use of chapel	Underused	Add ability to use chapel for ceremonies or services to the website along with a charge. Investigate use as a town museum/history centre.	Website update and officer time to evaluate possible use	£0	Oct-22	Chapel used on 17th May X30 persons. Hoovered, dusted and polished and aired regularly.
5	Notices	Signs and notices	Parks officers to remove/renew signs that are out of date. Investigate an information board such as the one at Ford Park Cemetery, highlighting prominent people from Ivybridge's past. Highlight that it is managed by Ivybridge Town Council	Design and construction of signage and installation	£2,000	2022-2023	
8	Grave plots	Unauthorised decoration	Write to plot owners requesting that items that pose a risk to grass cutting contractors, other plots and the public are removed – gravel and stones, glass and ceramic items, plastic barriers and mini fences.	Officer time	£0	July 2022 for all warnings and actions to be completed	Letters drafted and 2 months notice to be issued. / Approx 30 grave plots have been levelled and seeded.
9	Benches	Bench locations	Map possible sites for additional benches for those what wish to purchase one.	Officer time	£0	Oct-22	
COMPLETED							
6	Mortuary building	Access	Cut back allowing access all the way around.	Officer time	£0	Completed	Access and area tidied / Scrap metal stored behind Mortuary, ready for Scrap metal to collect. Regularly strimmed and clear of scrap metal. Mortuary cleared
7	Paths	Weeds	Deal with weeds in centre of paths	Eco weedkiller	£0	Completed	Contractors spoken to and they will do this as part of the contract in the cemetery. Weeds removed from outside public pathway and neatened off.

Regular/Ad-hoc activity: Tidy of graves and removal of dead plants and flowers, pine needles cleared from X3 drains, metal and rubbish from behind Mortuary removed and trimmed back for easy access, levelling of graves, mortuary door has now been painted and tree stump removed and covered with mulch, entrances cleared of leaves, public pathway weeded and overhanging Ivy removed from wall, brambles removed from X3 grave plots, preparation of Interments, overhanging branches from Yew trees removed, (possibility of cutting Yew trees right back to approx 1 metre in height for easy maintenance. Chapel regularly aired and hoovered and cleaned. / **Approx 30 grave plots have now been levelled and seeded and is ongoing. Lock to chapel doors now repaired. Grass cutters are monitored when cut and entered onto spreadsheet, plan to fill in collapsing grave, replace cracked tarmac with wooden trim also. Liaise regularly on site with families for interments, plots marked with cross when required for the grave digger. Bushes recently trimmed by contractors.** Bins regularly emptied and tidied. Window glass firm have taken pictures of broken Chapel windows & plan to replace. Dead and fallen tree by entrance now removed. approx 6 graves levelled and grass seed in Aug. Sycamore tree cut back around mortuary gate. Plan to lift x2 grave stones and level graves. Footpath trimmed again.

October 22 - Levelled X3 graves. Ivy and Buddleia removed on wall adjacent to property. Weeds removed along public pathway wall and blown. Reinstatement work and levelling of graves ongoing. Continuously removing dead flowers and wreaths from graves

November 22 - Repaired crumbling tarmac on pathway, next to plot and grave levelled. Mortuary Cleaned and tidied up.

December 22 - All paths gritted. Hydrangea cut back by main entrance. Tree pruned back to allow better access to plot. Removed X2 glass vases, one vase had smashed (H&S).

January 2023 - Compost bin now full and cover stapled on top to prevent people using. Mud and debris cleared from drains by bins.

Victoria Park							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates
1	Access at Crescent Road end	No accessible access	Consider if any improvements can be made whilst maintaining conservation requirements. Although there is one other accessible entrance, soon to be two.	Officer time for permission application and running work party	Some materials for path surface and wall finish	2022-2023	Planning permission required, free but required officer time
4	Play area gates	Not secure	Gate to be refurbished with new furniture to allow easier access but protect park from dogs. Investigate adding something to bottom of large gate to stop dogs.	Officer time and timber/gate furniture	£300	Jul-22	New self closing gate installed. Some conflicting information from SH but gate needs to close no quicker than 5 seconds
5	Wildlife Garden	Fence broken	Rangers to repair	Officer time and timber	£50	May-22	Hedgehog home placed in camouflaged and safer location. Recently trimmed and cleared for easy access.
6	Signage	Welcome signs	Consider new signs welcoming to the park and informing people park managed by Ivybridge Town Council	Design and construction of signage and installation	£600	Mar-23	
9	Benches	Potential for more benches	Map possible locations for benches to be sponsored.	Officer time	£0	Oct-22	
COMPLETED							
2	MUGA	Compromised due to noise issues.	Re-investigate if any netting can be put up of if the redundant poles should be removed.	Officer time		Completed	Liaised with Erme Primary School who agree the posts can be removed and no portable nets required. Will remove in Easter school holidays and publicise before work is undertaken. Posts now removed and remaining holes filled in.
3	School Usage	No communication with school unless there is an issues.	Cllr L Rea to set up a forum for regular communication with the Erme School.	Officer/Cllr Time	£0	Completed	Cllr Rea confirmed forum has been set up
7	Street lamps	SSE contacted re cleaning inside the glass lamp shade. On schedule for early April.		Officer time	£0	Completed	SSE contacted re cleaning inside the glass lamp shade. On schedule for early April. Lamp shades now cleaned.
8	Church wall	Overgrown	Tackle bramble etc along church wall.	Officer time	£0	Completed	Bramble cleared from wall

Regular/Ad-hoc activity: Drain regularly inspected and if blocked, rods used to clear blockage when required, overhanging Laurel and Bamboo from the Chantry cut back, graffiti removed again from Youth Shelter, leaves blown by play area and all pathways, litter picked over stone wall at Chantry, smashed glass regularly cleared from play area, play eqpt item now repaired and returned and pot holes filled in with tarmac, nature area path weeded and cleared, graffiti removed from play equipment and litter bin, willow shoots removed, removed laurel which was dumped, metal spring removed from gate. / **Boulders fallen out because of youths climbing over wall onto Chantry land and congregating and leaving litter, (met with Dave Gaskin ref re-build of stone wall, parks officers to help, planned for Sep/Oct time but first parks officers plan to pos removed fallen tree stump in prep for repair of wall. hedgehog home in nature area placed in safer and more camouflaged location as youths keep tampering, overhanging branches from chantry walls removed, laurel cut back by school, drain rodded when blocked.** Playpark gate now installed, wooden fence along play area repaired as was tilting. Rubber flooring by swings repaired and new rubber placed into gap. Nature garden has been tidied by volunteers, plan to repair stone wall in Autumn, play area regularly tidied with blower, removed fly tipping, large stones removed from youth shelter, vegetation cleared from wall on Station road.

September 22 - Fallen tree. Reported to tree contractors who made safe.

October 22 - Recent minor repairs completed on play equipment. Started on cutting down laurel around perimeter of park. Mesh secured back onto fence by play area. Youth shelter fire ashes removed and cleaned. Boulder removed and gravel placed by shelter area. Gravel also placed on metal bench.

November 22 - Both drains cleared of mud and debris. Unblocked tree roots

December 22 - Entrances cleared of leaves. Started cutting down laurel around perimeter of park.

January 2023 - Makeshift den dismantled. Smashed glass removed. Leaves cleared from play area. New lime tree planted, where old ash tree fell. Leaves and debris cleared along Station Road to expose double yellow lines.

Longtimber Woods							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates
3	Kings Gutter	Fallen tree has caused issues with path	Investigate long term resolution to path disruption.	Contractor	£500	2022-2023	DCC footpath officer advice is major works required, will need DNPA site meeting. Recently checked pathway and all good.
4	Swimming pool	Signage and drainage	Remove deep water sign when not needed. Consider interpretation at pool. Investigate the use of a 'pipe cracker' to resolve blockage issues.	Officer time to investigate	£?	2022-2023	Fallen tree now removed. Plan to chainsaw up tree stumps in area and general tidy up. Tree stump removed.
5	Trail	An old original trail was removed due to damage	Consider introducing a brass rubbing trail	Officer time to investigate	£?	2022-2023	
COMPLETED							
1	Waste bins	Design and location	Consider the design of the waste bins for ease of use for public and staff.			Completed	Bin now replaced.
2	Leat	Not clear what it is and not draining	Possible interpretation board explaining origins and usage. Look to improve draining of leat to prevent further erosion.	Work with DCC and DNPA to resolve - Officer time		Completed	Progress made and will be monitored. Leat looking ok. Boardwalk cleared from leat and channel made to stop waterfall going over boardwalk.

Regular/Ad-hoc activity: Main drain checked and cleared of debris, mill to Longtimber litter picked, inspected trees up to Stile, slates X3 replaced on noticeboard, laurel removed at entrance, Pheasant Berry removed at swimming pool area. / **X6 slates replaced on Notice board. No activity of BMX area recently. tomb stoning area regularly checked and cleared of litter and smashed glass during summer months. Plan to chainsaw up and remove tree stumps in swimming pool area and generally make tidy. Plaque by entrance, plan to polish up. Dangling limb on tree now removed and safe.**

October 22 - Entrance area cleared of overhanging branches.

December 22 - Logs at swimming pool now chain-sawed and disposed of. Boardwalk cleared from leat and channel made to stop waterfall going over boardwalk.

January 23 - Fallen tree by viaduct removed. Tree chain-sawed and removed from pathway.

MacAndrews Field							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates

5	Play Area	Rotting timber needs replacing	Quotes from suppliers/cartpenters to replace like for like	Officer time to investigate repairs and replacement options	£6,000	Aug-22	Earthwrights advised warranty expired. Play equipment contractors have provided estimates in line with costs for Earthwrights proposal for repair. / All posts now removed.
COMPLETED							
1	Goal posts	Damaged/broken	No sharp edges but they do need attention to make sound.	Contractor to weld	£350	Completed	Clips reglarly replaced on netting of posts.
2	Interpretation board	Dirty	Needs cleaning. Consider a duplicate at main entrance.	Officer time	£0	Completed	Cleaned
3	Bedford Benches	Nettles taking hold	Remove nettles and other vegetation from around the benches	Officer time	£0	Completed	Nettles removed
4	Old railings	Old railings removed from entrance left near entrance	Arrange for scrap metal to be collected.	Officer time to arrange removal	£0	Completed	Old railings now removed and scrapped.
<p>Regular/Ad-hoc activity: Regularly site checked and litter picked, inspection of trees, maintain and update noticeboard, inspect goal posts, benches and play area regularly, X2 Buddlias cut back, large holes from dogs digging, inspect and fill in holes, play area now closed off, old metal fencing removed, entrance cleared of leaves and debris, approx 200 trees recently planted, entrance steps cleared and debris and weeds. / Holes filled in regularly, litter picked, slate replaced on notice board and fallen tree limb removed, dismantling of play area now completed, possibly hire a stump grinder to disperse the stumps at ground level. Parks officers have idea of maybe building a new notice bd and replacing, located at entrance gate, starting to deteriorate and would be cheaper than buying new? Old scrap metal and removed and disposed of for scrap metal. Grafitti removed from benches. Large area of woodland dug out by BMX riders and mounds and wood installed, which has now been dismantled, removed fallen tree from 2nd BBQ area, regularly litted picked by tomb stoning area,</p> <p>October 22 - Public pathway weeded along wall and blown of leaves.</p> <p>November 22 - Cut back Pheasant Berry on boundary next to Bedford Boys bench.</p> <p>January 23 - Overhanging branches loose - alerted DCC who will be undertaking ownership investigations to alert the landowner. Encroaching branches on steps to side entrance cut back. Public pathway weeded and cleared and gate entrance strimmed and cleared of leaves.</p>							

Filham Park							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates
1	Parking	Poorly marked – will be remarked but needs thought	Investigate better use of parking space by using a herringbone arrangement	Part of Filham Track improvements	£?	Autumn 2022	Will be funded from S106. This has already been considered by JGP and not feasible.
3	Benches	More benches would benefit users	Map out suitable locations for people to sponsor benches	Officer time	£0	Oct-22	All benches cleaned and strimmed of overgrowing grass.
COMPLETED							
2	Rugby posts	Very poor appearance	Ask Rugby Club to remove and repaint.	Rugby Club to action	£0	May-22	Rugby posts now removed.
<p>Regular/Ad-hoc activity: Continue removing old tree guards along entrance pathway, litter pick woodland area next to Football Club, WD40 on rusty gate lock, clear brash from far end gate, blow leaves from entrances, insp wasteland area behind Army Centre, bins emptied, weed and clear with shovel perimeter of car park. / All benches cleaned of moss and strimmed, grass now around from base of newly planted trees, strimed Bridle way so horse and rider have clear visual ahead, removed overgrowing grass from benches, watering of trees when required. Large waste bin has been ordered and due to be replaced as rusted and hinges broken. Parks officers plan to hedge strim the hedge around fishing lake in winter.</p> <p>September 22 - Fallen tree felled and removed from car park. Whole of Wadland lane strimmed back.</p> <p>October 22 - Filham Park Welcome Notice Board (wooden frame starting to rot). Temporarily repaired. Path around lake Memorial bench installed this week. Entrance area leaves blown and tidied. Strimmed around bins and benches.</p> <p>December 22 - Unblocked new drain and filled back pathway with gravel. X2 drains cleared of leaves to prevent water/debris flowing down pathways next to Filham House.</p> <p>January 23 - Drains unblocked by football pitch. Main parking area cleared of mud around edges and strimmed.</p>							

Holman Way							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates

1	General improvements	Very informal/wild	Improve biodiversity and appearance eg wild flowers, mown paths, bench. Consult with neighbours about bench and location. Consult with neighbour regarding the large bushes/trees adjacent to their property.	Officer time	£200	2022-2023	Perch bench installed. Area will now be 100% our own officers, so will be able to control and develop look of the area. Pathway mowed into area and remaining left for wild flowers.
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Regular/Ad-hoc activity: Graffiti removed from bench on pathway, young trees regularly checked and litter picked. / **Pathway created with mower on verge and remainder of grass left for wild flowers to grow. Ash trees planned for inspection for ash die back. Strim around benches and bins and keep Bridle way clear of vegetation, old and rusted bin has been replaced.**

Orchid Avenue							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates
1	General improvements	Appearance/access	Remove more bramble to open up more, add sign showing public accessible and managed by Ivybridge Town Council. Consider picnic bench and second entrance in consultation with neighbours. Lay hedge along gardens in Autumn.	Officer time	£400	2022-2023	Moss and overgrowth on edges of path cleared leading to site

Regular/Ad-hoc activity: Tree recently removed - needs further works, pathways weeded, cut back and debris removed. / **All strimmed and cleared, overhanging branches removed. Parks officers plan to cut and strim back hedge in Orchard Sep/Oct time.**

October 22 - Liaised with residents ref future hedge trimming.

December 22 - Whole hedge cut back.

Other areas or common issues							
	Area	Item	Action	Resource Requirement	Estimated Materials/Other Costs	Timescale	Updates
1	All	Signage	Plastic free signage solution for temporary, medium and long term - eg closed areas, wildflower areas etc	Officer time and equipment/contract or to produce signs	?	2022-2023	

Regular/Ad-hoc activity: Butterpark - Garage cleared of rubbish - scrap metal disposed of, strim pathway for easy access when patrolling. Site checked daily, **x2 windows smashed and boarded up, smashed tubular lighting now cleared. Police dog training planned on Butter Park site. Watermark:** Installed new cigarette bin, remove overgrown Buddlia near Tesco, tidied up verge area by side of Watermark. Large Buddlia stumps removed from road area. **Hanging baskets planted and installed, regulary watered and litter picked. Fore Street:** Check for litter. Plan to paint remaining bins with SHDC monies. **Planters regulary watered. St Peters Way:** Check and litter pick. **Erme Riverside:** Check and litter pick. Fore Street bins now painted, Wayside apple tree, limb broken but now made safe.

October 22 - Wayside - Removed fallen apples from tree area. Remaining weeds strimmed on verge.

December 22 - Station Road - Whole road cleared of leaves and debris. Also buddleia removed. X2 drains cleared of years of mud.

Budget
Reserves
Seek external funding/request reserves controlled by Full Council