

# COLLINGHAM *Parish Council*

## PROTOCOL FOR ANY WORK TO COUNCIL LAND OR BUILDINGS

**Adopted:** 8<sup>th</sup> May 2025    **Next Review:** December 2025

**Managed by:** Parish Clerk

**Those involved:** Parish Clerks, Parish Councillors, the Contractor

### **1 Sites/Properties where this protocol may apply**

- ☐ South End Cemetery
- ☐ St Johns, Parish Cemetery
- ☐ High Street, Cross Site
- ☐ Woodhill Road, The Pinfold
- ☐ Community Orchard
- ☐ 71 High Street
- ☐ Jubilee Room, Swinderby Road
- ☐ Youth & Community Centre, Low Street
- ☐ Community Park, Swinderby Road
- ☐ Moor Road
- ☐ Village Centre
- ☐ Pitomy Farm Open Space
- ☐ Station Road Land – Platinum Field
- ☐ Foster Road land

### **2 When works are considered**

- 2.1. Clerk to request within the tender documents for the contractor to provide method statement and risk assessment of how the works will be carried out and using what tools/machinery

### **3 When Contract awarded**

- 3.1 Clerk to ask the contractor to notify preferred date for work to be undertaken – for Ground Maintenance Contract dates of each cut/hedge trim will not be notified
- 3.2 Parish Councillors to contact the relevant neighbours etc advising of the date of the pending work, extent etc

3.3 Clerk to post “news” item to Website, Facebook and Twitter

3.4 Clerk to place notices on site

## **Points of Contact:**

### ***South End Cemetery***

Mr & Mrs Flarry, 5 South End

### ***St Johns Cemetery***

Church Wardens - Contact is primarily by phone or post, email may be considered if appropriate.

Marie Cobb 892754, 3 The Paddock or Ronwen Kirk 892379, 2 Baptist Lane.

South Side Keith Burd, Church Cottage 6 South End

North Side unknown

### ***High Street, Cross Site***

Old House 4 Queen Street

149 High Street

### ***Woodhill Road, The Pinfold***

Residents of Nixon Way

### ***Community Orchard***

Odds 73 to 81 Swinderby Road, 1 to 11 Crew Road, 9 & 10 Fisher Close and 16 Blackburn Close

### ***71 High Street***

Mr & Mrs Scott, 69 High Street

Mr & Mrs Anscombe, 73 High Street

### ***Jubilee Room, Swinderby Road***

Mrs & Mrs Sanderson, 9 Swinderby Road

Mr Reynolds, 15 Swinderby Road

### ***Youth & Community Centre, Low Street***

Mrs George, The Old School House

Mr & Mrs Woods, The Old Hall, Low Street

Mr & Mrs Fairfax, 125 Low Street (opposite)

### ***Community Park, Swinderby***

Residents of 26 Swinderby Road

John Blow School when working at the southern end of the Park

### ***Moor Road***

Mrs Musson, 20 Moor Road

Mr Gregory, 8 The Lawns

### ***Village Centre***

Sam Heathershaw, Lincolnshire Co-Operative Society

Mayfield House

Collingham Medical Centre – if impacting on car park

### ***Pitomy Farm Open Space***

All near neighbours

### ***Station Road Land – Platinum Field***

Phoenix Hall

Residents at 27, 25 and 23 Station Road