

APPENDIX 2 - MAINTENANCE REPORT – MARCH 2025

- A new member of staff has been appointed to provide administrative support for the Maintenance Department. They joined the team on 4th March, working 22 hours a week over Tuesday, Wednesday and Thursdays.
- The Monday Group have been appointed to carry out work on repairing the planted bed outside St Johns Church, making and replacing the noticeboards at each of the 6 allotment sites and also creating a wooden walkway in West Park Reserve over an area that historically floods each year.
- The Maintenance Team have started a programme of restoring the benches in Church Walk. The benches are being removed, two at a time, and are being taken to the depot where the metalwork is being repainted and the woodwork is being sanded and revarnished. Two benches have been completed and are back in position outside Iceland. A suggestion was made to one of the team that the benches should be higher to assist people with mobility issues, this has been taken on board and 1 bench from each set of 4 will be installed on a new metal stand, which will raise the height.
- During the wetter months the team have been carrying out some remedial works at 96 Church Walk to include sanding and varnishing the wooden banister and painting the 2 rear offices.
- On 13th March the old rotten windows in 2 of the offices at 96 Church Walk were replaced.
- Following a request from residents, a new litter bin has been supplied and installed by the Town Council in Gatehouse Lane, near the junction with Jane Murray Way.
- A quarterly meeting was held on 4th March of the Allotment working group which includes allotment stewards, the Chair of Burgess Hill Allotment Association, a representative from Burgess Hill Horticultural Society, Cllr Janice Henwood, Cllr Anne Eves, Cllr John Orchard and Sarah Hughes. The group meet to share information and discuss any issues which have arisen on the various allotment sites.
- Repairs at Gatehouse Allotments are complete following the sewage leaks, with the exception of a few minor issues that will be rectified over the next couple of weeks. A refund of the annual rental has been secured with Southern Water and tenants have been contacted to arrange their refund. A date is awaited for the full length of pipe to be relined.
- Work on trees identified on the last tree survey has been taking place. A tree surgeon was employed for the larger jobs and the MMT are carrying out the minor works. The next survey will be carried out in July 2025.
- An audit of street nameplates is being carried out and the MMT are carrying out work to clean or replace signs where necessary. This work is funded by MSDC.
- The Town Council noticeboard located near the top of The Burgess Hill Academy drive is perishing but the MMT have carried out remedial works which will extend its life.
- Some of the whips (trees) in the Queens Canopy at Batchelors Farm had failed and have now been replaced.
- We are currently undergoing the annual servicing of maintenance equipment. A new company has been used this year, as they had previously provided good service, but this ended up as a more expensive option so we will be reverting back to the original company going forward.
- An order was raised from September-December 2024 for Glendale contractors to carry out various grounds maintenance work for the Town Council. It is not believed that all work from that order has been completed, such as hedge cutting, and confirmation is awaited before the next order is raised for 2025.