| Log ID | Description/Detail | Who? | Action(s) | Action Status | Action Due | Date Action Closed | Progress |
|---|---|---|---|---|---|---|---|
| 1 | Condition of wet poor surface on Minden Place. | ST | 1. Get approval to release to Capital to replace the entire surface.<br>2. Obtain quotes for work.<br>3. Agree the timescales for completion. | **In Progress** | | | WLDC Management team to consider a report to release the funds on 10 January 2022. WLDC agreed to release the funds for the work. Current progress is obtaining quotes for the work. |
| 2 | Legal | ST/HR/HRC | 1. HRC use Pepperdills as legal support - Shay needs authority from HRC to proceed.<br>2. Land Registry documents obtained and will need amending for handover to the Parish Council.<br>3. WLDC confirmed that they would cover the legal costs for the Parish Council.<br>4. Parish Council to instruct on land charge search.<br>5. Lincolnshire CC Legal Shared Services instructed to act on the Parish Council's behalf.<br>6. Agree how the deeds are to be signed (Clerk to check). | **In Progress** | | | Cindy Drakes is our legal contact and has asked questions about land charge, site check, chancel search and index map search. Additional query about whether the parish council wants a transfer document and not a contract document as well if HRC want to proceed that way. The Parish Council's legal is still waiting for plans from Pepperdills. Shay liaising with other WLDC to action this. Adoptin date will be delayed from April - new suggestion is 6 June when the Council's current insurance expires so there is no additional cost to changing the current policy. |
| 3 | HRC due diligence before handover | ST | 1. Check the nuts and bolts before handover. | Planned | | | |
| 4 | Signage | HR | 1. Seek advice from Anna Grieves about signage required. | Planned | | | |
| 5 | Parish Council actions | HR | 1. Clerk to inform insurance company of new assets and report back on any change to cost. | Planned | | | |
| | | HR/GP | 2. Seek quotes for new green space contract to incorporate play parks. | Complete | | | Grass cutting is included in the 2022/23 grounds maintenance contract. HRC will still need to pay until adoption. Clerk and Shay working up costs and how this will happen. |
| | | | 3. Add the two play park sites to the annual ROSPA inspection. | Planned | | | |
| | | | 4. Set out schedue of visual inspections for the Village Facilities Inspector. | Planned | | | |
| | | | 5. Village Facilities Inspector and any Members of the Parish Council to have a walk round with Shay prior to handover. | Planned | | | |
| | | | 6. Establish procedures for identifying, making any repairs and managing the equipment until the repair is fixed. | Planned | | | |
| | | | 7. Identify any training. | Planned | | | |
| 6 | Launch event | HCPC | To consider publicity and a launch when play parks are handed over. | Planned | | | |
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