

Clerk's Report- 26 February 2026

Community Safety and Anti-Social Behaviour

Station Green

The Council has received a report of anti-social behaviour, including concerns that bladed weapons may have been concealed within undergrowth on Station Green. Officers are coordinating a response in line with *Designing Out Crime* principles, and local police have been requested to provide passing attention. The Open Spaces Team will remain vigilant during routine litter-picking and will liaise with the police as necessary.

Library Car Park / Community Hub

There is evidence of anti-social behaviour occurring within the car park to the rear of the library, adjacent to the Community Hub. Warning signage has been installed, and the police have been asked to include the area in their patrols.

Highways and Speed Monitoring

Speeding – Lechmere Avenue

A resident raised concerns regarding speeding on Lechmere Avenue. Historic data and previous monitoring do not support this claim, and Councillor Lee Scott has met directly with the resident to provide feedback.

Speedwatch Equipment

The Council has funded the calibration of the Community Speedwatch speed-detection device. It is now ready for collection by the Speedwatch volunteers.

Biodiversity Initiatives

As part of the Council's Biodiversity Action commitments, four beehives have now been installed on land to the rear of the Parish Offices. This initiative has been publicised through our social media channels and via a press release issued to local media outlets.

Bus Stop Feasibility – Fencepiece Road

Officers were instructed by Full Council to explore the feasibility of installing a bus stop on Fencepiece Road. A full feasibility assessment will be undertaken. A locality consultation is currently open until 28 February 2026 to allow residents living nearby to provide feedback, given the potential impact. A Freedom of Information request to TfL is expected to be returned by 4 March 2026.

Cemetery Operations

Cemetery staff recently encountered significant difficulties when excavating an 8-foot grave due to saturation caused by recent heavy rainfall. The digger available is only suited for 6-foot excavations, resulting in partial collapse and requiring substantial remedial work to make the site safe prior to the burial. This issue will be reviewed as part of the wider Cemetery Action Plan.

Staff Management, Training and Internal Processes

Daily management meetings continue to operate effectively and provide structure for operational teams. All Open Spaces activity is now recorded each Monday for audit and tracking purposes.

A weekly staff meeting is held, and one meeting per month will be specifically dedicated to training. A staff training matrix has now been established and will be fully implemented from the start of the new financial year to allow for forward planning.

Staff have now been issued with official identification cards and lanyards, improving visibility and recognition when working in the community. Work to reinvigorate the Council's social media presence is also underway.

Compliance Updates

Fire Risk Assessment (FRA)

A summary of FRA actions has been circulated separately. Major items have been addressed; moderate items are currently being progressed; and minor actions will be completed once clarification has been obtained from Chubb, the contractor that undertook the assessment.

Of note:

- Although an EICR was completed last year, it has since been identified that certain elements were not assessed. A formal complaint has been submitted to the contractor.
- The Council remains compliant but will need to undertake remedial action.
- Separately, the cemetery compound is experiencing repeated electrical tripping affecting lighting and some sockets. An electrician has been booked to investigate.

Health & Safety

Approximately 17 Health & Safety actions remain live. Three of these appear to be duplicates, leaving an estimated 14 genuine outstanding actions. A proportionate approach will be taken to address these, and the Clerk has arranged a meeting with the WorkNest consultant to review expectations and ensure actions are appropriate for an organisation of our size.

Cemetery Action Plan

The Draft Cemetery Action Plan has been prepared and categorises actions into high, medium and low priority. Staff input is required to assess practicality and time commitments. Implementation will be monitored through a task-and-finish group, with quarterly progress reports to Full Council. The initial delivery window for core actions is 3–9 months.