**Carbrooke Village Maintenance Plan**

**1. Aims and Objectives**

The aim of the Maintenance Plan is to set out the Parish Council’s key priorities and objectives for the management and maintenance of its assets in the older part of the parish. (This is predominantly the area near the church and the Village Hall, but some assets are held on the Norwich Road estates and elsewhere.)

The Parish Council wishes to ensure that the assets it holds on behalf of the parish are administered efficiently; in the best interests of parishioners; and in a manner that represents the best value of the community.

A separate plan has been drawn up for Blenheim Grange and is available on the Parish Council’s website (carbrookepc.info).

The Management Plan will be regularly reviewed in accordance with the Council’s aims and objectives, which are based on the needs and requirements of residents. It is hoped that the Plan will help residents to have a better understanding of what the Parish Council does and that it will encourage them to come forward with their own ideas for improvements in the parish.

**2. Assets maintained by the Parish Council**

The Parish Council is currently maintaining the following assets in those areas of the parish excluding Blenheim Grange. The clerk makes a full annual assessment of the condition of all these assets, which is reported to the Parish Council. The clerk also makes periodic checks of those assets which are deemed in need of particular care and attention. Any necessary repairs are carried out.

**a. Carbrooke Village Hall Car Park**

The Parish Council owns and maintains the Village Hall car park. It does not own the Village Hall.

There is a noticeboard under the tree in the car park. This is not owned by the Parish Council.

The Parish Council pays for the maintenance of the grassed area at the front of the Village Hall and the areas around the edge of the car park. These are cut every fortnight from March/April to October/November.

In 2018, volunteers at the Millennium Green filled potholes at the entrance to the car park.

A line of trees has been planted to form a hedge at the front of the car park/village hall in order to prevent unlawful access to the car park/Millennium Green.

The car park is accessed by a locked gate.

**b. Noticeboard attached to the Village Hall**

The Parish Council owns the noticeboard attached to the Village Hall.

**c. A dog/litter bin in the Village Hall Car Park**

This is attached to the wooden fence and is emptied by volunteers from the Millennium Green.

**d. Recycling Banks**

The income from the recycling banks is paid to the Millennium Green.

**e. Village Sign outside the Village Hall**

The sign was restored in 2012. The wooden parts of the sign were re-stained in 2020. The Parish Council has investigated the cost of repainting the figures on the sign. The proposed cost of £735 was considered excessive. The clerk will continue to monitor the condition of the sign and report any changes/necessary works to the Council for consideration, but it should be noted that some sort of work to maintain the sign will be necessary and has been added to the list of estimated costs below.

**f. The Plough and plinth outside the Village Hall**

The plough was restored in 2012. Since then, the top of one of the handles has been broken off. The plough would benefit from re-staining and repairing, but at the time of writing the clerk has been unable to find a contractor willing to carry out the work. The condition of the plinth is monitored. The metal parts would benefit from repainting.

**g. The bench outside the Village Hall**

The bench was restored in 2012 and was cleaned and re-stained by a resident. It was re-stained again in 2020.

**h. A bench on Millennium Green**

The Council installed a bench on the Millennium Green following the resignation of Councillors Buscall, Muller and Webster. The bench has been moved next to the tree planted in memory of Robert Buscall. The condition of the bench and tree are monitored by the clerk.

**i. The phone box/defibrillator on Church Street**

The Council has installed a defibrillator in the phone box. The equipment is regularly monitored and tested by a member of the Parish Council. All necessary actions are taken. The interior of the phone box has been cleaned by a member of the Parish Council. The area around the outside of the phone box is kept clear.

**j. Defibrillator at the Aerolite Garage, Norwich Road**

The Council has installed a defibrillator next to the entrance to the Aerolite Garage. The equipment is regularly monitored and tested by a member of the Parish Council.

**k. The bus shelter on Broadmoor Road**

The Parish Council paid for woodworm treatment to the timbers of the bus shelter and added anti-vandal paint to the roof. There is a seat in the shelter and a bin attached to one wall. The clerk makes regular checks on the condition of the shelter inside and out. Any necessary works are reported to the Council.

**l. Carbrooke village signs at Caudle Springs and Broadmoor Road**

The Parish Council maintains a road sign (Welcome to Carbrooke) at Caudle Springs and another at Broadmoor Road. The condition of the signs is monitored by the clerk.

**m. Speed Sign**

The Parish Council has purchased a mobile speed sign. This is moved to different locations by volunteers. The Council is aware of the problems caused by speeding through the village and is working to have the speed limits reduced past the school and on Norwich Road, in particular. Two solar-powered flashing 20mph signs are to be installed at Carbrooke School in 2021 under the Parish Partnership Scheme.

**n. Norwich Road Estate Noticeboards**

The Parish Council maintains one noticeboard at the Beech Tree estate and another at the Maid Marian estate on Norwich Road. The Council maintains two noticeboards on the Ash Tree estate on Norwich Road. The newest of these was installed in 2020. The condition of the boards is regularly monitored. The wooden boards were re-stained in 2020.

**o. Street Light**

The Parish Council owns a street light at Trenchard Crescent. This is in reasonable condition.This is the only street light the Parish Council owns in Carbrooke.

**p. Information Boards**

The Parish Council maintains three Information Boards which were passed to it by the Heritage Group in 2018. There is a board near the Aerolite Garage and another at the entrance to Carbrooke church. A third board will be placed in the Community Centre at Blenheim Grange and is being stored.

**3. Future Aims and Objectives**

The Parish Council will adapt its plans accordingly and its Management Plan will be a ‘living’ document which will be changed/amended as it progresses to meet current needs.

**4. Feedback**

The Parish Council listens to and represents its parishioners’ views. We welcome your comments. Please submit any ideas/proposals to the Parish Clerk at carbrookeparishclerk@gmail.com, or write to Oakleigh House, Shipdham Lane, Scarning, NR19 2LB.

If you have any questions or would like more information about what is happening, please don’t hesitate to contact us and we will do our best to provide an answer.

**5. Monitoring the Plan**

The Parish Council will evaluate its progress against its activities. The Management Plan will be reviewed and updated at regular intervals.

This Management Plan was approved in February 2021.