

Work to Parish Council Buildings or Land

Protocol

Adoption Date:	January 2026
Review Date:	January 2027
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
- Parish Field, Northcroft Lane

2. When works are considered

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 and Facebook

3.4 Clerk to place notices on site

Points of Contact

South End Cemetery

- 5 South End

St Johns Cemetery

- Church Wardens
- 3 The Paddock
- 2 Baptist Lane

South Side

- 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
- 16 Blackburn Close

71 High Street

- 69 High Street
- 73 High Street

Jubilee Room, Swinderby Road

- 9 Swinderby Road

COLLINGHAM *Parish Council*

- 15 Swinderby Road

Youth & Community Centre, Low Street

- The Old School House
- The Old Hall, Low Street
- 125 Low Street (opposite)

Community Park, Swinderby Road

- Residents of 26 Swinderby Road
- John Blow School when working at the southern end of the Park

Moor Road

- 20 Moor Road
- 8 The Lawns

Village Centre

- 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

Parish Field

- Nottinghamshire Wildlife Trust