

# Programme of Works 2022 | CPGA



as at Summer 2022 (August)

	Status	Works	Summary of Works / Updates	Start Date	End Date	FY 2022				FY 2023				FY 2024			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5		<b>Garden Maintenance</b>	<b>Gardening services provided by West Gardens</b>	<b>20/10/21</b>	<b>31/03/23</b>												
6	delivered	Storm damage to trees	DELIVERED: tree repairs due to winter storm damage costs included in West Gardens Jan 2022 exceptional invoice of £925	20/10/21	31/03/22												
7	delivered	Clearing of Crown Rd Sth entrance	DELIVERED: clearing of Crown Rd Sth entrance ready for shrubs costs included in West Gardens Jan 2022 exceptional invoice of £925	20/10/21	31/03/22												
8	delivered	Removal of children's slide	DELIVERED: West Gardens recommended the removal of the children's slide donated by a resident as it was a danger to health and safety. The donor removed this as requested by end of Dec 2021.	20/10/21	31/12/21												
9	delivered	Repairs due to vandalism	DELIVERED: Vandalism in May 22 with damage to picnic tables and BBQ area	23/05/22	27/05/22												
10	on track	General garden maintenance	ON TRACK: Usual programme of tending to lawns, beds, paths etc. DELIVERED: aerating, feeding and seeding lawns, new shrubs planted in cleared area of Crown Road South entrance, under-pruning and new bedding plants to all "shrub islands" Monthly payment schedule set up in April 2022: Garden maintenance £300 per visit x 20 visits = £6,000 (monthly visit Nov to Feb; twice monthly March to October) Lane maintenance £220 per visit x 7 monthly visits = £1,540 (April to Oct) Total annual amount = £7,540 / 12 months = £628.33 per month. Note that lane maintenance costs are shared with HR residents.	20/10/21	31/03/23												
11	on track	Picnic tables and benches	ON TRACK: An attack by vandals in May 22 has left the picnic benches in a poor state and replacement of all old tables now implemented. Multiple resident requests received for more tables was implemented in time for the Summer BBQ Party event. In Autumn all tables will be re-treated before winter sets in, and at this time all tables will be stained in a matching cedar colour. Multiple resident requests for wooden benches to be located on the north high promenade to facilitate garden access for those with mobility issues and also to catch winter sun. Benches to be securely bolted down and tree overhang cleared for health and safety in the autumn.	01/06/22	31/10/22												
12	planned	Tree surgeon survey	PLANNED - ESTIMATED SCHEDULE: the search for a tree surgeon is in progress.	01/10/22	30/11/22												
13		<b>Security, Safety &amp; Access</b>	<b>Measures to ensure a secure, safe and accessible garden for all</b>	<b>01/04/22</b>	<b>31/03/23</b>												
14	delivered	Insurance	DELIVERED - maintaining insurance cover for the garden. Renewed in June.	01/04/22	31/03/23												
15	delivered	Hyndland Street gate repairs	DELIVERED: Abbey Metal Ltd have replaced the broken gate	01/04/22	11/05/22												
16	delivered	Hyndland Street gate new key issued	DELIVERED - All 100+ homes with CPG access provided with a new key for the new gate lock now installed	01/04/22	14/05/22												
17	on track	Wheelchair access to Hyndland St gate	PLANNED - ESTIMATED SCHEDULE: response to resident request for portable wheelchair ramp. Insurance enquiries were positive, confirming this is covered under current policy. Ramp was out of stock for considerable time and so installation was rescheduled to align to re-stock. Now ordered (August 2022). It is intended that a permanent solution will be explored in time for a presentation of proposals at the AGM in early 2023.	01/06/22	30/09/22												
18	on track	Repairs to perimeter walls along Crown Road South and Hyndland Street	ON TRACK - After considerable searching for contractors post-pandemic lockdown, Oliver MacRae Stonemasonry have been appointed to repair the multiple breaches along the garden perimeter walls to Crown Road South and Hyndland Street. Start date of works TBC, and will be within the next month. 50% deposit paid.	01/09/22	31/10/22												
19	planned	Lane signage	PLANNED: New sign at lane access, warning on not using motor vehicles due to this causing damage to the lane surface. Sign now sourced and joiner to now be booked. Original sign ordered was damaged and has had to be returned for replacement.	01/05/22	30/09/22												
20	planned	BBQ signage	PLANNED: New slate sign on the BBQ facility to remind all users of health and safety guidance	01/08/22	31/08/22												
21	planned	Hyndland Street Gate signage	PLANNED: deliveries direct to gardens to be eased going forward by installation of a sign on the HS Gate to identify the access point for carriers.	01/08/22	31/08/22												

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22	proposed	Reestablish a single approach to gate access	PROPOSED - QUOTED - CONSULTATION TO BE HELD AFTER GROUND CLEARANCE - ESTIMATED SCHEDULE: review of options for returning the garden gates to a single approach to entry, including consideration of residents requests for a coded entry system. Two options now costed: (1) keypad coded entry system - £1,068.41 (2) re-keyed locks on all gates - £101.66. Highest cost option shown in COSTS for now until resident consultation completed later this year.	01/06/22	30/09/22												
23	proposed	Replace remaining 2 gates with same model as new Hyndland Street gate	PROPOSED - QUOTED - CONSULTATION TO BE HELD - ESTIMATED SCHEDULED - review of options for replacing all garden gates to a single style, Option now costed: Resident consultation to be completed later this year.	01/06/22	30/09/22												
24	proposed	Re-establish the original fourth gate near The Rock	PROPOSED - CONSULTATION SCHEDULED FOR NEXT AGM: investigate the re-establishing a fourth gate (near the Rock) using the bank clearance as a way of excavating the old steps and entrance area: the gate would not actually be installed until the fence had been moved	01/02/23	31/03/23												
25		<b>South Border Fence Move</b>	<b>Major capital works</b>	<b>01/02/22</b>	<b>31/05/23</b>												
26	delivered	Site visit	DELIVERED: Addison Fencing site visit to re-assess implementation. Ground clearance required before the fence can be moved.	01/02/22	28/02/22												
27	on track	Clearing and strengthening of bank behind south retaining wall	ON TRACK: After a long and challenging search, Ground Clearance Ltd now appointed. Works began on 25 July and will continue in phases through to September.	01/04/22	30/09/22												
28	planned	Removal of old fence and installation of new fence	PLANNED - ESTIMATED SCHEDULE: Addison Fencing can only confirm availability after ground is cleared and have already notified the CPGA of a 40% increase in the remaining costs. This has been challenged to bring it in line with inflation. The committee is still awaiting a response to that challenge.	01/10/22	31/12/22												
29	planned	Repair of wooden structure of pathways	PLANNED - ESTIMATED SCHEDULE: West Gardens have recommended these repairs follow removal of the current fence	01/10/22	31/12/22												
30	planned	Landscaping of the south border slope	PLANNED - PLACEHOLDER: West Gardens have been asked to advise on suitable plantings for the south perimeter slope, safe for the original wall, and decorative. Consultation with residents on the final choice of plantings will precede actual works.	01/10/22	31/05/23												
31		<b>Communication, Consultation &amp; Events</b>	<b>Works to improve communication and consultation on garden matters</b>	<b>01/01/22</b>	<b>31/03/23</b>												
32	delivered	New email address	DELIVERED: hello@crown.garden launched and available all year round (M-F) for direct contact between association and committee members	01/01/22	31/03/23												
33	delivered	Garden noticeboard	DELIVERED: Residents request from AGM 21/22 for a physical noticeboard in the garden to improve communication and consultation between Committee and Association members. New noticeboard installed 23 May and will be regularly updated with key communications.	01/04/22	23/05/22												
34	delivered	Summer garden BBQ	DELIVERED: Saturday 20th August 14:00 onwards presented an opportunity of friends and neighbours to meet in the gardens, and enjoy a summer BBQ together.	20/08/22	20/08/22												
35	on track	Newsletters	ON TRACK: All Association members will receive two newsletters each year:	01/04/22	30/11/22												
36	delivered	* Spring/ Summer	(1) DELIVERED a Spring/ Summer edition in Apr/May	13/05/22	13/05/22												
37	planned	* Autumn/ Winter	(2) PLANNED an Autumn/ Winder edition in Oct/ Nov. Ad-hoc updates will of course be provided as required through all other channels.	30/11/22	30/11/22												
38	on track	Web & social media channels	ON TRACK: Residents request from AGM 21/22 to explore introducing online media channels to improve communications. Development of these channels will continue throughout the year, and all outputs of Committee meetings will be updated there. DELIVERED A new web site (crown.garden) and a variety of social media channels now built and live. Web site has key live pages for a blog (main channel for updates), programme of works, and a virtual noticeboard to replicate physical noticeboard in gardens.	01/01/22	31/03/23												
39	on track	New fee payment options	ON TRACK: A range of new fee payment options are being explored ready for the next request for Garden Upkeep fees in 2022/23.	01/01/22	30/09/22												
40	on track	Summer garden drop-ins	ON TRACK: a series of garden drop-ins for residents to chat about garden matters with committee members. A range of options have been planned into the schedule to suit all; including evening, daytime, weekdays, weekends. A series of 6 drop-ins have now been scheduled, beginning 31 July and running through to 6 October.	31/07/22	06/10/22												
41	planned	AGM 22/23	PLANNED - DATE TO BE CONFIRMED - Resetting timing of our AGM 22/23 to (1) comply with title deeds, (2) improve residents' opportunity to attend, and (3) provide better and more timely work plans for approval.	01/01/23	28/02/23												

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42	proposed	Hallows'en Sparkler and Sausage Sizzle	PROPOSED: An Autumn event for residents, proposed for Sat 29 October.	29/10/22	29/10/22												
43		Committee Management	Governance, assurance and management of committee business	13/10/21	31/03/23												
44	delivered	Committee handover	DELIVERED: documentation handover complete, following issues with transfer of bank signatories and online account access, now resolved. Two new committee officers have access and outgoing officers removed from access. Remaining new committee officers and members pending.	20/10/21	31/05/22												
45	off track	Late garden upkeep requests for 21/22	OFF TRACK: committee remedial action on late 21/22 requests complete. Now that full online banking access is complete a review of receipts will be undertaken and any late payments chased. Estimated resolution by end Aug 22	20/10/21	31/08/22												
46	on track	AGM 2021 action plan	ON TRACK: key actions captured and being built into full programme of works for current year; including improvements to communication and consultation (noticeboard, website, social media), clear guidance on dogs in the garden, implementation of preferred option of south perimeter fence, repairs to perimeter wall, etc.	20/10/21	31/03/23												
47	on track	Governance and assurance review	ON TRACK: full review of title deeds feu contract to clarify governance obligations of the committee, and to agree an action plan to deliver full compliance. * AGM returned to required timing. * Translation of deed conditions into useful guidance complete and published on website and first newsletter (to be displayed on notice board once installed) * Governance and assurance portal build in progress	20/10/21	31/10/22												
48	on track	Treasury review	ON TRACK: full review of treasury function, including data and processes was delayed by issue with access to online bank account. Now that bank account access is in place, completion of build of a cash book, fees tracker, income & expenditure statement by end Oct 22 * income cycle tracker built to track garden upkeep and lane upkeep receipts * expenditure cycle tracker being built to track all committee administration and garden/ lane upkeep costs * reports being built to properly report income and expenditure, and highlights	20/10/21	31/10/22												
49	on track	Management review	ON TRACK - full review of committee management processes, trackers and reports	20/10/21	31/10/22												
50	on track	Committee meetings	ON TRACK - full roster of committee meetings is in place, meeting monthly (or as required) during the peak garden seasons, and less frequently when off-peak, plus as required on an extraordinary basis. Deployment of committee management portal and conferencing ICT.	13/10/21	31/03/23												
51	on track	Committee Administration	ON TRACK - a range of expenses required for admin tasks; (1) supplies for communications and engagement activities, including: general home printing [paper, ink & toner], general pro printing [copying and printing], envelopes, labels, laminate sleeves, board fixings, filing, etc. (2) ICT costs for committee management and comms tools and Wordpress (website hosting) annual fee.	20/10/21	31/03/23												