

No	Task	Who	By	issues/Notes/Risks
1	Finalise exact location at North Witham	Chair & Cllr Bellamy	Completed 21 Sept 2022 - to be located as recommended by LRSP on the verge next to the old quarry pit. Lamp post where previous VAS was positioned some years ago would not take the weight of the new units.	Overhanging bushes on the boundary of the Old Quarry Pit require attention - Cllr Bellamy has offered to look at this. Also overhanging branches on boundary of Village Hall over bus shelter - See Line 2: Potential additional costs but contractor identified. Will need to inform NW Village Hall of any works
2	Initiate any work on verges/trees with landowners or consider at our expense	Hopefully Dave Ostler might do this when refurbishing the bus shelter. I will ask him to prioritise this one first. FMS report made 12/09/2022 Ref 431492 hoping Highways may cut back the trees.	01.10.2022	May incur additional costs to PC. FMS 431492 still withing 14 day SLA for update. If LCC are not responsible then Dave Ostler has already quoted £100 incl vat to remove Ivy and trim back trees.
3	Advise Graeme at LRSP project is approved and confirm specification from Elancity for installation of new poles	Clerk following specification details received from Elancity.	Before 30th September 2022	LCC may not accept providers specification but PC can accept this if LCC confirm this
4	Confirm delivery times with Elancity	Clerk following placing order with Elancity	TBC with Elancity	Anticipated middle of October 2022
5	Confirm lead time for installation of poles with LCC	Clerk once Graeme Butler confirms task 6.	TBC with LCC	Anticipated end of October 2022
6	Confirm with Graeme we would be grateful for their assistance to put up the solar panel and signage and check this offer is still available	Clerk sent email confirmation To Graeme Butler 12.09.2022		LCC can assist with installing the signs, Greame Butler has confirmed this for end of October 2022 - no contingency plan required
7	Draft order for Elancity from the Clerk to include explicit delivery instructions to two separate addresses	Clerk & Chair to qc.	Before 30th September 2022	Completed
8	Check availability for accepting the delivery with Colin and David	Clerk/Cllrs Russell and Bellamy	TBC following order with Elancity	Delivery anticipated middle of October 2022
9	Put in timetable for works and delivery	Clerk following placing the order with Elancity & confirmation of task 6.	TBC following placing order with Elancity	Ensure it allows us to keep quoted costs and discount as quote valid until end Sept 2022
10	Place order	Clerk	Before 30th September 2022	Ordered 27 September 2022
11	Identify where the software for the units will be installed and who has access	Clerk & Chair	TBC following placing order with Elancity	Not discussed
12	Take delivery and set up units before installed with speed settings at each location	Clerk/Cllr Russell/Cllr Bellamy & Chair.	TBC	One unit can be done manually, the other (40mph) must be done via the software