

	Project title	Project requester / Mgr	Status : Scoping / Estimating / awaiting approval / approved / in progress	Timescales from approval to completion / target date for completion	Update / comments
1	Remotely operated electric gates for the clubs entrance	Nigel (79)	Awaiting approval	Complete Winter 2021/2022	<p>Discussed at the committee meeting 25/07/21. The project is still in the scoping phase although approved prior to this date in principle as a project to be progressed. Phil (98) is to assist with the project.</p> <p>Update Sept 21 : Phil (98) has obtained quotes from 4 off suppliers - tenders appraisal to begin. To be ready to select three preferred supplier by the end of September 2021.</p> <p>Description :-</p> <p>The gate design thinking currently is such that the new gate will be positioned inside the 'line' of the existing gates. The gate is a sliding gate which will travel behind the waste bins area when open.</p> <p>The existing gates are to be retained - in the summer they shall be locked in the open outward position - in the winter they shall be closed as currently.</p> <p>A new pedestrian gate may not be needed as the gate has a 'pedestrian' setting which only partial opens. to be created beyond the new gates traverse (in the area behind the waste bins) if the club still wants this facility.</p>
2	Club house toilet block refurbishment project	tbc	On hold		<p>Discussed at the committee meeting 25/07/21. The decision from the meeting was that the facility was not yet in need of a major refurbishment but it is to be reconsidered post the completion of the other toilet blocks.</p>
3	Top toilet block - new pitched roof	Nick (97)	Scoping / Estimating	Aim to complete Spring 2022	<p>Discussed and agreed to be progressed at the committee meeting 25/07/21.</p> <p>Update Sept 21 : Contractors being contracted and invited to tender. Several contractors (4 off) have declined quoting being too busy or shortage of skilled workers. Therefore quotes will be received out of season and approval to progress will need to be taken by the trustees - discuss. Quotation received from Rob White roofing for a pitched roof = £24k including vat. Site visit required to 'firm up' and requote.</p> <p>Schedule risk - Building materials shortage in the UK - they may need to be ordered ASAP upon award of contract - say November or December 21 - agreed?</p> <p>Budget risk - increasing costs of building materials are being mentioned by all contractors and Listers - budget estimate of £24k is unacceptable - Reduce scope to a flat roof? - discuss.obtain quotes.</p> <p>Scope risk - The brickwork on the front of the building is single 'skin' - this may not be suitable to bear the load of a pitched roof - tbc - may need to stay as a flat roof - discuss.</p>
4	Top toilet block refurbishment project	Nick (97)	Scoping	Aim to complete Winter 2022/2023	<p>Discussed and agreed to be progressed at the committee meeting 25/07/21.</p> <p>Update Sept 21 : The ceilings are likely to be damaged during the roof works and will need to be replastered etc.</p> <p>Undertake the false ceilings installation at the same point in time as the roof repairs to reduce additional costs - discuss.</p>

	Date	09/09/2021
Title of project	Remotely operated electric gates for the clubs entrance	
Project description	<p>Select and install a new electronic gate system. The gates are to be remotely operated by members mobile telephones - numbers will need to be pre registered with Nigel (79). Keypads to be installed on the outside of the gate post in case of member not having a phone present. The existing club gates and lock are to be retained for winter use, in the summer they will be kept in the 'open outwards' position. If the electric gates were to malfunction during the summer season the existing gates and lock will be temporarily reintroduced - therefore do not discard gate keys!!</p>	
Project mgr	Nigel (79)	
Project support	Phil (98)	
Budget	£14000	
Budget status	Awaiting approval	
Range of likely costs	£ 1000	
Timescales from approval to completion	5 months	
Duration / period of works	Aim to install during the winter 2021/2022	
Resources to deliver	<p>Contractor 1 - enter name - Gate installer / commission - tbc EMS - Site mgt of contractor. Sign off works. Electrical connections. Supply mobile phone connection equipment. Ground and tree works.</p>	
Project status	Awaiting approval	

5	Bottom toilet block replacement project	Nick (97)	Scoping	Aim to complete Winter 2022/2023	<p>replaced with a new facility.</p> <p>Update Sept 21 : Area surveyed by Steve (77) and Nick (97). Building internals surveyed by Nick (97). Steve (79) has produced CAD drawings of the potential options for building layout so that we can share with suppliers / council etc and also look to best utilise the space available.</p> <p>Pre fabricated building suppliers being sought and designs being reviewed. Initial prices being realised - circa £40k+!! - £1.5k per m2</p> <p>Design option to be considered / discussed at the committee meeting Sept 21 - to reduce costs - utilise the existing building into a toilet only block and procure a smaller sized new pre fabricated shower block and position it local to the existing OR utilise the existing toilet block for disabled facility.</p> <p>The members who are in the vicinity of the toilet block are being surveyed as to whether they object or accept the design being a dual sex facility - Nick to conclude.</p>
6	Pool cover	Ron (102)	Scoping / Estimating		<p>More scope detail required / view pool covers on other sites / obtain costs from at least 2 suppliers / can the cover include space for sun loungers?</p> <p>Update Sept 21 : Pool area surveyed 5/8/21 and drawing produced - Ron & Nick. Suppliers and designs are being sought.</p>
7	Mini golf	Rachel (35)	Scoping		<p>More detail required on number of holes we can have in the area / more detail required on the suitability of the materials for outside use / obtain costs from at least 2 suppliers. Consider hiring for a short period to see if the members use the facility.</p> <p>Update Sept 21 : No progress to report. To be progressed during the close season 21/22.</p>
8	Water service supplies to individual caravans	tbc	On hold		<p>Discussed at the committee meeting 25/07/21 - this is to be considered as a project in the future post the toilet blocks refurbishment.</p>
9	Sewerage service supplies to individual caravans	tbc	On hold		<p>Discussed at the committee meeting 25/07/21 - this is to be considered as a project in the future post the toilet blocks refurbishment.</p>
10	Club membership drive / promotion	Dawn (93)	Scoping		<p>Discussed at the committee meeting 5/09/21. This project was accepted onto the list at the meeting.</p>

EMS MAINTENANCE TASKS LIST

Date : 09/09/2021

	TASK	LEAD MEMBER NAME	Timescales from approval to completion / target date for completion	Update / comments
1	Neil & Ritas old site (108) to be developed as a feature	Caroline (14)	2022	Discussed / agreed at the committee meeting 04/07/21. August 21 update : Ground works have progressed with slabs being removed. Sept 21 update : Unused sleepers which are in the car park are to be utilised. Most works will be undertaken at the start of next season 2022.
2	Refurbishment of the empty sites	Dawn (93)	On going activity	To include the widening of the roadway next to site 49. Sites demarcation for types of usage to be identified.
3	Car park area resurfacing	Rachel (33)	TBC	Committee meeting 25/7/21 - Dawn to order scalpings materials. Sept 21 update : Nick (98) speaking to the farmer to arrange for them to supply more materials and payment of such - not expected to be delivered during September 21.

4	Hedges / boundary trees need cutting	Nick (97)	Aim to complete by Spring 2022	Tree surgeon to be on site working w/c 8/11/21 + prior to start of season if work still required. Sept 21 update : Meetings held with both farmers and they were very positive about them cutting the hedges during the winter months 2021/22. Nick (97) has asked them to notify him before the works start.
5	Boules court revamp - edging materials	Rachel (33)	Aim to complete by Spring 2022	Discussed / agreed at the committee meeting 04/07/21. Sept 21 update : Material costs including delivery are £633. To be ordered - lead time 4 weeks from placement of order.
6	Drive way / lane surface	Richard (17)	On going activity	Discussed at the committee meeting 25/7/21. Materials required.
7	Shuffle board area surfacing - install soft matting	Rachel (33)	Aim to complete by Spring 2022	Discussed / agreed at the committee meeting 04/07/21. Sept 21 update : To be progressed during the close season 21/22.
8	Swimming pool shower wall area needs resurfacing / coating	Bob (40)	Aim to complete by Spring 2022	Discussed with Bob. He is to get the materials and undertake during the week days.
9	Kid play hut refurb / painting	Sarah (40)	Aim to complete by Spring 2022	Discussed with Sarah. She is to get the materials.

10	Install new windows into the clubhouse toilets - male and female	Nigel (79)	Aim to complete by Spring 2022	Agreed at the committee meeting 25/7/21. Sept 21 update : Windows to be ordered.
11	Re-decorate the club house toilets / showers	Ozzy & Ann (45)	Spring 2022	Discussed at the committee meeting September 2021. Sept 21 update : Ozzy & Ann (45) have volunteered to undertake the works.
12	Re-decorate the bottom toilets / showers	Ian & Liz (37)	Aim to complete by Spring 2022	Discussed at the committee meeting September 2021. Sept 21 update : Ian & Liz (37) have volunteered to undertake the works.
13	Re-decorate the top toilets / showers		Spring 2022	Discussed at the committee meeting September 2021. Sept 21 update : A volunteer / s are to be sought from the membership.