

# Blenheim Grange Maintenance Plan

## 1 Aims and Objectives

The Parish Council wants to ensure that the land and assets it holds on behalf of the community are administered efficiently; in the best interests of residents; and in a manner that represents the best value to the community. The aim of the Maintenance Plan is to set out the Parish Council's responsibilities and to advise residents where to report any faults/damage. 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 any ideas for improvements at Blenheim Grange.

## 2 What we have done so far

2.1 Since assuming ownership of the land at Blenheim Grange in 2016, the Parish Council has completed the following:-

- Installed a new play area on Lancaster Avenue. The purchase of the equipment was entirely grant funded.
- Laid down a new path next to the play area, together with a new grassed area.
- Installed two 5 a side football goals near the play area.
- Installed metal fencing at the front of the estate to the left and right of the War Memorials on Washington Drive.
- Carried out maintenance of the American war memorial.
- Installed new dog and litter bins at various locations on the estate.
- Cut and cleared areas of Open Space around the estate.
- Installed bus shelters on Norwich Road near Washington Drive.
- Organised community litter picks
- Planted a Community Orchard

## **3 Areas of Responsibility**

### **3.1 Bus Shelters**

The Parish Council maintains the bus shelters on each side of Norwich Road opposite Washington Drive.

### **3.2 Community Hub**

In 2022, the Parish Council accepted ownership of the Community Hub at 13 Buckingham Close and its play area. The Parish Council has appointed a Manager to manage the facilities. The facilities are maintained by a Management Committee. This is a committee of the Parish Council.

### **3.3 Community Orchard**

In 2024, the Parish Council planted the King's Coronation Orchard. The project was funded by a grant from Breckland Council. Volunteers planted and maintain the trees.

### **3.4 Dog Bins**

The Parish Council is committed to ensuring that Blenheim Grange remains clean and tidy. A key part of this involves preventing dog fouling and supporting responsible dog owners to clean up after their pets.

The Parish Council has installed dog bins in the following locations:-

- Lancaster Avenue.
- Stirling Road.
- Washington Drive (near the site of the Community Cabin).
- Washington Drive (attached to the fence by the enclosed open space).

The bins are emptied weekly by Serco. The Parish Council is responsible for emptying the bins until the roads are adopted (see Road Adoptions below). In consequence, the Parish Council pays for the emptying of the bins from the Precept.

### **3.5 Flower Beds**

The Parish Council employs a contractor to maintain flower beds around the estate. The contractor carries out the maintenance in the spring and autumn.

### **3.6 Fly-tipping**

The Parish Council is responsible for the removal of fly-tips from its land. The Parish Council pays a contractor to remove items.

### **3.7 Footpaths**

The Parish Council is responsible for maintenance of the footpath next to the Lancaster Avenue play area. This was laid down in 2016.

The Parish Council is responsible for the brick weave footpath from Washington Drive to the power substation near Norwich Road.

### **3.8 Litter Bins**

The Parish Council is committed to ensuring that Blenheim Grange remains clean and tidy. A key part of this involves the collection of litter. The Parish Council has installed litter bins next to the play area and at various locations around the estate. In 2025, the Council installed a new litter bin near the Anson Way woods. The bins are emptied weekly by Serco. The Parish Council is responsible for emptying the bins until the roads are adopted (see Road Adoptions below). In consequence, the Parish Council pays for the emptying of the bins from the Precept.

### **3.9 Litter Picking**

The Hub Manager and members of the public carry out regular litter picks, in particular of the play area and the areas around it. Other areas are litter picked in conjunction with the community and by volunteers. The Council is grateful to these volunteers for their help.

### **3.10 Noticeboards**

The Parish Council maintains two noticeboards at Blenheim Grange and one at Knights Park. The noticeboards are used to convey information about the Parish Council and its meetings, as well as events and activities.

### **3.11 Open Spaces**

The Parish Council employs a contractor to maintain the grass on the open spaces and the play area. The grass is cut every 14 days from the end of March/early April to September/October depending on the weather conditions.

### **3.12 Picnic Benches**

The Parish Council owns the picnic benches at the Lancaster Avenue play area.

### **3.13 Play Area**

The play area was installed in 2016. The play area is regularly monitored on behalf of the Parish Council by the Hub Manager. A full record of each visit is kept for insurance purposes. The Parish Clerk makes periodic inspections. An annual safety report of the equipment is carried out by a qualified contractor. The Parish Council acts in accordance with the report. The warranty on the equipment has expired. The Council has therefore budgeted for repairs to the equipment and uses its insurance policy regarding larger items of repair.

### **3.14 Roads**

The adoption of the roads at Blenheim Grange is the responsibility of the Taylor Wimpey housing consortium in consultation with Norfolk County Council.

### **3.15 Trees**

The Parish Council is responsible for the trees on the Open Space land. A number of trees on the estate have Tree Preservation Orders on them. The Council works in conjunction with the Tree Officer at Breckland Council.

The Parish Council has adopted a Tree Management policy and commissions an annual tree report from a qualified contractor. Trees are felled/trimmed as necessary in accordance with the report and expert advice.

### **3.16 War Memorials**

The Parish Council maintains the War Memorials on either side of Washington Drive at its junction with Norwich Road.

## **4 Blenheim Grange (Reporting an Issue)**

4.1 To report faults or issues with any of the following, please contact the Parish Clerk ([clerk@carbroke-pc.gov.uk](mailto:clerk@carbroke-pc.gov.uk))

- Dog and litter bins
- Flytips (please give exact location details and with a photograph where possible)
- Grass cutting of the play area and certain areas on the estate
- Play equipment and facilities
- Trees (including the Community Orchard)

4.2 To report faults or issues with any of the following, please contact the Taylor Wimpey Customer Care department (01494 509090, or Taylor Wimpey Customer Service@taylorwimpey.com)

- Pavements
- Potholes
- Road adoptions
- Street lights

## **5 Future Aims and Objectives**

5.1 The Maintenance Plan is intended to be a 'living' document which will be amended as it progresses to meet current needs.

## **6 Feedback**

The Parish Council represents the views of residents. We welcome your comments. Please submit your ideas/proposals to the Parish Clerk at [clerk@carbroke-pc.gov.uk](mailto:clerk@carbroke-pc.gov.uk) 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.

This Management Plan was adopted by the Parish Council February 2026.

## Appendix A Who Does What

<b>Task/Activity</b>	<b>Action</b>	<b>Frequency</b>	<b>Who is responsible</b>	<b>Notes</b>
Grass cutting	Maintenance	Every 14 days	Council contractor	
Flower Beds	Maintenance	Twice annually (spring and autumn)	Council contractor	
Trees	Tree survey	Annually (March/April)	Council contractor	Actions will be taken in accordance with the report
Trees	Overhanging branches/damaged trees, branches and so on	As necessary	Identification by the Clerk and reports from residents	The Council will take advice from a qualified contractor as to the best course of action on a per case basis
Play equipment/play area	Safety report	Weekly	Parish Council	Reports are submitted to the Council via the Hub Manager and the Parish Clerk. Actions are taken as necessary and where necessary in conjunction with the Council's Rospa qualified contractor
Play equipment/play area	Safety report	Annual	Council contractor	The Council will take advice from its qualified contractor as to the best course of action
Play equipment/play area	Repairs	As necessary	Parish Council	The Council will take advice from its qualified contractor as to the best course of action

Dog and litter bins	Emptying	Weekly	Serco	
Litter picking	Litter picking at various Council owned locations	Weekly/periodically	Parish Council	The Hub Manager and volunteers carry out litter picks
Bus Shelters	Repairs/cleaning	As necessary	Parish Council	Reports made to the Council as part of the annual Asset Report and periodic checks
Street lights	Faults/damage	Periodically	Taylor Wimpey	
Roads	Faults/damage	Periodically	Taylor Wimpey	