APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

CEMETERY & GARDEN OF REMEMBRANCE

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Cut fields	weekly			■	■	■	■	■	■	■	■	■			
Cut graves/box mow	weekly			■	■	■	■	■	■	■	■	■			
Empty bins/litter pick	weekly	■	■	■	■	■	■	■	■	■	■	■	■		
Strim around headstones and other areas	twice monthly			■	■	■	■	■	■	■	■	■			
Cut hedges & shrubs & remove debris	3 times p.a.			■				■				■			
Maintenance of two flowerbeds in car park (including annual mulching, hand weeding and plant maintenance)	monthly	■	■	■	■	■	■	■	■	■	■	■	■		
Weed kill	quarterly		■			■			■			■			
Cut beech & surrounding hedges & remove debris	annually									■					
Weed all areas and maintain shrubs in Garden of Remembrance	3 times p.a.			■			■			■					
Top up mulch in Garden of Remembrance flower beds	annually			■											
Powerwash Garden of Remembrance pathways and area under gazebo	annually			■											
Sweep car park and collect leaves	4 times p.a.	■									■	■	■		
High-pressure clean of tarmac path, removing moss, algae, dirt and other surface debris	annually										■				
Cut back low limbs & bushes	3 times p.a.			■				■				■			
Cut back growth in waste area at rear of Cemetery & remove debris	annually				■										

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Topple Test checks on existing posts (installed on failed headstones)	annually														
AD HOC TASKS															
Top up soil on graves as needed															
Topple Testing (per headstone)	5-yearly														

ALLOTMENTS

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Cut main driveways	twice monthly														
Strim around gates & entrances	twice monthly														
Cut hedges & remove debris at the rear of the site	annually														
Lay scalpings on main paths where needed	annually														
AD HOC TASKS															
Clear plots for re-letting as needed															

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

RILEY LANE AND CAR PARK

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Empty bins/litter pick	weekly	■	■	■	■	■	■	■	■	■	■	■	■		
Strim banks & grass verges (both sides) from entrance gate to Beddington Centre, Riley Lane to the end of the Cemetery	monthly			■	■	■	■	■	■	■	■	■			
Strim banks & grass verges (both sides) from start of Riley Lane to gate to Beddington Centre, Riley Lane	twice monthly			■	■	■	■	■	■	■	■	■			
Cut hedges along the allotment boundary, tennis club boundary and around car park - removing all debris	3 times p.a.			■				■				■			
Sweep lane and car park & collect leaves	quarterly	■			■			■			■				
Weed kill along road and in car park	quarterly		■			■			■			■			
Lay scalpings along footpath	annually										■				

GROUNDSMAN'S COTTAGE, RILEY LANE

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Cut hedge (both sides) & remove debris	3 times p.a.						■		■		■				
Spray & weed kill around base of hedge	3 times p.a.			■				■			■				

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

BEDDINGTON CENTRE, RILEY LANE

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Cut & strim grass (front & back)	twice monthly			■	■	■	■	■	■	■	■	■			
Weed kill	quarterly		■			■			■			■			
Cut hedge & remove debris	3 times p.a.						■		■		■				

JUBILEE TREE AREA, THE STREET/MILKINGPEN LANE JUNCTION

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Strim and cut grass	twice monthly			■	■	■	■	■	■	■	■	■			
Remove/reinstate fence surrounding jubilee tree (for annual trim - carried out by resident volunteer)	annually								■						

RECREATION GROUND ENTRANCE & DRIVEWAY

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Box mow grass adjacent to parking spaces & all grass areas up to the bin store	weekly	■	■	■	■	■	■	■	■	■	■	■	■		
Collect & dispose of leaves where required	monthly	■									■	■	■		
Hedge cut around bin store	3 times per annum						■		■		■				
Weed kill car park, driveway & parking bays	quarterly		■			■			■			■			

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

MAIN RECREATION GROUND

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Empty bins & litter pick all areas	daily	■	■	■	■	■	■	■	■	■	■	■	■		
Cut all grass areas	weekly			■	■	■	■	■	■	■	■	■			
ROSPA Qualified Playground inspection with reports sent to Parish Clerk	weekly	■	■	■	■	■	■	■	■	■	■	■	■		
Strim around all equipment and trees	twice monthly			■	■	■	■	■	■	■	■	■			
Weed kill all areas & around equipment	quarterly		■			■			■			■			
Strim & cut wildflower area at front of Recreation Ground adjacent to The Street	annually										■				
MUGA															
Litter pick	daily	■	■	■	■	■	■	■	■	■	■	■	■		
Weedkill	3 times per annum			■				■		■					
Brush	3 times per annum			■				■		■					
Top dress with sports sand	annually			■											
AREA AROUND TENNIS CLUBHOUSE & COURTS															
Box mow grass adjacent to clubhouse	twice monthly			■	■	■	■	■	■	■	■	■			
Strim around floodlight posts	twice monthly			■	■	■	■	■	■	■	■	■			
Spray with mossicide	6-monthly			■						■					
Weed kill in and around courts	3 times p.a.			■				■				■			
Empty bins & litter pick	weekly	■	■	■	■	■	■	■	■	■	■	■	■		

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

RESIDENT CLUBS & FACILITIES - OLD BASING CRICKET CLUB

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
DURING CRICKET SEASON (April to August)															
OUTFIELD - Mark out boundary (adults & colts)	weekly				■	■	■	■	■						
OUTFIELD - Cut, maintain & mark 2 under 9 wickets	weekly				■	■	■	■	■						
OUTFIELD - Cut	twice weekly				■	■	■	■	■						
OUTFIELD - Fertilise	Twice during season				■		■								
OUTFIELD - Selective weed kill	annually						■								
TABLE - liaise with Club re fixtures & quality of wickets	weekly				■	■	■	■	■						
TABLE - repair wickets	weekly				■	■	■	■	■						
TABLE - Irrigate when needed	weekly				■	■	■	■	■						
TABLE - Spray & treat disease as needed	monthly				■	■	■	■	■						
TABLE - Box mow	weekly				■	■	■	■	■						
TABLE - Cut & roll, repair & mark out wicket every SATURDAY & SUNDAY prior to game to include weekly matches and training strips - work to be carried out to County level standard	weekly				■	■	■	■	■						
TABLE - Fertilise & weed kill	3 times during season				■		■		■						

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
OUTSIDE CRICKET SEASON (September to March)															
Box mow	weekly	■	■	■						■	■	■	■		
Apply Fertiliser	3 times per annum		■								■		■		
Spray worm suppressant	3 times per annum		■								■		■		
25 hours pre-season rolling (25 hours also carried out by Club volunteers - total 50 hours)				■											
Spray & treat disease as required															
END OF SEASON RENOVATION															
Shave entire cricket table	annually									■					
Deep scarify	annually									■					
Overseed entire table	annually									■					
Top dress table - min 2 ton dressing	annually									■					
Spray for weeds	annually									■					
AD HOC TASKS															
OUTFIELD - Fill rabbit holes															

RESIDENT CLUBS & FACILITIES - OLD BASING ARCHERY CLUB

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Cut range	weekly	■	■	■	■	■	■	■	■	■	■	■	■		
Mark out range	twice monthly	■	■	■	■	■	■	■	■	■	■	■	■		

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

RESIDENT CLUBS & FACILITIES - OLD BASING BOWLS CLUB

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
DURING BOWLS SEASON (April to September)															
Maintain green to County Standard	annually			■											
Cut the green to 5mm length	3 times per week Mon/Wed/Fri				■	■	■	■	■	■					
Scarify the green	twice monthly				■	■	■	■	■	■					
Spike the green	twice monthly				■	■	■	■	■	■					
Start-up & drain down irrigation system	6-monthly			■								■			
Set & programme irrigation system	annually				■										
Cut surrounding hedge	3 times per annum						■		■		■				
Apply fertiliser, wetting agent weed killer	as required	■	■	■	■	■	■	■	■	■	■	■	■		
Spray & treat disease	as required	■	■	■	■	■	■	■	■	■	■	■	■		
Liaise with Club re fixtures & work	annually				■										
OUTSIDE BOWLS SEASON (October to March)															
Remove heavy dew each morning as required	daily	■	■	■							■	■	■		
Cut green	weekly	■	■	■							■	■	■		
Spray worm suppressant	3-times per annum		■	■								■			
Cut & scarify to match height at start of season	annually				■										

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
END OF SEASON RENOVATION															
Shave entire green	annually														
top dress - 6 ton of dressing	annually														
Hollow tine the green	annually														
Over seed	annually														
Deep scarify	annually														
Deep spike	annually														

FOOTBALL PITCHES

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Cut, divot, roll and maintain the football pitches	weekly														
Set out all pitches & erect goals & dismantle at end of season															
Mark out x 1 (9v9), x 1 (11v11)	weekly														
Verti drain the pitches to a depth of 300mm	annually														
apply fertiliser	bi-annually														
spray with selective weed killer	annually														
END OF SEASON RENOVATION															
Scarify all pitches twice and remove all waste	annually														
over seed with disk seeder 35grams m2	annually														
top dress all pitches with 60ton of sports sand	annually														
spike the pitches	annually														
apply pre seed fertliser end of the renovations	annually														

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

OLIVER'S BATTERY, VILLAGE HALL & POND

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
OLIVER'S BATTERY															
Cut paths	weekly			■	■	■	■	■	■	■	■				
Strim & cut back all brambles & grass at access points (4 including bridge) & around benches (2)	twice monthly		■	■	■	■	■	■	■	■	■				
Cut entire area with a flail mower	annually										■				
VILLAGE HALL															
Cut all grass areas	weekly			■	■	■	■	■	■	■	■	■			
Empty bins & litter pick	weekly	■	■	■	■	■	■	■	■	■	■	■	■		
Weed kill car park area	quarterly		■			■			■			■			
Cut hedges around car park	3 times p.a.						■		■		■				
Blow and clear leaves	4 times p.a.	■									■	■	■		
POND															
Strim area around fenced area surrounding pond	annually										■				
ALL AREAS															
Cut hedge along The Street from Village Hall entrance to opposite the Bolton Arms pub	3 times a year						■		■		■				
Strim bank along The Street from the pinch point to Village Hall	monthly			■	■	■	■	■	■	■	■				

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

BELLE VUE RECREATION GROUND/PLAYGROUND

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
ROSPA Qualified Playground inspection with reports sent to Parish Clerk	weekly														
Cut field and play area	twice monthly														
Strim around play area, trees & fences	twice monthly														
Clear leaves & blow footpaths & safety surfaces	monthly														
Weed kill around play equipment	quarterly														
Cut hedge along western boundary line & remove debris	twice per annum														
Strim & cut back shrubs & remove debris	twice per annum														
Prune all trees 2.5 metres from base & remove debris	twice per annum														
Empty bins, litter pick & collect waste bags left in Litter Warden shed for disposal in bins at Recreation Ground	weekly														

BROADHURST GROVE VILLAGE GREEN

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Cut grass	twice monthly														
Prune all trees 2.5 metres from base & remove debris	twice per annum														

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

MISCELLANEOUS

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
DRAINAGE															
Maintain field drainage (clean out silt traps across field & clear ditch & gully way)	annually														
TREES ON PARISH LAND															
Safety checks	annually														
Keep all Parish trees & shrubs cut back	monthly														
Liaise wth Clerk	weekly														
Review Annual Risk Assessment with Clerk	annually														
SPEED INDICATOR DEVICES															
Relocate Speed Indicator Device in accordance with policy & deployment programme	monthly														
Ensure Speed Indicator Device is fully functioning and recharge batteries as required	monthly														

APPENDIX A – GROUNDS MAINTENANCE & PRICING SCHEDULE

AD HOC TASKS

ACTIVITY / AREA	FREQUENCY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COST PER VISIT	TOTAL COST PER ANNUM
Remove & dispose of fly-tipping															
Pest Control (Rats & Wasps)															
Presence on site for events (eg Carnival/FOOBS/Lashings) - price per event to include 2 people and trailer & tractor															
Annual Spring meeting with resident Clubs															
Attend Parish Council meetings															
Fix & Repair play equipment at Recreation Ground & Belle Vue Sites															
Litter pick & empty bins (in addition to schedule)															
Remove Grafitti															