**Grounds Maintenance Contract 2023 - GM004**

 **List of Worsk required by site**

 **with**

**Appendices**

Main Works Grounds Maintenance Contract: Site Descriptions and Site Profiles

Appendix 001 Cleaning Specification for Sports Changing Rooms

Appendix 002 Playground Inspection Checklist

Appendix 003 Guidelines for Pruning of Shrubs

Newbury Town Council

**Main Works**

**Site Descriptions and Profiles**

###### Introduction

These tables are issued for guidance only to assist the Contractor in pricing the Bills of Quantities. It is the Contractor’s responsibility to determine the degree of difficulty in assessing the work content of each site.

These tables show:

(1) a site by site list of all the sites where works are required as part of this Contract;

(2) a brief description of each site

The rates entered in the Bills of Quantities for grassed areas shall be the fully inclusive cost of undertaking the specified works in accordance with the Contract Documents and shall take full account of any additional works which may be necessary to deal with the obstructions, walls, fences and other edges of grassed areas.

**Newbury Town Council Sites**

**Old Hospital Green, Newbury**

**Site Description** Open space at Andover Road/Willow Close. Large grass area on South side of Old Hospital Green

NB: NHS Memorial Garden currenty being managed by Green Gym Volunteers

**Scheduled Works**

Grass code A: Performance Cut 4 no 100 sq. metres

Grass Code B: Performance Cut (25-60mm) 35.85 no 100 sq. metres

Collect litter weekly 40 no 100sq. metres

Empty litter bins weekly 1 Item

Empty dog bins weekly 2 Items

Summer bedding 70 sqm

Winter bedding 70 sqm

Hedge cutting Code Y 40 Lin m

Cut back brambles etc 40 Lin m

Leaf clearance 40 no 100 sq. metres

Signs: Clean biannual 1 Item

Winter edging 410 lin metres

Exterior furniture - Bench oil annually 1 Item

**Barn Crescent, Newbury**

**Site Description** Grass area behind houses on north side of Barn Crescent with orchard. This area can be wet and soft periodically during cutting season. Grass area on southwest side of Barn Crescent The Lockdown Wood & Growing Newbury Green Group manage the Orchards & Wild flower areas

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 11no 100 sq. metres

Grass Code C Wildflower cut 17 no 100 sq metres

Collect litter weekly 28 no 100sq. metres

Empty dog bins weekly 1 Item

Signs: Clean bi annual 2 Items

Winter edging 94 lin metres

Exterior Furniture Bench oil annually 1 item

**Bodin Gardens, Newbury**

**Site Description** Grass area in front of houses; play area for children and a small amount of grass inside play area.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 17.8 no 100 sq. metres

Collect litter 3x weekly 17.8 no 100sq. metres

Empty litter bin 3x weekly 1 Item

Leaf clearance 16 no 100 sq. metres

Signs: Clean bi annual 2 Items

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

**Christie Heights, Newbury**

**Site Description** Small piece of grass between Christie Heights and Springfield Lane. Two small pieces of grass each side of Christie Heights plus small parcels of land along footway, including play area.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 2.77 no 100 sq. metres

Collect litter 3x weekly 2.77 no 100sq. metres

Empty litter bin 3x weekly 1 Item

Signs: Clean bi annaul 2 Items

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Exterior Furniture oil annual 1 Item

Winter edging 75 lin metres

**Cresswell Road, Newbury**

**Site Description** Open space alongside Cresswell Road at its northern end, includes children’s play area.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 13.21 no 100 sq. metres

Collect litter weekly 3x weekly 13.21 no 100sq. metres

Empty litter bins weekly 3x weekly 2 Items

Leaf clearance 13.21 no 100 sq. metres

Signs: Clean bi annual 1 item

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Exterior Furniture oil annual bench 1 Item

**Cromwell Road, Newbury**

**Site Description** Grass “island” at end of Cromwell Road furthest from Kiln Road with play area in the centre

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 7 no 100 sq. metres

Collect litter weekly 7 no 100sq. metres

Empty litter bins weekly 2 Items

Signs: Clean bi annual 1 Item

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

**Culver Road/Three Acre Road, Newbury**

**Site Description** Open space between Culver Road and Three Acre Road, to west of garages. NB Fruit trees managed by Growing Newbruy Green

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 12.07 100 sq. metres

Collect litter weekly 12.07 100sq. metres

Leaf clearance 12.07 100 sq. metres

Signs: Clean bi annual 1 Item

Cutting shrubs & bramble removal 160 Lin m

**Culver Road Footpath, Newbury**

**Site Description** Strip of grass and trees each side of footpath from Culver Road to Three Acre Road.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 3.78 no 100 sq. metres

Collect litter weekly 3.78 no 100sq. metres

Leaf clearance 3.78 no 100 sq. metres

Signs: Clean bi annual 1 Item

Pruning & Cutting back & bramble removal 30 Lin m

**Dickens Walk, Newbury**

**Site Description** Playground at western end of road. Piece of grass at junction of Dickens Walk and Springfield Lane.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 10.27 no 100 sq. metres

Collect litter 3x weekly 10.27 no 100sq. metres

Empty litter bins 3x weekly 2 Items

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Signs: Clean bi annual 2 Items

**Digby Road, Newbury**

**Site Description** Open space and playground between Digby Road and Western Avenue with orchard, adjacent to school playing field. Piece of grass beside Digby Road entrance to school.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 52 no 100 sq. metres

Collect litter weekly 53.2 no 100sq. metres

Empty litter bins 3x weekly 2 Items

Empty dog bin 3x weekly 2 Item

Pruning and care of shrubs edge of playground 75 lin metres

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

 including Gym equipment, to topup woodchipincluded 10 cubic m annually

Leaf clearance 53.2 100 sq. metres

Signs: Clean bi annually 2 Items

**Dyson Close, Newbury**

**Site Description** Small grass area and shrub bed and tarmac car park at junction of Dyson Close/Russell Road.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 0.33 no 100 sq. metres

Collect litter weekly 0.33 no100sq. metres

Inspect and top up mulch on shrub and rose beds 25 square metres

Pruning and care of shrubs 25 square metres

Rose and shrub beds in open spaces: weed and remove litter 25 square metres

every four weeks

Maintenance of Hard Surfaces 2.08 no 100 sq. metres

Signs: Clean bi annualy 1 Item

**Elizabeth Avenue, Newbury**

**Site Description** Open space on west side of junction of Elizabeth Avenue and Middle Close. This open space contains small areas that can be wet and soft periodically during cutting season.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 22 no 100 sq. metres

Collect litter weekly 22 no 100sq. metres

Empty litter bin weekly 1 Item

Leaf clearance 22 no 100 sq. metres

Signs: Clean biannually 1 Item

Maintenance of Hard Surfaces 0.5 no 100 sq. metres

**Falkland Memorial, Newbury – National Trust Land**

**Site Description** Grass area around War Memorial at junction of Essex Street and Andover Road.NB this land os owned by the National Trust & managed by NTC

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 10.63 no 100 sq. metres

Collect litter 3x weekly 10.63 no 100sq. metres

Empty litter bins 3x weekly 2 Items

Leaf clearance 10.63 no 100 sq. metres

Signs: Clean biannually 2 Item

Exterior Furniture oil annuallly benches 2 Items

Winter edging 247 lin metres

**Ferrier Grove/Gaskell Mews, Newbury**

**Site Descriptin** Scrub area on northern side of Gaskell Mews path. Small pieces of grass at end of Ferrier Grove, and at entrances to car parks on north and south sides.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 2.6 no 100 sq. metres

Collect litter weekly 2.6 no 100sq. metres

Leaf clearance 2.6 no 100 sq. metres

Signs: Clean annually 1 Item

**Fieldridge, Newbury**

**Site Description** Open space at southern end of Fieldridge, off Stoney Lane

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 2.4 no 100 sq. metres

Collect litter weekly 5.02 no 100sq. metres

Hudge cutting Code Y also weed and remove litter 90 lin metres

Leaf clearance 5.02 no 100 sq. metres

Signs: Clean bianually 1 Item

**Fifth Road Footpath, Newbury**

**Site Description** .Footpath alongside Allotement

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 1 no 100 sq. metres

Collect litter 3x weekly 1 no 100sq. metres

Empty dog bin 3x weekly 1 Items

Hedge: Code X 280 linear metres

Leaf clearance 1 no 100 sq. metres

Signs: Clean biannually 1 Item

Winter edging 290 lin metres

**Greenham Road, Newbury**

**Site Description** Open space on west side of Greenham Road, opposite junction with Westwood Road. Includes ungrassed area containing trees and shrubs.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 15.33 no 100 sq. metres

Collect litter weekly 15.33 no100sq. metres

Empty litter bin weekly 1 Item

Empty dog bin weekly 2 Item

Leaf clearance 15.33 no 100 sq. metres

Signs: Clean quarterly 1 Item

Exterior Furniture 2 Items

Winter edging 145 metres

Cutting back shrubs & trees 160 Lin M

**Hamilton Court, Newbury**

**Site Description** Small piece of grass north of Hamilton Court between garages and path. Small piece of grass at end of Hamilton Court Road. Children’s playground at end of Hamilton Court road.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 6.29 100 sq. metres

Collect litter 3x weekly 6.29 100sq. metres

Empty litter bin 3x weekly 1 Item

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Signs: Clean annual 2 Items

Exterior Furniture 2 Items

**Hutton Close, Newbury**

**Site Description** Open space between Robin Hood Roundabout, Shaw Road and Western Avenue, to south of Hutton Close including an informal football pitch with goals. NB this areas is scheduled for upgrade

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 136.2 no 100 sq. metres

Collect litter 3x weekly 139.6 no 100sq. metres

Empty litter bin 3x weekly 1 Item

Empty dog bins 3x weekly 3 Items

Inspect and top up mulch on shrub and rose beds 340 square metres

Pruning and care of shrubs 340 square metres

Shrub beds in open spaces: weed and remove litter 340 square metres

every four weeks

Internal Hedge: Code Y 656 linear metres

Leaf clearance 139.6 no 100 sq. metres

Signs: Clean quarterly 1 Item

**Laburnham Grove, Newbury**

**Site Description** Open space adjacent to Corporation Cottages between Laburnum Grove and Western Avenue.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 5.27 no 100 sq. metres

Collect litter weekly 5.27 no 100sq. metres

Leaf clearance 5.27 no 100 sq. metres

Signs: Clean quarterly 1 Item

Winter edging 180 lin metres

**Lock Island/Dolton Mews, Newbury**

**Site Description** Open space on east side of “Island” near Newbury Swing Bridge with cut down tree as bench.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 5.9 no 100 sq. metres

Collect litter daily 5.9 no 100sq. metres

Empty litter bin daily 1 Item

Empty dog bin daily 1 Item

Leaf clearance 5.9 no 100 sq. metres

Signs: Clean quarterly 1 Item

Exterior Furniture oil bench 2 Items

Dogwood shrub bed cut back & weed 20 sq m

**Orchard Dene, Newbury**

**Site Description** Grass area with herbaceous bed and tree planting at northern end of Orchard Dene.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 4.2 no 100 sq. metres

Collect litter weekly 4.72 no 100sq. metres

Inspect and top up mulch on shrub and rose beds 52 square metres

Pruning and care of shrubs 52 square metres

Rose and shrub beds in open spaces: weed and remove litter 52 square metres

every four weeks

Leaf clearance 4.72 no 100 sq. metres

Signs: Clean quarterly 1 Item

**Glendale Ave / Phoenix Walk, Newbury**

**Site Description** Piece of land adjacent to Gilroy Close site, with trees, two large stones and a large grass area.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 12 no 100 sq. metres

Collect litter weekly 12 no 100sq. metres

Leaf clearance 12 no 100 sq. metres

Winter edging 147 lin metres

Signs: Clean annual 1 Item

**Poplar Place, Newbury**

**Site Description** Small open space on west side of Poplar Place.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 2.72 no 100 sq. metres

Collect litter weekly 2.72 no 100sq. metres

Leaf clearance 2.72 no100 sq. Metres Signs: Clean quarterly 1 Item

**Roebuts Close, Newbury**

**Site Description** Area of grass on west side of Roebuts Close. Three pieces of grass at northwest corner of Roebuts Close, near garages.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 10.17 no 100 sq. metres

Collect litter weekly 10.3 no100sq. metres

Hedge: Code Y 80 linear metres

Leaf clearance 10.3 no 100 sq. metres

Signs: Clean annual 1 Item

**Roebuts Close/Three Acre Road, Newbury**

**Site Description** Open space between northeast corner of Roebuts Close and Three Acre Road.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 13.02 no 100 sq. metres

Collect litter weekly 13.02 no 100sq. metres

Leaf clearance 13.02 no 100 sq. Metres Signs: Clean annual 1 Item

**Sayers Close, Newbury**

**Site Description** Large open area of grass with footpaths and orchard managed by Growing Newbury Green.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 44.69 no 100 sq. metres

Collect litter 3x weekly 44.69 no 100sq. metres

Empty litter bin 3x weekly 1 Item

Empty dog bin 3x weekly 2 Items

Leaf clearance 44.69 no 100 sq. metres

**Skylings, Newbury**

**Site Description** Small open space with MUGA at northern end of Skyllings.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 1.4 no 100 sq. metres

Collect litter weekly 4.56 no 100sq. metres

Litter bin – 3 x weekly 1 item

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Leaf clearance 4.96 no 100 sq. metres

Signs: Clean annual 2 Items

**St George’s Avenue, Newbury**

**Site Description** “Island” open space formed by division of St. George’s Avenue. Area includes some landscaping, football goals and play area

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 38 no 100 sq. metres

Collect litter 3x weekly 38 no 100sq. metres

Empty litter bin 3x weekly 2 Items

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

incl check Fooball posts monthly

Leaf clearance 38 100 sq. metres

Signs: Clean annual 1 Item

Exterior Furniture 1 Items

**The Nightingales, Newbury**

**Site Description** Grass verges on south side of The Nightingales between junction with Greenham Road and opposite Community Centre, (alongside boundary with school). Two pieces of grass each side of entrance to parking area between The Nightingales and Austen Garden (bin) plus other small parcels of land throughout the estate.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 21.93 100 sq. metres

Collect litter weekly 22.63 100sq. metres

Dog Bin weekly 1 Items

Leaf clearance 22.63 100 sq. metres

Winter Edging 258 metres

Signs: Clean quarterly 2 Items

**Towpath, Newbury**

**Site Description** Footpath of concrete paviours NB Land owned by C&RT

**Scheduled Works**

Collect litter weekly 9 No 100sq. metres

**Walton Way- Play Area, Newbury**

**Site Description** Playpark situated behind houses on South side of Walton Way

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 10.76 no 100 sq. metres

Collect litter 3x weekly 11.42 no 100sq. metres

Empty litter bin 3x weekly 2 Item

Inspect and top up mulch on shrub and rose beds 255 square metres

Pruning and care of shrubs 255 square metres

Rose and shrub beds in open spaces: weed and remove litter 255 square metres

every four weeks

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Leaf clearance 11.42 no 100 sq. metres

Winter Edging 45 lin metres

Signs: Clean annual 3 Items

**Walton Way- River Lambourn, Newbury**

**Site Description** Piece of grass along riverside & bramble cut back along river edge

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 36.33 no 100 sq. metres

Collect litter 3x weekly 49.01 no 100sq. metres

Empty litter bin 3x weekly 2 Item

Empty dog bins 3x weekly 3 Items

Leaf clearance 49.01 100 sq. metres

Winter Edging 521 lin metres

Signs: Clean annual 1 Item

**Walton Way- Reed Walk, Newbury**

**Site Description** Next to Trout Walk within the cluster of houses

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 25.3 no 100 sq. metres

Collect litter weekly 25.3 no 100sq. metres

Leaf clearance 25.3 no 100 sq. metres

Winter Edging 195 lin metres

**West Mills, Newbury**

**Site Description** Area of grass between the canal and West Mills (Roadway)

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 1.86 no 100 sq. metres

Collect litter daily 1.86 no 100sq. metres

Empty litter bin daily 1 Item

Leaf clearance 1.86 no 100 sq. metres

Signs: Clean annual 1 Item

Exterior Furniture annual oil 3 Items

**City Recreation Ground, Newbury - recent investment**

**Site Description** A large, grassed area located between Rectory Close and the A343 Andover Road. The site contains a football pitch with changing facilities and an equipped children’s playgrounds. There are shrub beds and some informal tree and shrub plantings. There are some naturalised bulbs in the grass adjacent to the pathways.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 212 no 100 sq. metres

Wlid flower meadow cut & risings remove 7.7 No 100 sq m

Collect litter 3x weekly & recycle material 212.97 no 100sq. metres

Empty litter bin 3x weekly Recycle bin 7 Items

Empty dog bins 3x weekly 4 Items

Inspect and top up mulch on shrub and rose beds 562 square metres

Pruning and care of shrubs 562 square metres

Rose and shrub beds in open spaces: weed and remove litter 562 square metres

every four weeks

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Ditto to Fintess equiement

Cleansing of paths and hard surfaces 10.5 no 100 sq. metres

Leaf clearance 50 no 100 sq. metres

Winter edging 1349 lin metres

Preparation for Playing Season 1 Item

Prepartion for Football Fixtures 1 Item

Clean changing rooms and toilet at City Recreation Ground 1 Item

Regime of Care of Pitches 1 Item

Signs: Clean annual 7 Items

Exterior Furniture Bench & tables oil annual 3 Items

**Clock House, Newbury**

**Site Description** The multi-sided structure at the centre of a small roundabout at north end of Northbrook Street. During the summer months has twelve hanging basket floral displays placed around it.

**Scheduled Works**

Baskets 12 Items

Exterior Furniture oil seats annual 5 Items

**Fifth Road, Newbury**

**Site Description** A recreation ground on the north side of Fifth Road. A large grass area containing children’s playgrounds and small tarmac cycle track.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 73.69 no 100 sq. metres

Collect litter 3x weekly 79.71 no 100sq. metres

Empty litter bin 3x weekly 2 Items

Empty dog bins 3x weekly 1 Items

Cut back & weed shrub bed 548 sq. metres

Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

including Gym equipment

Hedge: Code Y 80 linear metres

Cleansing of paths and hard surfaces 2.31 no 100 sq. metres

Winter edging 360 lin metres

Signs: Clean quarterly 3 Items

**Greenham House Gardens, Newbury**

**Site Description** This is an area of formal gardens bounded by Greenham Road (A339), Station Road and St Johns Road. The gardens contain rose, shrub, herbaceous and seasonal beds. There are numerous mature, park trees. The grassed area adjacent to the Greenham Road entrance contains numerous naturalised bulbs .NB currently managed on behalf of WBC subject to major refurbishement

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 45.79 no 100 sq. metres

Collect litter weekly 73.77 no 100sq. metres

Empty litter bin daily 3 Items

Empty dog bins dailly 1 Item

Inspect and top up mulch on shrub and rose beds 1052 square metres

Pruning and care of shrubs 1052 square metres

Rose and shrub beds in open spaces: weed and remove litter 1052 square metres

every four weeks

Herbaceous beds 122 square metres

Hedge: Code X 100 linear metres

Hedge: Code Y 931 linear metres

Summer bedding 724 sq. metres

Winter bedding 724 sq. metres

Cleansing of paths and hard surfaces 17.6 no 100 sq. metres

Leaf clearance 54.79 no 100 sq. metres

Winter edging 778 lin metres

Signs: Clean quarterly 1 Item

Exterior Furniture 2 Items

**Lock Island, Newbury**

**Site Description** A wooded area with some open space bordered by the river and canal, with paved area of lock cottage footprint. Location of the Ebb and Flow Sculpture, which will also require daily maintenance. NB land also has beds managed by Secret Garden Project & Growing Newbury Green

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 11 no 100 sq. metres

Collect litter daily 13.2 no 100sq. metres

Empty litter bin daily 5 Items

Empty dog bins daily 1 Item

Inspect and top up mulch on shrub and rose beds 52 square metres

Pruning and care of shrubs 52 square metres

Rose and shrub beds in open spaces: weed and remove litter 52 square metres

every four weeks

Hedge: Code Y 60 linear metres

Cleansing of paths and hard surfaces 2.83 no 100 sq. metres

Winter edging 52 lin metres

Signs: Clean annual 1 Item

Exterior Furniture 9 Items

Cleaning out removing litter & debris from

Ebb & Flow weekly 1 item

**Peace Gardens, Newbury**

**Site Description** Two small areas of garden on the south bank of the Kennet and Avon Canal, on either of the new Park Way bridge. The areas consist of grass, shrub and rose beds with patches of naturalised bulbs under trees and on the bank to the side of the road.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 7.26 100 sq. metres

Collect litter daily 9.36 100sq. metres

Empty litter bin daily 3 Items

Empty dog bins daily 1 Item

Inspect and top up mulch on shrub and rose beds 15 square metres

Pruning and care of shrubs 15 square metres

Rose and shrub beds in open spaces: weed and remove litter 15 square metres

every four weeks

Summer bedding 32 sq. metres

Winter bedding 32 sq. metres

Cleansing of paths and hard surfaces 1.81 no 100 sq. metres

Leaf clearance 9.36 no 100 sq. metres

Winter edging 148 lin metres

Exterior Furniture 7 Items

**Town Centre Hanging Baskets, Newbury**

**Site Description** Northbrook Street Traders and Civic (number may vary form year to year)

**Scheduled Works**

Summer Baskets 175 Items

Winter Baskets 50 items

Summer / winter troughs 10 of each

Watering of all hanging baskets of troughs weekly

**Town Boundary Signs, Newbury**

**Site Description** Welcome to Newbury Signs

**Scheduled Works**

Signs: Clean annual 6 Items

**Exterior Furniture, Newbury**

**Site Description** Bencjes located at Monkswood Close, Round End, Kingsland Grange, Conifer Crescent, Bartlemy Road, Inches Yard, Market Place, Oxford Road, Queens Road, Speen lane, St Nics Churchyeard, Wharf Street

**Scheduled Works**

Exterior Furniture - benches oil annually 14 Items

**St John’s Corner Garden, Newbury**

**Site Description** A formal garden adjacent to the St. John’s Road Roundabout and between Newtown Road and St. John’s Road. The site contains grass formal seasonal beds and shrub beds. There are some naturalised bulbs in the grass around the main central bed.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 12.7 100 sq. metres

Collect litter daily 15.67 100sq. metres

Empty litter bin daily 1 Item

Empty dog bins daily 1 Item

Summer bedding 258 sq. metres

Winter bedding 258 sq. metres

Cleansing of paths and hard surfaces 1.81 100 sq. metres

Leaf clearance 15.67 100 sq. metres

Winter edging 152 metres

Signs: Clean quarterly 1 Item

**Victoria Park, Newbury**

**Site Description** A park to the north east of the Town Centre, bounded by the A339 to the east and Parkway to the west. The park consists of large grassed areas, formal gardens, shrub beds and many trees, both young and mature. Two avenues of lime trees follow the main footpaths through the park.Facilities provided include a football pitch with changing rooms, a bowling green, (maintained by a club), a splashpad, an outdoor gym, an equipped children’s playground and skatepark, half pipe, a boating pond and tennis courts. A central building contains a kiosk and stores. This is subject to a new Build facility with Chanaging rooms planning & a rain gardnet to be maintained A bandstand forms the central feature to the main formal garden. There are clumps of naturalised bulbs between the trees of the main avenues and in the bank alongside the canal towpath. Herbaceous beds (5) designed by school/charities to be maintained. Some patches of grass remain wet and soft for long periods of time, particularly along the A339 boundary. A number of sewers and drains traverse the site.

**Scheduled Works**

Grass Code A: Performance Cut Box Cut 30 no 100 sq. metres

Grass Code B: Performance Cut (25-60mm) 560 no 100 sq. metres

Grass Code C: Wildflower Cut 9.1 no 100 sq. metres

Collect litter daily 620 no 100sq. metres

Empty litter bin daily 33 Item

Empty dog bins daily 6 item

 Inspect play areas once per week: inspect play areas 1 Item

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

including Gym equiement

Hedge: Code X 347 linear metres

Hedge: Code Y 787 linear metres

Inspect and top up mulch on shrub and rose beds 1540 square metres

Pruning and care of shrubs 1540 square metres

Rose and shrub beds in open spaces: weed and remove litter 1540 square metres

every four weeks

Herbaceous beds 120 square metres

Summer bedding 259 sq. metres

Winter bedding 259 sq. metres

Cleansing of paths and hard surfaces 38.67 100 sq. metres

Leaf clearance 620 100 sq. metres

Winter edging 4500 metres

Signs: Clean quarterly 12 Items

Exterior Furniture 34 Items

Maintenance of pond 1 Item

Maintenance of tennis courts 1 Item

Maintenace of Spash park 1 item

Remove Basel growth annually 83 no trees

**Wash Common Recreation Ground & Blossoms Fieild, Newbury**

**Site Description** A large grassed area between Stuart Road and Wash Common Allotments. Facilities include a football pitch with changing rooms. There are two scheduled archaeological sites containing burial mounds, one to the south east of the site and one mainly situated in the woodland which forms the western part of the site. The grass surrounding the burial mounds is maintained as a meadow, as is the ditch to the south of the site. Blossoms Field is a further large grassed area with enclosed playgrounds, picnic tables, table tennis table, HUCK net and MUGA situated between the woodland and Enborne Street.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 387 no 100 sq. metres

Grass Code C: Wildflower cut 43.21 no 100 sq. metres

Collect litter Daily incl Wooded areas 419.22 100sq. metres

Empty litter bin Daily weekly 9 Items

Empty dog bins Daily weekly 9 Items

Hedge: Code Y 942 linear metres

Cleansing of paths and hard surfaces 11.2 100 sq. metres

Leaf clearance 62.9 100 sq. Metres

Inspect play areas weekly: inspect play areas 1 Items

and equipment, clean, maintain to keep free from obvious

vandalism, dangers and defects, maintain safer surfacing

Preparation for Playing Season 1 Item

Prepartion for Football Fixtures 1 Item

Clean changing rooms and toilet at Wash Common Recreation Ground 1 Item

Regime of Care of Pitches 1 Item

Winter edging 1214 metres

Signs: Clean annual 7 Items

Exterior Furniture 9 Items

Ditch clearance 350 linear metres

**Dairy Farm Allotment, Newbury**

**Site Description** A plot of land between Newbury Town football pitch and West Berkshire Council offices off Faraday Road. The land is divided into 76 allotment plots with a central grass pathway and side paths between plots.There is also a made up car parking area and water troughs along the main pathway. The allotment site is fenced by a metal palisade fence on one side, including the main entrance gates. A river runs along one of its other boundaries with mature trees. One side is hedge. The fourth side is a chain link fence. The site has good vehicle access.

**Scheduled Works**

Grass Code B/2: Performance Cut (25-60mm) 4.7 100 sq. metres

Cleansing of paths and hard surfaces 1.1 100 sq. metres

Signs: Clean annual 2 Item

Cut overhanging trees to access trackway 180 lin m

**One Tree Park Allotment, Newbury**

**Site Description** Is a plot of land between Fifth Road and Bartlemy Road. The land is divided into 58 allotment plots with a central grass pathway and side paths between plots.  The main pathway has a number of water troughs along it. The site is fenced by a chain link fence on one side and back garden fencing and hedges on the other two sides. There are various mature trees around the site perimeter. No direct vehicle access.

**Scheduled Works**

Grass Code B/2: Performance Cut (25-60mm) 2.75 100 sq. metres

Signs: Clean annual 2 Items

**Parsons Allotment, Newbury**

**Site Description** Is a plot of land at the end of Craven Road off Braunfels Walk. The land is divided into 79 allotment plots with a central grass pathway and side paths between plots. The main pathway has a number of water troughs along it. The allotment perimeter has hedges supported by a combination of wire mesh and chestnut fencing. The site has good vehicle access

**Scheduled Works**

Grass Code B/2: Performance Cut (25-60mm) 27.5 no 100 sq. metres

Grass Code C wildflower cut 11 no 100 sq. metres

Hedge: Code Y 400 linear metres

Cleansing of paths and hard surfaces 4.4 no 100 sq. metres

Signs: Clean annual 2 Items

**Southby’s Allotment, Newbury**

**Site Description** Is the largest of Newbury Town Council sites, located off Greenham Road. The land is divided up into 202 allotment plots with a central grass pathway and side paths between plots as well as a perimeter pathway/roadway around the site. The main pathway has a number of water troughs along it. The allotment perimeter is a mixture of chain link fencing and hedges. The site has good vehicle access. There are a number of mature trees around the site as well as wild areas. The site includes a ditch.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 42 100 sq. metres

Grass Code C – wildflower cut 0.6 100 sq. metres

Hedge: Code Y 625 linear metres

Cleansing of paths and hard surfaces 4.4 100 sq. metres

Signs: Clean annual 2 Items

Keep ditch clear 1 Item

**Wash Common Allotment, Newbury**

**Site Description** The second largest of Newbury Town Council sites, located off Battle Road in Wash Common. The land is divided into 115 allotment plots with a central grass pathway and side paths between plots. The main pathway has a number of water troughs along it. The site has good vehicle access. There are a number of mature trees around the site as well as wild areas and mature hedges. The allotment perimeter is a mixture of chain link fencing, timber fencing and hedges. There are internal ditches. The external ditch is also considered part of the allotment site. The site (including ditches) is partly on a scheduled ancient monument.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 7 100 sq. metres

Hedge: Code Y 525 linear metres

Signs: Clean annually 2 Items

Keep ditch clear 1 Item

**West Mills Allotment, Newbury**

**Site Description** Is the third largest allotment of Newbury Town Council sites, located off Kennet Road. The land is divided into 122 allotment plots with a central grass pathway and side paths between plots. The main pathway has a number of water troughs along it. The allotment perimeter is a mixture of chain link fencing, timber fencing and hedges. The site has good vehicle access. There are a number of mature trees around the site.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 19.5 100 sq. metres

Hedge: Code Y 327 linear metres

Signs: Clean annually 3 Items

**Newtown Road Cemetery, Newbury**

**Site Description** Newtown Road Cemetery is located on Newtown Road. The site is approximately 1.8 hectares (4.6 acres) in size consisting mainly of grass and memorials of various sizes. The cemetery has a mature lime tree avenue at the rear of the site, a Monkey Puzzle tree as well as four mature Cedar trees throughout the site. The cemetery is open between the hours of 10 am and 3pm daily. A chapel is located centrally to the grounds which will normally be left locked unless used for voluntary/school groups. Certain areas of the cemetery have been designated as wildlife areas and will be managed as such. There are clearly defined pathways throughout the cemetery. Litter bins are located throughout the cemetery. The cemetery will be unmanned except whilst opening and closing during the week and weekend at designated times.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 150 100 sq. metres

Grass Code C Wildflower Meadow 40 100 sq. metres

Collect litter weekly 189 100sq. metres

Cleansing of paths and hard surfaces 9 100 sq. metres

Empty litter bin 3x weekly 6 Items

Empty Dog waste bin 3x weekly 2 Items

Cleaning of Chapel 1 Item

Signs: Clean annual 6 Items

Exterior furniture oil benches annual 6 Items

Remove basel growth from trees 38 no trees

**Shaw Cemetery, Newbury**

**Site Description** The site is 5 hectares (12.3 acres) in size consisting mainly of grass and memorials of various sizes. It is an open cemetery (but locked overnight) divided into 26 distinct sections with a large open space and the bottom of the cemetery designated for future burials. There are two vehicle/pedestrian entrances to the cemetery, one being the main entrance at Shaw Hill and a second at Cromwell Road. A chapel is located in the centre of the grounds with access roads from both entrances. The chapel is open during the day and closed outside working hours. The chapel may be used for services during a burial/internment. There is a car park, office/restroom and public toilet adjacent to the Shaw Hill entrance. A secure grounds maintenance equipment store, diesel storage tank, waste soil bund and waste collection area are located at the left hand side of the cemetery grounds. There are a number of mature/semi mature trees throughout the cemetery. There several large shrub/flower beds two of which contain pumped water features. Litter bins, watering can stations and benches are located throughout the cemetery. The perimeter is contained by hedges, shrubs and steel fencing.

**Scheduled Works**

Grass Code B: Performance Cut (25-60mm) 490 100 sq. metres

Collect litter daily 520 100sq. metres

Cleansing of paths and hard surfaces 52 no 100 sq. metres

Hedge: Code X 1534 linear metres

Maintain & weed perrenial bedding 125 sq. metres

Baskets 22 Items

Floral display troughs 14 Items

Leaf clearance 490 100 sq. metres

Empty litter bin x 3 weekly 20 Items

Winter edging 2600 linear metres

Cemetery Maintenance 1 Item

Cremated remains burial digging 40 items

Burial Management 1 Item

End of Work Schedule

**Appendix 001**

##### Cleaning Specification for Sports Changing Rooms

 **Toilets**

All internal and external surfaces of toilets, basins and urinals shall be disinfected cleaned with detergents, cleaners and disinfectants appropriate to the type of surface. All toilets, basins and urinals shall be cleared of any blockages, litter, stains, dirt, smears or other extraneous matter. Grid covers will be lifted and cleaned of any obstructions.

 **Showers**

 All grids shall be lifted and cleaned of any solid matter. Toughs will be cleaned of any solid matter. All surfaces, including floors, tiles, partitions, doors, taps, pipes and supports in the showers will be disinfected and free from stains, smears, dirt and other extraneous matter.

 **Communal Areas, Passages and Changing Rooms**

Mirrors shall be cleaned and polished to remove all stains or smears.

Internal and external surfaces of drinking fountains shall be disinfected and free from stains, smears, dirt and any other extraneous matter.

Towel, soap and paper dispensers and WC brush holders will be cleaned of water, dirt, smears, stains and other extraneous matter.

Litter bins shall be emptied and relined with approved bin liners and washed as required.

Litter or debris lying on any surface shall be removed.

The floors of the whole building shall building shall be swept using a flagged fibre or other similar soft broom to be free of dust refuse and other extraneous particles. All hard floors shall then be mopped using appropriate cleaning agents to be free of smears, stains, dirt, mud, grease of other extraneous matter. Fresh solutions shall be made up with hot water at the commencement of the work and renewed as required during the progress of work. At completion, the floors shall be over mopped to remove excess water.

All doors, door handles, lockers, benches shall be wiped down to remove all deposits and rinsed and dried as required.

All grime and dirt shall be cleaned from walls using a solution of material approved by the Supervising officer. Fresh solutions shall be made up with hot water at the commencement of work and renewed as they become contaminated during the progress of work.

####  End of Season Clean

 These tasks will be carried out on one occasion at the end of each season.

All walls, ledges, signs, paintwork (including marks on ceilings), fixture and fittings, doors, windows (on both sides) and metalwork shall be cleaned completely working over the entire surface area using an appropriate solution of cleanser. This operation shall be undertaken after the whole building has been cleaned using a high performance industrial vacuum cleaner to clear all crevices and inaccessible areas.

All polished or plated metal surfaces, including pipes and door fittings, shall be polished using an approved metal polish.

All varnished or similarly treated wood faced surfaces and any laminated surfaces or switches shall be polished.

 Dirty light fittings and blinds will be removed, cleaned and refitted.

 All graffiti shall be removed.

##### Appendix 002

##### Playground Inspection Checklist

|  |  |  |
| --- | --- | --- |
|  | Tick | **Description of Deficiency and/or Action Taken** |
| The Site |  |  |
| Are notices, clean, readable and in good condition |  |  |
| Are fences and gates secure |  |  |
| Are seats and bins clean and in good repair |  |  |
| Items of Equipment |  |  |
| Are fittings and fixings secure |  |  |
| Are there any protrusions, finger traps, sharp edges, splinters |  |  |
| Are working parts moving freely and quietly |  |  |
| Are safety surfaces clean and in good repair |  |  |
| Are woodwork parts clean and undamaged |  |  |
| Are any parts damaged by vandalism |  |  |
| **Swings** |  |  |
| Are seats unclean or damaged |  |  |
| Is the frame clean and secure |  |  |
| Are there any missing components |  |  |
| Are the chains twisted or tied |  |  |
| Rotating and/or Pivoting Equipment |  |  |
| Are pivoting/rotating parts moving freely |  |  |
| Are floorboards and panels clean and complete |  |  |
| Are there any components loose or missing |  |  |
| Slides |  |  |
| Is sliding surface secure and free of obstructions |  |  |
| Is slide entry in good condition |  |  |
| Other Structures |  |  |
| Are all parts complete, clean and secure |  |  |
| Is the framework clean and secure |  |  |
| Safety Surfacing |  |  |
| Are there signs of excessive wear or deterioration |  |  |
| Is there any damage/vandalism |  |  |
| Is the surface littered, broken glass |  |  |

**Instructions for use of Inspection Checklist:**

**(a) The Site**

(i) Inspect and ensure notices are in good condition and are clean and clearly readable;

 (ii) Inspect and ensure fencing and gates are secure;

 (iii) Inspect and ensure seating and bins are clean and in good repair

**(b) Items of Equipment**

(i) Inspect and ensure fittings or fixings are in position, clean and secure (esp. nuts/bolts/welds)

 (ii) Inspect for any protrusions, finger traps or sharp edges

 (iii) Inspect and ensure that all moving parts are working freely and quietly;

 (iv) Inspect and ensure that all safety surfaces are clean and in good repair;

 (v) Inspect for any damaged or unclean woodwork;

**Specific Items**

**(a) Swings**

(i)Inspect for damaged or unclean seats

 (ii) Inspect and ensure that the swing frame is clean and secure;

 (iii) Inspect to identify any missing components.

 The Contractor shall release all twisted or tied swing chains freeing them for proper use.

**(b) Rotating and/or Rocking Equipment**

(i) Inspect and ensure that pivoting and rotating bearings are in good working order;

 (ii) Inspect and ensure that footboards and side panels are clean and complete;

 (iii) Inspect for unclean, split or splintered planks, boards or panels;

 (iv) Inspect to identify any missing components.

**(c) Slides**

 (i) Inspect and ensure the sliding surface is clean, secure and free from obstruction;

 (ii) Inspect and ensure that the slide entry is complete, clean and in good condition;

 (iii) Inspect and ensure that the slide main frame is clean and secure:

 (iv) Inspect and identify any missing components.

**(d) Other Structures**

(i) Inspect and ensure that they are complete, clean and secure;

1. Inspect and ensure that the main frame is clean and secure.
2. **Safety Surfacing**

 At each visit to the Site, for whatever reason, the Contractor shall inspect the play area surface for:

(i) Wear, that is when the surface is showing obvious signs of deterioration through use;

 (ii) Vandal damages;

1. Litter, broken glass etc. on or in the surface

#### Shrub Classification – Type ‘B’

Remove some of the oldest wood and, or wood which has previously borne flowers retaining the young wood to ripen and produce flowers the following year. Pruning to be carried out immediately after flowering. Remove all dead or diseased material.

#### Shrub Classification – Type ‘C’

Remove completely on or two old stems, cut back younger flowering shoots to fresh growth of the main branches. Thin out crowded shoots and remove weak twigs. Pruning to be carried out between November and March. Remove all dead or diseased material.

#### Shrubs Classification – Type ‘D’

During March, cut back previous season’s wood to within two or three buds of the old wood. Remove all dead or diseased material.

**Additional Notes**

The above represents general guidelines for shrub pruning. Some of the above genera may be used as hedging material in which case they should be treated according to the hedging specification. The Contractor must note that methods of pruning will differ for species and cultivars within genera, and where there is doubt about the appropriate method, the Contractor shall consult with the Supervising Officer.