

Meeting	Parks & Open Spaces Committee
Date	Tuesday 7th January 2025
Report Title	Parks & Open Spaces Maintenance Schedules
Agenda Reference	9
Author	Jason Watts / Andrew Nickols

Officers' Recommendation: To note the report and appendix.

Maintenance Schedule – internal specification – see improvements to the internal specification in the appendix.

Tidy Up Team

A weekly schedule for the Tidy Up team has now been agreed. The schedule has set timings for core duty activity along with noticeboard support and hot spot litter picking. This will allow structured maintenance of all areas within the parish.

A new bin survey has been created and we will study the collected data to establish.

1. Bin height
2. Bin condition

Follow up actions will be applied to any concerns discovered.

Unfortunately, due to a seatbelt issue a Goupil vehicle will be out of action until the second week in January, vehicle allocation between the Tidy Up & Grounds Maintenance teams are being strictly controlled to enable both activities to continue, without compromising on service delivery.

Vehicle Maintenance

- **SF16 HVX & BJ62 NLC** Vehicle tax has been renewed and now due January 2026, both vehicle hydraulic tippers have been inspected in line with LOLER regulations and are now certified. This is the first time this has been done and will now be carried out annually.
- **Hako sweeper** 1000-hour service was carried out on 19th December - no major concerns found.
- **Goupil** service carried out 2nd December - no major concerns found (Pre seatbelt issue).

Tractor & Flail

The schedule for the parish is now complete (Abbey Meads, Oakhurst and Taw Hill estates) and the data gathered since May 2024 will support any planning going forward. Areas that could not be accessed by the tractor & flail will be followed up by the Grounds Maintenance team. We will now move onto tractor winter projects before returning to the parish schedule round 3.

POS Reporting System / Reactive works

The new POS Reporting System has been live since mid Oct 2024, it has been well received and implemented jointly between the Office and POST from software developed by the Chairman, Councillor V Manro. Considerable effort has been made by the team to reduce the backlog of reported issues within the Parish. Since the introduction, over 130 reported cases have been resolved reducing our backlog to just over 10 cases. The data created by the system will allow us to move forward efficiently and over time it will identify hot spots within the Parish.



Tree survey

We have received positive references for the tree survey contractor and will now plan to start the tree survey early in the new year.