



Woodbridge
Town Council

Grounds Maintenance Contract

Elmhurst Park

Kingston Field

Fen Meadow

Broomheath

War Memorial Gardens

Quaker Burial Ground

Fitzgerald Green

Market Hill

Theatre Street

Whisstocks Place and Tide Mill Way

Thoroughfare

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ELMHURST PARK

Daily:

Daily inspections of the park

Watering as required

Visual daily inspection of Children's Play area

Litter bins to be emptied including any litter in surrounding areas

Weekly:

Lawn mowing of defined areas (year-round cutting)

Trimming round obstacles such as trees, benches etc.

Edge maintenance

Removal of mounds and filling in of holes that may cause damage

After a period of 6 weeks, herbage in bulb planted areas to be cut as part of normal routine

Weeding of beds, base of hedges and pathways, slabbed areas, bases of trees

Maintenance of plants (dead heading, pruning) little and often.

Irrigate immature trees as required

Wipe benches clean once a week in summer months

Sweep floors and collect debris (incl Bandstand)

Sweep pathways

Remove graffiti

Flying of flag on specified days

Weekly contact with Town Council Officers

Monthly:

Wash painted woodwork on public shelter

Wash Bandstand floor

Removal of any algae or moss on hard surfaces or pathways

Lawn re-seeding when required

Minor maintenance of play area to incl. greasing of swings etc.

Checking of stakes for immature trees to loosen as required

Annually:

Lawns to be scarified once a year and fed in spring/summer

Cut back foliage and spent flowers of herbaceous plants in the autumn

Roses to be pruned and trained

Early Autumn and late winter inspections with Deputy / Town Clerk/ Chair of Amenities Committee
Replacement planting to take place between October to April.
Hedge cutting twice per year June and August/September
Minor pruning of immature trees
Every other year, in the winter months – Clean and paint all litter bins

KINGSTON FIELD

Daily:

Daily inspections of the park
Watering as required
Visual daily inspection of Children's Play area
Litter bins to be emptied including any litter in surrounding areas
Ensure the stream is kept free of obstacles, remove and debris

Weekly:

Lawn mowing (using a Gang mower) of defined areas (year-round cutting)
Disposal of all cuttings at bins located in Elmhurst Park
Trimming round obstacles such as trees, benches etc.
Edge maintenance
Removal of mounds and filling in of holes that may cause damage
Weeding of base of hedges and pathways, slabbed areas, bases of trees
Irrigate immature trees as required
Wipe benches clean once a week in summer months
Sweep pathways
Remove graffiti

Monthly:

Removal of any algae or moss on hard surfaces or pathways
Checking of stakes for immature trees to loosen as required
Re seeding lawn when required
Minor maintenance of play area to incl. greasing of swings etc.

Annually:

Early Autumn and late winter inspections with Council Officers and Chair of Amenities Committee
Hedge cutting twice per year June and August/September

Minor pruning of immature trees

Every other year, in the winter months – Clean and paint all litter bins

FEN MEADOW

Daily:

Daily inspections of the park

Visual daily inspection of Children's Play area

Litter bins to be emptied including any litter in surrounding areas

Weekly:

Lawn mowing of defined areas (year-round cutting)

Trimming round obstacles such as trees, benches etc.

Edge maintenance

Removal of mounds and filling in of holes that may cause damage

Weeding of base of hedges and pathways, slabbed areas, bases of trees

Irrigate immature trees as required

Wipe benches clean once a week in summer months

Sweep pathways

Remove graffiti

Monthly:

Removal of any algae or moss on hard surfaces or pathways

Re seeding when required

Checking of stakes for immature trees to loosen as required

Minor maintenance of play area to incl. greasing of swings etc.

Annually:

Early Autumn and late winter inspections with Town Council Officers and Chair of Amenities Committee

Wild meadow area to be cut once in late September/October (Orchids)

Areas of nettles and brambles to be cut back in winter

Hedge cutting twice per year February and August/September

Minor pruning of immature trees

Every other year, in the winter months – Clean and paint all litter bins

BROOMHEATH

Weekly:

Prune back gorse obstructing paths
Keep free of litter and debris all year
Removal of graffiti
Inspect for fire damage

Monthly:

Minor repairs to carpark when necessary
Maintenance of fences planting areas

Annually:

Gorse to be pruned back each winter.
Trees to be inspected in Autumn and any branches over paths and branches that fall below head height, removed.
Re inspect trees in the summer, remove branches that fall below head height.
Cut back roadside vegetation in winter and on weekly visits.
Early Autumn and late winter inspections with Town Council Officers and Chair of Amenities Committee

WAR MEMORIAL GARDENS

Weekly:

Weekly visit to attend to the plants and trees
Sweep the paved area
Keep free of litter and debris all year
Removal of graffiti

Monthly:

Weeding of beds and pathways, slabbed areas, bases of trees
Maintenance of plants (dead heading, pruning) little and often.

Annually:

Cut back foliage and spent flowers of herbaceous plants in the autumn
Roses to be pruned and trained

Early Autumn and late winter inspections with Council Town Officers and Chair of Amenities Committee

Replacement planting to take place between October to April.

Hedge cutting twice per year June and August/September

Preparation of Remembrance day

Jet Washing bi-annually or when required

QUAKER BURIAL GROUND

Weekly:

Weekly visit to attend to the plants and trees

Keep free of litter and debris all year

Removal of graffiti

Grass to be cut as required

Keep pathways clear

Monthly:

Weeding of beds and pathways, slabbed areas, bases of trees

Maintenance of plants (dead heading, pruning) little and often.

Annually:

Cut back foliage and spent flowers of herbaceous plants in the autumn

Roses to be pruned and trained

Early Autumn and late winter inspections with Town Council Officers and Chair of Amenities Committee

Replacement planting to take place between October to April.

FITZGERALD GREEN

Weekly:

Inspections of the park

Lawn mowing of defined areas (year-round cutting)

Trimming round obstacles such as trees, benches etc.

Edge maintenance

Removal of mounds and filling in of holes that may cause damage

Weeding of base of hedges and pathways, slabbed areas, bases of trees

Irrigate immature trees as required

Wipe benches clean once a week in summer months

Remove graffiti

Monthly:

Re seeding when required

Checking of stakes for immature trees to loosen as required

Annually:

Early Autumn and late winter inspections with Deputy/Town Clerk/Chair of Amenities Committee

Hedge cutting twice per year June and August/September

Minor pruning of immature trees

MARKET HILL AND SHIRE HALL

Weekly:

Weekly visit to sweep Market Hill and front of Shire Hall.

Water the flowers and hanging baskets as required

Weeding of steps and Market Hill area.

Removal of graffiti

Clear paved areas of snow as required

THEATRE STREET AMENITY GRASS

Monthly:

Lawn mowing of defined areas (year-round cutting)

Trimming round obstacles such as trees, benches etc.

Edge maintenance

Removal of mounds and filling in of holes that may cause damage

Removal of graffiti if required

WHISTOCKS PLACE

Weekly:

Swept and cleaned

Removal of weeds as required

Planters to be watered

Plants in planters to be maintained and replaced when required

Removal of graffiti if required

THOROUGHFARE

Weekly:

Planters to be watered

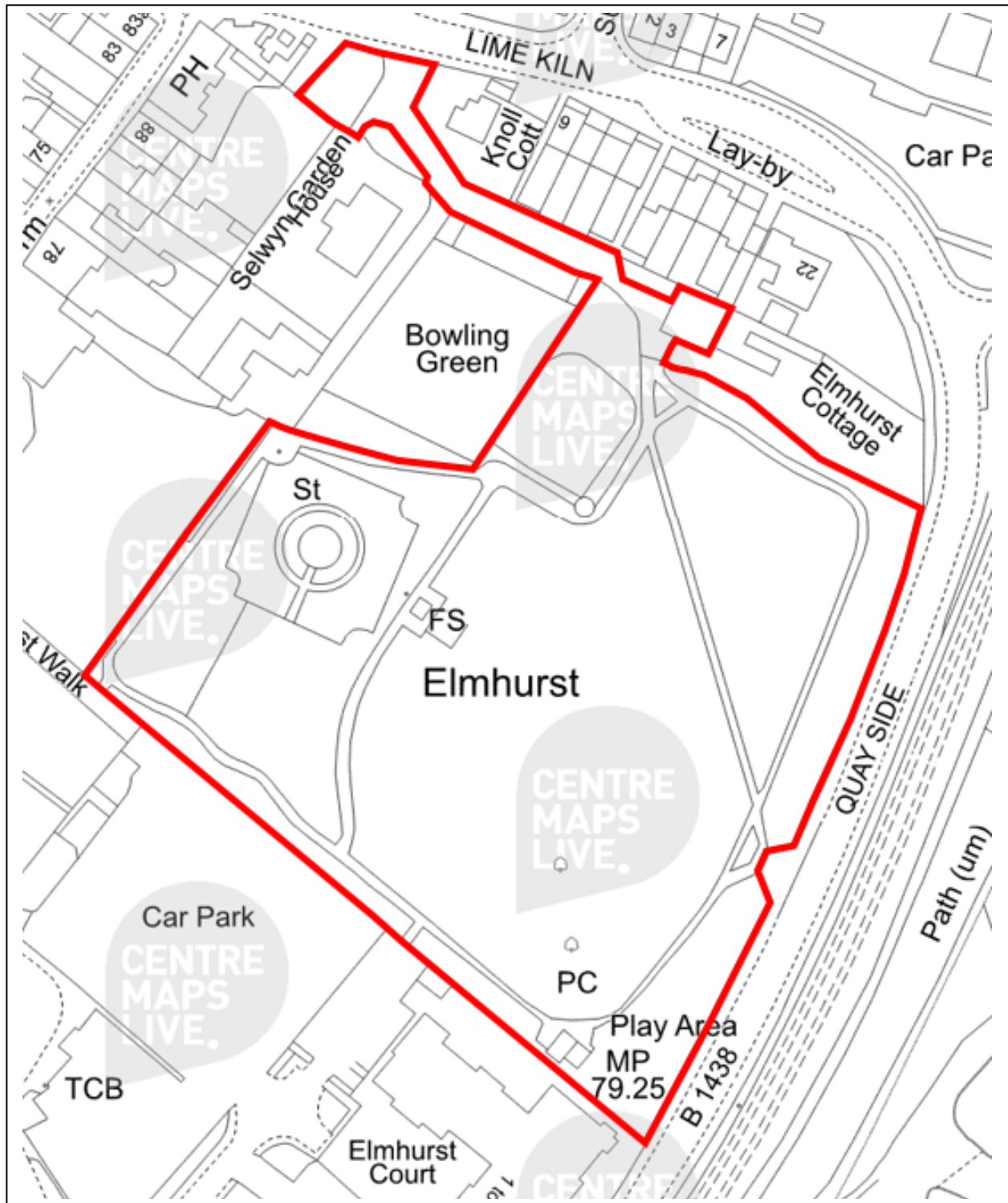
Plants in planters to be maintained and replaced when required

Benches cleaned

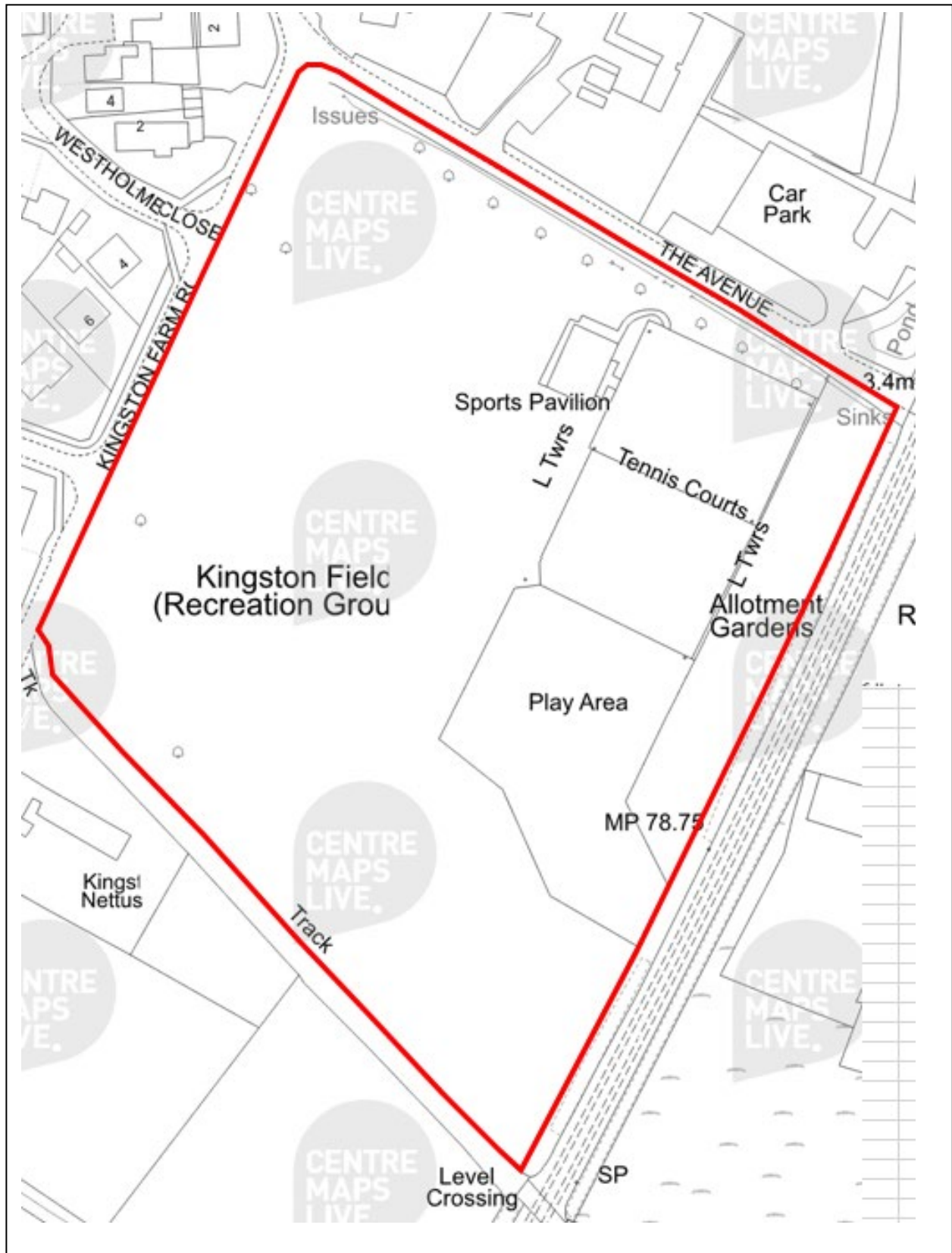
APPENDICES

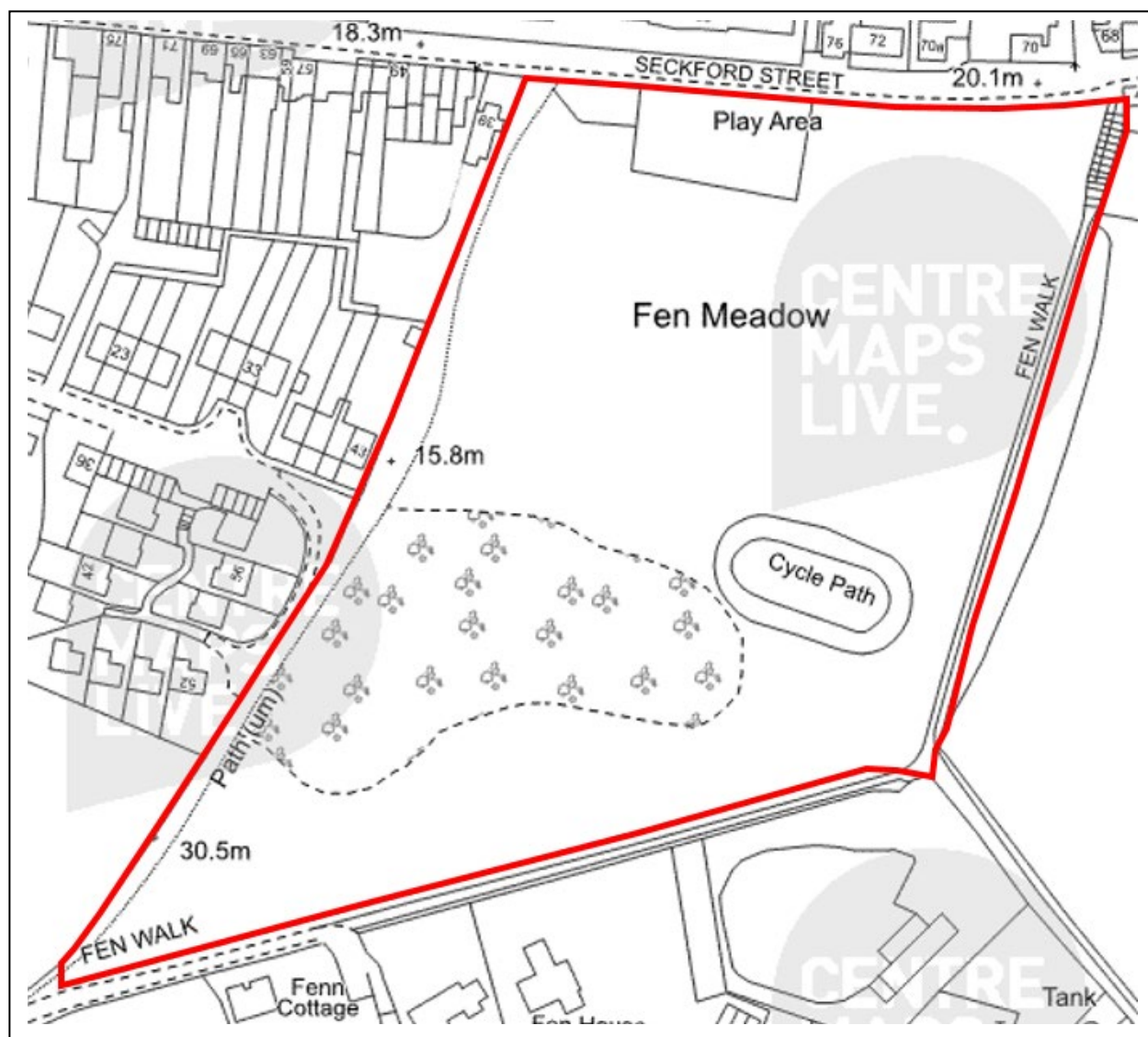
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1 **Map of Elmhurst Park**
Lime Kiln Quay Road, Woodbridge, Suffolk, IP12 1BB

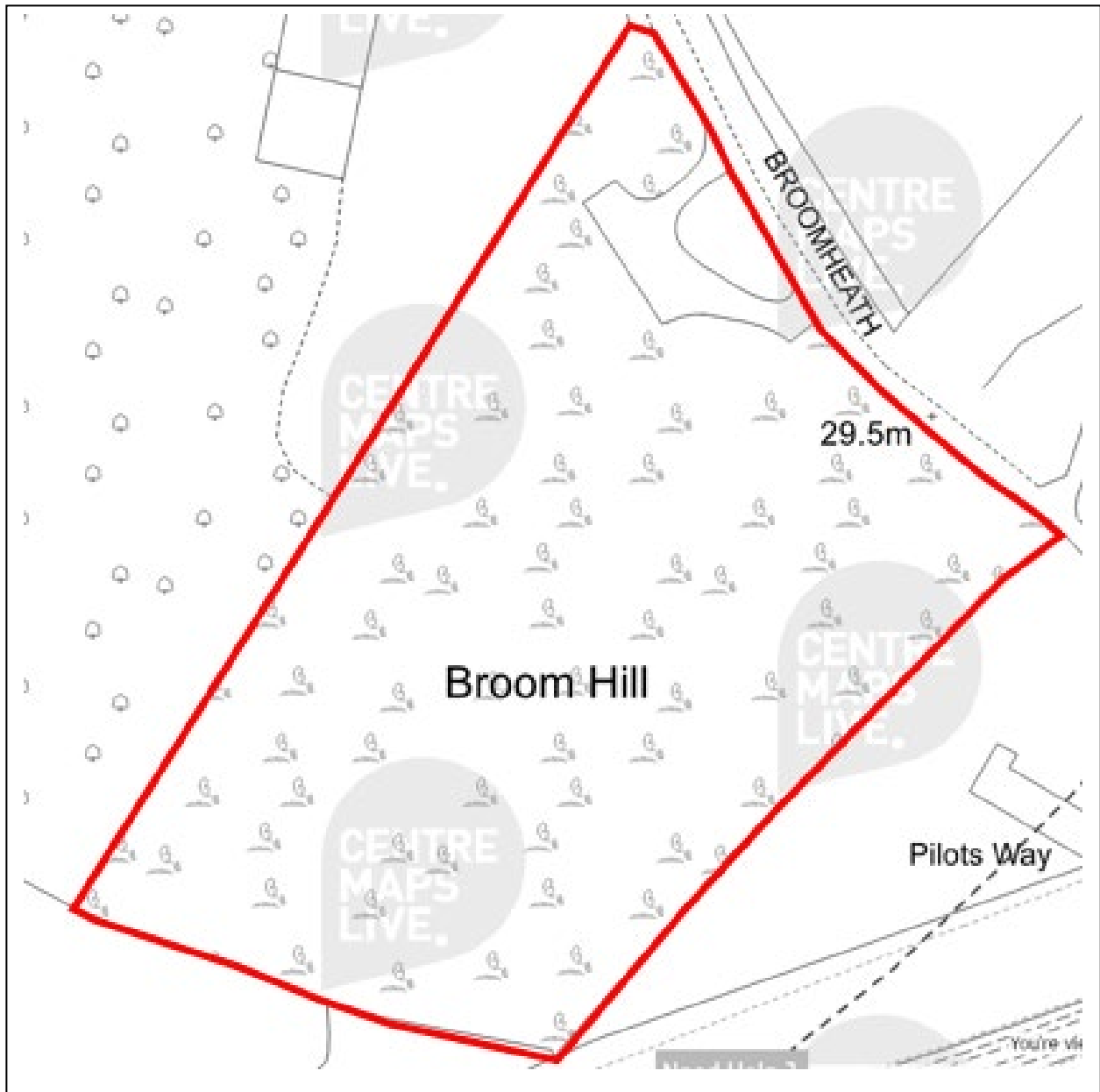


2 **Map of Kingston Field**
The Avenue, Woodbridge, Suffolk, IP12 4BA

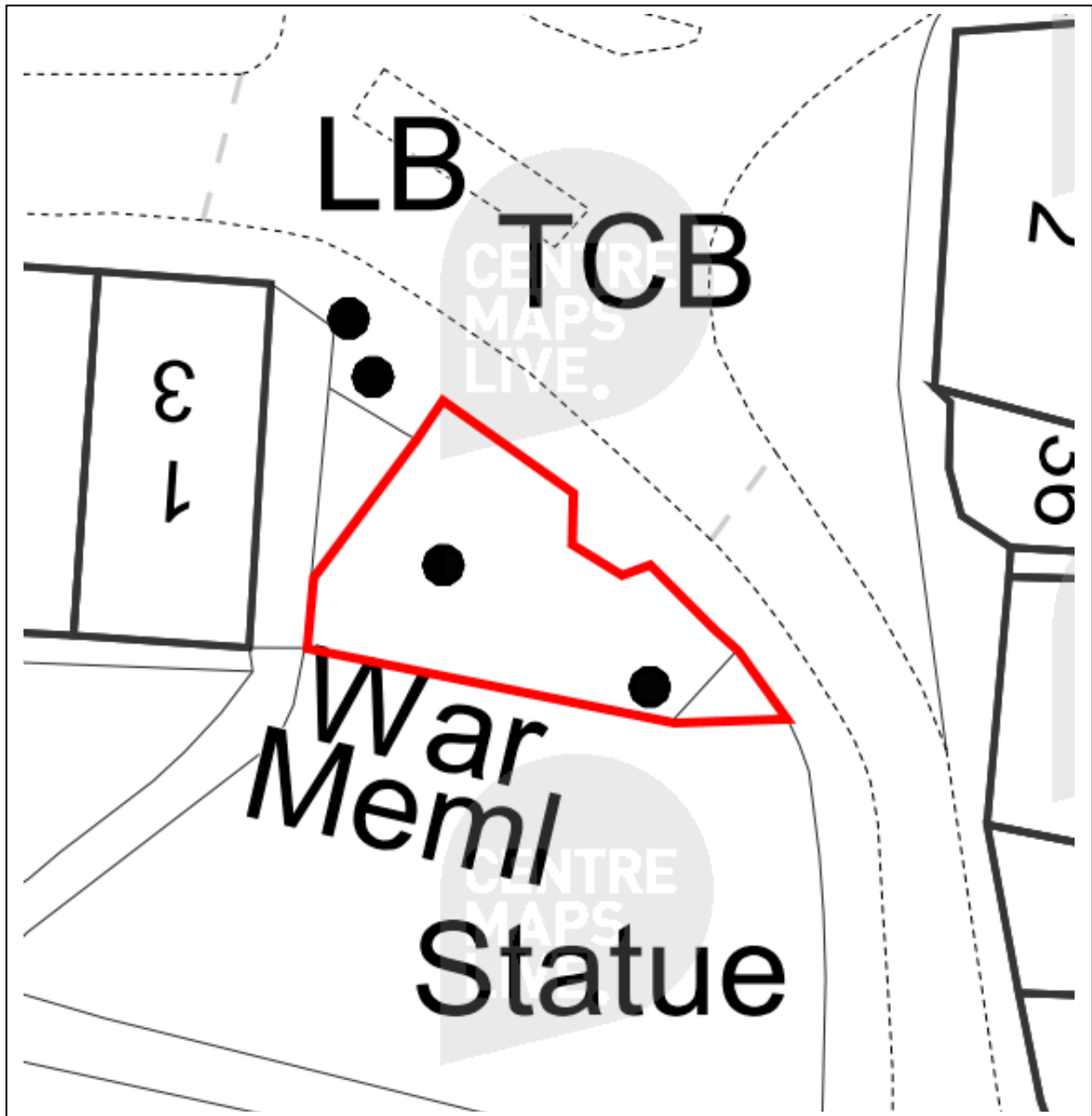




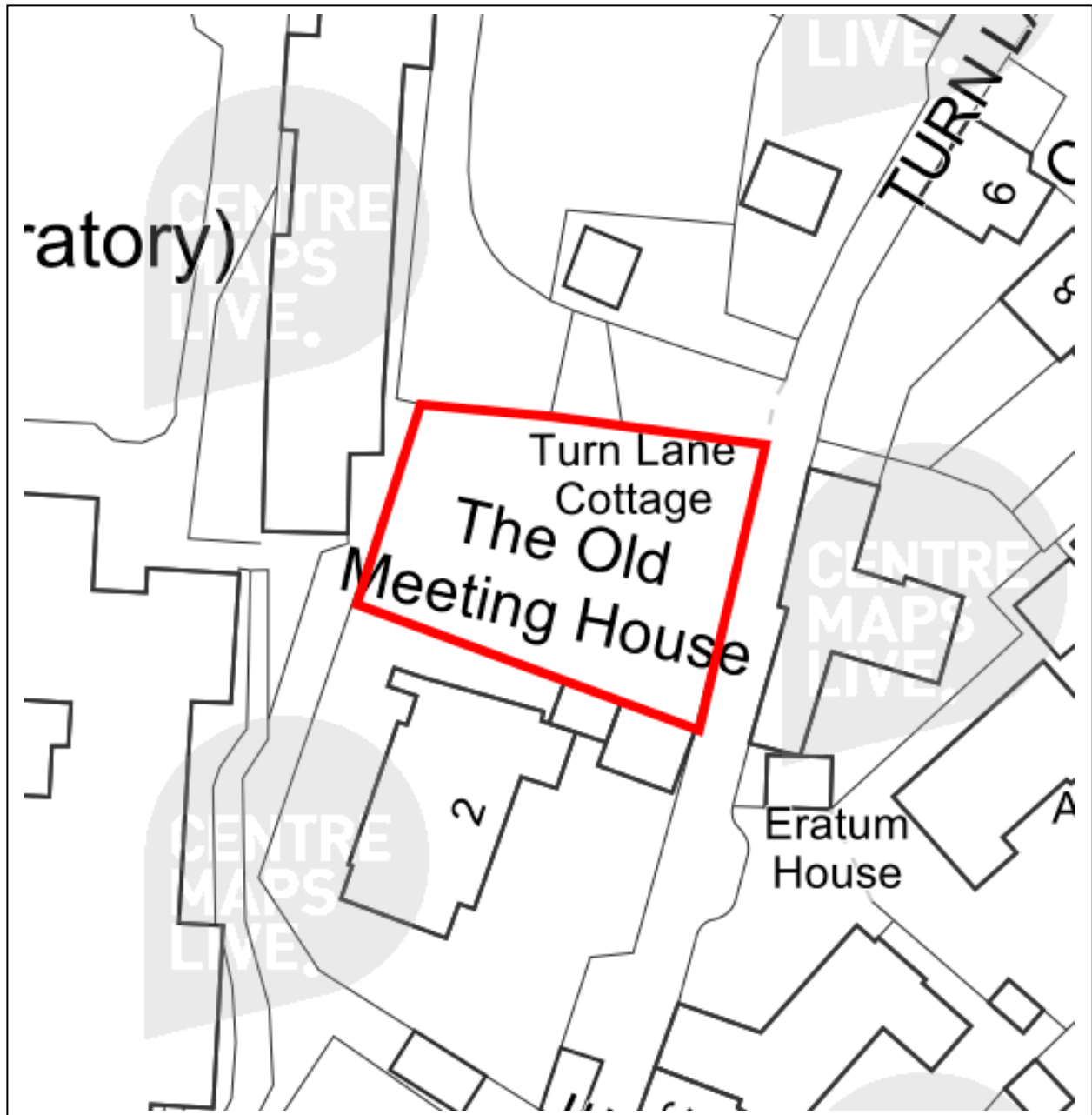
4 **Map of Broomheath**
Seckford Street, Woodbridge, Suffolk, IP12 4LZ



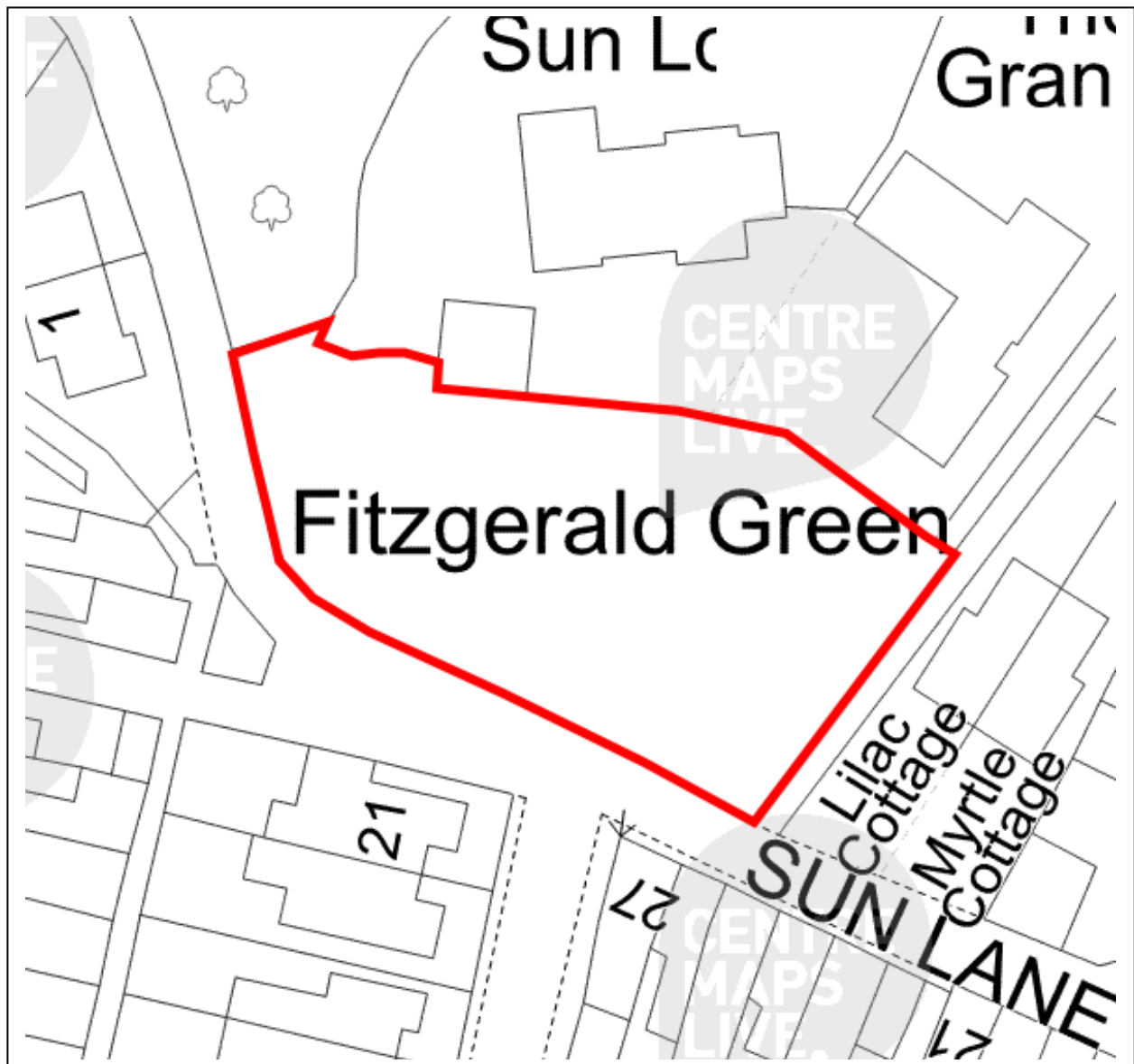
5 **Map of War Memorial Gardens**
Market Hill, Woodbridge, Suffolk, IP12 4LP

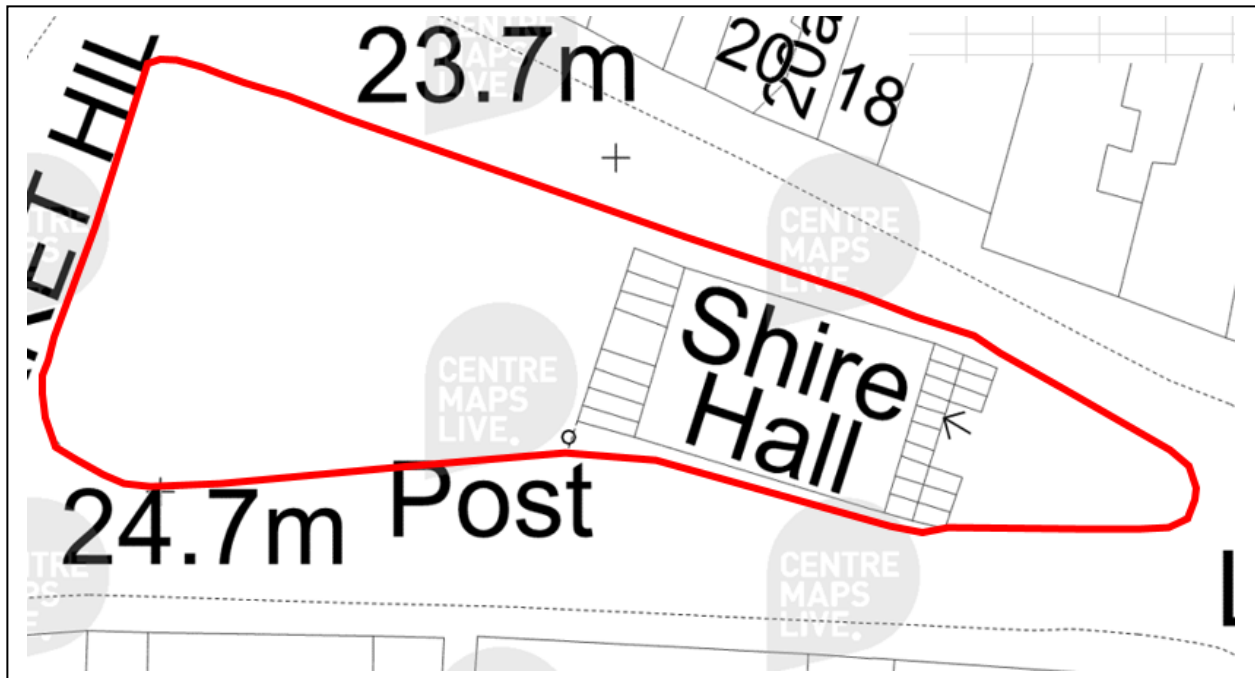


6 Map of Quaker Burial Ground, Turn Lane
Turn Lane, Woodbridge, Suffolk, IP12 4AR



**7 Map of Fitzgerald Green, Sun Lane
Sun Lane, Woodbridge, Suffolk, IP12 1EG**







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Map of Whisstocks Place

Tide Mill Way, Woodbridge, Suffolk, IP12 1BY

