



HUGHENDEN PARISH COUNCIL. GROUNDS MAINTENANCE ITT; 2023-24

Section A: Specification

This section details the precise requirements of grounds maintenance programme. It is the basis of all tender offers and will form the foundation for an eventual contract. It outlines the tasks required, locations, volume and frequency. It also establishes required standards, expected quality of materials and likely timing. The overall purpose is to provide a well-maintained area that reflects customer need and good horticultural and environmental practice.

The first section outlines the standards required for generic elements of maintenance, such as grassed areas, hedgerows and footpaths. It also details the quality of materials and workmanship required.

Where the frequency of services is specified, these services form the Core Services for which a single total price shall be submitted in the Cost Submission Form and Pricing Document. Where the frequency of services is not specified, these services form the Additional Services for which an hourly rate shall be submitted.

The second section is the Schedule of Works which lists and details what is to be done and where. These itemised works should be read in conjunction with the plans provided.

This Specification should be used in conjunction with the site plans and maps for sites (Appendix; Section C).

1. Specification (Requirement) Standards

1.1. General Grass Maintenance Standards

1.1.1 Cutting

- The contractor shall cut all grassed areas as indicated within the plans (Section C).
- All grass shall be cut cleanly and evenly (without damaging the existing surface) by means of mowing to provide a good quality sward; to the height specified (in the schedule of works) on each site or amenity grassland, without damaging the existing surface. Edging shall be cut by means of strimmer.
- Unless specified, the required a grass height will be between 30mm and 60mm at all times.
- The maximum or minimum height is determined to be the height of 90% of the grass or vegetation.
- The contractor shall use machinery appropriate to the type of work involved. For instance, the Council considers a cylinder mower, rotary mower and strimmer appropriate.
- The contractor shall ensure all cutting blades are sharp and properly set, to produce a true and even cut.
- All grass cutting equipment shall be maintained in a condition that avoids 'ribbing', and to ensure an even, uniform finish to the grass.
- Mowing/cutting will take place on the full area of grass at each site; up to paving, fencing and other boundaries.
- Re-fuelling should take place in safe locations and not on fine-turfed areas such as amenity grassland.
- The contractor shall, whilst on site, ensure that machines are properly guarded and maintained to present no danger to the operator, surrounding structures, vehicles or any person near operations.
- The contractor will be required to re-cut any areas identified as not being within the prescribed standards to the satisfaction of the Council. This will be carried out at the applicant's own expense.
- During the period of the contract, no growth regulators of any form shall be applied to any area of grass without the Clerk sanctioning such an operation in writing, in advance.

1.1.2 Timing

- The grassland will be maintained consistently throughout the year, but with particular regard to the main mowing season. This is the peak grass-growing season which generally falls within the period of the beginning of April until the end of October.
- Since it is not possible on every site to predict accurately the precise number of cuts (to maintain the various swards required), an estimate of this is provided in the schedule of works. The contractor will be paid for the actual number of cuts made and be requested to submit a quote for any additional cuts.
- The contractor will complete cutting any one area of grass cutting before moving onto the next.
- During normal weather conditions the applicant will be required to keep to the standards within this specification.

1.1.3 Inclement Weather

- During very wet conditions all grass cutting operations shall cease until conditions improve sufficiently to allow operations to continue; without damaging the surface or creating divots from rollers, cutters or wheels.
- If inclement weather prevents the contractor from meeting the required standard, the supervising officer shall be advised of the work not done. The applicant shall resume work as soon as possible.
- During periods of drought (which may inhibit the amount of growth and subject the grass to high levels of stress) the applicant may be asked to cease mowing or raise the height of the cut until the turf regains satisfactory turgidity.
- The applicant will not be deemed to have failed to perform the Services if suspension of the operations has been agreed in writing by the Parish Council.

1.1.4 Arisings

- Unless stated, all grass arising or clippings to be removed from site and disposed of in an appropriate manner.
- In periods of lush growth, where arisings are not removed, they shall not be allowed to accumulate or deposited in heaps or bands, but be evenly distributed over the area mown. Should arisings prove difficult to distribute they shall be collected and removed from site.
- Where arisings are thrown or spilt onto roads, footpaths or graves, they shall be swept or blown back onto the grassed areas forthwith to prevent unsightly conditions. Should the wetness of the clippings pose a slipping or tripping hazard to pedestrians, the arisings are to be swept or blown back immediately.

1.1.5 Obstacles

- Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be moved to facilitate cutting and replaced back before the contractor leaves the site. The cutting of such areas shall be undertaken within 24 hours of the main site being mowed.
- Trimming around obstructions including seats, trees, fence lines, posts, and the like, will be undertaken using methods, tools, and machines as appropriate to prevent damage. Any damage resulting, shall be reported to the Clerk and made good at the contractor's own expense.
- A margin of 50cm to remain uncut around trees, otherwise the contractor shall cut/trim around obstacles within grassed areas to the same height of that mown within the area to ensure continuity.
- Care must be taken when strimming in all areas to avoid the throwing up of stones, animal excrement etc. During strimming and all grass cutting operations, adequate precautions must also be taken to protect passing vehicles and members of the public.
- Particular care should be taken when cutting in the cemetery to avoid damage to headstones.

1.1.6 Inspections

- Immediately prior to cutting any area, the contractor shall inspect all areas to be cut and remove all debris and litter. This includes paper, tins, bottles, large stones, abandoned waste and any other items and objects which may cause damage, injury, nuisance to others, or leave an unsightly appearance.

1.1.7 Waste materials

- All such waste materials (as identified in Inspections above) shall be collected and removed from site for proper disposal or for recycling.
 - Any leaf litter/vegetation debris cut by the contractor shall be removed before leaving site.
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1.2. General Maintenance Standards for Public Footpaths and all other amenity areas.

- These routes and areas should be kept clear of weeds, overgrowth, dog fouling and detritus.
 - Strimming of the verges should be undertaken once a month between May and October; Overgrowth should be cut back twice a year as necessary.
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1.3 General Maintenance Standards of Ponds

- Maintain ponds in a clean and healthy condition.
 - Algae is to be prevented from forming using approved environmental methods.
 - Ponds are to be kept free of litter, rubbish, dead animals and dead and/or invasive plants. This includes large build-ups of weed and duckweed.
 - In addition, debris around the edges of ponds will be removed by the contractor and any safety issues immediately reported to the Clerk.
 - The Contractor is required to deal with injured waterfowl. This may entail putting them into holding cages and calling in the RSPCA.
 - The Contractor will undertake all work to minimise disturbance to the life cycle of Great Crested Newts and other wildlife.
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1.4 Garden of Rest Maintenance Standards

The contractor shall carry out activities in accordance with Garden of Rest Burial Regulations. The contractor shall ensure staff working within the Garden of Rest have an intimate knowledge of the Burial Regulations. Special attention is required to keep this sensitive area attractive and peaceful.

1.4.1 Conduct

In carrying out duties the contractor and staff shall:

- Behave in an appropriate manner, having due regard to the sensitive nature of the site, and be helpful and courteous to all persons visiting the cemetery.
- Exhibit a caring attitude, showing respect to both mourners and staff employed by funeral directors and to others visiting the burial ground.
- Not undertake grounds maintenance while an interment is taking place. The contractor shall be informed by the Clerk by email when an interment is booked. As much notice as possible shall be given to allow the Contractor to re-schedule work if necessary.

1.4.2 Grass Cutting

- The Contractor is required to maintain grassed areas in the Garden of Rest at a height of between 20mm and 50mm at all times.
- The mower should be fitted with either a mulching attachment or grass box.
- The first cut normally being in mid-April and the final cut in late October/early November according to seasonal growth patterns.

- Mowing around obstructions including seats, trees, fence lines, posts, memorial stones and kerbs and the like, and in the proximity of margins, shall be undertaken using tools and machines as appropriate.
- Cutting of such areas shall be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the contract.

1.4.3 Hedge Trimming

- The contractor shall trim and prune all hedges to encourage strong healthy and stable hedges. The width at the top of the hedge shall be slightly less than at the base. All woody weeds shall be removed and stumps killed.
- The contractor shall remove all suckers, self-set trees or shrubs, brambles and ivy which are not part of the hedge to ground level and treat with stump killer on instruction from the Clerk.
- The Contractor shall leave grass edges adjacent to hedges neat, vertical, tidy and weed free at the time of cutting.

1.4.4 Gardening

- Keep the flower beds weed and litter free.
- Keep shrubs cleanly pruned (to customary horticultural standards) and maintain a good shape and size for their location.
- Weed control will be by physical means only; mulching is permitted annually. Chemical weed control will only be permissible with the prior written consent of the Clerk.
- On occasion, the Council may require the contractor to plant new shrubs adhering to good horticultural practice. In such circumstances the Council will pay for the cost and supply.

1.4.5 Trees

- The contractor shall undertake general tree maintenance of all trees within the Garden of Rest as required.
- All pruning work shall be undertaken between 31st October and 1st March in accordance with good practice.
- All pruning shall be appropriate to the size and type of tree, to include: removal of sucker growth from the base of the tree, removal of dead diseased or crossing branches and removal of low branches likely to cause an obstruction or interference to visitors or impede mowing operations.
- All resulting arisings are to be removed from site at the end of the day such as to leave a neat, tidy and safe environment.

1.4.6 Topping up and turf laying/reseeding of sunken graves

- The contractor shall allow for the reinstatement of sunken graves with sufficient top soil to top up the graves prior to turf laying/reseeding once the grave has finished settling.

1.4.7 Removal of mementos, flowers, wreaths and other objects from graves

- In keeping with Burial Regulations made under the *Burial Acts 1852 to 1908*, the contractor shall on the instruction of the Clerk remove unauthorized mementos, objects, shrubs, flowers and wreaths from graves.
- Mementos shall be catalogued and retained by the Council for 6 months. Christmas flowers

and wreaths may remain on tablets from 1st December to 31st January each year.

- At the time of a special occasion the Council shall permit the placing of flowers and wreaths on memorial tablets for up to a maximum of 4 weeks.

1.4.8 Litter picking and waste removal

- Litter shall mean the removal of litter, debris, animal faeces, accident debris, cans, cartons, paper, boxes, timber, metals, plastics, glass, tins, fallen branches, dead animals (removed and disposed of in an appropriate manner), hazardous waste and other deposits.

1.4.9 Leaf Clearance

- The site shall be kept clear of fallen leaves during the months of November and December.

1.4.10 Maintenance of building, including waiting room, store room and memorial area.

- The contractor shall carry out general routine maintenance to the Garden of Rest building; such as checking guttering and general maintenance of the waiting room.
- Any substantial repairs or maintenance shall be the responsibility of the Council.

1.4.11 Maintenance of gates and fencing

- Fences and gates within the Garden of Rest are to be inspected in the spring and autumn of each year and maintenance requirements notified to the Clerk.
- When repairs are necessary the Council shall fund the cost of materials when sourced competitively from agreed suppliers.
- With Council agreement, the contractor may carry out the work at the specified hourly rate for Additional Services.

1.4.12 Maintenance of seats/benches

- The contractor shall be supplied with a bench Inspection Check List which shall be completed monthly and forwarded to the Clerk.
- Scheduled over a 24-month period or as agreed with the Clerk, all seats/benches will be washed with clean water and a mild detergent solution. A wood treatment and metal paint approved by the Clerk, fit for purpose, shall be applied to all metal or wooden seats/benches.
- During this operation, all plaques shall be protected from staining and damage. Any stains to the plaques shall be removed in an appropriate manner so that no damage is sustained.

1.4.13 Maintenance of composting area

- In the field below the Garden of Rest there is a small composting area which may be used by the contractor in accordance with good horticultural practice. The area must be kept tidy.

1.4.14 Additional Services: Winter clearance of snow and ice

- As required, it may be necessary for the Contractor to clear snow and ice from the access road to allow for burials in adverse weather conditions.
- Since it is difficult to predict time spent on this task, this item shall be removed from the 'total price for all works' and be considered as additional hours charged at an hourly rate.

1.5. General Maintenance Standards for Verges (Devolved Services) * As specified by Buckinghamshire Council

1.5.1 Urban Grass Cutting

- Cuttings must be left to mulch on the road side, disposed of commercially or composted in the community. They must not be taken to the local household recycling site.

1.5.2 Hedging

- Cut hedges which are a danger to pedestrians and road users.
- Information on Hazard and Speed limit signs must be legible to oncoming road users.
- Visual splays should be clear. Footpaths and Rights of Way (RoW) be accessible to pedestrians; and bridleways to pedestrians and horses.
- Information on Hazard and Speed limit signs must be legible to oncoming road users.
- Visual splays should be clear. Footpaths and RoW accessible to pedestrians; and bridleways to pedestrians and horses.

1.5.3 Siding Out

- Siding out of overgrown footpaths is required to prevent encroachment of verge soil and growth onto the footpath. This is essential if overgrown footpaths are obscuring visual splays.
- Where vegetation is obstructing footpaths this should be trimmed or removed to ensure pedestrians can navigate the route.
- Ensure signs on verge are not obscured by vegetation.
- Cyclical maintenance is required approximately once every 2/3 years and carried out before routine maintenance work, such as surface dressing.
- Ensure footpaths are clear of all obstructions to maintain access for pedestrians.
- Encroaching grass must be cut out of footpaths.

1.5.4 Rights of Way

As per the provided Annual Clearance Portfolio map, this includes paths listed on Buckingham Council's annual clearance schedule (bridleways, footpaths, byways and restricted byways).

- Clearance means surface mowing on the public rights of way network up to the parish boundary where landowners have not carried this out.
- The Parish Council has the right to issue a notice to landowners to surface mow the network.
- The landowner is responsible for ensuring hedges and trees are safe and if they fall across the public right of way they are removed. They also have responsibility for cutting hedge growth across a right of way.
- Rights of way are accessible for pedestrians.
- The legal minimum width is 1.5meters for a public footpath and 3meters for a public bridleway.
- Clearance does not include hedge cutting, clearing of side growths or cutting down trees.

1.5.5 Weed Killing

- The spread of noxious and injurious types, which can damage habits and agricultural land, should be controlled. These plants are: Common ragwort, Creeping thistle, Field thistle,

Spear thistle and Curled and broad-leaved dock.

- Signs on verge should not be obscured by vegetation.
- To maintain green cover and protect habitats. Do not apply fertiliser or pesticide within two metres of the centre of a hedgerow, watercourse or field ditch within one metre of the top of the bank of a watercourse or field ditch.

1.5.6 Health and Safety

- Personal Protective Equipment (PPE) must be worn/used and the correct type of grass cutting equipment used for different environments (steep verges, etc.). A risk assessment must be carried out.
- Legislation relating to safe working on/near carriageways must be observed.
- When using specialist equipment staff must be properly trained.
- Staff undertaking work should be competent, trained, familiar with the Red Book and the Code of Practice, and also adhere to Health & Safety requirements in terms of risk assessments and PPE.
- When using pesticides, specific training in the safe use of chemicals is required. The employer is responsible for providing all PPE stated on the herbicide's label. Staff undertaking work should be LANTRA (or equivalent) accredited, trained and also adhere to Health and Safety requirements in terms of risk assessments and PPE.

1.5.7 Maintenance

- Maintenance of Buckinghamshire's Council's street furniture is required; including minor repair or repainting. This is defined as above street-level, objects (on and at rear of footpaths), such as sign-posts, signs, seating, cycle racks, decorative bollards and village gateway features.
- Inspect street furniture and undertake minor repairs (e.g. replace loose clips, tightening nuts/bolts, remove graffiti and cleaning) or repainting, using approved items. Report major damage or vandalism to local LAT.
- Where required, make minor repairs to traffic sign - such as tightening of brackets where a sign has slipped. Signs that are badly damaged (e.g. bent, buckled) must be reported to Transport for Buckinghamshire for repair.
- Signs must be clearly visible; advisably cleaned with cold soapy water and a brush.
- Traffic signs such as Hazard and Speed limit signs must be kept clean to ensure information on Hazard and Speed limit signs is legible to oncoming motorists/road users.
- Remove fly posters and other signs which are illegally erected to ensure the general tidiness and maintenance of the network. This becomes essential if they obscure signs.
- Checking for obstructions to footpaths - such as scaffolding and debris, and arrange for removal. A vehicle blocking a vehicular access or footpath should be reported to the local police, as they have sole enforcement powers.

Charity event signage will only be permitted if a request for permission is made and approved and subject to the sign permit general conditions. All requests must be sent to the Parish Clerk and each request considered on its merits and in light of the general conditions. If a request is approved, the approval letter should be sent to the applicant on Parish Council headed paper.

- * 1. Letter to be sent to the individual, business or organisation responsible for placing the sign requesting their cooperation by removing with 14 days,
2: Should the sign not be removed pursuant to 1, a follow up letter must be sent upon the expiry of the 14 days giving a further 7 days' notice for removal after which the sign will be removed and returned to store and held for 28 days.
3: A charge of £25 per sign will be levied for the signs to be reclaimed.
4: If the signs are not collected within 28 days then they will be disposed of.
5: Should offenders persist on replacing illegal signs Buckingham Council retains the right to take whatever legal action it considers appropriate.
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1.6. General Maintenance Standards

1.6.1 Out of Hours Contact

- The applicant will supply the parish clerk with a mobile telephone number to be used by the Parish Council in an emergency & out of hours.
- The parish clerk may contact this number in order to instruct the contractor to carry out any reported emergency work or in order to resolve any difficulties which may have arisen regarding scheduled work.
- The parish clerk will only normally order emergency work out of hours where there is a public safety issue.

1.6.2 Tree Work

- The contractor shall undertake maintenance as is necessary on trees so far as it does not necessitate the need to climb or fell major trees on an additional basis.
- As required, the contractor may be required to quote for other tree services including the supply and planting of new trees.

1.6.3 Litter Picking

- The contractor is required to litter pick sites in accordance with the frequency set by the maintenance specification.
- Large volumes of material that have been fly-tipped will be removed by instruction and paid for as an additional payment.

1.6.4 Recycling of Compostable Waste

- In line with Hughenden Parish Council's Environmental policies, the applicant shall, wherever possible, segregate green waste that cannot be reused directly from non-green waste to facilitate the recycling of all remaining green and organic compostable-material.
- The contractor will ensure that all waste materials and arisings are collected, contained and taken as soon as possible to an approved recycling service facility
- The applicant shall make every effort to reuse or recycle green waste arisings where possible.

1.6.5 Snow Clearance

- The contractor may have to provide snow-clearing services on an additional basis following inclement winter weather, at the request of the supervising officer.

1.6.6 Maintaining Memorial Benches

- Cleaning with a high-pressure washer and applying a coat of hardwood preservative to memorial wooden benches on an additional basis at the request of the supervising officer.

1.6.7 Herbicide & Pesticide Application

- As required, the contractor shall manage and treat all such plants such as Japanese knotweed and other noxious and injurious vegetation as defined by the 1959 *Weeds Act*.
- When it is appropriate to use horticultural/agricultural herbicides the contractor shall use Roundup ProActive 360, the replacement for Roundup Pro Biactive. This to be applied when the forecast allows time for the product to be effective; i.e. do not spray during windy conditions or when rain may be expected.
- This foliar-applied herbicide should be used to the manufacturer's instructions, and all operators must be trained in herbicide application.

2. Schedule of Works

The itemised works are to be read in conjunction with the plans provided in Appendix Section C.

2. 1. Garden of Rest

Grass cutting

- Cut general grassland areas cleanly and evenly up to 21 times per year with ride-on rotary or cylinder mowers.
 - These 21 cuts includes cutting fortnightly; between 1st of March to 30th November, and monthly during December, January and February.
 - The grass sward to be cut to a minimum height of 25mm and a maximum height of 60mm from 1st April - 31st October.
 - The grass sward to be cut to a minimum height of 60mm and a maximum height of 80mm from 1st November - 31st March.
 - The finished height of cut on all areas is to be 20mm, including between, on and up to memorials.
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2,2 Play Areas

2.2.1 Playground, Templewood, Walters Ash

Cut & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).

- Cut the grassed area of playground within the fencing and grassed area.
- Strim around playground fencing.

2.2.2 Playground and youth area on Great Kingshill Common

Cut & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).

- Cut the grassed area of playground within the fencing and youth area.
 - Strim around playground fencing and under length of hedge; from the cricket pavilion to bus shelter.
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2.3 Allotments

Where possible, a path at least two metres wide shall be mown inside the perimeter of the allotment gardens.

2.3.1 Red Lion Allotment, Common Road, Great Kingshill

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut a central path (2m wide) and turning area at the end of the allotment garden. Cut a perimeter boundary 2m path and 3m strip along boundary with Stag Lane.

2.3.2 Cryers Hill Allotment, Cryers Hill Lane

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut 2m path perimeter boundary path against hedges, turning areas at both ends of allotment garden and at the entrance driveway.

2.3.3 Windmill Lane Allotment, Widmer End

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut two 2m paths, one from each entrance gate, parking areas and perimeter boundary path.

2.3.4 Primrose Hill Allotment Widmer End

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut 2m paths through allotment, turning area, entrance, unused area at far end of allotment and left hand boundary.

2.3.5 Hughenden Valley Allotment, Whitfield Road, Hughenden Valley

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut a 3m wide central path uphill between plots, the unused area, entrance path from gate to back boundary, public right of way at far end following boundary fence/hedge, bottom boundary behind plots 1-8 inclusive.

2.3.6 Louches Lane Allotment, Naphill

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut a 2m central footpath from gate to gate, a 2m perimeter path on the inside of hedges/fences and Louches Lane verge.

2.3.7 Walters Ash Allotment, Main Road, Walters Ash

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut the 2m entrance path to end, the 2m perimeter boundary path and the wide part at back boundary by trees.

2.3.8 North Dean Allotment

- Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
- Cut whole of entrance drive and turning area at end, from gate to far hedge and perimeter boundary fence.

2.4 Amenity Grassland

2.4.1 Primrose Hill Amenity Area, Widmer End

Top of amenity area;

- Cut to 100mm the summer meadow first in April and again in October (after plants have set seed). After the April cut, rising must be removed from site no less than 3 and no more than 7 days, as either hay or forage material.
- In October, all arisings shall accrue to the Contractor.
- The timing of meadow cuts may be altered due to seasonal variations with the consent of the Clerk.
- No pesticides or weed killers shall be used without the consent of the Clerk.

Lower Amenity Area;

- Cut lower amenity area every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.

2.4.2 Common Road Former Allotments, Great Kingshill

- Cut whole area every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.
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2.5 Ponds**2.5.1 Cockpit Hole, Great Kingshill**

- Cut & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).

2.5.2 Limmers Mead Pond, Great Kingshill

- Cut & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).

2.5.3 Vincent's Pond, Naphill

- Cut & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).
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2.6 Other miscellaneous sites**2.6.1 Council Office & Car Park, Common Road, Great Kingshill**

- Cut & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).
- Keep the flower bed weed and litter free.
- Keep shrubs cleanly pruned (to customary horticultural standards) and maintain a good shape and size for their location.
- Weed control will be by physical means only; mulching is permitted annually. Chemical weed control will only be permissible with the prior written consent of the Clerk.
- On occasion, the Council may require the Contractor to plant new shrubs adhering to good horticultural practice. In such circumstances the Council will pay for the cost and supply of new shrubs.

2.6.2 Cockpit Close, Great Kingshill

- Cut whole road-island area every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.

2.6.3 Ditch at Spring Rising & Harrow, Hughenden Valley

- Strim ditches twice per year (in May and September).
 - Do not remove arisings.
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2.7 Inspection and general maintenance of Council core infra-structure

Throughout the parish, the council is also responsible for local infra-structure assets. Maintenance of these include;

2.7.1 Inspection and maintenance of Bus Shelters

- Inspect all seven bus shelters monthly and complete an Inspection Check List which shall be forwarded to the Clerk before the last day of each month.
- As required, to undertake maintenance and cleaning of bus shelters.

2.7.2 Inspection and maintenance of Benches

- Inspect all 22 benches monthly and complete an Inspection Check List which shall be forwarded to the Clerk before the last day of each month.
- As required, to undertake maintenance and cleaning of benches.

2.7.3 Inspection and maintenance of Noticeboards

- Inspect all 23 noticeboards monthly and complete an Inspection Check List which shall be forwarded to the Clerk before the last day of each month.
 - As required, to undertake maintenance and cleaning of noticeboards.
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2.8 Verges (Devolved Services) * As specified by Buckingham Council

Approximately between four to six urban grass-verge cuts per annum are required.