

MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT



Activity month	January 2019
Report date	18/01/19
Person	Davey Peskett

Baseline hours provided	
Additional hours provided	

Activities carried out (✓)

Road / area	Zone	Grass cutting	Litter picking	Weed control	Hedge cutting	Leaf clearance	Bin empty	Waste clearance	Pavement cleaning	Edging	Sign cleaning	Winter maintenance	Other
All areas	All		X4				X12						
Baird Close	4												
Betts Way	1												
Cobham Way	5												
County Oak Lane	1												
County Oak Way	1												
Crompton Way	3	X1											
Faraday Road	2												
Fleming Way	Various	X1											X1
Gatwick Road	Various	X1			X1	X1							
Hydehurst Lane	2												
James Watt Way	5												
Jenner Road	2												
Kelvin Lane	2												
Kelvin Way	2												
London Road	Various	X1											
Manor Royal (road)	2/3	X1				X1							
Maxwell Way	4												
Metcalfe Way	1												X1
Napier Way	3												
Newton Road	2												
Priestley Way	5												
Royce Road	5												
Rutherford Way	5							X1					
Tinsley Lane	4							X1					
Tinsley Lane North	5												
Wheatstone Close	5												
Whittle Way	5												X1
Whitworth Road	5												
Woolborough Lane	3												
Gateway 1 (Manor Royal)	-	X1											
Gateway 2 (near Thales)	-	X1											
Gateway 3 (near Astral)	-	X1											
Gateway 4 (James Watt)	-	X1											
The Terrace	-	X1				X3							
Crawters Brook	-												
Gatwick Road Parade	-	X1	+1										
Woolborough Subway	-		+1			X3							
Green Lane Subway	-		+1			X3							

Description of “Other” activities provided

Our first order of business in January was to set about litter picking as there was a particularly high volume of litter after the festive period.

We started box mowing the verges in zone 5 outside P&H. There was initially a lot of litter that needed clearing. We returned a couple of days to continue with our cutting and disappointed by the amount of litter that had accrued in that sort space of time.

We noticed on a few occasions that certain signs have been knocked down/damaged by what looks to have been HGV Lorries hitting them. We reported these to West Sussex and were really happy with how quickly the issues were resolved.

We are pleased to report that we finished our final cut of the main areas which really puts us in a good position going into the next cutting season.

Comments and observations

We have had a complaint about the amount of litter in the retail parks in zone 1. We responded and let them know that this isn't actually our area. Going forward, is there any way in which we can speak to the shops concerned to see if this can be improved? We've also noticed an influx of trolleys being dumped in around County Oak and Metcalfe Way. As this looks really untidy, we have been taking them back, but this again is something the shops should be doing themselves.

Suggestions for future actions, improvements or additional activities planned

Now that we've finished cutting the main areas, we plan to turn our attentions to edging to really help tidy up the verges.

A suggestion for either voluntary litter pickers and, or a permanent, full time litter picker to help free up time for the maintenance team to really focus on the detailed jobs to really enhance the area.

Photographic Impact Evidence (a selection of photos of work undertaken to demonstrate impact)



Examples of damaged signs that were reported to West Sussex



Tree pruning along Manor Royal Road



Fly Tipping



Fly Tipping



Drug needles found in a bus stop bin by Crawters Brook



Branch outside of P&H that was reported to West Sussex. It still hadn't been removed when we came to cut, so we removed it ourselves



The Silver Birch trees at the Terrace before and after being weeded and re-mulched



Details of CORE and ENHANCED Service levels (contract extract)

Current Baseline Service	Proposed	Enhanced element (* estimated)
Monthly litter pick (12 pa)	Weekly litter pick (52 pa)	X40 litter picks + identify hotspots and trial extra bins
Weekly litter bin empty (52 pa)	Weekly litter bin empty (52 pa)	-
Monthly road sweep (12 pa)	Monthly road sweep (12 pa)	-
-	Remove fallen leaves and detritus from footpaths and common areas (4 pa)	X4 leaf and detritus removals
-	Washing and cleaning street furniture and signs to include street name signs, gateway / entrance signs, wayfaring signs and highways signs (2pa)	X2 washes
-	Deep cleaning/jet washing common areas, bus stops and paved areas (as required)	As required
Grass cutting (5 pa)	Grass cutting (12 pa)	* X7 grass cuts – (weather/ground conditions dependant)
Bunded/bank grass cutting (4 pa)	Bunded/bank grass cutting (10 pa)	X6 bunded/bank cuts
Hedgecutting (1-2 pa)	As required (2-3 pa)	* 1-2 Hedge cuts
Shrub maintenance (2-3 pa)	As required (4-5 pa)	* 1-2 shrub maintenance
Weedspraying (2 pa) funded by WSCC	Weed spraying (4 pa) Removal of dead standing weeds (4pa) Weed ripper as required	X2 weed sprays X4 dead weed removals Weed ripper as required On footpaths and common areas
See note 1	Box mow and maintain Gateway 3 Roundabout (10 pa)	X10 Box mow and maintain Gateway 3 Roundabout
-	Crawters Brook, The Terrace enhanced Maintenance (as Annex C)	Crawters Brook, The Terrace enhanced Maintenance (as Annex C)
-	Weekly inspection and rectification/reporting of faults found.	X52 inspections - reports/rectification of faults found
-	Reactive/response service through a single point of contact as required	Reactive/response service as required
-	Provide monthly information... <ul style="list-style-type: none"> • feedback on what has been done and what is planned • Available performance data - quantities such as volumes, lengths, waste weights etc (tba) • photographic evidence of before and after improvements, • suggestions for further/future enhancements • Attend meetings as required 	X12 reports (monthly)

Notes: (1) There is a requirement for Gateway 3 and Crawter's Brook People's Park to be maintained to a basic level as described in the Annexes.