

MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT

Activity month	January 2020
Report date	21/01/20
Person	Ricky Warner

Baseline hours provided	
Additional hours provided	

**Activities carried out (✓)**[illegible]

Main actions provided

For January, We have mainly been concentrating on litter picking and general maintenance to start the New Year as you will see from some examples in the pictures below.

Comments and observations

As mentioned in previous months, our biggest observation is still the increase in fly tipping. Also unfortunately with the high winds this month quite a few banners have torn but are being replaced.

Suggestions for future actions, improvements or additional activities planned

As stated in the previous report there has been even more casualties in regard to the banners due to the poor weather conditions. So we are waiting for a date to spend the day with our tractor team to fix, repair and replace any banner and banner arms that need our attention. We are also liaising with the Manor Royal Rangers to get on top and find reasons why the fly tipping has increased so dramatically. Our personal opinion is the change in the rules within the amenity tip meaning that only residents of Crawley are now allowed to use the facilities, this could be causing people from outside the area to fly tip.

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



Epicormic Growth Before.



After.



Before and after pictures of heavy detritus that had been gathered only a long time along Metcalf way leading to Base point.



Fallen Tree in Metcalf way after the high winds and bad weather.



Tree Cleared and pathway re opened.

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.