



MANOR ROYAL
BUSINESS DISTRICT
CRAWLEY & GATWICK

This report provides an overview of the key activities carried out by the Manor Royal BID Maintenance Team each month. In addition, a separate picture report is produced showing highlights of the impact the team is making across the Business District.

Streets and Roads

[illegible]

MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT

Gateways (Entranceways) and Subways

| Activities carried out (✓) | | | | | | | | | | | | | |
|----------------------------|------|---------------|----------------|--------------|---------------|----------------|-----------|-----------------|-------------------|--------|---------------|--------------------|-------|
| Gateway / Subway | Zone | Grass cutting | Litter picking | Weed control | Hedge cutting | Leaf clearance | Bin empty | Waste clearance | Pavement cleaning | Edging | Sign cleaning | Winter maintenance | Other |
| Gateway 1 (Manor Royal) | - | | ✓ | | | | | | | | | | |
| Gateway 2 (near Thales) | - | ✓ | ✓ | | | | | | | | | | |
| Gateway 3 (near Astral) | - | | ✓ | | | | | | | | | | |
| Gateway 4 (James Watt) | - | | ✓ | | | | | | | | | | |
| Gateway 5 (near LoknStore) | - | | ✓ | | | | | | | | | | |
| Woolborough Subway | 3 | | ✓ | | ✓ | ✓ | ✓ | | ✓ | | | ✓ | |
| Green Lane Subway | 3 | | ✓ | | | ✓ | | | ✓ | | | ✓ | |

Parks & business areas

[illegible]

MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT

Main actions provided

- Litter Picking and Bin Emptying.
- Pathways cleared of leaves using Hako Sweeper and removed by hand.
- Daily visits to Pocket Parks to clear leaves from hard standing areas.
- Baird Close hedge cutting.
- Detritus removal.
- Road sign cleaning.
- 1,560kg of leaves removed from within Manor Royal.
- Throughout November we have collected 1,360kg of litter waste.

Comments and observations

Were continuing to check grass areas hoping that it will dry out enough for us to be able to carry out another round of grass cutting before the new year. We have made start with cutting Manor Royal Road in which we will continue to cut this area once ground conditions allow.

Strong winds and heavy rain are still causing for lots of leaf fall, we'll be continuing to visit Pocket Parks and high footfall areas daily to clear leaves from pathways and seating areas.

Looking back at the stats from November 2022 we've seen a decrease in litter waste collected compared to this year, with 2,200kg being collected in November 22.

Suggestions for future actions, improvements or additional activities planned

We will be continuing to clear leaves from all Pocket Parks and high footfall areas daily to prevent any slips or trips.

Grass verges will be being monitored over next week in preparation to carry on grass cutting.

Manor Royal entrance signs will be cleaned along with any outstanding road signs that haven't been cleaned yet.

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

Please see the "Picture Report" published separately and available at www.manorroyal.org/maintenance

MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT
Details of CORE and ENHANCED Service levels (contract extract)

| Activity | Baseline Service | Enhanced Service | Total Hours |
|---|---|---|-------------|
| <u>Litter, Rubbish, Fly Tip</u> Broken Glass, Litter in hard to reach areas, Fly tipping incidents, Sweeping, Tipping/Travel <u>Bins</u> Rubbish, Cigarette Butts, Bin Bags | 372 30hrs per month litter picking Weekly bin empty for 6 bins | 2961 40 litter picks Daily litter pick in high footfall areas Litter pick in new pocket parks 27 bins emptied 3x a week 6 original bins emptied an extra 2x pw | 3333 |
| <u>Mechanical Road Sweeping</u> | 90 4x Sweeps pa | | 90 |
| <u>Detritus + Fallen Leaves</u> Footpaths, High footfall areas, Pocket Parks, Traffic islands, Laybys | | 501 3 clearances per annum | 501 |
| <u>Washing + Cleaning</u> Road Signs, Banners, Seats/Benches, Paving, Bus Stops, Jet Washing, Bins | | 112 2 per annum | 112 |
| <u>Grass cutting</u> Verges, Banks/bunds, Roundabouts, Box Mowing | 440 5x Verge Cuts 4x Bund Cuts | 632 7 Verge Cuts 6 Bund Cuts Pocket Parks Box Bowing (Crawters Brook, Terrace) | 1072 |
| <u>Grounds Maintenance</u> Hedges, Shrubs, Planters, Tree Trimming, Weed Spraying | 24 1x pa Hedge Cut | 450 1 Hedge cut, including Crawters Brook willow hedging and beech hedges in pocket parks 2 shrub maintenance visits, including Gateway 3 roundabout, Bramble Areas and the Pocket Parks 2 Weed sprays and 2 dead weed removal visits <i>N.B. WSCC provide Two weed sprays per annum, and responsible for the maintenance of all public realm shrub areas owned by WSCC.</i> | 474 |
| <u>Inspections, Reporting, Rectifying, Representing</u> Banner Fixing, Attending BID events and progress meetings, Monthly reports, Service requests and complaints, Facilitating volunteering events | | 208 | 208 |
| <u>Total Hours</u> | 926 | 4864 | 5790 |