**MANOR ROYAL BID MAINTENANCE TEAM ACTIVITY REPORT**

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| **Activity month** | October 2020 |  |
| **Report date** | 10/11/20 |  |
| **Person** | Ricky Warner |  |

**Activities carried out (✓)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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** |  | **X1** |  | **X12** |  |  |  |  |  |  |
| Baird Close | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Betts Way | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Cobham Way | 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| County Oak Lane | 1 |  | +2 |  |  |  |  |  |  |  |  |  |  |
| County Oak Way | 1 |  | +2 |  |  |  |  |  |  |  |  |  |  |
| Crompton Way | 3 |  | +2 |  |  |  |  |  |  |  |  |  |  |
| Faraday Road | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Fleming Way | Various |  |  |  |  |  |  |  |  |  |  |  |  |
| Gatwick Road | Various |  | +3 |  |  | +2 |  |  |  |  |  |  |  |
| Hydehurst Lane | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| James Watt Way | 5 |  | +3 |  |  |  |  | +2 |  |  |  |  |  |
| Jenner Road | 2 |  | +1 |  |  |  |  |  |  |  |  |  |  |
| Kelvin Lane | 2 |  | +2 |  |  |  |  |  |  |  |  |  |  |
| Kelvin Way | 2 |  | +4 |  |  |  |  | +3 |  |  |  |  |  |
| London Road | Various |  | +1 |  |  |  |  |  |  |  |  |  |  |
| Manor Royal (road) | 2/3 |  | +3 |  |  | +5 |  |  |  |  |  |  |  |
| Maxwell Way | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Metcalf Way | 1 |  | +5 |  |  | +2 |  | +2 |  |  |  |  |  |
| Napier Way | 3 |  | +2 |  |  | +2 |  | +1 |  |  |  |  |  |
| Newton Road | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Priestley Way | 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| Royce Road | 5 |  | +1 |  |  |  |  |  |  |  |  |  |  |
| Rutherford Way | 5 |  | +2 |  |  |  |  |  |  |  |  |  |  |
| Tinsley Lane | 4 |  | +2 |  |  | +1 |  |  |  |  |  |  |  |
| Tinsley Lane North | 5 |  | +1 |  |  |  |  |  |  |  |  |  |  |
| Wheatstone Close | 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| Whittle Way | 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| Whitworth Road | 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| Woolborough Lane | 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Gateway 1 (Manor Royal) | - |  | +2 |  |  |  |  |  |  |  |  |  |  |
| Gateway 2 (near Thales) | - |  | +2 |  |  |  |  |  |  |  |  |  |  |
| Gateway 3 (near Astral) | - |  |  |  |  |  |  |  |  |  |  |  |  |
| Gateway 4 (James Watt) | - |  |  |  |  |  |  |  |  |  |  |  |  |
| The Terrace | - |  | +4 |  |  | +2 |  |  |  |  |  |  |  |
| Crawters Brook | - |  |  |  |  |  |  |  |  |  |  |  |  |
| Gatwick Road Parade | - |  | +7 |  |  |  |  |  |  |  |  |  |  |
| Woolborough Subway | - |  |  |  |  | +1 |  |  |  |  |  |  |  |
| Green Lane Subway | - |  | +1 |  |  | +2 |  |  |  |  |  |  |  |

**Main actions provided**

For October, We have almost completed our 11th round of grass cutting. Leaf clearing is commencing. We have been keeping on top of all the major footpaths and walkways in between finishing the final cut of the year. We have also done some debris/Moss clearance on the gateway 1 fly over.

**Comments and observations**

Our main observations this time of year is obviously leaves and debris clearing this obviously isn’t into full effect yet as we are trying to finish our final grass cut after being delayed due to lock down, however we do feel we have done very well to still fit in 11 grass cuts.

Our other observations that we are fully aware of is the banners, many are now either down or broken this is something that is in hand.

**Suggestions for future actions, improvements or additional activities planned**

Our main plans for the coming weeks are finishing the final and 11th cut, then we will be fully focused on firstly replacing or fixing every single banner including brackets then moving on to detritus removal and leaf clearance with the tri low and tractor.

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

|  |  |
| --- | --- |
| cid:611EF1C9-DBE9-438B-BAB2-7FB7B6427916  **Pictured above is a build-up of detritus/moss and debris along the side of the fly over.**  **9FE6C341-C9C5-47C4-B109-98E61F112BFC**  **Pictured above Is one of our road signs struck by a lorry and was re-instated the following day** | 21321694-3537-4EE5-AB7A-27DAA3C3055C  **Pictured above is after picture after clearance work had been done of over 150kg of moss and debris!**    **Pictured above is an example of wind damage to one of the trees on manor royal road.**  **C:\Users\warnerr\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\KU5GV8PC\Screenshot_20191128-135314.png** |
| **Picture above is example of some fly tip in Metcalf way, this consisted of car engine parts. Gear boxes ect.**  cid:EE7732D5-6C09-4E8C-AD6F-6CEEDAC178DB  **Pictured above shows leaf fall in the middle section of magpie walk.** | cid:3A138D94-481B-4A00-92DD-7910E7D212E7    **Another example of many fly tips cleared.**  cid:7A289707-D9A6-4A25-BC55-C11EDC56C3D5  C:\Users\warnerr\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\Q70NCHC3\20200124_112914.jpg**After picture of leaves blown and cleared by hand on the middle section of magpie walk.** |

**Details of CORE and ENHANCED Service levels (contract extract)**

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| --- | --- | --- |
| **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…   * 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.