

<b>Briefing Note of:</b>	<b>Head of Housing and Waste Management and the Head of Commissioning</b>
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**ENVIRONMENT POLICY DEVELOPMENT COMMITTEE**  
**13 MARCH 2014**  
**MAINTENANCE OF PUBLIC OPEN SPACE AND WALKWAYS**

**1 Purpose of Briefing Note**

- 1.1 To provide information on the maintenance of areas of public open space and walkways which are in the ownership of the Council.

**2 Recommendations**

- 2.1 That the Environment Policy Development Committee consider the service standard for the maintenance of Council owned public open space and walkways and:-
- (i) Identify any issues and potential improvements in relation to street cleaning activities and walkways.
  - (ii) Refer any issues in relation to grounds maintenance to the Culture and Sport Policy Development Committee.

**3 Key Issues**

- 3.1 The maintenance of Council owned public open space and walkways is to be considered as part of the Environment Policy Development Committee's work programme for the current municipal year.
- 3.2 Details of the service standard are attached as Appendix 1 and the Committee are requested to consider this and identify any issues and potential improvements.

<b>4 Relationship to Corporate Priorities</b>
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- 4.1 The maintenance of Council owned public open space and walkways contributes to a number of the service aims within the Environment Portfolio section of the agreed 2014-15 "Place" Priority Delivery Plan.

<b>5 Detail</b>
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- 5.1 The Environment Policy Development Committee on 22 August 2013 agreed to consider the maintenance of Council owned public open space and walkways as part of its work programme for the 2013-14 municipal year.
- 5.2 Programmed works are undertaken to such areas in accordance with a defined service standard, a copy of which is attached as Appendix 1. A separate service standard provides for the maintenance of the Council's formal parks.
- 5.3 Whilst street cleaning activities and walkways is within the remit of the Environment Policy Development Committee, grounds maintenance is within the remit of the Culture and Sport Policy Development Committee.
- 5.4 The Environment Policy Development Committee are requested to consider the service standard and:-
- (i) Identify any issues and potential improvements in relation to street cleaning activities and walkways.
  - (ii) Refer any issues in relation to grounds maintenance to the Culture and Sport Policy Development Committee.

**PUBLIC SERVICE STANDARDS**

Litter Picking / Mechanical Cleansing	Frequency	
Litter pick Footpaths in Public Open Space (Maintained Areas)	52 occasions	Weekly
Litter pick Footpaths in Public Open Space (Non - Maintained Areas)	13 occasions	Four Weekly
Housing Services Open Spaces Std 1	13 occasions	Four Weekly
Housing Services Open Spaces Std 2	52 occasions	Weekly
Housing Services Open Spaces Std 3	26 occasions	Fortnightly
Housing Services Open Spaces Std 4	13 occasions	Four Weekly
Footways, Alleyways, Cycleways cleansing – as above dependent on Location.	4,26 or 52 times a year	
Empty Litterbins POS, Car Parks, Highways etc	52 occasions	Weekly
Mechanised Sweeping - Parks and Open Space Footways	13 occasions	Four Weekly
Mechanised Sweeping – Alleyways, Walkways, Cycleways and Footways	4 occasions	Quarterly

Grass Cutting & Maintenance	Frequency	When
Tree Plantations, reduce herbage	2 cuts	July & September
Cut Amenity Grass on large open spaces around flats & houses	14 cuts	March to October
Cut Amenity Areas with Rotary Box.	16 cuts	March to October
Formal Cylinder Grass Cutting	16 cuts	March to October
Mowing of Grass Banks	9 cuts	March to October
Yearly cut of No Ball Games Areas	1 cut	September
Half Mooning grass edging	1 cut	October to December
Leaf Clearing on Amenity & Formal Grass Areas	3 occasions	October, November & December
Reduce Herbage to the base of Walls & Fences	1 occasion	February
Chemical Control to the base of Walls, Fences & Obstructions	2 applications	February & July

Annual Bedding – Planting & Maintenance	Frequency	
Plant Spring Bedding	1 occasion	Dependent up on when planted
Cultivate Spring Bedding Areas	1 occasion	Dependent up on when planted
Supply & apply water storing granules	1 occasion	Dependent up on when planted
Plant Summer Bedding	1 occasion	Dependent up on when planted
Cultivate Summer Bedding Areas	1 occasion	Dependent up on when planted
Remove Bedding Plants	2 occasions	Dependent up on when planted
Hoe and Weed Seasonal Bedding Areas	15 occasions	Fortnightly
Maintenance of Rose Beds	Frequency	When
Cultivate Rose Beds	2 occasions	November & March
Prune Rose Bushes	2 occasions	Autumn & Spring
Hoe & Weed Rose Beds	15 occasions	January to December
Remove dead flowers heads on Rose Bushes	1 occasion	June - July
Edge Grass Edges to Rose Beds with Long Handled Shears	15 occasions	January to December
Half Moon Grass Edges to Rose Beds	1 occasion	November
Maintenance of Shrub Beds	Frequency	When
Cultivate established Shrub Beds	1 occasion	November to December
Prune established Shrubs	1 occasion	October to March
Prune native shelterbelts	1 occasion	November to march
Weed control of Shrub Beds	3 occasion	May,July,October
Half Moon Grass Edges to Shrub Beds	1 occasion	October to December
Cut grass edges to Shrub Beds with Long Handled Shears	15 occasions	January to December
Cutting of Hedges & Maintenance of Hedge Bases	Frequency	When
Prune Hedges - Holly, Beech etc	1 occasion	August

Prune Hedges – Laurel	1 occasion	August
Prune Hedges – Privet	1 occasion	July
Cut Ornamental Hedges – Summer	1 occasion	July
Cut Field & Rural Hedges – Winter	1 occasion	December
Clear the bases of Field & Rural Hedges	1 occasion	December
Herbage control to the base of Hedges	2 occasions	April & September
Maintenance of Tree Bases	Frequency	
Strim off tree bases in Formal Grass Areas	7 occasions	March to October
Tree bases in other Grass Areas	2 occasions	April & September
Weed Control around Tree bases in Hard Surfaces	2 occasions	June & September
Weed Control in Tree Plantations	2 occasions	June & September
Hard Surface Maintenance	Frequency	
Weed Control on Hard Surfaces	2 occasions	April & September
Moss control on hard surfaces	2 occasions	April & September