

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2024-28

Location/Description	Task	Periodicity	Instructions/Comments
1. Football pitch.	1.1 Mark out pitch with approved product such as Bowgrass Super White Line Marker.	Weekly from mid-August to early May, preferably on Fridays.	Contractor should be an approved Football Foundation contractor. Contact the Parish Clerk to confirm the end and start dates of the football season
	1.2 Cut grass.	Weekly between April and October inclusive.	
	1.3 Spray playing area with a herbicide that is approved for use on football pitches.	Once in July.	
	1.4 Remove, clean, paint and effect any necessary repairs to the goalposts and put into storage.	At the end of the football season (usually mid-May).	Contact the Parish Clerk to confirm the end and start dates of the football season. Store goalposts in the garage adjacent to the Pavilion.
	1.5 Roll the pitch before the start of the season when the ground is dry.	August	
	1.6 Goalmouths & centre circle: Re-seed bare areas and fill the holes in the ground where the goal posts come out.	Immediately at the end of the football season (usually mid-May).	
	1.7 Erect goalposts.	Before the start of the football season (usually mid- August).	
	1.8 Verti-drain the pitch	Annually in November	
2. Grassed areas surrounding the football pitch.	2.1 Cut grass.	Weekly between April and October inclusive.	
3. Fenced children's play area.	3.1. Cut grass.	Weekly between April and October inclusive.	

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	<p>3.2 Inspect, check safety of, and clean each piece of play equipment.</p>	<p>Weekly.</p>	<p>Ensure all staff conducting tests are adequately trained Keep records of all checks in the format prescribed by the Parish Council and attached here as <i>Appendix A</i>. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing.</p>
	<p>3.3 Inspect, check safety of, and clean the two pieces of equipment just outside the fenced play area</p>	<p>Weekly</p>	<p>Ensure all staff conducting tests are adequately trained Keep records of all checks in the format prescribed by the Parish Council and attached here as <i>Appendix A</i>. If repairs are required, notify the Parish Clerk and detail the work needed. Send records to the Parish Clerk every week on the day of testing.</p>
	<p>3.4 Inspect 3 benches and 2 picnic tables.</p>	<p>weekly</p>	<p>As above</p>
	<p>3.5 Clean 3 benches and 2 picnic tables.</p>	<p>quarterly</p>	
	<p>3.8 Inspect the youth shelter</p>	<p>weekly</p>	<p>As above</p>
	<p>3.9 Clean the youth shelter</p>	<p>quarterly</p>	
	<p>3.10 Inspect fence for damage.</p>	<p>quarterly.</p>	<p>As above</p>

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4. Grass banks abutting the football pitch and children's play area.	4.1 Cut/strim grass.	Weekly between April and October inclusive.	
5. Grass bank between tennis and boules courts	5.1 Cut/strim grass.	Weekly between April and October inclusive.	
6. Road leading to Norwest Bowls Club car park.	6.1 Cut back vegetation on right hand side of path and dispose of all trimmings.	In May and August.	
7. Hedge adjacent to Norwest Bowls Club.	7.1 Trim top and both sides and dispose of trimmings.	August.	
8. Hedge adjacent to tennis court	8.1 Trim top and side adjoining tennis court in its entire length, including the section at the rear of the garage and pavilion, and dispose of trimmings.	August.	
9. Pavilion	9.1 Sweep and clean floors and all surfaces of changing rooms including toilets and showers and re-stock toilet rolls and hand towels as required from the Parish Council's stock which are kept in the adjacent garage.	Each Monday during the football season. (September to May). Plus 3 extra cleans in August to accommodate the friendly matches.	Inform the Parish Clerk when stocks of toilet rolls and hand towels are down to 5 packets.
	9.2 Carry out health and safety checks of building in the formats provided with this specification (<i>Appendices B and C</i>)	Weekly.	Keep records of all tests, maintenance, cleaning, disinfections and de-scaling in the formats provided with this specification (<i>Appendices B and C</i>). Ensure all staff conducting tests are adequately trained. Legionella tests are to be compliant with HSE regulations and ACoP guidelines, as set out in the checklists attached to this specification. Send records to the

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			Parish Clerk every week on the day of testing.
	9.3 Check the intruder alarm system and strobe.	Weekly.	As above
	9.4 Check the emergency lighting systems.	Weekly during the football season.	As above
	9.5 Check disabled toilet and operation of emergency alarm and strobe.	Weekly during the football season.	As above
	9.6 Disinfect and descale the taps and shower heads as per ACoP guidelines and record (<i>Appendix C</i>)	Quarterly	As above
	9.7 Check the hot and cold water temperatures in taps and showers as per the guidelines in the attached form. Record the hot water temperature in the tank by reading the external thermometer (<i>Appendix C</i>)	Monthly	As above
	9.8 Flush through the hot and cold water taps as per the attached System Flush Through Record Form.	Weekly and a complete flush through of the system before the start of the football season, as outlined in the attached System Flush Through Record Form (<i>Appendix C</i>)	As above
	9.9 Weed kill, clear and tidy the area behind the Pavilion and garage	Once a year in July	

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10. Other benches and picnic tables	10.1 Inspect bench under tree adjacent the garage/tennis court.	weekly.	If repairs are needed, notify the Parish Clerk and detail the work required.
	10.2 Clean bench under tree adjacent the garage/tennis court.	quarterly	
	10.3 Inspect three picnic tables adjacent to the boules court, under the trees	Weekly	As above
	10.4 Clean three picnic tables adjacent to the boules court, under the trees	quarterly	
	10.5 Inspect two benches and picnic table located just outside the fenced play area	weekly	If repairs are needed, notify the Parish Clerk and detail the work required.
	10.6 Clean two benches and picnic table located just outside the fenced play area	quarterly	
	10.7 Inspect four benches located adjacent to the football pitch	Weekly	As above
	10.8 Clean four benches located adjacent to the football pitch	quarterly	
11. Boules and basketball courts	11.1 Roller Boules Court	Once a year in March	
	11.2 Inspect the table tennis table	weekly	If repairs are needed, notify the Parish Clerk and detail the work required.
	11.3 Clean the table tennis table	quarterly	
	11.4 Inspect four benches	weekly.	As above
	11.5 Clean four benches	quarterly	

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	11.8 Kill and clear all weeds in gravel area behind basketball fence	Once a year in July	
	11.9 Check integrity of fence and basketball net	quarterly	As above
12. Tennis court	12.1 Check integrity of fence	quarterly	If repairs are needed, notify the Parish Clerk.
	12.2 Check condition of net and playing surface.	Weekly between April – October.	If repairs are needed, notify the Parish Clerk and put up the spare tennis court net if required.
13. Litter bins	13.1 Empty and dispose of contents.	Twice weekly and three times a week between 1 st April-30 th September One of which should be a Monday	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
	13.2 Supply and fit new bin liner.	As above / as necessary.	
14. Dog waste bins	14.1 Empty and dispose of waste.	Weekly. One of which should be a Monday	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
	14.2 Supply and fit bin liners.	As above / as necessary.	
15. Litter.	15.1 Pick up litter on the recreation ground, play area, sports courts, drive from road to Norwest Bowls Club and car park and dispose.	Twice weekly and three times a week between 1 st April-30 th September. One of which should be a Monday	Contractor to be registered with the Environment Agency as appropriate, and/or dispose of waste via a licensed waste operator and have documented evidence to demonstrate this.
16. Trees.	16.1 Inspect the condition of all trees.	Quarterly.	Send a quarterly tree report to the Parish Clerk and, if any tree requires attention, notify the

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			Parish Clerk and detail the work required.
17. Moss Clearance	17.1 To clear the moss bi-annually from the tennis court and children's play area	Every other year	To inform the Parish Council when the work is complete.

Football Foundation additional works required and funded through FF grant

Additional work outlined on page 3 of the attached Pitch Power Report			These items to be invoiced separately in the following amounts as per the grant 24/25 - £2,666 25/26 - £1,778 26/27 - £1,778 27/28 - £888