

Amenities team summer programme of works 2025

1. Grounds Maintenance

Task	Frequency	Notes
Grass cutting – parks and public areas	Every 10 days	N/A
Strimming and edging of paths and flowerbeds	Fortnightly	Rotate zones to maintain even coverage
Litter picking in parks and public spaces	Daily	Include play areas and cemetery
Weed control on hard surfaces and flowerbeds	Monthly	Use environmentally safe treatments

2. Horticulture and Planting

Task	Frequency	Notes
Watering hanging baskets and planters	3 days a week (early morning)	Monitor for signs of stress or vandalism
Deadheading and pruning summer flowers	Weekly	Maintain aesthetic appeal and promote growth
Seasonal planting – summer bedding	Early June	Complete before main summer events
Tree inspections (visual)	Monthly	Report any damage or disease

3. Play Areas and Public Furniture

Task	Frequency	Notes
Visual inspections of play equipment	Daily	Ensure all safety checks are recorded
Deep clean of play areas (jet washing)	Monthly	
Maintenance of benches, bins, signs	Ongoing	Prioritise repairs before town events
Graffiti removal	As required	Aim for removal within 24 hours

4. Events Support

Event	Date	Role of Amenities Team
Summer Markets / Fayres	Various	Stall setup, bins, power access support

5. Allotments

Task	Frequency	Notes
Plot inspections	Monthly	Ensure upkeep and rule compliance
Grass cutting – common areas	Fortnightly	Trim hedges if necessary
Water point checks	Weekly	Report issues promptly

6. Churchyard

Task	Frequency	Notes
Bin emptying	Weekly	Increase frequency if needed

7. Buildings and Facilities

Facility	Task	Frequency
Public toilets	check supplies	daily
Town Hall and Pavilion	Minor repairs, safety checks	Weekly
CCTV maintenance (visual check)	Monthly	Report issues to Brian/Alex

8. Additional Projects

- Installation of new park signage
- Refurbishment of older benches and bins
- Community orchard / wildflower planting
- Sensory garden path