

Wickham Market Parish Council

Report on regular grounds maintenance

1. Background

- 1.1. Regular grounds maintenance does not appear to have been coordinated in the past. There have been a number of separate agreements including
 - A 3 year contract with Norse to manage most aspects of the Cemetery which expires in January 2023
 - One year agreements for grass cutting at:
 - The Church Pightle Green
 - Simons Cross Playing field
 - Cemetery paddock
 - Village Hall Playing Field (Currently managed by the Village Hall Management Committee but paid for by the Parish Council)
- 1.2. Other agreements
 - There also appears to be an agreement for Bob Mills to manage the moles at the cemetery but nothing for the children's play area or the VH playing field
- 1.3. Regular work with no agreements
 - Although Norse seem to mow the Children's play area at the VH, there seems to be no agreement for this.
 - There is no regular agreement or contract to manage the Leylandii hedge adjacent to the Children's play area and the skate park
- 1.4. There seems to be little or no maintenance work carried out on the Simons Cross Children's play area owned by Suffolk County Council [SCC]

2. Cost

- 2.1. Overall annual costs for this work is currently:

Cemetery	7,200
Cemetery Paddock	190
Pightle	250
Simon's Cross	592
Village Hall	540
Leylandii hedge	800
Moles at Cemetery	400
	9,972

3. Other work periodically required

- 3.1. Tree safety management
- 3.2. Grave levelling
- 3.3. Pest Control (moles, rats, rabbits, deer)

4. Contractors

- 4.1. While Norse currently manage most of this work, there does not appear to have been any value for money challenge
- 4.2. Norse contract with East Suffolk Council expires in July 2023 with the majority of people and resources being transferred to East Suffolk Services

5. Proposal

- 5.1. Bring all these activities under one contract
- 5.2. Ask for a price for a multi year contract
- 5.3. Ask for breakdown of activities eg separate out pest control and periodic tree work
- 5.4. Obtain three quotes

6. Note

- 6.1. As a 3 year contract could be expected to cost in excess of £25k, there may be additional processes to follow, which I am currently getting advice on

Annex 1 Schedule of regular grounds maintenance 2023

1. Wickham Market Cemetery

1.1. Paddock

- Top the paddock 3 times per year starting mid June to allow wild flowers to flourish

1.2. Grass cutting

- Cut the entire cemetery, driveway and extension, to include mowing and strimming as appropriate, on a fortnightly basis, March to October inclusive.
- Tidy around headstones & within the Gardens of Remembrance including clearing arisings.
- Rectification of any mower/trimmer damage (eg due to mower grounding)
- Removal of all cuttings and mowings immediately after operation.

1.3. Hedge trimming

- Annual autumn/winter trim of perimeter hedge to original height and trim both sides.
- Trim boundary hedge of cemetery extension adjacent to B1438 on both sides to ensure good visibility on exiting the cemetery and to maintain a height of 8 feet to prevent encroaching on overhead cables. Lime tree pruning
- Prune all trees in the lime avenue within the driveway and main part of the cemetery.
- Prune to maintain size and shape of trees.
- Crown lift each year as necessary to allow clearance of undertakers' vehicles.
- Phased thinning of the canopies over a 2-3 year period.
- Work shall take place during autumn/winter.

1.4. Aucuba bed and shrub maintenance

- Hand weed aucuba beds along driveway and remove unwanted vegetation from other trees and shrubs within the cemetery and driveway on a monthly basis. Remove all cuttings and mowings immediately after each operation

1.5. Bulb areas and newly planted trees:

- Care will be taken to avoid damage to newly planted trees in the cemetery and its boundaries.
- The mowing regime will ensure that bulbs are not mowed whilst in bloom, nor immediately after flowering, so that sufficient time for die back is allowed.

1.6. Ditch maintenance

- The ditch to the east of the cemetery extension (adjacent to the B1438) will be cleared of leaves, brambles and general rubbish on an annual basis.
- We will ensure that the pipe under the entrance way into the field and access to the drainage pipe under the B1438 are clear to allow the free flow of water away from the ditch system.

1.7. Clay spoil

- Remove excess clay spoil from the designated compound when full

1.8. Emptying of 4 litter containers

- Emptying of litter containers to be carried out once a week every week of the year.
- Litter management will include the removal of discarded wreaths etc that are not associated with burial plots).

2. Church Pightle Green

2.1. Mow 12 cuts per year, leaving a 2 metre margin until June to allow wild flowers to prosper

2.2. Remove all mowings

3. Simons Cross Playing Field

3.1. Mow 12 cuts per year

3.2. Remove all mowings

4. Village Hall Playing Field

4.1. Mow 12 cuts per year including beneath trees and upto the boundary

4.2. Children's play area mow 12 cuts per year

4.3. Remove all mowings

4.4. Hedge around Bowls Club trim north and east faces and maintain to 3 metres in height and remove cuttings