

3 Year Maintenance Schedule 1st August 2026– 31st July 2029

ROYAL SQUARE

WOODHALL SPA

TASK	FREQUENCY	SPECIFICATION
Grass cutting around the memorials and flower beds	13 cuts per year as suggested below, weather depending: 1 cut in March 1 cut in April 2 cuts in May 2 cuts in June 2 cuts in July 2 cuts in August 2 cuts in September 1 cut in October	The grass must be maintained neat and tidy throughout the growing season. Trees, posts, monuments & flag poles in the grassed area must be strimmed around. Care must be taken not to damage tree trunks or posts.
Removing basal growth from trees at Royal Square.	A minimum of 3 times per year or upon request of the Parish Council.	All trees are to be monitored for any disease or dangerous branches. The Clerk is to be informed if there are any signs of damage or decays.
To maintain the bushes in Royal Square	To maintain on a monthly basis during the growing season. Outside of the growing season the ground must be kept litter and weed free.	Trim all bushes and shrubs to main a pleasing area for the public. Any litter must be removed and placed in the ELDC bins provided.
To plant and maintain the flower beds.	Flower beds, planters and borders are to be maintained throughout the year with more frequent attention in the growing season.	Flowers for beds and ornamental displays are to be sourced by the Council. Watering should be carried out when necessary.
The block paving is to be kept always clear and weed free	At least monthly but more frequently if there is any litter. Power washing the area in front of the Dambusters Memorial as needed.	Any loose paving stones are to be reset.
Bench Maintenance	Weekly or more frequently if there is and bird fouling or graffiti	Clean benches of any graffiti or other mess.

		Inform the Clerk when the benches need a coat of wood preserve
Flagpole & signs	Wash the flag poles/s & signs quarterly to keep the green tree sap away	
Dambusters Memorial	Inform the Clerk if this memorial is damaged or in need of cleaning. Specialist equipment is needed and must only be completed by a specialist monumental stone mason cleaning company.	
617 Squadron Memorial	Inform the Clerk if this memorial is damaged or in need of cleaning.	
Dwarf Wall	Any damage or repairs required to the small perimeter wall must be reported to the Clerk as soon as possible	
REMEMBRANCE DAY	The whole of Royal Square is to be cleaned, trimmed, cleared, and presented in an immaculate way for the Remembrance Day event on 11 th November and also the Remembrance Sunday village event which is an important part of the village calendar.	

Planting Style-this will be decided by the Council.

General Requirements:

All tools, equipment, fuel, transport, rubbish bags, etc., will be provided by the contractor.

Any other tools and equipment will also be provided by the contractor. In the event that a specialist piece of equipment is required, the Parish Council will arrange and pay for this with prior agreement.

The purchase and use of chemicals or sprays requiring a license must be authorised in advance by the Parish Council.

The contractor must provide method statements for each task to be carried out.

The contractor will be responsible for removing and disposing of weeds and leaves collected from the site.

The contractor must have Public Liability Insurance for £10 million and a copy should be given to the Clerk each year on its renewal.

*** Royal Square is due to be redesigned within the next 2 years which may impact this three-year contract***

CLOSING DATE 14TH JULY 2026

Please email Parish.clerk@woodhallspaparishcouncil.gov.uk