**APPENDIX A**

**Section A: CHURCHYARD surrounding St Lawrence Church in Chobham High Street GU24 8AA**

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| Area/task | Requirement | Timing | Other notes |
| Grass | Close cut mowing avoiding damage to headstones and similar structuresCuttings can be left if grass less than 2inches/5cm.Cut and clear if grass more than 2 inches/5cm | 1st April to 30th September: Once a week 1st October to 31st March: mow when the grass reaches 2 inches/5cm |  |
|  | To strim around trees, headstones and similar structures avoiding damage. | 1st April to 30th September: Once a week 1st October to 31st March: mow when the grass reaches 2 inches/5cm |  |
| Trees and Shrubbery | Clear undergrowth under the trees | Once a month | Be careful not to damage the spring bulb growth |
|  | Tidy shrubbery. Clear rubbish and weeds | Once a month |  |
|  | Remove fallen branches | As necessary | Report incidents to parish office |
| Parking area and paths | Sweep and clear away debris to maintain a tidy appearance. | Weekly  |  |
|  | Apply approved moss and weedkiller | Once a year  |  |
|  | Provide COSHH paperwork | As required |  |
|  | Cut back path edges | Once a year |  |
|  | Paved path to be treated with Qualgex or suitable approved chemical | Twice a year |  |
|  | Provide COSHH paperwork | As required |  |
| Litter | Clear all litter from the area and empty litterbins. Remove arisings from site. | Once weekly  | Report excesses and incidents to the Parish clerk |

**Section B: BENHAMS CORNER, green area at junction of Vicarage Road and High Street, Chobham GU24 8LY, & CANNON CORNER, small green and war memorial at High Street Chobham**

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| Area/task | Requirement | Timing | Other notes |
| Grass  | Close cut mowing Cuttings can be left if grass less than 2inches/5cm.Cut and clear if grass more then 2 inches/5cm | 1st April to 30th September: Once a week 1st October to 31st March: mow when the grass reaches 2 inches/5cm |  |
|  | Cut path edges in line with natural boundaries and pathways | Once a year |  |
| Paths | Sweep and clear away debris to maintain a tidy appearance  | Weekly |  |
|  | Apply approved moss and weedkiller | Twice a year |  |
|  | Apply Qualgex biocide or suitable alternative to brick paths to control algae | Twice a year |  |
|  | Provide COSHH paperwork | As required |  |
|  |  |  |  |
| Trees, Hedges & Shrubbery  | Clear and remove leaves | Weekly in Autumn and as needed throughout the rest of the year |  |
|  | Remove fallen branches | As and when occurring  | Report incidents to the Clerk. |
|  | Cut beech hedge adjacent to museum | Twice a year in July and November. |  |
|  | Maintain the flower bed at Benhams Corner which runs along the side of the path by the wall, keeping it weed free and trimming back plants to keep the path clear | At all times |  |
| Bus Shelter | Clear leaves and ivy | As and when occurring |  |
| War memorial | Yew bushes to be cut | Twice a year in July and early November (in the week before Remembrance Day).  |  |
| War Memorial for the week before Remembrance Day and afterwards | Ensure area immediately adjacent is neat and tidy. In addition to regular mowing, the grassed area to be mown and grass clippings removed in the week before Remembrance Day. | Annually |  |
|  | Remove tributes placed on Remembrance Day | As they deteriorate, but no later than 1st March of the following year |  |
| High Street Poppies | Poppies to be put up on High Street lampposts during the last week in October and taken down by the end of the first week of December every year | Annually |  |

**Section C: THE LEAT, High Street, Chobham**

**Weekly maintenance**

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| Area/task | Requirement | Timing | Other notes |
| **Grass verge** | To cut grass on the verge on the top of the bank. Leave a neat and well-cut finished | Weekly |  |
| **Bankside** | To strim edge of the bank overhanging the waterway to the leading edge | Weekly |  |
| **General** | To clear all leaves from the site To remove suckers from base of trees | WeeklyAs required |  |

**Section D: VALLEY END WAR MEMORIAL, Valley End Road, Valley End, Chobham, GU24 8TD, opposite St Saviour Church**

**JUBILEE MOUNT, Chobham Common, access off Staple Hill.**

VALLEY END WAR MEMORIAL

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| Area/task | Requirement | Timing | Other notes |
| Grass  | Close cut mowingCuttings can be left if grass less than 2inches/5cm.Cut and clear if grass more then 2 inches/5cm | 1st April to 30th September: Once a week 1st October to 31st March: mow when the grass reaches 2 inches/5cm |  |
|  | To strim around the posts and ditch during the dormant period, from October to March, to maintain a tidy appearance  | When over 2 inches/5cm high |  |
| Paths | Sweep and clear away debris to maintain a tidy appearance | Weekly |  |
|  | In addition to regular mowing, the grassed area to be mown and grass clippings removed in the week before Remembrance Day. | November |  |
|  | Apply Qualgex biocide or suitable alternative to brick paths to control algae | Twice a year |  |
|  | Any litter to be removed from the War Memorial site | As needed |  |
|  | Remove tributes placed on Remembrance Day | As they deteriorate, but no later than 1st March of following year |  |
| JUBILEE MOUNT |
|  | To mow grass areas and leave cuttings in situ | Annually at the end of September |  |

