

Westfield Parish Council - Norton Hill Recreation Ground Maintenance Specification 2026 - 2029

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.	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 and any time of regrowth in unseasonably mild weather to keep the pitch in playable condition.	
	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 and fill 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 early August).	
	1.8 Verti-drain the pitch	Annually in November	
2. All grassed areas	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.	
	3.2 Inspect, check safety of and clean each piece of play equipment.	Weekly.	Ensure all staff conducting tests are adequately trained Keep records of all

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			checks in the format prescribed by the Parish Council and attached here as <i>Appendix A Norton Hill</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.
	3.3 Inspect, check safety of and clean the two pieces of equipment just outside the fenced play area	Weekly	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 Norton Hill</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.
	3.4 Inspect 3 benches and 2 picnic tables.	weekly	As above
	3.5 Clean 3 benches and 2 picnic tables.	quarterly	
	3.6 Inspect the youth shelter	weekly	As above
	3.7 Clean the youth shelter	quarterly	
	3.8 Inspect fence for damage.	quarterly.	As above
4. Grass banks abutting the football pitch and children's play area.	4.1 Cut/trim grass.	Weekly between April and October inclusive.	
5. Grass bank between tennis and boules courts	5.1 Cut/trim grass.	Weekly between April and October inclusive.	

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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. 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	

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	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	
	11.8 Kill and clear all weeds in area around table tennis table/ basketball fence/boules court	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.
13. Trees.	13.1 Inspect the condition of all trees.	Quarterly.	Send a quarterly tree report to the Parish Clerk and, if any tree requires attention, notify the Parish Clerk and detail the work required.
14. Moss Clearance	14.1 To clear the moss from the tennis court and children's play area	Annually	To inform the Parish Council when the work is complete.