

## Westfield Parish Council - Westhill Recreation Ground Maintenance Specification 2026-29

Location/Description	Task	Frequency	Instructions/Comments
1. Main 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 end May).	Store goalposts in the storage area adjacent the pavilion at Norton Hill Recreation Ground.
	1.5 Roll the pitch before the start of the season when the ground is dry.	August	
	1.6 Goalmouths & centre circle: Re-seed bare areas and fill the holes in the ground where the goal posts come out.	At the end of the football season (usually end of 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. Small football pitch	2.1 Re-seed the small goal mouths at the same time as the large ones (item 1.6 above), leaving the small goals in situ.	At the end of the football season (usually end of May)	

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	<b>2.2</b> Repair, clean and paint the small goal posts	At the end of the football season (usually mid to end of May)	
<b>3. All grassed areas</b>	<b>3.1.</b> Cut grass.	Weekly between April and October inclusive.	
<b>4. Fenced children's play area.</b>	<b>4.1.</b> Cut grass.	Weekly between April and October inclusive.	
	<b>4.2</b> Inspect, check safety of, and clean each piece of play equipment.	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 Westhill</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.
	<b>4.3.</b> Inspect one bench and two picnic benches	weekly	As above.
	<b>4.4</b> Clean one bench and two picnic benches	quarterly	
	<b>4.5</b> Inspect fence for damage.	quarterly	As above.
<b>5. BMX track</b>	<b>5.1.</b> Cut/trim grass on side banks.	Fortnightly between April and September.	
	<b>5.2</b> Inspect the track for hazards	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 Westhill</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.

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	<b>5.3 Inspect, check safety of, and clean the pick-up-sticks play equipment.</b>	Weekly	As above
<b>6. Running track and outdoor gym equipment</b>	<b>6.1 Inspect the running track surface for hazards</b>	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 Westhill</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.
	<b>6.2 Inspect, check safety of, and clean each of the 11 pieces of gym equipment</b>	Weekly	As above
<b>7. Hedge that abuts the car park.</b>	<b>7.1 Trim to height of fence on car park side, trim both sides and dispose of all trimmings.</b>	August	
<b>8. Hedges that abut private properties on the perimeter of the ground.</b>	<b>8.1 Trim top and sides adjoining recreation ground and dispose of all trimmings.</b>	August	
<b>9. Hedges that abut public footpath on the perimeter of the ground (Beech Terrace end).</b>	<b>9.1 Trim top and both sides and dispose of all trimmings.</b>	August	
<b>10. Benches (9 in no.)</b>	<b>10.1 Inspect five picnic benches and four benches on the recreation ground</b>	weekly	Keep records of all checks in the format prescribed by the Parish Council and attached here as Appendix A. 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.

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	<b>10.2</b> Clean five picnic benches and four benches on the recreation ground	Quarterly	
<b>11.</b> Trees.	<b>11.1</b> Inspect the condition of all trees at the recreation ground.	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.