

CHOBHAM PARISH COUNCIL
VILLAGE OPEN SPACES MAINTENANCE CHECKLIST
 FOR (month)
 COMPLETED BY (on behalf of contractor at end of each month)

SIGNATURE

DATE

	Started/completed this month per contract schedule	Date/s
CHURCHYARD		
WEEKLY Mowing is weekly from start of April to end of September From October to end of March, mow when grass reaches 2in/5cm		
Strimming all areas is weekly from start of April to end of September From October to end of March, mow when grass reaches 2in/5cm		
Sweep and clear away debris to maintain a tidy appearance.		
Clear litter and report excesses/incident to parish administrator		
MONTHLY Clear undergrowth under trees – mind spring bulb growth Tidy shrubbery		
REGULAR ATTENTION Remove fallen branches and report to Parish Office		
ANNUAL Apply approved moss and weedkiller Cut back path edges Treat path with suitable approved chemical		
BENHAMS CORNER & CANNON CORNER		
WEEKLY Close cut mowing Mowing is weekly from start of April to end of September		

From October to end of March, mow when grass reaches 2in/5cm		
Cut and clear is grass is more than 2in/5c. Otherwise it can be left		
Sweep and clear debris to maintain a tidy appearance		
Clear and remove leaves		
REGULAR ATTENTION		
Maintain the flower bed by the wall at Benhams Corner, keeping it weed-free and trimming back plants to keep path clear		
TWICE-YEARLY		
Apply approved moss and weedkiller		
Provide CoSHH paperwork		
TWICE A YEAR		
Apply approved moss and weedkiller		
Provide COSHH paperwork		
Cut beech hedge by the museum on Benham's Corner in July and November		
Yew bushes by war memorial on Cannon Corner to be cut in July and early November (must be the week before Remembrance Day)		
ANNUAL		
Cut path edges in line with natural boundaries		
Apply Qualgex biocide or suitable alternative to brick paths to control algae		
Provide COSHH paperwork		
Remembrance Day In the week before Remembrance Day and afterwards, ensure that area immediately adjacent to the war memorial at Cannon Corner is neat and tidy. Grassed area to be mown and clippings removed in addition to regular mowing.		

Remove tributes after Remembrance Day as they deteriorate and by no later than 1 st March of the following year.		
High Street 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.		
RESPONSE TO INCIDENTS		
Remove fallen branches from trees and report to parish office		
VALLEY END WAR MEMORIAL		
WEEKLY		
Close cut mowing Cuttings can be left if grass less than 2inches/5cm. Cut and clear if grass more than 2 inches/5cm		
Sweep and clear away debris to maintain a tidy appearance		
REGULAR ATTENTION		
Strim around the posts and ditch during the dormant period, from October to March, to maintain a tidy appearance when grass over 2in/5cm		
Arisings and debris to be removed from the War Memorial site		
ANNUAL		
In addition to regular mowing, the grassed area to be mown and grass clippings removed in the week before Remembrance Day.		
Remove tributes placed on Remembrance Day as they deteriorate and by 1 st March of the following year		
JUBILEE MOUNT		
Annual		
Mow the grass areas and leave cuttings at end of September		

