

## FOOTPATH MAINTENANCE SCHEDULE

Footpath	Action	Notes /Features
1a	Maintain gravel path	
1b – 1d	Mow grass paths weekly if required throughout spring/summer	
1CW	Maintain 5m-wide road verge and grave kerbings: to be strimmed once/month if required throughout spring/summer to maintain length @50mm-150mm. Cut around flowering plants (eg.Primroses). Restrict growth of ivy and bramble around base of monuments. Remove any saplings found. Gather and remove cut material. Maintain short length during winter if necessary.	
2A-2h	Mow grass path(s) weekly if required throughout spring/summer. Path edges / grave kerbing to be strimmed once/month if required throughout spring/summer to maintain length @50mm-150mm. Restrict growth of ivy and bramble around base of monuments. Remove any saplings found. Gather and remove cut material. Maintain short length during winter if necessary.	Primrose, Birds-foot Trefoil
2CW	Road verge and grave kerbings to be strimmed once/month if required throughout spring/summer to maintain length @50mm-150mm. Restrict growth of ivy and bramble around base of monuments. Remove any saplings found. Gather and remove cut material. Maintain short length during winter if necessary.	
3a-3b	Mow grass path(s) weekly if required throughout spring/summer	Primrose, Birds-foot Trefoil, Field Scabious, Lady's Bedstraw
3c	Maintain gravel path: strim edges to prevent encroachment by bramble. Remove leaf-litter during autumn/winter.	
3CW	Cut the western verge (Raja's tomb side) twice per annum (early spring and late summer). Opposite road verge and grave kerbings to be strimmed once/month if required throughout spring/summer to maintain length @50mm-150mm. Restrict growth of ivy and bramble around base of monuments. Maintain short length during winter if necessary. Remove any saplings found. Gather and remove cut material.	
4a-4b	Mow centre of grass path(s) weekly if required throughout spring/summer and cut back overhanging vegetation. Do not strim path edge during spring/summer: Cut strips (various	

	widths) adjacent to the footpath in late July/August to a height of 150mm, and again in October to a height of 50mm. Remove any saplings found. Gather and remove cut material	
4c	Access restricted: no link to other paths. Mow grass path weekly if required throughout spring/summer. Strim / cut edges to prevent encroachment by bramble as necessary.	
5a-5e	Mow centre of grass path(s) weekly if required throughout spring/summer and cut back overhanging vegetation. Do not strim path edge during spring/summer: Cut strips (various widths) adjacent to the footpath in late July/August to a height of 150mm, and again in October to a height of 50mm. Remove any saplings found. Gather and remove cut material	Primrose, Birds-foot Trefoil, Field Scabious, Lady's Bedstraw, Creeping Restharrow
5f	Access restricted: uneven surfacing. Mow grass path(s) weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August	Primrose, Birds-foot Trefoil, Field Scabious, Lady's Bedstraw, Creeping Restharrow
6	Footpath currently closed – to open pending completion of safety works.	
7a-7b	Mow centre of grass path(s) weekly if required throughout spring/summer and cut back overhanging vegetation. Do not strim path edge during spring/summer: Cut strips (various widths) adjacent to the footpath in late July/August to a height of 150mm, and again in October to a height of 50mm. Clear bramble every 3 years. Remove any saplings found. Gather and remove cut material	
7c-7d	Footpath closed permanently due to health and safety concerns.	
8a-8c	Footpath currently closed – to open pending completion of safety works.	
8d	Footpath closed permanently due to health and safety concerns.	
9	Footpath closed permanently due to health and safety concerns.	
10a-10d	Footpath closed permanently due to health and safety concerns. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
10e	Mow centre of grass path(s) weekly if required throughout spring/summer and cut back overhanging vegetation. Do not strim path edge during spring/summer: Cut strips (various widths) adjacent to the footpath in late July/August to a height of 150mm, and again in October to a height of 50mm. Remove any saplings found. Gather and remove cut material	
11a-11b	Access restricted: no link to other paths. Mow grass path(s) weekly if required throughout spring/summer. Mow centre of grass path(s) weekly if required throughout spring/summer	

	and cut back overhanging vegetation. Do not strim path edge during spring/summer: Cut strips (various widths) adjacent to the footpath in late July/August to a height of 150mm, and again in October to a height of 50mm. Remove any saplings found. Gather and remove cut material. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
11RSR	Maintain drainage channel at road edge through regular sweeping and weeding. Mow / strim road verge once/month if required throughout spring/summer to maintain length @50mm-150mm. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
12a-12WT	Mow grass path(s) weekly if required throughout spring/summer. Path edges / grave kerbing to be strimmed once/month if required throughout spring/summer to maintain length @50mm-150mm. Restrict growth of bramble from around monuments. Maintain short length during winter if necessary. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
13WT	Strim / cut edges to prevent encroachment by bramble as necessary. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
13LP	Strim / cut edges to prevent encroachment by winter heliotrope and bramble as necessary.	
14RSR	Maintain drainage channel at road edge through regular sweeping and weeding.	
14LP	Mow centre of grass path(s) weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	Primrose, Field Scabious
15a	Mow / strim grass path(s) weekly if required throughout spring/summer. Maintain vegetation up to 1m either side of path: restrict encroachment by bracken onto path.	
15RSR	Manage stand of blackthorn on road edge, Comp 15. Do not strim road edge during spring/summer: retain length until late July/August. Maintain drainage channel at road edge through regular sweeping and weeding. Monitor safety of retaining wall. Maintain vegetation within wall to conserve slow worm habitat.	
15LP	Mow centre of grass path(s) weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	Primrose, Field Scabious
16a-b	Mow grass path(s) weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	Primrose, Birds-foot Trefoil, Field Scabious, Lady's

		Bedstraw, Creeping Restharrow
16RSR	Do not strim road edge during spring/summer: retain length until late July/August. Maintain drainage channel at road edge through regular sweeping and weeding.. Monitor safety of retaining wall. Maintain vegetation within wall to conserve slow worm habitat.	
16LP	Mow centre of grass path(s) weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	Primrose, Birds-foot Trefoil, Field Scabious, Lady's Bedstraw
17a	Strim / cut edges to prevent encroachment by bramble as necessary.	Stone steps
17b	Strim / cut edges to prevent encroachment by bramble as necessary. Replace logs / step risers every 3-4 years or as necessary. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	Log steps up to George Muller grave.
18a	Mow path once/month if required throughout spring/summer. Strim / cut edges to prevent encroachment by bramble as necessary.	
18b	Do not strim path edge / bank during spring/summer: retain length until late July/August.	
19a	Mow centre of grass path(s) weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	Primrose
19b-19c	Strim / cut edges to prevent encroachment by bramble as necessary.	
19d	Maintain gravel path: cut edges to prevent encroachment by bramble. Do not strim path edge / bank during spring/summer: retain woodland flora until late July/August. Remove leaf-litter during autumn/winter.	
19WT	Mow centre of grass path once/month if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August. Restrict growth of ivy and bramble around base of monuments.	
20a	Mow / strim grass path weekly if required throughout spring/summer. Path edges / grave kerbing to be strimmed once/month if required throughout spring/summer to maintain length @50mm-150mm. Restrict growth of ivy and bramble around base of monuments. Maintain short length during winter if necessary.	Primrose
20b-20d	Mow centre of grass paths weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	
20e	Maintain gravel path: cut edges to prevent encroachment by bramble. Do not strim path edge	

	during spring/summer: retain woodland flora until late July/August. Remove leaf-litter during autumn/winter.	
20f-20h	Footpath closed permanently due to health and safety concerns.	
21WT	Mow centre of grass path once/month if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August. Restrict growth of ivy and bramble around base of monuments.	
22a	Mow centre of grass paths weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August. Replace logs / step risers every 3-4 years or as necessary.	Log steps
22b	Access restricted: Strim / cut edges to prevent encroachment by bramble as necessary.	
22c	Strim / cut edges to prevent encroachment by bramble as necessary.	
22WT	Maintain gravel path: cut edges to prevent encroachment by bramble. Do not strim path edge during spring/summer: retain woodland flora until late July/August. Remove leaf-litter during autumn/winter.	
ZIG-ZAG	Maintain gravel path: cut edges to prevent encroachment by bramble. Do not strim path edge during spring/summer: retain woodland flora until late July/August. Remove leaf-litter during autumn/winter.	
23a	Strim / cut edges to prevent encroachment by bramble as necessary.	
23TLT	Strim / cut edges to prevent encroachment by bramble as necessary. Maintain chestnut paling.	
24	Footpath closed permanently due to health and safety concerns.	
25TLT	Strim / cut edges to prevent encroachment by bramble as necessary. Maintain chestnut paling.	
26a	Strim grass path weekly if necessary during spring/summer	
26b	Footpath closed permanently due to health and safety concerns.	
26TLT	Strim / cut edges to prevent encroachment by bramble as necessary. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
27a	Mow grass path weekly if required throughout spring/summer.	
27b-27e	Mow centre of grass paths weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	

27f	Footpath closed permanently due to health and safety concerns.	
27TLT	Strim / cut edges to prevent encroachment by bramble as necessary.	
27TR	Mow / strim road verge once/month if required throughout spring/summer to maintain length @30mm-150mm. Remove any saplings;treat to prevent regrowth	
28a-28d	Mow centre of grass paths weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
28TR	Mow / strim road verge once/month if required throughout spring/summer to maintain length @30mm-150mm. Remove any saplings;treat to prevent regrowth	
29a-29d	Mow centre of grass paths weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August	
29e	Strim / cut edges to prevent encroachment by bramble as necessary. NOTE: DO NOT CUT JAPANESE KNOTWEED WITH MOWER / STRIMMER: TO BE CHEMICALLY-TREATED BY LICENSED PERSONNEL ONLY.	
29f-29i	Strim / cut edges to prevent encroachment by bramble as necessary.	
29j	Mow centre of grass path weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August. Replace logs / step risers every 3-4 years or as necessary.	
29TLT	Strim / cut edges to prevent encroachment by bramble as necessary.	
29TR	Mow / strim road verge once/month if required throughout spring/summer to maintain length @30mm-150mm. Remove any saplings;treat to prevent regrowth	
30a-30c	Mow centre of grass path weekly if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August.	
30TR	Mow / strim road verge once/month if required throughout spring/summer to maintain length @30mm-150mm. Remove any saplings;treat to prevent regrowth	
31a	Footpath currently closed – to open pending completion of safety works.	
31b	Strim / cut edges to prevent encroachment by bramble as necessary.	
31PG	Mow / strim centre of grass path once/month if required throughout spring/summer. Do not strim path edge during spring/summer: retain length until late July/August. Replace logs / step risers every 3-4 years or as necessary.	

## FEATURE AND GENERAL MAINTENANCE SPECIFICATIONS

Item	Summary of specification	Issues / Potential problems	Venue / location
Gardens of Rest	Box hedges to be trimmed between March and October and re-shaped, only during winter if necessary. GoR1 hedge height not to exceed 1.5m. GoR2 hedge not to exceed 1.2m. Retain existing gaps in hedges for access. Lawns to be mowed every 1-2 weeks between April and October: arisings to be left in situ. Edges to be maintained as short grass by regular strimming. Cuttings should be brushed from cremation-plot stones after cutting. Old flowers and waste to be removed regularly.	The hedges are important established foraging / nesting sites for wrens and robins. Care is to be taken when carrying out any pruning work.	Comp 2
Grass verges	To be maintained at less than 50mm in length at all times on Ceremonial Way. Bollards to be maintained to protect verges and limit parking. Verges on Top Road can be less formally-managed, but should be cut several times between April and October.	Efforts should be made to avoid cutting established primrose population around Ceremonial Way (CW)	1CW 2CW 3CW 27TR 28TR 29TR 30TR
Cremation Plots	Cremation plot areas are to be maintained with short grass throughout the year through regular strimming and tidying. Cuttings should be brushed from cremation-plot stones after cutting. Old flowers and waste to be removed regularly.		Comp 1 (Area A) Comp 2 (North-Eastern corner, near footpath 2a Comp 17, near footpath 19d

Shrub beds	Beds to be regularly weeded between March and October. Shrubs to be pruned according to best practice at start and end of winter. Composted woodchip to be topped up during summer as necessary to repress weeds and at start of winter to act as a mulch. Beds to be kept clear of litter throughout the year.	High litter-levels due to Bath Road and public bus stop.	2 large beds at Bath Road entrance. 1 smaller bed at front of Ceremonial Way.
Litter bins	Litter bins will be emptied on a weekly basis, in time for collection on Wednesday mornings. To be monitored and emptied sooner as required. Surrounding area to be kept free of litter at all times. Any fly-tipping incidents to be cleared asap, either by a sub-contractor or internally: AVCT has conditional rights to free tipping of charity waste at BCC St Phillips waste transfer station, valid October 9 <sup>th</sup> 2009-October 8 <sup>th</sup> 2010. Subsequent applications must be made annually. Office equipment, painted timber, small amounts of building materials, some plastic waste from graves, general household rubbish and some green waste are eligible for free tipping under the current licence. Maintenance: check timbers for rot and replace as necessary. Clean out inside of container and hose-out plastic bin every 2 months.	Potential excessive dumping of domestic waste. Potential compliance issues with users to only dispose of litter. Possible fire risk.	West Lodge, Garden of Rest 1, Compartment 12 (Sunshine Corner), Compartment 27, Sailor's Cross of Sacrifice, Compartment 22 (top of Zig-Zag path), Cemetery Road entrance gates.

Green waste bin	To be emptied at least once per week – to be monitored and emptied sooner as required. Green waste to be processed for composting where possible.	Potential excessive dumping of domestic waste. Potential compliance issues with users to only dispose of green waste. Possible fire risk.	Compartment 12 (Sunshine Corner), Compartment 27, Sailor’s Cross of Sacrifice, Comp 29, graveyard YYY.
Formal memorial benches	Supplier: Classic Teak 8a Park View West Industrial Estate Hartlepool Cleveland TS25 1PE; Standard model: 1.8m Barfleur in FSC sweet chestnut, linseed-oiled. Maintenance: clean with water and apply oil in autumn	Timber should be expected to weather in time. Approximate life-expectancy is 30 years. Annual treatment will prolong a good appearance. The site can accommodate 12 formal benches.	Potential site: Ceremonial Way: 2 on each island. Top Road – 1 at Sailor’s Cross, 1 along road, 1 on roundabout: see map in appendix; various others
Informal memorial benches	Supplier: Classic Teak To be leased on a ten-year basis. Maintenance: clean with water and apply oil in autumn.	The site can accommodate 11 informal benches.	Various footpaths in woodland.
Steps	Steps on steep footpaths to be made from untreated logs, compacted earth and stone chippings where appropriate. Logs for risers to be obtained from seasonal thinning on site. Where stone chippings are used, they should be	Risers will need replacing every 2-3 years or sooner if necessary.	Footpath 17b (Muller steps) Footpath 31PG at gate into Arnos Court Park Footpath 29J, Comp YYY.

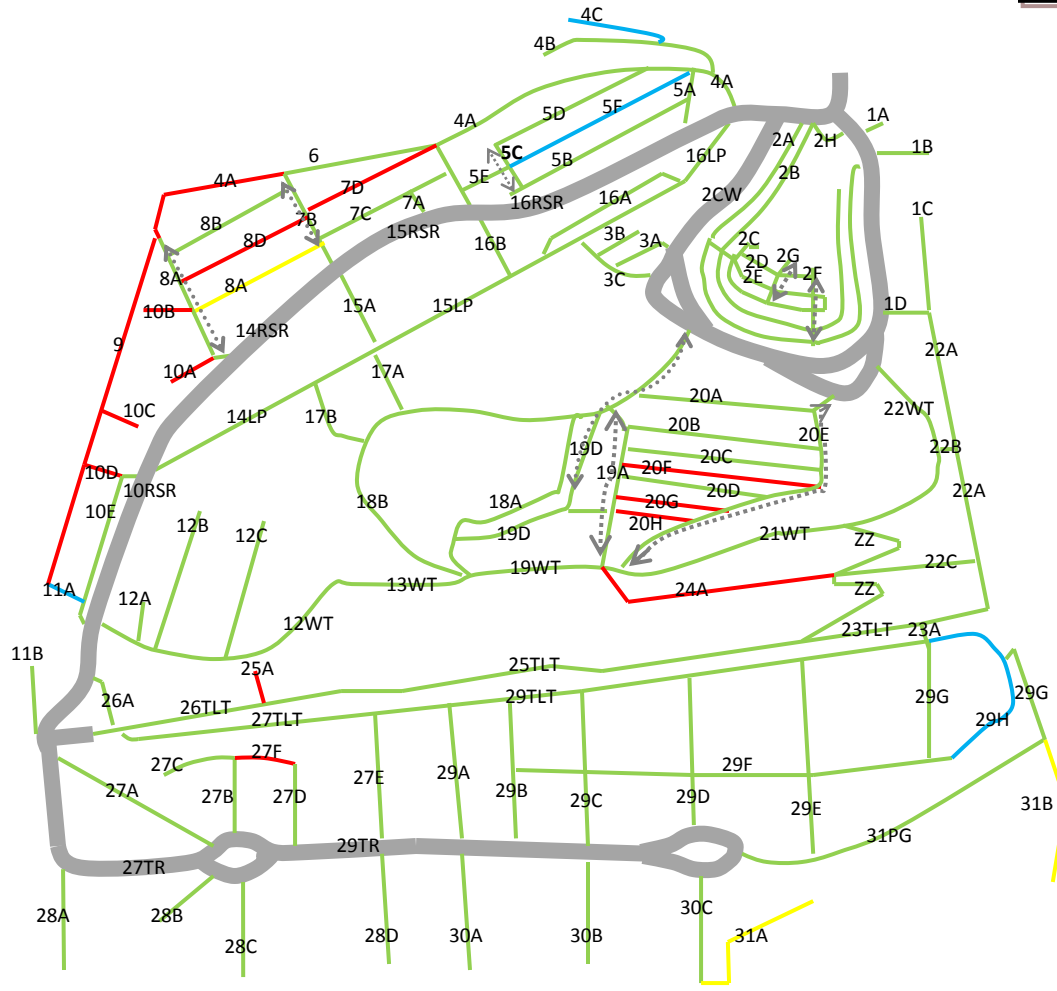
	compacted upon a layer of permeable weed-resistant matting.		
Drainage gulleys	Gulleys on Richard Smith Road to be swept clear of leaf litter throughout the year. Regular clearance required between October and March, when leaves are down and rainfall levels are high.	Excessive debris in the gulleys will cause them to block and flood adjacent areas after heavy rainfall.	Richard Smith Road Top Road.
Access bollards	To be checked regularly for damage. Kept free of stones/gravel. Padlocks to be oiled and maintained accordingly.	Vandalism, structural damage.	4 at Cemetery Road vehicle gates. 1 at GoR1 / Memorial wall 1 at Sunshine Corner 1 at Top Lodge (Woodland Track)
Waymarker posts	Posts are not set in concrete so can be easily dug out if necessary. Painted bands to be refreshed with relevant colour every April. Logo disks for trails to be kept clean and checked for fixing strength.	Posts are untreated larch, so should not rot for approx 15 years but will weather.	Various locations – see trail maps.
Front entrance	Entrance road to be kept clean of mud, gravel and obstacles. Entrance signage to be maintained and kept clean to preserve high-quality appearance. Grass verges on shrub beds to be mowed every 1-2 weeks and maintained as weed and litter free.	Site vehicles spread mud and gravel on exit.  High litter-levels due to Bath Road and public bus stop.	
War graves and War memorials	War graves are maintained by the Commonwealth War Graves Commission and contractors, including Bristol Probation Service (Community Payback). All additional planting or works to memorials/areas must be approved by AVCT in advance of works. Specification to	Planting to be restricted to native species only – no invasives to be allowed.	All war graves and memorials.

	include a covering of bark mulch for every individual plot to suppress weeds, which AVCT can supply from composted wood, chipped on site.		
Dog faeces bin	Currently, no dog faeces bins are located on site. General litter bins are used for disposal.		
Common internment area: body parts donated to medical research.	Area against East-boundary wall to be maintained. Grass to be cut regularly and cuttings raked off; honeysuckle and rose to be trained up wall and pruned accordingly. Ivy to be kept from encroaching into area. Memorial plaque to be kept clean and free of ivy and vegetation over-growth.		Comp 22, Footpath 22a
Japanese Knotweed	Spray knotweed 3 times per annum with glyphosate or triclopyr solutions: ONLY to be carried out by personnel trained to NPTC PA1 and PA6 level. Knotweed should not be transported across site and must only be treated locally. Knotweed must not be cut by stammer or mower. If cut by hand for stem-injection method, any cut material to be left in situ on top of plastic sheeting to decompose, to avoid contamination. Monitor areas and re-treat accordingly.	Small discarded stem/leaf segments can contaminate areas and create new colonies. Drift from herbicides can kill adjacent vegetation.	See map, appendix 5
Cut and Tidy-serviced plots	2 grave-maintenance services are available: 1. 6 visits annually, incl. Post Christmas tidy - Jan/Feb Spring tidy - March/April Summer clearance - Four visits from May to Sept. 2. 9 visits annually, incl. Post Christmas tidy - Jan/Feb Summer clearance – Seven visits from April –		

	October. November tidy		
Spielman Centre Terrace	To be swept regularly of gravel. Stone slabs to be pressure-washed every April to remove algal build-up. White-painted walls to be kept clean through regular washing as necessary. Graffiti to be removed immediately and painted over with matching white shade (see Biggs' Contractor's manual for details).	Gravel from the road is easily transferred and can scratch the stonework.	
Spielman Centre Memorial Wall	To be swept regularly of gravel. Stone slabs to be pressure-washed every April to remove algal build-up. White-painted walls to be kept clean through regular washing as necessary. Graffiti to be removed immediately and painted over with matching white shade.	Gravel from the road is easily transferred and can scratch the stonework.	
Spielman Centre Glass pavilion	Stone floor to be swept regularly of gravel and dirt. Glass to be cleaned on outside every 3-6 months.	Gravel from the road is easily transferred and can scratch the stonework.	
Stone steps to buildings	To be swept regularly of gravel. Stone slabs at Spielman Centre to be pressure-washed every April to remove algal build-up.	Gravel from the road can scratch the stonework.	
Front gate	Gulley / gate runner on vehicle gate to be swept out on a weekly basis to prevent build up of debris and damage to gate castors. No grease is to be added to runner as this traps more dirt. Lubricant is supplied by integral plates within stone pillars. Green paint to be touched-up where it has been removed, to prevent corrosion. Padlocked chains used on gates should have a vandal-resistant covering on.	Gates are extremely heavy and need a great amount of force exerted to be closed. Debris in channel makes closing even more difficult.	

Graffiti	Graffiti to be removed or painted over as soon as is possible after appearing in any location on site.	No water supply in Upper Cemetery.	Top Lodge is regularly tagged.
Interpretation panels	Stone interpretation panels are to be kept clean of excess dirt etc at the base, but should be allowed to colour-down over time. Bird faeces should be removed asap to avoid staining. Damaged or chipped edges can be restored using the pointing mix supplied by Chilstone. A sacrificial coat of anti-graffiti paint has been applied: this should be reapplied after any graffiti removal takes place.	Material is casted composite stone and may vulnerable to damage and staining.	1 on footpath 4a, near WW1 memorial 1 on footpath 19d, near to columbarium 1 on bend of footpath 18b 1 on footpath 15RSR 1 on footpath 22WT, near to Anglican Chapel.
Wooden notice boards	Two notice boards are to be kept clean and free of graffiti. Vegetation around base is to be maintained short throughout the year. Any dog faeces and litter in vicinity to be removed immediately and area must be free of obstruction		Bath Road and Cemetery Road entrances
Sculptures	All three external sculptures are to be kept clean of excess dirt etc at the base, but should be allowed to colour-down over time. Bird faeces should be removed asap to avoid staining. A sacrificial coat of anti-graffiti paint has been applied: this should be reapplied after any graffiti removal takes place.		One on Garden of Rest 1, one on Garden of Rest 2, one on bend of Footpath 18b.
Lighting bollards	Bollards to be kept clean. Any paint damage to be touched-up with a matching black external paint to prevent corrosion. Lights to be used for evening events and during winter afternoons only. On/off switch located in West Lodge at top of basement stairs.		Western side of Ceremonial Way and front entrance shrub bed. 3 x spare bollards stored in electrical plant room, Spielman Centre.

MAP OF FOOTPATHS IN NUMBERED / NAMED  
FORMAT



- Legend:
- CW – Ceremonial Way
  - RSR – Richard Smith Road
  - LP – Long Path
  - TLT – Top Lodge Track
  - TR – Top Road
  - PG – Park Gate
  - ZZ – Zig Zag path