

Appendix A

Quick Wins: Harlow Non-ASC Work			
No.	Works	Description/Outline	Responsibility/ When
1.	Cleansing of highways & roads signs and street names	The Council receives funding from Essex County Council which funds the work of the Highway Rangers. Any cleansing works will be undertaken by the Council (via the Highway Rangers) and not HTS.	Non-Housing (Highway Rangers) January – March 2018
2.	Cleansing of Roundabouts	Works to be scoped to establish: <ol style="list-style-type: none"> a) Which roundabouts will need cleansing (<i>not every roundabout has block pavers around them</i>); b) How the works will be completed i.e. jet washing or an alternative. c) Due to the proximity of the workforce to the carriageways (some of which are duelled): <ul style="list-style-type: none"> • Can the works be completed safely? • Will a traffic management scheme need to be set-up (with permits agreed by ECC) or an alternative method? 	Non-Housing (Highway Rangers) January – March 2018

Quick Wins: Annual Service Charge

No.	Works	By When	Responsibility
1.	Main roads verges as first cut and maintain the 24-working day round	To start in 2 nd week of March 2018	HTS
2.	Split the Wave into 2 Teams	Programmed for Spring 2018	HTS
3.	<u>Weeds:</u> <ul style="list-style-type: none"> • Research chemical for weed control • Assess chemical spray around Knee Rails and Street Furniture 	Late Spring 2018	HTS
4.	Support Estate Walkabout /Inspections with an operative and vehicle equipped for a range of small cleaning/repair tasks	February 2018	Housing & HTS
5.	Investment approx. £200k in further landscape maintenance equipment over the next 3 months: <ul style="list-style-type: none"> • Telescopic 'flail arm' (the ability to cut higher up on steep banks and slopes) • Ride on Triple Mowers /Tractors 	January to March 2018	HTS
6.	Great British Spring Clean 2018 (2 – 4 March 2018)	March 2018	HDC Environment (with support from HTS)
7.	Identify, repair or refurbishment Bus shelter	January to March 2018	Non-Housing & HTS
8.	Review the programme for Ditches	January to March 2018	Non-Housing & HTS

Quick Wins: Annual Service Charge

No.	Works	By When	Responsibility
9.	Joint visit to Chelmsford to learn and compare their Environment arrangements with HTS.	Chelmsford (Jan 2018)	HTS & HDC Environment Teams
10.	Co-ordinate Grounds Maintenance & Street Scene Services Teams i.e. Potter Street & an Estate Programme. (Could align with estate inspections)	January/February 2018	HTS
11.	Review the standards, frequency (schedules) & KPIs for Landscape Maintenance & Street Scene	January to March 2018	HDC & HTS Environment Teams
12.	Review drainage maintenance programme	January to March 2018	Non-Housing, Housing & HTS
13.	Issue 'advance programme of works to prevent constant queries	Mid-March 2018	HTS
14	Increase stinging teams during growing season	Recruit form January 2018	HTS

Additional Works: Non-Annual Service Charge

No	Works	Description/Outline
1.	<p>Gateway (Entry Points) in the Town. Create and maintain gateways reflecting the Council's aspirations for Harlow. The main entry points to the Town are</p> <ul style="list-style-type: none"> • A414 – from Jn. 7 M11 Motorway • A414 – Eastwick lodge from Hertfordshire • A1184 – Sawbridgeworth (Cambridge Road) 	<ul style="list-style-type: none"> a) Verges: grass sward, hedge lines, vegetation belts shrub planting maintain to industry good practice standards. b) Gateway signage: supply and install to Council's specification. Maintain and clean regularly c) Horticulture i.e. flower beds planters provide to Council specification and maintain to industry good practice standards
2.	<ul style="list-style-type: none"> a) Signs within Housing Estates b) Community Notice Boards 	<ul style="list-style-type: none"> a) Identify, clean, repair replace signs still required/remove and make good signs not required within Estate Areas e.g. <i>no ball games / no parking in front garages</i> b) Identify, clean, repaint, repair replace or remove community notices boards
3.	More Litter Bin capacity in Town Park	Double the capacity of bins in the park.
4.	Estate Tidy -up	<p>Milwards estate used as a pilot. A joint inspection undertaken to establish and quantify the works required to refresh:</p> <ul style="list-style-type: none"> a) Street Scene features, to include pavement/curb/knee rail/fencing/street furniture - repainting, repair, replacement, removal, as appropriate; and b) Landscape features - stooling, coppicing pruning, and height reduction, grubbing out and replacing with grass/hard surface as appropriate.

Additional Works: Non-Annual Service Charge

No	Works	Description/Outline
5.	Grass cutting: engineer out grass and weed growth around obstacles in the sward i.e. Second Ave	a) Identify (in consultation with the Council) a highly visible and significant exemplar section of street scene; where the sward presents difficulties in maintaining an acceptable appearance in accordance with the Output Specification; and b) Provide mowing strips to each obstacle so that visual amenity is maintained, and the grass can be cut using the mechanised mowers removing the future requirement for strimming or chemical spraying.
6.	Standards for Town Park	To ensure the grant conditions of HLF and the requirements of the Green Flag Award are met. The following additional works have been identified to enhance the works covered by the ASC: <ul style="list-style-type: none"> • review shrubs & borders across the Park • paths • removal of ivy • water courses & ditches • tree • hard landscapes • The Water & Walled Garden