



## Grounds Maintenance Contract Management Group Meeting

(8<sup>th</sup> July 2024)



### Depots Update

**Vale Farm:** Operational. No new issues

**Roundwood:** Operational. No new issues

**John Billam:** Operational. No new issues

**Gladstone / Rickyard:** Operational. No new issues

**KPI's:-**

Please see KPI's below taken from the IMPACT system for Apprentices, Low Emission Mileage, Waste Disposal, Fly tipping, Training, Community Group Work and ongoing work on the Pocket Farm (Roundwood). The information has been updated up until the end of May 2024.

**Brent Fly Tip Removal**

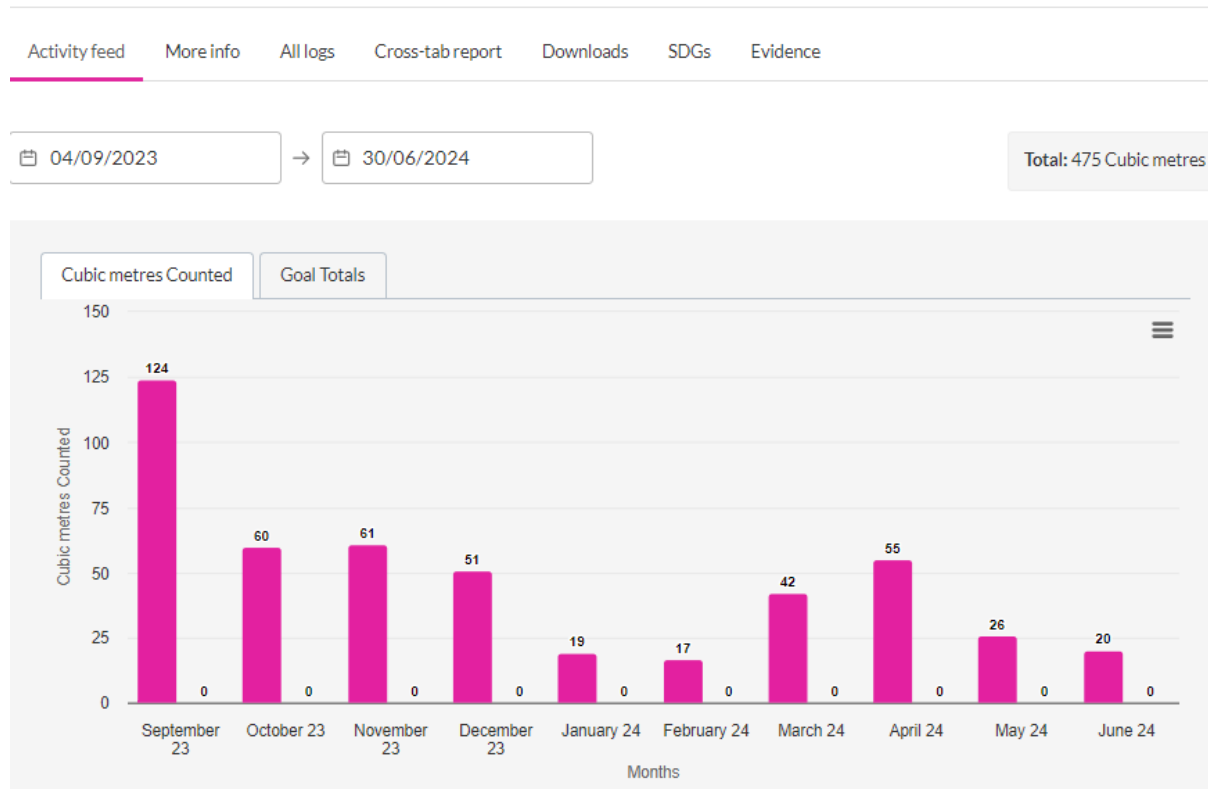


Figure 1 Image of IMPACT Monthly records of collected Fly tips

Large fly tips collected between May and June 2024 were lower than previous months. In total 26m<sup>3</sup> of large fly tips (over 2m<sup>3</sup>) were collected during May 2024 and 20m<sup>3</sup> were collected during June 2024. However this does not reflect against the amount of waste collected and tipped during this period where we continue to see an increase in the amount of tipped waste left in parks and open spaces throughout the borough. A large contribution to these figures is the amount of household waste and black bags dumped in parks measuring under the 1m<sup>3</sup>.

The list below indicates the specifics dates, sites and sizes of collected Fly tips during May and June 2024.

**May and June 2024**

Planned	Completed	Qty.	Unit	Task-ID	(Client) Instructions	Team	Status	Description
15-May-24	15-May-24	3	M3	403616	Fly tip cleared -3m3	VO-TEAM	Completed	Roundwood Road Open Space

15-May-24	15-May-24	2	M3	403617	Fly tip cleared 2m3	VO-TEAM	Completed	Preston Park
15-May-24	15-May-24	3	M3	403618	fly tip cleared 3m3	VO-TEAM	Completed	Sherrins Farm Open Space
15-May-24	15-May-24	2	M3	403619	Fly tip cleared 2m3	VO-TEAM	Completed	River Brent Walk (Cambridge close)
15-May-24	15-May-24	2	M3	403615	Fly Tip cleared 2m3	VO-TEAM	Completed	Crouch Road Open Space
17-May-24	28-May-24	2	M3	403621	Fly Tip - 2m3	VO-TEAM	Completed	The Compass (Dudden Hill Lane Corner)
28-May-24	28-May-24	2	M3	407795	Fly tip cleared - 2m3	VO-TEAM	Completed	St. Davids Close/Chalkhill Open Space
28-May-24	28-May-24	2	M3	407797	Fly Tip cleared 2m3	VO-TEAM	Completed	Chalkhill Sports Grounds
28-May-24	28-May-24	2	M3	407798	Fly tip cleared 2m3	VO-TEAM	Completed	Tokyngton Open Space
28-May-24	28-May-24	2	M3	407799	Fly Tip cleared 2m3	VO-TEAM	Completed	Abbey Estate Open Space
28-May-24	28-May-24	2	M3	407800	Fly tip cleared 2m3	VO-TEAM	Completed	Fryent Country Park (Inc. Barn hill open space)
28-May-24	28-May-24	2	M3	407801	Fly tip cleared 2m3	VO-TEAM	Completed	Fryent Country Park (Inc Barn Hill open space)
13-Jun-24	13-Jun-24	2	M3	409439	Fly tip cleared 2m3	VO-TEAM	Completed	
13-Jun-24	13-Jun-24	3	M3	467730	fly tip cleared 3m3	VO-TEAM	Completed	Roe Green Village
17-Jun-24	17-Jun-24	2	M3	408909	Fly tip cleared 2m3	VO-TEAM	Completed	
17-Jun-24	17-Jun-24	2	M3	410857	Fly tip cleared 2m3	VO-TEAM	Completed	Gladstone Park - Kendall Road jw Lancaster Road
19-Jun-24	19-Jun-24	3	M3	471141	fly tip cleared 3m3	VO-TEAM	Completed	Retreat Close Open Space
20-Jun-24	20-Jun-24	2	M3	471159	Fly tip cleared 2m3	VO-TEAM	Completed	Quanton Street Open Space

24-Jun-24	24-Jun-24	2	M3	472049	Fly tip cleared 2m3	VO-TEAM	Completed	Grove Park
24-Jun-24	24-Jun-24	2	M3	471770	Fly tip cleared 2m3	VO-TEAM	Completed	Abbey Estate Open Space
30-Jun-24	30-Jun-24	2	M3	409665	Fly tip cleared 2m3	VO-TEAM	Completed	Kingsbury Green

Figure 1 list of completed Fly tip collections for May 2024



Figure 2 Images of Dumped Furniture and also Encampment clearance at Tokynton Open Space

# Brent General Waste Disposal

Activity feed   More info   All logs   Cross-tab report   Downloads   SDGs   Evidence

📅 04/08/2023 → 📅 17/07/2024 Total: 514.02 Tonnes

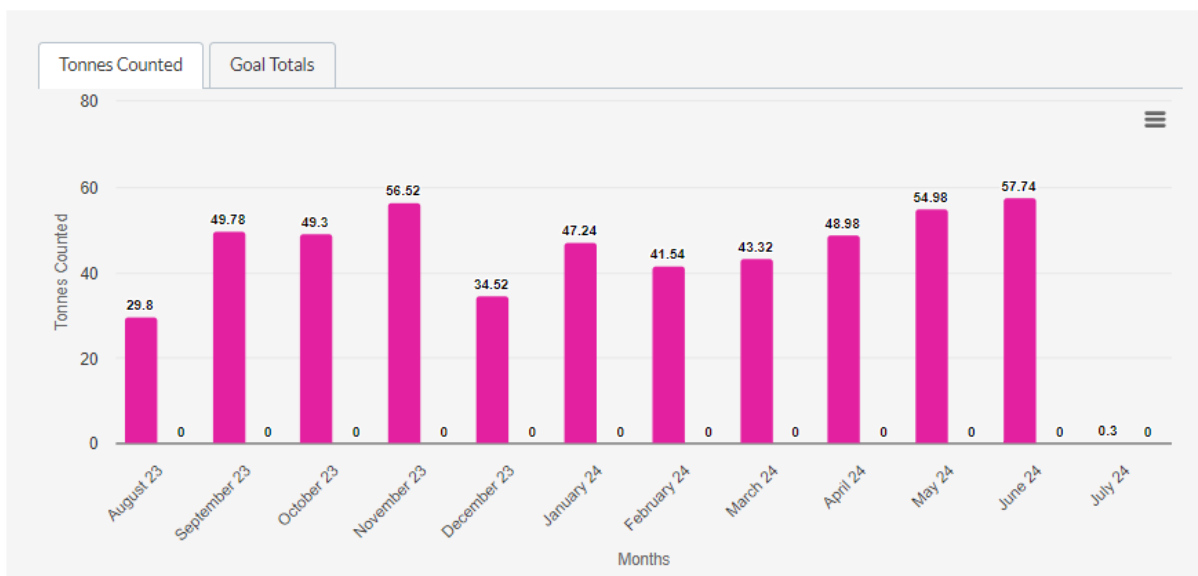


Figure 3 Image of IMPACT Monthly records of Tipped waste

## Cleansing

During May / June 2024 we saw an increase in the amount of waste collected across the borough, this consisted of Emptying Litter bins, litter picking, Fly tips, household waste left near bins and general waste collected from Parks and Open Spaces. We will continue to monitor the levels of waste collected and see if the increase continues with the greater use of Public spaces as the weather improves. The majority of waste collected accumulated from household waste left near bins, which is still a major issue particularly in Parks and Carparks.

We collected 49.60 tonnes of Waste in May and 57.74 tonnes in June 2024.



Figure 4 Images of dumped household waste in Woodcock Park



# Brent Training Hours

Activity feed More info All logs Cross-tab report Downloads SDGs Evidence

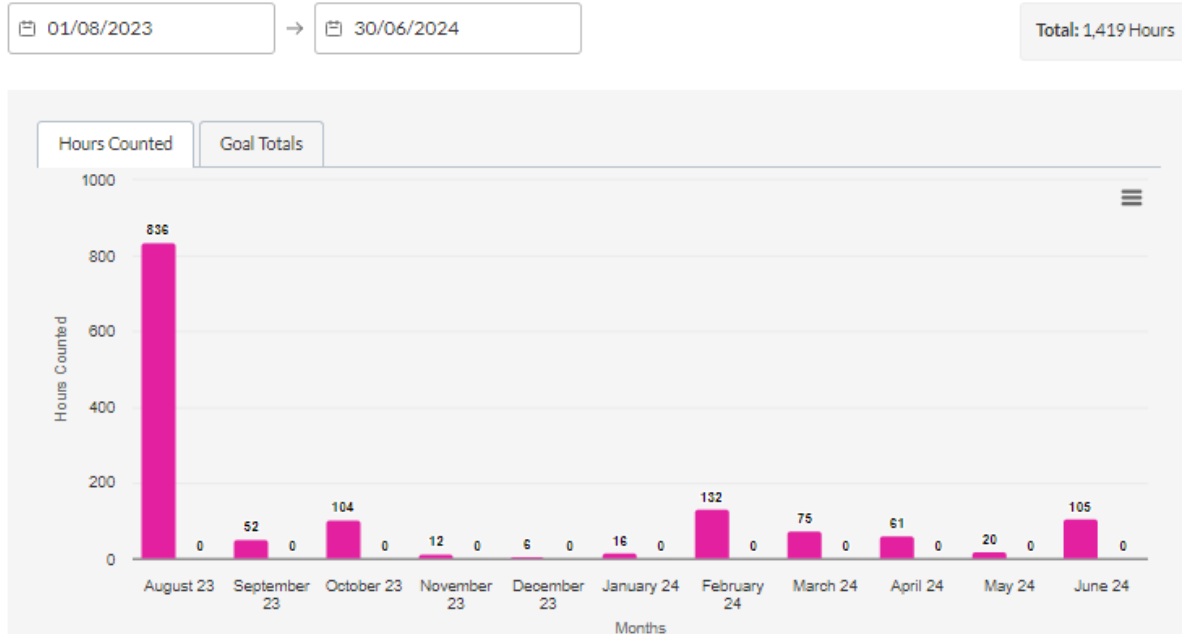


Figure 6 Image of Training records logged on IMPACT

In the periods between May and June 2024 we carried out Manual Handling online training for operatives. We also completed IOSH Managing and Working Safely courses for our tractor drivers and Management team. We continue to update the operatives with Manual Handling training, Banksman and H&S Toolbox talks including full day inductions for new starters.

20 Hours of Training completed in May 2024.

- Vincent Nurse Counted for 8 hours (8 Hours) on 24/05/24**  
Brent Training Hours - Logged 2 days ago  
IOSH Working Safely - Dean Whitfield (1 Day)  
Project Brent
- Vincent Nurse Counted for 8 hours (8 Hours) on 07/05/24**  
Brent Training Hours - Logged 2 days ago  
IOSH Managing Safely Refresher Course - Vincent Nurse (1 day)  
Project Brent
- Vincent Nurse Counted for 4 hours (4 Hours) between 01/05/24 and 31/05/24 (4 weeks)**  
Brent Training Hours - Logged 2 days ago Updated  
Manual Handling (IHasco) - Online training completed by 4 x Operatives  
Project Brent

105 Hours of Training completed in June 2024.

- Vincent Nurse Counted for 48 hours (48 Hours) between 26/06/24 and 28/06/24**

Brent Training Hours - Logged 26 minutes ago

IOSH Managing Safely -3 day training (8hrs per day) x 2 (L Murdoch, J Saba)

Project Brent

⋮
- Vincent Nurse Counted for 24 hours (24 Hours) on 21/06/24**

Brent Training Hours - Logged 30 minutes ago

IOSH Working Safely (1 day - 8hrs Training) 3 x Tractor Drivers (G, Singers, S Porterfield, J Ramos)

Project Brent

⋮
- Vincent Nurse Counted for 8 hours (8 Hours) on 10/06/24**

Brent Training Hours - Logged 13 minutes ago

New Starter Induction and H&S inductions (Including Risk Assessments) 1 x Driver Operative C Brazao

Project Brent

⋮
- Vincent Nurse Counted for 1 hour (1 Hour) between 01/06/24 and 30/06/24 (4 weeks)**

Brent Training Hours - Logged 34 minutes ago

Banksman Essentials Online Training (iHasco) 1hr x 1 operative.

Project Brent

⋮
- Vincent Nurse Counted for 24 hours (24 Hours) between 01/06/24 and 30/06/24 (4 weeks)**

Brent Training Hours - Logged 36 minutes ago

Manual Handling Online training (iHasco) 1 hr x 24 Operatives.

Project Brent

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## 2.2 (Brent) Apprenticeships



Figure 7 Image of IMPACT records for Apprentice working weeks

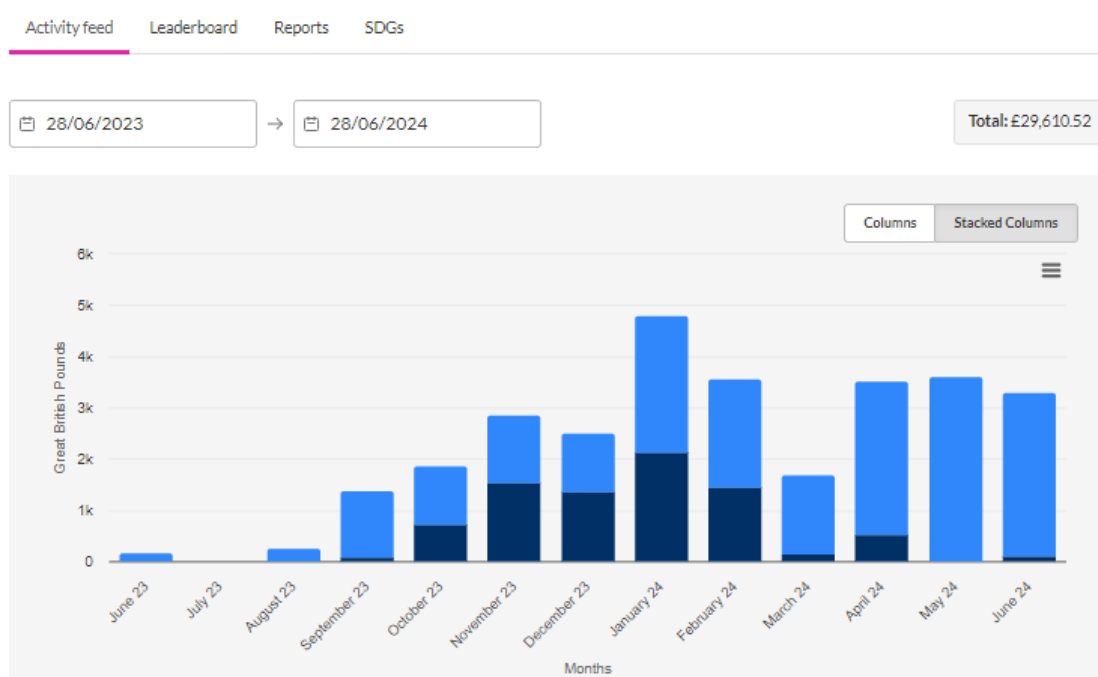


## CSR and Roundwood Pocket Farm

Our CSR Team Leader has continued to work with the community groups in both Gladstone and Roundwood Park. Some great work has been achieved in the wall Garden at Gladstone Park and Roundwood has now started to see some similar work taking place on the Herbaceous bedding area and Pond.

Volunteers and CSR Team worked hard during May and June in preparation for London In Bloom Judging in a number of parks and Gardens across the borough including Mapesbury Dell, Harlesden Town Gardens, Gladstone Park, Woodcock Park and Roundwood Park.

### 4.4 (Brent) Helping with community clear-up days gardening and food growing projects



#### 4.4 (Brent) Support with KPI 4.4

£21,490.28

#### 4.4 Resources Provided to Achieve KPI

£8,120.24

Figure 8 KPI reports from Entries added to IMPACT for community work with Park Community Groups and Roundwood Pocket farm.



**Vincent Nurse Counted £350.64 on 23/05/24**

4.4 (Brent) Support with KPI 4.4 - Logged 3 days ago

Roundwood Park 8.30- 2.30 (x2) plant verbena in the gaps on the herbaceous beds. Pull of bindweed off shrubs. Clear weeds along the edges. Volunteers x3 10- 12

Project Brent



**Vincent Nurse Counted £379.86 on 29/05/24**

4.4 (Brent) Support with KPI 4.4 - Logged 3 days ago

Gladstone Park 8.00- 2.30 (x2) cut and strim grass. Edging. Wedding. Clear green waste. Volunteers x8 10-12

Project Brent



**Vincent Nurse Counted £394.47 on 12/06/24**

4.4 (Brent) Support with KPI 4.4 - Logged 4 hours ago

Gladstone. 8.15- 3x2 Hedge cutting Grass cutting. Strimming. Blowing. Clear green waste

Project Brent



Figure 9 Images from IMPACT entries for work carried out in the Gladstone Park and Roundwood Pocket Farm

## Community Engagement

During May our teams assisted with some community engagement tasks including Preparation of a roundabout in Regal Way / Vista Way, Bag Collection after community litter pick in Gladstone Park and Ground renovation work in Wembley FC ground.

**Vincent Nurse Counted £87.66** on 17/05/24

4.3 Resources Provided to Achieve KPI copy - Logged 25 minutes ago Updated

Tractor assisting with ground renovation works for Wembley FC for 3 x Hours

Project Brent

⋮

**Vincent Nurse Counted £58.44** on 24/05/24

4.3 Resources Provided to Achieve KPI copy - Logged 22 minutes ago Updated

Tractor Assisting with renovation works in Wembley FC for 2 x hours

Project Brent

⋮



**Vincent Nurse Counted £116.88** on 15/05/24

4.3 Resources Provided to Achieve KPI copy - Logged 16 minutes ago

Regal Way / Vista Way - Work completed on Roundabout to prepare area for planting project. 2 x Operatives for 2hrs.

Project Brent

⋮

**Vincent Nurse Counted £29.22** on 26/05/24

4.3 Resources Provided to Achieve KPI copy - Logged 13 minutes ago

Gladstone Park Community Litter pick. Collected bags in the afternoon.

Project Brent

Evidence

Re Litter Pick Bag Collection Yesterday.msg

⋮

## Health and safety:

There were no RIDDOR's and one incident in May or June 2024

The incident in May was a reported break in at Roundwood Depot at approximately Lunch time on the 24/05/24. An attempt was made by a suspect in a white van to break into the garages in the depot (Reported to Police and captured on CCTV). In June we had 2 minor Vehicle Incidents and 1 operative had an incident (Slip / Trip).

## Accident Log

2024	Apr			May			June		
Contract	No of RIDDOR	No of accidents	No of lost days	No of RIDDOR	No of accidents	No of lost days	No of RIDDOR	No of accidents	No of lost days
<b>Brent</b>	0	1	0	0	1	0	0	3	0

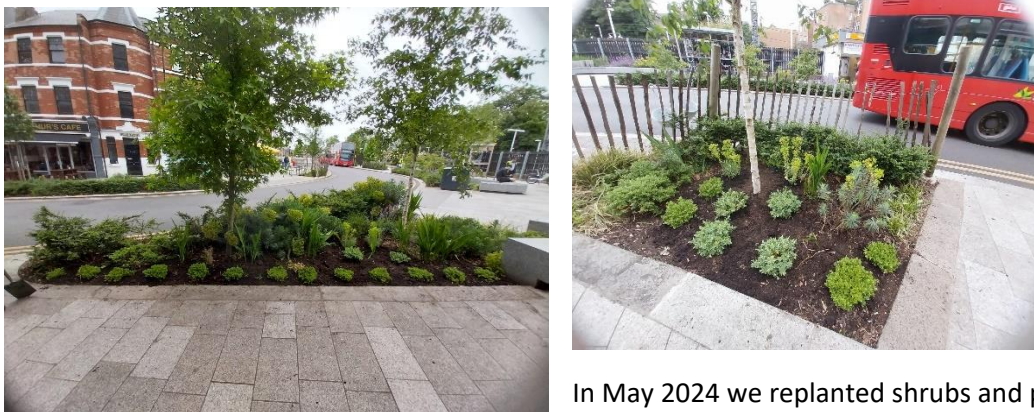
**Variations: -**

Heather Park (Installation of 3 x Shrub beds) and Gaelic Football drain line repairs were completed at the end of April leading into May 2024.



Figure 10 Images of Drain Lines repairs on Gaelic Football and Shrub bed installation in Heather Park

**Chamberlayne Terrace / Kensal Rise Planting**



In May 2024 we replanted shrubs and plants in Beds near Station Terrace. We still have some additional beds to quote for planting and fencing to be installed and will continue with these tasks as soon as we receive delivery of additional plants and can fit the work into the schedule.

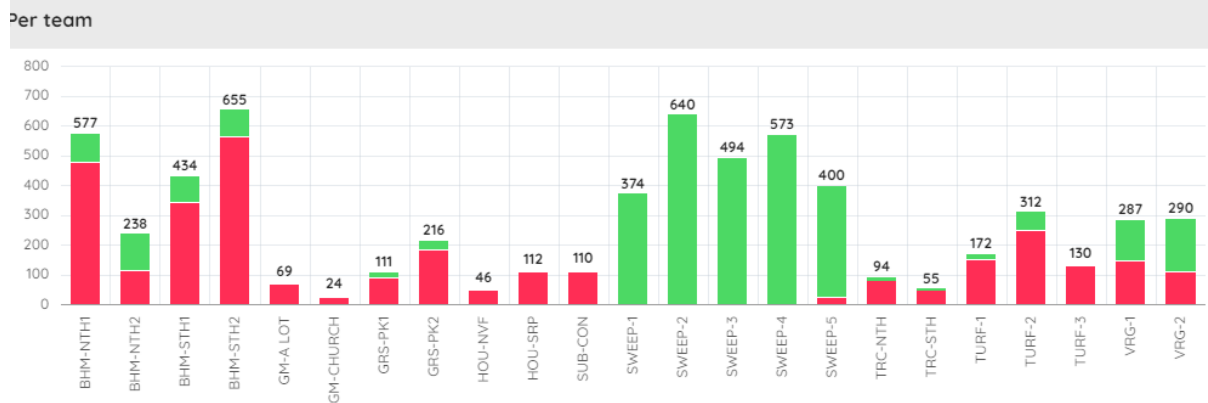
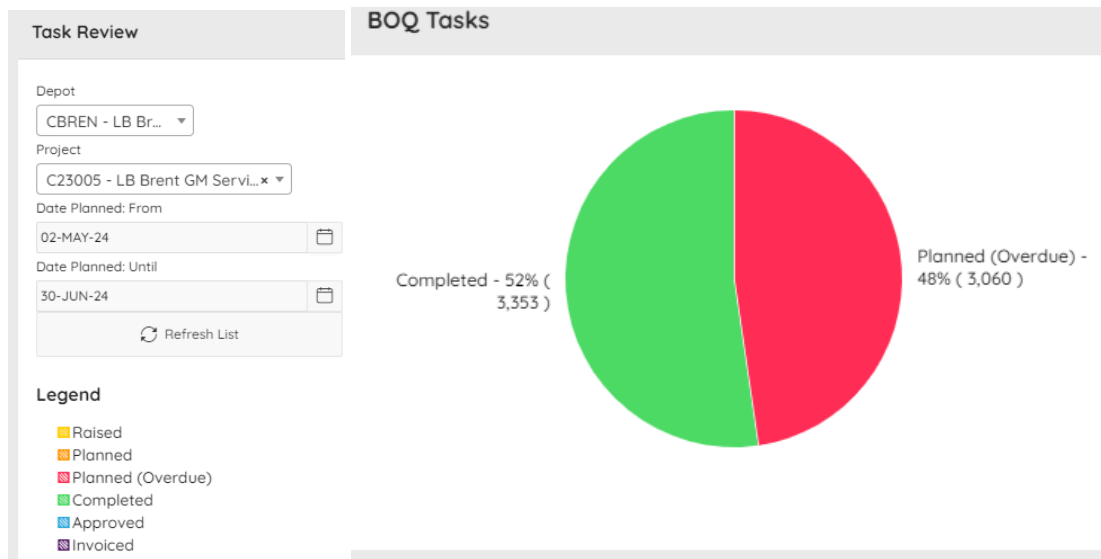


Figure 11 Variation orders schedule performance report from ATAK (May 2024)

# Operations Overview May / June 2024

The Information below shows completed and overdue tasks for the BHM, cleansing, Sports and Verge / Grass Cutting teams during May and June 2024.

Due to the wet weather and Machinery issues we experienced during March / April our Grass cutting schedules were still behind schedule in May and in June we were beginning to get back on track as the teams are working overtime to catch up. We should see an improvement with the tasks signed off in ATAK and meeting schedules in July as teams have been retrained and new starters trained on how to use the ATAK systems on their mobile devices.



**BHM** - Due to the weather conditions and some issues with equipment during March / April, there were a number of Housing sites where complaints were received for long grass, weeds and general Grounds Maintenance for our teams to deal with. Grass cutting in May was still quite difficult for our teams as the machines struggled to cut through long grass, meaning more time spent on sites. We have had issues with some of the electric machinery, due to the pressure of cutting through the long grass and equipment not being robust enough to deal with the Ground conditions. We advised teams to do their best to visit all sites on the daily schedule to keep up with the expectations of

residents and areas having a visit on their scheduled days. There was a delay in teams being able to attend all daily scheduled sites to complete all outstanding tasks on one visit. We understand that schedules are behind and have now tasked a team to work over the weekend catching up with schedules and working on the Client Action Plan. We are also in the process of recruiting two additional teams (1 x Driver and 1 x Operative) to assist the BHM teams with the number of weekly tasks they are scheduled to complete. During June teams worked overtime on the weekends on BHM sites and towards the end of the month we employed new operatives to assist with the catch up work. This is still ongoing as we go through process of changing some of the electric equipment and machinery to the Fossil fuelled equivalents.



Figure 12 Images of Grass cutting completed at St Laurence Close and Kingston House



Figure 13 Images of Grass cutting at Landau House and Carlton House

## Sports

The Sports teams have been actively Marking Pitches and preparing sites for Weekend fixtures. Our tractors have been out cutting outfield for cricket and Gaelic Football and Sports teams have prepared wickets and marked boundaries on a weekly basis.

All goalposts for Rugby and Football were completely removed and pitches were assessed for post season renovations.

We have had a number of issues where sites are prepared and unauthorised use has damaged some of the work prior to booked sessions.



*Figure 14 Image of Cricket wicket preparation (Vale Farm) and Grass cutting (Northwick Park)*

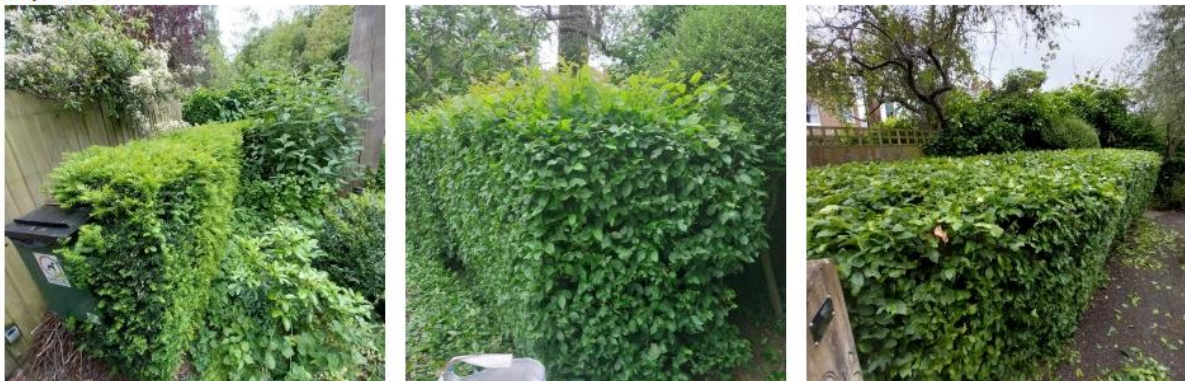
## Hedges and Shrubs

BHM teams and Verge teams have concentrated solely on Grass cutting during May / June 2024, we understand there will be some shrubs and hedges that will need pruning and cutting back and team have responded to any sites we have sent them to for any complaints raised. We are however being very mindful of bird nesting season.

Our CSR team completed some hedge and shrub pruning work in Mapesbury Dell.

Mapesbury dell 8.00- 2.00pm x2 cut hedges and collect. Blow pathways

Project Brent





*Figure 15 Image of completed Hedge / Shrub pruning in Mapesbury Dell*

**Parks** – Teams are continuing to cleanse, removing small branches and twigs and reduce and tidy vegetation in Parks across the borough. Grass cutting commenced at the end of March, but a number of sites were still very wet / saturated and therefore not able to cut with heavier machinery.

During May we have been able to cut all large areas in Parks with the Tractors, we were behind schedule in regards to Ride on and strimming work but teams are now aware of their schedules and ride on mowers are out in both the North and South of the borough cutting the areas where the tractors cannot access.



*Figure 16 Images of grass cutting in Streatley Road Pocket Park*

Our Gardeners have also been working on Shrub beds and Planting areas in Barham Park and will be moving onto Woodcock Park during June 2024

During June we were able to get back up work (strimming and blowing) actioned behind the main grass cutting, a lot of the attention was concentrated on sites leading up to the London in Bloom Judging.





*Figure 17 Images of Barham Park and Eton Grove*

### **Wild Flower Meadows**

Work was completed on the installation of Wild flower meadow in Sherrins Farm, where our tractor cut and collected cuttings over an area of 5000m<sup>3</sup>, to prepare for our subcontractor to scarify and seed the area.



**Verges** – Grass Verges cutting was still a struggle during May 2024, we were already behind schedule from the end of March leading into April due to the weather and problems with some of our Electric Machinery. We worked hard to keep teams cutting daily and made arrangements for a delivery of Diesel Powered Ride on Mowers to cover the service. There were some delays in the process of receiving the machinery and making sure they were serviced and ready to be deployed safely. By the end of the month we began to catch up with the schedule (particularly in the south of the Borough) and the teams worked hard to get back on track of a 3 week back log of tasks. Overtime has been worked over the weekends to deal with complaints and an additional ride on was deployed as agreed with the client to cut down areas with long grass, with back up / strimming to be completed at a later date.



*Figure 18 images of Ransome Ride on Cutting Verges and Operative blowing verges*

During June we were able to catch up with the schedule on both the North and south of the borough and the majority of areas received at least their second cut / visit within this time. All areas that were raised as priority or received complaints were visited and actioned.



*Figure 19 Image of Twyford Abbey verges*

## Champions League

Towards the end of May we worked hard to get areas surrounding Wembley stadium and close to Fryent Way (FA and coaches parking area) cut and looking tidy. This work was taking place alongside scheduled Verge cutting and teams were working hard to keep to schedule, whilst adhering to requests for particular areas to be cut within the deadlines.

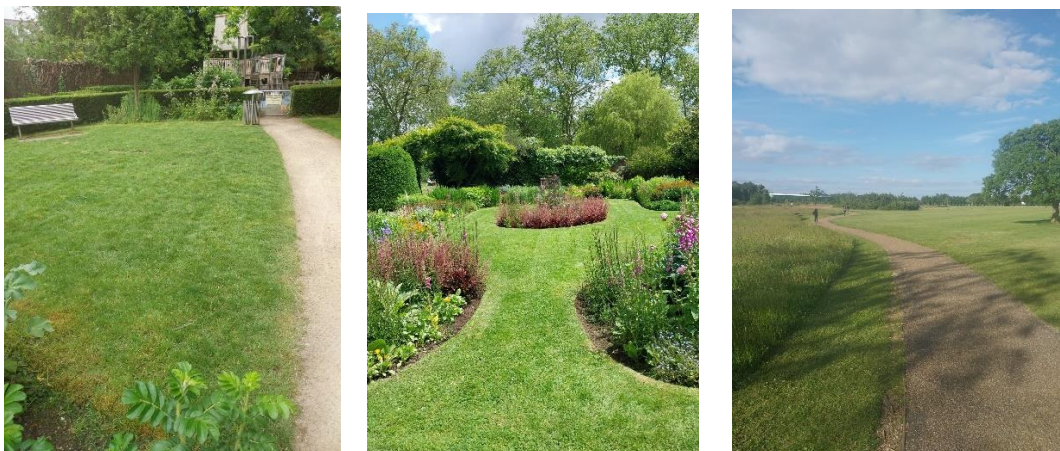
Teams worked hard to cut back the Verges along Fryent way, which were originally listed as Wildflower meadows. The teams cut as per their usual schedule and had to return the day before the deadline working into the early evening of Friday 31st



*Figure 20 Images of Fryent Way Verges and Car park before Champions League Finals*

## London in Bloom Judging

Mapesbury Dell, Harlesden Town Gardens, Roe Green Walled Gardens, Gladstone Park and Walled Gardens, Roundwood Park, Fryent Country Park and Woodcock Park were all judged for London in Bloom over 2 days in June (21<sup>st</sup> and 25<sup>th</sup>). Teams worked hard to get sites clean and tidy and grass cut for the judging days and with facing issues with machinery and staff sickness, our best efforts were given to meet the deadlines. Volunteers and our CSR Team leader deserve praise for their efforts in working on some beautiful work in Walled Gardens and Parks across the borough.





*Figure 21 Images of Mapesbury Dell, Gladstone Walled Gardens and Woodcock park before London in Bloom Judging*

### **Schedules and ATAK updates**

We are still working with our operatives to make sure they are logging into ATAK and signing off completed tasks. This has been an ongoing issue, we continue to work towards getting this right.

There has been an issue with our ATAK system showing duplicate photos when searching for images of completed work, this has been reported to IT and they are still investigating this problem.

We have been working on Outstanding BHM sites listed in an Action Plan and will continue to carry out catch up work with additional teams we have now employed.

### **Equipment and Machinery**

We have faced some mechanical problems with our fleet of Electric Ride on Mowers and as a temporary measure have had to revert to conventional Fossil fuelled equivalents.



*Figure 22 images of the Electric RINO ride on mower and Ransome HR300 in action*

Our Electric range of Makita hand held equipment and pedestrian mowers have also been an issue with not being robust enough to deal with the required tasks and we are liaising with suppliers to help solve issues with repairs and replacements.

### **Additional Resources and Machinery**

Due to the issues with back log of Tasks, we are now in the process of employing additional Staff and hiring Machinery – This should give us 2 additional teams to assist with BHM Shrubs / hedges and catch up work.