



# Kings Worthy Parish Council

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## Grounds Contract Specification

### **IMPORTANT UPDATE**

**Any corrections, amendments or clarifications to this specification will be published in the "Corrections, amendments & clarificatory questions/queries document".**

**Tenderers must ensure they have read this document before submitting their tender.**

**The document above will be updated as and when changes are made and is available on our website, or by request to the Parish Office.**

**Published:** Thursday, 22 June 2023

**Last updated:** Thursday, 27 July 2023

**Areas including:**

- Fryers Close (Map 1)
- Fraser Road (Map 2)
- Lovedon Lane Burial Ground (Map 3)
- Kim Bishop Walk (Map 4)
- Lower Broadview (Map 5)
- Upper Broadview (Map 6)
- Eversley Park (Map 7)
- Lovedon Fields (Map 8)
- Hinton Park (Map 9)
- Hinton Fields – East (Map 10)
- Hinton Fields – West (Map 11)
- Church Green (Map 12)

The works include maintenance and repair of sports pitches, amenity grass cutting, wildflower area cutting, hedge cutting, shrub bed maintenance, path maintenance, litter removal and bin emptying at the above sites.

**PRELIMINARIES**

**Litter** – ‘Litter’ shall, for the purpose of this Specification, mean the removal of litter, debris, dog faeces, accident debris, cans, cartons, paper, boxes, timber, metals, plastics, glass, tins, fallen branches, dead animals (removed and disposed of in an appropriate manner), hazardous waste (including Asbestos) and other deposits, which can be removed without sweeping on all sites at all times.

**Fly tipping** – The Contractor shall, as part of his normal operations, is to remove fly tipping from green spaces and dispose off-site all unauthorised major deposits of litter, refuse, builders’ rubble etc.

**Notifiable and Injurious Weeds** – All sites will be kept free of notifiable and injurious weeds at all times. Where possible these shall be hand pulled, removed from the contract area and incinerated and not used for recycling. Where notifiable weeds have been removed from a site the Supervising Officer must be informed within 1 week of their removal. Weeds species included are identified in The Wildlife and Countryside Act 1981, Part II Schedule 9 and the Weeds Act 1959.

**Damage** – The Contractor shall protect buildings, fences, gates, walls, landform, vegetation and other site features that are to remain in position during the contract. Any damage caused to existing features through the Contractor’s negligence will be reinstated at the Contractor’s expense. Any damage shall be reported to the Supervising Officer as soon as the Contractor is made aware of it. Any item found to be in a dangerous condition shall be immediately made safe or removed to a store provided by the Contractor as soon as the defect is noticed.

**Application of Pesticides** – The Council is keen to reduce the use of pesticides by the Contractor and move to more cultural methods. Therefore, as a matter of preference biological controls and naturally occurring pesticides and fungicides are to be used, unless their use proves ineffective; then inorganic chemical alternatives will be allowed subject to the prior approval of the Supervising Officer.

**The use of residual herbicides will not be permitted.** Where pesticide use is necessary, the Contractor shall apply and store it in accordance with all relevant legislation and shall inform the Supervising Officer in advance of when they are to be applied, detailing types of pesticide, the method of application and where they are to be applied. The Contractor shall make arrangements for his own supply of water. All operatives shall be trained and hold certificates of competence for the equipment

and method of application being used. The Council may request evidence of training and competence. Applications of pesticide shall be recorded (including pesticide details, operative's name, date and weather conditions) and be available if requested by the Council.

**Pests and Diseases** – All plants and young trees shall be maintained in a healthy condition, free from pests and diseases by recognised cultural methods. In the case of an outbreak of canker of any disease, this shall be reported to the Council within 48 hours. The Council will then instruct the Contractor of any action that shall be taken.

## AIMS AND OBJECTIVES

The overall objective of this grounds maintenance specification is to achieve an aesthetically pleasing landscape, safe for all community users and with added value for wildlife.

To that end, best horticultural and health and safety practices will be employed at all times; methods employed should enhance and encourage wildlife wherever possible; any defects in the landscape shall be identified and addressed quickly by working collaboratively with the Supervising Officer.

### 1. WOODLANDS, HEDGES, TREES and SHRUB PLANTED AREAS

This is to include the clearance of fallen leaves - to be carried out a minimum of 4 times during the autumn/winter.

#### 1.1 WOODLANDS AND TREES

To maintain all stated woodland areas in a safe manner and as prescribed within the specification.

**Newly planted specimen trees**, shall be watered on a fortnightly basis to field capacity (approx. 35 Litres per tree) during their first growing season. Check, adjust and replace stakes and ties on a fortnightly basis. Stakes and ties shall be removed after three years if agreed with the Supervising Officer.

**Areas around all trees and shrub plantings**, shall be kept weed free, in a 1m diameter circle by hand or herbicide. Strimmers shall not be used within 100mm of plant/tree stems. Trees and other plants damaged as a result of incorrect strimming practice are to be replaced at the contractor's expense.

Any debris shall be removed from site.

Remaining vegetation to be cut using a rough-cut mowing machine or where appropriate by hand scythe.

**All thicket works** to be carried out on a minimum of two occasions a year.

#### 1.2 HEDGES

Aim: Trim and prune all hedges to encourage a stable hedge. The width at the top of the hedge shall be slightly less than at the base. Hedges shall be maintained to prevent obstruction of roads, footpaths or windows.

The Contractor shall remove all suckers, self-set trees or shrubs, brambles and ivy which are not part of the hedge, to ground level. Stump killer only to be applied if agreed with the Supervising Officer before use.

All cuts are to be clean; any ragged edges are to be removed using a sharp knife, except where side arm flail work is carried out.

Should the contractor believe he/she has been asked to do anything which, in his/her opinion, is detrimental to the hedge or any obstruction/safety hazard to pedestrians or vehicles, he/she must notify the Supervising Officer before commencing work.

The contractor will be required to leave hedge bases clean tidy and weed free on every occasion the hedge is cut and the contractor is to ensure such work is included in the contract value as no extra payment will be made for such works.

Where edges are maintained in turf at the hedge base the contractor must leave this edge neat.

**The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife & Countryside Act 1985**

Specific requirements:

**Lovedon Fields:** cut boundary hedgerows on the following regime – outward facing side (adjacent public footway) three times per year; inward facing side (adjacent meadow) once per year; top of hedge maintained at 3m high.

**1.3 ORNAMENTAL PLANTING AREAS**

The Contractor shall inspect and carry out the following operations on a fortnightly basis throughout the growing season (March to October).

Carry out selective pruning of shrubs as and when required in order to avoid obstruction to pathways and gate access, windows and doors where appropriate.

Carry out hand weeding, as and when required to remove all weed growth from ornamental planting areas.

Remove any self-set tree or shrub including roots from ornamental planting areas. Where roots cannot be removed, stump killer may be applied if approved by Supervising Officer prior to use.

**At the commencement of the contract, existing self-sets shall be removed during the first four months of the contract.**

Ornamental planting areas shall be kept free of litter at all times.

An inspection in October of each year shall be carried out by the Contractor and the Supervising Officer shall be notified in writing, of the presence of dead, diseased or damaged plants that require replacement, with their location and variety where known.

## 1.4 MULCH COVER

Woodchip mulch (sample to be approved by the Supervising Officer prior to being brought to site) shall be supplied and spread in a 1m diameter circle around new trees (for 3 years from planting date) to maintain a depth of 75mm.

The mulch cover must be retained during and following all operations.

Annual application of further mulching materials may be required in order to maintain the integrity of the mulch cover.

## 2. AMENITY GRASS AREAS

### 2.1 MOWING

To provide a level, mown surface covered with dense growth of turf grass species free from potholes, undulations or any obstructions that may cause injury to the user. Where large amounts of grass are cut, grass mowings must be evenly spread. A minimum of 16 cuts are to be carried out during the growing season.

The mower operator must, prior to mowing, pick up and remove from site any debris. Any debris allowed to pass through the mower must further be removed.

Particular care must be taken when mowing near members of the public, animals or parked cars.

All Amenity Grass areas shall receive a minimum of 16 cuts during the growing season to maintain a height of no more than 35mm.

Lovedon Fields – a 1.5m edge of meadow (beside the footpath) buffer strip shall receive 7 cuts per year, at monthly intervals between April and October inclusive, to a height of approx. 50mm.

### 2.2 STRIMMING

To avoid damage to tree and shrub bases, playground equipment, fences and demarcation posts, a margin of 50mm of unstrimmed grass is required (as measured from the edge of the post/tree trunk etc.), which shall be controlled either by hand weeding or the application of weed killer. Trees, shrubs, play equipment, fences, demarcation posts and other plants damaged as a result of incorrect strimming practice, will be replaced at the contractors cost.

Care should be taken to avoid injury or damage to surrounding people and property. The Contractor shall ensure adequate protection must be worn whilst strimming.

### 2.3 PESTS AND DISEASES

Any damaging pests and/or disease that would be detrimental to the grass surface are to be reported by the contractor to the supervising officer, as soon as possible.

### 3. WILDFLOWER AREAS

Wildflower areas (including but not exclusively at Tubbs Hall Green, Hinton Fields bank, Lovedon Lane burial ground) should be cut to a height of 100mm once a year in late September/early October or as agreed by the supervising officer.

All arisings shall be left in situ for one week to allow for seed drop, before being collected and removed off site.

### 4. SCRUB MARGINS

**Lovedon Fields:** edge of field between path and site boundary.

Rough cut a third of the area each year, on rotation, to prevent succession to scrub. Each area A, B, and C shall be cut once every three years to a height of 100mm in March.

All arisings shall be collected and disposed in agreed locations on site.

### 5. MISCELLANEOUS

#### 5.1 DOG WALK PATH – Eversley Park lower field

The designated walkway will be maintained free from obstruction from adjoining plantings, with a minimum width of 1100mm and minimum height of 2300mm.

Works to restrict such growth and other works necessary to maintain unhindered access through the walk to be carried out on request from the Supervising Officer.

#### 5.2 FENCING

Remove all extraneous grass and weed growth from a 50mm diameter circle around fence posts and bollards, and in a strip below fence lines by approved means (herbicide use to be approved by the Supervising Officer in accordance with clause 2.2 above). Remove debris arising from operations from paths. Avoid damage to fencing, bollards and other wooden structures. Fencing damage as a result of incorrect practice is to be repaired at the contractor's expense.

#### 5.3 BURIAL GROUND PLOTS

When total settlement of established burial sites has taken place (after a period of 18 to 24 months), said burial sites are to be reinstated to surrounding surface levels by way of removal/addition of topsoil and laying of new turf, if required.

The compost bins shall be checked on a monthly basis and emptied as required. Any compost that is unusable shall be disposed of off-site at an approved waste facility.

#### 5.4 COMMUNITY ORCHARDS

Allow for annual pruning operation in winter (apples and pears) and summer (plums and

greengage) to best horticultural practice, to encourage and maintain good form and fruiting.

## 6. HARD SURFACED AREAS

Care shall be taken that no damage is caused to play equipment, or associated surfacing during grounds maintenance operations. Any damage caused by contractor is to be repaired at the contractor's cost.

Aim: To provide safe and clean pathways on Kings Worthy Parish Council land, free from weed growth, moss, hollows or any other hazard that may cause injury to the site user(s).

Carry out safety inspection weekly to all paved access ways. Any hazardous surfacing is to be reported to the Supervising Officer. Access ways considered to be hazardous and unsafe to be closed to public use immediately and the item reported immediately to the Supervising Officer.

Debris arising as a result of grass cutting is to be swept and cleared from hard surfacing.

At the time of inspection, the surface is to be swept to remove any litter, glass or other injurious debris, such debris to be removed safely off site immediately.

## 7. LITTER AND INJUROUS MATERIALS

### 7.1 LITTER BINS

Parish Council Litter Bins (as shown on location map) are to be inspected for damage/defects, emptied and all material disposed of off-site on a weekly basis during the winter months (nominally October to March) and twice weekly during the summer months (nominally April –September).

Hazardous and injurious materials including sharps are to be removed or made safe at the time of inspection.

Bins shall be thoroughly cleaned inside and out on a 6-monthly basis.

### 7.2 LITTER

Litter as defined in the preliminaries section on page 2 of this specification shall be removed from Parish Council land on each and every site visit, as required, to achieve a clean and safe environment for public users. Litter shall be disposed of off-site at an approved waste facility.

## 8. SPORTS PITCHES

### 8.1 GENERAL

To provide a level, true and well drained surface covered with dense growth of turf grasses, free from potholes and any obstruction that would, at the end of each weekly inspection, deflect the ball from its intended path or cause injury to players.

Mowing – maintain the cut height at between 25-50mm.

Verti-Draining – is to be carried out twice a year.

Divot repair – is to be divot repair to be carried out weekly.

Maintain goalmouths – is to be hand forked following heavy wear.

## **8.2 MARKING OUT OF PITCHES**

### **8.2.1 FOOTBALL PITCHES**

Marking out must be in strict accordance with the requirements set down by the Football Association. All right angles are to be accurate, ninety-degree angles and each circle or part of a circle is to be of the correct radius. Inaccurate marking out is to be rectified at the contractor's cost.

Penalty and centre spots are to be marked circular with a paint brush.

All lines to be marked out are to be mown prior to white lining and lines then located in the centre of the mown strip.

All line markings, for the purposes of football pitch white linings, must first be close mown using a rotary mower with grass box fitted or lines brushed. All arisings to be removed from site. Lines must be accurate and clearly visible to players.

Using a transfer wheel or similar wet line marker, mark out the facility. Use only mixtures of water and whiting, or other suitable proprietary product and ensure that the mixture used is non-toxic to both humans and animals.

Markings are to be maintained by re-marking fortnightly. During periods of inclement weather, the football pitches are to be over marked in the areas where lines have become obscured, i.e. penalty areas, goal area and centre circle.

Respect lines to be marked out as per Football Association regulations.

### **8.2.2 CRICKET STRIPS**

Mark out bowlers' crease for the cricket strips on a fortnightly basis during the playing season.

At the start of the season, cricket nets shall be let down and at the end of the season they shall be tied up within a week of instruction from the Council. Exact dates to be confirmed by the Supervising Officer (nominally at the end of April and end of September).

## **8.3 END OF SEASON RENOVATION**

Full end of season review

The contractor is to advise as to what end of season pitch renovations are recommended before any renovations works take place. If additional costs will be incurred in carrying out these works, then agreement must be sought from the Supervising Officer before proceeding.



The client is to inform the contractor of the date of pitch closure, at least two weeks in advance.

As soon as possible following the final match and no later than within one week of the final match, dismantle the goal posts and net supports.

Store all equipment as directed.

Make safe all goal post sockets with the covers provided.

As soon as possible following the final match and no later than within three weeks, all pitches are:

- To be renovated.
- Any worn areas, including the goalmouths and centre circle are to be reseeded, or under certain circumstances, turfed.
- Turfing, where necessary to be as an additional cost which must be agreed by the Supervising Officer.
- Relief of deep compaction to goal areas to be carried out when specified. Full renovation of goal areas and subsequent maintenance to the standard as prescribed is a critical key result area.
- Sandy loam is to be added to the goalmouths, centre spot and penalty spots, to restore the level to that of the surrounding surface.
- Irrigate goalmouths, centre spot and penalty spots, to maintain growth as necessary.
- Sow grass seed a rate of 45g/m<sup>2</sup> and lightly rake into the surface of the pitches.
- Grass seed used must consist of a blend of short leaved, sports turf Rye Grass, as approved by the Supervising Officer.
- Where no additional soil is required, reseeded is to be carried out at a rate of 35gm m/sq. and not at right angles.
- Where turfing is agreed with the Supervising Officer, the surface is to be prepared as for seeding, but to allow turf to be laid with its surface 15-20mm higher than the surrounding surface levels. This is to allow for settlement.
- All other grass areas to be cut between 25-50mm as to Football Association regulations.
- Apply fertilizer three times, as per the latest regulatory standards. The contractor is to advise if any additional applications are required, which would be at an additional cost to the Parish Council.

#### **8.4 SUMMER SEASON MAINTENANCE**

Summer season maintenance shall follow post season renovation.

Maintain the height of grass mowing to between 50mm to 65mm. Mown clippings are to be spread evenly on the surface. Include spring sown grass.

Apply irrigation to re-seeded areas to maintain active growth.

Seeded areas shall achieve minimum 80% successful germination.

#### **8.5 PRE-SEASON MAINTENANCE**

The Supervising Officer will inform the contractor as to when the season is to commence.

Mowing, gradually reduce height of cut by the start of the season to 25 - 50mm.

Locate, site and square pitches; allowing for movement each year to distribute wear areas further, where space allows, pitches are to be located in such a way as to allow lateral movement in order to facilitate wear and recover of worn areas.

Close mow line markings in advance of marking out to allow new, close mown areas to green up. Mark out as specified.

### **9. SIGNS**

The contractor's vehicle will carry magnetic signs which shall be provided by the Parish Council.

### **10. ANNUAL REVIEW**

The Contractor will attend an annual review meeting (date and time to be agreed) to bring relevant ideas and recommendations for the improvement of the Parish Council's Land.