

Service Specifications

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Service Specifications

1 Customer Care, Safety and Security

General

The Contractor shall ensure that all staff employed on this contract are courteous able to communicate proficiently and helpful to the public at all times. All staff will be in an appropriate uniform that clearly displays the company's logo and that has been authorised by the Supervising Officer. All staff will understand and abide by the customer care policies and procedures of the Council. They will also be able to deal calmly and where required firmly but courteously with any member of the public that is behaving in an anti-social way or is contravening the bye-laws in force.

The Contractor shall ensure that all Council premises are safe and secure during the course of all of their duties and shall secure and make accessible to the Council and/or Emergency Services any or all keys, passes or codes that they hold in order to perform their duties. An up to date list of all staff (either directly employed or otherwise) that hold keys, passes or codes will be provided to the Supervising officer who shall have the right to refuse permission to issue keys, passes or codes to any individual or group provided there is adequate reason.

1.1 Specific Site Safety and Security

At the following sites it is deemed that sufficient contractual maintenance work exists to employ a full time operative. As such the Contractor shall be required to employ a minimum of one full time operative at each of these sites:

- Calverley Grounds and The Grove
- Dunorlan Park
- Grosvenor and Hilbert Recreation Ground
- Hawkenbury Recreation Ground
- St John's Recreation Ground

The full time Operative dedicated to each site will be on site continuously as a minimum during the summer (BST) from 8am until 5pm and in the winter (BST) from 8am until 4pm during the normal working week.

During this time the operative shall:

- Provide assistance to members of the public to help in the enjoyment of the facilities on site including the provision of emergency assistance to the public through initial first aid and the contacting of emergency services as appropriate.
- Monitor actual and potential anti-social behaviour and adherence to bylaws taking appropriate action to prevent and/or manage the situation,

Appropriate action shall include but not be exclusive to:

- Advising the public of any bye-law infringements and requesting those responsible to stop.
- Contacting and assisting the Police in terms of both detection and if required conviction.
- Maintaining an incident log at the location to record anti social behaviour and accidents or near misses.
- Ensuring they have a fully operational mobile telephone that will be utilised to deal with operational and customer related issues that arise at the location.

All Operatives employed at the sites listed above shall be First Aid accredited and have sufficient horticultural and organisational knowledge (of the Contractor and Council's customer care policies and practices, and the site bye-laws) to assist the public with basic enquiries.

1.2 Other Sites and Out-of-Hours, Safety and Security

The Contractor is required to provide an out-of-hour's mobile security and Rapid Response Unit as follows:

- during the summer (BST) between 5pm and 8pm
- weekends during the summer (BST) between 9am and 8pm
- weekends during the winter (BST) between 9am and 4pm

This mobile unit shall consist of a vehicle and operative and be equipped with a tracker device and first aid kit.

The duties of the mobile unit are as shown above (within the section entitled Specific Site Safety and Security).

Also to undertake litter picking and emptying of bins in priority areas (as shown on the site specific maps).

The Rapid Response Unit will normally divide the time allocation equally between the following sites:

- Calverley Grounds and The Grove
- Dunorlan Park
- Grosvenor and Hilbert recreation Ground
- St John's Recreation Ground

and provide a call out rapid response at any of the sites included in the contract.

1.3 Reporting Safety and Security issues

The Contractor shall retain a record of any accidents, incidents and anti-social behaviour recorded in any of the logs previously referred to above, and those recorded through the delivery of the mobile rapid response unit.

This report will also include the vehicle tracking record in order to monitor the sites that the unit has responded to or visited and be made available on request within two working days to the Supervising Officer. The contractor's records shall be retained for the duration of the contract.

1.4 Collection of Fees

Fees will be collected from all customers using the bowling green at Grosvenor and or St John's and for the fishing at Dunorlan at all times whilst a full time operative is dedicated to the site and spot checks will be completed to check receipts and collect fees by the mobile rapid response unit.

Receipts will be issued to all customers that are clearly numbered and initialled by the operative issuing them.

A supply of change will be made available to the customers by the Contractor's Staff.

Any customers who have not paid the set fee in full will be required to leave by the Contractor's Staff immediately. Should they refuse and if necessary the Police are to be notified and an incident number recorded.

The Contractor is required to record a full audit trail of the issuing of receipts and collection of fees, and return this together with all fees on a weekly basis.

Should the Council decide to charge a fee for other facilities then the Contractor will be required to collect these in the same manner through site dedicated staff or the mobile rapid response unit.

1.5 Hawkenbury Recreation Ground

The Contractor shall provide an attendant at Hawkenbury Recreation Ground in accordance with 1.1, The full time gardener/attendant will fulfil all the duties included in 1.1, 1.3, and 1.4. The operative shall be on hand when each team arrives to check the customers booking with the list provided and collect fees paid by cheque if applicable. Receipts will be issued to all customers that are clearly numbered and initialled by the operative issuing them. The operative shall note the time play starts and make sure teams vacate the pitch after the allocated time. Any players who are not wearing the appropriate footwear shall be asked to change or courteously asked to leave the pitch.

The operative shall switch on the floodlights if necessary for booked play and switch off when not required. The Contractor will be provided with a list detailing the bookings for the week on each Monday, any amendments will be forwarded to the Contractor either by phone or email. It shall be the contractor's responsibility to record customer usage and any no show bookings.

Out of Hours

From 4pm (Winter) and 5pm Summer (last kick off will be 9pm) unless varied by the Supervising Officer, the operative shall be on hand when each team arrives to check the customers booking with the list provided and collect fees paid by cheque if applicable. Receipts will be issued to all customers that are clearly numbered and initialled by the operative issuing them. The operative shall note the time play starts and make sure teams vacate the pitch after the allocated time. Any players who are not wearing the appropriate footwear shall be asked to change or courteously asked to leave the pitch.

The operative shall switch on the floodlights if necessary for booked play and switch off when not required. The Contractor will be provided with a list detailing the bookings for the week on each Monday, any amendments will be forwarded to the Contractor either by phone or email. It shall be the contractor's responsibility to record customer usage and any no show bookings.

1.6 Rapid Response Unit

The contractor will be required to set up and maintain a rapid response unit consisting of:

- A Customer Care Operative and a vehicle.

The person appointed to the post of Customer Care Operative will be jointly recruited by the Contractor and Supervising Officer in accordance with a person specification and job description agreed by both parties.

The contractor shall ensure that appropriate cover for all of the times specified will be maintained through the deployment primarily of the Customer Care Operative and during their absence by an appropriately qualified and experienced alternative operative. The Customer Care Operative will be required to attend Council approved training that will include but not limited to:

- Health and safety
- Customer care
- First Aid provision
- Lone Working procedures
- Risk assessment
- Understanding of both the Contractor's and Council's organisation and aims and objectives

No additional payments will be made to the contractor for the completion of the above training.

The Customer Care Operative shall:

- Respond to safety/security issues including but not exclusive to:
 - Insecure buildings and /or assets
 - Anti social behaviour
 - Accidents and/or incidents
 - Hazards and risks

- Provide a response to customer enquiries including those relating to other Council services (The latter will be through the provision of general Council information and contact details).
- Assist members of the public in their enjoyment of the facilities provided by the Parks service.
- Make minor emergency repairs and/or make safe equipment or facilities.
- Record accidents, incidents, risks and hazards and mitigating action and customer enquiries that are not dealt with immediately.

The reporting form will be agreed by the Supervising Officer and shall be fully completed for each incident.

- Check payment for charged facilities, collecting fees and issuing receipts and maintaining a record of all financial transactions as required.
- The Customer Care Operative shall involve the Police and/or other emergencies as required, recording crime references and other incident related records. They shall act in partnership and on the instruction of any Emergency response Officer.
- Empty the bins twice during each period of duty in accordance with the schedule shown in 8.3.
- Litter pick the areas shown in the maps provided at least once during each period of duty and listed as priority areas.

Exceptions to this will be allowed provided that the contractor can justify this through the records of responses to emergencies.

At all times the operative will be:

- Of smart appearance (appropriate to the work situation).
- Polite, respectful and knowledgeable of the service, representing both the Contractor and the Council in the best possible light in all circumstances.

The Contractor will be required to provide evidence of a basic CRB check for the Operative for the Supervising officer's approval.

Particular assistance may be required as agreed with the Supervising officer at events and volunteer activities.

The vehicle will be serviceable and clearly marked so as to be identifiable to the public. The vehicle shall be responsive at all the specified times of the service and be equipped with:

- A first aid kit (Sufficient for up to 10 people).
- A tool kit as agreed by the Supervising Officer.
- A mobile phone with appropriate credit and function and photo taking capacity or a digital camera.
- A stock of marketing material as provided by the Supervising Officer.
- A stock of dog waste bags and bin liners.

The vehicle will be fitted with an approved tracking device and the contractor shall be responsible for maintaining a record of the vehicle's movements and the Operative's response to customer or other issues. These records shall be retained for a minimum of a year and made available to the Supervising Officer upon request.

1.7 Sports Facilities, Customer Care, Safety and Security

The Council currently makes all arrangements for the booking of the following sports facilities:

- Football
- Cricket
- Hockey
- Hawkenbury artificial pitch
- Ad hoc sports such as rounder's and stool ball

The Contractor has been requested to provide a specification and price for the provision of this service. The base requirements of which are summarised below:

- Receive and record all customer bookings both provisional and confirmed and ensure that these are differentiated.
- Record appropriate contact details.
- Confirm all bookings to both customers and site based staff.
- Record specific requirements such as, the pitch and changing rooms.
- Record cancellations and inform site based staff.
- Record actual usage and late cancellations (where invoicing is still required).
- Raise and chase invoices and payment.
- Record payments.
- Transfer income (to the Council) with a monthly statement that shows, usage, invoicing, payments, and outstanding payments

The specification must ensure that all operations related to this work are done so in a timely, efficient and transparent manner.

2 Sports Bookings and Fixtures

Notwithstanding 1.7 above should the Council continue to provide the Sports Booking Service they will provide a monthly schedule of bookings to the Contractor. The schedule will include the site, facilities booked, date and time, any specific requirements and the contact details for the player's representative. This will be amended as changes arise and the Contractor notified as soon as this is possible and in all cases with a minimum notice of four days for cricket, hockey and ad hoc sports and two days for football.

All changing rooms and facilities will be maintained in a clean and serviceable condition throughout the period of use.

Pitches will be inspected 24 hours prior to the fixtures being played and the player's representative informed of their condition as soon as is practically possible in order for a cancellation to be made if required.

The pitches/playing surfaces will be inspected immediately prior to the fixture and any fouling or debris removed. Any safety hazard shall be rectified where this relates to minor works such as the filling in of a small hole.

The pitches/playing surfaces shall be marked and set out in accordance with the rules of the game being played. The Contractor shall arrive in sufficient time to carry out all pre-match duties.

At this time the players or their representative shall be welcomed to the facility and a joint inspection is undertaken where any faults will be noted. The keys will be handed over to the player's representative. Any defects that are noted immediately prior to a fixture shall be de-commissioned and the area made safe as required.

Toilets will be stocked with toilet paper, soap dispensers with soap and hand towel dispensers with hand towels. Hot water systems will be operable at the start of each fixture unless a previously reported fault has not been actioned by the Supervising Officer.

At the end of the fixture a further joint inspection will be undertaken and any faults noted. Where these had not been present at the previous inspection immediately prior to the fixture the

players representative will be informed that the Supervising Officer shall contact them and that they may be liable for the repair/replacement costs relating to the defect unless this has occurred as a result of wear and tear. The key shall be returned, all utilities will be switched off and the building secured

Any defects will be reported within three days to the Supervising Officer clearly stating the fault and if this has occurred during usage. The Supervising Officer will also be advised if it is the opinion of the inspector that the fault has arisen as a result of misuse.

Usage of the facilities will also be reported to the supervising Officer within three days of the fixture.

3 Events

General

There are, throughout the year, special events held in parks and open spaces. These vary in scale, length of duration and the amount of preparatory work required to facilitate such events.

Preparation

The Contractor will be required to carry out any preparatory groundwork prior to the event.

The Supervising Officer will give the Contractor adequate notice of such events that require preparatory groundworks (the period of notice to be specified by the Supervising Officer).

The Contractor will also be required to dismantle equipment and make good the site as specified by the Supervising Officer.

All works will be carried out in accordance with the instructions and/or specifications supplied by the Supervising Officer.

All works will be carried out in accordance with the conditions, specifications and general regulations implicit in this document, due regard being given to Health and Safety regulations and the health and safety of facility users.

Conditions

The Contractor will ensure that resources are not diverted from the cyclical maintenance programme in such a way that would cause a lowering of standards in that programme, unless the Supervising Officer has explicitly approved any diversion of resources from the main maintenance programme to Special Event work.

The Contractor will be expected to ensure that he has allowed for adequate resources in dealing with the workload brought about by Special Events and this may include:

- a additional grass cutting
- b a reduction in the 'normal' frequency of grass cutting
- c additional marking out and preparation of sports pitches
- d erection of boundary fencing, signs, litter bins
- e Additional irrigation
- f litter and debris, clearance (additional) including possible collection and disposal of dog faeces
- g additional patrol duties
- h supply and connection of services
- i roping off of listed features
- j unforeseen, emergency services
- k site security
- l site management
- m any other duties related to or in connection with the provision of Special Events
- n attending meetings prior to events taking place
- o liaising with event organisers during the event
- p works to reinstate the events field after the event has cleared
- q additional decompaction work to events field after large events
- r erection/dismantling of equipment

The Contractor will be prepared to cope with changes in the specification supplied by the Supervising Officer/Event Organisers. (The Supervising Officer or representative will attempt to minimise variations in the interests of good management and cost effectiveness).

Payment for these works will be based on the Bill of Quantities wherever these exist or the Schedule of Rates where appropriate, or on a daywork rate plus material costs.

On occasion, these works may be charged by the Contractor directly to the hirer of the site.

4 Sports Facility Maintenance

4.1 Bowling Greens

4.1.1 General

Bowling green's will be maintained to ensure a true level playing surface, with appropriate compaction levels to ensure that the bowl runs smoothly and unimpeded. All areas of the green are to be extensively free from pests, moss and weeds and unwanted grasses. A healthy sward that achieves a playing speed of 11 – 12 seconds (as tested through STRI test – the time a wood takes to travel over a pre-determined distance) is required. Grass will be maintained to a height of 4 to 5mm during the general mowing season (Season of use).

All Edges will be maintained firm and straight and of the same level as the main green to a maximum height of 10mm.

Unless specifically stated or instructed by the Supervising Officer all operations will cover the entire surface of the green.

The Green and its surrounds will be left clean and tidy after each operation.

Any damage occurring to the green as a result of the contractor's operations will be completely re-instated within a time frame and to the specification agreed by the Supervising Officer and at the contractor's expense.

All equipment and supplies will be stored in a tidy manner that does not adversely affect public access or enjoyment of the facility and safe guards the Council's assets.

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the overall requirements

Contractor's should note that the green does not currently meet the above overall requirements. As such a period of two years will be allowed during which the contractor must comply with the specifications below and submit to the supervising Officer a programme of works that will ensure the green achieves the overall standard within this period of time. Contractors will be expected to have determined the scope of this work prior to tendering and included this within their tender submission as no additional payments will be made.

4.1.2 Switching and Brushing

The entire surface of the green will be switched and brushed to ensure that all worm castes and other undesirable debris is completely absent prior to mowing or any other operation where the presence of debris and/or worm castes will be detrimental to the results required.

Switching or brushing will not be completed when frost remains in the ground or if disease is present.

Between October and April (inclusive), switching and brushing will be completed on a daily basis. All greens will be drag brushed on at least one occasion per week over the entire surface.

4.1.3 Mowing

The general mowing season will be defined as from the first week in May to the first week in October.

During this period the grass will be maintained between 4mm and 5mm. All arisings will be completely removed and the grass surface will be left even and smooth without adverse compaction, ribbing or bruising. It is expected to achieve this that the contractor will only use a fine turf grass cutting machine that has no less than 10 cutting blades on the cylinder and achieves an average of 80 cuts per metre. All machines will be maintained and correctly adjusted at all times during use.

The Contractor should note grass cuttings shall not be recycled after the application of herbicide.

Outside of the general mowing season the grass will be maintained to a height of not less than 8mm and not more than 16mm. Over a four-week period immediately prior to the general mowing season the contractor shall, in even stages, gradually reduce the height of the cut to that specified for the general mowing season.

Mowing will demonstrate the cutting of three widths around the perimeter of the green and then an even striped effect across the direction of play either diagonally across the greens or at right angles to the edges and covering the full extent of the greens. The direction of cut will be varied on each occasion. Mowing in the direction of play will be avoided at all times.

Green edges will be maintained to a maximum length of 10mm. Cutting into the edge must be avoided.

4.1.4 Application of Fertiliser

The application of fertiliser will be adequate to ensure a healthy growth of the grass sward.

Spring and summer: applications will be applied at 35gms per square metre with the fertiliser having an N.P.K. ratio of 20:5:8 + 2 Mg. Three applications will be required at regular intervals between March and the first week in August inclusive.

Autumn and winter applications will be made at 35gms per square metre with a fertiliser with an N.P.K. ratio of 3:0:12 + 3 Mg. This will be applied once in October. And shortly after scarification and hollow/solid tining has been completed.

Fertiliser will only be applied in conditions that will not adversely affect the health of the grass sward.

Adequate Irrigation will be applied immediately following the application of fertiliser to avoid scorching.

The Contractor shall complete individual soil tests on each green in August, to determine PH and nutrient levels. The results of these tests will be discussed with the Supervising Officer and further choice of material supplied thereafter will be aimed at correcting discrepancies in nutrient content etc.

The Contractor is to ensure that all soil nutrients are adequate to maintain a good strong sward and will include in their cost for amendments to the fertiliser regimes that may be required

4.1.5 Weeds, Moss, Pests and Diseases

Greens will be maintained extensively free of all of the above at all times. Extensively free is defined as a maximum of the surface area of 5% shall be of the above and at no stage may the playing surface be adversely affected by the presence of these elements.

4.1.6 Irrigation

Adequate irrigation shall be provided to ensure healthy growth of the grass sward at all times. The contractor shall utilise watering equipment and techniques to maximise the water penetration to a depth of 125mm and minimise water usage. The timing of watering will also minimise water usage and ensure that the green is free of excessive dampness for play by 9am. Automatic watering systems will be utilised whenever possible to avoid excessive labour costs. All watering costs and maintenance and repairs of associated equipment will be borne by the contractor.

4.1.7 Rolling

This will be undertaken with a roller weighing 102Kg and the greens will be rolled in two directions on two occasions during each of the months April to September (inclusive). Rolling will not be undertaken immediately following irrigation.

4.1.8 Spiking

Appropriate levels of compaction as shown in the overall requirements will be achieved through effective maintenance including spiking.

This will be undertaken in suitable conditions and using approved machinery. These will be fitted with pencil or chisel tines between April to September and normal tines from November to March. On a four weekly program to a depth of 100mm. In addition, using a sorrel roller, a surface aeration to a depth of 25mm will be completed. On 7 occasions at regular intervals between April to September.

4.1.9 Scarification

To aid healthy growth of the sward and reduce moss bowling green's will be scarified

On eight occasions between April and September inclusive at regular intervals. Scarification will take place in two directions across the full width of the greens. Using thatch prevention blades at a depth of 3mm.

In the last two weeks of September, green's will be scarified in four directions the full extent of the green. Penetration of the tines will be dependent on the extent of the work required as agreed by the Supervising Officer and shall not exceed 9mm.

All arisings will be removed offsite.

Following autumn scarification, the grass will be mown to a height of not less than 5mm.

4.1.10 Aeration

Appropriate levels of compaction and maintenance of a healthy sward as shown in the overall requirements will be achieved through effective maintenance including aeration.

4.1.11 Solid Tine

Solid tining will be completed in October bi-annually alternating with Hollow Tining and will be to a depth of 100mm at 100mm square spacing's.

4.1.12 Hollow Tining

Hollow tining will be completed in October. Bi-annually alternating with Solid Tining. Will be to a depth of 100mm at 100mm square spacing. All cores will be removed.

4.1.13 Overseeding

Greens will be oversown as required to ensure that a healthy even grass sward covers the entire area. The specification of the grass seed will be agreed with the supervising Officer.

4.1.14 Top Dressing

Following solid or hollow tining, a top dressing comprising of sharp sand and sterilised loam as agreed by the Supervising Officer will be spread evenly over the full extent of the green.

After hollow tining an application of a minimum of 5cu metres per green will be made.

After solid tining an application of a minimum of 3cu metres per green will be made.

The top dressing will be worked thoroughly into the surface of the green using lutes, drag mats or drag brushes. Ensuring all the holes are filled and a true, even playing surface is maintained. Top dressing entering the ditches must be avoided or subsequently removed..

Top dressing will be applied in spring to 'top up' any tine holes, where settlement of the autumn dressing has occurred. Any affected areas shall be re-seeded.

4.1.15 Banks and Surrounds

4.1.16 Mowing

Bank surrounds will be maintained in accordance with the specification for ornamental lawns.

All grass edges will be maintained to a length of between 9mm and 12mm.

4.1.17 Rink Strings etc

All greens will be set out at the start of the season using rink strings, rink markers and jack markers which are to be removed and replaced during routine maintenance. Before play commences each day, the rink strings, rink markers and jack markers are to be re-positioned so as to vary the position of the rink on the green in accordance with the English Bowls Association's recommendations.

At the end of the playing season all strings and other markers are be stored for the winter period. Strings and other markers will be supplied by the Contractor at the commencement of the contract period and thereafter. Any replacements supplied at the contractor's cost

4.1.18 Bowls Events

Where any particular green is to be utilised for tournaments all maintenance and preparation must be completed in adequate time to ensure that play may commence as required and notified to the contractor. All greens must meet the recommendations of the English Bowling Green Association. The contractor is expected to make themselves aware of these and ensure that the greens and associated facilities fully comply.

4.1.19 Turf Repairs

Turf repairs will be undertaken at the cost of the contractor as required to ensure that the general specifications are met at all times. Repairs will be made utilising turf to a specification agreed by the Supervising Officer.

All repairs will be undertaken to ensure that the surface remains playable and in accordance with the general requirements. Turf will be maintained to ensure that it establishes quickly and effectively.

4.2 Football

4.2.1 General

Goal posts, corner flags, goal nets and hooks, paint, sockets, back irons and all other tools and equipment will be supplied by the Contractor.

All pitches must conform to the rules as laid out by the Football Association and any local league rules that apply. Due to variations in ground dimensions and configurations, pitch sizes may vary. The Supervising Officer will provide plans indicating the dimensions and locations of pitches on each site.

The pitch will give an even bounce as far as is practically possible, be level and firm, with a dense grass sward being in a healthy condition and covering the entire area except where excessive usage has damaged it. In this case the contractor will take appropriate remedial action according to the time of the year to remedy the fault.

Any major faults that require more than routine maintenance and repair will be reported to the Supervising Officer who shall where possible take appropriate action to resolve this as soon as possible.

The Contractor will build a strong relationship with all Sports Clubs, which may involve regular club meetings. The Contractor will listen to clubs' individual requirements and where possible will, with the approval of the Supervising Officer, vary the specification accordingly to accommodate the clubs' wishes. ie some clubs may have specific requirements for grass height, may require an additional cut prior to an important league fixture, may require marking out of additional areas (ie dug outs) to fulfil league requirements etc. Where these additional works are a minor variation, ie additional grass cut, marking out of dug outs etc, then they will be deemed to be included within the contract sum. Where significant changes are required, approval must be given by the Supervising Officer, and a variation order to cover any additional costs may be issued.

If the pitches are not kept in a fit state for play due to the failure of the Contractor, the Council will claim consequential loss based on any claims made against it by visiting and home teams, loss of goodwill, including travel, and any other losses which may be attributable to the Contractor's failure to provide the facilities for programmed play.

4.2.2 Mowing

The Contractor will cut all grass in accordance with the general specifications for Grass Cutting (section 5.2.1) unless superseded by football specific requirements shown below.

The Contractor will cut all areas shown as football pitches in the Schedule of Areas and Site Plans based on a performance specification.

The Contractor should note that the cutting heights may vary depending on weather conditions and individual club requirements (subject to Supervising Officer approval).

The recommended equipment is a set of tractor-mounted powered gang mower, or similar equipment agreed with the Supervising Officer. Any vehicle used must be fitted with grassland tyres. The whole area will be mown leaving no areas uncut between bands of cut and producing an even height across the whole area. 34 to 36 cuts per linear metre will be achieved.

Grass is to be mown at right angles to the previous cut in straight parallel bands, unless this is not practically possible. The grass clippings must be distributed evenly over the whole area during mowing, not leaving any clumps of grass on the surface. Grass clippings shall lie where they fall except in the case of those falling on paths, drives, car parks or other such areas. In such cases grass clippings shall be swept from the surface

within 24 hours and recycled or removed from site. If excessive growth occurs on a pitch, the grass clippings will be blown to achieve an even distribution over the pitch.

4.2.4 Initial Marking out

At the beginning of each football season (dates for each league will vary and will be supplied by the supervising Officer) the pitch will be marked out using approved material and equipment to dimensions agreed with the Supervising Officer. All pitches must conform to the Rules as laid out by the Football Association and/or local league requirements.

The exact position of the pitches will be determined by goal post ground sockets inserted by the Contractor and sited as instructed by the Supervising Officer. The Contractor, before marking, will mow to one width of the mower, the lines and to a 20mm height.

No herbicides will be used prior to or within the line marking solution at any time when line marking

4.2.5 Over-marking

All pitch markings must be over-marked once a week on a THURSDAY or FRIDAY prior to weekend matches, the Contractor may over mark pitches earlier in the week in agreement with the Supervising Officer however the Contractor must ensure all lines are clear at the time of play. The Contractor shall use approved materials and equipment agreed with the Supervising Officer.

For matches booked mid week the pitch will be marked at least 24 hours before the booking.

The Contractor will cut out the lines before marking using a 760mm Mastiff or other suitable machine as agreed with the Supervising Officer. The height at which the machine is set will be 20mm. This operation will be carried out during the first week of each month during the playing season. The line will be cut to one width of the machine.

The Contractor will allow for additional over-marking at weekends when there has been excessive rainfall or where games occur over a Bank Holiday.

4.2.6 Erect Goal Posts/Dismantle Goal Posts

Prior to erecting/dismantling goal posts, the Contractor will ensure that the following items are complied to:

- A full risk assessment of the required operations has been taken and action taken as required.

- Safe methods for the lifting/lowering of goal posts safely have been agreed.
- All operatives are issued with and wear appropriate protective clothing.
- The working area around the posts has been closed off to the general public.
- Enough staff have been provided to carry out the operation safely.

Prior to the start of each season, at times to be agreed by the Supervising Officer, the Contractor will inspect goal sockets on all grounds covered by this Contract. Any damaged sockets must be replaced, ensuring that all pitches are first squared before new sockets are installed. Where new sockets are installed, they will be firmly and squarely secured in concrete. There will be at least 50mm of soil above the concrete foundation and new or existing turf will be laid to reinstate the surface around the newly located socket. Any existing or newly installed sockets that become loose during the playing season will be reinstalled at the Contractor's expense immediately. The posts must be erected so as to conform to the Football Association Rules. All posts will be installed and maintained so that the uprights are at 90 degrees to the playing surface. The posts will be erected into sockets which will already be in place on pitches. Care must be exercised by the Contractor during the process of erecting, dismantling and storing of the posts. Any damage caused by the Contractor to the posts during these operations must be repaired at his own expense. Posts and sockets are to be supplied by the Contractor.

During the playing season, goal nets and corner flags are to be supplied for all goal posts pitches. These will be erected within, but not before, 3 hours of the start of each match. They will be taken down within three hours of the end of each match. The Contractor may make arrangements with individual clubs to erect/take down goal nets and corner flags where clubs are willing to assist. However, clubs are under no obligation to carry out this operation.

Within three working days of the last match on each pitch, the posts will be dismantled and stored away, after maintenance, in the Contractor's store. The Contractor must at this time inspect posts for any defects and repair or replace as required ready for the next season. The Contractor will clean and wash all posts to remove all dirt and grease. They must then be brushed down using a wire brush or similar to remove stubborn dirt, loose or flaking paint/rust etc. When dry, each post will receive an application of suitable undercoat and when dry, a final coat of white gloss paint. The Contractor must

allow for the paint to dry thoroughly in accordance with the manufacturer's recommendations between each application. All painting materials will be supplied by the Contractor subject to approval from the Supervising Officer.

Any posts found to be in a poor or dangerous condition during the playing season must be repaired or replaced, within seven working days, to the satisfaction of the Supervising Officer, at the expense of the Contractor. (Posts found to be in a dangerous condition must be made safe immediately).

The Contractor will be expected to keep at least two spare sets of posts in stock at any time to avoid any disruption to matches due to damaged posts etc.

All ground sockets must be fitted with a suitable cap to protect the socket and general public during whilst no goal posts are erected. The Contractor should inspect the ground sockets during the closed period on a regular basis to ensure socket caps are still in place. Any found to be missing must be replaced by the Contractor.

Under no circumstances are portable goal posts to be used, or approval given for them to be used by clubs, unless agreed with the Supervising Officer. If the Contractor becomes aware that portable goal posts are being used "unofficially" by clubs, then this must be reported to the Supervising Officer.

4.2.7 Inspection of Pitches and Goal Posts

The Contractor will carry out a pitch inspection of all pitches, on a Friday morning, to check for broken glass, stones, dog excreta and any other objects that may cause injury to players or the general public. The member of staff based on the site will check these items before play commences on the day of the game. All such objects must be immediately removed and taken to rubbish disposal/storage site. A written record of the playing pitch inspection will be kept, with a copy forwarded to the Supervising Officer by 1pm on the day of the inspection. The inspection sheet will also show what matches have been booked for the forthcoming weekend.

During periods of bad weather, the contractor will carry out the weekly pitch inspections with the Supervising Officer (or appointed representative) in attendance. This will allow for an agreed joint decision to be made by the Supervising Officer and Contractor as to whether any games should be cancelled due to poor conditions. (If agreement cannot be made, the Supervising Officer will make the final decision).

Where games are cancelled, the Contractor must inform the clubs concerned immediately.

On each weekly inspection, the Contractor will also carry out an inspection of all goal posts. This inspection will be recorded and details of which will be returned to the Supervising Officer at the same time as the pitch inspection sheet.

4.2.8 Spiking/Slitting

Spiking operations must not interfere with any matches. Care must be taken to ensure that no damage occurs to the pitch surfaces during spiking operations due to inclement weather when ground conditions may be unsuitable. Should this occur, the Contractor must inform the Supervising Officer immediately. Any damage occurring due to spiking/slitting being carried out when ground conditions are unsuitable must be rectified by the Contractor at his own expense at the earliest possible opportunity.

The recommended machine is a Sisis Tractor Mounted Deep Aerator fitted with slitting tines with a minimum length of 30cm or similar machine as approved by the Supervising Officer.

During the month prior to the commencement of the playing season, the above method of aeration will be replaced by the "verti-draining" of each pitch.

Frequency

Aeration of all pitches will be carried out once per month all year round, subject to weather conditions. Verti-draining will be carried out once per year on each pitch prior to the start of each season, in place of one of the monthly spiking operations on each pitch. If conditions are too dry for verti-draining, then the operation will be delayed until conditions are suitable.

A timetable of the operations above, detailing when each pitch will be aerated will be agreed between the Supervising Officer and the Contractor at the commencement of each contract year.

4.2.9 Rolling

The recommended equipment is a light tractor-mounted smooth roller or similar equipment (not to exceed 5cwt) agreed with the Supervising Officer. The entire area of the pitch will be rolled with an overlap of 40mm. The direction of rolling must be with the line of play. The operation must not interfere with any matches. Care must be taken to ensure that no damage occurs to the pitch surfaces during rolling due to inclement weather when ground conditions may be unsuitable. Should this occur the Contractor must inform the

Supervising Officer immediately. Any damage occurring due to rolling being carried out when ground conditions are unsuitable must be rectified by the Contractor at his own expense at the earliest possible opportunity.

Frequency

This operation must be carried out on a monthly basis from September to April inclusive.

A timetable of the operation above, detailing when each pitch will be rolled, will be agreed between the Supervising Officer and the Contractor at the commencement of each contract year

This operation must not be carried out during wet weather or when the ground is frozen.

4.2.10 Verti Cutting

Prior to the spring renovation period (usually in early April, subject to weather conditions) the Contractor will verticut the pitch in two directions to remove thatch and thin vegetation.

Harrowing

During the playing season the Contractor must allow for the chain harrowing of all football pitches using a tractor-mounted harrow or similar equipment agreed with the Supervising Officer. The aim is to maintain surface levels. The direction will be with the line of play, ie goal to goal. The Contractor must ensure that there are no areas missed on the pitch.

Harrowing must not interfere with any matches. Care must be taken to ensure that no damage occurs to the pitch surfaces during harrowing due to inclement weather when ground conditions may be unsuitable. Should this occur, the Contractor must inform the Supervising Officer. Any damage occurring due to harrowing when ground conditions are unsuitable must be rectified by the Contractor at his own expense.

Frequency

This operation must be carried out every two weeks from September to April inclusive.

A timetable of the operation above, detailing when each pitch will be harrowed, will be agreed between the Supervising Officer and the Contractor at the commencement of each contract year

This operation must not be carried out during wet weather or when the ground is frozen. Where harrowing takes place at the same time as aeration, the Contractor must ensure that the aeration operation takes place after harrowing to

alleviate any smearing effects of the harrow.

4.2.11 Spiking / Sanding of Goal Areas – Football

The Contractor will carry out the spiking of football goal areas during wet periods. This operation will be carried out by hand spiking using a fork, to relieve compaction and improve drainage.

During the playing season, the Contractor will supply and spread a suitable sand (to be approved by the Supervising Officer) to all goal mouths, centre circles and worn areas where required, during periods of wet weather, prior to games.

4.2.12 Fertiliser

The Contractor, using a tractor-mounted Cyclone Distributor, or similar method as approved by the Supervising Officer, must apply an even covering of fertiliser over the entire surface of the pitch. The timing of application will be to coincide with imminent rainfall, whenever possible.

The material to be used will be approved by the Supervising Officer prior to application/purchase and will be supplied by the Contractor. The application rate will vary and will be approved by the Supervising Officer.

Frequency

A spring/summer application will be made during April and an autumn application will be made in September. This operation must not interfere with matches.

The timing will be approximate and will depend on factors such as the prevailing weather or timing of matches. The timing of application must be agreed with the Supervising Officer.

4.2.13 Herbicide

The Contractor will apply an approved selective herbicide as approved by the Supervising Officer. The rates and method of application must be in accordance with the manufacturer's instructions and all relevant legislation. The Contractor will make one application. On occasions, a second application may be necessary which will be paid for from the Schedule of Rates.

The timing of application will be between April and June inclusive, or may be applied during September at times to be agreed with the Supervising Officer during periods when weather conditions are suitable. The grass must not be cut for three days following application.

4.2.14 Renovation

At the end of each season the Contractor, after posts have been removed, will carry out renovation work to include levelling works, to all worn goal-mouths, centre circles and other areas as determined by the Supervising Officer and as described below. Renovation works must commence within two working days of the completion of the playing season for EACH pitch and must be completed within 10 working days of the closing match for each pitch.

The following renovation works will be carried out at the end of each season:

Entire Pitch

The entire pitch will be over seeded with an appropriate seed mix approved by the Supervising Officer, using a suitable mechanical (Direct Drilling) or hand method, to be approved by the Supervising Officer, at a rate of 30grams per m². If direct drilling is used, then there will be a minimum of four passes across the pitch.

Goal Mouths, Centre Circles and any area with less than 85% grass coverage (when tested using a m² grid).

The Contractor will apply a pre-seeding fertiliser to the above areas to be renovated and this must be carried out before any cultivation occurs. The Contractor will cultivate worn areas using a rotary cultivator to a minimum depth of 100mm. The Contractor will produce a seed bed which will be firmed and levelled to marry in with the surrounding surface levels. Additional topsoil will be used to achieve levels where erosion has occurred. The whole area will be sown using an appropriate renovation seed mixture. All seed fertiliser and rates of application will be approved by the Supervising Officer prior to application/purchase. Immediately after sowing, the Contractor will lightly rake the entire area ensuring that the seed is lightly covered by soil. The entire area will then be lightly firmed, either using a light hand roller or by treading.

The Contractor must ensure that all seeded areas remain adequately moist so that the newly sown seed may germinate and be able to grow successfully to produce good grass cover, without check. The timing of watering operations is hard to determine, however, the Contractor must allow for this operation to be carried out as required.

If renovation works fail, then the Supervising Officer reserves the right to carry out deep(100mm) turfing works, using a third party contractor, to all failed* areas to ensure that the pitch is suitable for play in the new season. If this

occurs, then all costs will be recharged to the Contractor. For the purposes of this clause, the term "failed*" will mean any areas of the pitch that, six weeks prior to the first match on the pitch, has less than 95% grass coverage per m².

Sanding.

The Contractor shall make provision for sanding all football pitches each spring using sub rounded sand, this operation shall be carried out in agreement with the Supervising Officer. Sand shall be spread evenly over the surface of the pitch at a rate of 40 tons per pitch and worked into base of the sward using a suitable machine agreed with the Supervising Officer. Should the volume of sand needed be greater than 40 Tons per pitch this shall be spread using schedule of rates prices.

4.3 Rugby

General

Rugby posts, corner flags, paint, sockets and all other tools and equipment will be supplied by the Contractor.

All pitches must conform with the Rules as laid out by the Rugby Football Union and any local league rules that apply. Due to variations in ground dimensions and configurations, pitch sizes will vary. This specification will also apply to rugby training areas and mini pitches. The Supervising Officer will provide plans indicating the dimensions and locations of pitches on each site.

The Contractor will build a strong relationship with all Sports Clubs, which may involve regular club meetings. The Contractor will listen to clubs' individual requirements and where possible will, with the approval of the supervising Officer, vary the specification accordingly to accommodate the clubs' wishes. ie some clubs may have specific requirements for grass height, may require an additional cut prior to an important league fixture, may require marking out of additional areas to fulfil league requirements etc. Where these additional works are a minor variation, ie additional grass cut, marking out of dug outs etc, then they will be deemed to be included within the contract sum. Where significant changes are required, and where approval has been given by the Supervising Officer, a variation order to cover any additional costs may be issued.

If the pitches are not kept in a fit state for play due to the failure of the Contractor, the Council will claim consequential loss based on any claims made against it by visiting and home teams, loss of goodwill, including travel, and any other losses which may be attributable to the Contractor's failure to provide the facilities for programmed play.

4.3.1 Mow Pitch

The Grass Contractor will cut all grass in accordance with 5.2.1 – Grass Cutting Conditions, where applicable and where not superseded by rugby specific requirements within this chapter.

The Contractor will cut all areas shown as rugby pitches in the Site Plans based on a performance specification.

The Contractor should note that the cutting heights may vary depending on weather conditions and individual club requirements (subject to Supervising Officer approval).

The recommended equipment is a set of tractor-mounted powered gang mower, or similar equipment agreed with the Supervising Officer. Any vehicle used must be fitted with grassland tyres. The whole area will be mown leaving no areas uncut between bands of cut and producing an even height across the whole area. The aim is to achieve 34 to 36 cuts per linear metre.

Grass is to be mown at right angles to the previous cut in straight parallel bands, unless otherwise directed by the Supervising Officer. The grass clippings must be distributed evenly over the whole area during mowing, not leaving any clumps of grass on the surface. Grass clippings shall lie where they fall except in the case of those falling on paths, drives, car parks or other such areas. In such cases grass clippings shall be swept from the surface immediately and taken to rubbish disposal/storage site. If excessive growth occurs on a pitch, the grass clippings will be picked up and not distributed over the pitch.

Mowing Schedule

Grass growth on all rugby pitches will be maintained to the following heights/frequencies all year round:

4.3.2 Initial Mark

At the beginning of each rugby season the pitch will be marked out using approved material and equipment to dimensions agreed with the Supervising Officer. All pitches must conform with the Rules as laid out by the Rugby Football Union and/or local league and club requirements.

The exact position of the pitches will be determined by post ground sockets inserted by the Contractor and sited as instructed by the Supervising Officer. The Contractor, before marking, will cut out the lines using a 760mm Mastiff or other suitable machine agreed with the Supervising Officer. The height at which the machine is set will be 20mm. The line will be cut to one width of the machine.

No herbicides will be used prior to or within the line marking solution at any time when line marking.

4.3.3 Over-mark

All pitch markings must be over-marked once a week on a THURSDAY or FRIDAY prior to weekend matches, the Contractor may over mark pitches earlier in the week in agreement with the Supervising Officer however the Contractor must ensure all lines are clear at the time of play. The Contractor shall use approved materials and equipment agreed with the Supervising Officer.

The Contractor must ensure that the pitch measurements remain accurate during the marking process and that throughout the season all lines remain clear, true and consistent.

The Contractor will cut out the lines before marking using a 760mm Mastiff or other suitable machine as agreed with the Supervising Officer. The height at which the machine is set will be 20mm. This operation will be carried out during the first week of each month during the playing season. The line will be cut to one width of the machine.

4.3.4 Erect Rugby Posts/Dismantle Rugby Posts

Prior to erecting/dismantling posts, the Contractor will ensure that the following items are complied to:

- A full risk assessment of the required operations has been taken and action taken as required.
- Safe methods for the lifting/lowering of posts safely have been agreed.
- All operatives are issued with and wear appropriate protective clothing.
- The working area around the posts has been closed off to the general public.
- Enough staff have been provided to carry out the operation safely.

Prior to the start of each season, at times to be agreed by the Supervising Officer, the Contractor will inspect post sockets on all grounds covered by this Contract. Any damaged sockets must be replaced, ensuring that all pitches are first squared before new sockets are installed. Where new sockets are installed, they will be firmly and squarely secured in concrete. There will be at least 50mm of soil above the concrete foundation and new or existing turf will be laid to reinstate the surface around the newly located socket. Any existing or newly installed sockets that become loose during the playing season will be reinstalled

at the Contractor's expense immediately. The posts must be erected so as to conform to the Rugby Football Union Rules. All posts will be installed and maintained so that the uprights are at 90 degrees to the playing surface. The posts will be erected into sockets which will already be in place on pitches. Care must be exercised by the Contractor during the process of erecting, dismantling and storing of the posts. Any damage caused by the Contractor to the posts during these operations must be repaired at his own expense. Posts and sockets are to be supplied by the Contractor.

Within three working days of the last match on each pitch, the posts will be dismantled and stored away, after maintenance, in the Contractor's store. The Contractor must at this time inspect posts for any defects and repair or replace as required ready for the next season. The Contractor will clean and wash all posts to remove all dirt and grease. They must then be brushed down using a wire brush or similar to remove stubborn dirt, loose or flaking paint/rust etc. When dry, each post will receive an application of suitable undercoat and when dry, a final coat of white gloss paint. The Contractor must allow for the paint to dry thoroughly in accordance with the manufacturer's recommendations between each application. All painting materials will be supplied by the Contractor.

Any posts found to be in a poor or dangerous condition during the playing season must be repaired or replaced, within seven working days, to the satisfaction of the Supervising Officer, at the expense of the Contractor. (Posts found to be in a dangerous condition must be made safe immediately).

The Contractor will be expected to keep at least one set of spare posts in stock at any time to avoid any disruption to matches due to damaged posts etc.

All ground sockets must be fitted with a suitable cap to protect the socket and general public whilst no posts are erected. The Contractor should inspect the ground sockets during the closed period on a regular basis to ensure socket caps are still in place. Any found to be missing must be replaced by the Contractor.

4.3.5 Inspection of Pitches and Goal Posts

The Contractor will carry out a pitch inspection of all pitches, on a Friday morning, to check for broken glass, stones, dog excreta and any other objects that may cause injury to players or the general public. All such objects must be immediately removed and taken to rubbish disposal/storage site. A written record of the

playing pitch inspection will be kept, with a copy forwarded to the Supervising Officer by 1pm on the day of the inspection. The inspection sheet will also show what matches have been booked for the forthcoming weekend.

During periods of bad weather, the Contractor will carry out the weekly pitch inspections with a representative of the Rugby Club. This will allow for an agreed joint decision to be made by the Club and Contractor as to whether any games should be cancelled due to poor conditions. (If agreement cannot be made, the Supervising Officer will make the final decision).

On each weekly inspection, the Contractor will also carry out an inspection of all goal posts. This inspection will be carried out according to Appendix 18. This inspection will be recorded on a goal post inspection form, a copy of which will be returned to the Supervising Officer at the same time as the pitch inspection sheet.

4.3.6 Spiking/Slitting

Spiking operations must not interfere with any matches. Care must be taken to ensure that no damage occurs to the pitch surfaces during spiking operations due to inclement weather when ground conditions may be unsuitable. Should this occur, the Contractor must inform the Supervising Officer immediately. Any damage occurring due to spiking/slitting being carried out when ground conditions are unsuitable must be rectified by the Contractor at his own expense at the earliest possible opportunity.

The recommended machine is a Sisis Tractor Mounted Deep Aerator fitted with slitting tines with a minimum length of 30cm or similar machine as approved by the Supervising Officer.

During the month prior to the commencement of the playing season, the above method of aeration will be replaced by the "verti-draining of each pitch.

Frequency

Aeration of all pitches will be carried out once per month all year round, subject to weather conditions. Verti-draining will be carried out once per year on each pitch prior to the start of each season, in place of one of the monthly spiking operations on each pitch. If conditions are too dry for verti-draining, then the operation will be delayed until conditions are suitable.

A timetable of the operations above, detailing when each pitch will be aerated will be agreed between the Supervising Officer and the Contractor at the commencement of each contract year.

4.3.7 Rolling

The recommended equipment is a light tractor-mounted smooth roller or similar equipment (not to exceed 5cwt) agreed with the Supervising Officer. The entire area of the pitch will be rolled with an overlap of 40mm. The direction of rolling must be with the line of play. The operation must not interfere with any matches. Care must be taken to ensure that no damage occurs to the pitch surfaces during rolling due to inclement weather when ground conditions may be unsuitable. Should this occur the Contractor must inform the Supervising Officer immediately. Any damage occurring due to rolling being carried out when ground conditions are unsuitable must be rectified by the Contractor at his own expense at the earliest possible opportunity.

Frequency

This operation must be carried out on a monthly basis from September to April inclusive.

A timetable of the operation above, detailing when each pitch will be rolled, will be agreed between the Supervising Officer and the Contractor at the commencement of each contract year

This operation must not be carried out during wet weather or when the ground is frozen.

4.3.8 Verti Cutting

Prior to the spring renovation period (usually in early April, subject to weather conditions) the Contractor will verticut the pitch in two directions to remove thatch and thin vegetation.

4.3.9 Harrowing

During the playing season the Contractor must allow for the chain harrowing of all rugby pitches using a tractor-mounted harrow or similar equipment agreed with the Supervising Officer. The aim is to maintain surface levels. The direction will be with the line of play, ie. Goal line to goal line. The Contractor must ensure that there are no areas missed on the pitch.

Harrowing must not interfere with any matches. Care must be taken to ensure that no damage occurs to the pitch surfaces during harrowing due to inclement weather when ground conditions may be unsuitable. Should this occur, the Contractor must inform the Supervising Officer. Any damage occurring due to harrowing when ground conditions are unsuitable must be rectified by the Contractor at his own expense.

Frequency

This operation must be carried out every two weeks from September to mid April inclusive.

A timetable of the operation above, detailing when each pitch will be harrowed, will be agreed between the Supervising Officer and the Contractor at the commencement of each contract year.

This operation must not be carried out during wet weather or when the ground is frozen. Where harrowing takes place at the same time as aeration, the Contractor must ensure that the aeration operation takes place after harrowing to alleviate any smearing effects of the harrow.

4.3.10 Spiking / Sanding of Worn Areas

The Contractor will carry out the spiking of worn areas during wet periods. This operation will be carried out by hand spiking using a fork, to relieve compaction and improve drainage.

During the playing season, the Contractor will supply and spread a suitable sand (to be approved by the Supervising Officer) to any worn areas where required, during periods of wet weather, prior to games.

4.3.11 Fertiliser

The Contractor, using a tractor-mounted Cyclone Distributor, or similar method as approved by the Supervising Officer, must apply an even covering of fertiliser over the entire surface of the pitch. The timing of application will be to coincide with imminent rainfall, whenever possible.

The material to be used will be approved by the Supervising Officer prior to application/purchase and will be supplied by the Contractor. The application rate will vary and will be approved by the Supervising Officer.

Frequency

A spring/summer application will be made during April and an autumn application will be made in September. These operations must not interfere with any matches booked.

The timing will be approximate and will depend on factors such as the prevailing weather or timing of matches. The timing of application must be agreed with the Supervising Officer.

4.3.12 Herbicide

The Contractor will apply an approved selective herbicide as approved by the Supervising Officer. The rates and method of application must be in accordance with the manufacturer's instructions and relevant legislation. The Contractor will make one application. On occasions, a second application may be necessary which will be paid for from the Schedule of Rates.

The timing of application will be between April and June inclusive, or may be applied during September at times to be agreed with the Supervising Officer during periods when weather conditions are suitable. The grass must not be cut for three days following application.

4.3.13 Renovation

At the end of each season the Contractor, after posts have been removed, will carry out renovation work to include levelling works, to all worn areas as determined by the Supervising Officer and as described below. Renovation works must commence within two working days of the completion of the playing season for EACH pitch and must be completed within 10 working days of the closing match for each pitch.

The following renovation works will be carried out at the end of each season:

a Entire Pitch

The entire pitch will be overseeded, using a suitable mechanical (Direct Drilling) or hand method, to be approved by the Supervising Officer, at a rate of 30grams per m². If direct drilling is used, then there will be a minimum of four passes across the pitch.

b Worn areas with less than 85% grass coverage (when tested using a m² grid).

The Contractor will apply a pre-seeding fertiliser to the above areas to be renovated and this must be carried out before any cultivation occurs. The Contractor will cultivate worn areas using a rotary cultivator to a minimum depth of 100mm. The Contractor will produce a seed bed which will be firmed and levelled to marry in with the surrounding surface levels. Additional top soil will be used to achieve levels where erosion has occurred. The whole area will be sown using an appropriate renovation seed mixture. All seed fertiliser and rates of application will be approved by the Supervising Officer prior to application/purchase. Immediately after sowing, the Contractor will lightly rake the entire area ensuring that the seed is lightly covered by soil. The entire area will then be lightly firmed, either using a light hand roller or by treading.

The Contractor must ensure that all seeded areas remain adequately moist so that the newly sown seed may germinate and be able to grow successfully to produce good grass cover, without check. The timing of watering operations is hard to determine, however, the Contractor must allow for this operation to be carried out as required.

If renovation works fail, then the Supervising Officer reserves the right to carry out deep turfing works, using a third party Contractor, to all failed* areas to ensure that the pitch is suitable for play in the new season. If this occurs, then all costs will be recharged to the Contractor. For the purposes of this clause, the term "failed*" will mean any areas of the pitch that, six weeks prior to the first match on the pitch, has less than 95% grass coverage per m².

Sanding.

The Contractor shall make provision for sanding all rugby pitches each spring using sub rounded sand, this operation shall be carried out in agreement with the Supervising Officer. Sand shall be spread evenly over the surface of the pitch at a rate of 40 tons per pitch and worked into base of the sward using a suitable machine agreed with the Supervising Officer. Should the volume of sand needed be greater than 40 Tons per pitch this shall be spread using schedule of rates prices.

4.4 Cricket

4.4.1 Cricket Maintenance

4.4.2 General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

The contractor must ensure that all facilities relating to cricket will adhere to the MCC Laws of Cricket and the regulations of the game as set out by the Test and Kent and Sussex cricket leagues and Kent County Cricket Club including all measurements and dimensions must be according to these Rules.

Pitches will be maintained to ensure a true level playing surface, with appropriate compaction levels to ensure that the ball bounces in a uniform manner.

All areas of the pitch and outfield are to be extensively free from pests, moss and weeds and unwanted grasses.

The pitch and the outfield and its surrounds will be left clean and tidy after each operation.

Squares will enable 10 wicket widths to be produced throughout the season and used in rotation.

Operations will be completely re-instated within a time frame and to the specification agreed by the Supervising Officer.

All equipment and supplies will be stored in a tidy manner that does not adversely affect public access or enjoyment of the facility and safe guards the Council's assets.

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

All maintenance operations must be completed not less than one hour before play is due to commence.

Each square will be thoroughly inspected on each weekday morning and any damage, vandalism, pest or disease occurrence etc, should be reported immediately to the Supervising Officer.

Unless otherwise specified, all materials, labour, tools, equipment etc, including marking material, fencing material, grass seed, fertiliser etc will be provided by the Contractor.

The Contractor will attend as necessary meetings with cricket clubs/Supervising Officer etc in order to build a good working relationship with the clubs. These meetings may take place during the evening.

The Contractor should note that some of the cricket pitches to be maintained within this Contract are within multi-use areas, ie where the outfield is used for other sports. The Contractor will ensure that other sporting activities will not interfere with the cricket and vice versa unless expressly agreed with the Supervising Officer.

4.4.3 Mowing

Grass growth on cricket squares, pitches, outfields etc will be maintained to the following specifications:

Area	Period	Min height of cut	Max height of cut	Notes
Square	Preseason work (1–31 March)	18mm	20mm	Subject to weather conditions
Square	Summer (1 Apr– 30 Sep)	6mm	12mm	Does not apply to those pitches being prepared for play (see below)
Square	Autumn (1–31 Oct)	12mm	20mm	
Square	Winter (1 Nov–28 Feb)	12mm	20mm	Subject to weather conditions
Outfield	1 April– 30 Sep	12mm	18mm	See amenity grass specification.
Pitches	Playing Season	(see “prepare wicket” item)	(see “prepare wicket” item)	Individual pitches will be prepared for use by cutting to the frequencies/ heights as shown specifically in.....

4.4.4 The Square

The contractor will maintain the entire sward height to the specifications shown above, ensuring that the mowing will be completed by Friday of each week where it is undertaken.

The grass must be cut in straight parallel bands of the width of the machine with a 40mm overlap on each cut to give an alternative light/dark stripe effect. All arisings must be boxed, removed from site and taken to the approved recycling point / disposal point immediately upon completion of the mowing operation.

The grass shall be cut along the direction of play during the cricket playing season, ie 1 March to 30 September inclusive. Grass cut during the period 1 October to 28 February shall be cut opposite to the direction of play.

The whole square shall be cut first finishing with the last cut across the headland of the table.

All protective fencing will be replaced in its original position after the mowing operation has been completed.

4.4.5 The Outfield

The mowing of the outfield areas will be carried out to comply with the amenity grass mowing specifications.

A powered tractor mounted cylinder gang mower, or similar equipment agreed with the Supervising Officer will be utilised. Any vehicle used must be fitted with grassland tyres. The whole area must be mown leaving no areas uncut between bands of cut and producing an even height across the whole area. 34 to 36 cuts per metre will be achieved.

The grass will be mown at right angles to the previous cut in straight parallel bands, unless otherwise directed by the Supervising Officer. The grass clippings are to be distributed evenly over the whole area during mowing, not leaving any clumps of grass on the surface. Grass clippings shall lie where they fall except in the case of those falling on paths, drives, car parks, the cricket square, adjacent practice and artificial pitches or any other such areas. In such cases grass clippings shall be removed from the surface immediately and where sufficient, these will be taken to the approved recycling / disposal point.

St Marks Sports Ground

The Contractor should note the ground is used for both Cricket and rugby and on occasions the seasons may overlap. The Contractor shall discuss the mowing requirement for the outfield with the club.

4.4.6 Pre-season Work

In March, the cricket table will be 'squared up' to ensure accurate length and alignment of pitches. The Contractor shall first "square off" the cricket square with corner pegs placed in position, as per Kent and Sussex County Cricket Club regulation dimensions and to the full satisfaction of the Supervising Officer.

This will be completed as weather permits to ensure that the surface is not damaged.

During weeks 10–14, the Contractor shall roll the square, on four occasions (once per week) when ground conditions allow using a motor roller with an approximate weight of 1,500 kilograms.

During weeks 14–16 the square will be scarified on one occasion to loosen the surface and remove dead growth. The Contractor must use spring wire tines to a depth of 3mm, and ensure that no damage is caused to the soil surface. All scarified material will be removed from site.

During early April, an application of a fertiliser (agreed by the Supervising Officer) is to be made, and applied according to the manufacturer's instructions. The fertiliser and application rate will be dependent upon the results of soil analysis tests.

Also during April the square will be slit tined fortnightly.

Prior to the commencement of the playing season, during April, the cricket outfield is to be harrowed in both directions. Any excess material such as stones etc that is harrowed out will be collected and disposed of from site.

4.4.7 Brushing the Square

The cricket square is to be brushed with a drag brush as frequently as weather allows, on a daily basis throughout the year (excluding weekends) to remove dew where present, and to remove worm casts and debris.

4.4.8 Preparing the Pitch

All work must be completed at least one hour before each match.

As far as is possible a true playing surface, with an even bounce will be produced.

The pitch will be mown using a cylinder machine with a minimum of 10 cutting blades on the cylinder. The wicket must be mown in the direction of play, commencing from the centre stump and working out to the edge of the pitch using a double cutting technique, ie along the line of play

and returning on the same cut then repeating the cutting on the opposite side of the stump. A 20mm overlap on each line of cut is required in order to give a wicket with no light or dark shades visible. All arising will be boxed and removed from the site.

Scarifying of the pitch will be required prior to each match in accordance with the specifications for scarifying and using spring wire tines to a depth of 3mm. The Contractor will ensure that no damage is caused to the soil surface.

4.4.9 Mowing Schedules

Weekend Matches

Pitches are to be prepared on the Monday before a weekend match, followed by the schedule of cuts on Thursday and Friday.

Monday	1st preparation cut	6mm height of cut
Thursday	2nd cut	5mm height of cut
Friday	3rd cut	5mm height of cut

Midweek Matches

Pitches are to be prepared on Monday for weekday matches occurring on days as set out below.

Monday	1st cut	5mm height of cut
	2nd cut	3mm height of cut
Tuesday	1st cut Monday	5mm height of cut
	2nd cut Tuesday	3mm height of cut
Wednesday	1st cut Monday	5mm height of cut
	2nd cut Wednesday	3mm height of cut
Thursday	1st cut Monday	5mm height of cut
	2nd cut Thursday	3mm height of cut
Friday	1st cut Monday	6mm height of cut
	2nd cut Thursday	5mm height of cut
	3rd cut Friday	3mm height of cut

Watering will be undertaken in accordance with the specification for irrigation and prior to rolling.

Rolling will be undertaken in accordance with the specifications for this operation to prepare the pitch for play.

The pitch must be marked in accordance with MCC Laws of Cricket and to meet the rules and regulations of the Kent Cricket league and Kent county Cricket Club for both senior and colts/junior cricket. Crease markings will be marked with a brush using a non-toxic whitening compound. The Contractor must also make stump holes using a template and again in accordance with the MCC Laws of Cricket.

4.4.10 Repairs to Pitches

After each match play and within two working days, pitches are to be repaired. This will include where required but not be exclusive to carrying out the following works to ensure that the playing surface is maintained in accordance with Kent County Cricket Board requirements.

The pitch is to be brushed to remove debris.

The pitch will be irrigated (a minimum penetration depth of 100mm) unless sufficient rainfall achieves this.

The pitch will be spiked with a Sarel Spiker once the wicket has dried off sufficiently.

The pitch will be lightly top dressed, using a screened heavy clay loam, paying particular attention to foot marks and scuff marks. The top dressing will be levelled evenly across the wicket using a true level to ensure levels are maintained across the square.

Depressions must be filled, levelled using a high clay content dressing, which should be well firmed.

The pitch will be over seeded using a suitable seed mixture to be approved by the Supervising Officer.

The pitch will have a suitable fertilizer applied (ie 6:9:6)

The Contractor will ensure that the pitch is kept moist to achieve quick germination and the subsequent establishment of the sward.

4.4.11 Irrigation of the Square

The timing of watering will be governed by the dates of matches to ensure that a firm, true bounce of the ball but at the same time keeping the grass alive is achieved. The pitch will in times of drought need watering prior to rolling operations.

The recommended equipment is a giant water-square or equivalent to be agreed by the Supervising Officer. There will be times when there will be a need to use hand-held hose pipes. Automatic watering may be used where fitted, and must be worked according to manufacturer's instructions.

When watering, the Contractor will ensure that the water penetrates to a depth of 125mm. No flooding of the surface must occur. When watering following fertilising, care must be taken to avoid fertiliser sticking to wheels or hoses of irrigation equipment, so avoiding a concentration of fertiliser falling onto the surface, and causing scorching. If any such damage is caused, then the Contractor will rectify such damage at his own expense.

When not in use all equipment must be removed to the Contractor's store.

During the closed season, all watering equipment must be stored away in the Contractor's own store.

Irrigation will be sufficient to ensure that the growth of the sward is maintained in a healthy and even state of growth at all times.

4.4.12 Rolling

Prior to rolling in dry conditions, the Contractor will irrigate the square/pitch to a water penetration depth of at least 100mm.

Rolling will be undertaken once a week, with a motor roller, with approximate weight of 1,500–2500 kilograms – mid March to late April. This operation is to be followed by the entire square being Sarrall rolled on each occasion.

Monthly rolling will be undertaken with the same roller – May to November inclusive.

Rolling must only be carried out when there is sufficient moisture for the rolling to be of benefit. If there is not sufficient moisture, then the square will be watered as set out in the specifications for irrigation.

The entire area of the square will be rolled, with the first and second passes going diagonally across the line of play in two different directions. A third rolling will be at 90 degrees with the line of play, the fourth and final pass being made with the line of play.

The Contractor will be required to roll each individual pitch to be used for a match, once prior to the match being played, either on the day before or the morning of the match. This operation must be carried out in the direction of play, ie North to South, using a double rolling technique, ie Up the line of play returning on the same line, repeating

across the pitch with a 20mm overlap on each line. The equipment to be used is a roller weighing approximately 1000–2500 kilograms.

4.4.13 Fertiliser Application

The contractor, must ensure an even covering of fertiliser is applied over the entire surface of the square. The Contractor will, annually in February/ early March, arrange for a comprehensive soil test of each square, so as to determine what fertiliser should be applied to the square. A report on the results of these tests will be forwarded to the Supervising Officer. Prior to purchase and application, the Supervising Officer must approve the fertiliser type and application rate. If there is no rain imminent the square must be thoroughly watered before and after each application.

Frequency

Four applications will be made as follows:

1st application:	Late March
2nd application:	May
3rd application:	June / July
4th application:	October November (as part of the autumn renovation programme)

These timings are approximate and will depend on factors such as the prevailing weather or timing of matches.

4.4.14 Fungicide Application

The Contractor will apply an approved fungicide (a contact or translocated type) - as required to ensure that the entire sward is maintained in a healthy condition.

Applications may only be made when the weather conditions permit, ie to avoid spray drift and any damage to the sward

4.4.15 Weed Control Application

Weed killers are to be applied three days before or three days after grass cutting works.

The Contractor will use appropriate selective herbicides. The rates and method of application will be in accordance with the manufacturer's instructions.

The Contractor will make sufficient applications to the square between April and June inclusive to ensure the continuous health of the grass sward and be applied during periods when weather conditions are suitable.

Weed spraying is to be carried out on the outfield under suitable conditions using a selective weed killer in May.

Manual weed removal will be undertaken as required if the application of herbicide has not achieved the requirements. Where this is undertaken the damage to the sward will be minimised and fully re-instated.

4.4.16 Moss Eradication

The Contractor is required to make sufficient chemical applications of appropriate compounds to achieve the general specifications above.

4.4.17 Scarifying/Verti-cutting

All scarifying will be completed so as not to interfere with matches.

The recommended machine is a Sisis Rotorake fitted with a thatch removal reel.

The square will be cut in parallel bands of the width of the machine, ensuring that no overlap occurs and that none of the surface of the square is missed. The direction of travel will be directly along the direction of play, this operation to be carried out twice, up and down the same line. The square will then be mown in accordance with the specifications for mowing. The square will then be scarified again in the same way but this time the direction will be at 90 degrees to the first scarifying lines. The square will again be mown. All arisings will be collected and removed to a rubbish storage/disposal point.

This operation will only be undertaken when conditions will minimise the risk of damage to the surface.

Scarifying Schedule and depth of cut:

	Depth of cut
April to September inclusive	3mm
October/March	6/8mm

Frequency:

April to September	once prior to each match – Preparation of pitch
March	twice
October/November	once (as part of autumn renovation)

4.4.18 Autumn Renovation

Within five working days of the end of the playing season for each square, weather permitting, the Contractor will commence autumn renovation of each square to consist of the following works in the order shown:

4.4.19 Scarifying the Square

The entire square will be scarified to a depth of 6mm, in three directions. The recommended machine is a Sisis Rotorake fitted with a thatch removal reel.

The square is to be cut in parallel bands of the width of the machine, ensuring that no overlap occurs and that none of the surface of the square is missed. Scarification of the square will take place in three directions across the square. All arisings must be collected and removed to rubbish storage/disposal point.

4.4.20 Mowing the Square

Following scarification, the whole square will be box mown with all arisings being removed to the approved recycling point / disposal point.

4.4.21 Spiking the Square

The entire square will be spiked using a solid tine spiker, to a depth of 100mm, giving holes at 50 to 100mm centres across the square. Spiking will take place at 90 degrees to the direction of play.

4.4.22 Overseeding the Square

The Contractor will over seed the entire square using a seed mixture to be approved by the Supervising Officer and to be applied at 16g per m².

4.4.23 Top Dressing the Square

Top dressing should consist of a suitable proprietary ie 70/30 % mix of Screened loam and sand.

- Application rates will be 4kg per sqm. (or 5kg sqm if hollow tined).
- The dressing must be applied by the Contractor using a Cushman Spreader or similar. Should the Contractor so wish, the material may be applied carefully by hand.
- The Contractor must apply the dressing so that an even covering of dressing is maintained over the whole square.
- Following application, the Contractor will lute in the dressing, making sure the dressing is well worked into the surface. And a level playing surface is achieved.
- Care must be taken not to disturb the surface of the square, especially when hand applying the dressing. If any barrows or equipment are to be taken on to the square, then appropriate boards will be used so as to protect the square.

4.4.24 Irrigating the Square

If required, the square will be irrigated to aid germination and establishment.

4.4.25 Hollow Tining

This operation must be carried out as required during October/November once a year as part of the autumn renovation and as described above for solid tining, except that hollow tines must be fitted in lieu of solid tines.

All arisings are to be removed to an approved recycling / disposal point. Care must be taken, when removing all cores that no damage occurs to the surfaces of the square. If any damage occurs this will be rectified by the Contractor at his/her own expense.

4.4.26 Turfing

Where it is necessary the contractor must carry out turf reinstatement, such work will be inspected by the Supervising Officer who must approve the turf prior to turfing operations being carried out. All turf will be supplied by the Contractor.

For the purposes of pricing, 20m² of turfing works will be allowed for within the Bill of Quantities for each cricket square, for each and every year.

All turfing must be carried out when ground conditions are suitable. The grass must be of close texture, even density and green in colour. The turf should have sufficiently mature root development to enable it to be handled without damage, excess mat or fibre is undesirable.

The grass should have been closely mown, and be free from weed, pest and disease. The soil and grass species should match that of the existing green to which the repairs are being made.

For large areas, supplies of turves should be delivered at appropriate intervals throughout the work so as to avoid as far as possible stacking turves for long periods. Where it is not possible, they should be unloaded and conveniently stacked on clear ground to a maximum height of one metre unless arranged on pallets for mechanical handling. Turves must be placed grass to grass. After four days, stacked turves must be inspected at frequent intervals. Any turves showing signs of deterioration should be used without delay, or laid out grass side up.

4.4.27 Turf Laying

The Contractor may lay turf when weather and soil conditions are suitable and, where possible, preference should be given to autumn and early winter operations. Turf should not be laid in exceptionally dry or frosty conditions.

Turf should not be laid until the top soiling in whole or in part has been satisfactorily completed by being brought to an even tilth and firmness. Turves from the stack will be taken to the work site on planks laid closely side by side. Adequate timber planks should be used to support workmen and barrows, and provide access. Turves must be laid on the prepared soil bed and firmed into position in consecutive rows with broken joints (as in stretcher bond brickwork), closely butted and to the correct finished levels. The turf will be laid off planks working over turves previously laid. Where necessary, the turves should be lightly and evenly firmed with wooden beaters, the bottom of the beaters being frequently scraped clean of accumulated soil or mud.

A dressing of finely sifted topsoil should be applied and well brushed into joints. Any inequalities in finish levels owing to variation in turf thickness or uneven consolidation of soil should be adjusted by raking and/or by packing fine soil under the turf.

A roller must not be used. The finished level of the newly laid turf must marry in to the existing surrounding levels. All turf edges and margins must be laid with whole turves, where practicable.

4.4.28 Turf Irrigation

Where watering is required (as instructed by the Supervising Officer) care must be taken to avoid excessive watering which may cause soil to wash out of the joints.

4.4.29 Temporary Fencing

At the end of each season the Contractor must erect and maintain temporary fencing around all cricket squares

The Contractor must supply and erect all the materials required for fencing operations. The materials used must be as specified:

- | | | |
|---|-----------------|---|
| 1 | Fence: | Cleft Chestnut pale fencing or approved alternative.
Height 1200mm |
| 2 | Posts: | Angle Irons or approved alternative
Length 1800mm |
| 3 | Fastening Wire: | Whipping wire |

All fencing must be erected so that it is stable and erect and be maintained in this condition at all times.

All fencing must be dismantled before the start of each cricket season. All fencing, posts and wire must be removed and stored in the Contractor's own store immediately after dismantling.

4.4.30 Sight Screens

The Contractor will supply and maintain sight screens as listed below. These sight screens shall be full size and made of timber. (Other types of sight screen may be acceptable with prior agreement of the Supervising Officer).

- Main Nevill Ground 4 Wooden and 4 Polypropylene
- Top Nevill Ground 2 Polypropylene
- 1 no spare sight screen to be kept and stored by the Contractor.

The Contractor must ensure that all 4 sight screens are available prior to the start of each season at each site listed above.

The Contractor shall supply and fit black hessian approved by the Supervising Officer to the sight screens for one day games or games that require the use of a white ball.

The Contractor will be responsible for maintaining sight screens, including repairs due to acts of vandalism, and damage due to wind or other elements. If damaged prior to a match, the sight screen must be replaced with the spare sight screen as soon as possible. The damaged sight screen should then be repaired or replaced and kept in storage as the “spare” sight screen.

All sight screens should be rubbed down and painted white at the end of the playing season prior to being placed into storage.

4.4.31 Cricket Pitch Roll-on Covers and Plastic Protective Sheeting.

The Contractor shall supply and maintain four cricket pitch roll-on covers at the main Nevill Ground. These pitch roll-on covers should be placed over the prepared pitches during the day when rain is expected and also overnight on each of the two nights immediately preceding a Kent League match. Also, whenever rain is expected plastic protective sheeting with a rain boom should be located to the side of the covered pitch on the main Nevill Ground to prevent water seeping under the roll-on covers onto any part of the pitch. In the absence of roll-on covers for the Nevill Top Ground, plastic protective sheeting should be placed over the whole pitch area in inclement weather overnight preceding a scheduled match.

4.4.32 Boundary Ropes & Markers and Fielding Discs

A continuous boundary rope and plastic flag discs must be positioned around the main Nevill ground prior to the start of each match, together with fielding circle discs in accordance with the MCC Laws of Cricket and the Kent League rules and regulations. The top Nevill ground must have plastic discs spaced out around the white boundary line prior to the start of each match.

4.4.33 Availability of Sawdust

Adequate supplies of sawdust shall be supplied by the Contractor for both the main Nevill ground and the Nevill Top Ground to dry out areas near to the crease in inclement weather.

4.4.34 Nevill Top Ground Pavilion.

The Contractor shall ensure the Nevill Top Ground pavilion is cleaned out prior to the start of each cricket season.

4.4.31 Outdoor Cricket Netting Area Maintenance

The outdoor nets are a 4 lane non-turf netting area constructed by Total Play Ltd, the Contractor should note the nets are owned by Tunbridge Wells Cricket Club, maintenance shall be carried out by the Contractor. The Contractor shall

- Ensure the surface is clean from contaminants.
- Ensure the fibres of the pile remain upright.
- Ensure a safe surface for all participants.
- Contaminants may come in the form of leaves, grass, moss, soil, algae or any other type of detritus that may damage the playing surface.
- Cleaning and removal of Debris.

The removal of debris such as leaves and other organic material can be completed by using a hand blower, hand brush or a powered brush and shall be completed daily. The Contractor shall ensure all debris is removed from the playing surface. In the event that conventional brushing does not remove dirt from the playing surface then the use of powered jet washers will be permitted to remove dirt. The removal of chewing gum shall be removed by the use of aerosol freezing material applied in accordance with the manufacturers instructions. Heavy oil marks shall be removed using a cloth and white spirit, the majority of stains shall be removed using a detergent approved by the supervising officer. The Contractor shall not allow any contaminant to remain on the surface for longer than 24 hours.

The removal of any weeds, moss or algae shall be removed using a powered hand brush, the use of chemical treatments shall be permitted only on the approval of the Supervising Officer and the recommendations of the installers of the surface Total Play Ltd.

Crease Markings

Crease markings shall be repainted once per week using an acrylic emulsion paint approved by the Supervising Officer. The markings shall be in accordance with MCC Laws of Cricket.

Drag Brushing

The Carpet surface shall be brushed once per week using a drag brush with rigid bristles, brushing shall be three times each in two directions.

4.4.32 Pre-Season Maintenance of the Non-Turf Netting Area

The following operations must be carried out before the start of every cricket season:-

The Cricket practice netting area will be inspected by the Contractor, and any defects reported to the Supervising Officer. The Contractor should note any damage to structures, including the fencing and the carpet should be reported to the Supervising Officer and Tunbridge Wells Cricket Club.

The mat surface must be brushed clean and then cleaned using water and a recommended cleaning agent to remove any stains and areas of dirt.

All securing pins and edges must be checked and replaced, if required, to ensure that the mat is firm and taut.

Crease markings to be re-marked prior to the first game of the season, in accordance with the regulations as set out by the MCC Laws of Cricket.

Markings to be made with white acrylic emulsion or similar marking material approved by the Supervising Officer.

Grass edges to the non-turf pitches are to be edged up and trimmed level with the edge of security fencing.

4.5 Nevill Ground and Kent County Cricket Event

Main Ground

Head Groundsman

A head grounds man will be employed for the Nevill Ground. The Supervising Officer, will be jointly involved with the recruitment of this employee (unless already existing in post) and will have the right to veto. The principal role of this post is to ensure that the main ground is maintained to a First Class County Cricket standard suitable for matches by Kent County Cricket Club, Tunbridge Wells Cricket Club (Kent League) and a high quantity of other prestige fixtures with effective liaison between the clubs' officials.

Pavilion Stand/ Blue Mantles Stand/Toilet Facilities

Seats will be kept clean and in good working order at all times.

Toilets will be made available for use during fixtures and kept cleaned, stocked and without poor odours.

The lift in the main pavilion must be tested daily during the cricket season and once per week throughout the rest of the year to ensure it is working correctly with any defects reported to the Supervising Officer within 24 hours.

Pitch

The pitch will be maintained in accordance with 4.4.

The drainage system will be maintained in a well functioning and free flowing condition.

All equipment, such as covers, roll on covers, boundary ropes, marker discs and stumps and bails, will be supplied and maintained for all fixtures.

All sight screens used for Cricket Week shall be maintained in a fully functioning and good condition.

Practice nets maintained and managed by Tunbridge Wells Cricket Club.

Kent County Cricket Event

Kent County Cricket Club plays a four-day and a one-day match each year during Cricket Week at the end of May / early June. The contractor should make allowance for additional games ie two one-day games, where no additional payment will be made.

The Contractor and the Head Groundsman will be required to attend meetings prior to the event taking place.

Up to eight days prior to the event hospitality tents, stalls and toilets are installed with power, water and drainage services. The contractor will provide a coordinating supervisor in addition to the Head Grounds man to facilitate the needs of the other contractors, KCCC, caterers and the Council.

Approximately 3000 seats, screens and crowd barriers, all supplied by the Council and Kent County Cricket Club, will be arranged and installed for the event and stored safely afterwards.

The Contractor shall supply 25 660 Litre litter bins and place around the ground in locations agreed with the Supervising Officer or his representative. All litter bins shall be emptied daily in the morning before gates open.

The upper ground will be marked for car parking to accommodate the maximum number of cars, weather permitting.

The outfield boundary will be marked with rope and pins as agreed with the match officials.

During the event communications with the officials will be maintained and operations such as sweeping, rolling, marking and bowler run up repairs will be carried out.

Rain covers will be supplied and placed as directed by the officials. Up to seven able-bodied staff maybe needed at any time during the event for this operation.

Sight screens will be positioned and covered as directed buy the club officials, the Contractor shall supply suitable black hessian approved by the Supervising Officer to cover the sight screens.

Two large bales of fine sawdust shall be provided by the Contractor before play commences.

Large quantities of litter are produced during the event which will be removed from the site, the bins and hospitality tents frequently to achieve a clean and tidy appearance throughout the venue and at all times.

All collected litter and industrial kitchen waste will be removed from site each day.

All buildings, including the pavilion, stands, changing rooms, seating areas, fixed and temporary toilets will be kept clean.

All toilets and wash facilities, including temporary installations, will be kept fully functioning and well stocked.

An hourly visit to each will be needed during the event.

During the event the Contractor shall liaise with the KCCC dressing room attendant and offer assistance if required. The Contractor will ensure 40 clean towels, supplied by the Council, are available to the KCCC dressing room attendant ready for use on each day of play. It shall be the Contractor's responsibility to arrange for towels to be cleaned. The Contractor shall ensure the changing rooms are maintained in a clean and serviceable condition for the duration of the event.

The Contractor may need to provide additional staff for this event. The appropriate schedule of rates payment will be utilised for additional payments. The Contractor must ensure that they have sufficient staff capacity to ensure that these additional duties can be fulfilled.

4.6 Hockey

Pitches will be prepared, maintained and marked out for play to the Hockey Association regulations.

General

The Contractor should note that there are no "year round" grass hockey pitches currently maintained within this Contract. Two pitches are marked at the Nevill during the winter season although all league matches are played at the Astroturf. However, this specification should be used for any "one-off" occasions where clubs sometimes ask for mini tournaments to take place. Therefore, rates for the maintenance of hockey pitches are not included within the contract sum, but will be based on Schedule of Rate charges/Bill of Quantity Rates, which would be recharged by the Contractor to the club/ person booking the event.

The Contractor shall allow for and provide all plant, labour and equipment necessary to carry out the grass cutting and maintenance of hockey pitches in the manner detailed below.

All pitches must conform with the Rules as laid out by the Hockey Association and any local league rules that apply. Due to variations in ground dimensions and configurations, pitch sizes will vary. The Supervising Officer will provide plans indicating the dimensions and locations of pitches on each site.

The Contractor will build a strong relationship with all Sports Clubs, which may involve regular club meetings. The Contractor will listen to clubs' individual requirements and, where possible will, with the approval of the supervising Officer, vary the specification accordingly to accommodate the clubs' wishes. For instance, some clubs may have specific requirements for grass height, may require an additional cut prior to an important league fixture, may require marking out of additional areas to fulfil league requirements etc. Where these additional works are a minor variation, ie additional grass cut, marking out of dug outs etc, then they will be deemed to be included within the contract sum. Where significant changes are required, and where approval has been

given by the Supervising Officer, a variation order to cover any additional costs may be issued.

If the pitches are not kept in a fit state for play due to the failure of the Contractor, the Council will claim consequential loss based on any claims made against it by visiting and home teams, loss of goodwill, including travel, and any other losses which may be attributable to the Contractor's failure to provide the facilities for programmed play.

4.6.1 Initial Measure and Marking Out

If a booking is received from a club, the Contractor shall set out and mark all pitches as required. The exact positioning of the pitches shall be approved by the Supervising Officer. The sizes of the pitches shall conform to the Hockey Association Rules.

4.6.2 Re-marking

The Contractor shall allow for re-marking the pitch(es) within the Schedule of Rates. Marking will be carried out if required, which will be dependent on how long the tournament is on for. All line marking will be as specified under Chapter 16 - Football. The Contractor shall ensure that the pitch measurements remain accurate during the marking process throughout the season. All lines shall be clear and true.

4.6.3 Erection and Removal of Posts and Back Boards

Prior to the start of the hockey tournament/match, the Contractor shall allow for the collection and erection of all timber posts and back boards into their respective positions (goals and nets to be supplied by the Contractor).

At the finish of the tournament/match, all timber hockey posts shall be dismantled and transported by the Contractor and placed within a safe and secure storing area until required.

Care shall be exercised by the Contractor during the process of erecting, dismantling and storage of the posts. Any damage caused by the Contractor to the posts during these processes shall be repaired at his own expense.

The Contractor shall regularly inspect the posts whilst they are erected to ensure that they are safe and secure. Any damage shall be reported to the Supervising Officer immediately.

4.6.4 Harrowing

Within one week of the commencement of the tournament/match, the Contractor shall allow for the harrowing of all hockey pitches to maintain surface levels.

Harrowing shall be carried out in one pass in one direction, 'longitudinally'. Harrowing machinery shall be approved by the Supervising Officer.

4.6.5 Renovation

The Contractor shall be required to carry out renovation of the hockey goal mouth areas and any other area as instructed by the Supervising Officer, if required. Renovation will be carried out at the rates for Football Pitch Renovation.

4.6.6 Rolling

The recommended equipment is a light tractor-mounted smooth roller or similar equipment agreed with the Supervising Officer. The entire area of the pitch will be rolled, on two separate occasions, with an overlap of 40mm within one week of the commencement of the tournament/match. The direction of rolling must be with the line of play. The operation must not interfere with any matches. Care must be taken to ensure that no damage occurs to the pitch surfaces during rolling due to inclement weather when ground conditions may be unsuitable. Should this occur, the Contractor must inform the Supervising Officer immediately. Any damage occurring due to rolling being carried out when ground conditions are unsuitable must be rectified by the Contractor at his own expense at the earliest possible opportunity. This operation must not be carried out during wet weather or when the ground is frozen.

4.6.7 Grass Cutting

All hockey pitches are to be box mown one week prior to and during the tournament so that the grass shall not be permitted to exceed 15mm between cuts. Grass shall be cut in accordance with the General Grass Maintenance Specification.

4.6.8 Pitch Preparation

Prior to the tournament/match the Contractor shall be required to inspect all hockey pitches. At each inspection any stones, litter and other debris found on the pitches shall be collected and removed from site.

Following each match on hockey pitches, tread divots back into position.

4.7 Tennis grass and hard courts

General

Tennis Courts will be maintained to ensure a true level playing surface without any undulations or depressions. The court shall be well firmed to provide a consistent ball bounce and pace. All areas of the court are to be extensively free from pests, moss and weeds and unwanted grasses to ensure no adverse effect on ball rebound. Grass will be maintained to a height of 4–5mm during the general mowing season (Season of use).

Unless specifically stated or instructed by the Supervising Officer all operations will cover the entire surface of the courts.

The courts will be left clean and tidy after each operation.

Any damage occurring to the courts as a result of the contractor's operations will be completely re-instated within a time frame and to the specification agreed by the Supervising Officer and at the contractor's expense.

All equipment and supplies will be stored in a tidy manner that does not adversely affect public access or enjoyment of the facility and safe guards the Council's assets.

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

4.7.1 Switching and Brushing

The entire surface of the court will switched and brushed to ensure that all worm castes and other undesirable debris is completely absent prior to mowing or any other operation where the presence of debris and/or worm castes will be detrimental to the results required.

Switching or brushing will not be completed when frost remains in the ground or if disease is present.

Between October and April (inclusive), switching and brushing will be completed on a daily basis. All greens will be drag brushed on at least one occasion per week over the entire surface.

4.7.2 Mowing:

The general mowing season will be defined as from the first week in May to the first week in October.

Gradually reduce the height of cut from the winter height of 12–15mm to the start of the season height of 6–8mm. The grass shall be kept topped so no more than 3mm is removed at any one time. The height shall be reduced slowly over the whole season to avoid thinning of the sward. Any damage that occurs as a result of reducing the height too quickly, ie damage from late frosts, cold wet spells or cold winds will be repaired at the Contractors expense to a standard acceptable and at a time stipulated by the Supervising Officer.

During the playing season the courts will be mown three times per week, during dry periods this will be reduced to twice per week. The sward will be mown to a height of 8mm and all grass clippings will be boxed off.

4.7.3 Application of Fertiliser

The application of fertiliser will be adequate to ensure a healthy growth of the grass sward.

The Contractor shall apply a light application during the middle of March in a liquid form. Three applications will be required at regular intervals between March and the first week in August inclusive these shall be suitable for grass Tennis courts. The application of fertiliser shall be in agreement of the Supervising Officer.

Fertiliser will only be applied in conditions that will not adversely affect the health of the grass sward.

Adequate Irrigation will be applied immediately following the application of fertiliser to avoid scorching.

The Contractor shall complete individual soil tests on each green in August, to determine PH and nutrient levels. The results of these tests will be discussed with the Supervising Officer and further choice of material supplied thereafter will be aimed at correcting discrepancies in nutrient content etc. The Contractor is to ensure that all soil nutrients are adequate to maintain a good strong sward and will include in their cost for amendments to the fertiliser regimes that may be required.

4.7.4 Weeds, moss, pests and diseases

The need to apply pesticides and herbicides shall depend on weather conditions and the condition of the court, the Contractor shall monitor the courts and advise the Supervising Officer as soon as signs of infestation are noted. Courts will be maintained extensively free of all of the above at all times. Extensively free is defined as a maximum of the surface area of 5% shall be of the above and at no stage may the playing surface be adversely affected by the presence of these elements.

4.7.5 Irrigation

Irrigation will be required when dry periods occur and also maintain an appropriate playing surface. Irrigation will be applied lightly but sufficiently to allow a reasonable depth of penetration. The timing of watering will also minimise water usage and ensure that the green is free of excessive dampness for play by 9am.

4.7.6 Rolling

This will be undertaken with a roller weighing 102Kg at least once per week to maintain a firm playing surface. Rolling will not be undertaken immediately following irrigation.

4.7.8 Scarification

During April a light scarification shall be carried out to remove surface thatch. This shall be carried out when the weather is mild and the grass is growing.

During the playing season the surface of the courts shall be groomed using a comb attachment fitted to the cylinder mower and shall be set 1–2mm below the set height of cut.

At the end of the playing season, first two weeks in October, the court shall be given a thorough scarification to remove any surface thatch. The depth of penetration shall be between 5–8mm in depth.

All arisings will be removed.

4.7.9 Aeration

The courts shall be aerated using solid tines and shall penetrate to a depth of 100mm during October.

4.7.10 Hollow Tining

If in Supervising Officers opinion the court is in such condition that Hollow tining is required this will be completed in October. Contractors are required to include within the cost for this element of the service an allowance for hollow tining once every three years. Should this be required more frequently additional payments will be made in accordance with the appropriate schedule of rates for labour only.

All cores will be removed.

4.7.11 Overseeding

Courts will be oversown as required using a seed mix recommended for Tennis courts , to ensure an even application the seed shall be spread in several directions. The specification of the grass seed will be agreed with the supervising Officer.

4.7.12 Top Dressing.

Following solid or hollow tining, a top dressing recommended for use on tennis courts and as agreed by the Supervising Officer will be spread evenly over the full extent of the court.

The top dressing will be worked thoroughly into the surface of the green using lutes, drag mats or drag brushes. Ensuring all the holes are filled and a true, even playing surface is maintained. Top dressing will be applied in spring to 'top up' any tine holes, where settlement of the autumn dressing has occurred. Any affected areas shall be re-seeded.

4.7.13 Line Marking

All courts shall be marked out three times per week, typically after each cut, to ensure players can clearly see all lines. The courts shall be marked in accordance with the rules of the game.

4.7.19 Turf Repairs

Turf repairs will be undertaken at the cost of the contractor as required to ensure that the general specifications are met at all times. Repairs will be made utilising turf to a specification agreed by the Supervising Officer.

All repairs will be undertaken to ensure that the surface remains playable and in accordance with the general requirements. Turf will be maintained to ensure that it establishes quickly and effectively.

4.7.20 Hard Courts

Hard courts will be available all year round. It shall be the Contractor's responsibility to ensure the courts are maintained in a safe condition and clear of weeds and moss. The courts will be swept and litter picked daily, chemical treatments for weeds will be as detailed in the specification for hard surfaces.

The playing surface will be marked annually in spring when weather conditions allow using a marking paint agreed by the Supervising Officer, marking will be in accordance with Lawn Tennis Association rules.

4.7.21 Provision and maintenance of nets

The Contractor shall supply erect and maintain at their cost all nets in a serviceable condition.

4.8 All Weather Pitch Maintenance

General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications. The surface shall be maintained to be even, free of detritus, litter and unauthorised markings.

4.8.1 Brushing

The Contractor shall brush the surface using a mini tractor or an appropriate machine approved by the Supervising officer in two directions at right angles to ensure even sand distribution. This operation shall be carried out twice per week.

An inspection of the surface will be carried out daily and any damage to the surface reported to the Supervising Officer.

4.8.2 Cleansing

Any water-borne or miscellaneous marks shall be removed using a sponge using a non-film forming detergent and cold water and shall be rinsed thoroughly.

Persistent marks

Chewing gum – spray with freon aerosol and scrape.

Metal Polish – Sponge with dry cleaning solvent.

Oil Paints – blot immediately with turpentine paint remover. Blot with detergent and water. Re-sponge with cold water to remove detergent and scrape any excess. Sponge with dry cleaning solvent.

Tar – Scrape excess. Sponge with dry cleaning solvent.

Emulsified marks – Sponge with detergent and cold water. Apply solvent. Clean solvent residue with soap and water. Re-sponge with cold water to remove detergent.

During autumn the Contractor shall remove any leaves, twigs or other debris.

4.8.3 Snow and Ice

During periods of severe weather ie frozen or snow the Contractor shall inform the Supervising Officer before 10am if the surface is unplayable. The Contractor shall be responsible for contacting customers to advise of cancellations.

5 Grass Cutting

5.1 General

Grass areas will be maintained to the minimum standards required by BS 7370 Part 3, 1991 and any subsequent revisions.

All grass cutting operations will ensure:

- Litter and debris is removed from the area prior to grass cutting to be disposed of by the Contractor offsite.
- A uniform height of cut across the entire area of grass
- Unless otherwise specified arisings will be scattered avoiding large accumulations of grass being left
- Rutting, scalping and other damage caused by mowing operations will be avoided or re-instated at the contractors cost. The Contractor must advise the Supervising Officer immediately if in his opinion the ground is unsuitable and it is likely to machinery will cause damage to the surface.
- Arisings will be swept or blown from off paths and other high profile areas for example memorials to avoid accumulations of grass on these surfaces.

In exceptional circumstances grass cutting may be suspended by the Supervising Officer in such a case a programme to re-instate the standards required will be agreed between all parties.

The grass cutting season shall be defined as the summer period from mid March to mid October. The winter period will encompass the rest of the year.

5.2 Specific grass cutting regimes

Category	Description	Arisings	Max and Min heights (Summer)	Max general heights Winter
4.2.15.2.1	General grass areas	scatter	30 to 50mm	100mm
5.2.25.2.2	Cemetery	scatter	30 to 70mm	70mm
4.2.25.2.3	Habitat turf	scatter	50 to 80mm	N/A
4.2.35.2.4	Ornamental lawns	collect and remove	15 to 30mm	40mm

5.3 Grass areas with bulbs

Mowing will be suspended until bulb growth has died down usually June/July. At this stage the maintenance regime will be re-instated. The initial cut will include removal of all arisings.

5.4 Grass and Lawn edges

All formal edges on ornamental lawns will be kept so as to conform to a natural curve or straight edge that is closely trimmed throughout the summer grass cutting season.

Informal edges will be strimmed within 24 hours of the grass cutting to leave a uniform edge that has a maximum height matching the surrounding grass. Arisings will not be allowed to accumulate.

5.6 Wild flower meadows

Wild flower meadows will be maintained to encourage maximum biodiversity.

The minimum height of any grass cutting for spring or summer meadows will be 60mm.

The general specification for grass cutting will apply to both spring and summer meadows.

5.6.1 Spring meadows

Grass cutting will be undertaken twice a year, with the first cut during early May and the second cut at the end of August to a maximum height of 75mm. All arisings to be left in situ on the first cut and removed on the second cut.

5.6.2 Summer meadows

General

The Contractor shall be responsible for the establishment and maintenance of wildflower meadows that are generally free of invasive weeds and demonstrate a mix of a range of agreed species that is not dominated by any individual species and illustrate maximum flowering capacity.

5.6.2.1 Initial establishment of summer meadows

The Contractor shall rotovate the soil to a minimum depth that achieves inversion of the subsoil and create a fine tilth of a minimum depth of 10mm and maximum 25mm. The surface shall be even and loosely firmed with stones with a circumference of more than 50mm removed. An agreed summer wildflower mix shall be evenly broadcast sown at an appropriate rate in accordance with the suppliers recommendations. The Supervising Officer shall agree the Source and supplier with the contractor and local provenance seed will only be permitted. The seed bed shall then be evenly firmed but not compacted ensuring that the seed broadcast is not inappropriately disturbed. The timing of all operations shall be authorised by the Supervising Officer.

Irrigation to aid germination and establishment shall be applied as required however appropriate payments will be made in accordance with the appropriate schedule of rates.

The first season's cut will be completed in mid March to a maximum 75mm height. In the latter part of April a further cut will be undertaken to a height of 50mm. Grass cutting will be suspended until mid July to encourage Spring/ Summer wild flowers. Cutting will re-commence in late August when the height will be maintained to a maximum of 100mm and reduced to 75mm in mid September. All arisings to be left in situ when cutting re-commences in August but removed in March and April.

5.6.2.2 Second year of establishment of summer meadows

In the 2nd year of establishment of summers meadows the contractor shall lightly scarify the whole surface and apply a minimum of 25g per m² of summer wildflower mix at a time that is agreed by the Supervising Officer that is predominately of the species that is less established in the meadow over the previous year. Dependent upon the previous year's establishment the Supervising Officer may instruct the Contractor to apply a higher rate of seed application for which a materials cost only will be paid to the Contractor.

5.6.2.3 Re-establishment of summer meadows

In the third year the contractor shall re-establish meadows in accordance with the initial establishment excepting that the rotovation of the site shall be to a maximum depth of 300mm and the soil shall not be inverted

5.6.2.4 Maintenance

This will be completed in accordance with 5.6

5.6.2.1 Initial establishment of spring meadows

General

The Contractor shall be responsible for the establishment and maintenance of wildflower meadows that are generally free of invasive weeds (not grasses) and demonstrate a mix of a range of agreed species that is not dominated by any individual species.

The timing of all operations shall be agreed with the Supervising Officer

First year of contract or for new meadow areas

The Contractor shall sow yellow rattle in accordance with the suppliers recommendations in the autumn to suppress dominant grasses.

In early spring the Contractor shall make spot applications of an agreed herbicide to produce evenly spaced 100mm diameter circles of bare ground at a density of 7 per m² and plant an agreed range of 40ml plugs with the top growth at the level of the surface and sufficiently firmed to avoid easy disturbance. The Supervising Officer shall agree the Source and supplier with the contractor and local provenance seed will only be permitted.

The appropriate schedule of rates will be utilised for the establishment of any new wild flower meadows to the above specifications.

5.6.2.2 Subsequent years of establishment of spring meadows

The establishment of meadows will be monitored by Supervising Officer and in subsequent years year of establishment of spring meadows the contractor shall introduce further plugs in accordance with the above specifications. Payments for this shall be made in accordance with the appropriate schedule of rates. The species chosen shall be predominately of the species that are less established in the meadow over the previous years.

Maintenance

This will be completed in accordance with 5.6

The Contractor should be aware the Reynolds Lane Pasture is a local wildlife site and has a site specific management plan, that must be complied with in the completion of any operations.

6 Horticultural Features

6.1 Herbaceous borders

General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

Herbaceous borders shall be maintained free of litter and extensively free of weeds. Plants shall be maintained to achieve, healthy, turgid, floriferous growth patterns appropriate to the species and cultivars. Beds shall be extensively filled with plants.

Routine Maintenance

6.1.2 Weed and Litter Removal

All areas will be kept extensively clear of weeds and other debris. Any weeds will be removed by either hand, hoe or fork as required, ensuring all perennial weed roots are completely removed. Care must be taken not to disturb the herbaceous plant roots and to avoid excessive compaction of the bed surface.

6.1.3 Fertilising

A suitable base fertiliser dressing will be supplied and incorporated by the Contractor at the manufacturer's recommended rate, unless otherwise instructed by the Supervising Officer, in April. Application during dry conditions will be avoided.

6.1.4 Forking

All unmulched beds will be forked over in order to maintain a high standard of appearance to a depth of 50mm. Care must be taken not to disturb the roots and avoid excessive treading of the bed surface. Where mulch has been provided, this will be kept clean avoiding penetration beyond the mulch layer.

6.1.5 Weedkilling

The use of herbicides will not be permitted on herbaceous borders, except in exceptional circumstances with the written approval of the Supervising Officer.

6.1.6 Mulching

All beds will be mulched using spent mushroom compost (or other material if approved by the Supervising Officer) to a depth of 75mm on an annual basis in spring before weed seeds germinate. The cost purchasing and transporting the mushroom compost will be included within the Contractors price for this specified work. On each maintenance visit this will be topped up as necessary and levelled to maintain the required depth.

6.1.7 Watering

In periods of particularly dry weather, the Contractor may be required to water newly planted beds to ensure the turgidity and survival of the plants. The timing and method of watering will be approved by the Supervising Officer but sufficient water must be applied to irrigate the whole of the root system on each occasion, and carried out at a frequency to prevent any drought stress symptoms being evident in the planting at any time. The timing of watering operations shall minimise the use of water usage, ie early morning or late afternoon.

6.1.8 Staking

Suitable support, such as stout bamboo canes or Dahlia stakes, must be provided for plants that carry their flowers on single spikes, (eg Delphinium, Hollyhock and Eremurus). The canes must be placed in position before the stems reach 30cm in height, providing a cane for each spike. The shoot must be tied-in regularly using green twist, or a similar approved tie material. Once the spikes reach their full height, the cane or stake be cut/reduced in height so that it should reach just below the flower and be invisible.

For those plants of a bushy habit that require support, (eg Coreopsis, Erigeron, Helenium and Michaelmas Daisy) then pea-sticks or an approved purpose-made plant support will be used. These will be of a varying height according to the species being staked, but with the maximum height being below the flower head in all cases. The pea-sticks/approved support must be put in place as soon as growth starts in April, this will enable the shoots to grow up through the sticks/support which will form a secure but invisible support. No other method of staking should be employed without the approval of the Supervising Officer.

6.1.9 Deadheading

During the summer season spent flower heads must be removed regularly from the early season flowering species to maintain a high standard of appearance to the border, and in the case of some species, this operation will encourage a second flush of flower later in the season.

6.1.10 Edging

All herbaceous borders abutting grass will be edged up on each maintenance visit as per the specification for Edging. Once per year the edge will be redefined using a half moon edging iron.

6.1.11 Autumn Clearance

By late October-mid November the majority of the herbaceous subjects will have finished flowering and have died back to the crown. At this time all spent foliage and stems must be cleared by cutting back to the crown of the plant. The crowns and rootstocks of the plants must not be damaged during this operation.

At the same time all support material must be removed from the border and stored, in the case of bamboo canes and Dahlia stakes.

Certain plants must not be cut back, such as Iris and Kniphofia, and the Contractor should check with the Supervising Officer prior to starting work.

Finally, the entire border should be lightly forked to remove footprints and leave the site in a tidy appearance for the winter.

6.1.12 Division

The Contractor will be required to lift, divide and replant certain vigorous subjects within the border during the period of the Contract. This work can take place during suitable weather conditions in the autumn following the cutting back of the plants or during the early spring before growth commences, subject to agreement of the Supervising Officer.

The individual clumps must be lifted carefully using a garden fork retaining as much root as possible. The clump should then be carefully divided using two long pronged forks to tease the clump apart into smaller units. The young outer crowns should be retained for replanting, discarding the more mature woody centres of the clump. The young clumps should then be replanted in the relevant area of the border as agreed with the Supervising Officer.

6.1.13 Pest and Disease Control

The Contractor may be required, on instruction from the Supervising Officer, to carry out pesticide application to herbaceous plants to control and prevent pest and disease attacks. Before undertaking any work of this nature, the Contractor must familiarise himself with the Specification on the use of pesticides. These works will be priced on a day work basis plus material costs. The exception to this is slug control, by the use of plastic slug traps, which should be included within the rates for general maintenance of herbaceous borders. In no circumstances will the Contractor be permitted to spread slug pellets over the surface of the border.

6.1.14 Replacement Planting

The Contractor may be asked by the Supervising Officer to carry out replanting works of herbaceous border areas. In this case, the planting operation must be carried out between November and March, during suitable weather conditions.

This work will be priced using the Schedule of Rates (plus plant costs if provided by the Contractor). The Supervising Officer reserves the right to obtain additional quotes from third party contractors if appropriate.

6.2 Seasonal Bedding Displays

General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

Royal Tunbridge wells provide a range of seasonal bedding displays for both the summer and the winter/spring season. These are designed to provide additional interest and colour to key features within the public realm.

Displays shall be maintained free of litter and extensively free of weeds. Plants shall be maintained to achieve healthy, turgid, floriferous growth patterns appropriate to the cultivars. Beds shall be extensively filled with plants.

6.2.1 Design

Bedding displays for all beds will be designed to encompass plants that will perform well in the prevailing conditions at each location. Consideration for drought tolerance must be made in the designs but not to the extent that the range of plants is significantly limited.

Designs will provide colour schemes that are aesthetically pleasing and demonstrate horticultural best practice through the use of a range of hardy and non-hardy plants of different colours, textures and height.

The use of semi permanent and permanent plants for both edges and specimen plants will be made to encourage form, horticultural interest and minimise the use of consumables.

The use of height differentials within the design of beds will ensure that plants are displayed to their best and that the height differential is uniform in its nature.

All designs will be submitted to the Supervising Officer for approval a minimum of six months prior to planting. The Supervising Officer retains the right to amend displays utilising plants of a similar value.

All plants in the Winter/Spring displays will be completely hardy and all displays will include the provision of spring flowering bulbs.

6.2.2 Supply of plants for bedding displays:

The contractor will include within its costs for the supply and delivery of all plants for bedding displays.

All plants will be supplied and planted in a condition that conforms to BS 3936 part 7 (1989) and any subsequent amendments.

They will be true to form for species and cultivar.

At the optimum stage of growth for planting and to achieve healthy establishment and full coverage of the beds within 6 weeks of planting.

The Supervising officer will maintain the right to inspect plants at delivery and reject any plants that do not conform to specification.

Where not specified below plants will have root systems that fill a minimum of 75% of the container in which they are supplied, but not be root bound.

Top growth will be proportionate to root growth, well established and not leggy.

6.2.3 Individual plant specifications

The list below is illustrative of the species and cultivars that may be used in the bedding displays. Any other plants will be supplied to a specification agreed by the Supervising officer.

6.2.4 Summer Displays

Species	Container	Min height (mm)	Max height (mm)	Growth status	Reference cultivars
Abutilon	2l	300	450	Sturdy, straight, staked central stem with several breaks evenly spaced	Thompsonii
Alyssum	D12	30	60	Bushy, compact, 50% min in flower	Easter bonnet Snowdrift
Antirrhinum (Dwarf)	D6	50	80	Compact, sturdy, min single flower spike, several secondary breaks	Bells series Tahiti series
Antirrhinum (Tall)	D6	100	125	Compact, sturdy, min single flower spike, several secondary breaks	Liberty series Corronette series
Begonia (Fibrous)	D6	60	75	Compact, several secondary breaks, min 50% in flower	Diablo series Olympia series
Begonia (Tuberous)	9cm pots	100	125	Compact, strong basal shoots, well budded	Non Stop series Illumination series
Bidens	9cm pots	Trail 120	Trail 180	Compact, bushy, several secondary shoots, well budded	Sunshine
Canna	2l	600	900	Min 3 shoots from crown, budding initiated	Black Knight The President
Chlorophytum	9cm pot	80	110	Well balanced rosette, damage free foliage	Variegatum

6.2.5 Winter/Spring Displays

Species	Container	Min height (mm)	Max height (mm)	Growth status	Reference cultivars
Pansy	D6	30mm leaves	50mm	Compact, top growth filling the container, sturdy, well branched, min 30% in flower	Ultima Panola XP
Violas	D9	30mm leaves	50mm	Compact, top growth filling the container, sturdy, well branched, min 50% in flower	Sorbet Penny Avalanche
Primrose	D6	25mm	40mm	Compact, top growth filling the container, sturdy	Bonnelli Alaska Delia
Wallflower	Bare root	30mm			
Polyanthus	D6	40mm		Compact, top growth filling the container, sturdy	Crescendo SuperNova
Forget me not	D9	30mm	50mm	Compact, top growth filling the container, sturdy	Sylva
Cyclamen	D4	40mm	60mm	Compact, top growth filling the container, sturdy, min 80% in flower	Winter Ice Rainier
Coleus	D6	80	110	Compact, sturdy, min three breaks	Rainbow series Wizard series
Cordyline	2l	600	900	Well balanced crown, damage free foliage	Torbay Dazzler Australis
Dahlia (Dwarf)	D6	80	110	Compact, sturdy, min 3 breaks, well budded	Figaro series Diablo series
Diascia	9cm pots	Trail 100	Trail 140	Compact, bushy, several secondary	Strawberry Sundae Carmine
Felicia	9cm pots	Trail 100	Trail 140	shoots, well budded	Spring Merchen Variegata

Fuchsia (Bush)	9cm pots	80	110	Compact, bushy, several secondary shoots, well budded	Californian dreamers Fascination
Fuchsia (Half standard)	2l	600	750	Clear stem of 300mm, crown to be compact, bushy, several secondary shoots, well budded	Winston Churchill Kon Tiki
Bedding Geranium	9cm pots	100	140	Compact, sturdy, several secondary shoots, min 50% in flower	Multibloom series Maverick series
Impatiens	D6	60	80	Compact, bushy, several secondary shoots, min 75% in flower	Accent series Mosaic series
Lobelia	D12	50	75	Compact, bushy, top growth filling module	Fountain series Cambridge blue
African Marigold	D6	80	110	Compact, sturdy, several secondary shoots, well budded	Discovery series Antigua series
French Marigold	D12	75	90	Compact, sturdy, several secondary shoots, min 75% in flower	Aurora series Hero series
Nicotiana (Dwarf)				Compact, several secondary shoots	Gnome series
Petunia				Compact, several secondary shoots	Bravo series Frenzy series
Salvia				Compact, sturdy, several secondary shoots, well budded	Salsa series Sizzler series
Salvia Victoria				Compact, sturdy, several secondary shoots, well budded	Victoria
Tagetes				Compact, sturdy, several secondary shoots, min 75% in flower	Gem series

The contractor should give due regard to the potential use of recyclable containers and peat free growing medium where this is deemed to be commercially viable and where this will not adversely affect the performance of plants to the specification requirements. Where plastic pots are used these must be recycled.

6.2.6 Storage

Where plants must be stored they will be stored in a secure compound and provided with adequate light, water and protection from frost or other elements so as to retain optimum condition for planting.

All plants will be hardy to the prevailing conditions at the time of planting and for the season of display.

Any plants damaged during delivery, storage and/or planting will be replaced at the cost of the contractor unless still sufficiently robust to establish without due delay.

6.2.7 Planting

Prior to early summer planting all soil in the beds will be prepared as to provide a weed free surface cultivated to a minimum depth of 15cm and having a fine tilth. All weeds, roots and stones larger than 50mm will be removed.

A slow release fertiliser that encourages health and floriferous growth will be applied in accordance with the manufacturer's instructions.

Prior to autumn planting all soil in the beds will be cultivated to a minimum depth of 15cm and organic matter (approved by the supervising officer will be dug in to the beds)

All plants will be planted to the nursery depth and firmed in so that they will not be easily pulled out. All labels will be removed. All plants will be soaked with water within 24 hours of planting unless prevailing weather is inclement and rainfall is sufficient to avoid this necessity.

All edges of grass or other adjacent surfaces will be left clean, well defined, with a form appropriate to the shape of the bed.

All pots and other debris arising from planting operations will be removed from site at the completion of operations on any working day.

All plants will be spaced to ensure that the bed is completely covered by healthy growth within 6 weeks of planting.

6.2.8 Maintenance

Throughout the year the beds will be kept extensively free of weeds (no more than 5% coverage at any time)

Plants that do not conform to the colour scheme or form of the display will be pruned or replaced with plants that do. Any plants damaged or removed in an act of vandalism will be replaced within 48 hours. The Contractor will be expected to hold sufficient stock of

replacement plants at the Contractor's depot, plants will be maintained to the same standard as those on site until the end of July.

All displays will be deadheaded to remove unsightly dead growth and flowers and encourage the formation of new flowers. At no time will more than 15% of the flowers or other growth in any bed be damaged to the extent that they are unsightly.

Pests and/or diseases will be controlled through good husbandry and only exceptionally where required through the application of pesticides.

All plants will be maintained turgid and in active healthy growth. Sufficient applications of water and fertilizer will be applied early in the morning or later in the evening. Watering equipment and techniques will minimise water usage.

Plants will be removed in accordance with the timing schedule below. Soil will be shaken from the roots to minimise loss. All plants will be composted as close to the location as possible. The site will be left clean and tidy at the end of any working day.

6.2.9 Timing of displays

The planting schedule will be authorised by the Supervising Officer and will ensure that no beds are empty for longer than two calendar weeks. Planting will be completed in due time for the inauguration of the Mayor (late May) and Remembrance Sunday.

Summer bedding displays will be planted during late May and removed in October unless otherwise agreed with the Supervising Officer.

Winter/Spring displays will be planted during October and removed in the May unless otherwise agreed with the Supervising Officer.

6.3 Floral Displays (baskets, troughs etc)

General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

Royal Tunbridge Wells provide 'hanging baskets and other planted containers at a variety of sites within the town.

Floral displays shall be maintained free of litter and extensively free of weeds. Plants shall be maintained to achieve healthy, turgid, floriferous growth patterns appropriate to the cultivars. Displays shall fill and spill over from their containers with baskets having sufficient trail to extensively hide the whole container.

Self watering containers have been utilised where possible to minimise the use of water.

6.3.1 Storage of containers

All baskets and containers will be cleaned with a horticultural sterilant and stored whilst not in use by the contractor and at the contractor's depot or storage facility. They will be made available to the grower in good time to allow for the establishment and "hardening off" of displays at the grower's nursery

Any defects in the containers shall be reported to the Supervising Officer.

Replacement baskets will be provided by the contractor unless they are required as a result of normal wear and tear or vandalism whilst in location.

6.3.2 Design and planting

All floral displays will be designed to encompass plants that will perform well in the prevailing conditions at each location.

Designs will provide colour schemes that are aesthetically pleasing and demonstrate horticultural best practice through the use of a range of hardy and non-hardy plants of different colours, textures and height.

The use of generally uniform height differentials within the design and trailing plants will be made to enhance the overall display. Appropriate choice of plants must ensure that sufficient trail is achieved to extensively hide the container within three weeks from delivery. Maximum floral capacity is required supplemented by foliage and texture.

All designs will be submitted to the Supervising officer for approval a minimum of six months prior to planting. The Supervising Officer retains the right to amend displays utilising plants of a similar value.

All plants in the Winter/Spring displays will be completely hardy and all displays will include the provision of spring flowering bulbs.

The Contractor shall plant up and establish each container in accordance with the planting schemes agreed.

6.3.3 Growing medium

The growing medium in all baskets shall be ameliorated with a water retentive material and slow release fertiliser as agreed with the Supervising Officer. The contractor should give due regard to the potential use of peat free growing medium where this is deemed to be commercially viable and where this will not adversely affect the performance of plants to the specification requirements.

6.3.4 Establishment of the floral displays prior to delivery

The contractor will include within its costs for the supply and delivery of all floral displays.

Each container shall be planted to allow sufficient time for establishment of plants to meet the overall specification requirements on delivery. The Supervising officer will be permitted to inspect the plants and baskets at the nursery at any stage of development and will organise this through the contractor to ensure appropriate progress.

Should the Supervising Officer have legitimate reason to believe that the displays will not be established to the required specification at the delivery stage, and then appropriate remedial action will be agreed with the contractor who will bear the costs of this. Should remedial action not be possible the Supervising Officer may instruct the contractor to make alternative arrangements for the supply of planted baskets.

Notwithstanding the above it will be the contractor's sole responsibility to ensure that all containers at the delivery stage meet the plant specifications shown below. The Supervising officer may reject any baskets that do not conform to the specification at this stage and replacements will be provided within three working days at a cost borne by the contractor.

6.3.5 Plant and container specification on delivery

All plants supplied shall conform to BS3936, part 7, shall be pest and disease free and shall be characteristic to the cultivars specified in form, growth and colour. They shall all have been appropriately stopped to encourage branching & allowed to re-grow then "hardened off" prior to delivery.

All plants will be turgid and in active growth, "leggy" or other uncharacteristic growth will not be accepted.

The plants shall be arranged in the containers to make best aesthetical use of their characteristics throughout their anticipated lifespan.

Acceptable establishment of the container displays will be when the top of the container is fully covered and trailing plants will have established a trail to a minimum 50% of the depth of the container. At least 50% of the plants shall be flowering or "well budded"

All containers will be free of damage, clean and chains sufficiently robust as to bear the full load of the basket throughout the season of display.

The contractor will bear the cost of replacement plants, and chains that may be required during the "establishment" period to ensure that the displays meet the requirements at the delivery stage.

6.3.6 Storage of floral displays

The storage of displays must be minimised through effective timing of delivery. All displays must be erected within a maximum three working days of delivery.

10% of the baskets will be retained in the contractor's depot at their cost and to the same maintenance standard as those erected on site.

Where plants must be stored they will be provided with adequate light, water and protection from frost or other elements so as to retain optimum condition for planting.

6.3.7 Maintenance of baskets and containers

Throughout the year the floral displays will be kept free of weeds and pests and diseases.

Pests and/or diseases will be controlled through good husbandry and only exceptionally where required through the application of pesticides.

All displays will be deadheaded to remove unsightly dead growth and flowers to encourage the formation of new flowers. At no time will more than 15% of the flowers or other growth in any display be damaged to the extent that they are unsightly.

All plants will be maintained turgid and in active healthy growth throughout the display season. Sufficient applications of water and fertilizer will be applied early in the morning or later in the evening. Watering equipment and techniques will minimise water usage.

Stolen, damaged or vandalised baskets will be replaced within two working days from the provision of spares and the cost shall be borne by the contractor

6.3.8 Timing of displays

Summer floral displays will be erected during the first week of June and taken down in the second week of October unless otherwise agreed with the Supervising Officer.

Winter/Spring displays will be erected during the third week of October and taken down in the final week of May unless otherwise agreed with the Supervising Officer. Planting will be completed in due time for the inauguration of the Mayor (late May) and Remembrance Sunday.

6.4 Roses

General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

Rose borders shall be maintained free of litter and extensively free of weeds. Plants shall be maintained to achieve, healthy, turgid, floriferous growth patterns appropriate to the species and cultivars. Beds shall be extensively filled with plants.

Maintenance

6.4.1 Weed and Litter Removal

All areas will be extensively clear of weeds and other debris. Any weeds will be removed by either hand, hoe or fork as required, ensuring all perennial weed roots are completely removed. Care must be taken not to disturb the rose plant roots and to avoid excessive compaction of the bed surface.

6.4.2 Fertilising

A suitable base fertiliser dressing will be supplied and incorporated by the Contractor at the manufacturer's recommended rate, unless otherwise instructed by the Supervising Officer, in April.

6.4.3 Forking

All beds will be forked over to a depth of 50mm in order to maintain a high standard of appearance. Care must be taken not to disturb the roots and avoid excessive treading of the bed surface.

6.4.4 Edging

All Rose borders abutting grass will be edged up on each maintenance visit as per the specification for Edging. After edging with shears, the edge will be redefined using a half-moon edging iron.

6.4.5 Weedkilling

The use of herbicides will not be permitted on Rose borders, except in exceptional circumstances with the written approval of the Supervising Officer.

6.4.6 Watering

In periods of particularly dry weather, the Contractor will be required to water newly planted rose beds to ensure the survival of the plants. The method of watering will be approved by the Supervising Officer but sufficient water must be applied to irrigate the whole of the root system.

6.4.7 Mulching

All beds will be mulched using spent mushroom compost (or other material if approved by the Supervising Officer) to a depth of 75mm on an annual basis in spring before weed seeds germinate. The cost purchasing and transporting the mushroom compost will be included within the Contractors price for this specified work. On each maintenance visit this will be topped up as necessary and levelled to maintain the required depth.

6.4.8 Dead Heading

All bush roses must have dead blooms removed regularly during the flowering season, at weekly intervals. Once the flowers have faded, the flower head must be removed cleanly, cutting the stem just above the second or third leaf below the flower. Faded flowers on first year roses should be removed with very little stem.

6.4.9 Pruning

General

The purpose of pruning is to build up a strong framework to keep roses in a healthy and vigorous condition. Also, to maintain the shape and balance, ensuring the maximum amount of flowering wood is produced.

The roses must be pruned with a clean cut, not leaving any short snags. All dead, diseased, weak and soft wood must be removed. The pruning cut must be made in order not to leave any snags above the buds, but must be cut sloping away from a live outward facing bud with the back of the cut not lower than the base of the bud.

All suckers must be pruned out completely to below ground level.

The pruning of individual roses will be carried out in accordance with one of the following instructions as detailed on the pruning section entitled methods of pruning below.

All roses are to be pruned according to their type, ie Hybrid Tea, Ramblers, Floribunda, Climbers, Standard Roses and Shrub Roses. All roses are to be pruned at the correct time of year according to their type. Hybrid Tea Roses are to be pruned during the second or third week in March, weather conditions permitting. Climbing and Rambling Roses are to be pruned during September or October. If due to adverse weather conditions pruning is unable to take place, the pruning is to be carried out as soon as conditions allow. After pruning, all rose beds are to be forked over to a depth of 100–150mm care being taken not to damage or disturb rose bush roots. After the beds have been forked over, an application of rose fertiliser is to be applied. The type of rose fertiliser is to be approved by the Supervising Officer before use. Once approval is given by the Supervising Officer, the rose fertiliser is to be used according to the manufacturer's instructions. Suckers found around the base of rose bushes are to be removed at the point of attachment to the plant. This may require the removal of soil below ground level or as far as the point of attachment. After the removal of the sucker, replace the soil around the plant and firm.

6.4.10 Pruning Techniques

Autumn Pruning

During November and December all bush roses will be pruned back to remove up to one-third of the previous season's growth, primarily to prevent root rock during the winter.

Spring Pruning

All spring pruning must be completed during the month of March, as required by the Supervising Officer in accordance with the following:

Hard Pruning

Reduce all wood to be retained by pruning back to leave two or three buds from the base, and a stem of at least 15cm long, cutting back to an outward facing bud.

Moderate Pruning

Reduce all wood to be retained to half its original length, cutting back on all occasions to an outward facing bud.

Light Pruning

Reduce all wood to be retained by up to one-third of its original length, cutting back on all occasions to an outward facing bud.

Pruning of newly planted bushes

All newly planted rose bushes must be pruned in March, reducing growth to 150mm of the bud union, cutting to an outward facing bud.

Method of Pruning

For the different types and varieties of roses, the pruning is to be carried out as described below:

Hybrid Tea

Cut out twiggy, distorted spindly growth and, in the case of old plants, remove old and/or decaying stumps. Remove any diseased stems or shorten back to the first healthy bud below the diseased portion. Prune back healthy stems to approximately 15–20cm. All pruning cuts are to be made approximately 6mm above a bud and at an angle sloping down away from the bud, preferably to an outward facing bud.

Floribunda

Cut out twiggy, distorted spindly growth and, in the case of old plants, remove old and/or decaying stumps. Remove any diseased stems or shorten back to the first healthy bud below the diseased portion. Prune back healthy stems by between one-half and one-third, cutting just above a bud in the same way as for the Hybrid Tea Roses. Strong laterals or side shoots are to be shortened to the first and second bud.

Ramblers

Cut back old stems to the ground as soon as they have finished flowering. Tie in new shoots. If new growth is poor, shorten back old stems to about one third. Cut out old unproductive and diseased wood as and when it occurs.

Climbers

Do not prune any newly planted Climbers until after the first year. Little or no pruning is to take place except to keep the plant within bounds and to shorten back laterals by about one third.

Standard Roses

Standard Roses are to be pruned at the same time and by the same method as Hybrid Tea Roses. Stakes to Standard Roses are to be replaced as required. Standard Roses are to be kept tied to the stake at all times.

Shrub Roses

Little or no pruning is to be carried out except for the removal of dead or dying stems, with the laterals being cut back to approximately one-third after flowering.

6.4.11 Pest and Disease Control

The Contractor may be required, on instruction from the Supervising Officer, to carry out pesticide application to rose plants to control and prevent pest and disease attacks. Before undertaking any work of this nature, the Contractor must familiarise himself with the specification on the use of pesticides. These works will be priced on a day work basis plus material costs.

6.4.12 Replacement Planting

The Contractor may be asked by the Supervising Officer to carry out replanting works of Rose Border areas. In this case, the planting operation must be carried out during March, during suitable weather conditions.

This work will be priced using the Schedule of Rates (plus plant costs if plants are to be provided by the Contractor). The Supervising Officer reserves the right to obtain additional quotes from third party contractors if appropriate.

6.5 Shrubs

General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

Shrub borders shall be maintained free of litter and extensively free of weeds. Plants shall be maintained to achieve, healthy, turgid, floriferous growth patterns appropriate to the species and cultivars. Beds shall be extensively filled with plants.

Maintenance

6.5.1 Weed and Litter Removal

All areas will be extensively clear of weeds, litter and other debris. Any weeds will be removed by either hand, hoe or fork as required, ensuring all perennial weed roots are removed. Care must be taken not to disturb the shrub roots and to avoid excessive compaction of the bed surface.

6.5.2 Fertilising

A suitable base fertiliser dressing will be supplied and incorporated by the Contractor at the manufacturer's recommended rate, unless otherwise instructed by the Supervising Officer, in April.

6.5.3 Forking

All unmulched beds will be forked over in order to maintain a high standard of appearance to a depth of 50mm. Care must be taken not to disturb the roots and avoid excessive treading of the bed surface. Where mulch has been provided, this will be kept clean avoiding penetration beyond the mulch layer.

6.5.4 Edging

All Shrub borders abutting grass will be edged up on each maintenance visit as per the specification for Edging. Edges will be redefined using a half moon edging iron once per year either in Autumn or spring.

6.5.5 Weedkilling

The use of herbicides will not be permitted on shrub borders, except in exceptional circumstances with the written approval of the Supervising Officer.

6.5.6 Mulching

All beds (except those that are unsuitable for mulching ie steep banks) will be mulched using Spent mushroom compost (or other material if approved by the Supervising Officer) to a depth of 75mm on an annual basis. This work will take place after the final maintenance visit each year. On each maintenance visit this will be topped up as necessary and levelled to maintain the required depth.

6.5.7 Watering

In periods of particularly dry weather the Contractor may be required to water newly planted shrub beds to ensure the survival of the plants. The method of watering will be approved by the Supervising Officer but sufficient water must be applied to irrigate the whole of the root system.

6.5.8 Pesticides

The Contractor, on finding any insects or disease attacking or infesting plants, will report the infestation etc to the Supervising Officer and will, if so instructed by the Supervising Officer, within three working days, treat such pests or diseases with chemicals supplied by the Contractor. Particular close inspections must be carried out on all shrubs in the Rosaceae family as these are the favourite food plants for caterpillars of the brown tailed moth which can produce a powerful allergic reaction in some people. These caterpillars must be reported to the Supervising Officer IMMEDIATELY and should not be touched without gloves. It should be noted that treatment should only be administered where the level of infestation or attack present reaches a level which could be potentially harmful to the plant(s) in question. Occasional and localised attacks and infestations which are not considered detrimental to plant(s) should be monitored by the Contractor with a view to treatment as and when required. An allowance must be made by the Contractor for the inspection, reporting and treatment of pests and diseases in the unit price per routine visit.

Tree Ferns

Tree ferns located in Dunorlan park shall be protected from frost and damp weather during the winter months. Before the first frosts the Contractor shall cover the crown using straw or horticultural fleece. The crown shall then be covered using horticultural fleece or hessian secured with twine. Any tree ferns that do not survive the winter as a result of the Contractor not ensuring adequate protection shall be replaced by the Contractor at their cost.

6.5.9 Pruning

General

The Contractor must prune those shrubs requiring pruning during the appropriate routine maintenance visit, according to the schedules below (6.5.10) and good horticultural practice. The costs for all routine pruning tasks to be carried out on maintenance visits are to be included within the rates.

All shrubs will be pruned according to the schedules below. Shrubs not included within the schedules will be pruned according to good horticultural practice.

The purpose of pruning is to build a strong framework to keep shrubs in a healthy and vigorous condition. In addition, to maintain the shape and balance, ensuring the maximum amount of flowering wood is produced. At all times the shrubs must be pruned so that they do not present a nuisance or danger to the public at large. All arisings should be cleared at the end of each day and either chipped and composted or recycled.

The shrubs must be pruned with a clean cut, not leaving any short snags. All dead, diseased and weak wood must be removed. The pruning cut must be made in order not to leave any snags above the buds, but must be cut

sloping away from the bud with the back of the cut not lower than the base of the bud. All pruning work will be carried out using clean, sharp secateurs or in the case of heavy woody growth, toothed pruning saws or clean, sharp, long-armed pruners.

Where road signs, lighting bollards and other such items have been placed within shrub beds, the Contractor will be required to prune the surrounding shrubs so that these items are clearly visible. Where shrubs are obstructing/growing onto pathways, steps etc, these will be carefully pruned to remove the obstruction.

Care should be taken if carrying out larger scale pruning during the bird nesting season. If there is a possibility of nesting birds, then the Supervising Officer should be informed and a decision made as to whether pruning should take place.

6.5.10 Pruning Techniques

Section A–G inclusive relate to specimen shrubs grown for their particular attributes.

Section H–J inclusive relate to mass effect planting.

a Flowering Evergreens

Remove all weak shoots and prune after the shrub has flowered to retain the shape and form of the species.

b Formal Evergreen Specimens

Prune the current year's wood back to the site of the last season's pruning cut, where possible retaining the shape and form of the species.

c Deciduous/Evergreen (Slow-Growing)

No regular pruning required, except to retain the shape and form of the species.

d Deciduous Spring and Early Summer Flowering

The pruning must take place immediately after flowering, cutting back shoots which have flowered, to a point where a new shoot or prominent bud is visible.

e Deciduous Summer and Autumn Flowering

The pruning must take place during February-March, cutting back shoots which have flowered close to the point where a new shoot or bud is visible.

f Shrubs Grown for their Coloured Stems

Prune out all last season's stems to two to three buds on old wood, retaining only the young current season's growth from early March onwards.

g Other Deciduous Pruning

The pruning must take place in February-March, pruning out all last season's stems to two to three buds on old wood, retaining a suitable healthy and mature framework.

h Percentage Pruning

This method of pruning must be applied to mature shrubs which have not been pruned for a number of seasons and have developed a network of old wood. The pruning must consist of removing up to one-third of the old wood to be base of the shrub to open out the centre and encourage a framework of new growth. The remaining shoots must then be reduced to an existing healthy and vigorous growth, retaining the overall shape and form typical to the species.

i Shrubbery Planted for Mass Effect

Where shrub planting is grown to provide large blocks of similar plants to screen, block view or direct pedestrians along access ways, pruning of faces of such planting is effectively the same as hedge face pruning.

j Ground Cover

Largely no pruning is required, save for occasional pruning back from pathways to prevent infringement of pedestrians.

k Shrubs in Grass Areas

Individual shrubs are found growing in grass areas require to be pruned at the correct time of year and by the correct method. The base of such shrubs will also require mulching once per year.

l Mixed Shrub Beds

Some shrub areas may contain bulbs and other perennial (herbaceous) subjects. Extreme care must be taken with cultivation of shrub beds so as disturbance of such plants is minimised. The Contractor will allow in his price for shrubbery maintenance for this cautious approach and also for consequent removal of dead top growth at the correct time. Good horticultural practices must be employed in the maintenance of such subjects so that their growth is encouraged.

Pruning Schedule

The following schedule represents the general guidelines for pruning operations. The Contractor must note that methods of pruning will differ for species and cultivars within Genera, and where there is doubt about the appropriate method the Contractor will consult with the Supervising Officer who will advise accordingly. Where shrubs have been incorrectly pruned, the Contractor will be expected to make good by carrying out remedial pruning, or replacing the plant to the satisfaction of the Supervising Officer. Replacement and remedial work will be carried out at the Contractor's own expense, including acts of vandalism or theft.

Shrub Species Pruning Instruction

Abelia	C
Amelanchier	C
Artemisia	G
Aucuba	B
Berberis	C
Buddleia	G
Ceanothus	C
Chaenomeles	C
Choisya	A
Cistus	C
Cornus	F
Cotinus	C
Cotoneaster	C
Cytisus	C
Daphne	C
Deutzia	D
Elaeagnus	B
Escallonia	D
Euonymus	B
Fatsia	C
Forsythia	D
Fuchsia	F
Garryia	A
Genista	C
Griselinia	B
Hebe	C
Helianthemum	A
Hippophae	C
Hydrangea	E
Hypericum	E
Ilex	B
Kerria	D
Kolwitzia	C
Lavendula	G
Ligustrum	G
Lonicera	B
Mahonia	C
Olearia	A
Osmanthus	A
Philadelphus	H
Pittosporum	C
Potentilla	C
Prunus	C
Pyracantha	C
Rhus	C
Ribes	D
Rosmarinus	D
Rubus	G

Salix	G
Sambucus	G
Santolina	G
Sarcococca	A
Senecio	A
Skimmia	A
Spiraea	E
Symphoricarpos	C
Syringa	C
Tamarisk	H
Viburnum	C
Weigelia	D

6.5.11 Replacement Planting

The Contractor may be asked by the Supervising Officer to carry out replanting works of Shrub Border areas. In this case, the planting operation must be carried out between November and March, during suitable weather conditions.

This work will be priced using the Schedule of Rates (plus plant costs if it is specified that these should be provided by the Contractor). The Supervising Officer reserves the right to obtain additional quotes from third party contractors if appropriate.

6.6 Allotments

All water supplies will be inspected monthly to ensure they are functioning effectively Defects other than minor repairs to the water tanks, taps or ball cocks will be reported to the Supervising Officer.

Minor repairs to the water tanks and taps will be completed and repairs or replacement of ball cocks will be undertaken as required to ensure that water supplies are restricted and water is stored effectively on site.

Water supplies will be turned off in October.

Water supplies will be turned on in late March.

The Contractor shall inspect all water supplies when the water is turned on in March and report any leaks or damage to the Supervising Officer as soon as they are discovered. The Contractor shall not be penalised for leaks or burst pipes occurring provided that there is evidence that the Contractor has turned the water off in accordance with the specification.

Vacant plots and main paths will be mown as shown within the specifications for grass cutting and the growth of woody or invasive plants restricted.

Rubbish removal will be dealt with as fly tipped rubbish as detailed in 8.8.

Hedges will be maintained in accordance with the general specification for hedges

6.7 Hedges

General

The maintenance operations and performance specifications for individual operations do not replace the overall specification requirement shown here. All frequencies are recommendations and do not remove the contractor's obligations to achieve the general specifications.

It will be assumed that the Contractor has visited all the hedges within the Contract and has assessed the extent of the works when pricing for hedge cutting.

The Contractor must endeavour to establish a strong framework to the hedge within the appropriate shape and width in relation to the height of the hedge.

Hedges shall be cut for:

- Retaining regular line and shape, with the width at the top being less than that at the base.
- Retaining site lines and visibility splays for highway purposes.
- Removal of overhanging branches from footways and carriageways.
- Removal of vegetation for street signs, street lights, etc.

The Contractor, where applicable, must comply with the current requirements of the 'Traffic Signs Regulations and General Directions' and with the recommendations of the Traffic Signs Manual, and any amendments.

The Contractor must ensure that when hedges are cut that the immediate vicinity is closed off to the general public and that warning signs are erected to inform the public that hedge cutting is in progress.

The Contractor will be required to leave the base of the hedge clean, tidy and weed-free on every occasion that the hedge is cut. All arisings are to be disposed of in a proper manner to the approved recycling / disposal point, including those clippings lodged in the hedge at the end of each working day.

The Contractor must avoid carrying out any hedge maintenance works where birds are nesting or operations are likely to disturb other animals covered by the Wildlife and Countryside Act 1981 and its amendments.

Hedges shall be cut and maintained at a height and width suitable for their location. Cutting, pruning or trimming shall generally take place to the point of the previous year's cut.

Newly planted hedges shall not be cut to the previous year's growth until such time as the hedge has achieved the required shape and form.

6.7.1 Cutting Equipment

The Contractor must use sharp secateurs, shears or mechanical hand-held hedge cutters according to the type and location of the hedge, as determined by the Supervising Officer. Long arm flail cutters may be used on certain hedges, subject to prior approval from the Supervising Officer.

All cutting equipment must be in good condition and conform to the relevant British or European Standard, where applicable.

6.7.2 Method of Pruning

The current growth must be pruned back to the site of the previous pruning cut. The hedge must be pruned back to the same height, width and general outline as that which existed at the completion of the last approved cutting.

The rates for hedge cutting within this Contract shall include for cutting both sides, both ends and the top of all hedges.

All pruning cuts must be clean, with the exception of where side-arm flail cutting is carried out.

6.7.3 Hand cutting

Cutting of hedges around lamp columns, street furniture and street signs shall be carried out by hand to prevent any damage.

6.7.4 Changes to Height or Width

No hedges are to be reduced or allowed to become overgrown (outside of their normal growth patterns between scheduled cuts) in height or width without the prior agreement of the Supervising Officer.

6.7.5 Trees in Hedges

Where trees are within a hedge, the cutting and trimming of the hedge shall not damage the tree in any way. Trimming of the tree branches shall be carried out so as not to damage or change the shape and form of the tree and shall be carried out in accordance with good arboricultural practice as described later in this specification.

6.7.6 Removal of Litter

All litter, debris and vegetation shall be removed from the base of all hedges and disposed of by the Contractor.

6.7.8 Hedge Bases

On each hedge maintenance visit the Contractor will carry out the following operations:

Remove all litter and debris from the hedge base.

Remove all weeds from the hedge base. Perennial weeds must be carefully dug out to prevent regrowth.

Where the hedge base abuts grass, the grass edge should be edged up according to the specification for edging.

Where grass lawn grows directly up to the hedge, the grass should be carefully trimmed care must be taken to avoid damage to the base of the hedge.

The Contractor must ensure that the above operations are carried out on both sides of the hedge and both ends, where accessible.

6.7.9 Application of Pesticides

The Contractor will not be permitted to use herbicides for the maintenance of hedge bases except in exceptional circumstances, and only with approval from the Supervising Officer.

The Contractor will ensure that his price for hedge maintenance visits quoted in this Contract covers this aspect of work, as no extra costs will be paid to the Contractor for any extra works necessary.

6.7.10 Hedge Maintenance Visits

The Contractor will maintain hedges on three occasions per year according to the following timetable and the above specification:

Code	Variety	Frequency	Timing of cut
A	Berberis	2	June – September
B	Hawthorn	2	June – September
C	Hawthorn/mix	2	June – September
D	Box, Blackthorn, Pyracantha, Lonicera,	2	June – September
E	Privet	3	Evenly spread Early June – September
F	Laurel, Cherry laurel/Holly	1	June
G	Beech/Yew/Hornbeam	1	August
H	Conifer A (close cut)	2	June – September
I	Conifer B (tall)	1	September
J	Cotoneaster (informal)	1	June

The use of flail type machinery will not be permitted when cutting conifer, laurel and privet hedges. The Contractor will take particular care when cutting conifer hedges to cut only the current seasons growth and must not cut into old wood. Any damage to conifer hedges will be rectified at the contractors expense.

In certain circumstances it may be horticulturally inappropriate to cut hedges, ie if certain varieties are in flower, have poor growth etc. In these cases the Contractor should consult the Supervising Officer prior to cutting.

All hedges must be inspected prior to hedge cutting for evidence of nesting. Should there be any conflict with regard to the specification requirements and birds nesting, the Supervising Officer must be consulted and may change the timing of hedge cutting accordingly at no additional cost to the Council. If in the view of the Supervising Officer hedge cutting should continue a written instruction will be issued to the Contractor.

6.8 Ponds, Lakes and Watercourses

6.8.1 Environmental Considerations

During any operation carried out as part of the maintenance, the Contractor shall ensure that every attention is given to minimise the harmful effect on living populations of flora and fauna.

Where the Contractor considers such nature conservation is impractical he shall request a site inspection with the Supervising Officer prior to works being carried out.

6.8.2 Maintenance

Throughout the year remove all rubbish, litter and obstructions from any water within three metres of the bank. Recover park benches/seats and return to their proper locations. When damage has been caused report it to the Supervising Officer. Ponds that are planted with marginal, aquatic planting and should be trimmed annually. Every third year dig up and divide plants and use to thicken up areas of weaker growth, taking care to maintain a diversity of plant species.

6.8.3 Cleaning Of Water Courses

Watercourses are to be cleared of all vegetation and rubbish throughout the year. The banks are to be kept clear of all vegetation (excluding trees and bushes) except where denoted on the drawings. Grass edges to the watercourse are to be trimmed in accordance with the specification for the adjacent turf type.

6.8.4 Spoil

Unless previously agreed with the Supervising Officer, all spoil must be removed from the site during the course of the work, to prevent accumulation.

Scrap metal, rubbish and vegetation must be removed immediately and not left lying on the banks or adjacent ground.

6.8.5 Leaves And Debris

Keep all outfalls, overflows, weirs and grills clear of leaves and other debris throughout the year and particularly before and during heavy rain to ensure that they do not become blocked and are functioning properly.

6.8.6 Sluices

Operate all sluices once every three months to ensure that they are functioning satisfactorily. Give the Supervising Officer 24 hours notice of intention to undertake this check, and subsequently provide a written report on findings.

6.8.7 Small Culverts (ie 600mm in diameter or under)

Clean by rodding or dragging small culverts to remove all silt and rubbish to pipe invert level, once during the period November to March.

6.8.8 Large Culverts (ie over 600mm in diameter)

Clean to remove all silt and rubbish from large culverts to pipe invert level or to the natural bed, once each year during the period November to March.

6.8.9 Islands

Islands which occur within ponds and lakes shall be treated as environmental areas with minimal maintenance as agreed with the Supervising Officer utilising the relevant bills of quantity or schedule of rates payments

6.8.10 Inlets, Outlets, Overflows and Silt Traps

Maintain inlets, outlets, overflows and silt traps in an efficient working condition throughout the year.

6.8.11 Ornamental Pond

A small ornamental pond is situated outside the Crematorium. Water is recirculated by pump, the pond has fish and a few aquatic plants. Clean base annually to remove debris and silt and reducing plants when they become overgrown within the constraints of the pond.

6.8.12 Boating Lake (Grosvenor & Hilbert)

On one occasion during the period November to March drain down lake.

Clean out and remove all silt, mud, litter and other debris using light plant and remove from site. (Base cannot support large machinery).

Refill after works have been carried out.

6.8.11 Standing Water

For ponds, but excluding reservoirs remove large growths of algae and/or weeds as and when necessary. During periods of hot weather it may be necessary to aerate the water using pumps. At Dunorlan Park a flow of water has been created, fed from the main stream; at all times the penstock, overflows, silt traps and inter-connecting pipe work should be maintained to ensure an efficient flow is provided.

6.8.12 Pollution

Report immediately to the Supervising Officer all incidences of pollution to ponds, lakes and watercourses and make available staff to deal with the problem for 48 hours.

6.8.13 Oil Separator

The contractor shall inspect the separator every six months or more frequently if required. A log shall be maintained detailing the depth of any oil found, if the separator requires emptying the Contractor shall inform the Supervising Officer. Under no circumstances should the Contractor attempt to empty the contents of the separator.

6.8.14 Frozen Conditions

When ice forms on ponds and lakes, supply and erect properly sign written warning notices. Supply, erect and maintain a sufficient number of notices to ensure warning is given along all paths around or adjacent to the water, for as long as freezing conditions continue.

6.8.15 Ditches And French Drains

Ditches and French drains are generally functional and contribute to drainage in a number of key areas. The invert of the ditch needs to be free flowing and any outfall/flap valve or culvert kept free of obstruction. French drains are designed to catch surface and sub-surface water, normally on slopes; they are subject to "capping" and need to be kept open while their outfalls require annual inspection to keep free flowing. Those ditches and French drains which come within the contract boundaries for which the Contractor shall be responsible for maintenance, are denoted on the drawings. Drainage on football pitches must be maintained in optimum condition.

6.8.16 Environmental Considerations

During operations carried out as part of the maintenance, the Contractor shall ensure that every attention is given to minimize the harmful effect on living populations of flora and fauna.

Where the Contractor considers such nature conservation is impractical, he shall request a site inspection with the Supervising Officer prior to works being carried out.

6.8.17 Vegetation

Cut back, once each year in the growing season vegetation (excluding trees and bushes) growing on the banks of the ditches and dispose of arisings.

6.8.18 Ditch Maintenance

During the winter months, clear all accumulated vegetation and mud to maintain the original falls, from the bottom and sides of ditches. Ditches will be reformed once per year before autumn to ensure the flow of water

is maintained. Ditches will be inspected after heavy rainfall and any debris restricting the flow of water is removed.

6.8.19 Spoil

Unless previously agreed with the Supervising Officer, all spoil must be regularly removed from site during the course of the works.

6.8.20 Silt

Slit removal

The Contractor in liaison with the Supervising Officer will be responsible for the monitoring and management of silt levels in all water courses within this contract. The Contractor shall jointly inspect water courses twice per annum with the Supervising Officer and determine the appropriate action to ensure efficient management of silt levels. Where agreement is not reached the Supervising Officer shall have the right to instruct the Contractor to apply Siltex in accordance with the specification below. Any physical removal of silt will be undertaken utilising the appropriate schedule of rates or by an independent contractor appointed by the Supervising Officer.

Silt will be controlled by the use of Siltex or similar compound approved by the Supervising Officer. Siltex shall be supplied by the contractors and applied in accordance with the manufacturers instructions as determined by the joint site inspections.

Where physical silt removal is required, silt may be removed and evenly spread on the adjoining banks or surrounds, with the prior agreement of the Supervising Officer, the silt must be left for at least two days before disposal. Access for mechanical equipment is not always feasible, assume therefore that some handwork will be necessary.

6.8.21 Culverts/Outfalls

Keep all outfalls, overflows and culverts clear of leaves and other debris throughout the year and particularly before and during heavy rain to ensure that they do not become blocked and are functioning properly. Clear by rodding or dragging culverts to remove all silt and rubbish to pipe invert level once during the period November to March. Flap valves should be lubricated with pump grease or similar to ensure they function effectively.

6.8.22 French Drains

During the winter period ensure that all French drains are working efficiently by removing any materials on the surface that could impede the flow of ground water. Inspect outfalls/pipe work annually to ensure they are flowing freely.

6.8.23 Drainage: Feature

Lift inspection chambers and clean silt from traps annually, before winter, to ensure that soil/debris is cleared from the chamber and that the cover is easily accessible/removable.

6.8.24 Outfalls

Cut all vegetation 1 metre from the outfall and clear all silt/debris from pipe opening and apron in September/October.

6.8.25 Watercourses – Feature

Under the Land Drainage Acts, watercourses must be maintained so that the flow is not impeded under normal run off conditions. Attenuation ponds and structures must be maintained to reduce the risk of flooding down stream.

A range of watercourses exist throughout the town, which have a functional role; all of which reduce the risk of flooding to property. Their efficiency and effectiveness depends hugely on good maintenance, especially unblocking culvert grilles during periods of heavy rain.

The Contractor must

- a. Keep the bed of the watercourses free of obstruction.
- b. Keep outflow structures clear of silt and debris.

6.8.26 Dunorlan Lake (Registered reservoir category B)

The Council is currently compiling a Reservoir site plan as required by the Environment Agency. The contractor must comply with any requirements of this plan. As these are not currently specified the Contractor will be given the opportunity to be involved in this process and the Council will consider as appropriate any cost implications.

Fowl management

A well balanced number and range of wild fowl will be maintained in accordance and in consultation with best practice as determined by the RSPB. A method statement in terms of control of numbers is required from the Contractor.

6.8.27 Dunorlan Fountain & Cascade

The Contractor shall maintain the basin of the fountain, the weir grill and the cascade/stream free of litter and debris to maintain a clear flow of water. All grills and screens shall be inspected daily for any build up of detritus and cleared if found.

Water pump chambers shall be inspected three times per week to ensure the water level does not drop below the level of the pumps. Should the water level need to be topped up the Contractor shall release water from the lake via a drain down valve located alongside the lake outlet weir.

The Contractor shall arrange for the pumps to be removed annually to ensure no build up of debris has occurred around the intake pump. At this time an inspection of all rising pipework, fittings and the chamber shall be undertaken. The electrical control panel and associated installations shall be inspected annually to ensure all safety systems are working and functioning correctly and no ingress of moisture into the electric cabinet has occurred, any faults shall be repaired by

a specialist Contractor appointed by the Supervising Officer. Any faults shall be reported to the Supervising Officer within 48 hours. The servicing of pumps shall be undertaken by a specialist Contractor appointed by the Council.

7 Arboriculture

General

The service shall include all pruning, felling and planting operations within the parks, open spaces and cemetery within Tunbridge Wells Town.

All works shall be carried out to the satisfaction of the Supervising Officer or his representative. Any work that is not to standard shall be rectified within a stated time at the contractors expense following notification by the Supervising Officer or his representative. The minimum standard acceptable shall be BS3998: 1989 British Standard Recommendation for Tree Work or subsequent revisions.

7.1.1 Working Hours

Work may take place between the hours of 07:30 – 18:00 Monday to Saturday no work will be permitted on Sunday or Bank Holidays unless the work is deemed an emergency by the Supervising Officer or in the interest of public safety. The contractor, when working in the cemetery or crematorium, shall be mindful of funerals services taking place and shall contact the Registrar prior to starting any works. All works shall cease when funeral services are taking place.

7.1.2 Vehicles plant and equipment

The contractor shall provide all plant vehicles and equipment required to undertake the work, all equipment shall be appropriate for the task and well maintained. Vehicles shall be in a clean, safe and presentable condition and should display the contractor's logo and contact telephone number.

7.1.3 Emergency Cover

The contractor shall provide emergency weekend cover during times when extreme weather conditions are forecast. The cover shall consist of at least two operatives who are climbers and trained to use chainsaws to cover unforeseen circumstances such as storm damage, fallen trees and any limbs or significant branches that may pose a hazard to the public.

7.1.4 Site Safety

The contractor shall erect around each tree a work station this space shall be used for the storage of any equipment required to carry out the works. The contractors shall provide adequate warning signs and staff to ensure the safety of the public during all operations in line with Health and Safety regulations.

Each area shall be left clean and tidy and all plant and equipment shall be removed upon completion of each tree station.

7.1.5 Waste Management

The contractor shall remove all timber waste as it accumulates and shall ensure all waste is removed from the tree station and surrounding area at the end of each working day. In conservation areas timber waste may be stacked on site for the creation of habitat areas this shall be in agreement with the Supervising Officer or his representative.

7.1.6 Time constraints

The contractors shall be required to carry out the works agreed with the Supervising Officer in the timescales agreed prior to work commencing on site. All emergency works shall completed within 24 hours of instruction.

7.1.7 Pruning general

Pruning shall be undertaken following the principles of good arboricultural practice, as stated in the Arboricultural Advisory and Information Service's Arboriculture Research Note 48, 'A Definition of the Best Pruning Position'. The contractor shall inspect all trees prior to work commencing for evidence of bat roosts. If it is suspected bats are nesting in any part of the tree the contractor shall inform the Supervising Officer immediately and work shall not commence until the presence of bats has been established.

Therefore, where material is to be removed from above ground care shall be taken not to leave a stub, which may provide a food base for both fresh wound parasites and decay fungi and not to cut back into or beyond the branch collar.

Following careful branch removal the final pruning cuts should be made at a fork or at the main stem, where the branch collar can be detected. The final pruning cut should be made back to, but not into the collar. When the branch collar cannot be discerned the angle of the final pruning cut should be a mirror image of the angle formed by the branch bark ridge. Where a limb, branch or leader is to be shortened it shall be cut back cleanly to a vigorous side branch finishing with a sloping cut leaving the branch bark ridge and branch collar intact.

Each tree is to be individually considered and the specification of the work should be implemented in a sensitive and sympathetic manner so as to take into account the species, shape, size and character of the tree together with its surroundings. All operations must be completed on each tree in a pleasing, attractive and sound condition. The pruning of any tree must be carried out as a single operation on the same day. All arisings must be removed from site at the end of each working day unless it has been agreed otherwise.

7.1.8 Crown lifting

The contractor must raise or lift the crown by the removal of lower branches to the specified height in metres above ground level. This must be achieved by the removal of secondary growth or, where necessary, whole branches which extend below the desired height. Truncated branches should be avoided, branches should be either pruned back to a lateral/secondary growth leaving a flowing branchline.

Trees must be left in a balanced symmetrical condition upon completion of work.

Crown lifting includes the removal of epicormic growth on the base and stem of the tree up to the specified height.

7.1.9 Crown Cleaning

The removal of dead, dying or diseased branches, stumps, snags, broken branches, rubbing branches, unwanted epicormic shoots and climbing plants etc. This is achieved by systematically climbing throughout the crown of the tree. It is likely that this is the specification that will be used if the tree has minor or secondary branches which have become broken or hung up

7.1.10 Crown thinning

Crown thinning is the removal of a proportion of secondary and small live branch growth, throughout the crown, to produce as far as possible an even density of foliage around a well spaced and balanced branch structure. The estimated percentage of crown to be removed will be specified in the schedule of works.

The work will firstly involve the removal of weak, duplicated, rubbing, diseased or damaged branches and epicormic growth before any sound branch wood is removed. When the specified percentage of branch wood has been removed, the tree should exhibit an even density of foliage around a well spaced and balanced crown structure, where possible containing foliage throughout the crown. Merely removing secondary growth along the limbs and leaving dense branch ends is not an acceptable practice.

The contractor must reduce the size and spread of the crown by systematically shortening or removing peripheral branches in a uniform and systematic manner. The amount of reduction desired shall be expressed in metres, measured inwards from the branch tips, or as a percentage reduction of the overall crown size.

All branches to be shortened must be neatly cut back to a suitably positioned and growing side branch or secondary shoot of approximately one third the diameter of the removed branch to leave a flowing line without stumps. The natural shape and form of the species must be in a balanced and uniform condition upon completion of the work. This operation must be completed in a judicious and sensitive manner and should not be construed as 'lopping' or 'topping'.

7.1.11 Remove/Reduce Selected Overhanging Branches

Some times it is necessary to reduce or remove only one or two limbs on a tree to reduce limbs over neighbouring property, where it is not necessary or appropriate to do a full crown lift or crown reduction. All pruning shall be carried out as described above.

7.1.12 Removal of Dead Wood

Unless specified otherwise, the removal of dead wood refers to the removal of all dead, dying or diseased branches and branch stubs throughout the crown. Cuts into live wood must be avoided when removing dead branches and stubs. No damage must occur to the branch collar, or callus tissue when carrying out this operation.

7.1.13 Removal of Epicormic Shoots and Basal growth

The Contractor must remove all epicormic growth from the base and the main stem up to the point where branch division takes place and the crown begins to form.

Epicormic growth less than 20mm in diameter should be pruned cleanly back to its point of origin, avoiding damaging the bark of the tree. Growth greater than 20mm should be cut back to avoid damage to the branch bark ridge and collar. This must be carried out using a sharp handsaw or secateurs. On no account should a chainsaw be used in this operation. All shoots must be removed back to but not into the branch collar leaving no projections or exaggerating the size of the wound. Root suckers must be removed as close to ground level as possible.

7.1.14 Tree Removal

The contractor shall undertake the felling and removal of a tree or trees from a site, including all timber branch wood and all other arisings, unless the Supervising Officer states otherwise.

In the majority of cases the trees that will be felled as part of this contract may be in restricted areas where there is a risk of injury to the public and damage to underground services, other trees, shrubs, property etc and therefore most trees will need to be carefully dismantled in sections using ropes or other recognised lowering device. Precautions should be taken by the contractor to protect the ground surface at all times. It is the responsibility of the contractor to ensure that no damage is caused during this operation and that an appropriate method of felling is employed to ensure the safety of the public and property at all times.

It may be possible on some occasions to clear fell some smaller trees.

Wherever possible, tree felling must be completed within the same day. Where this is not possible the site must be left in a safe and clean condition at the end of each working day.

In areas where there is no pedestrian walkway or where there is little or no risk of a trip hazard, trees must be removed to leave the stump as flush with ground level as is possible.

7.1.15 Clearance of Fallen Trees or Branches

The Contractor must remove fallen trees or branches when required and often at short notice. The site must be left safe and tidy and all arisings must be removed from site.

7.1.16 Stump Removal

Where stumps do not cause a trip hazard stumps must be removed within two months of felling. Stumps must be removed using an appropriate method eg a suitable stump grinding machine. The stump and exposed buttress roots must be evenly chipped to a depth of 300mm below the surrounding surface.

All excess arisings should be removed from site and the excavated area topped with soil and left compacted and level with surrounding ground.

Where the removal of the stump is to be undertaken the Contractor must take all care to avoid damage to adjacent features, which may be present. The Contractor at his own expense must rectify any damage caused to such, resulting from the Contractor's negligence.

The Contractor must contact all relevant Public Utilities Companies in order to identify any services, which may be present, underground and overground, and obtain the necessary approvals prior to commencing works on site. Thereafter, the Contractor must take all necessary precautions and care when working to avoid damaging any such services. Any service damaged as a result of the Contractor's negligence will be the sole responsibility of the Contractor to alert the Supervising Officer and relevant Public Utility Company and take all necessary steps to render the service safe and to make good following inspection.

7.1.17 Chemical Stump Treatment

The contractor may be requested to treat the stumps of trees. This is to be completed within 24 hours of felling the tree. The contractor must supply and apply an approved stump killing herbicide, which must be applied in accordance with the manufactures specifications by suitably trained and qualified personnel in possession of a current certificate of competence under The Control of Pesticides Regulations, 1986. All necessary safety precautions should be taken.

It should be applied by drilling holes in the outer cambium layer of the stump, which should then be bunged or covered to keep water out to prevent the chemical being diluted. If the chemical does not take on the first application then a re-visit will be required.

7.1.18 Other works

From time to time the contractor may be required to undertake works not specified in this document such as removal of objects from trees, specialist crown restoration, pollarding and bracing. Should this occur the contractor will be provided with additional specification of works. These works will be issued as day works, although it may be necessary for the contractor to provide an estimate of the time required for the job before commencement. For large jobs the council may ask for specific quotation, however this is likely to only rarely occur

7.1.19 Hourly Rates

The contractors on occasions may be required to carry out operations which would not be appropriate to price from the detailed tasks included in this specification eg decompaction work or specialist decay detection. The contractor shall provide an hourly rate for a three man crew to include at least two fully trained climbers and any equipment necessary for the task. Should it be necessary to hire any specialist equipment the price shall agreed with the Supervising Officer prior to work commencing.

7.2 Tree Planting

General

All plantings operations shall comply with BS 4043 1989: Recommendations for transplanting root-balled trees or subsequent revisions.

All material unplanted at night shall be adequately supported and protected against frost and drying out with tarpaulins or straw. Equally during unloading operations all materials shall be protected against frost and drying winds.

Pruning: Trees shall be pruned at the time of planting in accordance with good horticultural practice to promote good form and apical dominance according to species and to remove damaged and broken shoots. Any necessary tree work shall be carried out in accordance with BS 3998 1989 Recommendations for Tree Work or subsequent revisions.

Trees damaged during unloading, handling, by works on site or before practical completion shall be replaced at the contractor expense.

7.2.1 Season

All work shall be carried out in weather conditions suitable for the operation.

Suitable weather conditions for planting shall mean open weather (ie mild, dull and moist even in winter), when ground is moist and workable. Planting operations shall be suspended in periods of drought, when soil is frost-bound, wet or waterlogged, and in periods of persistent cold winds.

7.2.2 Work by Machine or Hand

All operations may be carried out by suitable approved machines or by hand. Any work in confined spaces or which it is impractical to carry out by machine for any reason shall be executed by hand

7.2.3 Protection of Existing Services

The contractor should ensure his work will not interfere with, or damage any part of existing cables, pipes or other services above or below ground level. Any damage to existing services caused by the contractor must be rectified at his own expense.

7.2.4 Security, Safety and Protection

The contractor shall allow for complying with the Health and Safety at work act 1974 and amendments and any other enactment or regulation governing the Health and Safety of work or the public.

7.2.5 Before Commencing Work

The general public shall be warned by the contractor of all work by the display of the appropriate warning signs. The contractor shall be responsible for, and provide everything necessary for the proper protection of the site, the works, materials and plant and all operations on site. No plant or machinery shall be left accessible for unauthorised persons to use.

7.2.6 Waste Management

The work area is to be left clean and tidy when the contractor goes off site at the completion of the working day. The contractor shall keep all footpaths clear of obstructions.

The contractor shall be responsible for the disposal of all arisings at his own expense. All charges and fees for transport and other expenses in connection with tipping shall be borne by the contractor.

7.2.7 Work Area

The contractor shall erect barriers around the entire work area during operations and shall use this space for the storage of any materials necessary to carry out the works.

7.2.8 Protection of Existing Walls, Paths, and other existing Works

During the course of the contract the contractor shall be responsible for the care and protection of walls, paths and furniture.

The contractor shall be held responsible for any damage to the hard and soft landscape or to the footpaths or parks furniture caused during the execution of the works. The Council reserves the right to.

Instruct the contractor to repair damage so caused or replace damaged items to the Supervising Officers satisfaction, at the contractors expense.

Effect any necessary repairs or replacement work to the Supervising Officer's satisfaction using any agency. The full costs of such action to be deducted from any monies due to the contractor.

7.2.9 Planking and Strutting

The contractor shall provide all necessary planking and strutting to ensure the safety of excavations and superimposed loads, temporary boards for loose fillings and all necessary pumping or bailing to keep the excavations for planting clean and free from all surface and percolating subsoil water.

7.2.10 Completion

Before leaving the site the contractor shall remove all weeds, weed roots and leave the whole site in a sound, clean, tidy condition. All temporary ties and labels shall be removed from all trees when planting is completed.

7.2.11 Operational Damage

The contractor shall take all reasonable precautions to prevent damage to plant material during unloading and planting. Any minor damage to branches shall be cut back to sound wood. Where in the opinion of the Supervising Officer the damage is such as to warrant the rejection of the tree, it will be replaced at the expense of the Contractor with a tree of equal quality approved by the Supervising Officer.

7.2.12 Tree Pits

Pits shall be excavated to a minimum 1.4m x 1.4m x 1.2m deep but shall be large enough to accommodate the root-ball and underground irrigation. All sides and bottom of the planting pit shall be broken up by hand.

All suitable soil is to be stacked on site for back filling and any hardcore, rubble or contaminated soil excavated shall be removed to the contractors tip off site.

Back fill will consist of selected soil from excavations mixed with an approved tree planting compost. All surplus soil to be removed to the contractors tip off site.

7.2.13 Staking

The tree shall be staked using low double stakes with timber cross spar fixed to the posts using galvanised nails. The timber stakes shall be pressure impregnated turned stakes (Min 75mm Dia). The tree shall be secured using a Biodegradable Hessian Tree Tie bound around

the tree and knotted between the tree and the cross spar to provide support to the tree and secured using galvanised clout nails.

7.2.14 Planting Trees

On arrival at site, the trees shall be placed in the pit, orientated, staked and planted with the minimum of delay. Trees shall be brought to an upright position with ropes, lowered into pits by ramps or by direct lifting.

The depth at the centre of the pits shall be adjusted to ensure that the trees are upright. The trees shall be planted to the depth of the nursery mark on the stem, and this shall be maintained on the finished ground level to allow for settlement after planting. All damaged roots shall be cut back to sound wood. The cut ends 25mm or more shall be treated with a fungicidal sealant in accordance with BS 3998 1989 or subsequent revisions.

All cages, tiles, bags etc shall be removed unless damage is likely to result from this operation.

Trees with crowns tied may have the fastenings removed and the branches freed before or after planting at the discretion of the contractor.

Trees requiring pruning shall be lightly pruned for shape and apical dominance.

Tree pits shall be finished by leaving a 1^m square bed topped with tree bark to a depth of 60mm.

7.2.15 Irrigation

The contractor shall supply and fit a suitable irrigation system agreed by the Supervising Officer to each tree. Irrigation pipes shall be installed in accordance with manufacturers instructions.

7.2.16 Watering

All trees shall be well watered to field capacity at the time of planting, unless conditions are such as to prohibit watering, in which case trees will be watered at the earliest convenience. They shall be watered at a rate of 80 litres per tree. Watering shall be done through irrigation inlets.

7.2.17 Aftercare

The contractor shall check all new trees in the first few weeks after planting. If movement has occurred the soil around the roots shall be firmed and the stem and stake maintained in an upright position.

The contractor shall inspect all young trees once per month to check tree ties are not causing damage to the tree and adjust if required. Tree ties which are damaged or missing shall be replaced using hessian tree tie and tied in such a way as to provide support to the tree. The contractor shall inspect the condition of all stakes and replace if required. Tree stake shall be removed after a period of three to four years or once the tree has established.

The contractors shall advise the Supervising Officer of any evidence of attack by pests or diseases

7.2.18 Watering after planting

Trees shall be irrigated to field capacity during periods of persistent dry weather throughout the active growing period for the first growing season. In subsequent years trees shall be irrigated once per week during times of prolonged dry weather. Trees shall be irrigated using the irrigation inlets and at rate of 80 litres per tree. Any tree that dies as a result of negligence on the part of the contractor shall be replaced with a tree of equal size and quality at the contractor's expense.

7.2.19 Tree bases

Tree bases shall be maintained free of all weeds, grasses and herbaceous growth the use of chemicals around the bases of trees shall not be permitted. Tree bases shall be mulched to a depth of 50mm using a bark mulch approved by the Supervising Officer. The bark mulch shall be topped annually or as required.

7.2.20 Formative pruning.

Formative pruning shall be carried out to produce a clean stemmed tree and establish a good branch structure by the removal of a number of small branches taking into account the species, nature and form of the tree concerned. This shall be achieved by the removal of any rubbing, diseased, congested, damaged or weak branches along with epicormic or basal growth on the main stem. The contractors shall remove or reduce any competing leading shoots to leave one strong dominant leader.

7.3 Pleached limes

Branches will be trained on supports creating the framework with side shoots interlaced during the growing season using a soft tree tie. Any damage caused as a result of incorrect practices shall be rectified at the contractor's expense.

Pleached limes shall be pruned during the dormant season in accordance with good arboricultural practice. The Contractor shall remove all epicormic growth on the base and stem of the tree up to the point of crown break.

7.4 Woodland areas

Tracks through woodlands shall be kept clear and accessible, bramble and other growth shall not be allowed to encroach on the track.

Once per year tree weeds such as Sycamore or other non-native tree species shall be dug out to prevent re-growth.

Vegetation, such as bramble/ Rhododendron/Cherry laurel/Himalayan Balsam and Japanese Knotweed shall be kept under control by digging, the use of chemicals shall only be permitted after consultation with the Supervising Officer.

8 Cleanliness

8.1 General

The Contractor will be required to scavenge and collect litter, rubbish and other deleterious material from all the sites within the Contract as shown by the maps and bills of quantity. It is important before tendering that the Contractor assesses the degree of the litter problem/ range of bin sizes etc by site visits and appropriate enquiries being made. No additional payments will be made unless changes are made to the areas or number of bins. The Contractor must accommodate the trends or cycles associated with litter.

All collected litter/debris will be disposed of to the approved recycling / disposal point. Disposal costs must be included in the tender as no additional payment will be made.

The Contractor must ensure that enough labour/vehicles are available to ensure that ALL sites requiring litter picking/bin emptying, will be completed on the specified days.

The Contractor will, whilst carrying out litter picking duties, report any incidences of fly tipping to the Supervising Officer.

The Contractor will be expected to complete and retain a litter pick/bin emptying completion tick sheet for each round and make this available to the Supervising Officer on request.

The Contractor will be required to litter pick all areas within the boundary of the site, including grass areas, flower beds, shrub borders, hedges and all path and car park areas. The Contractor must remove all debris including glass, tin cans, paper, plastic, bricks and any other rubbish. All debris must be removed and taken to the approved recycling / disposal point for processing. All areas are to be left in a clean and tidy condition and all bins completely emptied. Mechanical sweepers, and other sweeping and litter equipment may be used subject to approval from the Supervising Officer.

8.2 Litter Picking

The Contractor will visually inspect the entire site at the frequencies shown below and collect all litter, rubbish and other deleterious material from the specified sites. All material taken off site should be taken to the approved recycling / disposal point.

Any sharps found during the course of a litter pick round should be removed from site and placed in a sharps box (to be supplied by the Contractor and appropriately

disposed of by the Contractor). The Contractor must ensure that operatives engaged in such work are aware of the health and safety risks concerning sharps, and are given appropriate training in their collection.

8.3 Emptying of Litter Bins

All litter bins identified on the maps and bills of quantity shall be emptied by the Contractor at the frequencies shown below. All debris collected during this operation must be removed from the site to the approved recycling / disposal point. Any litter on the ground adjacent to the base of the bin must be picked up or swept up and disposed of along with the contents of the bin.

Any litter bins or litter receptacles found to be damaged or missing will be reported immediately to the Supervising Officer.

Frequency of Work

Litter bins will be emptied once per day during the summer period however litter bins will not be allowed to overflow. The Contractor shall allow for the following sites to be emptied twice per day morning before 10am and afternoon before 4pm:

- Calverley Grounds
- Dunorlan Park
- Grosvenor/Hilbert Recreation Ground
- St Johns Park
- Hawkenbury Recreation Ground

All other sites to be emptied before 12 noon.

On each visit all fouling will be removed from the exterior of the litter bin and where required bin bags will be replaced. Once per month all litter bins will be cleaned and disinfected.

Location	Priority	Schedule
All main parks	A	Twice daily
Children's Play Grounds	A	Twice daily
All other areas	B	Once per day
Sports Grounds	C	Once per day prior to match.

8.4 Dog Bag Dispensers

All dog bag dispensers will be inspected at least three times a day in the main parks and shall be kept charged functioning and clean. Other sites shall be inspected at least once per day and maintained fully functioning and charged.

It shall be the Contractor's responsibility to supply an adequate number of bags to ensure availability to the public throughout the year. It shall be the contractor's responsibility to ensure bags are compatible with the machines and where possible recycled bags will be used.

It shall be the Contractors responsibility to familiarise himself with the locations of all the machines.

8.5 Graffiti

Noticeable graffiti shall be removed from any surfaces within the open spaces network included within this contract as soon as possible after discovery in accordance with the following priorities:

Priority A: Offensive or racist material: removed within 24 hours of discovery

Priority B: Highly visible material: removed within 72 hours

Priority C : Other: Within five working day unless this involves painting where a schedule will be agreed with the Supervising Officer

This will be completed by cleaning using a cleaning product approved by the Supervising Officer or as a last resort painting over using the same type and colour of paint as original. All incidence of graffiti shall be recorded and reported to the Supervising Officer in a weekly incident report.

8.6 Wild or Dead Creatures

The Contractor will report evidence of rodent or vermin infestation to the Supervising Officer and attend on site if required with an Environmental Health Officer to locate the source (including rat holes, bee and wasp nests). This will be carried out as part of weekly litter duties. The Contractor will also remove carcasses and dead fish as part of litter collection duties.

8.7 Leaf Clearance

All fallen leaves and arisings are to be collected and removed off site from the following ground maintenance areas, once a week or more frequently where mowing is concerned, between October and March as required at the sites listed below:

Areas:

- Flower beds (including bedding, herbaceous and Rose beds)
- Paths and level ground
- Grass areas all (except rough grass)
- Shrubs and ground cover
- Hard surfaces

Leaves on paths, steps and other areas where an accident might occur are to be removed daily during the autumn leaf fall period.

Under no circumstances shall the Contractor burn or bury the leaves or any other material on site.

8.8 Snow Clearance and Gritting

General

The Contractor will ensure the main paths at the at all the main parks are cleared of snow and gritted, side paths will be cleared at the discretion of the Supervising Officer. The Contractor shall inform the Supervising Officer if in his opinion paths pose a danger to the public, the decision to close paths shall remain with the Supervising Officer. The Supervising Officer will be provided with a list of sites that require snow clearance and/or gritting. This work MUST take priority and be carried out immediately on instruction from the Supervising Officer.

During periods of heavy snowfall the Contractor may be required to attend other sites that may require snow clearance/gritting or other incidence and may fall anywhere within the Tunbridge Wells Borough Council boundary, and will not necessarily be sites included within this Contract.

The Contractor must divert sufficient staff from other operations in order to carry out the works as soon as possible. In the case of contract staff being redirected to other parts of the Borough a schedule shall be agreed with the Supervising Officer to bring the contract back to specification.

During periods of severe snowfall it shall be the Contractor's responsibility to advise the Supervising Officer who shall make a decision to close all or severely affected areas of parks or retain them open.

The Contractors rates should include for sweeping up the salt/grit once it is no longer required on site.

8.8.1 Method of Clearance

Snow will be cleared by hand or mechanical methods appropriate to the area to be cleared. Under no circumstances will mechanical equipment be used if it is likely to cause damage to any feature lying beneath the snow. Should such damage occur, the Contractor will make good such damage at his cost to the satisfaction of the Supervising Officer. The Contractor shall subsequently keep the specified areas clear of snow and ice.

8.8.2 Piling of Snow

Cleared snow must not, without the express permission of the Supervising Officer, be piled onto any bed, shrubbery or area of box-mown ornamental grass.

Snow will be piled in such a manner as to allow access to any facility and to maximise parking space on any cleared car park.

8.8.3 Grit and Salt

Immediately after clearance of snow, or upon receipt of instructions from the Supervising Officer, the Contractor will carry out an application of grit or salt. In applying the material, care must be taken to ensure that no damage is caused to grassed areas, trees or shrubs.

8.8.4 Steps and Ramps

On sites where the public or others traverse paths with steps or ramps, particular attention will be given to the clearance of such features. No snow will be left in the joints of the tread and riser and salt/grit (as appropriate) will be applied.

8.8.5 Supply of Salt/Grit

Salt and grit will be supplied by the Contractor from his depot. The Contractor will collect and deliver, at his own cost, sufficient salt to meet the needs of snow clearance on the sites specified. This will be carried out after instructions from the Supervising Officer. The Contractor must ensure that there is a readily available supply of salt/grit at all times during the autumn/winter/spring period.

8.8.6 Snow clearance and Gritting outside of contract areas

The Supervising officer shall have the right to suspend the part or all of the operation of the normal contract during periods of high snow fall and divert the resources of the Contractor to priority areas within the borough. Payment will be made based on the Schedule of Rates for Snow Clearance and Gritting where additional expense over and above normal contract payments is incurred.

9 Extra Work/Fly Tipping

The Contractor shall collect fly tipping within 48 hours of it's discovery, unless this is contaminated or toxic waste where the fly tipping will be reported immediately to the Supervising officer who shall make appropriate arrangements. The Contractor must comply with all relevant waste removal legislation including the Waste Electrical, Electrical Equipment (WEEE) legislation. It shall be the Contractors responsibility to provide the Supervising Officer with a monthly report detailing the locations and quantity of fly tipped rubbish. The work will be paid in accordance with the specific schedule of rates. The Supervising Officer retains the right to appoint an alternative contractor to remove fly tipping.

10 Children's Playground

General

Children's playgrounds must be maintained in a safe, clean and well presented order, fully compliant with current BS and EN standards. Moving parts in particular should be repaired quickly once damaged and more serious problems reported to the client immediately. All hazards must be made safe where immediate repair is not possible. Maintenance will ensure that the maximum lifespan of the equipment is achieved

Ancillary items include bins, benches, fencing, gates and surfaces.

All inspections must be completed by a ROSPA accredited play inspector.

10.1 Inspections

The Contractor shall provide the Supervising Officer on a weekly basis a written report detailing the findings of all daily inspections. Monthly reports will contain the same information relating to monthly inspections and be provided within five working days of completion. The monthly reports will highlight any faults that were notified in previous months or daily inspections that have not yet been rectified.

All reports will prioritise hazards or non-compliance to BS or EN standards and summarise the action taken or recommendations for future action with a time frame that reflects the severity of risk. The form of documentation and method of logging information is to be supplied by the Supervising Officer at the start of the Contract for approval.

10.2 Daily

Visual inspections will be undertaken on a daily basis throughout the year to ensure all equipment and ancillary items in all children's playgrounds are in a safe working condition, hazards are identified and resolved or reported. The areas are clean, hygienic and secure in every respect for use by children.

During Daily Inspections of the Site the contractor shall maintain all notices positioned by the Council in a clean and legible condition and replace if missing or beyond reasonable repair.

Daily inspections will:

- Ensure all fittings are correctly positioned and all fixings are properly secure.
- Remove minor protrusions and sharp edges to ensure normal safe use and repaint to prevent corrosion as appropriate to the item of equipment. Erect warning signs to prevent use until surface finishes have properly hardened.

- Ensure all moving parts are working in a safe, smooth, quiet and efficient manner.
- Ensure paintwork and other finishes are in a good condition and free from corrosion.
- Ensure all safety measures installed around or fixed directly to items of equipment are in a good condition and fully effective for the purpose for which they are intended.
- Check for damage from whatever cause to timber components/items.

Specific equipment checks will:

10.3 Swings

Check for damaged seats. Ensure that shackles and chains are in a good and safe condition for use. Check that main frame/structure is fully secure.

10.4 Slides

Ensure that the sliding surface, including the run-out point, is complete, secure, safe and free from protrusions and obstructions.

Ensure that the steps, handrails and slide entry are complete, secure and in a safe condition for use.

Check that main frame/structure is fully secure.

10.5 Rotating/Rocking Equipment

Ensure that all bearings are working in a smooth, quiet and efficient manner.

Ensure that seating platforms, footboards, side panels and handgrips are complete, secure, and free from protrusions and obstructions and are in a safe condition for use.

10.6 All Other Structures/Equipment:

Ensure that each item is complete, with fittings correctly positioned and all fixings properly secure.

10.7 Monthly

Throughout the contract period monthly inspections must be undertaken of all items of equipment in all children's playgrounds. Inspections shall include all checks specified below. Following inspections the contractor shall carry out all necessary minor works (As specified in the maintenance of equipment schedule) to maintain all aspects of children's playgrounds to the specified standards without in any way altering the construction or design of the equipment.

All inspections will ensure that all equipment and ancillary items in all children's playgrounds are in a safe working condition; hazards are identified and resolved or reported. The areas are clean, hygienic and secure in every respect for use by children.

Monthly inspections will include:

- Paintwork/preservative is in good condition.
- All parts including bolts and screws are present and secure.
- All supports are firmly fixed.
- For corrosion throughout the equipment.
- For corrosion at ground level.
- Impact absorbent surfaces are in good and safe condition and securely adhered to the general surface of the playground, loose fill is to be maintained at correct consistent level.
- For sharp edges and protrusions.
- Timber components are in good safe condition having no breaks or splintering or cracking sections.
- That moving parts are working correctly.
- Wear on individual chain links on swing chains.
- Swing seats are at correct height, in good safe condition with fixings secure.
- Multi-section slide chutes for gaps in sliding surface and chute sides.
- The height of slide run-out sections ensuring no water is retained.
- Steps are secure and each one is in good safe condition.
- Side panels/rails to steps and slide entries are secure and in good safe condition.
- All platforms and footboards are in good safe condition, to correct levels/heights and are secure.
- Ground clearances are correct when stationary and in motion.
- Bearings are working smoothly, efficiently and quietly and are correctly lubricated.
- The ends of rocking equipment do not touch the ground.
- Tube plugs are secure.
- Nuts, bolts and other fixings/fastenings are properly secure.
- Safety features are in good condition and effective for the purpose of which they are intended.
- Surface beneath equipment is free from glass, grit or other debris.
- Fibre glass and plastic components for damage.
- Drainage gullies are clear with correct gratings properly positioned.

- General surface and free space areas are in good safe condition.
- Tunnels are clean and clear of litter and other debris.
- The condition of ropes is adequate for the load bearing that is required.

Any hazards or safety issues are identified, resolved or reported

10.8 Annually

The contractor will engage an appropriately qualified and experienced inspector to undertake independent inspections of all play areas. This Inspector will hold both public and professional liability insurance sufficient to indemnify the Council from any claims that could arise as a result of the inspections not being sufficiently adequate. Details of this will be provided to the Supervising officer for approval. These inspections will comply fully with BS and EN standards and include the following that will be comprehensively covered in a written report that will be sent directly to the Council:

- Site and equipment safety
- Condition of all equipment and ancillary items
- Compliance to BS and EN standards
- Any hazards and/or non-compliance to BS and EN standards will be rated with clear recommendations, priorities and timeframes for action.

10.9 Maintenance of ancillary items and horticultural features

All ancillary items, paths and hard surfaces and horticultural features will be maintained in accordance the relevant specifications shown elsewhere within this document.

Signs at each access point to every play area shall be maintained to be legible and tidy. All signs will clearly show that dogs are not allowed and inform the public of the contractor's and council's contact details.

Safety barriers will be maintained in accordance with the specification for metal fencing.

10.10 Safety surfaces

Wet pore

Wet pore surfaces will be maintained in a safe continuous and clean and level condition at all times ensuring that the edges and seams remain level and tightly adjacent to all surrounding surfaces. Minor repairs to wet pore of not more than 25cm² and edging that has become loose will be repaired within three working days by the contractor. Damage measuring greater than 25cm² shall be reported to the Supervising Officer within 24 hours.

Sand

Sand surfaces will be maintained in a safe, continuous and clean condition to their full depth at all times. The sand will be maintained free of litter, debris and other polluting items and free of compaction. The contractor will ensure the correct depth of sand is maintained by topping this up with play grade sand that is approved by the Supervising officer.

Surrounding surfaces will be kept generally clean of sand.

10.11 Maintenance of play equipment

All equipment will be maintained in a safe, clean and fully operational condition to comply with EN and BS standards at all times through effective maintenance and the completion of minor repairs that is the sole responsibility of the contractor. More significant repairs and replacement of equipment must be reported by the contractor and then shall be the responsibility of the Council. Significant repairs shall be defined as those that require replacement of any structural element of the equipment.

The contractor shall have ensured that they are aware of the routine maintenance requirements for all equipment and shall apply this comprehensively. This will be shown within their method statements and adhered to at all times.

Minor repairs shall be defined as any requiring materials or parts not exceeding a value of £100

Minor repairs of any equipment shall be affected using the correct parts and materials supplied by the manufacturers and shall be in accordance with BSEN 1176 parts 1 to 7 and BSEN 1177 and any amendments and additions thereto.

All repairs will be undertaken without in any way altering the construction or design of the equipment.

Equipment that requires a repair such that it needs to be temporarily de-commissioned will be made safe and a notice to the public informing them of the repair and timescale for completion will be clearly shown on or nearby the equipment. Minor repairs will be completed within a maximum of 24 hours where the materials are held in stock. Where this is not possible the contractor will provide a schedule of repair for the Supervising Officer to approve.

Equipment will be de-commissioned safely with high visibility plastic pedestrian fencing, secured with plastic electrical ties around unsafe items where repairs cannot be affected immediately. This will be maintained in a safe and secure condition until repairs to the equipment are carried out.

The contractor will transfer the benefit of any warranties that are given to materials that are utilised for repairs and shall further warranty the repairs undertaken to be free of any defect arising from the actual work undertaken.

Throughout the contract period the Contractor shall maintain a stock of regularly recurring replacement parts to enable replacement as specified.

The Client will be responsible for more significant repairs and the replacement of any equipment resulting from accredited inspectors' recommendations or as a result of modernization/upgrading etc

10.12 Equipment Surfaces

All equipment that is painted shall receive routine painting to ensure that the paint coverage is continuous and prevent undue deterioration. Graffiti will be removed in accordance with the general specification for this item.

All wood surfacing will be sanded down to remove any graffiti or sharp edges and wood stained over the entire surface as required to maintain a uniform clean and protected finish across the entire area and prevent undue deterioration.

All other surfaces will be maintained in accordance with the manufacturer's recommendations to ensure a uniform, clean and protected finish that prevents undue deterioration.

11 Multi-use Games Areas

Multi-use games areas will be inspected on a weekly basis to ensure that they are safe and structurally sound. All areas will be kept clean and fully operational with markings maintained to be clearly visible at all times. Fencing and hard surfaces will be maintained in accordance with the specification shown elsewhere in this document. Drainage gullies and channels will be inspected weekly and maintained free of any detritus or build up of silt in order to maintain the free flow of water.

12 Skate Parks/ BMX Tracks

Skate parks/BMX tracks will be inspected on a weekly basis to ensure that they are safe and structurally sound. All areas will be kept clean and fully operational with any markings and signage maintained to be clearly visible at all times. Fencing and hard surfaces will be maintained in accordance with the specification shown elsewhere in this document. Skate equipment will be inspected daily and any improvised jumps removed as soon as they are discovered.

The skate area at Hilbert Recreation Ground is of a metal construction overpainted with a specialist coating. The Contractor shall repaint the surfaces as required but shall be twice in the summer and once in the winter using Gravitex paint or similar approved by the Supervising Officer.

13 Cemetery Maintenance and Grave Digging

General requirements

The Contractor must ensure that all staff are appropriate for the task both in terms of ability to perform all duties required and understand the sensitive nature of their work at all times, conducting themselves in a manner that demonstrates the utmost respect for all visitors to the cemetery.

The Contractor's staff should be aware that members of the public will at times be under great emotional stress and may not always behave in a perfectly rational and reasonable manner. All staff working within the cemeteries must therefore be prepared to show sympathy and understanding to the public at all times irrespective of the circumstances.

The Contractor's staff at cemeteries will be expected to assist the public in enquiries regarding cemeteries, location of burial plots, closing times etc, whenever required.

The Contractor will ensure that all operatives based at the cemetery will have access to a mobile telephone and that they have access to the landline installed at the cemetery.

The Contractor will ensure that no burials take place, unless requested by the Supervising Officer, without a Burial Certificate having been received, usually from the Funeral Director at the time of the funeral.

As so far as this specification will always take precedent, all work operations (where applicable) carried out within the cemeteries will take place according to the IBCA Safe Working Code of Practice.

During interments in the cemetery, neither the use of mechanical equipment nor work creating undue noise will be permitted. Before undertaking such work, the Contractor will liaise with the Supervising Officer to ensure that there will not be undue disturbance in the cemetery from such work.

It will be the Contractor's responsibility to report any incidents or hazards to the Supervising officer immediately they occur/are noticed.

All soil storage areas must be kept in a tidy and safe condition. All surplus soil/spoil must be cleared to the approved recycling / disposal point on a regular basis, and/or if requested by the Supervising Officer.

The Contractor should be aware that although the following specifications will generally prevail, there may be times when particular customs may need to be accommodated and these will be notified at the appropriate time. Any such notification will over-rule the relevant specification. The Contractor should allow

for such circumstances when pricing the Tender as no further payments will be made.

Operatives clothing/uniform must be presentable, particularly when interments are occurring in the cemetery. Head gear will be removed during internments to demonstrate appropriate respect. Uniform will be worn at all times and operatives not permitted to remove their shirt in the cemetery.

The Council reserves the right to instruct the Contractor to remove either temporarily or permanently any member of his staff whom the Council deems to be unsuitable for the task without any recompense to the Contractor.

Contractor's employees must not:

- a Hang clothing or personal belonging on memorials.
- b Lean implements and equipment on memorials.
- c Walk across grave sections, unless it is required of them in the course of their work.

The Contractor's employees shall avoid walking or driving on graves wherever possible and should not traverse buried sections to get from one point to another unless they are carrying out work in that particular area. Employees shall, as far as practicable, keep to the designated roads and footpaths.

The Contractor will be responsible for any damage to any grave, memorial, footpath, grass or grassed areas, plants, shrubs and trees etc, which may be damaged through the negligence of the Contractor when carrying out any grave digging or horticultural operation.

The contractor will at all times, conform to the Institute of Burial and Cremation Administration code of practice, the Cemeteries Clauses Act (1847), the Local Government Act (1972), the Local Authorities Cemeteries Order (1977), the Cremations Code of Practice and any other relevant legislation in force pertaining to cemeteries.

The Contractor must not drive any vehicle or mowing machine considered too heavy by the Cemetery & Crematorium Registrar over any grave space in which an interment has taken place, any lawn area where cremated remains have been scattered or any other area where this action would cause damage to turf, plants, memorials, paving or any article placed thereon.

13.1.1 Horticultural and infrastructure maintenance

The contractor should note that some of these responsibilities are undertaken by Council staff based on the site and refer specifically to the bills of measurements.

In summary:

13.2.1 Grave digging

General requirements

All grave digging operations are to be carried out in strict accordance with the Health & Safety at Work Act 1974, the Tunbridge Wells Borough Council Health & Safety Policy, the relevant articles of the Local Authorities Cemeteries order 1977, and section 25 of the Burial Act 1857.

All graves, with the exception of graves situated within the cremated remains sections of the cemetery, must be adequately shored from surface level to the bottom of the grave so as to prevent collapse of the walls of the grave and which could thereby cause injury to any operative, member of the public, Minister of Religion, Funeral Director or any other person who may be visiting the cemetery. On no account must an operative enter an unshored grave.

Any grave which has been dug and is not to be used immediately must be covered with a secure lockable lid so as to prevent any person falling into the grave.

All full size graves are to be dug centrally within the appropriate grave space to the exact dimensions as supplied by the Cemetery & Crematorium Registrar.

It is expressly provided that nothing in this specification shall be construed as authorising the disturbance of human remains whether the remains be cremated or not.

The Contractor will normally be given at least three working days notice in writing that a grave is to be dug, in exceptional circumstances this may be reduced to 24 hours. Burials are carried out seven days per week. On occasion in the case of Muslim burials this notice period will be reduced to four hours to allow an urgent burial to take place during the same day. The grave is to be dug and prepared as per the specification and must be complete and ready for interment no later than one hour before the expected time of arrival of the funeral cortege.

Should the Contractor dig a grave outside of the allowed grave space he will compensate the Council to the sum of the current purchase price of the exclusive right of burial in that particular grave space plus that of any neighbouring grave so affected by his negligence.

All backfilling operations are to be carried out by hand. Graves must not be backfilled using a digging machine or other mechanical means. Consolidation of soil must take place as backfilling of graves proceeds. On no account will mechanical compacting machines be permitted to be used.

Reopened full sized graves, new and reopened cremated remains graves and reopened infants graves are to be dug by hand. Digging machines are not to be used when digging the aforementioned types of grave.

Digging machinery approved by the Cemetery & Crematorium Registrar may be used to dig new full size graves only.

Each new grave to be dug will be identified by the Cemetery & Crematorium Registrar before any digging commences by the placing of a wooden stake at the head end of the grave. The identification stake will bear the grave number, name of deceased and date of interment. The Contractor must check the locations of graves against the statutory grave plan. The Contractor must also check that the information written on the identification marker matches information written on the grave digging order. Should the Contractor locate a grave and no identification stake is present he must contact the Cemetery & Crematorium Registrar immediately who will verify the location of the grave. Similarly should the Contractor locate a grave and believe that the identification stake has been wrongly placed he must contact the Cemetery & Crematorium Registrar immediately who will verify the correct location of the grave.

The Contractor will be given prior notice of any mourners requiring to backfill the grave and will be required to place four shovels and two forks near to the grave for use by mourners. Once the coffin has been lowered into the grave and any religious service has taken place the Contractor must assist mourners to remove webbings and grass matting. As backfilling proceeds the Contractor must remove shoring as required. On such occasions the Contractor will not consolidate soil as the backfilling proceeds.

After backfilling is complete and all mourners have left the cemetery the Contractor must remove all tools and equipment and leave the area in a clean and tidy condition. Any floral tributes deposited by Funeral Director or mourners must be neatly arranged on and around the grave space. The identification stake previously supplied by the Cemetery & Crematorium Registrar must be placed upright and centrally at the head end of the grave. No deduction in payment will be made to the Contractor when mourners backfill graves. The standard charge for the particular type of grave as set out in the bill of rates will apply in all cases.

From time to time extra large coffins and oblong American style caskets are interred in the cemetery. In these circumstances graves must be widened or lengthened to accommodate. Grave sizes will be given in writing to the Contractor who must ensure that graves are accurately measured and dug to accommodate interment of the above coffins and caskets. The Contractor is given the opportunity to claim an extra cost for burial of extra large coffins or caskets as detailed in the bill of quantities.

If a grave that is to be reopened is covered with a memorial, the Contractor shall arrange for a suitably qualified stonemason to remove the memorial from the grave space to a place nearby as indicated by the Cemetery & Crematorium Registrar. The Contractor shall be reimbursed the actual cost incurred from the

stone mason and the Supervising Officer shall have the right to change the appointed stone mason should the circumstances require this, ie the cost does not represent value for money or the workmanship is not of an appropriate standard. After a certain period of time has elapsed after the burial has taken place the Contractor may then be required to top up the grave with soil and replace the memorial in the original position. Should the Contractor be required to remove or replace a memorial he must ensure that no damage occurs to the memorial being removed or any memorial that is nearby. Any damaged caused during this operation must be repaired at the expense of the Contractor.

The Contractor must take into account the length and thickness of any shoring equipment used when preparing a grave for interment. The length and breadth measurements of the grave as supplied by the Cemetery & Crematorium Registrar must be attainable on the inside of shoring equipment incorporated.

Whilst carrying out any grave digging operation the Contractor must ensure that any memorial, plants, turf, floral tributes or any other article placed in the cemetery is adequately protected from any risk of damage or soiling. Should any article be damaged due to the negligence of the Contractor it must be repaired or replaced at the expense of the Contractor.

The dimensions for each grave as supplied by the Cemetery & Crematorium Registrar must be considered as the minimum required to safely allow the coffin to be lowered unimpeded. The Contractor may, however, for his own peace of mind add a maximum of 70mm to each dimension after taking into account shoring equipment length and thickness. The Contractor will not be permitted to claim reimbursement should he decide to add 70mm to dimensions supplied by the Cemetery & Crematorium Registrar.

The Contractor must provide imitation grass matting, webbings (coffin lowering straps) and puttocks. All of the aforementioned items must be maintained by the Contractor in a clean, safe and presentable manner at all times.

Whilst carrying out any operation in the cemetery the Contractor must protect from damage or soiling, any memorial, plant, floral tribute, vase or any other article placed in the cemetery. Any damage that may occur due to the negligence of the Contractor must be repaired to the satisfaction of the Cemetery & Crematorium Registrar at the expense of the Contractor.

Should the Contractor locate a grave to be dug and the grave is planted with any plants or has vases or other articles placed thereon the Contractor will be responsible for the careful removal of such items and their placing in a safe position. As soon as the interment has taken place in this particular grave and all backfilling has been completed the Contractor must replace all plants and other articles in their original positions within the grave space.

13.2.2 Grave Digging Procedure

New Graves to accommodate two interments (full size)

The Cemetery & Crematorium Registrar will locate the grave using the statutory plan which identifies each grave by the number.

The grave to be dug will be marked out centrally within the appropriate grave space to the exact dimensions supplied by the Cemetery & Crematorium Registrar.

The Contractor must ensure that he takes into account the thickness of shoring equipment and that the dimensions supplied by the Cemetery & Crematorium Registrar are attainable inside the shoring equipment.

Should the grave space be covered with turf the Contractor must carefully lift the turf from the area to be dug, previously marked out, and place it aside for later reinstatement.

Two scaffold boards are to be laid on either side of the grave along its length in such a manner that they support the weight of the Funeral Director's bearers and provide a safe and stable platform from which to lower the coffin.

The soil removed from the grave must be placed to one side and at least 600mm from the edge of the grave and in so doing the Contractor must ensure that no damage occurs to surrounding turf, memorials, plants or any other item placed in the cemetery. Any damage caused whilst carrying out grave digging operations must be repaired to the satisfaction of the Registrar and at the expense of the Contractor.

Shoring must be incorporated and on no account must an operative enter an unshored grave.

Graves must be shored from surface level to the bottom of the grave.

A new grave to accommodate two interments will be 1.98m in depth with the side and end walls being vertical and the bottom of the grave level.

At a time at least 1 hour before the expected time of arrival of the Funeral Cortege the excavated soil and scaffold boards are to be covered with imitation grass matting. Webbing (coffin lowering straps) are to be laid across the grave 300mm from the head end and 300mm from the foot end with the surplus webbing being neatly folded on either side.

Two puttocks are also to be laid across the grave, one next to each webbing, on which to rest the coffin prior to lowering. Any damage to adjacent grass areas during the grave digging operations, will be made good to the Cemetery & Crematorium Registrar's satisfaction before the Funeral Cortege arrives.

A small pot of dry earth is to be left at the head end and to one side of the prepared grave for use by Ministers of Religion.

Contractors staff must be available on the premises for all interments in case of an emergency arising.

13.2.3 Backfilling

All graves are to be backfilled by hand. No machinery will be permitted to be used to backfill graves.

Consolidation of soil must be carried out as backfilling proceeds and must be carried out using a hand pummel or by treading. No mechanical compaction equipment is to be used.

Backfilling of graves is not to commence as soon as mourners have left the cemetery unless otherwise instructed to do so by the Registrar or Funeral Director.

Webbings are to be carefully removed so as not to cause any undue movement of the coffin. Grass matting is to be removed and placed aside. The first stage of backfilling must be carried out with great care so as not to drop large stones, flints or large lumps of compacted soil directly onto the coffin and by so doing cause damage to the coffin.

After the area around the coffin has been backfilled the Contractor can proceed to cover the coffin with soil. When the grave has been backfilled to the level of the lower shoring compaction can commence. After initial consolidation more soil can be added until the level of the lower shoring has again been reached. The lower shoring can then be removed. Backfilling and consolidating can then be continued to a point when soil is level with the bottom edge of the next shoring. This process is repeated until the grave is fully backfilled and all shoring has been removed. After final consolidation soil can be placed on the grave to a level that is 50mm above the level of the surrounding ground.

The Contractor must ensure that backfilling is completed fully on the same day as the interment takes place.

After backfilling is completed the Contractor must remove scaffold boards, surplus soil, shoring equipment, sheeting and other equipment from the graveside. The surrounding area is to be left in a clean and tidy condition. Floral tributes deposited by the Funeral Director and mourners are to be neatly arranged on and around the grave. The identification stake previously supplied by the Registrar is to be placed upright and centrally at the head end of the grave.

13.2.4 New Grave to Accommodate One Interment (Full Size)

All procedures are the same as those for new graves to accommodate two interments except that the finished depth of the grave is to be 1.38m. These graves are to be shored from the top down to a depth of 600mm.

13.2.5 Re-opened Graves

All items for reopened graves are the same as those for new graves with the addition of the following requirements:-

Nearby memorials must be protected against damage or soiling. Any damage or soiling that occurs to nearby memorials due to the negligence of the Contractor must be repaired at the expense of the Contractor.

Re-opened graves are only to be excavated by hand. No mechanical digging equipment is to be used.

On reaching a depth of 600mm shoring must be incorporated into the grave from ground level to a depth of 600mm. The remainder of the grave can then be excavated with extra shoring being incorporated as digging proceeds.

The majority of re-opened graves are dug to a depth of 1.38m but occasionally extra deep graves are required to be re-opened. ie 1.98m, 2.6m, 3.2m, and 3.8m.

Should a grave of any of the above depths be required the Contractor must ensure that adequate, safe shoring is incorporated as digging proceeds. On no account must an operative be allowed to enter an unshored grave.

Backfilling of re-opened graves performed in exactly the same manner as for new graves.

13.3.1 Burial of Infants

General

All graves for burial of infants will be located, measured and prepared in the same manner as for new full size graves. Re-opened infants graves must be dug by hand.

Adequate shoring must be employed.

Graves must be backfilled in the same manner as new full sized graves.

13.3.2 Public Infants Graves

A public grave for the interment of infants is divided into two levels.

First Level	1st interment 1.68m at head end of grave space
	2nd interment 1.68m at centre of grave space
	3rd interment 1.68m at foot end of grave space

Second Level	4th interment 1.22m at head end of grave space
	5th interment 1.22m at centre of grave space
	6th interment 1.22m at foot end of grave space

The exact position in the grave for each interment will be included in the grave digging order together with the dimensions of the area of the grave to be dug. The Contractor must ensure that no previously interred remains are disturbed.

13.3.3 Burial of Infants in Private Full Size Graves

On occasion it is required to inter an infant in a new full size grave at a depth of 2.28m, thus leaving space in the grave for two further interments of adults.

The interment will take place centrally at the head end of the grave space.

The Contractor must excavate the grave in such a manner that the area at the bottom of the grave, which will be in a central position at the head end, conforms to the dimensions supplied by the Cemetery & Crematorium Registrar.

The grave must be shored and on no account will an operative enter an unshored grave.

13.3.4 Children's Burial Section

Interments in the Children's sections of the cemetery will take place in private graves allocated for 1 interment only. The interment in each grave will take place centrally within the grave space at a depth of 1.22m.

The length and breadth measurements of the area to be dug will be supplied by the Cemetery & Crematorium Registrar and the Contractor must ensure that the grave is dug to these dimensions centrally within the grave space. Shoring is to be incorporated when digging graves in the Children's section.

13.4 Interment of Cremated Remains

New Graves

New graves must be located using the cemetery plan which identifies each grave space by its number.

Each grave space is 920mm x 920mm with the area in which interments take place being 600mm x 600mm which is situated centrally against the rear edge of each grave space.

When an order is received for a new cremated remains grave to be dug the Contractor must measure and mark out the 600mm x 600mm area in which interments will take place and remove the turf from this area. Surrounding turf, memorials and other items placed nearby must be protected against damage or soiling.

The Contractor may measure, mark out and remove turf from a number, to be agreed with the Cemetery & Crematorium Registrar, of new cremated remains graves in advance of receiving orders for burials in those graves. The Contractor's charge for an interment in a new cremated remains grave will include the cost of

measuring, marking out and removing turf. No payment will be made to the Contractor at the time of preparing such graves in advance as the full payment for each grave will be paid after an interment has taken place.

The interment in a new cremated remains grave will take place at a depth of 900mm in the rear left hand corner of the area to be dug.

After digging is complete, the immediate area around the grave, including the stack of removed soil, is to be covered with imitation grass matting.

NOTE: If a grave which has been dug is not to be used immediately for an interment it must be covered in such a manner so as to prevent any person from falling into the grave.

A small pot of dry soil must be left next to the grave for use by Ministers of Religion.

After an interment has taken place and all mourners have left the cemetery the lowering ropes attached to the casket (if used) are to be carefully removed. On no account must the casket be lifted out of the grave. The grass matting can then be removed and backfilling can then proceed. Consolidation of the soil must take place as backfilling proceeds until the grave is filled to the level of the surrounding ground. Any excess soil must be removed from the graveside and the area swept clean. Any floral tributes deposited by the Funeral Director or mourners shall be neatly arranged on and around the grave. The identification stake previously provided by the Cemetery & Crematorium Registrar shall be placed upright in the centre of the grave. All tools and equipment must be removed from the area.

13.4.2 Re-opening of a cremated remains Grave

When it is requested that a cremated remains grave be reopened for a further interment the Contractor may be required to remove any memorial covering the grave. At a certain time after the interment has taken place, to be decided by the Cemetery & Crematorium Registrar, the Contractor may be required to replace the memorial in its original position. Removal and replacement of memorials must be carried out in such a fashion that no damage or soiling of the memorial occurs. Any damage or soiling that may occur must be repaired to the satisfaction of the Cemetery & Crematorium Registrar at the expense of the Contractor.

The second interment in a cremated remains grave takes place in the back right hand corner of the grave.

The third interment in a cremated remain's grave takes place in the front left hand corner of the grave.

The fourth interment in a cremated remains grave takes place in the front right hand corner of the grave.

The Contractor will be advised in writing of the position in the grave at which each interment will take place and

of the length and breadth measurements of the area to be dug. Once digging is completed the grave is to be prepared in exactly the same manner as for new cremated remains graves.

When re-opening cremated remains graves the Contractor may find that space around the grave is limited and it may not be possible to pile the excavated soil nearby. On these occasions the Contractor must place excavated soil in wheel barrows. The wheel barrows when full should be removed to a point indicated by the Cemetery & Crematorium Registrar and covered with the imitation grass matting until required for backfilling. The Contractor should make note of this requirement and include in his charge for the re-opening of cremated graves as listed in the Bill of Quantities.

When a cremated remains grave is re-opened the Contractor must ensure that no previously interred remains are disturbed in any way.

Backfilling is carried out in exactly the same manner as for new cremated remains graves.

13.4.3 Cremated remains buried in private Full Size Graves

On occasion it is required that cremated remains are interred in private full size graves. On such occasions the Contractor may be required to remove any memorial covering the grave. Also, after the interment has taken place at a time determined by the Cemetery & Crematorium Registrar, the Contractor may be required to replace a memorial in its original position.

The Contractor must protect any memorial from damage or soiling when removing or replacing.

Any damage or soiling caused to the memorial during this operation must be repaired at the expense of the Contractor.

The position and depth in the grave together with the length and breadth measurements of the area to be dug will be given in writing by the Cemetery & Crematorium Registrar

Depths at which burials of cremated remains take place are 2.8m, 1.68m and 920mm.

The dimensions of the casket to be interred will be given in writing to the Contractor who must add a minimum of 90mm to the said dimensions and dig the grave accordingly to allow the unimpeded passage of the casket when it is lowered into the grave.

13.4.4 Depths greater than 920mm

When digging a grave for the interment of cremated remains at a depth greater than 920mm the Contractor will be allowed to form steps in the soil to facilitate ease of digging. The area at the bottom of the grave at the position indicated in the grave digging order when the interment is to take place must be of adequate size.

Shoring must be incorporated.

The grave must be located and prepared in the same manner as full size re-opened graves.

The grave must be backfilled in the same manner as for full size re-opened graves.

13.4.5 Depth of 920mm

When a burial of cremated remains is required in a full size private grave at a depth of 920mm the exact position in the grave where the interment is to take place together with dimensions of the casket to be interred will be given in writing to the Contractor.

The grave is to be located, prepared, dug and backfilled in the same manner as cremated remains graves.

13.4.6 Interment of Cremated remains in full size Grave with Memorial remaining in position

On occasion it is required to inter cremated remains in a full size grave at a depth of 920mm with the memorial remaining in position. On these occasions the area excavated will be located in the turf areas surrounding the memorial. The precise location and dimensions of the casket to be interred will be given in writing to the Contractor prior to digging commencing.

The Contractor must mark out the area to be dug and remove the turf and place aside for later reinstatement. When a depth of 920mm has been attained the Contractor must cut away soil from the rear wall of the excavation so that a chamber is formed directly under the memorial. The chamber must be of a size large enough to allow the casket to be placed directly under the memorial.

The grave must be located and prepared in exactly the same manner as for cremated remains graves.

After the interment has taken place and all mourners have left the cemetery the Contractor must carefully remove any lowering ropes that may be attached to the casket and gently slide the casket back into the previously formed chamber directly beneath the memorial. On no account must the casket be lifted out of the grave.

Backfilling is carried out in exactly the same manner as for cremated remains graves.

After backfilling is complete the previously removed turf must be replaced in its original position.

13.5 Removal and Replacement of Memorials

The Contractor may from time to time be required to remove a memorial from a grave to allow for an interment. When removing a memorial from a grave the

Contractor must carry out the operation in such a manner so as to prevent damage to the memorial concerned, other nearby memorials or any other article placed in the cemetery. The memorial will be removed to a place close by as indicated by the Cemetery & Crematorium Registrar.

At a certain time after interment has taken place in a grave the Contractor may be required to replace a memorial in its original position. Should any subsidence of the grave have occurred the Contractor must top up and consolidate the grave to the level of the surrounding area before replacing the memorial. The Contractor must carry out the operation of replacing a memorial in such a manner that will prevent damage occurring to the memorial concerned. Other near memorials or any other article placed in the cemetery.

Any damage to turf which may occur when removing or replacing a memorial must be repaired at the expense of the Contractor.

There are four main types of memorial situated in the cemetery. These main types are:

13.5.1 Kerbed Memorials

Kerbed memorials incorporating a headstone and cremated remains grave memorials comprising of splayed tablet with 600mm x 600mm base.

The Contractor will be given the opportunity to submit a price for removal and replacement of the four main types of memorial in the schedule of rates.

The Contractor will not be permitted to charge for removal and replacement of any other type of memorial ie inscribed stone vase, wooden cross etc which is able to be easily lifted.

Should the Contractor be required to remove any of the aforementioned small, memorials he will be responsible for the safe keeping of the said memorial and its replacement in its original position immediately after the interment has taken place.

13.5.2 Disposal of Unwanted Memorials

The Contractor may be required to remove an unwanted memorial from a grave space. On the written instruction of the Cemetery & Crematorium Registrar the Contractor must carefully dismantle the memorial in question and remove all components made from natural stone to the cemetery depot. The Contractor will place such natural stone components in the depot in a manner that will prevent the components of one memorial being mixed with components of others previously placed. Any component part bearing an inscription or grave number should be placed on top of other component parts from the same memorial to make for ease of future identification.

Any component part not of natural stone must be removed to the Contractor's tip.

The remaining grave space is to be cultivated with fresh topsoil being added if required. The area is then to be grass seeded according to the grass seeding specification.

13.6 Exhumation

General Requirements

The term Exhumation in this specification means the removal of a coffin and body from a full sized grave or the removal of a casket containing cremated remains from a grave.

The Contractor and his staff will remain under the direct supervision of the Registrar throughout the whole exhumation procedure.

The Contractor is also made aware that a representative of the Head of Sustainability may be present at any exhumation. The Contractor must act immediately on any reasonable request made by such representative in connection with health and safety or hygiene.

The Contractor may be required to remove memorials covering a grave from which an exhumation is to take place.

Exhumation of cremated remains will commence at 7.30am on the agreed date. The whole operation, including the subsequent backfilling of the grave, will be carried out and completed on the same day.

The exhumation of a coffin will commence at first light on the agreed date. The Contractor must account for any enhanced payments that he may make to his staff for this purpose.

The Contractor must prepare the grave in exactly the same manner as if a new or re-opened grave were to be excavated. Grass matting will not be required.

The Contractor must provide his operatives carrying out the exhumation of a coffin with rubber boots, rubber gloves, face shields, dust masks, hard hats and overalls. The Contractor will be required to burn overalls after use and wash all other articles in a disinfectant approved by the Cemetery & Crematorium Registrar.

The Contractor must ensure that an adequate supply of fresh water, disinfectant and clean towels are nearby for use by his operatives.

Before the commencement of the exhumation of a coffin the Contractor must erect a screen around the area of operation. The screen must be at least 6 feet in height and constructed in such a manner as to allow easy access to the grave, sufficient space inside the screened area to allow ease of movement during operation, and to provide a visual barrier so that only persons involved in the exercise are able to view proceedings.

The Contractor must provide a sufficient quantity of freshly ground lime and must liberally apply such lime to the excavated soil, exhumed coffin or grave as directed by the Cemetery & Crematorium Registrar.

Lime will not normally be required should an exhumation be required by one of Her Majesty's Coroners.

Lime will not be required when exhumation of cremated remains takes place.

13.6.1 Payment

The time of commencement and finishing of an exhumation will be recorded by the Cemetery & Crematorium Registrar and the Contractor will claim the relevant day rate payment for his operatives involved.

The Contractor will be given the opportunity in the schedule of rates for grave digging to submit his price for the provision of equipment and materials specified in the above clauses.

13.6.2 Further specific requirements

Exhumation of Cremated Remains

The Contractor must carry out the exhumation with due regard to decency and respect and take great care to remove the whole of the remains and casket intact. In certain circumstances the natural deterioration of the fabric of the casket may require extra care to be taken to ensure that the whole of the remains are removed together with the remains of the casket. Should the original casket have deteriorated a second container will be supplied by the Cemetery Registrar into which will be placed the exhumed cremated remains and the remainder of the deteriorated original casket.

When carrying out the exhumation of cremated remains buried at a depth greater than 920mm the Contractor must close shore the grave to a depth that is one foot from the bottom of the grave.

The grave must be prepared in the same manner as that for digging of graves for interment of cremated remains. Grass matting will not be required.

It is not envisaged that a representative of the Head of Sustainability will be present at the exhumation of cremated remains. Nor is it likely that the Contractor will be required to screen the area of the grave or provide lime, disinfectant, special safety equipment other than that which is essential for normal grave digging operations.

The excavation of the grave, removal of the remains and subsequent backfilling of the grave must be commenced at 7.30am on the agreed day and carried out as one continuous operation from start to finish. In any eventuality the operation must be completed during the agreed day.

13.6.3 Exhumation of a Coffin

The Contractor must carry out the exhumation of a coffin with due regard to decency and respect and take great care not to cause damage to the coffin or any undue disturbance of the remains therein.

The grave must be prepared in the same manner as for re-opened full size graves. Grass matting will not be required.

The Contractor may, with the written consent of the Cemetery Registrar, excavate the grave to a depth agreed with the Cemetery & Crematorium Registrar on the day prior to the exhumation taking place. Should this be permitted the Contractor must cover the grave with a secure lockable cover that must remain in place until the exhumation proper takes place.

As digging proceeds the Contractor must incorporate close shoring from ground level down to a depth that is 600mm from the bottom of the grave.

When the Contractor is advised by the Registrar that he has reached a depth near to where the coffin is buried he must ensure that his staff do not exert pressure on the central part of the floor of the grave and by so doing cause the collapse of the coffin lid.

Soil must be carefully removed to expose the coffin lid and outline of the coffin. Soil must then be carefully removed from around the coffin so that it is completely exposed. If the coffin is intact a minimum of three webbings must be placed under the coffin so enabling the lifting operation to be carried out by six persons. Once the coffin has been lifted from the grave it must be immediately placed in a new coffin shell which will be provided by the Cemetery & Crematorium Registrar.

Should the coffin be found to be in poor condition the Contractor will be required to manually remove the remains and coffin fragments and place the aforementioned in a new coffin shell which will be supplied by the Cemetery & Crematorium Registrar. At this point the Contractor must act promptly to any request made by the Cemetery & Crematorium Registrar or representative of the Head of Environmental Health services.

NOTE: The Contractor's attention is drawn to the fact that nothing contained in this specification should be construed as authorising the disturbance of human remains without the proper authority whether the remains be cremated or not.

13.7 Provision of Chapel Facilities and Chapel Cleaning.

The contractor shall ensure that chapel facilities are provided for the funeral as instructed by the supervising officer.

The contractor shall ensure that chapel buildings, the cemetery public toilets and waiting room are kept clean, tidy and secure according to the specifications below and as instructed by the supervising officer.

The chapel, entrance hall and vestry shall be kept in a clean and orderly condition at all times. On the morning prior to a funeral service being held in the chapel the following procedures must be followed.

Heating – where needed should be switched on.

Candles – should be checked and where necessary filled with oil and the wick be adjusted. One hour before the funeral service the candles should be lit.

Security – The chapel shall be unlocked before then service.

Floors – All floors shall be swept or vacuum cleaned then dry mopped thoroughly. All unpolished floors shall be wet mopped-rinsed clean and dried.

Carpets, rugs and foot mats – shall be vacuumed cleaned. Marks and stains, however caused shall be treated and removed by an approved method as soon as possible. Foot mats shall be lifted and the floor underneath cleaned.

Surfaces – All painted surfaces shall be wiped clean and polished. Ledges and sills shall be wiped clean up to a height of 2 metres.

Doors – (Including hand plates and fittings) shall be wiped clean and all dirty marks cleaned off, taking care not to damage paintwork or other finished surfaces.

Furniture – All items of furniture shall be dusted and wiped clean.

Books – Hymn and service books shall be dusted and arranged in a neat and tidy order as instructed by the supervising officer. Catholic service books and/or additional hymn books if required shall also be placed out in a neat and tidy order.

Additional cleaning shall comprise of the following:

Floors – All polished and quarry tile floors shall be buff polished weekly with a machine and proprietary wax polish.

Altar cloths and back drops – shall be either brushed or taken outside and shaken weekly. They shall be dry cleaned twice a year.

Brassware – shall be dusted and polished with a proprietary brass cleaner weekly.

Floral decorations (silk) – shall be cleaned and wiped were necessary.

Windows – Shall be cleaned once a month with a proprietary cleaner ensuring that the leaded lights and stained glass are not damaged.

Surfaces – over 2 metres from the floor and the ceiling shall be kept free of dust and cobwebs.

After the cortege has left the chapel and the minister has finally left the vestry, all chairs shall be tidied and arranged neatly. All books shall be replaced in their correct positions. The candles shall be extinguished. The heaters shall be switched off. All lights shall be switched off. The chapel shall then be alarmed, locked and left secure.

13.7.1 Exterior Cleaning of Chapel

Gutter and downpipes shall be cleaned twice yearly, spring and autumn. The autumn cleaning shall take place after leaf fall.

Windows shall be cleaned on the outside once a month.

Drains outside the chapel building shall be kept clear and free of debris at all times.

The Contractor must ensure that all staff are appropriate for the task both in terms of ability to perform all duties required and understand the sensitive nature of their work at all times, conducting themselves in a manner that demonstrates the utmost respect for all visitors to the cemetery.

The Contractor's staff should be aware that members of the public will at times be under great emotional stress and may not always behave in a perfectly rational and reasonable manner. All staff working within the cemeteries must therefore be prepared to show sympathy and understanding to the public at all times irrespective of the circumstances.

The Contractor's staff at cemeteries will be expected to assist the public in enquiries regarding cemeteries, location of burial plots, closing times etc, whenever required.

The Contractor will ensure that all operatives based at the cemetery will have access to a mobile telephone and that they have access to the landline installed at the cemetery.

The Contractor will ensure that no burials take place, unless requested by the Supervising Officer, without a Burial Certificate having been received, usually from the Funeral Director at the time of the funeral.

As so far as this specification will always take precedent, all work operations (where applicable) carried out within the cemeteries will take place according to the IBCA Safe Working Code of Practice.

During interments in the cemetery, neither the use of mechanical equipment nor work creating undue noise will be permitted. Before undertaking such work, the Contractor will liaise with the Supervising Officer to ensure that there will not be undue disturbance in the cemetery from such work.

It will be the Contractor's responsibility to report any incidents or hazards to the Supervising officer immediately they occur/are noticed.

All soil storage areas must be kept in a tidy and safe condition. All surplus soil/spoil must be cleared to the approved recycling / disposal point on a regular basis, and/or if requested by the Supervising Officer.

The Contractor should be aware that although the following specifications will generally prevail, there may be times when particular customs may need to be accommodated and these will be notified at the appropriate time. Any such notification will over-rule the relevant specification. The Contractor should allow for such circumstances when pricing the Tender as no further payments will be made.

Operatives clothing/uniform must be presentable, particularly when interments are occurring in the cemetery. Head gear will be removed during interments to demonstrate appropriate respect. Uniform will be worn at all times and operatives not permitted to remove their shirt in the cemetery.

The Council reserves the right to instruct the Contractor to remove either temporarily or permanently any member of his staff whom the Council deems to be unsuitable for the task without any recompense to the Contractor.

Contractor's employees must not:-

- a Hang clothing or personal belonging on memorials
- b Lean implements and equipment on memorials
- c Walk across grave sections, unless it is required of them in the course of their work.

The Contractor's employees shall avoid walking or driving on graves wherever possible and should not traverse buried sections to get from one point to another unless they are carrying out work in that particular area. Employees shall, as far as practicable, keep to the designated roads and footpaths.

The Contractor will be responsible for any damage to any grave, memorial, footpath, grass or grassed areas, plants, shrubs and trees etc which may be damaged through the negligence of the Contractor when carrying out any grave digging or horticultural operation.

The contractor will at all times, conform to the Institute of Burial and Cremation Administration code of practice, the Cemeteries Clauses Act (1847), the Local Government Act (1972), the Local Authorities Cemeteries Order (1977), the Cremations Code of Practice and any other relevant legislation in force pertaining to cemeteries.

14 Infrastructure Maintenance

General

Infrastructure shown below shall be maintained in a safe and serviceable condition being fit for the purpose it was designed for and achieving the maximum life span.

14.1 Path and Hard Surface Sweeping

The Contractor will sweep, as required to meet the performance specifications, all pathways/hard surfaces listed in the Schedule of Areas and as shown on the site plans.

All main paths will be kept completely free of obstacles that would impede access or represent a hazard to any person using the path and extensively free of detritus and litter. Minor paths will be kept extensively clear of obstacles and hazards removed immediately upon discovery. Minor paths will be kept generally free of litter and detritus and accumulations must be prevented.

All sweeping/cleaning operations shall be carried out by either by hand using a broom or as appropriate a mechanical blower, unless otherwise agreed with the Supervising Officer.

The Contractor shall ensure all sweeping/cleaning operations are completed before 10amin the following parks:

- Calverley Grounds
- Dunorlan Park
- St Johns Recreation Ground
- Grosvenor Recreation Ground
- Hilbert Recreation Ground
- Hawkenbury Recreation Ground

Other sites shall be completed before 12:00 noon each day. The Contractor shall provide the Supervising Officer a route plan for sweeping/cleansing visits.

Detritus from mowing operations will be removed from all path surfaces within 24 hours of mowing.

The Contractor shall allow for the removal and replacement of all obstructions such as benches, seats, bins etc to enable sweeping to take place.

The Contractor shall report any path defects / potholes etc to the Supervising Officer as soon as they are discovered. The Contractor shall repair any potholes smaller than 25cm² larger potholes will be made safe and reported to the Supervising Officer immediately.

All arisings shall be removed to the approved recycling / disposal point prior to moving on to the next site.

14.2 Breedon Gravel Paths

The Contractor shall ensure all bound gravel surfaces are free from potholes, gullies and weed growth. Weeds shall be controlled by the use of water based weedkiller agreed by the Supervising Officer, weeds shall not be pulled through the surface or removed by mechanical methods. Leaves shall be removed by blower or swept with a soft brush, the use of coarse hard brushes shall not be permitted.

The contractor shall fill all potholes with a suitable material as agreed by the Supervising Officer within 24 hours of discovery and laid in accordance with the manufacturer's instructions.

14.3 Wooden decking areas.

The Contractor shall inspect all decking areas for signs of wear and damage once per week, any damage shall be reported to the Supervising Officer. Any detritus shall be removed using a stiff brush ensuring any gaps between the boards are clear of debris. All decking areas shall be maintained free of moss and algae and shall not that present a hazard to the public, any areas of moss or algae shall be cleaned using a stiff brush and a mild detergent or a high pressure washer.

Once per year usually late March all decking areas will be cleaned using a high pressure washer and a mild detergent approved by the Supervising Officer.

14.4 Weed Control

The Contractor shall ensure that all hard surfaces within the Schedule of Areas for sweeping, are maintained in a weed-free condition by mechanical methods or herbicide application (to be approved by the Supervising Officer). However, should mechanical methods result in damage being caused to the surface, the Supervising Officer will arrange for the surface to be repaired immediately, the cost of which will be met by the Contractor.

The Contractor shall allow for the pulling up of any weeds/remains of weeds not dealt with by herbicide treatment (to include dead weed stumps where herbicide application has been successful).

All herbicide applications shall be in accordance with all relevant legislation. The Contractor shall maintain records of herbicide application and shall present these records for inspection upon request. Preference shall be given to environmentally friendly products and weed control mechanisms wherever possible.

15 Fences and gates

General

Any damage or disrepair to fencing and gates surrounding areas covered by this Contract, howsoever caused, must be reported by the Contractor to the Supervising Officer as soon as possible.

Should such damage present a hazard to users of the area immediately adjacent to the fence or gate, the Contractor should take any necessary action to remedy the hazard and inform the Supervising Officer as soon as possible of the action taken.

15.1 Inspections

All boundary, dividing and other fences/gates (including windbreak fencing, trellis work etc), that are on all of the sites within this Contract are to be inspected during the last full week of every other month. These inspections should take place in January, March, May etc. The Contractor will supply the Supervising Officer with a completed inspection sheet, the format of which will be supplied by the Supervising Officer, during the week after each inspection.

16 Furniture

General

The Contractor must familiarise him/herself with all furniture located on sites covered by this Contract. For the purposes of this Contract, Landscape Furniture will be deemed to include all seats and benches, picnic tables, litter bins, signs and notice boards, fences, gates, bollards, flagpoles, planters, permanent goal and basket ball posts, dog bag dispensers and shelters). The Contractor should note that the number of seats/benches, litter bins and picnic tables are shown in the bills of quantity. Due to the variety and type of signs across sites within this Contract, signs are not listed separately. The Contractor must assess the work required to signs by visiting all sites prior to pricing this contract.

The Contractor must ensure that all Landscape Furniture is appropriately cordoned off and signposted whilst maintenance work is taking place. All such items must be removed as soon as maintenance is completed and paint/varnish etc is dry.

The Contractor will be responsible to look into and take action as required for any claims from members of the public for “ paint on clothes” etc, which are a result of maintenance works specified below.

All materials, tools, signs etc required to carry out the works specified within this chapter are to be supplied by the Contractor, unless otherwise specified.

No Landscape Furniture will be removed from site for maintenance unless agreed in advance with the Supervising Officer – wherever possible, maintenance will take place at the location of the furniture.

The Contractor will not change the location of any items of furniture without the prior approval of the Supervising Officer.

Any furniture taken away from its location for maintenance will be labelled, showing where its original location was, so that it can be returned when the maintenance is completed.

NB. Many of the seats within this Contract are seats donated in “memorium” and are located at specific locations agreed with the donator of the seat.

16.1 Vandalism

The Contractor will provide, within his rates, for the following:

The removal of graffiti from the surface of all Landscape Furniture within the Contract area as already defined during the periods of this Contract. Any materials to be used for this purpose must first of all be approved by the Supervising Officer. Any material or chemical used must not harm the surface nor any adjacent plants, materials or structures, and must be applied in accordance with Health and Safety legislation. Full data sheets and COSHH assessments must be provided to the Supervising Officer before the product(s) are used. Preference should always be given to environmentally friendly products wherever possible. The Supervising Officer reserves the right to ban the use of a particular product if it is deemed unsuitable. In this case, the Contractor will need to find an alternative product to use.

All additional or replacement Landscape Furniture will be supplied and installed by the Supervising Officer.

The Contractor will not be expected to carry out repairs to Landscape Furniture, other than the maintenance operations specified below.

16.2 Inspections

The Contractor must report any damage/vandalism etc to Landscape Furniture noted whilst carrying out day-to-day activities within this Contract, to the Supervising Officer as soon as possible.

The Contractor must inspect all Landscape Furniture during the last full week of every other month. Inspections should take place in February, April, June etc. These inspections will include all sites within the “contract that have seats/benches, litter bins and picnic tables. The Supervising Officer will supply the Contractor with a written Inspection sheet that will need to be completed for each inspection and returned to the Supervising Officer during the week following the inspection.

The Contractor will take all reasonable steps immediately to make safe any furniture that he finds to be in a dangerous condition and will notify the Supervising Officer of his actions as soon as possible.

16.3 Maintenance

Annual maintenance of Landscape Furniture (except signs) is to be carried out between October and February inclusive as part of the Winter Work programme. Annual maintenance will include the following works:

16.4 Preservation of Wooden Furniture

All wooden furniture included within the contract must be thoroughly cleaned and rubbed down using suitable materials. When dry the Contractor must treat using an appropriate wood preservative as agreed with the Supervising Officer. The materials to be used will include either teak oil or varnish depending on the individual type of furniture.

Any material or chemical used must not harm the surface nor any adjacent plants, materials or structures, and must be applied in accordance with Health and Safety legislation. Full data sheets and COSHH assessments must be provided to the Supervising Officer before the product(s) are used. Preference should always be given to environmentally friendly products wherever possible. The Supervising Officer reserves the right to ban the use of a particular product if it is deemed unsuitable. In this case, the Contractor will need to find an alternative product to use.

16.5 Treatment of Metal Furniture

All metal furniture or metal parts of other types of furniture included within the "Schedule of Areas" must be thoroughly cleaned and rubbed down using suitable materials. When dry, the Contractor must treat using an appropriate paint as agreed with the Supervising Officer. This must be carried out in order to preserve any metal furniture.

Any material or chemical used must not harm the surface nor any adjacent plants, materials or structures, and must be applied in accordance with Health and Safety legislation. Full data sheets and COSHH assessments must be provided to the Supervising Officer before the product(s) are used. Preference should always be given to environmentally friendly products wherever possible. The Supervising Officer reserves the right to ban the use of a particular product if it is deemed unsuitable. In this case, the Contractor will need to find an alternative product to use.

16.6 Cleaning of bins and signs

On a monthly basis (first full week of each month), the Contractor will wash down all bin exteriors and notices/signs within the gardens to remove dirt, mud etc from the item (including posts where applicable).

17 Handyman Services: Specifications

General requirements:

This will be a responsive service that deals with minor infrastructure maintenance work and repairs that is not currently included within the main contract such as.

- Playground repairs
- Minor fence repairs
- Footpath repairs (greater than 25cm in diameter and less than 2m x 2m)
- Installation and repair of benches and bins

17.1 Specification:

The following sites shall continue to be inspected by 10am daily:

- Calverley Grounds and the Grove
- Dunorlan Park
- Grosvenor and Hilbert Recreation Grounds
- Hawkenbury Recreation Grounds
- St John's Recreation Grounds
- The Woodlands shall be inspected by 8am daily.

With all other sites being inspected on a daily basis.

Inspections shall be completed by site based or mobile staff at the discretion of the contractor provided the operative is appropriately qualified. Rectification works shall include all infrastructure (except buildings) and equipment on each site. The following maintenance and minor repairs are already the responsibility of the contractor under the terms of the main contract.

- Footpath maintenance and repairs of less than 25cm in diameter.
- Maintenance of bins and benches.

As such the contractor shall continue to rectify minor defects within the requirements of 1.4.2 of the specifications and shall provide to the Supervising Officer a full report of defects by 10am the following day.

Minor repairs are deemed as re-surfacing of paths of up to 2m x 2m, fence repairs such as the replacement of up to four panels or parts of panels, the reinstatement of straining wires and repairs to mesh, the replacement of bench slats and other similar repairs in terms of complexity and scale. All repairs undertaken within the terms of this Variation Order shall be outside of the requirements of the main contract. The Supervising Officer's decision shall be final and binding where clarification in terms of what is accepted as a minor repair is required.

The report of referred to above shall itemise all defects identifying the location and severity of defect in accordance with the table below and show the minor defects that have been rectified in accordance with 1.4.2 of the current contract in force. It will also provide a schedule of work for the rectification of all other minor defects. This schedule shall include a completion date and the estimated time to rectify the defect, together with a schedule of materials and costs that as required. All minor defects will be rectified within the timescales shown relating to the severity of the defect.

Type of Defect	Severity of defect	Timescale for rectification
Risk level A	Medium level of risk presented to the public or workforce as a result of the defect	Within 24 hours
Risk level B	Medium level of risk presented to the public or workforce or significant impact on the quality of service	Within three calendar days
Risk level C	Low level of risk presented to the public or workforce	Within seven calendar days

Adequate precautions to safeguard the public and workforce from risks associated with the defect will be taken until the defect is rectified. This will include the provision of fencing to restrict access to the defect and/or the de-commissioning of equipment.

In the event of a serious defect that has an immediate and serious impact on the safety of the public or staff the Supervising Officer or his/her representative will be notified immediately during office hours (8:30am to 5pm Monday to Friday) or as early as possible outside of these hours.

This specification requires the deployment of a full time member of staff and the associated transport for two days per week throughout the year. It is expected that the schedule of works from the inspections will not equate to the full employment of this operative As such the Supervising Officer and Contracts Manager shall agree a schedule of infrastructure maintenance or associated duties, that will provide additional value to the contract and to ensure that the operative is fully engaged.

Should the above service not be provided as a result of planned or unforeseen absence of the staff engaged to provide it a pro-rata reduction in the costs of the Variation Order shall be made.

Where work requires more than one operative to complete the Contractor shall advice the Supervising Officer who may:

Authorise for an operative to be released from the main contract to undertake the required work or

Commission this work to an alternative Contractor

All play inspections, repairs, installation or maintenance will be undertaken by a ROSPA (or equivalent) accredited Inspector.

The Contractor will be required to transfer the benefit of any guarantees from materials or supplies arising from all work undertaken (as a part of this Variation Order) and for a period of 12 months to be free of defects resultant from the standard of work completed.

All materials utilised to fulfil the requirements of this Variation order shall be reimbursed at cost plus 8%. Authorisation of the Supervising Officer shall be required for any material costs in excess of £400 for any individual repair and for expenditure for materials that exceeds £2000 in any calendar month.

18 Buildings (Cleaning and Opening of)

Maintenance of Buildings

General

The Contractor will price for the cleaning of pavilions/ changing rooms etc based on the average quantity shown in the Bill of Quantities. Should this figure rise or fall due to an increase or decrease in matches/ games, then, on proof produced by the Contractor, the Supervising Officer will issue a positive or negative variation order at the end of each Contract year to correct the difference.

For the purpose of this specification, the term “match/ game” will include officially booked training sessions.

ALL materials required to carry out this specification for the cleaning and opening of buildings will be supplied by the Contractor unless otherwise specified. COSHH data sheets will be supplied to the Supervising Officer for all cleaning products used. All cleaning products will be “Environmentally Friendly” where ever possible.

All buildings/changing rooms / toilets and showers will be cleaned after **EACH** match. Where another match or game is not booked for the same or following day, the Contractor may clean the buildings the day after the match/game. However, all changing rooms/buildings must be cleaned within 48 hours of the previous match or game. The Contractor should allow for the fact that matches/games are played at weekends and bank holidays as well as weekdays and evenings.

After each match/game, and following on the items specified in this section, the Contractor will complete a maintenance/defects sheet. This completed sheet will be handed to the Supervising Officer within 48 hours of each match/game.

At the time of booking, the Contractor will supply to each sports club using changing facilities, a defects report sheet (supplied to the Contractor by the Supervising Officer). If and when returned by clubs to the Contractor, the Contractor will hand these reports to the Supervising Officer within 48 hours.

The Contractor must ensure that all lights and heaters are switched off where applicable. Heaters will be switched on by the Contractor during periods of cold weather to heat up the changing facility and to prevent the risk of burst pipes.

The Contractor will be required from time to time to open facilities for meter readings, repairs etc, and to lock them again afterwards.

The Supervising Officer will have access to existing records of electricity and water use of pavilions and buildings and if they increase unreasonably the Contractor may be deemed to be responsible due to his/her failure to ensure all appliances are switched off and may be charged for the increased cost incurred.

The following operations will be carried out preceding/following the use of changing rooms, showers, public stands and kitchens:

18.1 Changing Rooms and Pavilion Areas

The floors of the building will be swept using a flagged fibre or other similar soft broom. Litter bins will be emptied, washed and relined. All other litter and debris lying on shelves or ledges must be removed, all arisings being taken to an agreed rubbish recycling /disposal point.

Any property found left in the buildings will be classed as lost property and will be stored by the Contractor at his/her depot for a minimum period of 6 months, or until claimed. All items will be clearly marked with the time found, location found, the most recent club to use the facility and the name of the operative that found the item.

Within the changing areas, corridors and other communal areas the following tasks must be carried out:-

All mud and other deposits will be cleaned from the walls using a solution of cleaning material approved by the Supervising Officer. Fresh solutions should be made up with hot water, where available, at the commencement of work and renewed as it becomes contaminated during the progress of work.

All doors, door handles and benches will be wiped down and all deposits removed, rinsed and dried as required.

Mirrors will be cleaned to remove all stains and to produce a clear reflection.

All floors will be cleaned using solutions of cleaning materials approved by the Supervising Officer. Fresh solutions should be made up with hot water where

available, at the commencement of work and renewed as required during the progress of work. At completion, excess water must have been removed from the floors.

All light bulbs will be checked to ensure that they are working. Any defective bulbs will be replaced by the Contractor. Only "Energy Efficient" light bulbs will be used.

On a monthly basis (last week of each month) all internal and external windows will be cleaned on both sides.

18.2 Toilets

Within toilet areas the following operations must be undertaken:

All toilets and urinals will be cleared of any blockages and litter, grid covers being lifted and cleared of hair and similar material.

Internal surfaces of toilets, including both sides of toilet seats, rims, etc and all surfaces of urinals must be treated and brushed to remove all stains, using solutions of cleaning materials approved by the Supervising Officer, the solution being left to act during the remainder of the cleaning operation.

All wash basins will be cleared of all solid debris and cleaned using cleaning materials approved by the Supervising Officer and the basins rinsed on completion.

All ledges, doors and walls (including tiled areas) will be wiped down using the solution of cleaning material approved by the Supervising Officer. Surfaces must be rinsed as appropriate.

The floor of the toilet will be mopped and rinsed using fresh solutions of disinfectant, as approved by the Supervising Officer.

Once floors have dried, the toilets and urinals will be rinsed or flushed to remove all traces of cleaning solutions.

Mirrors will be cleaned to remove all stains and produce a clear reflection.

New channel blocks must be placed in the urinals and grids replaced. At all times, there must be three whole or part channel blocks in each bay type urinal and one block or part block in each separate urinal. Other types of disinfectant must be approved by the Supervising Officer.

18.3 Showers

Within shower areas the following operations must be undertaken:

All grids will be lifted and cleared of any solid matter, hair etc.

The walls and all tiled areas will be cleansed using fresh solutions of cleaning material approved by the Supervising Officer. Work will proceed from the base

to the top of the shower unit, any obstinate dirt being worked vigorously so as to remove it.

The floor areas will be cleaned using mops, brushes or squeeze mops, using solutions of cleaning material approved by the Supervising Officer. Work will proceed from the lowest to the highest point in the shower rooms. In buildings with separate showers, each shower base will be treated individually and the floor then cleaned.

In showers fitted with curtains, these will be wiped down with clean solutions of material to remove all deposits. All pipes and control taps must be similarly wiped clean.

Having treated all surfaces and removed all debris, the whole area will be rinsed with fresh water and excess water removed and the facility left to dry.

All shower units will be run for a minimum of two minutes two times per week.

During the first full week of every month during the playing season(s) for that particular facility, the Contractor will carry out the descaling of all shower heads using an approved descaling product. The Contractor will carry out the operation according to the product's manufacturer's instructions, ensuring that the end result is that no scale remains. The Contractor will provide the Supervising Officer with a COSHH data sheet for the product(s) used. The Contractor will ensure that any residue from the product/descaling procedure is thoroughly removed prior to the showers being used.

18.4 Kitchens

Within kitchen areas the Contractor must undertake the following tasks:

All grime and dirt will be cleaned from shelves, work surfaces, ledges, tables, food preparation areas and walls using a solution of cleaning material approved by the Supervising Officer. Fresh solutions must be made up with hot water at the commencement of work and renewed as it becomes contaminated during the progress of work.

The cooker or any other kitchen apparatus will be thoroughly cleaned using a proprietary cleaning product approved by the Supervising Officer.

Waste bins must be emptied, washed and relined after it has been dried.

The floor will be thoroughly cleaned of all waste food and other debris and will be mopped using a solution of cleaning material approved by the Supervising Officer. The floor must be rinsed and all excess water removed.

NB. This specification applies to those pavilions containing kitchen areas as shown in the "Schedule of Areas".

Kitchens are located in the following pavilions.

- The Nevill
- Bayham
- Hawkenbury
- Cadogan
- Southwood Road

The Nevill

The Contractor shall undertake a deep clean of the entire kitchen area and cooker one week prior to Cricket Week.

18.5 Procedure for Locking and Unlocking of Facilities

At the time of booking, all clubs/individuals will be made aware, by the Contractor, of the procedures for the locking and unlocking of facilities.

All clubs who have regular use of changing room facilities will be supplied with key by the Contractor (keys will be supplied by the Supervising Officer). It will be the club's responsibility to ensure that the doors are kept locked during the match to avoid the risk of theft. When leaving the changing rooms after the match/game, the club will be responsible for leaving the doors locked, to reduce the risk of vandalism. This procedure must be written into the club's booking agreements, and must be monitored by the Contractor. If clubs do not leave facilities locked on departure, then the Contractor must take appropriate action. Within a maximum of two hours after a match or game, the Contractor will return to the facility and re-lock the main door locks.

19 Schedule of Rates Items

The schedules of rates will be applied where variations to specifications within the main contract cannot be applied. All variations that are the same in nature as the main contract items will be provided at the same cost pro rata as that priced for the main contract.

Where a task includes a number of different scheduled items the Supervising Officer may utilise the day works rates to cover the entire task at their discretion. When this is the case materials will be priced separately or provided by the Supervising Officer.

19.1 Supply and plant new shrubs, perennials and roses

All plants will conform to the relevant British standard and be true to the form of the species and cultivar. Root growth will fill a minimum of 75% of the container. The scale of top growth will be proportionate to that expected with the cultivar at this stage of development within the container size specified. Roses will have a minimum of three stems that are at least 1cm in diameter and 25cm in height.

19.1.2 Soil preparation

Soil will be cultivated to a minimum depth equivalent to the depth of the container plus 15% and be weed free. A soil conditioner approved by the Supervising Office will be dug in.

19.1.3 Planting

All plants will be planted to nursery depth and firmed in as to ensure they cannot be easily pulled out. Spacing will be appropriate to species and cultivar for optimum establishment.

19.1.4 After care

New plants will be maintained to ensure that they successfully establish and any that fail within 12 months of planting will be replaced and the costs borne by the contractor unless this is due to vandalism or theft.

19.2.1 Supply and spreading of mulch

19.2.2 Play bark

Details of the play bark will be supplied to the Supervising Officer for approval. Bark will be applied to the specified depth dependant on the critical fall height of the equipment that the bark will surround. The rate will include all operational costs including delivery and the provision of appropriate transport.

19.2.3 Shrub bed mulch

Details of the mushroom compost will be supplied to Supervising Officer for approval. Bark will be applied to a depth of 75mm unless otherwise specified. The rate will include all operational costs including delivery and the provision of appropriate transport.

19.2.4 Compost

Details of the compost will be supplied to Supervising Officer for approval. Compost will be applied as mulch or incorporated into the soil to the depth specified. The rate will include all operational costs including delivery and the provision of appropriate transport.

20 Day work rates

Day work rates shall be inclusive of all operational costs to supply an appropriately qualified horticultural operative. A full day will be 8 hours.

Where the day work rate includes transport this will include the provision of a vehicle that is appropriate for the work and up to a full sized pick up vehicle.

21 Removal of fly tipping and debris

The rate for fly tipping and debris removal will include all operational costs including the provision of appropriate transport and tipping costs.

22 Silt removal

The rate for the removal of silt will include all operational costs including the provision of appropriate transport and tipping costs unless it has been agreed that the silt can be disposed of on site, in which case the use of day work rates may be applied.