

Grounds and Arboricultural service Specification ISOS Dialogue	Final	16/07/2013	Author: Len Attrill
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Epping Forest District Council

**CONTRACT FOR THE PROVISION OF WASTE AND RECYCLING COLLECTION,
STREET CLEANSING, GROUNDS MAINTENANCE AND FLEET SERVICES**

Section Lot 2– Grounds and Arboricultural service Specification
(ISOS version 1.0)

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1. INTRODUCTION TO AND GENERAL REQUIREMENTS OF THE SPECIFICATION

Scope of Work

- 1.1 The Service includes the grounds maintenance of parks, open spaces, playing areas, sports grounds, housing estates, highway verges and cemeteries etc.
- 1.2 The maintenance regimes required by the Council broadly comprises: grass cutting, grass edging, maintenance of horticultural features, playground maintenance, planting of bedding plants and bulbs, weed control, collection and removal of litter, maintenance and marking of sports pitches, erection of equipment, renovation of grass areas, seeding and turfing, planting and cultivation of shrubs and roses, leaf clearing, weed killing, fertilising and top dressing, tree planting and including both low and high level maintenance, special events, ice and snow clearance, emergency work and natural habitat maintenance.

Programme of Work - Performance/Routine

- 1.3 Performance/Routine work shall be the type of work/task that is carried out on a regular basis and as such is completed by the Contractor to achieve the specified standards or frequencies. The Contractor shall be required to submit for approval an annual programme of work prior to the commencement of the Contract. The annual programme shall be further confirmed by the submission by the Contractor of a monthly programme of work to the Authorised Officer for approval. The Contractor shall make allowance for the inclusion of non-routine work within this monthly programme of work whenever possible.

Work Instruction - Non-routine

- 1.4 Non-routine work is the type of work that cannot be predicted and as such cannot be accurately programmed. In all instances, such work shall only be carried out by the Contractor under instruction from the Authorised Officer, and shall be commenced within the timescale set out below or as instructed by the Authorised Officer. Any instruction given orally shall be confirmed in writing by the Authorised Officer within 48 working hours.
 - a. Normal - within 5 working days and the Authorised Officer must be advised on the expected date of completion.
 - b. Urgent - within 24 hours and completed within 60 hours unless otherwise directed by the Authorised Officer.
 - c. Emergency - within 1 hour and completed by the end of the working day unless otherwise directed by the Authorised Officer.

Notification of Completed/Part-completed Work

- 1.5 The Contractor shall be required to submit, by hand or in electronic format, to the Authorised Officer on each Monday during the Contract Period a 'Notification of Completed/Part-Completed Work' for works carried out since the commencement date of the previous Notification. This Notification shall be in a format to be agreed

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with the Authorised Officer. Should the Contractor fail to submit Notifications on time, payments may be delayed.

Access

- 1.6 Site constraints with regard to access exist at some Locations and this prevents the use of large plant at some sites. It is the responsibility of the Contractor to ensure that he is aware of all access issues. No claims shall be admitted on the basis that access is inadequate or that other site constraints exist.
- 1.7 On occasion, the Contractor may be asked to carry out work to gardens that may only be accessed by passing through a building. In these instances, the use of alternatives to petrol-driven plant/equipment may be necessary.

Provision of Vehicles, Plant, Machinery and Materials

- 1.8 The Contractor shall, at all times during the Contract Period, provide and maintain in a condition commensurate with the proper performance of the Contract all such vehicles, plant, machinery and vehicles as are necessary for the proper performance of the works required by the Contract. The Authorised Officer reserves the right to prevent the Contractor from using vehicles, plant and machinery which he deems unsuitable. All plant and equipment shall be maintained in accordance with manufacturer's recommendations and appropriate legislation and the Contractor shall supply all relevant documentation to evidence to this.
- 1.9 The Contractor shall ensure that all vehicles and large plant used in the provision of the Service shall bear plainly the insignia of the Council and/or and wording. The design of all branding must be approved in advance by the Authorised Officer.
- 1.10 All vehicles and equipment must be operated in such a manner as to avoid obstructing any highway, footway or access and to avoid any danger to park users, children and tenants. The Contractor shall ensure that all operatives engaged in performing the Service do not park or drive any vehicle in areas that may be damaged by such action or areas where it is not generally intended that a vehicle should be driven or parked. The Contractor shall at all times comply, and ensure that his employees comply, with any instructions of the Authorised Officer with regard to the driving and parking of vehicles on any land or premises in performing the Service.
- 1.11 No vehicles or plant shall be left overnight at any Location without the express prior permission of the Authorised Officer.
- 1.12 Unless explicitly stated otherwise, all materials, chemicals, fertilisers, substances etc., referred to in this Specification shall be provided by the Contractor at his expense and approved by the Authorised Officer prior to use. All materials shall be stored and used in accordance with any regulations or legislation current or arising during the period of the Contract. The Contractor shall at all times have completed Control of Substances Hazardous to Health (COSHH), Hazard Information Sheets and assessments for all substances/materials, copies of which shall be provided to the Authorised Officer.
- 1.13 All materials/substances used shall be reduced to the lowest hazardous rating possible (in accordance with the COSHH Regulations 1999, or any amendments to this or other legislation during the period of the Contract). All materials/substances used shall wherever possible be environmentally friendly.

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- 1.14 The Council reserves the right for the Authorised Officer to take samples of materials being used by the Contractor for analysis. Should the results of the analysis be in contravention of the Contract, the Contractor shall bear the total costs of the analysis. The Council also reserves the right to require the Contractor to withdraw any material from use at any time during the Contract period for any bona fide reason, without thereby becoming liable to the Contractor for any loss thereby occasioned.
- 1.15 Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current, materials used or supplied by the Contractor and all workmanship of the Contractor's employees shall, as a minimum requirement, be in accordance with that Standard or with such other national standards of other Member States of the European Union or international standards recognised in Member States as offer equivalent guarantees of safety, reliability and fitness for purpose without prejudice to any higher standard required by the Contract.

Deliveries

- 1.16 The Contractor shall ensure that delivery and collection of equipment and materials necessary for the provision of the Service only takes place during the hours when the Contractor is required or permitted to be at any Location in connection with the performance of the Service. The Contractor shall make all necessary arrangements in connection with such deliveries and collections. Deliveries and collections at any other times may only take place with the consent of the Authorised Officer and shall be subject to any requirements that he may impose in relation thereto.

Facilities for Workers

- 1.17 The Contractor shall provide appropriate shelter, sanitary arrangements, protective clothing and equipment and first aid equipment for all workers employed in providing the Service.

Adverse Weather Conditions

- 1.18 In the event of adverse weather conditions preventing the completion of works specified, the Contractor may, with the prior consent of the Authorised Officer, modify his method of working and his facilities for operators during times of inclement weather.
- 1.19 No claims for additional payment shall be admitted on the basis that adverse weather conditions prevented the commencement and/or the completion of any routine or non-routine works.

Hours of Working

- 1.20 Normal working hours for grounds maintenance operations shall be 07:00 hours to 17:30 hours, and work may be undertaken between these hours on any day of the week. Work required on public holidays must be arranged with the express prior permission of the Authorised Officer.
- 1.21 Work shall only be undertaken outside of these hours with the express prior permission of the Authorised Officer, but use of machinery close to residential areas is not permitted before 08:00 hours or after 17:30 hours. The only exception to this

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shall be work of an emergency nature, designated and authorised by the Authorised Officer, and work required to be undertaken outside these hours by the Specification or Authorised Officer.

- 1.22 Hours of operation for managed property shall be 08:30 hours to 17:30 hours, and may be undertaken between these hours on any day excluding Sunday. Work will not usually be required on public holidays.
- 1.23 The Contractor's depot and offices shall be open during normal working hours, 07:00 to 17:30 Monday to Friday, excluding public holidays.

Emergency Work

- 1.24 The Contractor will be required to provide cover for a range of emergency work which may not necessarily be of a grounds maintenance or Tree management nature. Where this falls during the 'normal' hours of operations (Ref 1.20) the Authorised Officer may require the contractor to deploy all grounds staff to deal with the emergency. The Contractor shall only resume the scheduled work when it has been agreed with the Authorised Officer. The contractor shall submit to the Authorised Officer for approval, the intended plan to re-schedule any work which has not been completed or is effected by the emergency work. No claims for additional payment shall be admitted on the basis that emergency work prevented the commencement and/or the completion of any routine or non-routine works; this cost is to be included in the overall contract price.
- 1.25 Where the emergency work falls outside of the 'normal' hours of operations (Ref 1.20), the Contractor shall be paid for daywork and emergency/urgent work in accordance with Daywork Rates. The cover will be required 24 hours a day, 365 days a year. The Contractor shall provide the Authorised Officer with 24-hour emergency telephone numbers/contacts. Within 1 hour of call out to the site of an emergency, a competent Supervisor capable of assessing the extent of the problem shall attend the site. This person shall carry out and/or supervise such works as are necessary to resolve problems. Within 2 hours of initial call-out, skilled persons capable of carrying out work identified by the Supervisor shall be available on site to work with the Supervisor. The term "Supervisor" means a person skilled enough to assess emergency works required and to work alongside a team of skilled men/women or alone until emergency work has been carried out to a level where the emergency is solved. The foreman shall liaise with the Authorised Officer throughout the emergency to ensure the Authorised Officer is aware of all aspects of the problem.

Disturbances

- 1.26 Work shall be undertaken in such a manner so as to cause as little disturbance as possible to the users of facilities or areas at Contract Locations. The Contractor or his staff shall be required to co-operate with any Officer or any other official of the Council or having supervision over any establishment, facility or area at a Contract Location. Such co-operation shall not constitute an instruction or modification under the Contract by the Authorised Officer.

Procedure for Educational Establishments

- 1.27 Before undertaking any works at schools or other educational facilities, the Contractor shall be required to report to the head teacher or other responsible

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person, and to sign in as required both before commencing and immediately on completion of works.

- 1.28 A programme of work shall be submitted by the Contractor for each monthly period, detailing the work required to that establishment. The Contractor shall make every effort to maintain this programme and the dates therein. No additional payment will be made for lost time should the Contractor fail to meet the programme of work. Should access to the building be denied, a calling card must be left, identifying the workers and the tasks that need to be carried out.
- 1.29 This procedure shall be repeated on every occasion that the Contractor or his staff enter the establishment or its grounds, for whatever reason. Work shall be programmed so as not to interfere with the use of facilities and not to cause a disturbance to classroom activities.
- 1.30 Vehicles and plant shall only be permitted on education premises at times, and under such reasonable conditions, as agreed by the head teacher of the school, or other nominated person, to minimise any danger to schoolchildren.
- 1.31 In the event that the Contractor considers that a particular procedure for reporting and signing in is unreasonable at any educational establishment, the Contractor shall report the matter immediately to the Authorised Officer. The deliberation of the Authorised Officer as to the reasonableness of the procedure under consideration shall be final and binding.

Procedure for Social Care and Health Establishments and for Housing Establishments

- 1.32 Before undertaking works at homes, day centres or other facilities under the control of the Community Services, the Contractor or his staff shall report to the Officer in charge or his deputy before commencing and immediately on completion of works. This procedure shall be repeated on every occasion that the Contractor or his staff enter the establishment or its grounds, for whatever reason. Work shall be programmed so as not to interfere with the use of facilities and not to cause a disturbance to any users or activities.

Parks, Play Areas, Playing Fields and Recreational Open Space

- 1.33 The vast majority of users are people who enjoy the simple pleasures of walking, talking, sitting, reading, playing, relaxing or entertaining their children or families. It is therefore essential that the grounds maintenance operations do not intrude into their visual or aural enjoyment of the facilities. Therefore, other than in depot areas, the Contractor shall not park staff vehicles or contracting vehicles in parks, open spaces and managed properties and alternative provision must be made. A general programme of deliveries and collections of materials within parks may be allowed with the consent of the Authorised Officer. However, 'general standing' of vehicles whilst Contract work is undertaken will not be acceptable unless approved by the Authorised Officer.
- 1.34 Parks and open spaces are particularly attractive to children and juveniles and many of the facilities such as playgrounds, playing fields, and summer play schemes, tennis courts and kick-about areas are specifically provided for their needs. The Contractor shall arrange his operations in these areas outside the peak periods of use by children. In particular, holiday periods, weekends, lunch times and early

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evenings are busy periods for play facilities and the Contractor shall ensure that maintenance programmes and practices do not adversely affect the use of facilities.

- 1.35 The Council has made Byelaws, regulating the use of parks, playing fields and open spaces within the Contract Area. The Contractor shall be required to become familiar with the Bye-Laws as amended from time to time.

Reports

- 1.36 Where it is stated in the Specification that the Contractor is to produce a report, the format of any such report must be approved by the Authorised Officer and the report must be produced in duplicate; one copy shall be sent to the Authorised Officer within 5 working days, or any such period as outlined in the Specification, the other shall be retained by the Contractor for the duration of the Contract.

Disposal and Recycling of Waste and Arisings

- 1.37 The Contractor shall be responsible for the disposal of all the arisings from the horticulture and arboriculture works at the Contractor's own expense
- 1.38 The Contractor's attention is drawn to the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, and to the Control of Pollution Act 1989. Controlled waste is defined in those Regulations as "Household, industrial or commercial waste" and the Environmental protection Act (EPA) 1990
- 1.39 All Household Waste to be disposed of pursuant to the terms of the Contract is to be delivered by the Contractor to sites specified by the Waste Disposal Authority, and operated by that Authority's Waste Disposal Contractor or under direction of the Authorised Officer
- 1.40 All Clinical, Commercial or Industrial Waste to be disposed of pursuant to the terms of the Contract is to be delivered by the Contractor to a waste disposal contractor or collected by them, as agreed with the Authorised Officer. The current disposal site is: Heatherlands Ltd & Tamar Organics both located in Ongar, Essex.
- 1.41 The sites have an anticipated life in excess of the contract term at current levels of usage it is not anticipated that the Waste Disposal Authority will require the Council (and thus the Contractor) to use any site other than these during the Contract Period.
- 1.42 Tyres and Gas bottles are to be delivered for disposal by the Contractor to the site specified by the Waste Disposal Authority for this purpose, and operated by that Authority's Waste Disposal Contractor.

Temporary Storage of Waste Prior to Delivery for Disposal

- 1.43 The Contractor shall be responsible for the safe custody of all Waste arising as a consequence of his performance of the Services between the moment at which it is first collected/generated by the Contractor and the time at which it is finally delivered for disposal by the Contractor in accordance with the above arrangements.
- 1.44 Subject to his compliance with any specific requirements set out elsewhere in the Specification in regard to such matters, it shall be for the Contractor to determine the most appropriate means and methods of:

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- a. containing such Waste throughout the time during which it is in his custody, and
 - b. transporting all such Waste in a securely contained manner between the point at which it is first collected/generated by the Contractor and the relevant Waste Disposal Site (including for any transportation to and from any temporary storage point in the course of this journey).
- 1.45 In so doing the Contractor shall ensure that his arrangements comply with all relevant legal provisions relevant thereto, whether in the form of Statutes, Statutory Instruments, Orders, Regulations, Codes of Practice, Bylaws, Directives or the like (including any imposed upon the Council).
- 1.46 The Contractor shall be solely responsible for obtaining and retaining without Interruption all consents and licences which may be required or necessary in order that he may lawfully undertake his obligations under the Contract in relation to Waste (including any waste operator's or storage licence, transfer station, licence waste carrier's licence etc.).
- 1.47 All costs arising in consequence of the Contractor's compliance with the requirements of this paragraph shall be met by the Contractor, and he shall ensure that the All-in Rates tendered in the Bills of Quantities include for the same.

Costs of Disposal of Waste

- 1.48 At the present time Waste classified for the purposes of the Environmental Protection Act 1990 and the Controlled Waste Regulations 1992 as Clinical Waste, Commercial Waste or Industrial Waste will attract a charge for its disposal by a Waste Disposal Contractor.
- 1.49 It is the Council's view that the majority of the Waste arising in consequence of the Contractor's provision of these Lot 2 Services will be classified as Commercial Waste for the purposes of the Act and Regulations.
- 1.50 The Waste Disposal Authority do not (and are not entitled by law) to levy any charge upon the Council or the Contractor for the disposal of Waste arising as Litter under the terms of this Contract for waste generated by works on the public highway or relevant land, since such Waste is classified as Household Waste for the purposes of the Act and Regulations. However, this will only be the case if the Contractor ensures that such Waste is segregated from all other Waste, and if it is delivered for disposal in the same manner.
- 1.51 In order to take account of the above:
- a. the Contractor shall ensure that that any Waste classified as Household Waste for the purposes of the Environmental Protection Act 1990 and the Controlled Waste Regulations 1992 is segregated from all other Waste at the time of collection/generation, and that it is delivered for disposal in the same manner and in accordance with the requirements of Epping Forest District Council in relation to the disposal of such Waste;
 - b. the Contractor shall ensure that that any Waste classified as either Clinical Waste, Commercial Waste including horticultural or Industrial Waste for the purposes of the said Act and Regulations is segregated from any Household Waste and delivered for disposal in a manner appropriate to its classification,

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and in accordance with the requirements of relevant legislation in relation to the disposal of such Waste;

- c. the Contractor shall be responsible for meeting any and all costs, charges, taxes and other sums which may become due during the Contract Period in relation to the disposal of any Waste classified as either Clinical Waste, Commercial Waste or Industrial Waste for the purposes of the said Act and Regulations;
- d. the All-in Rates tendered by the Contractor in the Bills of Quantities shall include both for the cost of delivering for disposal all Waste arising in the course of the provision of the Services, and (where required by law) for meeting all costs, charges, taxes and other sums payable to third parties in respect of such disposal.

- 1.52 In the event that, during the term of the Contract, the Waste Disposal Authority or a Waste Disposal Contractor shall become entitled or required to levy a charge in respect of the disposal of any Waste for which no such charge was payable on the Commencement Date, any such charge shall be met by the Council. If this occurs the Contractor shall take such steps as may from time-to-time be required by the Authorised Officer to enable the accurate calculation of any charges levied by the Waste Disposal Authority for the disposal of such Waste, and shall provide to the Authorised Officer any information which may, in the opinion of the Authorised Officer, be required to support or verify such charges.

Prohibition on Contractor Fly-Tipping

- 1.53 The Contractor shall ensure that no Waste arising as a consequence of the Contractor's provision of the Services, or for which the Contractor is otherwise responsible, is deposited or dumped either in whole or in part on any land, street or premises whatsoever inside or outside the boundaries of the District, save by way of lawful disposal in accordance with the requirements of the Contract.
- 1.54 The Contractor shall make his operatives (including those of his sub-contractors) fully aware that dumping or fly-tipping in any form or place is strictly prohibited and would render the Contractor and any other person responsible therefore liable to prosecution.
- 1.55 In the event that the Authorised Officer is reasonably satisfied that any such Waste has been deposited or dumped contrary to the prohibition contained above, he may require the Contractor to collect and dispose of the same in accordance with the requirements of the Contract at no cost to the Council.
- 1.56 The Contractor shall not dispose of any Waste arising as a consequence of his provision of the Services, or for which the Contractor is otherwise responsible, save in accordance with the provisions of this Section of the Specification.

Treatment of Blood Products and Dealing with Sharps

- 1.57 In the course of undertaking the Services the Contractor's operatives may find blood products and/or sharps. In such an event they are required to notify the Authorised officer who will arrange for the safe collection and disposal.

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Recycling of Compostable Waste

- 1.58 In order to give effect to the Council's Environmental Strategy the Council wishes the Contractor to commence the recycling of the compostable Waste arising in the course of provision of the Services.
- 1.59 The Council is committed to the provision of a Service that adopts good practice in terms of environmental sustainability. The Contractor shall therefore be required to make every effort to reuse (e.g. the use of wood chippings produced in the parks either as plant mulch or as surfacing for paths) or recycle green waste arisings.
- 1.60 The Contractor shall, wherever possible, segregate green waste that cannot be reused directly from non-green waste to facilitate the recycling of all remaining green compostable material.
- 1.61 The Contractor shall keep green Waste arising from all the maintenance activities within this Specification separate from other non-organic Wastes, contain it and then deliver it to a suitable site provided by the Contractor for composting. The provision of such a site shall be entirely at the Contractor's expense.

Environmental Issues Regarding Waste, Arisings and Recycled Material

- 1.62 The Contractor shall provide the Authorised Officer prior to the Commencement Date details of his recycling and/or reclamation initiatives which shall comply with all the requirements of the paragraphs on waste disposal, green waste and compost/mulch provision, and with the Council's Environmental Strategy, a copy of which shall have been provided to the Contractor by the Authorised Officer. Such details or any amendments thereto, shall be approved by the Authorised Officer in his absolute discretion prior to the commencement of any work or the provision of the Service under this Contract, or prior to any work undertaken pursuant to the Contractor's recycling and/or reclamation initiatives as appropriate.
- 1.63 The Contractor shall, upon receipt of instructions by the Authorised Officer, submit details of any changes or modifications to his recycling and/or reclamation initiatives that may be required to ensure that such initiatives meet the requirements of the Council's Environmental Strategy.
- 1.64 The Contractor shall provide to the Authorised Officer, monthly, quarterly, and annual, statistical information relating to the quantities, the nature of the recycled and/or reclaimed materials and the locations of end use relating to all waste materials, compost and mulch arising from the provision of the Service.

Use of Fires

- 1.65 The use of fire in order to dispose of Waste will not be allowed under any circumstances.

Barriers, Traffic Signs, etc.

- 1.66 The Contractor shall provide all necessary barriers, traffic and footway signs and lighting for the proper protection of his workers, Council staff, members of the public and users of any facility during the progress of the works, in accordance with the

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relevant recommendations of the Road Traffic Act 1980, and of any other Acts or Regulations pertaining to such protection.

Excavations

- 1.67 The Contractor shall obtain all necessary service location plans for underground services before undertaking work involving excavations and shall obtain prior approval for such excavations from all relevant service companies. The Contractor shall be responsible for verification of all service plans and for any costs or damage relating to services as the result of excavation works.

References to Months

- 1.68 Whenever a period of time is stated by reference to month or months, such periods shall include all months in that period, unless specified otherwise. If any part of the Service is required to be performed in any specific month, or during any period of time (e.g. between March to May), such work shall be performed in that month/period in each year of the Contract Period, unless specified otherwise.

Water Supplies

- 1.69 The Contractor shall make his own provision to obtain adequate water supplies for all water which is required in the provision of any of the Services required by this Specification. The Contractor shall note that at certain Locations the Council may allow the use of its own water supplies for which an appropriate charge shall be levied. The Contractor shall always obtain the Authorised Officer's permission in writing prior to using any such water supplies.

Damage Caused During the Performance of the Service

- 1.70 If the Contractor, when performing the Service, causes any damage or loss to any property whatever, whether directly or indirectly, he shall at his own expense repair, replace or compensate with respect to such damage as required by the Authorised Officer in his absolute discretion. Without prejudice to the generality of the above, 'property' shall include, but not be limited to, grass, trees, hedges, roses, shrubs and any other plants whatsoever and 'damage' shall include, but not be limited to, death, failure or disease of property.

Lost Property

- 1.71 Any item of property not considered to be Waste found by the Contractor or any Staff shall be handed in to the nearest Police Station (after first reporting it to the Authorised Officer) within twelve hours of being found.
- 1.72 The Contractor shall ensure that a record is kept of all items of property found and showing details of the location of the find, the nature of the property and the police station to which it was taken and any relevant police report number or police officer's number. Such record shall be made available to the Authorised Officer within twenty four hours of a request for such information.

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2. GRASS CUTTING AND MAINTENANCE

General

- 2.1 This subsection shall apply to all areas of grass cutting as shown in the Contract Maps (to be supplied). The Contractor shall note the Contract Area contains grass areas to include for general amenity (including highway verges), high amenity, rough cut, housing areas, conservation areas, cemeteries and fine turf etc.
- 2.2 This General Specification section is common to all grass cutting operations and the Contractor shall make due allowance for compliance with such general conditions within the Bills of Quantities tender prices for every type of grass cutting being undertaken.

Establishment of Standards

- 2.3 The standards required shall be established by setting out one or more or a combination of the following:-
- Minimum height of grass after cutting and maximum height of growth allowed.
 - Type of grass cutting machine.
 - Indicative frequency of cutting.

Minimum Height of Grass after Cutting and Maximum Height before Cutting

- 2.4 The height of cut or minimum height of cut is determined to be the height of the cutting blades of the appropriate machine above a true level surface. In determining the height of cut, all rollers/skids will be clean and free from mud and build-up of cuttings.
- 2.5 Maximum height is determined to be the maximum height of 90% of the grass or vegetation which is of a non-woody nature in any one Location within the Contract Area.
- 2.6 Grass shall be cut as many times as necessary to meet the performance standards set out in the clauses of this section.
- 2.7 The indicative number of cuts is a guideline to the minimum number required to meet the performance standards.

General Requirements

- 2.8 The Contractor shall, prior to the commencement of each and every grass cutting operation, inspect all areas to be cut and shall remove all litter, refuse, abandoned Waste and all other items and objects which may cause damage, injury, nuisance to others, or leave an unsightly appearance. All such Waste materials shall be collected and removed from site for proper disposal.
- 2.9 The Contractor shall, at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, to the manufacturer's recommendations so as to produce a true and even cut. Any

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damage to grassed areas from lack of such maintenance or by improper use of the machinery by the Contractor shall be made good by the Contractor at his own cost.

- 2.10 The Contractor shall, at all times during the period of the Contract, ensure that machines are properly guarded and maintained so as to present no danger to the operator or any person in the vicinity of the operations. The Contractor shall provide his workers with all the relevant safety equipment (boots, reflective vests etc.) in accordance with the requirements of the Contract Conditions and shall ensure that his workers use these at all times. At no time shall machines or fuel be left unattended on site.
- 2.11 During the period of the Contract, no growth regulators of any form shall be applied to any grassed area.
- 2.12 The Contractor shall at all times be aware of the prevailing weather conditions and adjust his programme accordingly. The Contractor shall inform the Authorised Officer immediately of any changes to the grass cutting programme and must seek the Authorised Officer's approval for such changes.
- 2.13 During periods when ground conditions are so wet as to prevent grass cutting occurring without causing damage to the surface or levels of the ground, or producing divots, the Contractor shall immediately both cease his grass cutting operations and notify the Authorised Officer of his actions. The Contractor shall resume work as soon as conditions permit and notify the Authorised Officer of his intended plan to re-schedule any work which has not been completed, which the Authorised Officer must approve.
- 2.14 During periods of drought conditions the Contractor shall raise the height of cut to assist the grass sward to survive such dry periods. The adjusted height of cut must be agreed in writing by the Authorised Officer. Upon cessation of the drought conditions, the normal specified height of cut relevant to an area of grass shall be resumed. In the event that drought conditions persist, the Authorised Officer may instruct that grass cutting operations be suspended and may require the omission of a scheduled cut or cuts.
- 2.15 Should the Contractor cause damage to the surface or levels of the ground, create divots, scalp grass or cause damage to any trees, shrubs, plants or other property during grass cutting operations, the Contractor shall repair and reinstate at his own expense such damage within the time specified by the Authorised Officer and to his satisfaction.
- 2.16 Grass cutting shall be undertaken in such a manner as to cut to the full extent of the grassed areas detailed in the Contract Maps. No part of the grassed area is to be left uncut, unless specified otherwise. Where grassed areas adjoin fixed obstructions, or where edges of grassed areas adjoin a fixed obstruction, such as a wall, lamp post, tree and both sides of fences, grass cutting shall be carried out to the same standard as the surrounding area, and all lateral growths shall be removed at the same time. Extreme care shall be taken when cutting around tree bases to avoid damage to tree or plant material. If any damage occurs, the Contractor shall at his own expense replace any tree or plant damaged with a similar tree or plant species.
- 2.17 Moveable obstructions shall be removed to facilitate cutting and replaced before the Contractor leaves the site. The Contractor shall revisit any grassed area to cut any

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grass previously omitted due to parked vehicles, or other temporary obstruction, on the grassed area under consideration within 24 hours.

- 2.18 The use of chemical treatment around the base of trees may be considered as an alternative to strimming, subject to the express prior approval of the Authorised Officer. The Contractor shall note that such approval may be revoked if agreed spray band widths are exceeded by the Contractor.
- 2.19 The Contractor must ensure that the timing of all grass cutting operations is such that the cutting precedes the marking of any sports facility where the markings could be disturbed by the passage of the machinery used.
- 2.20 In certain areas, flowering bulbs have been or may be planted, or have become naturalised, and in such areas the Contractor shall not cut the grass until a minimum period of 6 weeks has elapsed after completion of flowering (refer to table 1 Cat 8). Grass cutting of these areas must be approved in advance by the Authorised Officer. Similarly, areas shall not be left uncut for more than 8 weeks after flowering has completed. The Contractor shall cut such areas in order to return and maintain them to the standard as found in the surrounding area. The cuttings shall be removed for proper disposal in accordance with Paragraph 1.36 above, or for reclamation/recycling as approved by the Authorised Officer.
- 2.21 The Contractor shall make provision to gain access to all areas as specified in the Contract Maps. If fencing is removed, it must be replaced in a secure and proper fashion to the satisfaction of the Authorised Officer on each and every occasion that the Contractor leaves the site.
- 2.22 The Contractor shall be aware some locations can only be accessed through restricted entrances or gates. The Contractor shall ensure gates are closed, and locked where applicable, upon completion of any grass cutting operation on each and every occasion. No claims for additional payment by the Contractor shall be admitted on the basis that access is inadequate or other site constraints exist.
- 2.23 All grass must be cut cleanly and evenly to the heights specified, without damaging the surface. Soft vegetative growth within a grass sward shall be deemed to be part of that area and shall be treated the same.
- 2.24 The Contractor must complete one area of grass before moving onto the next.
- 2.25 The sward types in the Contract Area are indicated in the Bills of Quantities. The Contractor shall satisfy himself as to the accuracy of the measurements of the sward types.
- 2.26 During the course of grass cutting operations, it may be necessary to instigate traffic management operations. The Contractor shall ensure that the traffic flow shall not be affected before the hours of 09:30 hours and after 16:00 hours on any weekday.
- 2.27 If, in the opinion of the Authorised Officer, a poor quality of cut has been achieved after the first pass of the mower during any grass cutting operation, further cuts shall be made at the Contractor's expense with a more appropriate or fully sharpened machine until the finish is approved by the Authorised Officer.
- 2.28 Grass clippings may be left in situ, except where specified to box off and dispose, but in any event shall be evenly distributed over the surface area and piles of such clippings must not exceed 10 mm in depth. If clippings exceed this measurement,

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they must all be removed immediately from site for proper disposal in accordance with Paragraph 1.36 above for reclamation/recycling as approved by Authorised Officer.

- 2.29 Grass clippings falling on paths, drives, roads or other hard surfaces must be swept or blown from the surface immediately after the grass is cut and either removed from site for proper disposal or dispersed evenly over the grass surface area.
- 2.30 Throughout the period of the Contract, the Council may plant trees, shrubs, whips etc. in grassed areas and the Contractor shall make due allowance for attending the surrounds of such obstacles.

Grass Edging (Half-Moon/Mechanical Edging)

- 2.31 Where edges of grassed areas adjoin kerbs, or other hard areas, these shall be trimmed using an appropriate machine or a half-moon edging iron or similar during the period January/February/March. The minimum material shall be removed to produce a clean edge or true curve.
- 2.32 During the course of trimming the grass edges, in certain areas, other vegetative growth can also be found to be present. The Contractor shall remove any of this additional growth within 30cm of the trimmed edge.
- 2.33 All resultant Waste material from the above operations shall be collected immediately on completion of the operation, or at the end of the relevant working day, whichever is the earlier, and removed for proper disposal or for reclamation/recycling as approved by the Authorised Officer.

Grass Reinstatement

- 2.34 The Contractor shall be required to carry out grass reinstatements on instruction from the Authorised Officer, generally following work carried out by the Council's agents and/or public utilities. Such reinstatements shall be carried out using either of the methods prescribed in this subsection, as directed by the Authorised Officer. The Contractor shall be paid for grass reinstatement in accordance with the Schedule of Rates.

General Seeding

- 2.35 On receipt of instructions from the Authorised Officer, the Contractor shall provide appropriate materials approved by the Authorised Officer and, within five working days, shall undertake the following sequence of operations:-
- a) Cultivate the area to be seeded to a depth of 120 mm using machines or hand tools as necessary.
 - b) Infill any low areas using approved topsoil to the Specification contained within Appendix B, or suitable reclaimed/recycled topsoil as approved by the Authorised Officer. Such approved topsoil shall be levelled to marry in to the existing surface and any stones, weeds, roots and other deleterious material over 25mm in diameter shall be removed.
 - c) Apply to the area a granular pre-seed fertiliser (NPK 10.15.10), to be approved by the Authorised Officer, at the rate of 70g per m².

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- d Apply grass seed to the whole of the area at a rate of between 25g and 50g per m², lightly rake and roll the area to incorporate the seed into the soil. The grass seed mix utilised by the Contractor shall be in accordance with Appendix B of this Specification.

General Turfing

- 2.36 The Contractor shall carry out all works described in this paragraph in accordance with latest edition of British Standard 4428 'General Landscaping' and, on receipt of instructions from the Authorised Officer, shall carry out the following sequence of operations:-
- a) Cultivate the area to a depth of 120 mm by the use of hand tools as necessary and apply an approved pre-turfing fertiliser.
 - b) Infill any low areas using approved topsoil to the Specification contained within Appendix B, or suitable reclaimed/recycled topsoil as approved by the Authorised Officer, removing stones, weeds, roots and other deleterious material over 25 mm in diameter.
 - c) Supply and lay turf approved by the Authorised Officer. Turf shall be laid on the prepared bed and firmed into position in consecutive rows in a stretcher bonded pattern, closely butted. Any irregularities must be corrected by adjustment of the soil levels and not by the beating or rolling of the turf.
- 2.37 The Contractor shall be responsible for the upkeep of the reinstated areas until the full establishment of the turf has occurred. Any yellowing, die-back or failed areas shall be replaced or re-seeded by the Contractor, at his own expense until the sward has reached a uniform, healthy appearance to the satisfaction of the Authorised Officer.

Grass Cutting Schedules

- 2.38 The edging of grass around beds and borders, paths, hard standing etc. **is included** as part of the grass cutting operation.
- 2.39 Cutting and treatment regimes shall be appropriate to the type of grass area being treated. For the purpose of this Specification, grass areas are therefore defined in accordance with the following performance standards and minimum/maximum heights that shall be maintained in Table 1 below:

Table 1.

Grass Cutting Category	Description	Frequency	Mowing Period	Height of Cut	Method of Operation
Category 1	Urban areas general	2 weekly	Mar - Oct	25 - 30mm	Cylinder
Category 2	Prestige e.g. sheltered housing	Weekly	Mar - Oct	20 - 25mm	Cylinder/rotary Box collect
Category 3	H/way verge – urban/rural	3 x per year	April, June & Oct	75mm max	Flail/rotary
Category 4	H/way verge - urban/rural	6 x per year	April, May, June July, Sept & Oct	75mm max	
Category 5	Grass within Cemetery A	Weekly	March - Oct	25 - 30mm	Cylinder/rotary – Initial 4 cuts to be box collected.
Category 6	Banked grass	As per adjacent grass e.g. 6 as 1	As per adjacent grass	As per adjacent grass	e.g. Bank-mower/Strim
Category 7	Sides of ditches	3 x per year	April, June & Oct	100mm max	Flail/Strim
Category 8	Spring bulb areas	Following clearance of bulb vegetation, area cut as per adjacent grass e.g. 8 as 1	Bulb clearance May/June (as directed)	As per adjacent grass	Flail/Strim & collection of arisings
Category 9	Temporary verge reinstatements e.g. utility works	As per adjacent grass e.g. 9 as 1	As per adjacent grass	As per adjacent grass	As required e.g. strim
Category 10	urban/rural	2 x per year	June & Oct	75mm max	Flail/rotary
Category 11	Rough areas e.g. verge/scrub. 1.2m width of cut adjacent to h/way. Face-back overhanging vegetation/hedgerow	1 x per year	Sept	Ground level	As required e.g. Flail. Removal of arisings
Category 12	Cricket Outfields	As per Cat 1 but weekly during playing season (April – Sept)	Mar - Oct	25 - 30mm	Cylinder-Turf tyres
Category 13	Football Pitches	2 weekly	Mar - Oct	25 - 30mm	Cylinder -Turf tyres
Category 14	Grass within	Weekly	March - Oct	25 - 30mm	Cylinder/rotary – To

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	Cemetery B				include 8 boxed cuts as directed
Category 15	Grass within Cemetery C	Weekly	March - Oct	25 - 30mm	Cylinder/rotary – Initial 4 cuts to be box collected.
Category 16	Rugby Pitches	As per Cat 1	March - Oct	25 - 30mm general – 75-100mm during playing season (Sept April)	Cylinder/rotary-Turf tyres
Category 17	Not in contract				
Category 18	Running Track 400m	Weekly	March - Oct	25mm max	Cylinder -Turf tyres
Category 19	Airfield	2 weekly	March - Oct	50 – 75mm	Flail/rotary-Turf tyres
Category 20	urban/rural	1 x per year	Oct	75mm max	Flail/rotary
Litter Clearance					
All grass Categories 1-20	Litter picking to be undertaken on all grass areas prior to each scheduled mowing visit and 4-wkly outside of these periods to Grade A Standard				

- 2.40 General amenity areas that provide recreation use and can be marked out and used for organised sport. Such areas must be cut with cylinder mowers, which can be multi-unit ride-on-type mowers or tractor-mounted gang units; cylinders must be fitted with 4 to 6 cutting blades, giving between 27 and 36 cuts per linear metre.
- 2.41 High amenity areas are lawns and grass areas around flower and shrub beds forming visual garden amenities. Such areas shall be cut with either a cylinder mower fitted with 6 or more cutting blades, giving a minimum of 70 cuts per linear metre, front and rear rollers and box set to give a precise clear cut and a smooth even finish free from ribbing. The Contractor shall collect, remove and dispose of arisings and leave in a neat and tidy condition.
- 2.42 Rough cut areas comprise grass that is within dog exercise areas, and amongst densely planted tree and shrub areas.
- 2.43 Conservation areas are areas of ecological importance where the natural flora and fauna are encouraged and protected. These include habitat grassland, wildflower meadows and ancient and wet woodlands. Such areas shall be cut as directed by the Authorised Officer and on each occasion all arisings shall be collected and disposed of.
- 2.44 Housing areas are areas that are adjacent to highways or surrounding housing estates and other buildings which are likely to include pedestrian and vehicular access ways within the curtilage of the area. Such areas shall be cut with an open-cylinder or rotary-type mower.
- 2.45 Highway grass comprises areas of grass bordering public highways. Such areas shall be cut with an open-cylinder, rotary-type mower or flail-type mowers.

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Other Grass Maintenance Schedules

Half-Moon/Mechanical Edging

- 2.46 The Contractor shall trim or reform edge of grass area adjacent to hard surface, road, pavements and fence lines with half-moon/mechanical edging tool to a straight line or curve once in the period January-March each year.

Maintenance of Channels

- 2.47 The Contractor shall maintain all channels around grassed areas in a clean and weed-free condition at all times. Annual weeds shall be removed by hoeing and perennial weeds with a border fork. Upon completion, all weeds, litter, leaves, debris etc. shall be removed for proper disposal leaving the soil surface level and clean.

Turf Care Schedules

Scarifying

(Schedule of Rates Item)

- 2.48 The Contractor shall scarify grass to remove any build-up of dead grass, thatch, weed and moss infestation. Scarification must be completed prior to a scheduled mowing and be undertaken in two passes, with the second pass being 60 degrees to the first. The raking depth must not exceed 3mm. Arisings must be box collected and disposed of.

Aeration

(Schedule of Rates Item)

- 2.49 The Contractor shall aerate grass by spiking or slitting to a depth of 100mm. Where hollow tines are used, cores must be immediately collected and disposed of. The Contractor shall ensure that all tines are correctly set and shall take into account the effect of the topography and will be responsible for immediately repairing any damage due to his negligence.

Self-Propelled Rolling

(Schedule of Rates Item)

- 2.50 Rolling shall be undertaken in an even number of passes over the whole area, ensuring minimum overlap between passes at a speed not to exceed 3km/hour. Roller weight shall be 100kg.

Chain Harrow

(Schedule of Rates Item)

- 2.51 The Contractor shall chain harrow with a light flexible harrow towed behind a tractor or turf truck at a speed not to exceed 7.5km/hour.

Fertilising Schedules

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Fertilise Turf by Hand
(Schedule of Rates Item)

- 2.52 The Contractor shall fertilise turf with a pedestrian hand-operated Cyclone-type spreader to ensure an even spread of application. Unless otherwise directed by the Authorised Officer, application rates shall be in accordance with the manufacturer's instructions and recommendations. Where there is no rainfall within 5 days, the Contractor shall irrigate the treated area.

Grass Reinstatement Schedules

Grass Seeding
(Schedule of Rates Item)

- 2.53 The Contractor shall include within his rates for the supply of materials and grass seed.
- 2.54 The Contractor shall sow grass seed in accordance with the general specification to include initial ground preparation, application of an approved pre-seeding fertiliser, final cultivation and maintenance.

Turfing
(Schedule of Rates Item)

- 2.55 The Contractor shall include within his rates for the supply of turf and materials.
- 2.56 The Contractor shall lay turf in accordance with the general specification to include initial ground preparation, fertiliser application, turf laying and maintenance.

Hand/Sprinkler Irrigation
(Schedule of Rates Item)

- 2.57 The Contractor shall include within his tender for the provision of all equipment including hose pipes, stand pipes, bowsers and sprinklers and for connection, disconnection and for collecting and transporting by bowser. The Contractor shall at all times ensure that all hose pipes, sprinklers etc. are kept in a neat and tidy condition to minimise any interference to the public. The Contractor shall irrigate to moisten the soil to a minimum depth of 50mm, unless otherwise directed. The Contractor shall include for moving sprinklers around the designated area to be watered.

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3. SPORTS FACILITIES

General

3.1 Sports facilities to be maintained are:-

- Football;
- Rugby;
- Outdoor Courts - Hard Surfaces for Tennis, Basketball;
- Multi-use Games Areas;
- Running Tracks/Athletics

Playing Fixtures

3.2 The Council will furnish the Contractor with details of fixtures and schedules for sports facilities at the start of each week, or where possible before the start of each playing season.

3.3 The Contractor shall be given as much notification by the Authorised Officer as possible regarding match fixtures, cancellations and other requirements. However, there may be occasions when this shall be at short notice and the Contractor shall make allowance to respond to this within his programme of work.

3.4 The Council will notify the Contractor of each special sport event and other special events held on sports or recreational areas in a separate monthly update.

Cancellations

3.5 When weather conditions dictate, and when damage from play is likely to exceed the recuperation rate, the Council shall be responsible for deciding whether a sports facility is fit for play.

Sports Equipment

3.6 At the start of the Contract, the Council will provide for each location a complete set of sports equipment; for example, football and rugby goal posts, tennis nets etc.

3.7 The Contractor shall provide a secure store for sports equipment for the whole period it is not in use.

3.8 Sports equipment must be maintained in safe and good working order. The Contractor shall inspect equipment and repair any damage before it is next used. Sports equipment must be maintained to the issued standard.

3.9 Sports equipment damaged and worn beyond repair shall be returned to store for replacement.

3.10 Replacement sports equipment shall be supplied by the Council, except where the Specification requires the Contractor to maintain a stock of replacement equipment.

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Senior Football, Mini Soccer, and Rugby Pitches

General

- 3.11 (The term football includes: Mini Soccer). The football and rugby seasons commences at the beginning of August and ends mid-May.
- 3.12 Should severe adverse weather conditions cause considerable disruption and cancellation of matches throughout the winter, then the season may be extended to allow teams to complete their fixtures.
- 3.13 Mid-week matches may be played on Tuesdays, Wednesdays and Thursdays during August/September and March/April, depending on day length.
- 3.14 For information approximately 700 matches may be played each season.
- 3.15 Pitches must be kept in a state of readiness for playing throughout the season

Marking Out

- 3.16 Prior to the commencement of the relevant playing season, the Contractor shall visit each location where sports facilities are identified in the plans and confirm with the Authorised Officer the exact locations of each pitch or facility to be marked out. These locations must be submitted for approval prior to the marking of any sports facility.
- 3.17 Sports facilities shall be marked and made ready for use for the commencement of each respective sports season.
- 3.18 Marking out of additional new facilities, or changes to existing facilities, mid-season may be required, and shall only be carried out upon instructions from the Authorised Officer and payment for this additional work shall be made in accordance with Daywork Rates.
- 3.19 All markings shall be carried out in accordance with the requirements of the appropriate sports governing body, and sizes must be submitted to and approved by the Authorised Officer. All angles and lengths shall be true and lines straight, allowing for the variance for lanes and staggers specific to athletics tracks. All grass to be cut prior to marking.
- 3.20 The Contractor shall, in relation to all marking operations, comply with the following procedures and requirements:-
 - a) All marking compounds intended to be used by the Contractor must be approved by the Authorised Officer. The use of fixing agents must be approved by the Authorised Officer and shall not include any form of herbicide/pesticide, lime, creosote or any other form of toxic substance.
 - b) The Contractor shall conform to manufacturers' instructions with regard to mixing of marking compounds and shall take all precautions to prevent spillage during preparation and during the marking operation.
 - c) If, after marking, markings are eradicated for whatever reason, the Contractor shall at his own expense re-mark facilities.

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- d) The required minimum standard of markings shall be that all lines shall be clearly visible to the Authorised Officer at a minimum distance of 30 metres.
- 3.21 Grass shall be cut as necessary prior to marking operations to ensure that all lines are clearly visible. The areas to be marked shall be essentially free of grass cuttings and the Contractor shall utilise box mowers. All clippings shall be removed immediately from site for proper disposal.
- 3.22 The Contractor shall ensure that, prior to each game, match or other sports activities, any such markings are clearly visible, in accordance with the requirements of the specified sport's relevant governing body.
- 3.23 If, in the opinion of the Authorised Officer, any such markings do not meet the required minimum standard, the Contractor shall undertake any remedial works necessary, at his own expense. Any such remedial work shall be undertaken by the Contractor immediately prior to any scheduled game or match of which the Contractor has been informed.
- 3.24 The Contractor shall have due regard to the required standard for marking out of sports and athletic facilities and is to determine the frequency of marking necessary in order to meet these criteria..
- 3.25 The Contractor shall undertake additional markings as required in order to meet and maintain the required standards.
- 3.26 The Contractor shall also have due regard to site conditions when carrying out this activity and time his operations accordingly so as not to interfere with any games, matches or other activities taking place.

(Indicative number of operations per football and rugby pitch a year is a minimum of 38)

Goal Posts and Sockets

- 3.27 The Contractor shall note the specific requirements of the relevant Football Association and Rugby Football Union guidance relating to inspection/maintaining/installing and checking posts. All posts assigned to a specific location shall remain at that location for the duration of their lifespan, unless instructed by the Authorised Officer.
- 3.28 Goal posts, crossbars and sockets will be provided by the Council at the commencement of the Contract. The Contractor shall then be responsible for the erection and maintenance of these items, in accordance with the guidance from the relevant football Association and the Rugby Football Union, including such items such as net hooks.
- 3.29 At the commencement of the Contract, the Council shall provide stock levels of football and rugby posts and sockets. These stock levels allow the Contractor to take immediate action to replace equipment that is beyond economic repair.
- 3.30 The Contractor shall draw from this stock and will inform the Authorised Officer when stock levels fall to the minimum levels. Following instruction from the Authorised Officer the Contractor shall be required to organise re-ordering of items to ensure

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that adequate stock is available at all times. The Council will be responsible for the cost of stocks purchased.

- 3.31 The Council will supply sets of football nets direct to football clubs at the start of the season, and it will be the clubs' responsibilities to erect and dismantle nets before and after games.
- 3.32 The Contractor shall, within three working days of the commencement of the playing season for football and rugby, erect goal posts. Prior to erection, these posts must be wire-brushed or sanded to remove any rust or decay, brushed and painted with a primer, undercoat and gloss coat of paint by the Contractor.
- 3.33 In the event of any goal equipment being vandalised, damaged or stolen, the Contractor shall repair or replace such posts as appropriate in advance of any match that is to be played on the site affected. The Council will pay for replacements to vandalised and stolen goal posts and for damage caused by third parties. Repairs and installation of replacements by the Contractor will be from the Sports Facilities Stock Levels.
- 3.34 During the playing season, the Contractor shall inspect all goal posts, crossbars and sockets each week to ensure that they are safe, secure and upright prior to matches and shall ensure that they are free of mud and other debris. Crossbars must be equipped with a full set of net hooks. Posts must be aligned vertically and any item that exhibits signs of potential failure should be replaced as necessary. When replacement sockets are required, new sockets must always be used.
- 3.35 Prior to post erection, the Contractor shall inspect all sockets to ensure that they are in good condition, reporting any damage in writing to the Authorised Officer. The Contractor shall replace or repair any stolen or damaged sockets. New sockets shall be located in the corrected position and set vertically into ground and concreted into position with the top of the socket being 50mm below ground surface level. This inspection/repair programme must be undertaken six weeks before the commencement of the playing season.
- 3.36 At various times during the period of the Contract, the Authorised Officer will issue to the Contractor schedules indicating the date of the end of the playing season for each particular pitch. Within three working days of this date, the Contractor shall remove posts and return them to his depot where the Contractor shall place them into a secure store. All posts must be labelled with the appropriate site name and reference number. All sockets shall be capped off to ensure that there is no risk of humans and dogs sustaining any injury from an uncapped socket.

Mowing

- 3.37 Football and rugby pitches must be cut during the season in such a way to produce a striped effect down the length of the pitch and in accordance with Grass Cutting Schedule in Table 1.

Fertilising

- 3.38 The Contractor shall apply two separate quantities of granular fertiliser approved by the Authorised Officer, at the rate of 7 x 25kg (N.P.K.5.10.10) per pitch in April/May in readiness for the end of season renovation operations and 10 x 25kg (N.P.K.10.15.10) per pitch in September/October, as determined by the Authorised

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Officer and when rainfall is imminent. This material must be evenly distributed across the whole surface of the playing area.

- 3.39 On no account is fertiliser to be applied during periods of drought or in windy conditions. The Contractor shall give 24 hours' notice of his intentions to apply fertiliser.

Slitting Aeration

- 3.40 During the year, the playing area must be slit using a tractor-towed implement of minimum weight 750kg. The implement must be used in such a way that the passes of the machine overlap by a minimum of 30cm. Slitting tines must be sharp and set to cut through the turf without disturbing the playing surface and without tearing. Penetration depths shall be in accordance with ground conditions and as required by the Authorised Officer, ranging between 100mm, 155mm, 200mm and at 100mm centres. This operation shall be carried out once per month at regular intervals from October-March when ground conditions permit.

(Indicative number of operations is a minimum of 5)

Chain Harrowing

- 3.41 During the playing season, the Contractor shall make provision to harrow the pitches using a 'flat' chain harrow once every 2 weeks from October to the beginning of March, to create a striped effect along the length of the pitch. Any accumulations of mud and debris must be swept up and disposed of in the proper manner.

(Indicative number of operations is a minimum of 5)

Sanding

- 3.42 To improve and assist drainage through the playing season, the Contractor shall with a digging fork regularly spike, to a depth of 300mm, football goal mouths, centre circles and areas where damage has been caused by rugby scrummages. On completion, lime-free sand must be applied to the area and worked into the holes.

(Indicative number of operations is a minimum of 1)

End of Season Renovation

- 3.43 At the completion of the playing season, as determined by the Authorised Officer for each pitch, the Contractor shall immediately undertake renovation works and be completed by the end of May each year.
- 3.44 A pre-seeding fertiliser to be approved by the Authorised Officer must be applied. Where football pitches become cricket outfields, these must be completed prior to the start of the cricket season.
- 3.45 Areas devoid of grass in football goal mouths, centre circles and other worn parts such as scrumage areas must be forked over to a depth of 75mm, incorporating a Surrey Loams Ghost 25 top-dressing, or similar approved material. Each goal mouth must receive 1 tonne, and centre circles and badly worn scrumage areas shall receive 0.5 tonne. Cultivate to a workable fine tilth, grade and restore to existing contours, areas to be trodden to an approved degree of firmness to provide an

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approved seed bed prior to sowing an approved grass seed mixture. Sow seed at 72 g per m² and lightly rake in to restore levels.

Overseeding

- 3.46 Pitches shall be overseeded in 3 directions using a Charterhouse Overseeder, or similar approved equipment, set to operate into the soil profile, each pass to be carried out at 60 degrees to that of the previous pass. The overseeder shall be set to deliver grass seed at 10 g per m² on each pass, i.e. 30 g in total per m² upon completion. Immediately following overseeding, the entire area treated shall be chain harrowed so as to ensure an even application and correct any minor levels of disturbance.
- 3.47 Grass seed mixture shall be as specified in Appendix B.
- 3.48 Areas to be treated:-
- a) Football and Rugby - 20 metres wide down the centre of the length of the pitch (i.e. 10 metres each side of the middle length). One pass down the entire length of each touch line.
 - b) Mini Soccer - 6 metres wide down the centre of the length of the pitch inclusive of goal areas. One pass down the entire length of each touch line.
- 3.49 The Contractor shall be responsible for the upkeep of the reinstated areas referred to above. Any yellowing or die-back, or failed areas, shall be replaced or reseeded by the Contractor until the sward has reached a healthy appearance to the satisfaction of the Authorised Officer.
- 3.50 Should, in the opinion of the Contractor, ground conditions be such that it is not possible to carry out these elements of work within the time period set, the Contractor shall notify the Authorised Officer who may, at his discretion, set an amended completion date, compliance with which should be treated in the same manner.
- 3.51 The above method of renovation work may extend to other grass areas as required within the Contract Area, as directed by the Authorised Officer.

Football and Rugby Pitch Schedules

Maintain Senior Football Pitch

Pitch size 110yds x 70yds

- 3.52 Maintain senior football pitch as specified.
- 3.53 The Contractor shall include for the supply of all materials
- 3.54 Posts, crossbars and sockets will be supplied by the Council.

Maintain Mini Soccer Pitch

Pitch size (Under 10s) 60yds x 40yds
Pitch size (Under 8s) 40yds x 30yds

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- 3.55 Maintain mini soccer pitch as specified, but no requirement for posts and cross bars.

Maintain Rugby Pitch

Pitch size 140 metres x 70 metres.

- 3.56 Maintain rugby pitch as specified.

Other Sports Schedules

(Schedule of Rates Items)

- 3.57 Mark out 400x8 lane including staggers etc. running track

- 3.58 Mark out javelin.

- 3.59 Mark out discus.

- 3.60 Mark out shot.

Outdoor Sports Courts

General

- 3.61 For the purpose of this Specification, outdoor sports courts include:-

- Tennis Courts
- Synthetic Turf Pitch

- 3.62 All courts must be kept in a state of readiness for play by 08:00 hours throughout the year.

Tennis Court Maintenance

- 3.63 The Contractor shall sweep courts, collect all arisings and remove them for proper disposal as often as required to maintain a non-slip surface to the courts. Mechanical blowers are NOT permitted.

(Indicative number of operations a year is 52)

- 3.64 The Contractor shall collect, remove and dispose of leaves, blossom and any other deleterious matter as often as required to maintain a clear surface. Blowers may be used to assist with this operation.

(Indicative number of operations a year is a minimum of 52)

- 3.65 Any broken glass must be swept up immediately and disposed of in the proper manner.

- 3.66 Whilst undertaking these operations, the Contractor shall have regard to the condition of the courts surfacing and perimeter fencing and report any defects to the Authorised Officer.

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- 3.67 At each routine visit, the Contractor shall inspect tennis nets and winder handles and adjust as required, ensuring that the required height is maintained. Any badly worn nets shall be replaced with new from the Contractor's stock.

Sand-Filled Grass Pitch Maintenance

- 3.68 The Contractor shall maintain a safe, level, moss and weed-free playing surface. It is essential that the surface is kept permanently clean and free from mud and other debris.
- 3.69 No leaves, twigs, litter and any deleterious matter must not be allowed to accumulate and all must be removed weekly prior to brushing the surface.
- 3.70 Brushing must be carried out weekly to redistribute the sand, lift up the pile of the carpet and remove surface dirt. A Hako Variette-type rotary brush (or similar approved) must be used.

(Indicative number of operations is a minimum of 52)

- 3.71 The perimeter of the pitch must be kept weed-free. Any individual weed growth on the pitch must be treated with a selective weed-killer and, following treatment, any weeds remains must be removed.
- 3.72 Any moss must be treated with a proprietary moss-killer in accordance with the manufacturer's instructions and, following treatment, dead moss must be thoroughly brushed out.
- 3.73 There will be a need to replace sand, especially to top up the corner points, goals areas and penalty spots. Sand to be used is a Leighton Buzzard-type 16/30 grade 0.5–1.0mm particle size. The Contractor shall include within his rates for the supply of sand.
- 3.74 When the sand infilling has become noticeably compacted, or if the drainage capacity appears to be reduced, it will be necessary to vigorously brush the pitch with a Hako Variette-type rotary brush (or similar approved) so as to lift the sand out of the carpet and then carefully brush back in. This operation shall be carried out twice a year and only in dry conditions. Great care must be taken where woven in lines exist; the Contractor must not brush across these lines.
- 3.75 Line markings must be remarked each week using a phenol-based line-marking paint for artificial grass that has been approved by the Authorised Officer.

Outdoor Sports Court Schedule

Maintain Outdoor Hard Sports Court

- 3.76 Maintain tennis as specified.

Maintain Sand Filled Synthetic Pitch

- 3.77 Maintain sand filled synthetic pitch as specified.

4 HEDGE CUTTING AND MAINTENANCE

General Hedge Cutting/Maintenance

- 4.1 Hedges can be cut using mechanically operated shears or reciprocating hand-held cutters or tractor mounted flail. When cutting hedges, the severity of cut shall be such that the current year's growth is removed back to the old wood, so that a level surface and uniform height can be achieved.
- 4.2 Immediately on completing such hedge cutting/maintenance, or on leaving the site, whichever is the earlier, all arisings must be cleared from site and removed immediately for proper disposal.
- 4.3 Any clippings lodged in the top or side of hedges must be removed on the same day as the hedge cutting operation, and cleared and removed immediately from the site for proper disposal.
- 4.4 During the hedge cutting operation, any weeds, litter, debris and abandoned Waste must be cleared from the hedge and the hedge base on the same day and cleared and removed immediately from site for proper disposal. The Contractor shall have allowed in his rates for attending to hedge bases on a monthly basis to remove weeds, litter, and any other Waste material.
- 4.5 Hedges shall be cut in accordance with Table 2 below. The method & timing will take into account the individual plant species/type and be in accordance with the Royal Horticultural Society guidance.
- 4.6 The Contractor shall inform the Authorised Officer within his programme of work of the specific dates on which such operations are to be undertaken.

Table 2.

Hedge Pruning	Type	Frequency	Method
Category A	Privet, Lonicera etc.	x1 June x1 Sept	Shears/Hedgecutter
Category B	Common hedgerow	x1 Summer x1 Winter	Flail/hedgecutter
Category C	Beech, Pyracantha	x1 - Nov-Jan	Shears/Hedgecutter
Category D	Laurel, Escallonia etc.	x1 - Aug	Sec/shears
Category E	Ilex, Yew etc.	x1 - Spring	Shears/Hedgecutter
Category F	Lavender, Hypericum etc.	x1 - Oct	Shears/Hedgecutter

- 4.7 At certain times, the Authorised Officer may instruct the Contractor to undertake other hedge cutting operations, including the cutting of individual shrubs to shapes as determined by the Authorised Officer. Such shrubs shall be treated in the same manner as previously described for hedges above, although the additional use of loppers or saws maybe required. Such operations shall only be carried out upon the instructions of the Authorised Officer. Payment for this additional work shall be made in accordance with Daywork Rates.

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- 4.8 Where hedges are found to house nesting birds between April to September a 5m exclusion around the nest must be observed in accordance with the Wildlife and Country Side Act 1981

Hedge Replacement

- 4.9 If, as a result of accident, vandalism or disease, hedges require replacement, the Contractor shall notify the Authorised Officer immediately such problems are identified.
- 4.10 If, on inspection, the Authorised Officer considers it necessary to replace hedges, the Contractor shall undertake the following operations, such work being commenced within five days of the issue of instructions. Payment for this additional work shall be in accordance with the Schedule of Rates:-
- a) All dead diseased or damaged plants shall be removed and their roots excavated and removed immediately for proper disposal.
 - b) Plants adjoining any gap created shall be pruned to remove all exposed dead wood and to promote re-growth of the plants.
 - c) The soil in the gap created shall be well dug, incorporating the Council's compost, or other material as prior approved by the Authorised Officer.
 - d) During the appropriate planting season, the Contractor shall plant the prepared area with plants supplied by the Contractor and approved by the Authorised Officer. These shall be planted in a double offset row at 40 cm, spacing 30 cm between rows.
 - e) If required by the Authorised Officer, temporary fencing shall be erected to protect the newly planted hedging. This will be 1.20 m high post-and-wire fencing, supported with 1.80 m posts to a maximum of 2.00 m spacing. All materials shall be provided by the Contractor and approved by the Authorised Officer and shall comply with BS 1722 part 2 1973 type B 6/96/30W.
 - f) Immediately upon completion of such hedge replacement, or on leaving site, whichever is the earliest, all Waste arisings must be cleared from site and removed for proper disposal.
 - g) The Contractor shall be responsible for watering of the newly planted hedge until it is fully established.

Hedge Cutting and Maintenance Schedules

Hedge Cutting / Maintenance

- 4.11 Cutting and maintenance as specified. Cutting shall comprise the top, ends and both sides of hedges, unless otherwise directed by the Authorised Officer, with mechanically operated shears or reciprocating hand- held cutters. The Contractor shall have allowed in his rates for attending to hedge bases on an eight weekly basis to remove weeds, litter, and any other Waste material.

Hedge Replacement (Schedule of Rates item)

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4.12 Replace section of hedge as specified above

Temporary Fencing
(Schedule of Rates item)

4.13 Erect temporary chestnut fencing as specified above

5 HORTICULTURAL FEATURES

General

- 5.1 Beds and borders comprise roses, shrubs and herbaceous plants and shall be maintained in a way that presents an attractive amenity and allows development of plants to be in keeping with the type, shape, size and aspect of the beds.
- 5.2 Grass edges shall be trimmed with long handled shears or other method to maintain the cut line of the edge and is included as part of the grass cutting operations in 100 Series Grass Cutting Specification. Strimmers may not be used.
- 5.3 All works undertaken in the maintenance of shrubs, roses, herbaceous borders or similar features must be carried out in accordance with good horticultural practices as prescribed by the RHS and the relevant British Standards.
- 5.4 The Contractor shall submit a programme of work prior to commencement of the Contract, detailing the specific dates of attendance and to the satisfaction of the Authorised Officer. This programme shall differentiate between the respective maintenance routines for roses, shrubs and all bedding.
- 5.5 The Contractor shall note that 'hoeing, weeding and raking' is effectively a generic term used simply to describe a cultural method of weed treatment. It is understood by experienced gardeners that it is inevitable that the use of one's hands is required at times during this activity. This is universally accepted as certain species such as chickweed, which occur in virtually all horticultural features, can entangle themselves around the display species.

Vandalism

- 5.6 If, at any time, the Contractor becomes aware of any instances of vandalism to any feature or area of work, he shall verbally inform the Authorised Officer within 24 hours of the nature and extent of the vandalism or damage, this being confirmed in writing by the Contractor within 5 working days.
- 5.7 Upon receipt of instructions from the Authorised Officer, the Contractor shall make good the damage and in such cases the Contractor shall be paid for this additional work in accordance with the Dayworks rates.

Weed Control

- 5.8 The Contractor shall ensure that all horticultural features are maintained in a clean, weed-free and litter-free condition at all times and visited on a regular basis to remove all litter, refuse, debris and abandoned Waste for proper disposal.
- 5.9 Care must be taken that weeding does not disturb, expose or damage the roots of plants in situ.
- 5.10 Immediately following maintenance visits, trodden down areas must be loosened and the top surface of the bed must be lightly hoed to remove footprints.

Rose Beds and Borders

- 5.11 The Contractor shall prune all plants in accordance with the appropriate Royal Horticultural Society and British Standards guidance and in accordance with the categories in Table 3 below:

Table 3.

Rose Pruning	Type	Frequency
Category A	Shrub & miniature	x1 – Feb-Mar
Category B	Hybrid tea	x1- Mar x1 Oct-Nov
Category C	Floribunda	x1 Mar x1 Oct-Nov
Category D	Climbers	x1 Summer/Autumn (as per species)
Category E	Ramblers	x1 Summer/Autumn (as per species)
Category F	Dead-heading/bed maintenance	8 weekly June – Oct

- 5.12 Following any operations on rose beds, all prunings, weeds, debris, litter and abandoned Waste must be immediately removed from site for proper disposal.
- 5.13 The Contractor shall remove any shoots or branches causing obstruction to any pedestrians or vehicles or footpaths or other hard areas when undertaking any operations on rose beds.
- 5.14 Each year, the Contractor shall undertake the following rose bed operations.

Pruning

- 5.15 The Contractor shall prune all plants in accordance with the current British Standard or Royal Horticultural Society guidance.
- 5.16 The objective of pruning is to develop shapely rose bushes with vigorous and sturdy stems that are capable of producing flower.
- 5.17 During pruning dead, diseased and sucker growth must be removed and disposed of in the proper manner.
- 5.18 Naturalised roses and ramblers etc. shall be pruned back so that they do not cause obstruction to pathways, access routes or interfere with sightlines or visibility splays.
- 5.19 All roses and in particular climbers and ramblers shall be pruned so that they do not obstruct access and window openings or mask utility features such as hydrants and nameplates etc.
- 5.20 Pruning cuts must be angled away from, and approximately 5mm above, an outward facing bud.
- 5.21 For the purpose of this Specification, the various types of roses are classified as follows and in accordance with their growth and flower habit:-

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- **Shrub Roses** - Pruning shall generally be undertaken during February and March. Older wood must be cut back to the base and laterals must be cut back to 25% to 50% of their length.
- **Hybrid Tea and Floribunda Roses** - Shall be pruned back to approximately a third during November - December. During February and March, roses must be pruned to within four to six buds of the base of the previous year's growth. Non-flowering stems must be cut back to the base.

5.22 The Contractor shall rake beds clear of all prunings, litter, refuse, abandoned Waste, and other debris, all material being removed immediately from site for proper disposal.

Weed Control

Hoeing, Weeding, Raking and Dead-heading

5.23 Perennial weeds shall be removed by forking so that no residual roots remain in the soil. Beds must be hoed, weeded and raked throughout the year to remove all weeds, leaves, litter and any other debris or deleterious material. Any weeds, litter, refuse, abandoned Waste and other debris or deleterious materials must be removed immediately from the site for proper disposal.

5.24 Throughout the autumn and by the end of December each year, the Contractor shall visit each bed and remove leaves and any litter or other Waste material for proper disposal. During June-September, the Contractor shall remove dead flowers as necessary and any suckers which may develop. Suckers shall be removed by pulling away at the heel. At each maintenance visit, the Contractor shall remove any shoots or branches causing an obstruction to pedestrians or vehicles on footpaths or other hard areas and any other areas, including grass areas.

(indicative number of operations a year is a minimum of 6 at 8 weekly intervals)

Remove/Replant Rose Stock

5.25 The Contractor shall inspect rose beds once per year during August, and shall notify the Authorised Officer of the presence of dead or missing plants, requesting instructions on action to be taken, using an appropriate form produced by himself and approved by the Authorised Officer.

5.26 On receipt of instructions by the Authorised Officer, such plants shall be removed immediately from site for proper disposal, and shall be replaced with new stock supplied by the Contractor and approved by the Authorised Officer. Planting shall take place during the period October-March at times when frost is not present in the ground, and the following sequence of operations and standards shall be adhered to by the Contractor. In such cases, the Contractor shall be paid for this additional work on the basis of rates included in the Schedule of Rates.

5.27 The Contractor shall first cultivate the ground prior to the planting of any plant material. Before planting, and prior to the removal of any containers, plants within each group shall be set out in an informal manner avoiding straight lines at all times, unless otherwise instructed by the Authorised Officer.

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- 5.28 Planting holes shall be large enough to accommodate the entire root system, and the sides and base of such pits shall be loosened up.
- 5.29 Excavated topsoil shall be broken down and mixed with approved planting compost applied at the rate of 1 x 80 litre bag per 12 planting holes.
- 5.30 Following the above operations, plants shall be carefully removed from their containers. (NB. If roots appear pot-bound, they should be carefully teased out without causing any damage. On no account shall any plant's root system be cut back. The plant shall be positioned in the pit which shall then be backfilled. After firming in, and all settlement is complete, the soil levels should be at the original soil mark on the stem of the plant.
- 5.31 Upon completion of all planting, the entire area shall be lightly hoed and raked to remove all foot marks, leaving a neat level surface.

Rose Bed Schedules

Rose Bed Cultural

- 5.32 Maintain rose beds and borders in accordance with the aforementioned specification with cultural methods of weed control. The Contractor shall include within his rate the cost of the annual rose inspection.

Remove/Replant Rose (Schedule of Rates item)

- 5.33 Replace dead rose as specified above

Shrub Beds and Borders

Mulching of Shrub Beds

- 5.34 The Contractor will be required to spread bark mulch to (to a depth of 100mm) areas designated by the Authorised Officer, and shall have allowed for this in his prices for shrub bed maintenance.
- 5.35 Prior to the application of the bark mulch, the Contractor shall either provide samples of the bark mulch, or facilitate inspection of stock materials by the Authorised Officer for his approval.
- 5.36 The Contractor shall note that the Council encourages the use of reclaimed Waste materials, for example, suitable disease-free wood chippings/prunings etc. Such materials should be approved for use by the Authorised Officer prior to application.
- 5.37 Prior to the initial bark mulching of the designated beds, the following sequence of operations shall be undertaken:-
- a) Prune all plants to remove dead or diseased material in accordance with the current appropriate Wisley Handbook as published by Royal Horticultural Society.

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- b) Hoe, weed and rake the bed and clear it of all weeds, litter, debris, abandoned Waste and remove such materials immediately from site for proper disposal.
- c) Following the above operations, the bark mulch shall be spread evenly across the whole bed to a minimum depth of 100 mm.

Annual Maintenance of Mulched Area

- 5.38 Following the initial bark mulching exercise, all shrub beds shall fall under an annual programme for the maintenance of mulch.
- 5.39 The Contractor shall ensure that the minimum settled depth of bark mulch is maintained at a settled depth of 100 mm at all times.
- 5.40 Throughout the autumn and by the end of December each year, the Contractor shall visit each bed and remove leaves and any litter or other Waste material for proper disposal. At each maintenance visit, the Contractor shall remove any shoots or branches causing an obstruction to pedestrians or vehicles on footpaths or other hard areas and any other areas, including grass areas.
- 5.41 Throughout the year, the Contractor shall by hand or chemical means, as approved by the Authorised Officer, ensure that mulched areas are free of both annual and perennial weed species. Perennial weeds shall be removed by forking so that no residual roots remain in the soil. All weeds, litter, refuse, abandoned Waste and other debris or deleterious materials shall be removed immediately from the site for proper disposal.
- 5.42 The period of time between each maintenance visit shall, unless otherwise instructed by the Authorised Officer or delayed by ground conditions, be a maximum of 20 working days.
- 5.43 During each visit to the mulched area, any excess mulch found to be on adjacent footpaths, hard areas or grass areas shall be swept or raked up and redistributed evenly back onto the shrub bed.
- 5.44 The demarcation line between shrubs and grass or hard areas shall be clearly defined following each maintenance operation.
- 5.45 At each maintenance visit, the Contractor shall remove any shoots or branches causing an obstruction to pedestrians or vehicles or footpaths or other hard area, sight lines, windows, doors etc.
- 5.46 The Contractor shall remove all litter, leaves, refuse, abandoned Waste and other debris during such maintenance visits for proper disposal.

Seasonal Shrub Pruning

- 5.47 Shrubs shall be pruned to remove bushy growth, diseased, dead or dying branches, and to retain plant growth to within an acceptable defined limit, as specified in the appropriate Wisley Handbook published by the R.H.S and to the height determined by the Authorised Officer individually for each site in accordance with Table 4 below.

Table 4.

Shrub Pruning	Type	Frequency
Category A	Spring & Summer Flowering	x1 cut – May-July
Category B	Summer/Autumn flowering	x1 cut – Nov-Jan
Category C	Winter Flowering	x1 - Mar–May
Category D	Cornus	x1 - Mar–April
Category E	Evergreen	x1 - July–Aug
Bed Maintenance	All	8 weekly (6 times per yr)

- 5.48 The Contractor shall have inspected the shrub areas prior to tendering and shall allow for the varying degrees of maturity and the extent of pruning required.
- 5.49 Generally, the Contractor shall prune shrubs according to flowering season:-
- a) Shrubs flowering from October to February shall be pruned in spring.
 - b) Shrubs flowering in March to July shall be pruned immediately after flowering.
 - c) Shrubs flowering in July to September shall be pruned back to old wood in January/February.
 - d) Evergreens shall be pruned as required by the Authorised Officer.
- 5.50 Where climbing shrubs are not self-supporting, the Contractor shall be required to attach the shrub to an existing artificial support by an approved 'twist and lock' support, supplied by the Contractor, suitable for woody stemmed plant material.
- 5.51 Following all pruning and cutting operations, the Contractor shall rake and remove from beds all prunings, cuttings, litter, refuse, abandoned Waste and other debris in accordance with Paragraph 1.36 above for proper disposal or reclamation/recycling as approved by the Authorised Officer.

Weed Control

Hoeing, Weeding and Raking

- 5.52 Perennial weeds shall be removed by forking so that no residual roots remain in the soil. Beds must be hoed, weeded and raked throughout the year to remove all weeds, leaves, litter and any other debris or deleterious material. Any weeds, litter, refuse, abandoned Waste and other debris or deleterious materials must be removed immediately from the site for proper disposal.
- 5.53 Throughout the autumn and by the end of December each year, the Contractor shall visit each bed and remove leaves and any litter or other Waste material for proper disposal. During June-September, the Contractor shall remove dead flowers as necessary and any suckers which may develop. Suckers shall be removed by

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pulling away at the heel. At each maintenance visit, the Contractor shall remove any shoots or branches causing an obstruction to pedestrians or vehicles on footpaths or other hard areas and any other areas, including grass areas, windows, doorways, stairs, etc.

(indicative number of operations a year is a minimum of 6 at 8 weekly intervals)

Enhanced Shrub Bed Maintenance

- 5.54 There are certain locations within the District that require a higher level of maintenance where the eight weekly maintenance visits is deemed to be insufficient. At these sites additional visits that fall in-between the scheduled eight weekly visits are required; resulting in a 4-weekly maintenance programme.
- 5.55 The work may include additional pruning to keep vegetation clear of ventilation grilles, fire exits, stairways, smoke sensors etc. Some of the locations require the works to be completed at a time and in a manner to cause minimal disruption to users of the building. Also, to prevent setting off smoke sensors etc., all mechanical machinery used to complete works must be electrical.

Shrub Removal

- 5.56 The Contractor shall be paid for shrub removal in accordance with the Schedule of Rates. In submitting his rates, the Contractor shall have made due allowance for compliance with the relevant sections of this Specification.
- 5.57 Upon instruction from the Authorised Officer, the Contractor shall remove any shrub which has outgrown its existing site.
- 5.58 Whilst the Authorised Officer shall have absolute discretion as to whether any shrubs shall be removed, he would normally require any shrub exceeding 2 m high or 2-3 m spread to be removed. The Contractor shall remove the whole shrub, including surface roots, and backfill with approved topsoil as specified in Appendix B the root stump void, immediately after the shrub removal operation. All Waste arisings associated with the operation must be immediately removed for proper disposal.

Shrub/Herbaceous Planting

- 5.59 The Contractor shall first cultivate the ground prior to the planting of any plant material. Before planting, and prior to the removal of any containers, plants within each group shall be set out in an informal manner, avoiding straight lines at all times unless otherwise instructed by the Authorised Officer.
- 5.60 Planting holes shall be large enough to accommodate the entire root system and the sides and base of such pits shall be loosened up.
- 5.61 Excavated topsoil shall be broken down and mixed with approved planting compost at the rate of 1 x 80 litre bag per 12 planting holes.
- 5.62 Following the above operations, plants shall be carefully removed from their container. If roots appear pot-bound, they should be carefully teased out without causing any damage. On no account shall any plant's root system be cut back. The plant shall be positioned in the pit and the pit backfilled. After firming in, and all

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settlement is complete, the soil levels should be at the original soil mark on the stem of the plant.

- 5.63 Upon completion of all planting, the entire area must be lightly hoed and raked to remove all foot marks and leave a neat level surface.

Shrub Bed Schedules

Shrub Bed

- 5.64 Maintain shrub beds and borders in accordance with the aforementioned specification. The Contractor shall include within his rate the cost of the annual shrub bed inspection.

Highway Shrub Bed

- 5.65 As Shrub Beds, but will also include removal any overhanging branches from across the highway and footpath, obscuring traffic signs and interfering with sight lines.

Remove/Replant Shrub

(Schedule of Rates item)

- 5.66 Replace dead shrub, as specified by Authorised Officer, with a new shrub grown in a 2-5 litre container.

Annual Bedding

- 5.67 The Council maintains a number of flower beds within prestige areas; these are planted twice per year with seasonal bedding plants.
- 5.68 For summer displays, the schemes shall be made available in November, for planting the following May; for spring displays, these shall be available in May for planting the following September/October.
- 5.69 Prior to each planting season the contractor will submit to the Authorised Officer for consideration and approval, the relevant bedding specification detailing the type/variety, quantity, quality and size of plants required, along with a planting plan indicating the proposed design/pattern of each bed.

Supply of Bedding Material

- 5.70 All spring and summer bedding material shall be supplied by the Contractor, unless otherwise instructed by the Authorised Officer. The Contractor's growing specification and nominated Plant Supplier must be approved by the Authorised Officer. The Contractor shall arrange with the Plant Supplier for the plants to be delivered and be available so that planting programmes are adhered to.
- 5.71 The Contractor shall make arrangements to take possession of, securely store, water, maintain and transport to site all the plant material from the Council's Nominated Supplier.
- 5.72 In the case of work not covered by measured items in this Specification and ordered to be placed with a Nominated Plant Supplier or subcontractor, the Contractor shall be reimbursed the net agreed amount of the Supplier's or subcontractor's account

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(after the deduction of all discounts obtainable for cash insofar as they exceed 2.5% and all trade discounts, rebates and allowances) with the addition of 5% to cover administration, profit, general attendance and all other liabilities. Such calculated costs shall not be adjusted in respect of Contract percentage reviews.

Bed Preparation

- 5.73 Areas surrounding beds shall be protected during cultivation and thoroughly cleared of all arisings on completion of bed preparation.
- 5.74 Beds and borders shall be prepared and cultivated prior to each new planting operation.
- 5.75 Beds shall be cleared of the previous season's bedding to include removal of any unwanted plant material, bulbs, corms, tubers, stakes, ties etc. and removed for proper disposal at a time agreed with the Authorised Officer.
- 5.76 No bed shall be stripped in excess of 5 working days in advance of planting (unless otherwise agreed with the Authorised Officer) and no bed shall be stripped unless bed preparation is to be completed immediately.
- 5.77 The Authorised Officer shall give 10 days' notice to the Contractor of the date to commence planting of bedding, and the Contractor shall complete the operation within 15 working days of the approved commencement date. Normally, summer bedding plants shall be planted during the period May-June. Spring bedding plants should be planted during the period September-October.
- 5.78 The edges of all beds shall be re-cut using a half-moon edging iron, removing the minimum of material. All resulting Waste materials must be removed for proper disposal.
- 5.79 An organic soil conditioner/compost, 100mm thickness, shall be spread across the flower beds and be thoroughly mixed into the dig. Beds shall be cultivated by single digging to a depth of 250mm, ensuring that each spit is fully turned.
- 5.80 Perennial weeds, roots, stolons, rhizomes and all litter, refuse, abandoned Waste and other debris must be removed for proper disposal.
- 5.81 Beds must be trodden firm and raked to a fine tilth before being shaped level. Edges of cultivated beds must be pushed back to a slope of 45 degrees.
- 5.82 Stones in excess of 20mm and other deleterious material brought to the surface by cultivation must be removed for proper disposal.
- 5.83 The day prior to planting, prepared beds must be irrigated to achieve a depth of penetration of at least 100mm. A surface application of an approved granular fertiliser 7:7:7 NPK shall then be applied at a rate of 30g per m², or as in accordance with the manufacturer's recommendations, and lightly raked into the surface.

Planting

- 5.84 Beds shall be planted, starting 15cm from the edge, and in accordance with the bedding schemes supplied by the Authorised Officer.

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- 5.85 Plants must be evenly spaced to the specified densities. Planting holes must be large enough to position the plants upright and to their propagated depth and must be firmed in by hand.
- 5.86 Dot plants and specimens must be supported with the least obtrusive stakes that offer adequate support to the plant.
- 5.87 Immediately following completion of planting each bed must be hoed through to remove footprints and to leave a neat cultivated finish.
- 5.88 All material including, stones above 20mm, plant boxes, pots, containers litter, refuse, abandoned Waste and other debris must be immediately removed from site for proper disposal.

Initial Watering

- 5.89 Plants shall then be thoroughly watered in at a rate of approximately 5 litres per m², evenly distributed over the whole area to be watered. Care must be taken to avoid 'scorching' in direct sunlight conditions. The Contractor is required to make provision for his own water supplies.

Watering in Dry Conditions

- 5.90 Following the initial watering, the Contractor will be required to irrigate the planted flower beds as necessary or directed by the Authorised Officer, to maintain the plants in a healthy condition. The Contractor shall make provision for his own water supply and water shall be applied to penetrate to a depth of 75mm, using irrigation equipment approved by the Authorised Officer. This work shall be included within the relevant Schedule of Rates for annual bedding maintenance.
- 5.91 The Contractor shall examine flower beds regularly after planting until the plants are well established and new growth is evident. Any vandalism, theft of plants or damage must be reported immediately to the Authorised Officer.
- 5.92 The Contractor shall replace any rogue or mismatched plants, plants that die or fail, for any reason whatsoever, to produce an acceptable display or become diseased.

Maintenance

- 5.93 Throughout the year, beds and borders must be visited and treated as often as necessary throughout the period from planting through to clearance to maintain a pleasing appearance, free from all weeds, litter, leaves, debris and any other Waste material and to ensure all plants are kept in good health.
- 5.94 Exposed areas/portions of beds must be lightly forked or hoed to a depth no more than 50mm to prevent compaction and waterlogging at each routine visit to present a neat cultivated appearance.
- 5.95 All dead flower heads, weeds, litter, leaves, debris and other Waste material must be removed for proper disposal. Care must be taken to prevent damage by exposing plant roots and to avoid excessively treading beds. Edges of beds shall be pushed back to a slope of 45 degrees.

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- 5.96 The Contractor shall notify the Authorised Officer promptly of the presence of any pest or disease attacking or infesting plants. Upon receipt of instructions from the Authorised Officer, the Contractor shall, within three working days, treat such pests or diseases with chemicals provided by himself and approved by the Authorised Officer, in accordance with the provisions of Section 9, Pesticides Control.
- 5.97 Dot plants shall be inspected and maintained to ensure they afford full support to the plants. Temporary planting stakes must be removed as soon as practical. Where plants have outgrown their support, stakes and ties must be repositioned or replaced at each routine visit.
- 5.98 Plants loosened by weather conditions or other causes must be firmed in at each routine visit.

(indicative number of visits is a minimum of 12 at 4 weekly intervals)

Bulbs and Corms for Naturalising

- 5.99 The Contractor will be required in some years to undertake planting of bulbs and corms. Payment for this work shall be in accordance with the Schedule of Rates.

Supply of Bulbs and Corms for Spring Bedding

- 5.100 All bulbs and corms shall be supplied by the Contractor, unless otherwise instructed by the Authorised Officer. The Contractor shall allow for the collection of bulbs and corms and ensure that they are disease-free and in an optimum condition. The Contractor shall liaise with the Authorised Officer to determine the suitability of bulbs and corms for collection so as to ensure they are of the correct grade and quality.

Time of Planting

- 5.101 The Contractor shall plant spring flowering subjects in the period September to November, unless otherwise instructed by the Authorised Officer.
- 5.102 The Contractor shall plant summer flowering subjects in March, and less hardy subjects in April/May, unless otherwise instructed by the Authorised Officer.

Planting Site Preparation (Bulbs and Corms for Naturalising in Turf)

- 5.103 Where bulbs and corms are to be planted in turf, the Contractor shall cut the grass with an approved mowing machine, at a height appropriate for that particular Location, prior to the planting operation. Before cutting, the site must be cleared of stones, litter, refuse, abandoned Waste and other debris and the material removed from site for proper disposal.

Planting (Bulbs and Corms for Naturalising in Turf)

- 5.104 The Contractor shall carry out the planting of bulbs and corms in accordance with the following method:-
- a) By the use of a proprietary bulb planter, trowel or spade, the turf shall be removed and a planting hole twice as deep as the bulb or corm should be excavated, unless otherwise specified by the Authorised Officer. The bulb or corm shall be inserted uppermost and given a gentle twist so that the base is

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in firm contact with the soil. The turf shall then be replaced and firmed down gently.

- b) The average density of planting shall be 50 crocuses per m² and 35 daffodils per m², unless otherwise instructed by the Authorised Officer.
- c) The Contractor shall carry out machine bulb planting in large open grass features as required by the Authorised Officer. The Contractor shall plant bulbs at the same density and make good any damaged turf etc. caused by machine planting operations.

Annual Bedding Schedules

Annual Bedding

- 5.105 Planting and maintaining spring and summer bedding, in accordance with the Specification.

Replacement Stock

- 5.106 The Contractor shall maintain an adequate stock relevant seasonal bedding plants to be used to replace any plants that have been vandalised, stolen or failed. The Contractor shall include within his rates the cost to water, maintain in good healthy condition free from pests, weeds and diseases and to travel to site, remove damaged plants from flower bed for proper disposal and replant.

Carpet or Pattern Bedding

- 5.107 Certain of the floral beds scheduled are also suitable for the laying out of carpet or pattern beds, and may be so designated at the discretion of the Authorised Officer, usually in response to requests from organisations or bodies within the District.
- 5.108 If carpet bedding is required, The Contractor will prepare detailed designs for the required layout, including the choice, number and layout of the plants and other material required for the implementation of the scheme, which he will submit to the Authorised Officer for consideration and approval.
- 5.109 All plant material is to be supplied by the Contractor; however, if carpet bedding is not required, the Contractor is to plant the beds with summer bedding in accordance with the normal bedding schedule.
- 5.110 The contractor shall carry out additional maintenance visits as directed by the Authorised Officer, to keep specific carpet bedding plants (e.g. Alternanthera) regularly trimmed to keep all aspects of the design sharp. It should be expected that these type of bedding schemes will require weekly maintenance visits

Internal Planters

- 5.111 Internal decorative planters are provided and maintained at a number of locations, at Council premises within the District. A detailed list of locations, showing rooms or areas, type of planter, typical species of plants and size of plants is included in Appendix C.

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- 5.112 Maintenance of internal floral decorations shall be carried out on a fortnightly cycle throughout each year of the Contract. The Contractor shall ensure that all relevant maintenance operations are completed at each visit to ensure the plants remain in a healthy condition and free from pests and diseases. Maintenance will include: Cleaning plants & container, removal of dead leaves/stems, watering, pruning etc.
- 5.113 The Contractor shall supply replacement plants as necessary to maintain a good overall appearance of the display. Replacements plants supplied shall be on a like for like basis or as approved by the Authorised Officer.

Floral Displays for Civic Functions

(Schedule of Rates item)

- 5.114 From time to time the Council will require temporary floral displays at locations within the District for civic functions, VIP visits and similar events. This normally requires one display on alternative months throughout the year, but additional displays may be requested. A "typical" display consists of a mixture of cut flowers and decorative foliage set in florist foam, and displayed in an ornamental receptacle i.e. wicker basket measuring between 20-25cm in diameter. The completed display will be round or oval in shape and measure between 65-75cm in spread and height.
- 5.115 The finished display will be delivered by the contractor to the required location, at a date and time identified by the Authorised Officer. This will also include the collection and disposal of the display after the event, if required
- 5.116 Where temporary floral displays are to remain in place for more than one day, the Contractor is to arrange for the display to be maintained once each day, at a time to be agreed with the Authorised Officer.

Other Floral Displays

- 5.117 The Council's Nursery Service has historically provided floral displays and decorations at functions organised by various bodies or individuals within the District e.g. school speech days, parish council functions.
- 5.118 On request from the Authorised Officer, the Contractor will liaise with organisations or individuals referred to him by the Council, and with the Authorised Officer, to discuss and agree precise requirements.
- 5.119 If asked to do so, the Contractor will submit costed proposals to the Authorised Officer for consideration by the organisation or individual.

Remembrance Day Parades and Other Ceremonial Events

(Schedule of Rates item)

- 5.120 The Council's Nursery Service has historically been the custodian of a timber saluting dais and two 1070mm long x 200mm wide troughs accompanied by two 610mm diameter round tubs which supplement the dais and screen its base in order to add a greater decorative effect. These are used at Remembrance Day Parades and other ceremonial events within the District, for which the Contractor will receive a Variation Order containing particular instructions.

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- 5.121 The Contractor will, store securely under cover and maintain the dais and supplementary troughs.
- 5.122 Maintenance of the dais will consist of the timber surfaces being well rubbed down with medium and then fine grades of sandpaper, and the application of one coat of white undercoat and two coats of exterior grade white gloss paint during each year of the Contract. It is suggested that this routine maintenance should be carried out during July and August each year. Maintenance of the supplementary troughs will consist of a general clean using non-abrasive materials prior to installation
- 5.123 The supplementary troughs will be planted in a non-permanent manner with display foliage and floral plants, (in the ratio 2:1), and to a height no greater than 1000mm above the top surface of each container. Trailing foliage plants can be used but should be no longer than 150mm and should not cause any hazard to pedestrian passage. Attention in the choice of plant material should also be paid to the prevailing outside temperature at the time of display.
- 5.124 The floral displays will be completed on the Friday before the Remembrance Day parade is to take place, so that their suitability can be agreed by the Authorised Officer. The floral displays will then be maintained once each day, at a time also agreed by the Authorised Officer.
- 5.125 The Contractor will be given at least five days' notice when the dais and supplementary troughs are required for use The Contractor will arrange for the dais to be transported to the designated site and placed in the position required by the time requested. Subsequently, at the time requested, the Contractor will arrange for the dais to be recovered to the contractors secure store.

(routine maintenance as detailed is a Schedule of Rates item)

Supply of Christmas Trees

(Schedule of Rates item)

- 5.126 In November of each year, the Authorised Officer will submit to the Contractor details of requirements for the supply and installation of Christmas trees to various Council locations.
- 5.127 Alternatively the Contractor may be asked to provide details of costs at which he can supply, deliver and recover various sizes of Christmas tree, so that recipients are able to choose according to their requirements and budgets.
- 5.128 Within fourteen days, the Contractor will respond with costed proposals for the supply of trees requested, suitably containerised, including delivery to and subsequent recovery from each location on dates notified by the Head of Leisure Services.
- 5.129 Following recovery of trees from locations, the Contractor shall arrange either for their disposal at his designated tip, or for them to be mechanically chipped to provide material for mulch.

Supply of Bouquets, Floral Tributes, Wreaths etc.

(Schedule of Rates item)

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5.130 At frequencies and on occasions which cannot be predetermined, the Contractor will be asked to produce miscellaneous floral items for the Council, or for individuals or organisations linked to it.

5.131 Such requests will be routed via the Authorised Officer. The Contractor will produce costings in response to the request, and if these are acceptable to the Council, the individual or the organisation involved, an order will be issued to the Contractor for the works.

5.132 Items produced in response to such requests shall be of good appearance and shall have been prepared in accordance with good floristry practice.

6. CLEANSING OPERATIONS

General

6.1 The Contractor is required to undertake Cleansing within all Locations, to the standards specified. The Contractor shall include for the supply of all materials, tools and equipment necessary to carry out the work and state the methods to be used.

6.2 Litter picking shall be undertaken prior to mowing operations and shall be included for within the Contractors mowing rates. Litter picking shall also be required in between certain mowing operations and during the winter season as stated in Table 5 below.

6.3 If the Contractor needs to move any furniture to facilitate the cleansing operations (including re-painting or applying preservative), it must be replaced in its original position immediately after cleaning operations have been completed. Any holes or unsafe obstructions left whilst the item is being cleaned must be made safe by the Contractor and clearly marked as a hazard.

6.4 Where damage to furniture or a structure is likely to present a hazard to the public, the Contractor shall secure or carry out temporary repairs as may be necessary to ensure public health and safety and immediately notify the Authorised Officer. Furthermore, the Contractor shall make the general public aware of any potential hazard and keep them away from the area under treatment until the facility is safe and ready to use again.

6.5 All cleansing operations must be carried out in such a manner and at times as to cause minimum interference with the use of the facilities.

Standards

6.6 The Gradings (which are substantially based upon those in the Code of Practice) are as follows:

- Grade A: free from all Litter and Sweeping
- Grade B: predominately free from Litter apart from a small number of small items thereof, and subject to a minor level of defacement by Sweepings.
- Grade C: widespread distribution of Litter and Sweepings, with minor accumulations thereof;
- Grade D: substantially defaced by Litter and Sweepings.

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- 6.7 When assessing the standard of any item or part of an area which is required to be cleansed the Authorised Officer may at his discretion refer to the illustrative photographs showing examples of the Gradings which are contained in the Litter Code. Upon completion of each such Litter Picks all parts of each site to be Litter Picked shall be free from all Litter to a Grade A standard.

Service Requirements

- 6.8 Cleansing operations for parks, open space and housing areas shall be subject to summer and winter programmes as follows:-
- a) the summer programme shall apply from 1st April to 30th September inclusive; and
 - b) the winter programme shall apply from 1st October to 31st March inclusive.
- 6.9 Where the Contractor becomes aware of any instances of vandalism or damage within the Location, he shall, within 24 hours, inform the Authorised Officer of the nature and extent of the vandalism or any damage. Where the initial reporting is verbal, it shall be confirmed in writing within five working days. The Contractor may be required by the Authorised Officer to provide an estimate for the provision of certain remedial works. Upon receipt of instruction from the Authorised Officer, the Contractor shall make good the damage and in such cases the Contractor shall be paid for this additional work in accordance with Daywork Rates.
- 6.10 All Waste and arisings collected in the provision of this service shall be disposed of by the Contractor in the proper manner as per Paragraph 1.36.
- 6.11 The Contractor shall ensure that workers, undertaking the provisions of this service, take due account of the needs of the public using the Location and avoid any actions that may cause inconvenience or annoyance.
- 6.12 The Council will require clearance of litter and Waste resulting from any special events where the Authorised Officer requires the Contractor to attend such events at times outside of the normal working hours, the Contractor shall be paid for this additional work in accordance with Daywork Rates.
- 6.13 These general service requirements are common to all cleansing operations, and the Contractor shall have made due allowance for compliance with them within the tendered rates for all cleansing operations being undertaken.
- 6.14 These parks attract significant visitor numbers during the summer period and the Contractor should pay particular attention to these sites.

Litter Picking programme

Table 5

Litter Clearance

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Litter picking to be undertaken on all grass areas prior to each scheduled mowing visit and 4-wkly outside of these periods to Grade A Standard

Benches and Seats - Re-painting and Re-application of Preservative

- 6.15 Each year, the Contractor is required to re-paint/re-apply a preservative to park benches and seats as appropriate. Where necessary, the Contractor shall wash surfaces to remove dirt, grease and any other deleterious matter, thoroughly rub down and then wipe off with a damp lint-free cloth. Any defects must be reported to the Authorised Officer. Before re-painting, the Contractor must treat any bare wood/metal with an appropriate primer. The Contractor shall then re-paint or re-apply preservative to the bench/seat; the colour of paint and wood preservatives must be agreed by the Authorised Officer.

Leaf Clearing

- 6.16 The Contractor, commencing in November, shall be required to clear leaves, litter, debris, twigs, fruits, deleterious matter etc. from grassed areas, paths, hard surfaces and horticultural features, beds and borders and be completed by the end of January each year. Leaves that fall on prepared sports pitches shall be removed prior to any new preparation or over marking. Leaves that fall on high amenity, fine turf and horticultural features, beds and borders must be removed at a maximum of seven-day intervals. In addition, blown leaves, litter etc. must be collected and removed from perimeters, under hedges and around trees. All arisings from this operation shall be disposed of in accordance with Paragraph 1.36.

(Indicative number of operations is a minimum of 3)

Cleansing Schedule

- 6.17 Cleanse Locations to the specified standard.

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7. PESTICIDES CONTROL, HORTICULTURAL CHEMICALS

General

- 7.1 The Contractor and his employees shall ensure that all operations dealing with pesticides control shall need to comply with the provisions of those legal provisions specifically applicable to the acquisition, storage, use and disposal of chemicals, and in particular the Pesticide Regulations 1986, the Plant Protection Products Regulations 1997 and the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and any statutory instruments, regulations or orders made hereunder and any subsequent legislation re-enacting, amending or extending the same (the 'legislation').
- 7.2 The Contractor shall ensure that his supervisors and operatives are fully conversant with all Codes of Practice and Guidance notes relating to the application of pesticides published by DEFRA (including former incarnations such as MAFF), HSE, BASIS and the RHS and that all applications of pesticides are correct in accordance with their requirements.
- 7.3 All herbicides, insecticides and fungicides to be used in the undertaking of the specified works shall be provided by the Contractor and subject to approval by the Authorised Officer prior to application.
- 7.4 The Contractor shall supply to the Authorised Officer, prior to the use of any pesticides, copies of the Control of Substances Hazardous to Health (COSHH) assessment and data sheets pertaining to the specific products/chemicals to be utilised.
- 7.5 The Contractor shall allow the Authorised Officer to have access at all times during the period of the Contract to inspect the storage facilities and the records of application of herbicides, insecticides and fungicides. If any of the requirements of the legislation are not complied with, the Authorised Officer may order any operation to cease forthwith until the situation is corrected.
- 7.6 Prior to the commencement of the Contract, the Contractor shall present the Authorised Officer with proof that all workers to be engaged in use of pesticides are suitably qualified or assessed, and shall ensure that only designated operatives are engaged in the application of such materials in accordance with the legislation.
- 7.7 The Contractor shall note that the proof of certification required by subsection 9.7 above shall consist of the original Certificates of Competence appropriate to the method of application to be utilised, which shall be submitted to the Authorised Officer who will photocopy them and return them immediately to the Contractor.
- 7.8 In accordance with DEFRA Guidance for the Control of Weeds on Non-Agricultural Land, the Contractor shall annually inform the local office of the Environment Agency for its approval of the products to be utilised.
- 7.9 The Contractor shall provide his workers with all protective clothing applicable to the materials being applied at any one time and shall give his workers access to such washing and cleaning facilities required.

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- 7.10 The Contractor shall ensure that all pesticides are properly stored and transported and shall provide a secure store as required under the terms of the legislation. Should such a store hold at any one time in excess of 200 litres of liquid material or 200 kg of dry material or any combination of liquid and dry material in excess of 200 units for use in the execution of the Contract or any other works.
- 7.11 The Contractor shall ensure that his supervisors and operatives are fully conversant with all Codes of Practice and Guidance notes relating to the application of pesticides published the Health and Safety Executive (HSE) BASIS, Code of practice for using plant protection products 2006 and the RHS and that all applications of pesticides are correct in accordance with their requirements. The Contractor shall ensure that all pesticides used in any operations required by the Specification shall be approved for their appropriate application under the Control of Pesticides Regulations 1986, HSE Biocidal Products Regulations 2001 and the (the Biocidal Products Directive 98/8/EEC) and any amendments thereof.
- 7.12 The Contractor shall supply details of the appropriate registration of the store and the storekeeper to the Authorised Officer prior to the commencement of the Contract.
- 7.13 All machinery used in the application of pesticides shall be carefully maintained throughout the period of the Contract to ensure that correct application takes place and that no leakage occurs.
- 7.14 The Contractor shall ensure that the methods of applying materials proceeds in such a manner as to cause no damage or injury to any desirable plant, animal, machine or item of equipment. Any such damage shall be the responsibility of the Contractor who shall be required to make good any damage at his expense and be responsible for any claims for compensation arising from his actions or omissions.
- 7.15 In carrying out mixing of chemicals, the Contractor shall ensure that no spillage of chemicals takes place and that no damage results to vegetation, surfaces, plants or equipment. Any such damage shall be held to be the responsibility of the Contractor who shall be required to make good any damage at his expense and be responsible for any claims for compensation arising from his actions or omissions.
- 7.16 The Contractor shall ensure the timing of works shall be such that no spraying takes place during adverse weather, or when rainfall is expected in a time period which is less than that specified by the manufacturer of the chemical being used.
- 7.17 The Contractor shall ensure that the method of application and the undertaking of works do not lead to the pollution of any watercourse or water supply. Any such pollution shall be the responsibility of the Contractor and he shall be required to make good any damage at his expense and be held to be responsible for any claims for compensation arising from his actions or omissions.
- 7.18 The Contractor shall ensure that all Waste pesticide containers and surplus chemicals are correctly and legally disposed of in accordance with Paragraph 1.36 above, and that any Waste disposal facility utilised is appropriately licensed by the Environment Agency to receive that Waste.
- 7.19 In carrying out the application of pesticides, the Contractor shall ensure that no area is overdosed and that dosages of each particular treatment are in accordance with the manufacturers' recommendations, and that the total area specified is treated.

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- 7.20 Prior to carrying out any application of pesticides, the Contractor shall notify the Authorised Officer of his working plans, giving two working days' notice and updating the Authorised Officer at regular intervals. The progress of such work shall be reported daily using a form produced by the Contractor in a format to be approved by the Authorised Officer.
- 7.21 The Contractor shall notify the public of the fact that spraying operations are to be undertaken, in accordance with the legislation and to the satisfaction of the Authorised Officer.
- 7.22 Subsections 7.1 to 7.22 of this Specification are common to all pesticides control operations, and the Contractor shall have made due allowance for compliance with such general conditions within his rates for all operations being undertaken relating to pesticides control.

Treatment of Paths, Drives, Roads and Other Hard Surface Areas

- 7.23 The Contractor shall treat any paved areas with liquid-based herbicide, as approved by the Authorised Officer, to maintain the surfaces in a weed-free condition.
- 7.24 In order to ensure a weed-free condition, the Contractor shall monitor the treated areas and treat as necessary.
- 7.25 If, in the opinion of the Authorised Officer, the treatment has not given satisfactory results, the Contractor shall at his own expense re-treat areas as instructed to produce a satisfactory degree of control.
- 7.26 Maintenance to be in accordance with Table 6 below.

Treatment of Fence Lines, Obstructions and Bases of Buildings

- 7.27 The Contractor shall have allowed for the weed control of fence lines, obstructions and bases of buildings within his tendered prices for grass cutting operations and the weed control of paths, drives, roads and other hard surfaces.
- 7.28 The Contractor shall treat fence lines, obstructions and bases of buildings, to a maximum distance of 200 mm from the feature, with an herbicide as approved by the Authorised Officer. The treatment shall be carried out in such a manner that the growth of all vegetation is controlled for a period of 12 months from the date of application.
- 7.29 During this 12 months period, should any areas (in the opinion of the Authorised Officer) show any excessive invasion by weed species, the Contractor shall, at his own expense, re-treat areas as instructed to produce a satisfactory degree of control.

Pesticides Control Schedules

Table 6

<p><u>FM1</u> - Green Lane footpaths</p> <p>The Contractor will cut back all vegetation (except trees) to a distance of 1 metre (unless otherwise specified) from the sides of the footpath to a satisfactory standard approved by the Authorised Officer. The minimum total footpath width at any site will be 2.5 metres after cutting unless the width is restricted by boundary walls, fences, other immovable objects etc. The vegetation will be cut back to allow easy access by pedestrians for a minimum period of one year. Should the footpaths become overgrown during the year following the work the Contractor will repeat the operations to restore ease of access at no extra cost to the Authority.</p> <p>Chemical sprays will not be used without the consent of the Authorised Officer.</p> <p>Vegetation overhanging the 2.5 metres footpath (including trees) will be cleared up to 3 metres above ground level unless otherwise directed. The Contractor will not cut overhanging vegetation originating from property not under Authority ownership without first notifying the Authorised Officer of his intentions and having been given approval.</p> <p>All woody vegetation must be trimmed to avoid sharp points and projections likely to endanger pedestrians.</p> <p>The Contractor will carry out all these operations once a year in late Autumn or at a time and frequency directed in this Contract.</p>
<p><u>FM2</u> - Hard Surface Maintenance</p> <p>Locations designated as (FM2) will be kept weed free at all times. All herbage is to be removed from the Location including any encroaching vegetation from border areas and the Location to be kept weed free by the cultural or chemical means.</p>
<p><u>FM3</u> - Shingle Area Maintenance</p> <p>Locations will be kept weed-free by manual means, taking care not to disturb bulbs and seasonal bedding planted within the shingle area.</p> <p>Under no circumstances will chemical application be used to control vegetative growth.</p> <p>The Contractor will carry out this operation at an 8 weekly frequency, from March to November inclusive.</p> <p>Following completion of the weeding operation, the Contractor will sweep the adjacent footpath(s) to remove all errant pea shingle, whether caused by this weeding operation or not.</p>
<p><u>FM4</u> - Aggregate Surfaced Footpaths</p> <p>Locations designated as will be kept weed free at all times. All herbage is to be removed from the Location including any encroaching vegetation from border areas and the Location to be kept weed free by the cultural or chemical means.</p>

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8. MISCELLANEOUS ANCILLARY SERVICES

Garden Tidies / Void Properties

- 8.1 The Contractor shall be aware that the term 'garden' does not indicate any particular size. The sizes can vary from garden to garden and the Contractor shall take this into account.
- 8.2 The nature of work covers a broad spectrum of the horticultural range, but principally is aimed at a general one-off tidy up. During a typical garden tidy, the Contractor shall complete each of the following operations where necessary:-
- a) The grass must be cut to a height of 25 mm.
 - b) All soil areas must be cultivated and raked. If any feature abuts a grassed area, it must be edged with a half-moon edging iron or equivalent.
 - c) All shrubs/roses must be pruned to enable access and promote good shape and growth. This must only involve the removal of the previous year's growth.
 - d) Some gardens may be bordered with hedges, which must be clipped. The cutting of such hedges must only be back to the previous year's growth and must include the top and all sides.
 - e) Weeds where evident on pathways must be removed.
 - f) All litter, refuse abandoned Waste including Fly Tips and other debris, including Waste arisings created by the activities involved in a garden tidy, must be removed immediately from site by the Contractor for proper disposal, and disposed of in accordance with Paragraph 1.36.
- 8.3 Upon completion of a garden tidy, the Contractor's operatives shall obtain a signed confirmation form from the householder, or his/her representative, that the works have been carried out to their satisfaction. Forms shall be produced by the Contractor for approval by Authorised Officer, and copies of signed confirmation forms must be presented to the Authorised Officer at the end of each working week.

(Indicative number of operations is a minimum of 25)

Ice/Snow Clearing

- 8.4 The Contractor will be required to provide cover for dealing with this work. This operation may arise during 'normal' working hours and/or outside of these times (Ref Section 1 - Emergency Work).
- 8.5 During periods of severe cold weather that could lead to the formation of slippery surfaces, the Contractor shall be required to carry out ice/snow clearing operations on roads, footpaths or any other area within parks, cemeteries, crematorium grounds, play grounds, car parks, sheltered housing and such other sites as determined by the Authorised Officer. The Contractor shall monitor weather reports and make suitable provision for all sites requiring ice/snow clearance, informing the Authorised Officer of the ice/snow clearing operations that have been undertaken.

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- 8.6 The Contractor, when clearing footpaths, shall only clear a path of 1.2 m width to allow reasonable access.
- 8.7 Ice/snow clearing can be undertaken by a combination of manual and mechanical means. The Contractor shall also apply grade IV rock salt at a rate of 40g per m² to the main drives and footways of cemeteries and crematoria prior to 08:30 hours and to the main drives and footways of parks prior to 09:00 hours in order to allow safe pedestrian and/or vehicular access at such Locations. Upon completion of the operation, the area must be left in a clean condition to allow safe pedestrian or vehicular use.

Daywork and Emergency/Urgent Works

- 8.8 The Contractor shall be paid for daywork and emergency/urgent work in accordance with Daywork Rates.
- 8.9 In the event of major incidents, hazardous instances or emergencies, either natural or caused by vandalism, the Authorised Officer shall require the Contractor to be on-site within the time periods set out below depending on the urgency of the work to be completed or made safe. This instruction from the Authorised Officer shall be verbal, with written confirmation to be forwarded to the Contractor within forty eight hours.
- 8.10 Emergency Work - must be commenced within 1 hours of receipt of instruction and completed by the end of the working day, unless otherwise directed by the Authorised Officer.
- 8.11 Urgent Work - must be commenced within 24 hours of receipt of instruction and completed within 60 hours of instruction, unless otherwise directed by the Authorised Officer.
- 8.12 Normal Work - must be commenced on instruction from the Authorised Officer and completed within 5 working days of receipt of instruction, and the Authorised Officer must be informed of the expected date of completion.
- 8.13 Should the Contractor, for any reason, fail to respond to the instruction within the stipulated time period, the Authorised Officer shall be entitled to arrange for other persons to undertake any necessary works. In the event of such an occurrence, any costs incurred by the Council shall be deducted from monies due to the Contractor.

Miscellaneous Ancillary Services Schedule

Garden Tidies

(Schedule of Rates item)

- 8.14 Carry out garden tidy in accordance with specification
- 8.15 Carry out ice/snow clearing in accordance with specification at the specified sites and as directed by the Authorised Officer. The Contractor shall include within his rates for the supply of grade IV rock salt.

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Small Treatment Works & Pumping Stations

- 8.16 The Contractor will be required to complete the grounds maintenance at a number of small treatment works and 1 pumping stations located in a number of rural locations across the District. The maintenance operations required at each location vary from site to site, in that some include maintenance of hard surfaces, some grass-cutting/strimming and some have a mixture of both. The frequency of the maintenance visits is dictated by the Authorised Officer and can vary from year to year. A typical example of this is shown below:
- 8.17 The Contractor shall maintain the Hard Surfaces and Gravel/Shingle Areas at a frequency of four times a year. The occasions must fall within:
- 1) The first week of March
 - 2) The first week of June
 - 3) The first week of September
 - 4) The first week of December
- 8.18 The Contractor shall maintain the grass areas at a frequency of cutting of eight times a year. The occasions must fall within:
- 1) The first week of March
 - 2) The first week of April
 - 3) The first week of May
 - 4) The first week of June
 - 5) The first week of July
 - 6) The first week of August
 - 7) The first week of September
 - 8) The first week of October

Grass, Hard Surfaces and Gravel Area Maintenance

- 8.19 The contractor shall remove any extraneous debris eg. Wind blown branches, twigs, leaves, litter, rubble, stones, bottles, papers and cans, from all hard surfaces, gravel areas and grass at the site. All extraneous items collected should be removed to the contractors designated tip-site, the cost is to be included in the overall price.
- 8.20 Hard surface and gravel areas will be kept weed free at all times. All herbage is to be removed including any encroaching vegetation from border areas. The location is to be kept weed free by cultural or chemical means. Any herbicide used must be certified and approved for use on hard standing areas and MAPP No. and COSHH data sheet are to be supplied before spraying works commence. There must be strict adherence to the conditions regarding the use of any chemicals.
- 8.21 If the chemical fails to adequately inhibit growth the contractor will be responsible for carrying out the manual control of weeds. It is considered essential that all areas adjacent to the kiosk, other items of equipment and the effluent sampling point (usually the outfall) are clear of vegetation and obstructions.
- 8.22 Following completion of the weeding operation, the contractor will rake level all gravel/shingle and sweep any adjacent hard-standing areas or footpaths to remove all errant gravel/shingle, whether caused by the weeding operation or not.

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- 8.23 The contractor will cut back all vegetation overhanging the main access footpath to the compound and vegetation encroaching into the compound from the boundary fence-lines up to 3 metres above ground level. All woody vegetation must be trimmed to avoid sharp points and projections likely to endanger pedestrians. All spoil arising from this work to be removed from site on the same working day, and disposed of at the contractors designated tip-site.
- 8.24 Mowing will take place on the full area of grass at the location up to the paving, fencing and any other boundaries. Any cuttings which escape from the machinery onto the adjacent paths, channels, carriageway, footway or other hard surfaces, must be swept up and spread evenly over the grass or disposed of at the designated tip by the contractor on the completion of the work.
- 8.25 The standard of grass cutting after completion shall be such that the finished height is even overall and must not exceed 35mm in height. All vegetative growth such as clover, other broad-leafed weeds, weed grasses, tree suckers and bramble will be deemed to be part of the grass sward.

(Indicative number of operations is a minimum of 15)

Garden Tidies / Void Properties

- 8.26 The Contractor shall be aware that the term 'garden' does not indicate any particular size. The sizes can vary from garden to garden and the Contractor shall take this into account.
- 8.27 The nature of work covers a broad spectrum of the horticultural range, but principally is aimed at a general one-off tidy up. During a typical garden tidy, the Contractor shall complete each of the following operations where necessary:-
- a) The grass must be cut to a height of 25 mm. General standard and maintenance as per Section 2
 - b) All soil/bed areas must be cultivated and raked. If any feature abuts a grassed area, it must be edged with a half-moon edging iron or equivalent. General standard and maintenance as per Section 5
 - c) All shrubs/roses must be pruned to enable access and promote good shape and growth. This must only involve the removal of the previous year's growth. Any vegetation found to be encroaching over pathways, windows, stairs, washing areas etc. will be cut-back/cleared as necessary. General standard and maintenance as per Section 5
 - d) Some gardens may be bordered with hedges, which must be clipped. The cutting of such hedges must only be back to the previous year's growth and must include the top and all sides. General Standard and maintenance as per Section 4
 - e) Weeds where evident on pathways must be removed.
 - f) All litter, refuse abandoned Waste including Fly Tips and other debris, including Waste arisings created by the activities involved in a garden tidy, must be removed immediately from site by the Contractor for proper disposal, and disposed of in accordance with Paragraph 1.36.

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- 8.28 Upon completion of a garden tidy, the Contractor's operatives shall obtain a signed confirmation form from the householder, or his/her representative, that the works have been carried out to their satisfaction. Forms shall be produced by the Contractor for approval by Authorised Officer, and copies of signed confirmation forms must be presented to the Authorised Officer at the end of each working week.

(Indicative number of operations is a minimum of 25)

Garage Forecourt and Hard-standing Areas

- 8.29 The contractor shall complete the grounds maintenance on a number of Garage Forecourt and Hard-standing Areas located throughout the district. The maintenance operations required at each location include the clearance of existing larger woody vegetation and subsequent chemical application of a suitable herbicide (certified and approved for the use on hard-standing areas) to kill all weed growth. The name of the chemical and the MAFF No. is to be supplied to the designated officer prior to application.
- 8.30 The quantity of locations is dictated by the Authorised Officer and can vary from year to year; however for reference, approx.. 100 locations were completed during 2012.

Garage/Hard Surface Area Maintenance

- 8.31 The Contractor shall remove any extraneous debris e.g. wind-blown branches, twigs, leaves, litter, rubble, stones, bottles, papers and cans, from all hard surfaces. All extraneous items collected should be removed to the Contractor's designated tip-site, the cost is to be included in the overall price.
- 8.32 Locations will be kept weed free at all times. All herbage is to be removed from the location including any encroaching vegetation from border areas. The location is to be kept weed free by cultural or chemical means. Any herbicide used must be certified and approved for use on hard standing areas and MAPP No. and COSHH data sheet are to be supplied before spraying works commence. There must be strict adherence to the conditions regarding the use of any chemicals. If the chemical fails to adequately inhibit growth the contractor will be responsible for carrying out the manual control of weeds.
- 8.32 The Contractor will cut back all vegetation overhanging or encroaching into the garage forecourt and hard-standing areas from the adjacent boundary fence-lines, up to 3 metres above ground level. All woody vegetation must be trimmed to avoid sharp points and projections likely to endanger pedestrians. All spoil arising from this work to be removed from site on the same working day, and disposed of at the Contractor's designated tip-site.

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9. MAINTENANCE OF CHILDREN'S PLAY AREAS

9.1 The Council has 8 number of play areas throughout the District.

9.2 The Contractor is required to undertake regular weekly inspections of all of the playgrounds and activity areas including MUGA and Tennis court owned or managed by the Council. Their purpose is to ensure that the playgrounds and activity areas are as safe and fit for use as is possible (having regard to practicability and available resources), and to ensure that any areas or items requiring Reactive Maintenance identified during the course of an inspection are speedily addressed.

9.3 Information with regard to each of the Sites is contained in Appendix D.

The inspections (and any subsequent follow-up Reactive Maintenance or other action implemented by the Contractor) are important separate activities, and shall be scheduled, undertaken and recorded as such by the Contractor. They are not to be regarded as adjuncts to other activities which the Contractor's staff may be carrying out in the vicinity.

9.4 The weekly inspections will be supplemented by an annual survey carried out by the Council's independent assessor. The purpose of this assessment is to:

- ensure the Council has an expert assessment of the suitability of its existing provision, and to plan replacement or new provision;
- ensure that the inspections required to be undertaken by the Contractor and the specified maintenance and repair regime for playgrounds and activity areas are the most appropriate in the circumstances;
- provide an additional check that the inspections required to be undertaken by the Contractor are being properly undertaken in accordance with the requirements of this Section.
- identify and implement any revision to the scheduled Operational or Planned Maintenance work, or any other works of maintenance, repair or replacement which may be required at any Site at that time.

Inspections to be Undertaken

9.5 The Contractor is required to inspect the whole of each Site from time to time specified in Appendix D at the times hereafter specified, and to take any necessary follow-up Reactive Maintenance or other action, in accordance with the requirements of the Contract.

9.6 The Contractor is to inspect all of the following:

- All hard and soft surfaces (including any planted areas, mounds and ditches as appropriate);
- Boundary fences, walls, boulders, grass swathes, gates, accesses and the like;
- Play Equipment including safety surfaces;
- Site Furniture (e.g. seats, bins, art installations or the like).

Frequency of Regular Inspections

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- 9.7 The Contractor shall carry out the specified inspection and undertake any necessary follow-up action at a weekly frequency. The precise days and times at which inspections etc. are to be carried out and the methods to be used are further detailed below.

Methods and Purposes of Regular Inspections

- 9.8 Prior to the Commencement Date the Authorised Officer shall prepare inspection sheets for all the playgrounds and activity areas to be inspected pursuant to the provisions of this Section. These sheets will identify every area, item etc. which is to be inspected at each of the Sites, and provide for a finding as to its condition to be entered against each of the same.
- 9.9 The Contractor is required to complete the relevant inspection sheet on his weekly inspection of each Site, at the time of inspection. Committing to memory or making notes at the time, and subsequently attempting to transcribe these onto the inspection sheet will not be an acceptable method of undertaking the inspection obligations
- 9.10 The Contractor shall undertake each inspection for the purposes of ascertaining, by means of visual inspection (and operation in the case of Play Equipment and other dynamic items on Site), whether each area, item or thing to be inspected:
- (i) meets any statutory or regulatory requirement or guidance as to its performance, standard or condition, and
 - (ii) meets any specific requirement of the Contract as regards its performance, standard or condition, and
 - (iii) appears to be safe and fit for its purpose, and
 - (iv) is not otherwise dangerous, damaged or defective in any other way,
- subject in all instances to this being ascertainable by the use of such an inspection methodology.
- 9.11 Each completed inspection sheet shall be signed and dated by the member of the Contractor's staff who has carried out the inspection.
- 9.12 The Contractor shall ensure that the member of his staff who has carried out the inspection makes an entry against each item on the inspection sheet (e.g. by way of a tick or similar), even if the item concerned satisfactorily meets all the requirements set out above.
- 9.13 The Contractor shall supply an electronic copy of each completed inspection sheet to the Authorised Officer within 24 hours of its completion and contact the Authorised Officer immediately should an item be of serious risk.
- 9.14 The Contractor shall retain a copy of each inspection sheet for a period of not less than 4 years (or until such other date as the Authorised Officer may require), so as to ensure that it is available in the event of accident etc. The record may be kept in electronic format approved by the Authorised Officer

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(e.g. by scanning each sheet into a database set up for that purpose). All retained records shall be passed to the Council upon termination of the Contract (howsoever occurring).

Times at Which Inspections are to be Carried Out

- 9.15 The regular weekly inspections shall be undertaken during normal working hours over the period Monday – Friday (inclusive) in each week. The weekly inspection shall be performed once in any period of 7 days (inclusive of Bank Holidays), with no more than 8 days and not less than 6 days between each repetition of that operation (52 times/year).

Preparation and Approval of Contractor's Inspection Schedule

- 9.16 Following receipt of the inspection sheets for the playgrounds and activity areas prepared by the Authorised Officer pursuant to the above provisions, the Contractor shall prepare a schedule of the regular inspections to be made each week for approval by the Authorised Officer. This shall specify as a minimum:

- the resources in terms of manpower, vehicles etc. to be applied to the inspection process;
- the timetable for inspection of all the Sites over the course of the permitted days in each week, which shall as a minimum detail:
 - the name of each Site;
 - the location of each Site;
 - a unique reference number for each Site;
 - the day upon which each Site will be inspected (Monday to Friday);
 - the time of inspection (either a.m. or p.m.).

- 9.17 In deciding whether to approve the schedule the Authorised Officer will principally be concerned to ensure that the proposed schedule provides sufficient time and resources for each inspection to be properly and effectively undertaken (and a reasonable allowance for any Reactive Maintenance or other follow-up action which may be required consequent upon the findings of the inspection).

- 9.18 The provisions of the Specification with regard to the approval of the Contractor's working arrangements shall apply to the approval of the proposed inspection schedule as if the same were, for the purposes of those provisions, part of the Contractor's working arrangements referred to therein.

- 9.19 The Contractor shall take all necessary steps to ensure that his inspection schedule is approved by the Authorised Officer prior to the Commencement Date, as it is essential that the regular inspections commence immediately thereafter.

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9.20 The Contractor shall ensure that he adheres to the approved inspection schedule at all times after its approval by the Authorised Officer. Deviation from its terms will only be permitted in an emergency, and then only after prior telephone consultation with the Authorised Officer.

9.21 The Contractor is required to make use of digital photography to record instances of faults, vandalism, the condition of Play Equipment or Site Furniture during their inspections or following a complaint, accident or injury, and in other instances in which it is necessary to do so. These images shall be emailed to the Authorised Officer.

Follow-Up Action to be Instituted by the Contractor

9.22 Any member of the Contractor's staff undertaking an inspection ('the inspector') shall be responsible for identifying and implementing any necessary Reactive Maintenance or other follow-up action required as a consequence of the outcome of the inspection, and shall be empowered to act on the Contractor's behalf in that regard.

9.23 All inspectors shall be equipped with a mobile telephone for the purposes of implementing immediate follow-up action where this is required.

9.24 The inspector shall have absolute discretion to determine what follow-up action is required in any particular circumstances, and to immediately implement such action. This may involve action in respect of a particular item or items (e.g. appropriate Reactive Maintenance to an item of Play Equipment), or in a serious case in respect of the whole Site. Reactive Maintenance to effect the removal or disabling or minor repair of an individual item would be expected where feasible, using appropriate means to achieve this end. Alternatively the identification of an immediate hazard of a substantial nature might require the closure of the whole Site.

9.25 The inspector shall be provided by the Contractor with equipment suitable for securing items/Sites, such as chains and padlocks, barrier tape, fencing. Such equipment shall be carried by the inspector in his vehicle, and be available for immediate use at all times.

9.26 The inspector shall likewise be equipped by the Contractor with a supply of suitably worded pre-prepared signs in order to notify users that an item of equipment or furniture has been placed out of use, an area is potentially dangerous and not to be accessed, a Site is closed etc. The inspector shall utilise an appropriately worded sign(s) to notify users of the follow-up action taken.

9.27 The wording of all pre-prepared signs shall be approved by the Authorised Officer before first use.

9.28 The Authorised Officer shall be immediately notified by mobile telephone where follow-up action involves the closure of a Site or an item of play equipment is not fit for purpose.

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Requirements as Regards to Inspectors

- 9.29 The Contractor shall ensure that every member of his staff employed by him as an inspector is suitably qualified to act as an inspector for the purposes of the Contract. In particular any inspector shall have successfully completed a playground inspection & maintenance course approved by the Authorised Officer. Approval will generally only be given for courses provided by nationally recognised training agencies (e.g. ROSPA, ILAM etc.); 'in-house' training courses will not generally be regarded as sufficient.

Sites and Equipment Etc. to be Maintained

- 9.30 The Contractor is required to undertake the maintenance and repair of the playgrounds and activity areas owned or managed by the Council, and of the Play Equipment and Site Furniture within each of these Sites.
- 9.31 Information with regard to each of the Sites (including the Play Equipment and Site Furniture to be found at each Site) is contained in **Appendix D**.

Standards to Which Sites and Equipment Etc. are to be Maintained

- 9.32 The Council is concerned to ensure that a satisfactory level of safety is afforded by the design, construction, installation and maintenance of the surfacing and play equipment provided at each Site. In order to meet this requirement the Council has adopted the following British Standards as primary standards in relation to such matters:

BSEN 1176-1 to 7: Playground equipment

- 9.33
- Part 1: General safety requirements and test methods.
 - Part 2: Additional specific safety requirements and test methods for swings.
 - Part 3: Additional specific safety requirements and test methods for slides.
 - Part 4: Additional specific safety requirements and test methods for runways.
 - Part 5: Additional specific safety requirements and test methods for carousels.
 - Part 6: Additional specific safety requirements and test methods for rocking equipment
 - Part 7: Guidance on installation, inspection, maintenance and operation.

BSEN 7188: Methods of test for impact absorbing playground surfaces

- 9.34 This standard describes the methods of testing impact absorbing surfaces. The tests include, impact absorbency, durability, flammability, slip and resistance to indentation.

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BSEN 1177:1998: Impact absorbing playground surfacing – safety requirements and test methods

- 9.35 This standard must be used in conjunction with BSEN 7188.
- 9.36 Whilst the above standards are not mandatory on Site providers, and compliance is not required by law, they do represent good practice and for that reason have been adopted by the Council. Accordingly the Contractor shall, insofar as is reasonable practicable and whenever relevant, apply these Standards in undertaking the maintenance and repair of playgrounds and play equipment.
- 9.37 The Council requires the Contractor in undertaking any maintenance, repair, reinstatement or replacement to do so:
- in accordance with any statutory or regulatory requirement or guidance as to the performance, standard or condition of the relevant area or item;
 - in accordance with any specific requirement or guidance as to the performance, standard or condition of the relevant area or item set out elsewhere in this Section, or in any Appendix associated therewith;
 - in accordance with best subsisting industry practice;
 - utilising new materials, components and parts of a quality acceptable to the Council;
 - utilising the best possible standard of workmanship in order to achieve a high quality of finish;
 - to maintaining the playgrounds and activity areas in no worse a condition than that which prevailed at the Commencement Date (as will be recorded in a condition survey(s) undertaken immediately prior to that date). This is the minimum standard at which the Council requires the playgrounds and activity areas to be maintained, fair wear and tear excepted.
- 9.38 If the Contractor is in any doubt as to the standard to be attained in relation to any matter, or as to which standard should prevail in the event of any apparent conflict, he shall seek the guidance of the Authorised Officer.
- 9.39 The Council requires the playgrounds and activity areas to be maintained at a high standard of repair and in a safe condition at all times. To achieve this the Contractor shall formulate and implement a maintenance programme based upon the regime specified below, so as to ensure that all Sites and the Play Equipment and Site Furniture within them are maintained in an operational and effective condition, and that they are safe to use and free of evident hazards and defects. Subsequent references in this Part to the 'Playgrounds Maintenance Programme' are references to this programme.
- 9.40 The Contractor's Playgrounds Maintenance Programme shall encompass all of the following:
- the weekly inspections;

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- undertaking any Reactive Maintenance or other follow-up action required as a consequence of the findings of such an inspection, within the timescales specified for such action;
- undertaking such Reactive Maintenance or other follow-up action as may be required in response to any report(s) received by the Contractor of any playground or activity area (or any item of Play Equipment or Site Furniture therein) requiring attention (whether as being defective or dangerous, or as otherwise falling short of the performance, standard or condition required of it, as set out elsewhere in this Section, or in any Appendix associated therewith). Any such Reactive Maintenance is to be carried out within the timescales specified for such action;
- undertaking regular preventative Operational Maintenance activities (the minimum requirements in relation to which are specified hereafter);
- undertaking scheduled periodic Planned Maintenance activities

Standards

- 9.41 To avoid doubt, all maintenance activities (whether they be Operational Maintenance, Planned Maintenance or Reactive Maintenance, or otherwise), are to be undertaken in accordance with the standards set out above.

Synthetic Surface Play Areas

- 9.42 The Contractor shall inspect all play areas every day between 09:00 hours and 11:00 hours. Every day, including week-ends and bank holidays, all litter, refuse, abandoned Waste, stones, glass and other debris shall be removed from site for proper disposal.
- 9.43 The Contractor shall ensure that the surface and surrounds up to 2 metres from the boundary of the synthetic surface are swept of all litter, leaves, refuse, abandoned Waste and other debris once per week. All Waste arisings must be removed from site for proper disposal.

Children's Play Area Schedules

Play Equipment and Synthetic Surface Play Areas

- 9.44 Inspect and maintain play areas in accordance with Specification. The Contractor shall include within his rates for the supply all fittings and fixing and spare parts in the repair of Play Equipment e.g. shackles, bushes etc.

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10. TREES

Tree Planting and Aftercare

General

- 10.1 At the direction of the Authorised Officer, the Contractor may be required from time to time to undertake tree planting on sites covered by the contract.
- 10.2 Most trees will be either 'Heavy Standard' (12/14) or 'Selected Standard' (10/12) size, although, less commonly, the Contractor may be required to plant 'Extra Heavy Standard' (14/16 -18/20), Standard (8/10), 'Light Standard/Feathered' trees (up to 6/8) and whips. Tree size and specification are in accordance with BS 3936:1992 (Part 1) 'Specification for trees and shrubs' and the National Plant Specification.
- 10.3 Planting positions will be normally located within soft-landscaped areas such as grass or shrub or other cultivated beds. Some planting may be required within areas with a paved or other metalled surface.
- 10.4 The Contractor shall be responsible for the aftercare and appropriate watering of all newly planted trees during the 12 months after planting to ensure their proper establishment and growth. Any tree that dies or, fails to properly establish to the satisfaction of the Authorised Officer, within the first year after planting, with the exception of trees damaged or destroyed by a third party, will be replaced at the Contractor's expense. The replacement tree must be of the same or higher quality of the original.
- 10.5 The Contractor shall provide a legible written report to the Authorised Officer and the end of each week, listing the trees planted. For the purposes of defining the start of the 12 month aftercare and warranty period, a tree will be deemed to have been planted on the date the written planting report is received by the Authorised Officer.
- 10.6 The Contractor will be deemed to have included within his rates for the provision of all materials necessary for tree planting, including: stakes, tree ties, nails, cleft-chestnut pale fencing, irrigation tubes, planting compost, fertiliser, topsoil, composted mulch and strimmer guards as needed.
- 10.7 The Contractor shall provide all plant, labour and transport as necessary to execute the works and will only employ competent and suitably skilled operatives.

(Indicative number of tree planting operations is 200)

Supply of Plant Materials

- 10.8 Prior to each planting season the contractor will be advised by the Authorised Officer as to the quantity, sizes and species of trees to be ordered/planted and supplied with a planting schedule/plan indicating the planting locations.
- 10.9 All tree material shall be purchased & supplied by the Contractor; the cost is to be included in the overall contract price. The Contractor's tree specification and nominated Supplier must be approved by the Authorised Officer. The Contractor shall arrange with the Supplier for the trees to be delivered and be available so that planting programmes are adhered to.

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- 10.10 The Contractor will notify the Authorised Officer of the date, time and location of the delivery so they can be present, together with the Contractor's representative, to check the quantity and quality of the material prior to acceptance. The Contractor has the right to reject the stock if it is damaged, diseased, desiccated or inadequately protected/labelled. The Contractor will record the reason why the trees were rejected together with the quantities and species involved. Once accepted, the Contractor shall be fully responsible for the unloading, handling, care and security of all planting material.

Handling and Temporary Storage of Plant Material

- 10.11 The Contractor will ensure that at all times the planting material is handled, transported and stored in accordance with the latest edition of 'Handling and Establishing Landscape Plants' published November 1995 by The Committee for Planting Supply and Establishment.
- 10.12 The Authorised Officer reserves the right of access to inspect stored planting material at all times.

Timing of Planting

- 10.13 Most planting will be undertaken between early November and the end of March. Evergreen trees may be required to be planted between the first week in September and the last week in October, or the first week in April to the last week in May.
- 10.14 Planting will only be undertaken during suitable weather conditions. The Contractor will not plant when the ground is frozen to a depth of 4mm or more, when the air temperature is below 0°C or during periods of snow, drying winds and waterlogged ground conditions.

Location and Species for Planting

- 10.15 The Authorised Officer will issue a specific order to the Contractor for tree planting. The order will provide details of the tree species, size and planting location. Where necessary, the Contractor will be supplied with a map indicating planting positions. Alternatively, the Authorised Officer will arrange to meet the Contractor's Representative on-site to mark out the planting position.
- 10.16 It is the Contractor's responsibility to ensure that the correct species is planted in the correct location; if there is any doubt as to the location or species the Contractor shall contact the Authorised Officer for clarification prior to commencing the works.

Public Utilities and Underground Services

- 10.17 The Contractor is responsible for making sure no services are present. Prior to planting, he will take whatever steps are necessary to check that the position is free of obstructions and services. Detection of underground services must be carried out by a suitably trained person.
- 10.18 The Contractor will be responsible for any damage caused. In the event of damage the Contractor will notify the Authorised Officer and appropriate statutory service immediately.

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Planting Method – Standard Trees

- 10.19 Planting and pit preparation will be undertaken in accordance with BS 4428:1989 'Code of practice for general landscape operations (excluding hard surfaces)' unless otherwise stated. The Contractor should refer in particular to Section 7 of the standard when reading this Specification.
- 10.20 Subsoil, stones and deleterious matter including perennial weeds must be removed from the tree pit during excavation and disposed of. Any material so removed must be replaced with topsoil of an approved quality.
- 10.21 Formative pruning must be undertaken where necessary. It should be appropriate to the species, form and tree size, and will generally include the removal of damaged, broken, poorly positioned, low or co-dominant branches. The tree must be placed upright in the centre of the prepared pit.
- 10.22 An irrigation tube must be fitted prior to backfilling the tree pit. The tube must consist of a black 60mm diameter perforated flexible plastic pipe of sufficient length that, when laid in the bottom of the pit, it goes around the entire circumference of the root-ball or root system of the tree. The upper end of the tube must be positioned near the edge of the pit, 50mm above the level of the surrounding area.
- 10.23 Following planting, each tree must be thoroughly watered in. The soil must be wetted to field capacity.
- 10.24 All wrappings, labels and other materials must be removed from the tree prior to planting. If biodegradable materials are used to contain root-balls, these may be left but should not protrude above the final soil level. If wire has been used to secure biodegradable root wrapping, it must after planting be cut away from the tree and folded back so as not to present a hazard.
- 10.25 Any dead or failed sapling already in the planting pit must be removed and disposed of by the Contractor. For this purpose, a sapling will be deemed to be any tree with a trunk diameter of 100mm or less, measured at 50mm above ground level.
- 10.26 Trees planted in grass areas must have all vegetation within a radius of 600 mm from the tree trunk removed. The perimeter of the circle must be cut neatly with a half-moon edging iron or similar, leaving a neat and well defined edge to the turf. The resulting circle must be mulched to a depth of 100mm with forest bark or composted wood chippings. The mulch must be kept shallow in the area immediately adjacent to the trunk of the tree. The tree base must be kept free of weeds and the grass edge cut throughout the first year following planting.
- 10.27 A strimmer guard must be placed around the stem of all standard trees in planted in grass areas. The guard must be made of robust black plastic and not be less than 200mm high.
- 10.28 Planting pits in hard-landscaped areas, with paved, modular, tarmac or concrete surfaces will be partially prepared in advance for the Contractor. The original surface and base level will have been broken through and removed to allow planting to proceed. The Contractor will be responsible for the removal and disposal of any temporary surface that has been laid to keep the site safe prior to planting. Typically, a skim layer of tarmac or paving bedded on sand is used as a temporary covering.

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- 10.29 Trees with a 10/12cm or greater stem girth to be planted in grass areas must be supported and protected using three stakes and timber cross-bars.
- 10.30 A Tree Root Barrier must be provided and installed in accordance with the manufactures instructions in certain planting situations. The Authorised Officer will instruct the Contractor when such planting methods are required.
- 10.31 Three machine-rounded stakes, 2,100mm long x 75mm diameter, must be positioned equal-distance around the tree to form a triangle. The stakes must be a distance of 750-800mm apart and driven vertically into the ground to a depth of 600mm. The stakes must be upright and level.
- 10.32 Six sawn timber cross-bars, nominal sizes 850x75x37mm, must be nailed to the stakes at height of about 200mm and 1,450mm above ground level. The horizontal cross-bars form the 'sides' of the triangle enclosing the tree. An appropriate gauge and length of nail should be used to give a secure grip without splitting the timber.
- 10.33 The tree must be secured to the three stakes using a 37.5mm rubber expanding belt. A length of belt will be looped around the stem and attached using clout nails to each stake. Before the belt is attached to the stake, it must be enclosed in a 37.5mm rubber spacer sleeve, approximately 500mm long, or cut to length as required. The highest belt will be positioned at 1,225mm above the ground level, the second belt 80mm below the highest and the third 80mm below the second. The belts should be tensioned loosely to take up the slack and then nailed to each stake. The belts must not be too tight, and the tree stem should be able to move gently when all three belts are in position.
- 10.34 Protection is to be fitted when specified. This will consist of 1,500mm high, three-strand, cleft-chestnut pale fencing. It must be placed around the outside of the supporting triangle, tensioned to ensure all the clefts are vertical and then securely nailed with using staples to all cross-bars and stakes with staples. The bottom of the fencing must be 100mm above ground level to ensure access for weed control and litter removal.
- 10.35 Standard trees to be planted in shrub beds, hedges woodlands or similar must be supported with either a single low stake or a double stakes, depending on their size.
- 10.36 Trees with stem girth of, and between, 8/10cm and 12/14cm must be supported with a single machine-rounded stake, 1,200mm long x 75mm diameter. The stake must be positioned at the outer edge of the root-ball and driven vertically into the ground to a depth of 600mm. The tree must be secured to the stake using a 37.5mm rubber expanding belt. The belt must be looped around the tree and enclosed in a 37.5mm rubber spacer sleeve, cut to the appropriate length. The belt should then be tensioned loosely to take up the slack and, using clout nails, attached as close to the top of the stake as practical. The belt must not be too tight, and the tree stem should be able to move gently when secured.
- 10.37 Trees with stem girth of, and between, 14/16cm and 18/20cm must be supported with two machine-rounded stakes, 1,200mm long x 75mm diameter. The stakes must be positioned at the outer edges of the root-ball on opposite sides of the tree and driven vertically into the ground to a depth of 600mm. The tree must be secured to each stake in the manner described in the above section. The upper belt must be attached as close to the top of the stake as practical, the lower belt to be placed 50mm below the upper belt.

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- 10.38 Individual guards or protection will not usually be required for standard trees planted in shrub beds or similar sites. Occasionally, protection will be specified for larger trees; in this case the Contractor will support the tree with three stakes and provide cleft-chestnut pale fencing in the manner described for trees planted in grass areas.
- 10.39 Standard trees to be planted within hard surfaced areas must, unless otherwise specified, be supported with a single full-length stake. Occasionally, root-balled or container-grown 'extra heavy standards' will be required to be supported by means of underground anchoring.
- 10.40 A single machine-rounded stake, 2,100mm long x 75mm diameter, must be positioned within 100mm of the tree stem and driven vertically into the ground to a depth of 600mm. When driving in the stake, care must be taken to avoid damage to the roots. The tree must be secured to the stake in the manner previously described. The belt must be positioned as close to the top of the stake as practical.
- 10.41 Underground anchoring must be undertaken in accordance with the guidance in BS 4043:1989 'Recommendations for transplanting root-balled tree'; the Contractor should refer in particular to Appendix A. Propriety systems from suppliers such as Platipus Anchors Ltd or Arbortech Tree Technology Ltd may be considered as an alternative.
- 10.42 Protection must to be fitted when specified. This will consist of a 75mm x 25mm galvanised welded mesh guard of 12 s.w. gauge. The guard must be 1,500mm high and have a diameter of 400-300mm. The guards must be secured to the stake using staples. There must be a gap of 100mm between ground level and the bottom of the guard. The Contractor shall ensure the guard is properly installed and does not rub or damage any part of the tree, or pose a hazard to the public.
- 10.43 Occasionally, the Contractor may be required to plant trees in pits with metal planting grids. In order to allow the proper preparation and tree planting, the grille, and any associated/integral guard, will need to be removed. After planting, the Contractor shall replace the grille and, where applicable, the guard correctly, in accordance with the manufacturer's installation instructions.

Planting Method – Feathered Trees and Whips

- 10.44 The Contractor may be required to undertake planting schemes using feathered trees and/or whips. Typically, this will involve group or mass planting in wildlife/nature areas, woodlands, hedgerows/shelterbelts and similar. Previously, most planting of this type has taken place on Wormwood Scrubs.
- 10.45 The Contractor may be required to plant feathered trees with a stem girth of 10/12cm or more. In these cases, the Contractor will follow the procedure specified for planting standard trees.
- 10.46 Planting and site preparation will be undertaken in accordance with BS 4428:1989 'Code of practice for general landscape operations (excluding hard surfaces)' unless otherwise stated. The Contractor should refer in particular to Section 7 when planting feathered trees and Section 8 when planting whips.
- 10.47 Staking or support will not usually be required for whips or small feathered trees under 1,500mm high or less. Trees that are more than 1,500mm high and have a stem circumference of 6/8 cm or greater must be supported with a single machine-

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rounded stake, 1,200mm long x 60mm diameter. The stake must be positioned about 75mm from the stem and driven vertically into the ground to a depth of 600mm. The tree must be secured to the stake using a 37.5mm rubber expanding belt. The belt must be looped around the tree and enclosed in a 37.5mm rubber spacer sleeve, cut to the appropriate length. The belt should then be tensioned loosely to take up the slack and, using clout nails, attached as close to the top of the stake as practical. The belt must not be too tight, and the tree stem should be able to move gently when secured.

- 10.48 Individual tree protection will not normally be required for whips or small feathered trees. The Contractor may be required to protect larger areas of planting, 100 m² or more with 1,200mm high stock fencing. Fencing must conform to BS 1722 Part 2:1989.
- 10.49 All wrappings, labels and other materials must be removed from the tree prior to planting. If biodegradable materials are used to contain root-balls, these may be left but should not protrude above the final soil level.
- 10.50 Weeds and vegetation around a 500mm radius of each tree must be removed. The resulting circle must be mulched to a depth of 100mm, with forest bark or composted wood chippings. The mulch must be kept shallow in the area immediately adjacent to the trunk of the tree. The tree base must be kept free of weeds and other vegetation throughout the first year following planting.

Aftercare and Watering

- 10.51 The Contractor will be responsible and shall include this within his rates for the aftercare and appropriate watering of all newly planted trees during the first year following planting, to ensure their proper establishment and growth. The Contractor shall also, as directed by the Authorised Officer, be required to provide aftercare and watering for young trees that were planted before the commencement of the Contract, for which payment will be made in accordance with the Schedule of Rates.
- 10.52 In the second and subsequent years, the Authorised Officer will instruct the Contractor to undertake watering and maintenance visits as necessary; payment for such work will be in accordance with the Schedule of Rates.
- 10.53 Watering will be undertaken as necessary to maintain good health and growth. Where practical, the Contractor should maximise the use and benefit of natural rainwater and/or recycled 'grey' water. Water should be free from environmentally damaging or phytotoxic pollutants.
- 10.54 Trees with a stem girth of, and between, 6/8cm and 12/14cm must be given 20 litres of water per visit. Larger trees must be given not less than 25 litres per visit. Water must be poured using a hosepipe, into the irrigation tube where present.
- 10.55 Whips and feathered trees (less than 6/8cm stem girth) must be given between 5 and 20 litres of water per visit, depending on their size. The water must be applied slowly to allow it to soak thoroughly into the soil within the area immediately surrounding the tree.
- 10.56 The Contractor will carry out the following operations when undertaking a maintenance visit (NB. These are additional works and do not remove the

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Contractor's obligations in respect of works to, or around, trees that may be specified elsewhere in this Specification):-

- a) Check health and condition of the tree. Dead, vandalised or seriously damaged trees must be reported to the Authorised Officer, who will issue further instructions if necessary.
- b) Remove and dispose of litter, debris, weeds and vegetation and other deleterious matter from the tree and around the base. Check level and extent of mulch around the base and restore to the appropriate standard for the tree's size and position, as stated in the planting specification.
- c) Minor formative pruning as necessary to prune back/remove broken, damaged or low branches. Basal suckers and epicormic shoots must be removed completely. All cuts must be made cleanly back to a suitable growing point, using sharp hand tools such as secateurs or small pruning saws.
- d) Supporting stakes, belts/ties and tree guards must be inspected and adjusted as necessary to ensure the tree is not being damaged or its growth constricted. The Contractor shall replace any damaged, broken or missing supports, belts/ties, strimmer guards and tree guards to the appropriate standard for the tree's size and position, as stated in the planting specification.
- e) Where a tree is judged to be sufficiently self-supporting, usually not before 3 years, the stakes and belts/ties must be removed. Stakes must be removed carefully to avoid damaging the tree or root system. The resulting hole must be filled in with top-soil and firmed gently to consolidate.
- f) The Contractor shall only remove and dispose of tree protection guards when instructed to by the Authorised Officer. The trees concerned will usually be identified before or at the time the order for maintenance visits is issued. Any material so removed must be disposed of in the proper manner or, if it is serviceable, reused.

Removal of Basal Growth

- (i) Remove all shoots arising from the base or roots of the tree below a point on the stem 500mm above ground level;
- (ii) The operations are to include the removal of any Litter which has been discarded amongst the shoots.

Removal of Epicormic Growth

- (i) Remove all epicormic shoots arising on the main stem and limbs up to a height of 5 metres above ground level.

Basic Tree Maintenance Programme (BTM) (Schedule of rates item)

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- 10.57 During each year of the Contract the Contractor will be required to undertake the Routine Maintenance as specified below to approximately 2,500 of the Council's trees. .
- 10.58 A programme detailing the locations of trees on which maintenance work is to be undertaken will be issued to the Contractor periodically by the Authorised Officer and a date for full completion of the work will also be specified.
- 10.59 This item requires the Contractor to undertake a measure of compromise in submitting his Schedule of Rates, as the amount of actual work necessary will clearly vary from tree to tree. However, excessive work on one tree will be deemed to be compensated for by minimal work necessary on another, therefore one tendered rate is required.

Work Specification for Routine Maintenance

- 10.60 The following work is to be carried out on each designated tree as part of the standard BTM visit.
- (i) Remove epicormic growth from the base of the tree up to 2.5 metres using secateurs or a suitable pruning saw.
 - (ii) Remove basal growth below ground level using secateurs or a suitable pruning saw.
 - (iii) All tree pockets will be kept weed-free and the edges defined by hand hoeing, or forking out, taking care to remove not more than the minimum quantity of soil, causing minimum disturbance and leaving the area in a clear, raked, clean condition. Any deficit in soil height has to be reinstated with top soil. Note: Herbicide application will not be carried out to trees planted within the previous three years.
 - (iv) Inspect and make good as necessary, all tree stakes. Check stakes for looseness, breaks and decays and replace as necessary. Replacement stakes shall be as specified and these driven into the existing post hole and wedged as necessary to make secure. Refix or replace tree ties as appropriate, allowing for growth since planting.
 - (v) Adjust and refix ties as necessary to make secure, allow for stem growth and prevent chafing. Where chafing has occurred, reposition tie(s) or replace with an approved type to prevent further chafing. Replace damaged or missing ties.
 - (vi) Ensure that all trees remain firmly bedded in the ground after strong winds, frost heave and other disturbances. Re-firm by treading around the base. Any 'collars' at the base of trunks created by tree movement to be broken up by fork, back-filled with topsoil as necessary and re-firmed
 - (vii) On completion of each tree completed the contractor shall note & report to the Authorised Officer details of trees where additional work is required or recommended, together with an outline thereof, for consideration.
 - (viii) In urban areas, an 'enhanced' maintenance visit will often be required, for which a different Rate will apply. The standard maintenance operation will

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include additional works e.g. removal of vegetation encroaching onto property, 3.5 lift over roads etc. This additional work will be agreed with the Authorised Officer.

Tree Schedules

Removal of Basal and Epicormic Growth

- 10.61 Remove and dispose of Basal and Epicormic Growth in accordance with the Specification

Plant Whip

(Schedule of Rates item)

- 10.62 Plant whips in accordance with the Specification, including maintenance, watering and aftercare.

Plant Light Standard/Feathered Tree

(Schedule of Rates item)

- 10.63 Plant light standard/feathered trees in accordance with the Specification, including maintenance, watering and aftercare.

Plant Standard Tree

(Schedule of Rates item)

- 10.64 Plant standard trees in accordance with the Specification, including maintenance, watering and aftercare.

Plant Selected Standard Tree

(Schedule of Rates item)

- 10.65 Plant selected standard trees in accordance with the Specification, including maintenance, watering and aftercare.

Plant Heavy Standard Tree

(Schedule of Rates item)

- 10.66 Plant heavy standard trees in accordance with the Specification, including maintenance, watering and aftercare.

Plant Extra Heavy Standard Tree

(Schedule of Rates item)

- 10.67 Plant extra heavy standard trees in accordance with the Specification, including maintenance, watering and aftercare.

Provide Root Barrier

(Schedule of Rates item)

- 10.68 Provide and install in accordance with the Specification.

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Remove Tree Stakes

(Schedule of Rates item)

- 10.69 Remove tree stake/s inclusive of reinstatement of post hole to surrounding levels. The Contractor shall include for any top soil required.

Routine Tree Maintenance

- 10.70 Remove all suckers and epicormic growth as required.

Existing Young Tree Aftercare and Watering

(Schedule of Rates item)

- 10.71 Aftercare and watering of young trees existing before commencement of Contract and 2nd/3rd year aftercare and watering of trees planted by the Contractor – as directed by the Authorised Officer.

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11. ARBORICULTURE SERVICE

Introduction

- 11.1 The principal work area covered by this part of the Contract is systematic maintenance of trees on Council land, or trees managed by the Council, based on a Schedule of Rates, and the provision of a workforce to deal with emergency tree work. However, there may be instances where tree work is outside of the Schedule of Rates. This major occasional work to trees will be awarded by individual 3 quotes comparison, on an ad hoc basis. For abortive calls a minimum of 1 hour day rate will be paid.

Scope

- 11.2 The Work will be carried out to the Council's stock of amenity trees, principally on land in the ownership or control of the Council's Housing Services, Highways Agency and Services, and Environment and Street Scene, and fall into one of four categories dependent upon typical species size.
- 11.3 The makeup of Works varies with work required ranging from crown lifting to crown thinning, felling, with stump grinding. However, the work may be varied subject to available budgets allocated for the purpose.

Quantity

- 11.4 The quantity of trees attended to will be dependent upon variable factors such as complexity of works, available budgets allocated for the purpose and the Council's policy, which may vary from time to time.

Routine Works – Systemic Tree Surgery

- 11.5 This type of tree work is the core operation of this Contract, and whilst not repetitive in nature such that an annual programme can be constructed, the nature of the works will be routine daily operations to any qualified arboricultural contractor.
- 11.6 In circumstances where tree works exceed the criteria for Schedule of Rates based surgery ('exceeds girth size') and major works of an occasional nature are required, the Council will continue with its established practice of issuing specifications for work to at least three Contractors, against which quotations are invited.
- 11.7 The Contractor will be one of those invited to submit quotations for such works, although it is emphasised that any contractual obligation to do so is expressly excluded.

General

- 11.8 Trees covered by this Specification are all trees growing in Council-maintained areas, even if the numbers vary during the Contract Period. This will include trees that are in grass and shrubs areas defined in the plans, plus trees not indicated on the plans that are growing adjacent to footpaths or hardstandings. It shall be the responsibility of the Contractor to become familiar with the locations of all trees covered by this Specification.

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- 11.9 Tree quantities quoted in the Bills of Quantities are estimated from the Council's tree survey.
- 11.10 This Section sets out the requirements of the Council in relation to arboricultural works in and around the Borough. This Specification covers all trees listed on the Bill of Quantities, further trees may be added to the Contract throughout the Contract period.
- 11.11 All arboricultural works are to be carried out as per these technical Specifications. All works are to be under taken safely in accordance with up to date good arboricultural practices and in accordance with the current and relevant statutory requirements for safe working. The guidance given in BSEN documents, COSHH regulation, Health and Safety AFAG or any other legislative or Guidance documents, subject to any other direction, amendment or revision, or to being superseded by guidance or directives issued by the European Union are, to be used in the performance of the Contract.
- 11.12 All works are to be undertaken by Operatives who possess the necessary skill, knowledge, and training to use their tools, machinery and protective equipment in accordance with the best, modern, Standard practices and in accordance with British Standard 3998:2010 TREE WORK – RECOMMENDATIONS.
- 11.13 The workforce shall consist of a minimum of three personnel who shall all hold recognised certificates in climbing, ground work, chainsaw use, tree surgery e.g. NPTC or equivalent. One of the team shall be designated, and be, an experienced supervisor. The workforce will also be equipped with a vehicle equipped with flashing hazard beacons, highway warning signs, cones and floodlights or spotlights to enable work areas to be sufficiently illuminated to permit work to be safely carried out during the hours of darkness.

The Issuing of Instructions to Carry Out Tree Maintenance Operations

- 11.14 All tree maintenance operations will be the subject of instructions issued by the Authorised Officer, as and when necessary. Such instructions may be issued either individually or in batches. The following provisions of this paragraph provide further detail as to the issuing of such instructions. The Council will issue written works orders with maps to the Contractor at the end of each month or as necessary.
- The Contractor shall not sub-let the Contract or any part of it, without the prior written authority of the Council. Such authority shall not be withheld unreasonably.
 - Sub-letting shall not relieve the Contractor from any liability or obligation under the Contract and the Contractor shall be responsible for the acts, Defaults and neglects of the sub-Contractor and all their Operatives and agents.
 - Only Contractors and consultants approved by the Arboricultural Association may be used by the Contractor when sub-letting tree work, tree inspections and investigations of trees and related features.

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11.15 When he wishes to order any tree maintenance operation the Authorised Officer shall issue written instruction to the Contractor to carry out the requisite works. Each such instruction shall identify:

- a statement identifying the work to be undertaken;
- the location at which the work is to be undertaken;
- such site or other drawings as the Authorised Officer may consider to be appropriate;
- details of any particular requirements or approvals relevant to that work instruction);
- The rate for that work;
- The start and completion dates;
- The name of the issuing officer and a unique identifying reference number for the item and tree features included in that work item.

11.16 In an instruction operations will generally be described by reference to the work descriptors set out later in this Section and in the relevant Bill of Quantity. These identify the general nature of the various operations and the means and methods by which they are to be carried out.

11.17 However on occasions particular circumstances may render it necessary to expand upon these requirements, descriptions and Standards, or to otherwise clarify the content of the work, in which event the Authorised Officer may do so by giving a more detailed description, Specification or explanation of the work to be undertaken, as he considers appropriate.

11.18 The Contractor shall by return issue a formal written acknowledgement of his receipt of each instruction, or where instructions have been issued in a batch, of that batch. This may be sent either by fax or electronically.

11.19 If the Contractor has any concern or query with regard to any element of the Authorised Officer's instructions this shall be raised with the Authorised Officer prior to any works being undertaken.

Method of Execution of Operations

11.20 The Contractor shall carry out each instruction to undertake tree maintenance works issued by the Authorised Officer in accordance with the provisions of the Contract, and of this Section in particular. Where ever practical, each routine work instruction shall be issued for a discrete geographical area such as a park or a parish and will consist of broadly similar types of works with a value roughly equivalent to at least one day's work for two Operatives. The start and finish dates will often require work to be completed at the optimum time of year.

Times for Response to Instructions and Completion of Works

11.21 Instructions issued to the Contractor to carry out tree maintenance operations shall comply with the parameters set out below:

Normal Operations

- (i) The Authorised Officer may issue an instruction to carry out any type of tree maintenance operation at any time during normal working days and hours (which are for the purposes of this Section between 0730 hours and 1900 hours, Mondays to Saturday inclusive (excluding Bank Holidays));
- (ii) The Authorised Officer's instruction will specify a date before which no works should take place and a date by which the works are to be fully completed.
- (iii) The Authorised Officer's instruction shall allow the Contractor a minimum of 20 working days within which to complete the works. More commonly a particular calendar month may be specified. Occasionally very urgent works may request a response within a few hours or days.
- (iv) It shall be for the Contractor to determine the means by which he can most efficiently and effectively carry out the works by the specified date, and to schedule the works and allocate his Staff and other material resources accordingly.
- (v) The works shall be completed by the Contractor by no later than the end of the working day specified for their completion.

The Enhanced Service in Relation to Tree Surgery and Tree Felling Works

- (i) In a limited number of circumstances the Authorised Officer may require the Contractor to provide an enhanced Service where works need to be carried out and completed within a period which is less than 15 working days, but are not an emergency requiring his immediate attendance on site.
- (ii) Only tree surgery and tree felling works may be ordered under the enhanced Service.
- (iii) The Authorised Officer may issue an instruction to carry out works under the enhanced Service at any time during normal working days and hours.
- (iv) The Authorised Officer's instruction will specify a date and time by which the works are to be commenced and completed.

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- (v) The Authorised Officer's instruction may not require the Contractor to commence work at a time which is less than 48 hours from the time at which his instruction was issued. Wherever possible the Contractor will be permitted a greater period of time within which to commence work.
- (vi) The Authorised Officer's instruction shall allow the Contractor such period as the Authorised Officer considers to be reasonable within which to complete the works (which will be not more than 15 working days).
- (vii) The Contractor will not be required to undertake any works outside of the normal working days and hours.
- (viii) It shall be for the Contractor to determine the means by which he can most efficiently and effectively carry out the works within the period specified for their commencement and completion, by making appropriate adjustments to his pre-existing work, Staff and resources scheduling and allocation.
- (ix) The works shall be commenced and completed by the Contractor in accordance with the requirements set out in the Authorised Officer's instruction.

The Emergency Service in Relation to Tree Surgery and Tree Felling Works

- (i) In order to enable the Council to respond to emergencies such as fallen trees, 'hung up' branches in dangerous locations etc., the Contractor is required to provide a facility whereby instructions to undertake tree surgery and tree felling works may be received and actioned by the Contractor at short notice between 0730 hours and 1900 hours on any day, including Saturdays, Sundays and all Bank Holidays..
- (ii) Only tree surgery and tree felling works may be ordered under this emergency Service.
- (iii) Accordingly the Authorised Officer may issue instructions to carry out works under the emergency Service between 0730 hours and 1900 hours on any day, including Saturdays, Sundays and all Bank Holidays.
- (iv) The Contractor shall provide a facility whereby such instructions may be received during such part of this period as lies outside of the normal working days and hours by a suitably qualified and experienced member of his Staff who is empowered to make the necessary arrangements for the execution and completion of the works on behalf of the Contractor thereby, providing 24 hr. emergency cover every day of the year.

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- (v) Subject to (vi) and (vii) below, the Authorised Officer's instruction will specify a date and time by which the works are to be commenced normally within 1 hour.

Emergency Work

11.22 The Contractor shall provide Emergency cover.

11.23 Wherever possible the Contractor will be permitted a greater period of time within which to commence work, but all work ordered under the emergency Service will require the Contractor to commence and complete work within less than 24 hours of the time at which the Authorised Officer's instruction was issued.

- (i) The Authorised Officer's instruction shall allow the Contractor such period as the Authorised Officer considers to be reasonable within which to complete the works;
- (ii) It shall be for the Contractor to determine the means by which he can most efficiently and effectively carry out the works within the period specified for their commencement and completion, by making appropriate adjustments to his pre-existing work, Staff and resources scheduling and allocation;
- (iii) The works shall be commenced and completed by the Contractor in accordance with the requirements set out in the Authorised Officer's instruction.

11.24 Timing of operations can be crucial and the Council reserves the right to prioritise, as well as prohibit the Contractor from undertaking work in certain sites at certain times.

Traffic Management

11.25 All working areas must be clearly defined and the proper signage used, with reference to Chapter 8, New Roads and Street Works Act 1991 (which shall be complied with). When appropriate, authorities including (but not limited to) the Police and the Highways Authority shall be given advance notice of any traffic control measures such as lane and road closures or temporary traffic lights.

11.26 The Council's Highways Authority will require the contractor to comply fully with the New Roads and Street Works Act 1991 (NRSWA) Codes of Practice and Chapter 8 of the Traffic Signs Manual should any works, fall within or overhang the highway.

11.27 The Contractor shall provide Certificates of Competence and accreditation for all Managers, Supervisors and Operatives employed on this contract.

11.28 Should the Contractor fail to comply with the NRSWA or the Traffic Signs Manual, this will result in the issue of a Defect Notice. All subsequent failures thereafter will result in default notices being issued. Upon issue of a default notice, all works will cease until full compliance with the Act.

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- 11.29 Under the provisions of the NRSWA, the Highway authority has the responsibility for the coordination of all street works to avoid unnecessary obstruction and delays to traffic.
- 11.30 The Contractor shall give the requisite notice period required under the NRSWA to the Authorised Highway/NRSWA Officer before work is commenced on any Site.
- 11.31 Works shall not be executed at night, Weekends or Bank Holiday periods, without the written permission of the Authorised Officer, with the exception of emergency works.
- 11.32 The contractor will be responsible for the correct positioning of signs and barriers in line with Chapter 8 (Part 1 design and Part 2 operation) of the traffic signs manual in accordance with the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Signs and General Direction 2002 and its subsequent amendments. All proposed traffic restrictions must be notified to the Authorised Officer before action so that agreement can be obtained from the relevant bodies as appropriate. Permission must be received from the Authorised Officer before commencement. The following measures are the general requirements under the Contract.
- 11.33 Traffic safety measures and control for roadworks shall conform to chapter 8 of the NRSWA 1991 part 1 and 2 published by HMSO or any amendment thereof for the time being in force and to the requirements of the Director of Environment and Street Scene.
- 11.34 All traffic signs, (including cones and cylinders), shall conform to BSEN 12899/1 2001 and shall also be in accordance with the Traffic Signs Regulations and General Directions 1981, (and subsequent amendments), and also be in accordance with the relevant chapter of the Traffic Signs Manual (and subsequent amendments).
- 11.35 All signs, (including cones and cylinders), shall be reflectorised with approved reflective material complying with the requirements set out in Tables 1 and 2 to Part 6 of BSEN 12899/12001.
- 11.36 All cones and cylinders shall comply with the requirements of BSEN 12899-1 2001 and traffic cones shall be category A, designation 1 or 2.
- 11.37 When operations require plant or operatives to encroach onto the carriageway, advance warning signs and the appropriate supplementary plate shall be placed at each end of the work. The distance between warning signs at any one time shall not exceed as that laid out in chapter 8 of the Traffic Signs Manual.
- 11.38 When single line traffic operation is necessary the Contractor shall provide a width of at least 3 metres, or wider as necessary, at curves and junctions as directed by the Director of Environment and Street Scene.
- 11.39 All traffic control for single lane operation shall be carried out by the Contractor using manually operated "Stop Go" signs or vehicle actuated portable traffic signals supplied by the Contractor and such signs shall conform with the requirements of Chapter 8 of the Traffic Signs Manual published by HMSO or any amendment thereof for the time being in force.
- 11.40 When a lane closure is specified the closure shall be in accordance with Chapter 8 of the Traffic Signs Manual.

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- 11.41 Where work is to be undertaken within 800 metres of a half barrier level crossing the Contractor shall notify the Authorised Officer at least seven days before commencing the work of his intention to do so.
- 11.42 The Contractor's employees, whilst working on the public road shall wear retro-reflective clothing in accordance with the recommendations of Chapter 8 of the Traffic Signs Manual published by HMSO and BSEN 471 or any amendment thereof for the time being in force.
- 11.43 No work shall be started until the signs, properly illuminated when applicable, cones and other warning devices have been erected.
- 11.44 The Contractor shall be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and the users of facilities during the execution of the work.
- 11.45 The Contractor shall allow for undertaking any further signing and changes in signing as may be directed by Police Officer and this will be at the Contractor's expense.
- 11.46 Where work is carried out on County Principal Roads, the operation of single lane alternate working will be restricted to between the hours of 9.30am to 4.30pm.
- 11.47 Any failure to comply with any instructions concerning Health and Safety will be subject to the Default procedure and if necessary the termination of the Contract may be invoked.
- 11.48 The Contractor shall allow within his Schedule of Rates the cost of any special equipment including the use of road signs for the stopping of parking or diversion of traffic (all signs to be in accordance with the TRAFFIC SIGN MANUAL Chapter 8) he or the Authorised Officer may consider necessary to complete the frequencies to an acceptable standard.

Wildlife

- 11.49 The Contractor's attention is drawn to Section 1 of the Wildlife and Countryside Act 1981 under which it is an offence to take, disturb or destroy the nest or eggs of any wild bird during its breeding season. The Contractor shall also note the implications of disturbing or destroying scheduled flora and fauna covered by this Act whilst undertaking tree works.
- 11.50 Prior to the commencement of Works, the Contractor shall undertake a visual inspection and undertake a specific risk assessment to cover 'wildlife'. Should there be a discovery of the presence of any European Protected Species such as bats, bat habitat, bird nests or badger sets that has not been accounted for during the assessment of works the Contractor shall be required to cease Works and inform the Authorised Officer immediately.
- 11.51 The Contractor will adhere to the Countryside and Rights of way Act 2000 and also The Conservation (Natural Habitats, & c). Regulations 1994 and subsequent amendment 2007, reference bats. Bats are afforded special protection by law. If a roost is discovered, all work in the vicinity shall cease immediately and the appropriate authorities e.g. The Bat Conservation Trust are informed immediately.

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Tip Sites, Chipped Material and Timber

- 11.52 Facilities for depositing the refuse, arisings, litter etc. will not be available and the Contractor will make his own arrangements for disposal and pay all disposal charges unless otherwise agreed with the Director of Environment and Street Scene. No storing, burning or stockpiling will be permitted on site at any time.

Payment for Works

- 11.53 Payment for works ordered pursuant to the above arrangements will be made upon the following basis:
- 11.54 Payment will be made at the All-in Rates tendered by the Contractor in the relevant Bills of Quantities or in the relevant Part of the Schedule of Rates Bill of Quantity as appropriate.

Communications

- 11.55 It is essential that Operatives undertaking tree maintenance work are able to communicate with one another notwithstanding the presence of noisy machinery and the wearing of safety helmets, ear defenders and the like. Accordingly all such Operatives shall receive training in appropriate means of non-verbal communication, so as to ensure not only an ability to communicate using such methods, but that all Operatives are familiar with the chosen methodology.
- 11.56 The Contractor shall ensure that such training is supplemented by the issuing of adequate and appropriate instructions to his Operatives as to the use of the chosen methodology.

Tree Pruning Tools

- 11.57 In carrying out tree maintenance operations the Contractor shall comply with the following particular requirements:
- (i) all tools used for pruning shall be kept sharp and well maintained throughout work periods;
 - (ii) in general, pruning cuts of less than 50mm diameter shall be made by hand saws/secateurs/loppers, as appropriate. Care must be used to avoid bruising, cutting, or burning of live parts of the tree that are not to be removed;
 - (iii) secateurs shall be of the 'parrot beak' type. Anvil secateurs are not to be used;
 - (iv) all tools should be kept in a clean condition to reduce risks of cross-infection between trees and sites. In particular after any cutting or pruning of trees which are thought to be infected by Fireblight (*Erwinia amylovora* or *Phytophthora*) or Bleeding canker of Horse chestnuts (*Phytophthora* and *Pseudomonas* pathogens) or Watermark disease of willow (*Erwinia salicis*) the Contractor shall ensure that the tools used are sterilised by immersing the blade of each tool in methylated spirits.

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(v) the Authorised Officer may from time to time issue additional instructions with regard to the sterilisation of cutting and pruning tools, and/or add to the number of species following the cutting or pruning of which specific sterilisation measures are to be followed;

(vi) chainsaw blades and chains may only be lubricated with biodegradable and non-toxic vegetable chain oil. This is to reduce pollution of the environment with mineral oils, which are more damaging to the flora, fauna and operator than vegetable oils.

Climbing and use of Working Platforms and Spikes

11.58 The Contractor shall comply with the following provisions in relation to climbing, and the use of ladders and working platforms when carrying out tree maintenance operations:

(i) whenever operations may only be carried out by the use of climbing, ladders or working platforms, the Contractor is to use mobile working platforms in preference to climbing or the use of ladders wherever it is reasonably practicable to do so;

(ii) ladders may only be used to give access to a tree's crown, and not as a platform from which to work;

a) the base of the ladder should be positioned at a distance approximately one quarter of the height of the ladder away from the point in the tree at which its top will rest. The ladder must rest with its top supported on some stable and strong part of the tree. The base of the ladder must rest upon a firm, level surface and shall be secured to prevent it sliding away from the tree. The ladder shall be removed from the tree once the climber has gained secure access to the crown;

b) Climbing spikes may only be used on dead trees or those which are to be felled within the scope of the current works, unless the supervising officer has agreed to their use on particular trees.

Size of Trees

11.59 In the succeeding paragraphs and in the relevant Bills of Quantities the following provisions apply.

11.60 Trees are categorised by reference to their size Class and Species. The size classes are based on the diameter of the tree stem at chest height, see Table 7 below.

Number of Trees

11.61 Appendix E - The future workload in any one year has been estimated by reference to historical data and an estimate of requirements on any new or changed work contents. The types and sizes and amounts of trees as stated in the document are

estimated and there is no assurance or guarantee that future tree maintenance will be of the same makeup or numbers.

Table 7.

Class	Diameter size (cm)
Class 1	15-30
Class 2	31-45
Class 3	46-60
Class 4	61- 75
Class 5	Exceeds Girth Size

Tree Categories for Scheduled Tree Maintenance Works

Category A Trees:

11.62 Large species trees (15M+ in type)

ACERS : saccharum, saccharinum, pseudoplatanus, rubrum, griseum, negundo, platanoides
 AESCULUS : hippocastaneum, x Carnea
 AILANTHUS : altissima
 ALNUS : cordata, incana
 CARPINUS : betulus
 CASTANEA : sativa
 FAGUS : sylvatica, Dawyck
 FRAXINUS : excelsior, ornus, oxycarpa
 GLEDITSIA triachanthos
 PLATANUS x hispanica
 QUERCUS : ilex, robur, rubra
 ROBINIA : pseudoacacia
 SALIX : alba, fragilis
 SEQUOIA, SEQUOIADENDRON
 TILIA : cordata, euchlora, europaea
 ULMUS : glabra, procera, carpinifolia,

Category B Trees:

11.63 Medium sized street trees (up to 15M in type)

BETULA : jacquemontii, pendula
 CARPINUS : betulus' fastigiata'
 CORYLUS : avellana
 EUCALYPTUS : gunni, parvifolia
 GINKO : biloba
 KOELREUTERIA : paniculata
 LIQUIDAMBER : styraciflua
 PRUNUS : avium, padus, Kanzan, x yedoensis,
 RHUS : typhina
 SORBUS : aria, aucuparia, commixta, x intermedia magnifica

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Category C Trees:

11.64 Small to medium sized street trees (up to 10M in type)

ACER : campestre
 AMELANCHIER : canadensis, lamarckii
 CRATAEGUS : oxyacantha, monogyna, crus-gallii, x prunifolia,
 ILEX : species
 MALUS : species
 PRUNUS : sargentii, spinosa, cerasifera, Amonogawa
 PYRUS : salicifolia
 SALIX : caprea

Category D Trees:

11.65 Coniferous species - (up to 15M in type)

CEDRUS : atlantica 'Glauca'
 CHAMAECYPARIS : lawsoniana
 LARIX : decidua, europaea
 PICEA : abies
 PINUS : nigra, radiata, pinea, sylvatica, wallichiana

11.66 No reference (for pricing rates) is normally made to the height or spread of existing trees, as these dimensions are difficult to measure precisely from ground level. The DBH (diameter at breast height) which is measured at 1.5m above ground level for existing trees is a widely used method of measuring a tree's size with accuracy, and normally has a correlation with the overall crown size of naturally shaped trees growing in public open spaces (although not pollards, for example).

11.67 Forked, multi-stemmed, deformed or leaning trees and those on steep slopes are to be assessed using the formulae in annex C of British Standard 5837:2012 Trees in relation to design, demolition and construction – Recommendations.

Tree Surgery and Felling Operations

11.68 The following provisions are applicable to all tree surgery and felling operations:

Definitions

(i) In the following paragraphs and the supporting Items in the relevant Bills of Quantities:

- 'Stem' shall mean the main supporting structure of the crown of a tree, from which limbs and branches grow;
- 'Limb' shall mean the major parts of the crown, from which the branches and twigs grow;
- 'Branch' shall mean the smaller diameter parts of the crown from which twigs grow;

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- Twig' shall mean the smallest diameter parts, from which the foliage, flowers and fruit grow.
- Epicormic growth can be found on any parts of the stem, limbs and branches.

Final Cuts

- (i) Final cuts are to be made at a fork or at a branch union with the main stem, major limb or branch.
- (ii) The branch collar must be left intact to limit the development of pathogens inside the tree's wood, and to promote rapid closure of the resultant wounds.
- (iii) The location of the branch collar is not always obvious, and all Operatives are to be trained and instructed in order to be able to recognise the best location for the final cut to be made. See BS3998:2010 Figure 2

Winches and Ground Anchors

- (i) Ground anchors are to be used for winches in preference to the use of trees for this purpose, save where this is impracticable for some good and pressing reason.
- (ii) Where a ground anchor is used, the Contractor must make all reasonable investigations to avoid damage to, or hazards from, any underground Services and surface materials. The ground must be reinstated on removal.
- (iii) A tree may only be used as an anchor for a winch when that particular tree has been adequately protected from damage by matting and cordwood, held securely in place to prevent abrasion of the stem. In such circumstances the Operatives must choose an anchor tree that is more securely rooted to the ground than the winch's 'victim'.

Sub-Contracting of Inspection Operations

- (i) Inspections may require one or more specialist instruments to be used (e.g. core borer; sonic decay detector; micro-drill; Fractometer; sonic tomography etc.). In such cases the Authorised Officer will not object to the work concerned being sub-Contracted to an arboricultural consultant who is approved by the Arboricultural Association, acceptable to the Authorised Officer, in possession of the relevant inspection device/s, appropriately trained and capable of undertaking the work within the specified timescale.

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- (ii) If these pre-conditions cannot be met, the Authorised Officer may appoint such a consultant directly. However he will generally only do so after prior consultation with the Contractor.

Stump Grinding

- (i) The DBH of stumps (and therefore the size category of the tree) will not be known in cases where the tree was felled/had fallen before the relevant Authorised Officer's instruction was issued. In such cases the size category of the tree shall be calculated from the average diameter of the stump at ground level, divided by two.

Tree Surgery and Felling Operations

11.69 The following provisions detail the requirements of the Council in relation to the individual tree surgery and felling operations described in the relevant Bill of Quantities:

Combination Prune

11.70 This is an operation to carry out a Crown Thin and Crown Reduction and a 2.5m lift. Part of the operation is to ensure, where necessary, road signs, phone lines and sight lines are cleared. The removal of all basal growth and epicormic growth and the weeding of the tree pocket is also required. The specified percentage will apply to both the thin and reduction operation.

Formative Prune

- (i) Remove all dead wood, crossing, diseased, reverted and weak branches of a tree, irrespective of the size of such parts, using appropriately sized power and/or hand tools;
- (ii) Remove any basal and epicormic shoots;
- (iii) Shape the crown to leave one dominant leader, strong open forks and a symmetrical crown shape typical for that species/variety.

Crown Cleaning

- (i) Remove all external diseased wood and deadwood over 200mm long;
- (ii) Remove all stubs from previous surgery and broken stubs from accidental damage;
- (iii) Remove all material collected in forks and cavities, and defunct or undesirable foreign objects such as ties, labels, cords, wires, clamps, notice boards etc.;

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- (iv) Nests of animals may not be disturbed without the prior agreement of the Authorised Officer.

Dead Wood Removal

- (i) Remove all external deadwood over 100mm long.

Remove Ivy

- (i) Remove all parts of ivy or any other climbing plants on/in the tree. The stems of the climbing plants are to be severed at or near ground level.

Kill Ivy

- (i) Kill all ivy or any other climbing plants on/in the tree by removal of a 300mm long section from every such stem at or near ground level.

Crown Lifting

- (i) Remove lower branches and twigs, comprising up to 15% of the live crown height, to give a minimum of 2.5 metres clearance above ground level over Footpaths / pedestrian areas, 5.4 metres clearance over roads/vehicular areas and 2 metres clearance around buildings/structures;
- (ii) Variations to the above may include for special care with regard to the size and form of a particular tree as per the Authorised Officer's instruction.

Crown Thinning by 15-30%

- (i) Remove 15 - 30% of the secondary and small, live branch growth throughout the crown, to leave a crown of even density around a well-balanced branch structure typical for that species/variety.

Clearance of Overhead Services and Utilities

- (i) Prune branches and twigs to provide 1m clearance around overhead aerials, lamps, lines and supporting poles/structures.

Crown Reduction

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- (i) Reduce the height and spread of a tree's canopy by the removal of 20% of the live growth on the outer parts of the canopy. Branch and twig removal must be carried out so as to leave a strong frame work and healthy branch pattern without abruptly ending stumps. The result should leave an evenly balanced crown form, typical for that species/variety;
- (ii) Less than 20% removal may be specified in the Authorised Officer's instruction for some trees of low vigour or those species prone to stress after crown reduction. Reduction to a given height or spread will frequently be specified.

Crown Balance

- (i) Removal of up to 30% of the crown on a side specified by reference to a sketch plan or compass point. Branch and twig removal must be carried out so as to leave a strong framework of healthy branches and twigs. The pruning must be carried out to leave a natural crown form typical for that species/variety.

Selected Stem Removal

- (i) Remove one entire stem from a multi-stemmed tree. The final cut shall be near Ground level or at the stem collar with the main bole. The stem will be normally be identified by a coloured paint dot on the stem, or by reference to a sketch plan; it will normally be one which is sub-dominant and forming a weak fork. A large wound is likely but in some circumstances this may be preferable to maintaining cable supports. The stem may need to be removed in sections.

Selected Limb Removal

- (i) Remove a selected limb from the crown. The limb may be identified by a coloured paint dot, or by reference to a sketch plan or description of the location within the crown. The limb may be attached to the parent tree or may have become detached and hung up. A large wound is likely but in some circumstances this may be preferable to maintaining cable supports. The limb may need to be removed in sections.

Selected Branch Removal

- (i) Remove one selected branch from the crown. The branch will be identified by a coloured paint dot, or by reference to a sketch plan or description of the location within the crown. The branch may be attached to the parent tree or have become detached and hung up. It may need to be removed in sections.

Remove Fallen Tree

- (i) Cut up and remove the tree. Sever the main stem/s near the root plate. If the root plate has lifted winch it back into the hollow (if it does not return when severed from the stem). Ensure that the stump is flushed off near ground level to leave a flat cut stump surface.

Remove Fallen Stem

- (i) Clear away a fallen stem at ground level, and then make a correct final cut where the stem has separated from the parent tree. Any smaller diameter branches seriously damaged by the falling stem are also to be removed and any loose bark pared away.

Remove Fallen Limb

- (i) Clear away a fallen limb at ground level, and then make a correct final cut where the limb has separated from the parent tree. Any smaller diameter branches seriously damaged by the falling limb are also to be removed and any loose bark pared away.

Remove Fallen Branch

- (i) Clear away a fallen branch at ground level, and then make a correct final cut where the branch has separated from the parent tree. Any smaller diameter branches seriously damaged by the falling branch should be removed and any loose bark pared away so that stubs, decay, or deadwood are discouraged.

Pollarding

- (i) Shape a young tree to form a pollard head for the purposes of creating a configuration of main stem and limbs from which the new shoots may be regularly removed on a 1 - 3 year cycle;
- (ii) This practice normally involves the removal of the vertical leading shoot or the leading shoot of lateral branches (precise details will be given in diagrams to be issued to the Contractor prior to the Commencement Date). All cuts are to be made at the nodal points where a lateral branch joins the main stem, limb or branch.

Re-Pollarding

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- (i) Remove the entire crown including epicormic shoots and basal growth, to leave only the main stem/s, limbs and most recently cut pollard heads;

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- (ii) Under no circumstances is the Contractor to cut into the most recent pollard heads;
- (iii)
 - a) Branches and twigs may be removed as free falling piece/s or may need to be removed as supported sections lowered in a controlled manner.
 - b) Native black poplars will normally be pollarded to leave approx. 30% of the younger shoots intact

Fit Polypropylene Brace

- (i) Insert one proprietary 13mm polypropylene sling around two stems/limbs at a point 2/3rds of the way up from the union of the two stems/limbs. The sling is to incorporate anti-abrasion covers, expansion bands, tension loops, and end splice – see BS3998 annex D.

Climbing Inspection

- (i) Examine the whole of a tree by close visual and non-destructive probing;
- (ii) Produce by the specified date a written report listing any defects or anomalies in the roots, stem and crown. The report must list any pests, diseases, damage, structural defects, cables, bolts, foreign bodies and any other relevant environmental factors discovered;
- (iii) The report must make such recommendations as to remedial action, further inspection or no action, based upon current best arboricultural practice, with particular reference to Arboricultural Research notes, DoE Research for Amenity Trees booklets Nos. 2 and 4 and the current relevant British Standards.

Carry Out Inspection Using Resistograph

- (i) At the location on the stem specified by the Authorised Officer, carry out one Resistograph test using a drill no larger than 3mm in diameter and 300mm in length.
- (ii) By the specified date deliver the wax paper strip marked with the location, species and date of test to the Authorised Officer, attached to a written interpretation of the results.

Carry Out Inspection Using Sonic Wave Timer

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- (i) At the height on the stem specified by the Authorised Officer carry out diametric and quadrilateral tests (eight to fourteen sensors will normally be required tests in total);
- (ii) Record the results and by the specified date emailed to the Authorised Officer, attached to a written interpretation of the results. PICUS devices will be the most commonly required test apparatus

Clear Fell

- (i) Clear branches obstructing access or escape routes from the tree;
- (ii) The descent of the tree is to be controlled so that the direction, reach and timing of the fall is intentional. In some conditions the use of a ground anchor and/or winch may be necessary to control the fall;
- (iii) The stump shall then be cut as close to ground level as possible so as to leave a single, level cut surface (unless specified otherwise, for example if it is to be left as a deadwood habitat of a specified height).
- (iv) Any pieces which become buried in the ground following the fall are to be dug out or cut off 100mm below ground level and the surface reinstated.

Sectional Felling

- (i) Clear branches obstructing access or escape routes. Dismantle the tree in controlled manner. The descent of the sections is to be controlled so that the direction, reach and timing of their fall is intentional. Supported sections are to be lowered to the ground if free falling pieces would create an unacceptable hazard. The stump shall then be cut as close to ground level as possible to leave a single, level cut surface (unless specified otherwise, for example if it is to be left as a deadwood habitat of a specified height).

Grind Stump

- (i) Using a proprietary stump grinding machine remove a tree stump and its surface roots that are over 100mm in diameter to a depth of at least 300mm below ground level;
- (ii) On completion, remove all arisings and backfill all resulting holes with good quality topsoil, and lightly compact by using hand tools. Leave a slightly convex surface.

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Grub Out Stump

- (i) Remove a tree stump and all roots over 100mm in diameter attached to it by digging around the stump, severing all roots and lifting or winching out the stump onto the surface;
- (ii) On completion, remove all arisings and backfill all resulting holes with good quality topsoil, and lightly compact by hand. Remove stump to a lawful disposal site

Poison Stump

- (i) Kill a tree stump and its root system by scoring around the cambium region with a chain saw or prising the bark from the timber, and applying amicide crystals into the gap;
- (ii) Ensure that none of the herbicide can enter nearby watercourses, and that no excess is left around the site where it may present an attraction or threat to animals or subsequent site users.

11.71 The day rates section includes for skilled Arboriculturist qualified to use climbing equipment, decay detection equipment etc.

Reporting Diseases, Defects etc. Found in the Course of Tree Maintenance

11.72 As an integral part of his obligations the Contractor is in carrying out tree maintenance operations required to identify any defects, diseases or other characteristics in a tree which may call into question whether the operations he has been instructed to carry out by the Authorised Officer are appropriate in the particular circumstances. He is to use his skill and experience, and to have due regard to good arboricultural practice and to the safety of his Operatives and/or the public at large, in so doing.

11.73 In such circumstances the Contractor shall immediately notify the Authorised Officer in writing, identifying his reasons for having reached this conclusion. The Authorised Officer will consider the Contractor's observations, and may issue such further instructions as seem to him appropriate in the circumstances, with which the Contractor shall comply.

Brown Tail Moth & Oak Processionary Moth

Control by Spraying

11.74 The Contractor shall control the caterpillar with an approved Pesticide. This operation shall be undertaken by an appropriately certified operative and in accordance with the Control of Pesticides Regulations Act 1986. Spraying operations shall be carried out during the early morning to minimise contact with pedestrians or other site users. The method of working shall be agreed, prior to any Works commencing, with the Authorised Officer.

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Control by Manual Removal

- 11.75 The Contractor shall remove all web-forming caterpillar cocoons. The Contractor shall cut back to a suitable growing point during this pruning operation; the section pruned shall be kept to a minimum. Operatives shall be appropriately qualified for this task wear appropriate protective clothing during this operation.
- 11.76 The method of working shall be agreed, prior to any Works commencing, with the Authorised Officer.

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**APPENDICES
TO THE
SPECIFICATION**

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APPENDIX A
LOCATION PLAN

APPENDIX B

PART A - APPROVED SEED MIXES

Type of Grassed Area	Approved Seed Mixes
1. General Amenity (Highways, Verges, Cemeteries)	60% Lorina Perennial Ryegrass
	35% Logro Slender Creeping Red Fescue
	5% Highland Browntop Bent
2. Sports Field Renovation (Football, Rugby, Hockey)	40% Meteor Perennial Rye Grass
	55% Hermes Perennial Rye Grass
	5% Highland Browntop Bent
3. Bowling Green Mix	40% Oliva Chewings Fescue
	40% Frida Chewings Fescue
	20% Highland Browntop Bent
4. Cricket Table Mix	40% Lorina Perennial Ryegrass
	25% Oliva Chewings Fescue
	25% Frida Chewings Fescue
	10% Highland Browntop Bent
5. High Amenity Mix	30% Lorina Perennial Ryegrass
	30% Oliva Chewings Fescue
	20% Logro Slender Creeping Red Fescue
	10% Highland Browntop Bent
	10% Duchess Browntop Bent

The Contractor shall note that the above seed mixes are the ideal preferred types. However, the use of comparable seeds and mixes may be permitted, subject to the prior approval of the Authorised Officer.

PART B- TOPSOIL SPECIFICATION (BS 3882:1994)

1. The Contractor shall supply topsoil upon instruction from the Authorised Officer to the following standards.
2. The soil shall be screened to remove all man-made objects, and objects larger than one cubic centimetre.
3. The soil shall contain four elements:
 - i) Mineral particles Clay - 20/30% by volume
 Sand - 40/60% by volume
 Silt - 30/40% by volume
 - ii) Calcium carbonate, phosphate and organic compounds derived from plants and animals from an earlier period. Residues of plants and micro-organisms recently added to the soil.
 - iii) Soil Water - Solution of soluble and partially soluble salts.
 - iv) Air.
4. The distribution of the soil contents as a percentage by volume per cubic metre should be as follows:-
 - i) 20% to 40% Organic material
 - ii) 30% to 40% Mineral content
 - iii) Remainder - air and water held against the force of gravity. The bulk density shall not exceed 1.2 g to 1.4 g per cubic centimetre.
5. The pH of the soil shall be between 6.5 and 7.
6. Additional nutrients may be added at the request of the Authorised Officer, e.g. inorganic fertiliser, farmyard manure, etc.

APPENDIX C

Internal Plant Displays

Location	Container/Quantity <i>Pot</i>	Container/Quantity <i>Large Trough</i>	Container/Quantity <i>Floor Standing Tub</i>
Civic Offices Epping	13	5	14
Hemnall St Offices Epping	3		3
Loughton Swimming Pool	1		2
Ongar Leisure Centre	3		1
Council Offices Trapps Hill, Loughton	2		
Sheltered Housing Unit Waltham Abbey		5	
Sheltered Housing Unit Loughton		3	
Langston Road Depot Offices	5		1
Container Size	Pot: 30cm diameter	Large Trough: 100cm x 30cm	Floor Standing Tub: 60cm diameter
<i>Note: All displays to include mixed underplanting</i>	Typical main specimen plant: 100cm Ficus	Typical main specimen plant: 60cm Draceana	Typical main specimen plant: 150cm Kentia palm

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APPENDIX D

Playground Safety Inspection & Maintenance Programme

Location	Site Details	Approximate Size	Quantity of Equipment	Litterbins	Surfacing
Chigwell Row Recreation Ground	MUGA	224sqm	1	2	Tarmac appropriate markings with line
Chigwell Row Recreation Ground	Tennis Courts	193sqm	4	0	Tarmac appropriate markings with line
Chigwell Row Recreation Ground	Playground	420sqm	7	1	Tarmac link pathways, wet-pour surfacing & grass safer
Limes Farm, Chigwell	Playground	924sqm	11	2	Tarmac link pathways, wet-pour surfacing & grass safer
Harold Crescent, Waltham Abbey	Playground	913sqm	8	1	Tarmac link pathways, wet-pour surfacing & grass safer
Poplar Shaw, Waltham Abbey	Playground	845sqm	11	2	Tarmac link pathways, wet-pour surfacing & grass safer
Princesfield, Waltham Abbey	Playground	290sqm	6	2	Tarmac link pathways, wet-pour surfacing & grass safer
Pynest Green, Waltham Abbey	Playground	2190sqm	6	1	Tarmac link pathways, wet-pour surfacing & grass safer
Hoe Lane, Nazeing	Playground, plus Goal/Basketball End & Teen Shelter	123sqm	8	1	Tarmac, Wet-pour safer surfacing and rubber grow-through matting
Pancroft Ring, Abridge	Playground, plus Goal/Basketball End	600sqm	13	2	Tarmac link pathways, wet-pour surfacing, rubber grow-through matting & grass safer
Epping Uplands	Playground	660sqm	11	1	Play Bark

APPENDIX E

Tree Historical Data

Crown thin		25%	35%	50%	75%
	Diameter size	Number	Number	Number	Number
Category A trees	15-30	2	26		
	31-45		44	2	
	46-60		43	11	
	61.75	3	23	18	3
Category B trees	15-30		2	1	
	31-45		22	1	
	46-60	1	15	2	
	61.75		2	2	
Category C trees	15-30		11		
	31-45		30		
	46-60		20		
	61.75		1		
Category D trees	15-30				
	31-45				
	46-60				
	61.75			1	
Crown Lift		2.5 agl	3.5 agl	5.5 agl	
	Diameter size	Number	Number	Number	
Category A trees	15-30	7	14		
	31-45	19	43		
	46-60	7	70		3
	61.75	7	53		
Category B trees	15-30	2	2		
	31-45	36	12		
	46-60	10	6		
	61.75				
Category C trees	15-30	11	1		
	31-45	7	22		
	46-60	19	2		
	61.75	1			
Category D trees	15-30				
	31-45	8			
	46-60	2			
	61.75				
Combination prune			25%	35%	
	Diameter size		Number	Number	

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Category A trees	15-30		
	31-45	2	35
	46-60	2	30
	61.75	3	16
Category B trees	15-30		
	31-45	1	19
	46-60	3	12
	61.75	2	3
Category C trees	15-30		
	31-45	2	13
	46-60	1	7
	61.75	1	1

Crown reduction		25%	35%	50%	75%
	Diameter size	Number	Number	Number	Number
Category A trees	15-30		10		
	31-45		35	3	
	46-60		37	17	
	61.75	3	16	13	4
Category B trees	15-30		1	1	
	31-45		19		
	46-60	3	12		
	61.75		3	3	
Category C trees	15-30		11		
	31-45		13		
	46-60		7		
	61.75				
Category D trees	15-30				
	31-45				
	46-60				
	61.75				
Deadwood		25%	35%	50%	75%
	Diameter size	Number	Number	Number	Number
Category A trees	15-30		2	4	
	31-45		3	5	
	46-60	1		24	2
	61.75	4	1	19	4
Category B trees	15-30				
	31-45	2		3	
	46-60	2			
	61.75				

Category C trees	15-30			1	
	31-45		1		
	46-60		1		
	61.75				
Category D trees	15-30				
	31-45				
	46-60				
	61.75			1	
Re-pollard tree		Diameter size		Number	
All categories		15-30			
		31-45		18	
		46-60		25	
		61.75		27	
Fell and stump grind		Diameter size		Number	
Category A trees		15-30		23	
		31-45		44	
		46-60		81	
		61.75		10	
Category B trees		15-30		10	
		31-45		21	
		46-60		16	
		61.75		3	
Category C trees		15-30		7	
		31-45		19	
		46-60		6	
		61.75		1	
Category D trees		15-30		11	
		31-45		8	
		46-60		10	
		61.75		2	
Stump grind		Diameter size		Number	
All categories		15-30		16	
		31-45		11	
		46-60		3	
		61.75		2	
Treat stump		Diameter size		Number	
All categories		15-30		15	
		31-45		21	
		46-60		9	
		61.75		10	
Remove tree		Diameter size		Number	
Category A trees		15-30		28	
		31-45		3	
		46-60		4	
		61.75		2	

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Category B trees	15-30	15
	31-45	9
	46-60	5
	61.75	3
Category C trees	15-30	3
	31-45	8
	46-60	11
	61.75	7
Category D trees	15-30	6
	31-45	14
	46-60	4
	61.75	2
Emergency works	Hrs.	Number
		649