

SECTION D

SPECIFICATION

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1. PREAMBLE

1.1 The Specification covers the following areas of work to those sites listed in Section F of these documents:

- maintenance of grassed areas
- edging and trimming of grassed areas
- clearance of litter, leaves and other debris from grassed, hard and other areas
- repairs, seeding and turfing
- hedge maintenance
- planting of new hedges
- maintenance and care of rose, shrub and herbaceous beds and borders
- purchase, planting, maintenance and care of spring and summer bedding
- maintenance of Victoria Park pond
- maintenance of sports fields, including set up for matches
- maintenance and cleansing of changing rooms, including opening and closing for matches
- maintenance of Victoria Park tennis courts
- small tree maintenance
- maintenance of exterior furniture
- cleansing and associated activities
- inspection, maintenance and ancillary works to play areas and play equipment
- provision of floral displays
- inspection and making safe of play equipment
- maintenance of parks' furniture
- allotment maintenance
- cemetery maintenance and administration

1.2 In general terms, the Employer's requirements are expressed as the performance output to be achieved. However, for some operations, the specific work actions have been specified. The means of achieving the outputs or undertaking the actions have not been specified and it will be the responsibility of the Contractor to demonstrate through his Method Statements that he understands the Employer's needs and how he will meet them.

1.3 In undertaking the Service, the Contractor will need to be sensitive to the high standards of customer care that will be expected by the Employer and

the high expectations of both the Employer and the public with regard to the quality of service provided. The quality issues are particularly important in the context of the Employer's entry in the Britain in Bloom Competition.

- 1.4 The Service shall be provided in a thoroughly professional manner in accordance with the best principles and practice of accepted and recognised horticultural standards.
- 1.5 At all times, the Contractor shall ensure that the Service is performed in accordance with all proper safety requirements with regard to the public, his employees and the Employer's employees and that there is no unnecessary obstruction to traffic and pedestrians.
- 1.6 The Contractor should note that, in accordance with the Employer's commitment to the environment, residual pesticides may not be used, other than non residual herbicides previously approved in writing by the Supervising Officer. An allowance has been made to use peat-based compost with the preference for peat free or peat reduced composts where possible to do so.
- 1.7 The Contractor shall ensure that the Employer's property (land, equipment, plants and vegetation, buildings and facilities) are protected against accidental or negligent damage as a consequence of providing the Service. Any such damage shall be put right at the Contractor's expense in a manner and time determined by the Supervising Officer.
- 1.8 The Contractor shall not use the Employer's property nor knowingly allow it to be used for any purpose other than providing the Service.
- 1.9 The Contractor shall have free access to the Contract Area for the duration of the Contract unless reasonably prohibited by the Employer on specific days because of potential conflict with other activities, but such access shall only be by public roads or other agreed routes.
- 1.10 The Contractor shall be responsible for acquiring any permits or services for the provision of the Service and for paying any costs or fees therefor.
- 1.11 Each task at any site shall be continuously progressed to completion (work breaks excepting) and all allied tasks on any site shall be completed in the same time period. If progress is hindered or prevented for any reason, the Contractor shall return to the work and complete it as soon as practical.

1.12 Unless agreed otherwise by the Supervising Officer, all sites shall be left in a clean and tidy condition at the end of the working day. All arisings shall be disposed of to tip as work proceeds. Skips etc for the on-site storage of arisings prior to disposal to tip shall only be used with the prior permission of the Supervising Officer. Such skips shall be of a lockable type and shall be kept locked when not being currently used for operational activities. The area surrounding any skip shall be kept clean and tidy at all times.

2. DEFINITIONS AND INTERPRETATIONS

The following expressions shall have the meaning hereby ascribed to them:

“Arisings” shall mean the accumulation of grass cuttings, hedge cuttings, leaves, weeds, root materials, branches, prunings, litter, path or bed hedgings, or other material which arise from and are surplus or extraneous to any of the specified horticultural or maintenance work included in this Contract.

“Cleanse” or “Cleansing” or “Clean” or “Sweep” shall mean the removal of all litter, debris, detritus, loose chippings, animal carcasses, animal fouling, accident debris, salt and grit arising from winter maintenance, oil, vomit, excreta, gum, other rubbish, leaf and fruit fall and blown vegetation, deposits arising from fly tipping from any surface and the disposal of the arisings to tip.

“Daily” shall mean every day of the year except Christmas Day

“Dog Faeces” shall mean any excrement of any dog or other domestic animal.

“Dog Faeces Collection Bins” shall mean those bins designated as being for the collection of dog faeces.

“Fixture” shall mean the date, day and time set for the commencement of any sporting event.

“Goal Posts” shall mean all four uprights, two cross bars, net support bars and hooks forming two goals for each pitch.

“Hard Surface Areas” shall mean any area surfaced in bitumised material, concrete, concrete slabs, grasscrete, bricks etc. including roads, footpaths and carparks but excluding any area surfaced with gravel, hogging, scalping and the like.

“Leaf Clearance”	and similar terms shall mean searching for, collecting, removal and disposal of all fallen or wind blown leaves.
“Litter”	shall mean debris, detritus, paper, animal carcasses, dog faeces and animal fouling, salt and grit arising from winter maintenance, oil, vomit, gum, hyperdemic syringes, needles and drug related materials defined as clinical waste in accordance with the Control of Waste Regulation, leaf and fruit falls, vegetation, bud burst, blossom, twigs and branches, supermarket trollies and the like, deposits arising from fly tipping and any other material however caused or occurring.
“Litter Bin”	shall mean any receptacle either free standing or fixed to any post, wall or fence with or without a separate liner that has been provided by the Employer for the purpose of depositing litter and other waste by the public.
“Naturalised bulb areas”	shall mean those areas where bulbs have been planted for the purposes of naturalisation.
“Obstacles”	shall mean any seats, street lights, signs, manhole covers, trees, shrubs and other obstructions within grassed areas and the edges of any paths, walls and fences and other boundaries to grassed areas that may interrupt any grass cutting or other operation.
“Pegs / Nets”	shall mean the nets and pegs required to be set up before the start of each football match and put away at the end of each football match.
“Performance based”	shall mean any operation where the Contract Documents state the standards to be achieved and the Contractor is required to judge the frequency of any operations to achieve the standard.
“Pesticides”	shall mean any chemical, compound or proprietary product produced for the control and/or eradication of weeds, pests, fungi, algae or moss and shall include all herbicides, insecticides, fungicides, acaricides, fumigants, lumbricides, algicides, moluscicides or moss killer.
“Pitch lines”	shall mean the lines marked on the ground which delineate the boundaries of sports pitches or courts together with the lines

delineating the various sectors of the pitch or court as required by the rules of the sport's governing body.

- "Playing Season" shall mean the period during which the fixtures for any particular sport are played as indicated in the Specification or by the Supervising Officer.
- "Properly Licensed Disposal Site" shall mean any site properly licensed under the Environmental Protection Act for the disposal of each particular type of waste arising from the works specified in this Contract for which the Contractor is required to make arrangements and for which he pays any or all fees for the purpose of disposing of waste as required by the Specification.
- "Remove Litter" and similar terms shall mean searching for, collecting, removing and disposing of to tip any litter as defined in this clause.
- "Scarify" shall mean to clear the build-up of dead herbage and creeping stems in turf in order to leave an open surface in readiness for renewed growth.
- "Supervising Officer" means the Services Manager for the time being of Newbury Town Council or any person authorised by him to act on his behalf as notified in writing to the Contractor or any person appointed by him in accordance with the Conditions of Contract.
- "Tip" when used in the context of disposing to tip, shall mean a properly licensed disposal site or the recycling facilities owned by the Contractor or others as defined in the Conditions of Contract, and in line with current waste disposal regulations.
- "Tree Circle" shall mean a small defined cultivated area within a grassed area containing one or more trees.
- "Trimming" shall mean the removal of grass edges to grassed areas using long handles shears or other approved method.
- "Weed" shall mean a species or variety of plant not required in a particular place and means the entire plant, including its root system. For the avoidance of doubt, the Supervising Officer

will determine at his absolute discretion what is a weed in cases of doubt.

“Winter Edging” shall mean using a half-moon edging iron or other approved method to remove encroachments from a grassed area onto adjacent areas.

3. MAINTENANCE OF GRASSED AREAS

3.1 The Contractor shall cut and treat the grass areas detailed in Section F as many times as necessary to meet the performance standards set out in the following clauses.

3.2 The Contractor shall use appropriate equipment and machinery driven or operated in a manner appropriate to the task.

3.3 The Contractor shall ensure that machines and equipment do not damage the sward or its visual appearance. Any damage shall be reinstated in accordance with clause 6 in such time period as may be determined by the Supervising Officer.

3.4 Once a cut or treatment has started on a site it shall be completed in one operation.

3.5 The Contractor shall collect litter, stones over 35 mm in diameter and other debris and dispose of to tip immediately prior to cutting or treatment being undertaken. The rate for this work shall be under “Collect litter and dispose of”.

3.6 The Contractor shall, immediately on completion of cutting the grass on any individual parcel of land or at the end of each working day if the grass cutting is not complete, clear any arisings, earth or other debris that lands on surrounding hard surfaces and channels as a result of cutting or treatments to grass areas and dispose of to the tip.

3.7 Every care shall be taken when mowing around isolated trees and obstructions and adjacent to shrubs and plants in grass areas. Where the use of the specified machinery in these circumstances could result in damage being caused, the grass shall be cut by other appropriate means as agreed with the Supervising Officer.

3.8 If the use of the specified machine is likely to damage the edges of grassed areas, alternative machines as agreed with the Supervising Officer shall be used to prevent such damage.

- 3.9 The Contractor shall exercise every care in carrying out works around flat or protruding obstacles in grass areas. Heavy or vibrating machinery shall not be driven over manhole and duct covers, culverts or narrow ditches and grips unless it is obvious that they are strong enough to remain undamaged.
- 3.10 Damage occasioned by the Contractor to service covers and structures shall be immediately reported to the Supervising Officer and repaired in a manner and timescale determined by the Supervising Officer.
- 3.11 The Contractor shall ensure that the arisings or residue from any activity involved in maintaining the grass areas does not enter any water course, drain or sewer. Any such occurrence shall be immediately reported to the Supervising Officer.
- 3.12 Grass shall be cut to a consistent height over the specified area. There shall be no tufts or bents left standing above the general sward level. The Contractor shall indicate in the Method Statements to be submitted with his Tender how he will achieve the performance levels required in terms of the machinery to be used and the range of cutting frequencies.
- 3.13 The definition of the grass areas and the performances to be achieved are as follows:
- 3.13.1 **Type A - Ornamental Areas**
These are lawn, fine turf areas and grass areas around flower and shrub beds forming visual garden amenities. From the second week of March to the second week of October of each year, they shall be box mown to maintain a height between a maximum of 30 mm and a minimum of 15 mm. During the rest of the year, the grass shall be maintained at a height of between 25 and 50mm. Arisings shall be collected and disposed of to tip.
- 3.13.2 **Type B - Park Areas, Allotments and Open Space**
These are generally flat grass areas in parks that provide informal recreational use and grassland adjacent to or surrounding housing and other buildings, which is likely to include pedestrian and vehicular access ways within the curtilage of the grass area. In allotments they are the main pathways and areas of general grassland. They shall be mown to maintain a height between a maximum of 60 mm and a minimum of 25 mm.
- 3.13.3 **Type C - Sports Fields**

These are areas of grassland within parks where football is played during the winter months. The grass shall be mown to maintain a height between a maximum of 25 mm and 50 mm throughout the year.

3.13.4 Type D - Early Summer Meadows

These are areas of ecological importance where the natural flora and fauna are encouraged and protected. This includes habitat grassland, wildflower meadows, and ancient grasslands. The grass shall be rough amenity cut to a finished height of 75 mm in August or as directed by the Employer. The Contractor shall collect the arisings and dispose of them to tip.

3.13.5 Type E - Late Summer Meadows

These also are areas of ecological importance where the natural flora and fauna are encouraged and protected. This includes habitat grassland, wildflower meadows, and ancient and grasslands. The grass shall be rough amenity cut to a finished height of 75 mm twice per year with one cut in April and one in August or as directed by the Employer. When cutting in April, the Contractor shall allow the arisings to fly. When cutting in August, the Contractor shall collect the arisings and dispose of them to tip.

3.13.6 Type F - Naturalised Bulb Areas

These are areas where bulbs have been planted in the grass sward. They shall be cut according the specification for the surrounding area except that the defined planting area shall not be cut until at least six weeks after flowering and as agreed with the Supervising Officer. Arisings from the first cut shall be collected and disposed of to tip.

3.13.7 Type G - Shaw Cemetery

These areas must be maintained to a height between a maximum height of 50mm to a minimum of 20mm during summer. During winter this can be increased to a maximum of 60mm and minimum of 30mm, excluding areas for which there is an "unauthorised memorial dispensation".

3.13.8 Type H - Newtown Road Cemetery

Pathways to be strimmed/mowed a maximum of 60mm and minimum of 30mm. The grass areas around graves and throughout the rest of the cemetery must be strimmed/mowed a minimum of 8 times per year.

3.13.9 Type I - Allotments

All grassed area from the second week of March to the second week of October of each year shall be maintained to a height between a minimum of 25mm and a maximum of 40mm. During the rest of the year the grass shall be maintained at a height of between 40mm to 50mm.

- 3.14 Grass cutting machines shall be appropriate for the size of the area being maintained and the standard of finish specified.
- 3.15 Inaccessible margins, corners and the like shall be maintained to the same standard as clause 3.14 by other suitable equipment.
- 3.16 Grass shall not be cut in adverse weather and ground conditions when the grass cutting operation might damage the turf. Cutting shall only recommence when it is safe to do so without danger of damaging the sward, surface levels or contours of the ground. The Supervising Officer shall be entitled to determine the application of this clause.
- 3.17 Where inclement weather conditions delay normal cutting programmes the Contractor shall resume work as soon as practically possible and is required to restore works to the specified standard.
- 3.18 For the first cut following delays occasioned by inclement weather, if grass length exceeds the maximum specified height, and on Sports Fields for the first cut to reduce the grass to the length required for the playing season, the Contractor shall collect the arisings and dispose of to tip. The Contractor shall include in his rates for any additional work in complying with clauses 3.14 to 3.18
- 3.19 Where weather conditions inhibit grass growth the Supervising Officer may instruct the Contractor to vary the minimum height of cut.

4 EDGING AND TRIMMING OF GRASSED AREAS

- 4.1 Where grass areas abut hedges, planted areas, hard surfaces, fences, walls, buildings, trees, posts, manhole covers, gullies or other obstruction, the Contractor shall trim the grass to the level of the general sward at each cut and dispose of any arisings to tip. The rate for grass cutting shall include for this activity.
- 4.2 All trimming shall be undertaken to maintain the cut line of the edge. Strimmers may not be used on edges to planted beds or against gravel surfaces.
- 4.3 During the period 1 November to 28 February, the Contractor shall recut edges to planted beds and "weed free" areas around trees, hedges, buildings and the like, to their full depth with a half-moon tool to maintain a defined line to the bed. Edges shall be cut to slope backward approximately

10° from the vertical. Only the minimum amount of turf shall be removed with each cut. Arisings shall be removed to tip.

4.4 During the period 1 November to 28 February, the Contractor shall recut edges to roads, pavements and other hard surfaces to maintain a defined line closely parallel to the edge of the surface. Edges shall be cut vertically to a minimum depth of 50 mm. Only the minimum amount of turf shall be removed with each cut. Arisings shall be removed to tip.

4.5 Where damage has occurred to cut edges, the Contractor shall repair turf edges in accordance with Clause 6 and then recut to the original line. Beds and edge gaps shall not be significantly enlarged by edge cutting.

4.6 Growth regulators or contact herbicides are not to be used to edges of grass areas.

5. LEAF AND LITTER CLEARANCE, CLEANSING AND ASSOCIATED ACTIVITIES

5.1 Except for special events in Victoria Park, the Contractor shall collect litter from those areas detailed in Section F Part 7 (including all beds and hard surfaces) at sufficient frequency as to achieve the standards set out therein and, except as detailed below, shall dispose of all arisings to tip. This shall be carried out in accordance with the Environmental Protection Act.

5.2 The Supervising Officer shall determine in advance what events at Victoria Park are to be classified as special events. Litter collection and associated activities arising as a consequence of special events shall be paid for at the rates set out in the Schedule of Rates or the Schedule of Day Work Rates as determined by the Supervising Officer. The Contractor shall commence the litter collection and associated works either immediately after the event finishes or on the following day as directed by the Supervising Officer. If separately instructed by the Supervising Officer, the Contractor shall provide staff for litter picking and associated activities whilst the event is taking place.

5.3 Abandoned supermarket trollies shall be notified to the local authority's "Streetcare" service on 01635 519080. Where the trollies are not collected within a reasonable timescale agreed by the Supervising Officer, they shall be disposed of for recycling.

5.4 Hypodermic syringes, needles, drug related materials and other clinical waste shall be collected and disposed of in accordance with the COSSH

Regulations, any other Health and Safety obligations and the requirements of the Waste Disposal Authority.

- 5.5 The Contractor shall clean those hard surfaces detailed in Section F Part 8 to achieve the standards detailed therein and shall dispose of any arisings to tip.
- 5.6 Any machinery used in this operation shall be of a type and weight that it does not damage the surfaces.
- 5.7 Whilst undertaking this operation, the Contractor shall take note of any damage to or any unsafe conditions of the surfaces, shall immediately report the matter to the Supervising Officer and shall confirm the details in writing within 24 hours.
- 5.8 Except for after special events at Victoria Park, the Contractor shall empty the litter bins detailed in Section F Part 6 at such frequency, being not less than once per week, as to achieve the standards therein. The rate for emptying the bins shall include for collecting all waste and litter within five metres of the bin. The Contractor shall dispose of all arisings to tip. The Contractor shall ensure that the emptying and washing operations do not cause inconvenience or offence to members of the public.
- 5.9 In undertaking this operation, the Contractor shall ensure that any debris or waste adhering to the internal or external faces of the bin is removed, that any linings are not damaged, that linings are replaced such that they do not obstruct any apertures and that any locking bins are opened and re-locked with the correct key and kept locked at all times.
- 5.10 In February and September of each year or such other time as may be approved by the Supervising Officer, the Contractor shall wash the litter bins with agents approved in writing by the bin manufacturer to clean and disinfect the inside and outside of the bin and the bin liners, the posts, brackets and bases and remove any debris, waste, contamination, graffiti, adhesive notices etc.
- 5.11 If the Contractor needs to remove the bin from its location to clean it, he shall provide a temporary replacement at his own expense and shall return the bin as soon as is reasonably practical.
- 5.12 The Supervising Officer may instruct the Contractor to undertake additional washing of any of the bins detailed in Section F Part 6 or of any additional

bins that may be provided under clause 5.14. This work shall be paid for in accordance with the rate entered in the Schedules of Rates.

- 5.13 When directed by the Supervising Officer, the Contractor shall break out and remove any litter bin, liner, bracket, support, post or base, dispose of the arisings to tip and make good any ground or fixture affected by the operation.
- 5.14 When directed by the Supervising Officer, the Contractor shall install in the locations directed additional or replacement bins of the type detailed in the Schedules of Rates strictly in accordance with the manufacturer's instructions. The Contractor's rate for this work shall include making good any surfaces damaged by the installation. Emptying and washing of the bin shall be paid for at the same rate as the work detailed in clauses 5.8 and 5.10 respectively.
- 5.15 The Employer shall provide new litter bins as required.
- 5.16 The Contractor shall empty the Dog Faeces Collection Bins detailed in Section F Part 13 at the frequency detailed therein and shall dispose of the arisings to tip. In undertaking this operation, the Contractor shall:
- ensure that there is no spillage when removing or transporting the liners to tip,
 - remove any waste matter from the internal and external faces of the bin,
 - collect and dispose of to tip all litter, waste and dog faeces within five metres of the bin,
 - supply and install a replacement heavy duty, low density, plastic liner bag of a minimum of 80 micron thickness and with a double gusset, ensuring that the top edges of the bag are properly retained by the bag retainer clamp,
 - ensure the free operation of the opening and closing mechanism,
 - ensure that the public is not inconvenienced or offended by the operation.
- 5.17 The Supervising Officer may instruct the Contractor to undertake additional emptying of the bins listed in Section F Part 13 or the additional bins

provided under clause 5.22. This work shall be paid for in accordance with the rate entered in the Schedules of Rates.

- 5.18 Once per month throughout the year but not more frequently than every three weeks, the Contractor shall wash the Dog Faeces Collection Bins with an agent approved in writing by the bin manufacturer to clean and disinfect the inside and outside of the bin and the bin liners, the posts, brackets and bases and remove any debris, waste, contamination, graffiti, adhesive notices etc.
- 5.19 If the Contractor needs to remove the bin from its location to clean it, he shall provide a temporary replacement at his own expense and shall return the bin as soon as is reasonably practical.
- 5.20 The Supervising Officer may instruct the Contractor to undertake additional washing of any of the bins detailed in Section F Part 13 or of any additional bins provided under clause 5.22. This work shall be paid for in accordance with the rate entered in the Schedule of Rates.
- 5.21 When directed by the Supervising Officer, the Contractor shall break out and remove any dog faeces collection bin, liner, bracket, support, post or base, dispose of the arisings to tip and make good any ground or fixture affected by the operation.
- 5.22 When directed by the Supervising Officer, the Contractor shall install in the locations directed additional or replacement bins of the type detailed in the Schedule of Rates strictly in accordance with the manufacturer's instructions. The Contractor's rate for this work shall include making good any surfaces damaged by the installation. Emptying and washing of the bin shall be paid for pro rata at the same rate as the work detailed in clauses 5.16 and 5.18 respectively.
- 5.23 The Employer shall provide new litter Dog Faeces Collection Bins as required.
- 5.24 During the period 1 October to 31 December, the Contractor shall clear leaf fall from those areas detailed in Section F Part 5 (including beds and hard surfaces) as frequently as is necessary to maintain a generally leaf-free appearance. Leaves that fall on fine turf and ornamental areas shall be removed at a maximum of 7 day intervals until the leaf fall has ended. Arisings shall disposed of to tip.

- 5.25 The Contractor shall remove leaves that fall on prepared sports pitches prior to any new preparation or relining.
- 5.26 When collecting litter in accordance with clause 5.1 and in addition to the collection of litter immediately prior to cutting the hedges, the Contractor shall collect blown litter from perimeters, under hedges and around trees within any grass area and dispose of to tip. The cost of this work shall be included in the Contractor's rate for litter collection.
- 5.27 The Contractor shall keep all signs and other park furniture in clean and good order.
- 5.28 The Contractor shall keep play areas clear of any litter, debris, waste, dog faeces and similar matter and dispose of the arisings to tip.

6. REPAIRS, SEEDING AND TURFING

- 6.1 The Contractor shall repair worn patches or areas damaged by his operations by turfing or seeding as is appropriate to the season and situation and as and where directed by the Supervising Officer.
- 6.2 Small and isolated areas of turf damaged by vandalism and misuse and depressions caused by local subsidence shall be excavated to relieve compaction, filled and repaired in accordance with the following as directed by the Supervising Officer.
- 6.3 Grass seeding shall be undertaken to comply with BS 4428:1969 or equivalent European standard.
- 6.4 Turfing shall comply with the Recommendations for Turf for General Landscape Purposes - BS 4428:1969 Section 6 or equivalent European standard.
- 6.5 Turfs shall comply with BS 3969:1965 or equivalent European standard and shall be of loamy soil free from stone material over 15mm in diameter in size. Turves shall be of a consistent size and have a minimum thickness of 25mm and generally be 300mm wide and a maximum length of 900mm.
- 6.7 Turfing shall normally be undertaken during October or November or as when otherwise directed by the Supervising Officer. Lifting and laying of turf shall not be undertaken during periods of frost, drought or when the ground is excessively wet.

7. HEDGE MAINTENANCE

7.1 The Contractor shall maintain those hedges listed in Section F Part 4. All arisings shall be disposed of to tip.

7.2 Hedges and their maintenance are divided into five types as indicated below:

7.2.1 Code U-Shaw Cemetery Hedges

These hedges shall be cut twice per year in February/March and October/November to remove the previous year's growth, keep adjacent public footpaths clear and to encourage the growth of fruits and flowers later in the year.

7.2.2 Code V-Formal Hedges

These formal hedges shall be cut twice per year in February/March and October/November to provide a trapezoidal shape and maintain the existing height and width. At the time of cutting, any alien or unwanted species shall be removed.

7.2.3 Code W-Formal Hedges

These are laurel hedges which shall be cut only once per year in February/March using secateurs to provide a trapezoidal shape and maintain the existing height and width. At the time of cutting, any alien or unwanted species shall be removed.

7.2.4 Code X-Formal Hedges

These are beech hedges which shall be cut only with hand shears to provide a trapezoidal shape and maintain the existing height and width. At the time of cutting, any alien or unwanted species shall be removed.

7.2.5 Code Y-Informal Hedges

Informal hedges shall be cut once per year during February to remove the previous year's growth and to encourage the growth of fruits and flowers later in the year.

7.2.6 Code Z- Hedgerows

Hedgerows shall be cut once in February to remove all growth since the last cut or to a line agreed with the Supervising Officer.

7.3 The Contractor shall ensure that machines and equipment do not damage hedge plants or mar the visual appearance of the hedge.

- 7.4 Once a cut has been started on an individual hedge, it shall be completed in one operation.
- 7.5 The Contractor shall immediately on completion, or at the end of each working day, clear all cuttings from the site.
- 7.6 The Contractor shall remove weeds from the base of Code V, W, X and Y hedges at the time of cutting. Any weeds that reappear between cuts shall be removed. The arisings shall be disposed of to tip.
- 7.7 The Contractor shall ensure that all litter is removed from hedges immediately prior to trimming and disposed of to tip. When litter is being collected from adjacent areas in accordance with clause 5, the Contractor shall also collect litter from the base of hedges
- 7.8 The Contractor shall include in his rates for clause 7.2 the costs of complying with clauses 7.6 and 7.7.
- 7.9 The Contractor shall take care not to disturb any birds or other wild life unnecessarily, and follow RSPB guidance in particular. Do not cut hedges between end of March and beginning of September unless to clear vegetation from pathways to ensure public safety and only as directed by the Supervising Officer and only using hand operated machinery.

8. PLANTING NEW HEDGES

- 8.1 There may be times when the Employer wishes to create new hedges or fill in gaps in existing hedges or replace existing hedges. The Supervising Officer will issue plans and schedules of any such requirements. The hedges may be in cultivated or turved areas.
- 8.2 The Contractor shall include in his rates for:
- preparing the ground,
 - digging planting trenches, adding approved organic material and fertiliser,
 - ordering plants as instructed by the Supervising Officer, taking delivery of the plants, storing, transporting and planting the plants and backfilling the planting ditches,

- maintaining the plants for the first twelve months. Thereafter, maintenance shall be paid for in accordance with the rates for the work set out in Clause 7.

8.3 Any plants that die or appear to be dying or become diseased during the first twelve months shall be replaced as agreed by the Supervising Officer at the Contractor's expense.

9. MAINTENANCE AND CARE OF ROSE, SHRUB AND HERBACEOUS BEDS AND BORDERS

9.1 The Contractor shall maintain the beds and borders detailed in Parts 10 and 15 of Section F 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 bed.

9.2 The Contractor shall keep beds and borders generally free of weeds at all times. The collection of litter, leaf fall and debris under clause 5 shall be completed immediately prior to any work on the beds.

9.3 The Contractor shall fork and/or hoe the rose, shrub and herbaceous beds and borders and rake them as necessary to prevent compaction and water logging and to present and maintain a neat cultivated appearance. After each and every such operation, the soil shall be pushed back from the established edge at an angle of 65° to the vertical and the soil spread evenly over the bed. Care shall be taken not to damage any established plants or naturalised bulbs or to mix the soil with any mulch. Any such damage shall be made good at the Contractor's expense.

9.4 The Contractor shall ensure that all plants are adequately staked and firmed in at all times.

9.5 The Contractor shall prune shrubs and roses in accordance with good horticultural practice to maintain a good shape, encourage growth and flower production, prevent obstruction and remove dead or diseased wood and suckers. All arisings from pruning shall be removed to tip. The Supervising Officer shall be given three day's notice of any pruning programme.

9.6 During February and March, the Contractor shall reinstate the mulch on each rose and shrub bed to a depth of 75mm using approved bark mulch. Any spring pruning shall be completed before mulching takes place.

- 9.7 Before the start of the growing season, the Contractor shall cut back herbaceous plants to the previous year's growth, ground level or crown of the plant as necessary. Woody plants shall be dug up and the vigorous shoot and root clumps replanted in accordance with good practice. Approved organic matter shall be spread to a depth of 25mm and forked into the soil. After forking, an approved seaweed based fertiliser shall be applied. The beds shall be left tidy with the edges pushed back at a slope of 65°. Any arisings shall be disposed of to tip.
- 9.8 During the growing season, the Contractor shall ensure that plants are properly staked as necessary.
- 9.9 At the end of the flowering season, the Contractor shall remove the stakes, cut back extended or damaged foliage and dispose of to tip. Sufficient foliage shall be left to provide protection during the winter months.

10. PURCHASE, PLANTING, MAINTENANCE AND CARE OF SPRING AND SUMMER FLOWER BEDS

- 10.1 The Contractor shall plant and maintain the spring and summer flower beds shown in Part 11 of Section F in a way that presents an attractive amenity and allows the development of plants to be in keeping with the type, shape and aspect of the bed. Summer planting shall be for the period June to September and winter planting shall be for the period October to May. When considering Tenders, the Employer will particularly take into account the Tenderers' approach to this work and the degree of innovation and inspiration that the Method Statements display.
- 10.2 The Contractor shall be responsible for the following activities:
- design of the planting schemes, which must be submitted with full details of the species, varieties, cultivars, colour, flowering periods and planting densities to the Supervising Officer in sufficient time for the Supervising Officer to approve the design before the plants have to be ordered. If the Supervising Officer declines to approve the design, the Contractor shall submit alternative designs in time for approval to be gained before plants need to be ordered. The Contractor should vary his designs throughout the Contract Period,
 - preparation and fertilising of the beds,

- purchase, storage, delivery and planting of plants and bulbs, including irrigation, staking, replacement of dead, diseased, damaged and uprooted plants with plants of equal maturity and general after care,
- removal of plants at the end of the season and disposal to tip,
- keeping beds clear of weeds, litter, debris, leaf fall and other deleterious matter at all times.

11. VICTORIA PARK POND

- 11.1 Access to the pond shall be gained by routes that cause the least disruption to use of land and cause the minimum of damage to the land amenity. The Contractor shall take care not to disturb any birds or other wild life unnecessarily.
- 11.2 The Contractor should note that the pond is supplied with water from the Kennet and Avon Canal via a sluice gate and underground pipe. When the pond has been filled, the sluice gate must be adjusted so that a steady current flows through the pond. The current shall not be so strong as to cause disturbance to users of the pond or to cause water to flow over the sides. The covers for the water inlet and outlet shall be kept securely locked at all times.
- 11.3 The Contractor should note that the operation of the boats is let as a separate concession and that he will be responsible for liaising with the concessionaire to ensure minimum disruption by his operations.
- 11.4 The Contractor shall inspect the pond before 10.30am every day and at other times as necessary to remove and keep it reasonably free of litter, rubbish and debris and other deleterious matter at all times.
- 11.5 Regular cleaning shall be carried out at the least in April, June, August and October, the Contractor shall empty the pond over a minimum period of 72 hours to avoid excesses of sludge entering the adjacent river and remove all aquatic weeds, litter, rubbish, debris and sediment from the pond and the weir or outlet. During the maintenance, the Contractor shall scrub away all algae growth. The Contractor shall ensure that the operation of emptying, cleaning and refilling is undertaken between Monday and Friday and is completed within 48 hours of starting. All pond cleaning must be carried out to the agreement Newbury Town Council has with English Nature.

- 11.6 Immediately after the cleansing works are complete, the Contractor shall refill the pond and maintain the water level at all times to the level of the overflow weir.
- 11.7 The Contractor shall give the Supervising Officer 14 day's notice of his intention to start the cleansing work and a statement of intent shall be displayed within the vicinity of the pond. The Contractor to supply all necessary signage.
- 11.8 Arisings shall be cleared at the completion of each maintenance visit and at the end of each working day. Sediment must be disposed of in accordance with current regulations.
- 11.9 The Contractor shall inspect and clean warning notices concerning water safety as often as required to maintain them in serviceable condition and shall report any damaged notices to the Supervising Officer as soon as the damage is discovered or reported.
- 11.10 The Contractor shall ensure that, during day light hours, any ice on the pond is broken for a distance of one metre from the edge.
- 11.11 The Contractor must conform to any current regulations with regard to the disposal of silt.

12. MAINTENANCE OF SPORTS PITCHES

- 12.1 The sports pitches to be maintained are shown in Part 3 of Section F.
- 12.2 Before the start of each month during the playing season, the Supervising Officer shall notify the Contractor of all sport events and non-sport events likely to be held on the sports pitches. However, the Supervising Officer is entitled to notify the Contractor in writing of additional games no less than two days before the game and this shall be considered to be sufficient notice for the Contractor to undertake any pitch preparation.
- 12.3 When weather or ground conditions dictate, the Contractor shall consult with the Supervising Officer as to whether any pitch or pitches are fit for play, giving as much notice as possible. If it is agreed that the pitches are unfit for play, the Supervising Officer shall notify the teams concerned and the Contractor shall fix on the changing room door a notice of a design previously agreed with the Supervising Officer indicating that the game has been cancelled. It will be the Contractor's responsibility to ensure that the consultation takes place.

- 12.4 The Contractor shall provide for each pitch a complete set of fixed sports equipment, for example goal posts, nets / pegs, posts and flags and the like, as approved by the Supervising Officer. The Contractor shall ensure that the equipment is stored safely in the changing rooms when not in use. The Contractor shall provide sufficient spare equipment as to ensure that no game is cancelled due to the lack of equipment. Failure to have adequate equipment available will be considered to be a default of performance.
- 12.5 The Contractor shall maintain the sports equipment in safe and good working order and shall repair any damage before it is next used. Sports equipment shall be maintained to the issued standard. At the end of the season, goal posts, net stays and flag posts shall be rubbed down and painted with two coats of undercoat and one coat of gloss and nets and flags repaired.
- 12.6 Sports equipment damaged and worn beyond a state of repair shall be replaced by the Contractor.
- 12.7 The annual football season commences in the first week of September and ends in the last week in May. Between September/October the football pitches will be treated with a selective herbicide, including 2m strip outside the pitch touch line. A 80% control rate must be achieved or a retreat must be undertaken at the Contractors expense.
- 12.8 Immediately prior to the commencement of the season, the Contractor shall clean out and repair the sockets for the goal posts and erect the posts in accordance with the requirements of the Football Association requirements. The Contractor shall allow in his rates for removing the goal posts at the end of the season, making safe the sockets and returning the posts to his store.
- 12.9 The Contractor shall keep the pitches in a state of readiness for play throughout the season and, immediately prior to a game being played, shall ensure that the pitch is free of stones more than 30mm in diameter, debris, dog faeces, mole hills and other debris that may be a hazard to pitch users, that any holes are filled in with top soil, that all divots have been replaced and that depressions have been lifted and firmed.
- 12.10 At the start of the season, the Contractor shall set out and mark the pitches to the dimensions, standards and proportions laid down by the Football Association regulations in the positions directed by the Supervising Officer.

- 12.11 Grass to lines shall be mown one width of a cylinder mower to a height of 10 to 15mm immediately prior to marking out.
- 12.12 Line marking shall be undertaken with equipment that produces straight, even width lines of equal pigmentation using a non-toxic whiting agent so they are clearly visible from 30 metres away. The Contractor shall maintain and re-mark the lines to these standards as necessary during the playing season.
- 12.13 The Contractor shall issue one set of net stays and nets / pegs and one set of six flags and posts to the “home side” before the game and receive back into store at end of game.
- 12.14 The Contractor shall replace and “tread-in” divots and torn turf after each game and spread sport turf sand on any worn areas of the goalmouths.
- 12.15 Regular aeration shall be carried out at least once per fortnight during the playing season, the Contractor shall spike the area of the pitch with solid tines or slitting spikes giving a minimum penetration of 150mm as required to relieve compaction and maintain infiltration depth. If the weather or ground conditions preclude the spiking of all of the pitch, the Contractor shall hand spike the areas of the goalmouths.
- 12.16 After spiking and subject to the ground conditions being satisfactory, the area of each pitch shall be scarified in two passes, the second at least 60° to the first, as required to maintain an even surface.
- 12.17 Within five days of the end of each season, the Contractor shall repair worn areas of turf in accordance with clause 6 as directed by the Supervising Officer.
- 12.18 After renovation, the Contractor shall roll the pitches with a smooth wheel roller weighing no more than 500 kilogrammes as required to maintain surface level and cohesion.

13. MAINTENANCE AND CLEANSING OF CHANGING ROOMS

- 13.1 The Contractor shall maintain those changing rooms detailed in Section F Part 3.
- 13.2 The changing rooms are secured by a double locking system. The Contractor will hold the master key that operates both locks and each club or organisation using the facilities will hold a key for one of the locks only.

The Contractor shall ensure that both locks are locked when the changing rooms are not to be used and that only the second lock is locked when teams require access to the premises. The Contractor shall ensure that all keys held by him are kept in a secure location and shall not take any copies without the prior written approval of the Supervising Officer.

- 13.3 The Contractor shall provide a broom, shovel and means of disposal of mud and litter at each changing room for use by users of the changing rooms.
- 13.4 Between one and three hours prior to each game, the Contractor shall prepare the changing rooms for use. He shall ensure that the changing rooms and other facilities are clean and safe, that all the services are available and fit for use, that space and water heating is switched on and that doors are open for when players and officials arrive. The Contractor shall undertake any work that might be required to ensure that the facilities are available.
- 13.5 If, on arrival, the Contractor feels that, because of damage to or the state of cleanliness of the changing rooms, it is undesirable for them to be used, he shall close up and secure the changing rooms and erect a notice of a type previously approved by the Supervising Officer indicating that they have been closed for safety reasons. The Contractor shall inform the Supervising Officer on the next working day of the action taken.
- 13.6 Immediately after vacation of the premises by the teams, the Contractor shall switch off all services, check for any damage, which he shall report to the Supervising Officer on the next working day, and secure the premises.
- 13.7 When undertaking cleaning tasks as specified in Sections 13.7 and 13.8 below, facilities for tasks such as filling buckets with water, disposal points for waste water and machine slurry will be identified to the Contractor by the Supervising Officer. Machine slurry is to be disposed of by the Contractor, off-site, in accordance with current practice. Under no circumstances are kitchen and toilet sinks/basins, toilet pans or urinals to be used for the disposal of dirty water. The Contractor will leave all identified disposal areas in a clean and hygienic state. All litter and refuse collected in association with completion of these tasks should be disposed of to tip in the usual manner.

Before 5pm on the Monday following any weekend games and before 5pm on the Friday following any mid week games, the Contractor shall

clean changing rooms and associated toilet blocks to the following standards:

- **toilets and urinals**
all internal and external surfaces of toilets and urinals including all associated sanitary ware and fittings will be disinfected and free from water, stains, smears, dirt and any other extraneous matter. All malodours will be neutralised.
- **showers and sinks**
all internal and external surfaces of sinks, basins, baths, showers including taps and all associated sanitary ware and fittings and adjacent surfaces will be disinfected and free from water, stains, smears, dirt and any other extraneous matter.
- **mirrors**
mirrors will be free from dust and any other extraneous matter, marks and smears.
- **drinking fountains**
all internal and external surfaces of drinking fountains, including associated sanitary ware and fittings, will be disinfected and free from water stains, smears, dirt and any other extraneous matter.
- **towel, soap, paper towel and vending dispensers**
all dispensers will be free from water, stains, smears, dirt and any other extraneous matter.
- **walls, splash backs, partitions and cubicle doors**
all walls, tiles, partitions, doors, and supports will be disinfected and free from water, stains, smears, dirt and any other extraneous matter.
- **WC brushes and holders**
all holders and brushes will be disinfected and returned to original position free from any extraneous matter, marks and smears.
- **benches, seats and lockers**
(applies to all furniture present in the changing rooms)
all surfaces will be free from dust, dirt, marks, smears and any other extraneous matter.
- **fixtures and fittings**

(applies to all fixtures & fittings e.g. window sills, radiators and associated pipework, skirting boards, shelves, ledges, towel rails etc.)
all surfaces will be free from dust and any other extraneous matter, marks and smears.

- **doors, door frames and door furniture**

all internal and external doors, door frames and door furniture will be free from dust and any other extraneous matter, marks and smears.

- **internal walls**

all internal walls will be free from graffiti, mud, dust and any other extraneous matter, marks, stains and smears.

- **floors**

(applies to all floors, up to and including edges and corners, under radiators, benches and other furniture)

floors will be free from water, smears, stains, dirt, mud, grease and any other extraneous matter. All furniture and equipment will be returned to correct position and adjacent surfaces left splash free.

- **mats and rugs**

(applies to all mats and rugs and the areas they cover)

all mats and rugs will be free from dirt, dust, mud, refuse particles, fluff and any other extraneous matter.

- **waste bins**

all waste bins will be free from litter, waste, marks and smears and any other extraneous matter.

13.8 Within two weeks of the end of the playing season, the Contractor shall carryout the following additional works;

- **High level dusting and cobweb removal** (applies to all interior walls and ceilings).

All surfaces will be free from dust, cobwebs and any other extraneous matter. Particular attention should be paid to not setting off fire/security alarms when removing cobwebs etc. from around sensors. Care must be taken to observe all health and safety procedures in completion of this task.

- **Polish metal brightwork** (applies to all metal brightwork.)

Metal surfaces will be free from dust and any other extraneous matter, marks and smears and will have an even sheen.

- **Clean light fittings** (applies to all light fittings)
Lights will be left free from dust and any other extraneous matter, marks and smears. Care must be taken to observe all health and safety procedures in completion of this task.
- **Re-seal floors** (applies to all sealed floor surfaces)
Floors will be completely stripped of seal and/or polish and resealed using a compatible seal or polish as intended for the floor type.
Floors will be free from smears, stains, dirt, mud, grease, and any other extraneous matter, and the seal will be as even as possible. No bare floor will be apparent. All furniture and equipment will be returned to correct position and adjacent surfaces left splash free.
- **Clean windows and internal glazed items**
Internal and external surfaces of windows and any other internal glazed items will be free from dust and any other extraneous matter, marks and smears. All adjacent surfaces will be left splash free.
- **Polish furniture**
All wooden, varnished and laminated surfaces will be free from dust, smears and will have an even sheen.

13.9 In addition to the visits to the changing rooms that are necessary to undertake the activities detailed above, the Contractor shall visit at such additional frequencies throughout the year as are necessary to check internally and externally for damage, leaks and other defects. He shall report his findings to the Supervising Officer on the next working day.

14. MAINTENANCE OF VICTORIA PARK TENNIS COURTS

14.1 The three tennis courts in Victoria Park are let out as a separate concession but are to be maintained by the Contractor. The Contractor shall allow in his rates for any liaison that might be necessary with the concessionaire.

14.2 The Contractor shall keep all tennis courts, in a state of readiness to play throughout the period 1 March to 31 October. During the remainder of the year, one court must be available. All initial work required under this clause shall be completed by 10.30am of each day.

14.3 All gates, hinges, locks and bolts shall be kept in good working order and lubricated.

- 14.4 The Contractor shall inspect the courts, fences and gates for damage each day. If the Contractor discovers or is informed of any damage, he shall immediately report it to the Supervising Officer. If the Contractor is of the opinion that the damage is such that it would be prejudicial to the health and safety of players and/or other persons, he shall immediately inform the concessionaire in order that the latter can take the court or courts out of use.
- 14.5 The Contractor shall keep those courts scheduled for play and the surrounding areas clean of all deleterious matter at all times using equipment approved by the Supervising Officer and shall dispose of any arisings to tip.
- 14.6 The Contractor shall keep the lines marked in accordance with the Lawn Tennis Association regulations. The Contractor shall maintain and remark the lines as necessary to ensure that they remain clearly visible from any part of the court at all times that the courts are available for play.
- 14.7 Line marking shall be undertaken with equipment that produces straight, even width lines of equal pigmentation using a permanent whiting compound.
- 14.8 When directed by the Supervising Officer, the Contractor shall provide and erect net posts and nets in existing sockets and raise and tension nets to the correct height for the courts that are to be available for play. The Contractor shall ensure that all tensioning gear is properly lubricated at all times and that posts are in good condition and well painted. The Contractor shall take down and store in a dry and safe condition any net posts and nets that might not be required. The Contractor shall ensure that he has sufficient spare equipment as is necessary to ensure that courts are not out of play due to the absence of such equipment. If the Contractor fails to ensure the availability of the court or courts as appropriate, the Supervising Officer will be entitled to issue a default notice.
- 14.9 The Contractor shall repair any equipment (including tensioning gear) as soon as damage becomes apparent. Any equipment that cannot be repaired shall be replaced by the Contractor.

15. MAINTENANCE OF EXTERIOR FURNITURE

- 15.1 The Contractor shall maintain all that exterior furniture detailed in Section F Part 16.

15.2 The Contractor shall ensure that all furniture is kept reasonably free of all dirt, grease, oil, algae, moss and graffiti at all times. If any dirt, grease, oil, algae, moss or graffiti is discovered by or reported to the Contractor, the Contractor shall clean and make good the furniture within 24 hours.

15.3 As frequently as is necessary to maintain a good appearance but not less frequently than annually, the Contractor shall clean and re-paint, re-oil or re-stain the exterior furniture. In undertaking this operation, the Contractor shall ensure that adjacent plants, structures and surfaces are adequately protected from damage and that members of the public protected from damage and inconvenience.

16. DAMAGE

16.1 Whilst providing any aspect of the Service, the Contractor shall take note of any dangerous, damaged or unsecured buildings belonging to the Employer, shall immediately report the matter to the Supervising Officer and shall confirm the details in writing within 24 hours.

16.2 Whilst providing any aspect of the Service, the Contractor shall take note of any structure, e.g. building, fence, wall, tree, sign, notice, exterior furniture, monument or similar, that is damaged, unsafe or a danger to the public or which is defaced by graffiti or dirty, shall immediately report the matter to the Supervising Officer and shall confirm the details in writing within 24 hours.

17. INSPECTION, MAINTENANCE AND ANCILLARY WORKS TO PLAY AREAS AND PLAY EQUIPMENT.

17.1 The Contractor shall inspect the Play Areas and Play Equipment detailed in Section F Part 9 on one day to be agreed of each week to reasonably ensure that the area and equipment are clean and free from any vandalism, danger or defect. On the Monday of the week following each inspection, the Contractor shall submit to the Supervising Officer a report of all faults found in duplicate of the inspection in a format previously approved by the Supervising Officer. All minor faults (loose bolts etc) must be rectified by the contractor within one working day or the equipment taken out of service until the fault is rectified.

17.2 If, at an inspection or at any other time, the Contractor finds any equipment, surface or fencing to be unsafe for whatever reason, he shall:

- immediately prevent use of the equipment or access to the surface or fencing,
- erect a sign (provided by the Contractor) of a type and size to have been previously agreed by the Supervising Officer saying “UNSAFE- PLEASE KEEP OFF” with a letter height of at least 50mm,
- as soon as is practicable, fence off the equipment, surface or fencing to prevent public access to it,
- immediately inform the Supervising Officer of the defect and the action taken,
- submit to the Supervising Officer a report detailing the form of the defect and the recommended action by noon of the day following the discovery of the defect.

17.3 At each inspection, the Contractor shall:

- clear the area of any litter, debris, waste, dog faeces and similar matter and dispose of the arisings to tip,
- clean all equipment and hard surfaces of any dirt, marks, bird or animal contamination, graffiti or any other thing likely to cause offence or concern to any user of the equipment,
- sweep back any displaced chipped bark or wood chip used for safety purposes and top it up to a minimum depth of 150mm with a suitable material approved in advance by the Supervising Officer.

18. FLORAL DISPLAYS

18.1 The Contractor shall prepare, erect, maintain and remove the floral displays detailed in Section F Part 12. The displays shall be installed during the first week of June and shall remain in place until the second week of October of the same year.

18.2 At the commencement of the Contract, the Contractor shall receive from the Employer the containers to be used for this work and store them securely when not being used for display.

18.3 The Contractor shall ensure that his designs present an attractive amenity, enhance the appearance of the town and reflect the local ambience. The

Employer will be looking for innovation and inspiration in the designs, which should be varied each year of the Contract.

18.4 The Contractor shall be responsible for the following activities:

- design of the planting schemes, which must be submitted with full details of the species, varieties, cultivars, colour and flowering periods to the Supervising Officer in sufficient time for the Supervising Officer to approve the design before the plants have to be ordered. If the Supervising Officer declines to approve the design, the Contractor shall submit alternative designs in time for approval to be gained before plants need to be ordered.
- preparation of the containers,
- purchase, storage, delivery and planting of plants, including irrigation and replacement of dead, diseased, damaged and uprooted plants with plants of equal maturity,
- general after care, irrigation and feeding to maintain the plants in a bright, healthy and vigorous condition, encourage flower growth and to be free of weeds,
- removal of containers at the end of the season, disposal of the contents to tip, and storage of the containers until next required.

19. EPICORMIC GROWTH

19.1 When directed by the Supervising Officer, the Contractor shall remove epicormic growth to a height of three metres above ground level and dispose of arisings to tip. Victoria Park should be kept cut back on a weekly basis.

20. MAINTENANCE OF YOUNG TREES

20.1 For those trees identified by the Supervising Officer, the Contractor shall:

- keep the trees free of dead, damaged, diseased or broken branches,
- remove any dead, diseased or damaged trees and make good the tree area as the surrounding area,

- keep each tree firmly staked until it is mature enough not to require staking. Inspect and adjust ties so as to prevent restrictions or cause deformities to tree growth,
- keep the surrounds of trees not planted in rose, shrub and herbaceous beds reasonably free of weeds and litter at all times. Weeds and litter in beds shall be dealt with under other items,
- dispose of arisings to tip.

21. SSSI

- 21.1 Three sites contained in this specification abut land that is of Special Scientific Interest and the Contractor shall take every precaution necessary to protect such SSSIs from risk.

22. MAINTENANCE OF ALLOTMENTS

- 22.1 The allotment plots and the pathways between are the responsibility of the allotment tenants. Contractors must avoid impact of any sort on allotment plots.
- 22.2 The Supervising Officer will be responsible for turning water supply on in the Spring and off in the Autumn.
- 22.3 The Contractor will trim all wild areas in the allotments at the end of October and all arising raked up and removed from site. Any sheets of tin etc that are left for wildlife or log piles should be left in their current location and not removed or damaged in any way. Any shrubs, small trees etc should be removed from these areas unless otherwise instructed to do so by Newbury Town Council.
- 22.4 The Contractor shall ensure that all ditches inside Wash Common and Southbys allotments are kept clear and free flowing.
- 22.5 The Contractor shall ensure that external ditches at Wash Common allotments are kept clear and free flowing. Special attention must be given to this area as the ditches are part of a Scheduled Ancient Monument and must only be cleared as instructed by the Supervising Officer.
- 22.6 The Contractor will ensure that all hedges in allotments are maintained as Type Z.

22.7 Other grass and hard standing areas to be maintained as for other open spaces. Grass Type I.

23. MAINTENANCE OF NEWTOWN ROAD CEMETERY

23.1 The cemetery is of particular historical importance and sensitivity. A Friends Group exists to assist in its protection.

23.2 Grass, grass pathways and grave areas to be maintained as for other open spaces. Grass Type H.

23.3 The Contractor will strim all wild areas at the end of October and all arising raked up and removed from site.

23.4 The Contractor is responsible for removing any dead flowers from graves. Care and consideration must be carried out at all time in respect to the removal of dead flowers from any grave. Any reasonable request to leave the flowers a little longer until the grave owner is happy for them to be removed will be considered by the Contractor.

23.5 The Contractor is responsible for clearing fallen branches etc as required. This is especially relevant after any severe weather or wind damage. All branches and debris should be removed from any area of the cemetery and disposed of to tip.

23.6 The Contractor shall clean the chapel to the following standards as a minimum monthly or each time the chapel is to be used, at least four hours before use:

- Walls, doors, and supports will be cleaned and free from water, stains, smears, dirt and any other extraneous matter.
- Seats (applies to all furniture present in the chapel) and all surfaces will be free from dust, dirt, marks, smears and any other extraneous matter.
- Fixtures and fittings (applies to all fixtures & fittings e.g. window sills, heaters, ledges, etc.) will be free from dust and any other extraneous matter, marks and smears.
- Doors, door frames and door furniture will be free from dust and any other extraneous matter, marks and smears.

- Internal walls will be free from graffiti, mud, dust and any other extraneous matter, marks, stains and smears.
- Floors (applies to all floors, up to and including edges and corners, under heaters, benches and other furniture) will be free from water, smears, stains, dirt, mud, dust, grease and any other extraneous matter. All furniture will be returned to correct position and adjacent surfaces and left splash free. All floors will be brushed / mopped clean each time the chapel is to be used.
- Mats, rugs, drapes and curtains (applies to all mats, rugs, drapes and curtains and the areas they cover) will be free from dirt, dust, mud, refuse particles, fluff and any other extraneous matter.
- Waste bins will be free from litter, waste, marks and smears and any other extraneous matter.

23.7 The Contractor is responsible for ensuring the chapel is securely locked when not in use.

23.8 The Contractor is responsible for ensuring the Cemetery is securely locked when not in use.

23.9 Newtown Road cemetery will eventually be returned to open status in 2011 and public visiting times will be set between 10.00am to 4.00pm during week days and weekends. The Contractor will be responsible for ensuring the cemetery is open and closed during these set times and carry out necessary checks to ensure no members of the public are locked in at closing time. There may be occasions during winter months when the cemetery is left closed for safety reasons. (This will be added via a variation).

23.10 The Contractor is responsible for dealing with requests from members of the public in relation to the cemetery maintenance, grave location, grave condition, cemetery records, any reported damage to the site, and any other enquiry that is brought to their attention. When dealing with members of the public great care and sensitivity should be shown at all times.

23.11 If there is any conflict between the Contractor and members of the public visiting the cemetery the Contractor must inform the Council immediately.

24. MAINTENANCE OF SHAW CEMETERY

- 24.1 The cemetery is of particular sensitivity.
- 24.2 The Contractor is responsible for unlocking and locking the main gates, restroom and Chapel at Shaw Cemetery to comply with the cemeteries opening and closing times. 9am-5pm Mon-Fri, 10am-5pm Sat/Sun/Holidays including Christmas Day. From April-October, the cemetery is open till 7pm on Wednesdays. The Contractor will be responsible for ensuring that no members of the public are locked in at closing time.
- 24.3 The Contractor is responsible for ensuring at least one member of staff is present during opening hours on Mon-Fri.
- 24.4 The Contractor is responsible for dealing with requests from members of the public in relation to the cemetery maintenance, grave location, grave condition, cemetery records, any reported damage to the site, and any other enquiry that is brought to your attention. When dealing with members of the public great care and sensitivity should be shown at all times.
- 24.5 If there is any conflict between the Contractor and members of the public visiting the cemetery the Contractor must inform the Council immediately.
- 24.6 Shaw Cemetery is predominately a lawn cemetery, but there are areas where dispensations have been agreed, where grave owners maintain their own grave and the area around it.
- 24.7 Grass to be maintained as for other open spaces. Grass Type G.
- 24.8 The Contractor is responsible for maintaining the cemetery grounds and graves in line with the Shaw Cemetery – Policy re Unauthorised Memorials. This includes liaison with the Services Team on the management of specific graves.
- 24.9 The Contractor is responsible for executing the memorial testing process in conjunction with the Services Team.
- 24.10 The Contractor is responsible for keeping the Shaw Cemetery restroom clean, tidy and secure at all times. Burial records / maps must be kept up to date in conjunction with the appropriate Newbury Town Council Services Officer and stored in the plan chest in the restroom.

24.11 The Contractor shall clean restroom and associated toilet block to the following standards:

- Toilets. All internal and external surfaces of toilets including all associated sanitary ware and fittings will be disinfected and free from water, stains, smears, dirt and any other extraneous matter. All malodours will be neutralised.
- All internal and external surfaces of sinks, basins, including taps and all associated sanitary ware and fittings and adjacent surfaces will be disinfected and free from water, stains, smears, dirt and any other extraneous matter.
- Mirrors will be free from dust and any other extraneous matter, marks and smears.
- Towel, soap, paper towel and vending dispensers will be free from water, stains, smears, dirt and any other extraneous matter.
- All walls, tiles, doors, and supports will be disinfected and free from water, stains, smears, dirt and any other extraneous matter.
- All WC holders and brushes will be disinfected and returned to original position free from any extraneous matter, marks and smears.
- Seats and lockers (applies to all furniture present in the restroom) will be free from dust, dirt, marks, smears and any other extraneous matter.
- Fixtures and fittings (applies to all fixtures & fittings e.g. window sills, radiators and associated pipe work, skirting boards, shelves, ledges, towel rails etc.) will be free from dust and any other extraneous matter, marks and smears.
- All internal and external doors, door frames and door furniture will be free from dust and any other extraneous matter, marks and smears.
- Internal walls will be free from graffiti, mud, dust and any other extraneous matter, marks, stains and smears.
- Floors (applies to all floors, up to and including edges and corners, under radiators, benches and other furniture) will be free from water, smears, stains, dirt, mud, grease and any other extraneous matter. All

furniture will be returned to correct position and adjacent surfaces left splash free.

- Mats and rugs (applies to all mats and rugs and the areas they cover) will be free from dirt, dust, mud, refuse particles, fluff and any other extraneous matter.
- Waste bins will be free from litter, waste, marks and smears and any other extraneous matter.

24.12 The Contractor shall clean the Chapel to the following standards as a minimum monthly or each time the Chapel is to be used, at least four hours before use:

- Walls, doors, and supports will be cleaned and free from water, stains, smears, dirt and any other extraneous matter.
- Seats (applies to all furniture present in the Chapel) and all surfaces will be free from dust, dirt, marks, smears and any other extraneous matter.
- Fixtures and fittings (applies to all fixtures & fittings e.g. window sills, radiators and associated pipe work, skirting boards, shelves, ledges, etc.) will be free from dust and any other extraneous matter, marks and smears.
- Doors, door frames and door furniture will be free from dust and any other extraneous matter, marks and smears.
- Internal walls will be free from graffiti, mud, dust and any other extraneous matter, marks, stains and smears.
- Floors (applies to all floors, up to and including edges and corners, under radiators, benches and other furniture) will be free from water, smears, stains, dirt, mud, dust, grease and any other extraneous matter. All furniture will be returned to correct position and adjacent surfaces and left splash free. All floors will be vacuumed clean each time the chapel is to be used.
- Mats, rugs, drapes and curtains (applies to all mats, rugs, drapes and curtains and the areas they cover) will be free from dirt, dust, mud, refuse particles, fluff and any other extraneous matter.

- Waste bins will be free from litter, waste, marks and smears and any other extraneous matter.
- 24.13 Under no circumstances are toilet sinks/basins, toilet pans or urinals to be used for the disposal of dirty water. All litter and refuse collected in association with completion of cleaning tasks should be disposed of to a tip in the usual manner.
- 24.14 During cold weather, Chapel heating must be put on at least four hours before a funeral and switched off immediately after use. The heating system should be kept in working condition at all times, suitable replacement equipment must be at hand at all times in case of breakdown if the original system cannot be repaired within 48 hours. Any faults that render the system inoperable must be reported to Newbury Town Council immediately.
- 24.15 All the main pathway drains should be kept clear of litter, soil, mud, stones, leaves, pine needles and pine cones at all times.
- 24.16 Watering can stations to be kept tidy and supplied with cans at all times.
- 24.17 The Contractor is responsible for clearing fallen branches etc as required. This is especially relevant after any severe weather or wind damage. All branches and debris should be removed from any area of the cemetery and disposed of to tip.
- 24.18 The Contractor is responsible for completing all designated cemetery paperwork and reporting to the relevant Services Officer.
- 24.19 The Contractor is responsible for clearing snow from the main central path at Shaw Cemetery, starting at the Shaw Road main gates and continuing to the entrance at Cromwell Road only. The side paths at Shaw Cemetery are not included for any snow clearing.
- 24.20 Snow will be cleared by hand or mechanical methods appropriate to the area to be cleared. Under no circumstances will mechanical equipment be used if it is likely to cause damage to any feature lying beneath the snow. Should such damage occur, the Contractor will make good such damage at his cost to the satisfaction of the Services Officer.
- 24.21 Immediately after clearance of snow, or upon receipt of instructions from the Services Officer, the Contractor will carry out application of grit or salt at a rate of 20g per sqm. In applying the material, care will be taken to ensure that no damage is caused to grassed areas, trees or shrubs. The material

shall be supplied by the Contractor and sufficient material shall be stored on site to meet the need.

24.22 The Contractor is responsible for treating ice on the main central path at Shaw Cemetery, starting at the Shaw Road main gates and continuing to the entrance at Cromwell Road only. The side paths at Shaw Cemetery and are not included for any ice treatment. The Contractor will carry out application of grit or salt at a rate of 20g per sqm. In applying the material, care will be taken to ensure that no damage is caused to grassed areas, trees or shrubs. The material shall be supplied by the Contractor and sufficient material shall be stored on site to meet the need. Path treatment material should be removed once the freezing weather has passed and it is safe to do so.

24.23 The Contractor is responsible for maintaining the cemetery bund area which must be kept clean and tidy at all times. Materials must be retained in bays, and only materials associated with the Newbury Town Council contract areas. No other materials are to be stored in the area, without written agreement by Newbury Town Council. No other area is to be used to store materials. One skip may be used for general rubbish for paper, tins, dead flowers. One skip to be used for waste soil from grave excavations only.

24.24 The Contractor is responsible for keeping all water features in working order.

24.25 Maintaining supplies of relevant materials is the sole responsibility of the Contractor.

25. SHAW CEMETERY GRAVE DIGGING AND GRAVE MAINTENANCE

25.1 Services Officers will liaise with the Contractor relating to burial arrangements.

25.2 Grave digging is arranged by the relevant funeral director and carried out by a designate grave digger.

25.3 Before the grave digger carries out any grave excavation the Contractor shall examine adjacent memorials to ensure that they are in a safe condition, in the event of any memorial being unsafe the Contractor shall immediately inform the Services Officer.

- 25.4 The Contractor will ensure memorials adjacent and giving access to the excavation site shall be protected during excavation and back filling operations with boards and tarpaulins / baize provided by the grave digger.
- 25.5 In the event of there being insufficient space adjacent to the grave to accommodate spoil the Contractor shall ensure the grave digger removes the spoil to an alternative position within the burial ground.
- 25.6 The Contractor shall ensure freshly dug graves are to the correct depth, width and length and in the designated location prior to a funeral.
- 25.7 Once the grave digger has completed the excavation the Contractor must ensure the grave digger has covered the grave with boards to remove any element of danger to persons entering the burial ground. This task shall be undertaken on each and every occasion where a grave is to be left open for more than one hour.
- 25.8 The Contractor must be in discrete attendance for administration purposes.
- 25.9 During the burial any staff not directly required shall remain out of sight of mourners, and no mechanical operations shall be undertaken within the hearing of the mourners. Any tools and equipment on site shall be out of sight of the funeral party.
- 25.10 Immediately after the cortege has left the site the grave shall be backfilled by the grave digger. The Contractor must ensure the grave digger has left the surface of the grave mounded to produce a uniform and smooth mound of curved cross section standing 250mm proud of the surrounding surfaces. All work is to be completed on the day of burial.
- 25.11 The Contractor must ensure any memorial which has been soiled during the excavation of the grave shall be thoroughly cleaned immediately afterwards.
- 25.12 The Contractor shall ensure the site left clean and tidy.
- 25.13 The Contractor is responsible for maintaining the level of graves to ground level. Any sunken graves must be filled with good quality top soil and seeded. This process is ongoing throughout the year due to the nature of the cemetery grounds.
- 25.14 When topping up new graves with soil and over seeding, a good quality stone free top soil should be used. The grave should be mounded up to 150mm above ground level to allow for further sinkage, for the entire length of the grave leaving a neat and tidy edge around the grave. Any turf should

be removed first and a neat and tidy edge made. If the turf is usable and of a reasonable quality then this should be put to one side. If the turf is unusable then it can be placed in the bottom of the sunken grave and then the new soil added and firmed down to consolidate the grave top. Once this is carried out correctly then a good quality amenity grass seed can be sown at 35 grams per square meter.

25.15 When turfing graves a good quality stone free top soil should be used on any grave tops. The grave should be mounded up to 150mm above ground level to allow for further sinkage, for the entire length of the grave and a neat and tidy edge around the grave should be left. Any turf should be removed first and a neat and tidy edge made. If the turf is usable and of a reasonable quality then this should be put to one side or if the turf is unusable then it can be placed in the bottom of the sunken grave and then the new soil added and firmed down to consolidate the grave top. Once complete a good quality stone and weed free turf should be laid over the entire grave top and lightly firmed in place.

25.16 Cremated Remains

25.16.1 The Contractor is responsible for digging graves for cremated remains and filling in the grave after interment, ensuring the site is left clean and tidy.

25.16.2 The Contractor shall prepare a site in the position required within 24 hours of the receipt of instruction. A spoil board should be placed adjacent to the grave, and all necessary covers employed to protect any adjacent memorial.

25.16.3 The Contractor shall excavate a hole 450mm square and 750mm in depth, the hole to be both square and with vertical sides, and a flat and level base, having removed paving slab, gravel or turf as appropriate. In the event of water collecting in the hole, this should be removed and the base covered with wood shavings.

25.16.4 The Contractor will relay paving slabs, gravel or turf in such a manner that it abuts surfaces adjacent to the excavation to provide a level surface.

26 USE OF COMMUNITY PAYBACK, OTHER VOLUNTEERS & GROUNDS MAINTENANCE OFFICER

26.1 The Employer works in partnership with the Community Payback scheme. The organisation provides labour to carry out basic tasks, e.g. ground clearance, hedge cutting, ditch clearance, filling in sunken graves etc. This

work is carried out on an ad hoc basis and does not substitute work carried out in the Grounds Maintenance Contract.

26.2 Other volunteer groups also provide support on similar tasks from time to time.

26.3 The Employer's Grounds Maintenance Officer carries out periodic play area inspections, tree inspections and some grounds maintenance support.

27 MAINTENANCE OF SIGNS / NOTICE BOARDS

27.1 Notice Boards / Signs should be kept clean. They should be washed as required with an environmentally friendly soap and water only. The Contractor must ensure that any cleaning product that is used should not cause damage to the notice boards or signs.