

**Parks and Street Care
Services**

**Grounds Maintenance,
Maintenance of Cemeteries,
Arboricultural Works and Associated Services**

For



**Specifications
2019 - 2020**

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GENERAL INFORMATION

THE AGREEMENT AREA

The area covered by this Agreement lies in the north of Gedling Borough comprising the area of Calverton and includes hedge cutting in the cemetery at Mansfield Lane, Calverton.

INTRODUCTION

Throughout the Agreement the areas referred to in the Bill of Quantities should be maintained to provide a visually pleasing effect and a clean and tidy environment.

SCOPE OF WORK TO BE UNDERTAKEN BY THE BOROUGH COUNCIL

The Agreement requires maintenance to be carried out to the defined standard as per the specification of all amenity areas as indicated in the documents, and in the ownership of or under an agency agreement with the Parish Council. These areas include Recreation Grounds, Parks, Open Spaces, and cemeteries,

The Agreement includes grass cutting; sports pitch preparation; maintenance of children's playgrounds; grave digging and associated works, together with other general horticultural/arboricultural work as indicated in this specification and the accompanying documents.

HORTICULTURAL MACHINES

The Borough Council shall be entirely responsible for the provision of all plant, machinery, tools, transport and other equipment requisite to the efficient and safe execution of the works.

Only machinery which affords protection to the operators and third parties will be permitted and shall be used in accordance with the Codes of Practice and Standard Operating Procedures.

All machinery must follow or comply with the following Health and Safety Regulations "The Supply of Machinery (Safety) Regulations 1992" and "The Provision and Use of Work Equipment Regulations 1992"

Where any machinery is given as an example this is merely to be used as a guideline by The Borough Council under any circumstances at any time. No heavy tractor drawn or mounted equipment will be used where damage may be caused to the grassed areas (due to ground conditions) or to paved or hard surfaced areas.

All such equipment must be safe, not exceed legal noise levels and be efficiently suppressed against radio and television interference. It shall also be of a type appropriate for the work concerned, be in a well-maintained condition and in good working order and, where required, carry any necessary safety stamps or certification.

HEALTH AND SAFETY

The Borough Council will adhere to the following legislation and all subsequent amendments:

- Environmental Protection Act 1990
- Food & Environmental Protection Act 1995
- Control of Substances Hazardous to Health Regulations 2002
- Pesticide Regulations
- Personal Protection Equipment Regulations 1992
- Management Regulations 1992, Regulation 3 Risk Assessment
- Workplace Regulations 1992
- Health & Safety at Work Act 1973, together with any amendments
- Wildlife and Countryside Act 1981
- Water Resources Act 1991
- PUWER 1998
- MHSWR 1999

The Borough Council shall in performing all the services described in the Specification adopt such working practices as will safeguard the elements of the environment from pollution, noise pollution or other injurious at any locations on the Parish Council's property or elsewhere.

PESTICIDES

The Borough Council shall conform to manufacturer's instruction with regard to mixing of compounds and prevent spillage during preparation and during the operation. The Borough Council shall operate within the legal framework of the Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations. The Regulations, amongst other things, require The Borough Council to assess each substance to determine the risk for all work which is liable to expose any employee to hazardous solids, liquids, dusts fumes, vapours, gases or micro-organisms. Any operatives engaged in undertaking the application of any pesticides as defined within the terms of the relevant act shall be in excess of 18 years of age and shall hold a certificate from the National Proficiency Test Council

DOSAGE RATES

In carrying out the application of materials, The Borough Council shall ensure that no area is over dosed and that dosages of each particular treatment are in accordance with the manufacturer's recommendations and that the total area specified is treated.

NOTIFICATION OF WORK

The Chemical Application Record Sheet, as required by the above relevant legislation, must be completed by The Borough Council and a copy returned to the Parish Council each time pesticides are used.

NOTIFICATION OF THE PUBLIC

During spraying members of the public must be kept away from the area and applications must not take place if members of the public are present, particularly children playing outside school hours and at weekends for example. The Borough Council shall try to avoid spraying during school holiday times and must choose times when few people are around (Management Regulations 1992, Regulation 3 Risk Assessment).

TRAINING OF STAFF

All operatives engaged in undertaking any activity on behalf of the Parish Council shall be fully trained and qualified, as required by relevant acts.

PROTECTIVE CLOTHING

The Borough Council shall provide their staff with all protective clothing (in accordance with the Personal Protection Equipment Regulations 1992) applicable to the operations being carried out at any one time, and shall give their staff access to such washing and cleaning facilities required by the above acts.

The Borough Council shall ensure, that their staff wear such protective clothing as is required whilst engaged in the application of materials, and that they shall comply with all safety precautions as required by the above acts.

STORAGE OF MATERIALS

The Borough Council shall ensure that all materials are properly stored and transported, providing a secure store as required under the terms of the above acts.

METHOD OF WORKING

The Borough Council shall ensure that the method of application and the undertaking of all works shall proceed in such a manner as to cause no damage or injury to any plant, animal, machine or item of equipment (Management Regulations 1992, Regulation 3 Risk Assessment). Any such damage shall be held to be the responsibility of The

Borough Council which shall be required to make good any damage at their own expense and shall be responsible for any claim for compensation arising from their actions or omissions.

In carrying out mixing of chemicals, The Borough Council shall ensure that no spillage of chemicals takes place, so that no damage results to vegetation, surfaces, plants, or equipment (Management Regulations 1992, Regulation 3 Risk Assessment). Any such damage shall be held to be the responsibility of The Borough Council and which shall be required to make good any damage at their own expense and shall be responsible for any claims for compensation arising from their actions.

INCLEMENT WEATHER

The timing of any works shall be such that no application of pesticides takes place during inclement weather, or when rainfall is expected in a time period which is less than that specified by the manufacturer of the chemical being used.

POLLUTION DAMAGE

The Borough Council shall ensure that the method of application and the undertaking of works does in no way lead to the pollution of any water course or water supply or damage to other areas (Management Regulations 1992, Regulation 3 Risk Assessment). Any resulting pollution or damage shall be held to be the responsibility of The Borough Council which shall be required to make good any damage caused and shall be held to be responsible for any claims for compensation arising directly or indirectly from their actions or omissions.

DISPOSAL OF MATERIALS AND CONTAINERS

The Borough Council shall ensure that all waste containers and chemicals are correctly disposed of, making use of licensed tips or incinerators.

REMOVAL OF ARISINGS

All debris, trimmings, weeds, moss, animal fouling, pruning's and other plant growth or other materials arising from services specified in their Specification shall be removed from site as soon as the operation is completed or operations for that particular site are completed. It will be assumed that the submitted rates are inclusive of all costs for disposal of arisings. Grass cutting shall only be removed from site when 0100 – Cylinder Mowing and 1000 – Mowing of Bowls Greens is undertaken. All other arisings from grass cutting will be left onsite.

The procedures for the collection and removal of litter is dealt with under Clause 02.

NB Rubbish and arisings may be stored for definite periods of time at designated places within the Agreement area by prior arrangement with Parish Council e.g. bunkers at Main Parks. These may be used free of charge on the strict understanding that these shall be used for arisings produced in the Park itself and that the bunkers are regularly emptied at least once every 7 days ideally on Fridays, the contents being removed to Borough Council's own tip.

VANDALISM AND DAMAGE

The Borough Council shall report immediately to the Parish Council any vandalism or other damage caused to any horticultural feature or any part of the locations for which The Borough Council is responsible for maintaining whether or not it is delaying the services to be provided by The Borough Council.

WORKING ARRANGEMENTS

The services shall be carried out during daylight hours starting no earlier than 7.30 am. Any variations to these normal hours will only be undertaken after written instruction from the Parish Council. Horticultural machinery is to be used in accordance with the DETR requirements regarding noise pollution. If it becomes necessary for The Borough Council to employ men on overtime in order to execute the services in accordance with the Specification, it shall be without further charge to the Parish Council. The Borough Council shall arrange the services so as to cause minimum inconvenience to the public and Parish residents, particularly noise caused by mowers and other machines

The location shall remain open to the public during the progress of the services except where for reasons of safety The Borough Council considers it advisable for members of the public, animals or wildlife to be excluded from a particular area or location (i.e. when applying pesticides). In these circumstances, The Borough Council shall comply with the provisions concerning notices where pesticide applications are being carried out, barriers to be erected or members of their own staff to remain on site to keep the said members of the public, animals or wildlife away from hazard.

The Borough Council shall make arrangements for any additional staff that may be required in respect of any of the Services itemized in the Specification to bring the services back into the programme following inclement weather, or special events or members of the public preventing the services being carried out as detailed in the Specification or for any other reason causing the delay.

The Borough Council shall not take their existing staff away from works itemized in this Specification to provide the above services if this will cause delay to the programme.

Any work affecting the Highways e.g. tree work, grass verge maintenance must use warning signs in accordance with Chapter 8 of the Traffic Signs Manual.

ENQUIRIES FROM GENERAL PUBLIC ETC.

Any enquiries or queries made by telephone or otherwise concerning work under this Agreement made to The Borough Council by members of the general public must be re-directed to the Parish Council.

SPORT PITCH BOOKINGS

All bookings made for usage of the various sports facilities e.g. Football, will be taken by and therefore must be directed through, the Parish Council. The Borough Council will be given a list of all sports bookings for the relevant season so maintenance can be geared to the fixtures. Any “specials” that occur outside the pre-booked fixtures will also be made known to The Borough Council not less than 48 hours before they are to take place.

PROVISION OF WATER

As provided in the Conditions, Water from Hydrants, standpipes, taps etc. which may be available on site, will be free of charge by prior arrangements with the Parish Council. Otherwise The Borough Council must supply their own water. Use of water provided by the Parish Council is on the strict understanding that it is used solely at the location it is provided. The Borough Council will comply with all requests, requirements and legislations of the Water Authority responsible for the areas.

EXCLUSION OF VEHICLES/PERSONS FROM WORKING AREAS

It is The Borough Council’ responsibility to ensure that vehicles and/or persons do not obstruct the Works and they shall include for taking whatever steps are necessary to control vehicles and persons so as to maintain the programme of work and also to maintain the high level of site safety as specified in the Agreement (Workplace Regulations 1992).

LIAISON WITH STATUTORY UNDERTAKERS

It is The Borough Council’ responsibility to liaise with the Parish Council representative who in turn liaises with the appropriate Statutory Undertakers, in order to ensure that:

- a) the operations are carried out in a safe manner.
- b) the operations do not damage overhead, surface level or below ground cables, plant or equipment. The Borough Council must carry out whatever investigations are necessary and programme their work in accordance with the requirements of the Parish Council.

The Borough Council shall immediately inform the Parish Council of any damage and confirm details of such in writing.

The Borough Council shall be responsible for any claims resulting from such damage.

BRITISH STANDARD SPECIFICATIONS

All workmanship and materials shall comply with the current British Standard or equivalent international standard and The Borough Council is to include in the rates for doing so. It is the responsibility of The Borough Council to be familiar with the current editions of the British Standards or equivalent international standards appropriate to the work being undertaken under the Agreement. The Council will not consider any claim

submitted by The Borough Council on the grounds of lack of knowledge of the appropriate British Standard or equivalent international standard.

VARIATIONS TO AGREEMENT

Any works beyond those specified in the Agreement shall be agreed with the Parish Council who will provide The Borough Council with a written instruction to carry out such works as may be required. The Borough Council will not undertake any unspecified maintenance or repair works, which will form a cost to the Agreement without such instruction.

VEHICLES, MOWERS AND PLANT OPERATIONS

The Borough Council shall ensure that drivers and operators of plant are responsible for the correct operation.

All vehicles, mowers and plant shall be operated strictly in accordance with all statutory regulations.

The Borough Council is to ensure that ALL operators of any plant are fully competent in its safe use.

All vehicles, when used off the public highway, are to be driven with extreme caution, and the public are to be given right of way at all times.

PARKING

For the removal of doubt, the Parish Council hereby declares that The Borough Council (including their employees, and sub-contractors) has (have) the right by virtue of the Agreement to park vehicles (including trailers) on ANY site.

EMERGENCY WORKS

Emergency works are to be carried out by The Borough Council without disruption to the scheduled programme of work. Instruction for all emergency works will, in the first instance, be given verbally by the Parish Council, and will be confirmed in writing within 5 days.

SECURITY OF PARISH PARKS PAVILIONS AND SITES

The Borough Council shall ensure that its employees maintain the security of the Parish Council's premises.

The Borough Council shall provide and hold access keys as required by the Parish Council and particularly where any part of the Service is to be provided outside normal working hours. In such circumstances The Borough Council shall be responsible for the security of any site owned or occupied by the Parish Council and shall ensure that such Location is properly secure both whilst the Service is being provided and after any part of the Service has been provided.

The Borough Council shall be responsible for the safekeeping of any keys, passes and other means of access provided to The Borough Council by the Parish Council and shall only permit such keys, passes and other means of access to be given to those of The Borough Council' employees and then only to the extent required for the purposes of providing the Service. In addition, The Borough Council shall ensure that Parish Council is informed immediately of the loss of any keys, passes and other means of access.

CEMETERIES, GRAVE DIGGING AND RELATED WORKS

GENERAL

The Borough Council must note that funerals may commence at any time during the time periods indicated below:

- Between Monday and Friday, the first funeral may commence at 9.00am
- Between Monday and Thursday, the last funeral may commence at 2.45pm
- On Fridays, the last funeral may commence at 1.00 pm

The Borough Council will provide at least two members of staff for the duration of the Funeral. At least one of these persons is to be directly responsible for any grave excavations.

The Client Office will contact The Borough Council when a meeting is needed to indicate grave location or other queries. For this, The Borough Council must also ensure that the member of staff who attends is directly responsible for any grave excavations.

Whilst carrying out any operations, The Borough Council is to ensure that their members of staff conduct themselves in a manner that will not cause offence to the general public attending the Cemeteries, i.e. no shouting, swearing or radios to be used whilst working in any part of the Cemeteries.

GRAVE SIZES

The exact dimensions for excavation will be notified to The Borough Council when an instruction is given by the Parish Council. Pricing is to be based on an average size grave of dimensions: **7' (2.15m) Long x 30" (0.76m) Wide**. This will either be for a new grave or for a 're-opened' grave (i.e. a grave that has already been buried in and is re-dug to accept further coffins).

In most cases, grave sizes will be at or very close to the average shown above. However, The Borough Council is to be aware that there may be an instruction for a 'casket' to be interred which may have dimensions of between 7'1" (2.16m) x 34" (0.86m) to 7'10" (2.39m) x 41" (1.04m). Should a large brick-lined grave be required with dimensions of approximately 8' (2.44m) x 40" (1.02m), this will be priced up as a variation to the contract on instruction from the Parish Council and the issue of a variation order. Incidence of these very large grave sizes are rare and may only be required once in any year, therefore such graves will be dealt with by way of a variation to the contract.

The depth that the grave is to be dug will also be specified at the time of instruction from the Parish Council and will be either 5' (1.52m) 6' (1.83m), 7' (2.13m) or 9' (2.74m) for either new or re-opened graves (see Bill of Quantities Section for pricing).

If whilst excavating, The Borough Council discovers that the depth shown on the Parish Council's instruction is different, they are to contact the Parish Council immediately to

agree the actual dimensions required so that the initial instruction from the Parish Council can be amended accordingly.

EXCAVATED SPOIL

Unless specified, all spoil from a grave excavation is to be accommodated in a spoil box assembled next to the grave (see grave digging Clauses).

DAMAGE

If any fixture in the Cemetery i.e. memorials, kerb stones, trees, buildings, walks, fences, seats, bins, roadways, grassed areas, are damaged or marked in any way as a direct result of any of The Borough Council' operations, they are to be repaired as soon as possible at The Borough Council' own cost. This will also apply to the use of mechanical grave diggers, where they are to be positioned in such a way that does not damage adjacent roads, grassed areas, memorials etc.

INSTRUCTIONS

Upon receipt of an instruction from the Parish Council, The Borough Council shall excavate graves no **less than 24 hours prior to the time of burial** unless otherwise instructed by the Parish Council. Instruction is received less than 24 hours prior to the time of burial, the grave must be excavated no less **than four hours** prior to the time of burial.

The Borough Council will only excavate graves following receipt of a written interment order from Calverton Parish Council. Calverton Parish Council will ensure that this interment order contains all details necessary for the successful excavation of the correct grave, including:

- Whether the grave is a new grave or a reopener
- Grave number
- Date and time of the burial
- Name of the deceased
- Name of the undertaker
- Coffin / casket size and depth of grave
- Date of the instruction

Upon receipt of an interment order from Calverton Parish Council, The Borough Council will confirm receipt by phone, fax or email.

In addition to excavations and the other scheduled works described above, The Borough Council will also tidy the cemetery and gravestones twelve times per year

Topping up graves, removal of Christmas wreaths and cemetery gritting will be additional works and are not included in the Agreement price. When requested by the Parish Council, The Borough Council will undertake these works at additional cost to the Parish Council.

SAFETY CODE OF PRACTICE

The Borough Council is fully conversant with the "Safety Code of Practice Excavation of Graves" and the Local Government Act of 1972 (Burial and Cremation) and subsequent amendments and will ensure that all the recommendations are implemented

ARBORICULTURE AND RELATED WORKS

GENERAL

All work shall be carried out to a minimum of:

- British Standard Institute 3998-2010 Recommendations for Tree Work, Forestry
- Safety Council and Arboricultural Safety Council Guides
- Health and Safety Executive Agricultural and Forestry Safety leaflets
- The Council's" Health and Safety Policies and Procedures
- Health and Safety Executive Guidance Note PM3I (Plant and Machinery Series 31) Chainsaws
- Health and Safety at Work Act, 1974
- Agricultural (Field Machinery) Regulations 1962
- British Standard Institute 3998 1990.
- MHSWR 1999
- PUWER 1998

All chainsaws and their operation shall comply with the Health and Safety Executive recommendations contained within the Agricultural Safety leaflets.

The chainsaw and its operation shall also comply with the recommendations of the Health and Safety Executive Guidance Note PM3I (Plant and Machinery Series 31) Chainsaws, the Health and Safety at Work Act, 1974 and the Agricultural (Field Machinery) Regulations 1962.

SAFETY

The Borough Council and its employees shall use and wear appropriate (as per above) protective and safety clothing and equipment at all times during the course of the works. The Borough Council shall make arrangements for the provision of such clothing and equipment.

The Borough Council shall only work when suitable weather conditions prevail. Work shall be postponed immediately if weather conditions deteriorate to a point where an

appreciable risk of danger exists to persons or property. Such conditions shall include high winds, wet or ice, extreme cold and reduced visibility (fog).

TRAINING

All tree climbers shall have undertaken a tree climbing/working within trees training course that is recognised by the Health and Safety Inspectorate.

No person shall use a chainsaw unless they have undergone a training course recognised by the Health and Safety Inspectorate and be fully certified in their use.

RESCUE TECHNIQUES

The Borough Council is to ensure all climbers/grounds persons are trained in first aid and aerial rescue techniques and equipment is to be issued in case of an injury/accident occurring to arborists working within the tree.

CERTIFICATES

The Borough Council will maintain records for all staff undertaking Arboricultural works. i.e.

- First Aid
- Aerial Rescue
- Tree Climbing
- Use of Chainsaw - Ground Level
- Use of Chainsaw - Within Trees
- New Road and Street Act - Warning Signs
- Suitable qualification for climbed inspectors

WARNING AND DIRECTION SIGNS, GUARDS AND FENCING

All highway legislation shall be observed including New Roads and Street Work Act 1991. The site shall be signed and marked in accordance with the Department of Environment and Transport Booklet, "Traffic Warning Signs for Roadworks" and "Traffic Signs Manual, Chapter 8". At least one member of staff per team/gang will be suitably trained to a recognised standard. In other places where the general public have access The Borough Council shall ensure their safety, e.g., by displaying signs, using cones, fencing, high visibility tape, or by providing staff to restrict and/or redirect the general public in a polite manner.

PLANT, MACHINERY AND TRANSPORT

The Borough Council shall be entirely responsible for the provision of all plant, machinery, tools, transport and other equipment requisite to the efficient and safe execution of the works. All such equipment must be safe, not exceed legal noise levels

and be effectively suppressed against radio and television interference. It shall also be of a type appropriate for the work concerned, be in a well-maintained condition and in good working order and, where required, carry any necessary safety stamps or certification.

CHEMICALS

The Borough Council' attention is drawn to the Conditions of Agreement Section covering the use of Chemicals and their application.

FIRES

Fires are not to be lit by The Borough Council on any site, under any circumstances, as part of this Agreement.

INSPECTION OF SITE AND SURROUNDING HAZARDS

The Borough Council shall be deemed to have visited the site of the works before any work commences so as to be acquainted with the means of ingress and egress and other site conditions.

The Borough Council shall be responsible for any arrangements and costs in the safe working, disconnection and re-connection of any public and Statutory Bodies' apparatus and also traffic controls and diversions, suspending parking metres and problems encountered with parked vehicles and detecting underground services/obstacles.

TIMBER, CORDWOOD AND ARISING

All timber, cordwood and arisings unless otherwise specified shall become the responsibility of The Borough Council and shall, as the work proceeds, be removed from site and taken to a suitable tip. All sites shall be left clean and tidy to the satisfaction of the Authorised Officer.

STANDARDS OF WORKMANSHIP

All tree work shall be carried out in accordance with British Standard Institute 3998 2010.

All works shall be carried out by an approved method and to an approved standard. This shall at times be in a manner that shall prevent damage or danger to the tree, all-surrounding vegetation, features, property and members of the public.

Trees which are to be retained shall not be used as an anchorage for winching operations unless properly protected by methods approved by the Authorised Officer.

The Borough Council shall reinstate all surfaces to a standard approved by the Authorised Officer, on completion of each task. All ruts, holes or other damage to the

working area shall be leveled to restore the site levels and appearance. In particular all footpaths shall be left even and clear of obstruction.

In executing works, The Borough Council shall ensure that no material is allowed to enter rivers, streams, waterways, drains, lakes etc., and shall ensure the efficient protection of the same against pollution which may be likely to contaminate water supplies or cause injury to fish or plant life. The Borough Council shall also ensure that no damage is done to the banks and associated structures of rivers, etc., and that no interruption is caused to the flow of water.

PLANT HEALTH

All work shall be carried out in accordance with current Plant Health Legislation, and in particular any order controlling the movement of timber.

GROUNDS MAINTENANCE AND ASSOCIATED WORKS

01-- GRASS CUTTING

Mowing Equipment and Machinery

The Agreement shall provide all suitable plant and equipment necessary to cut all grassed areas and the following conditions apply to all grass areas. All mowing machines shall be well maintained, cutters to all mowers shall be sharp and properly set up so as to cut the grass cleanly and evenly throughout the duration of each and every cut.

All machinery shall, for the duration of each and every cut, be fitted with adequate safety guards and machinery and plant shall be properly silenced and maintained in accordance with the manufacturer's instructions and shall not be modified from the manufacturer's design.

All wheeled grass cutting machinery must be fitted with tyres specifically designed for use on turf.

No machinery will be refueled, maintained or lubricated on the grassed areas and must also be carried out away from buildings. All fuel and lubricants must be stored in a safe place and must not be put on the grassed areas or where it may cause an obstruction.

All grass shall be cut cleanly and evenly, to the same height on each site and without damaging the existing surface.

The Borough Council shall use cylinder mowers wherever indicated in the Bill of Quantities. High amenity grass shall be cut with cylinder mowers and all arisings boxed off, removed from site and taken to a suitable tip.

The Borough Council shall follow and keep to an approved system of cutting to ensure that all areas are cut on a rota basis where applicable.

The Borough Council shall ask members of the public lying on the grass to move, to allow grass cutting to continue as specified. Failure to get members of the public to move will not be accepted by the Parish Council as a reason for The Borough Council not cutting areas of grass and when a member of the public refuses to move, The Borough Council shall return immediately after the person(s) have gone to cut the area missed.

Soft vegetative growth, such as clover and seed heads, shall be deemed to be part of the Agreement where it falls within larger areas of grass and when and where this occurs The Borough Council shall arrange to cut the seed heads to the height of the surrounding grass.

Where molehills are evident on grassed areas these will be leveled by The Borough Council as part of the grass cutting operations.

Since it is not possible to predict accurately the precise number of grass cuts which may be required on any site in any one year, the profile list provides an estimate for the frequency of cut required. However, The Borough Council will be paid on a pro rata basis where the frequency is greater or lesser than that prescribed, dependent upon the prevailing weather conditions throughout the growing season.

Mowing shall take place on the full area of grass at the site, up to the paving, fencing, bases of all obstacles, trees, embankments etc., which shall be cut at the frequency for the site ensuring all long vegetation is cut to the required specifications.

The Borough Council shall re-cut any area deemed to be unsatisfactorily mown by the Parish Council.

If inclement weather prevents The Borough Council from mowing, they shall immediately resume grass cutting once the conditions become suitable. The Borough Council shall provide sufficient manpower and machinery to catch up if there is a substantial amount of mowing time lost through bad weather.

Except where boxing off is specified in the Bill of Quantities (i.e. 0100 – Cylinder mowing and 1000 – Mow Bowls Greens), grass cuttings shall be allowed to remain on the grassed areas.

Prior to cutting any area, The Borough Council will remove all stones, paper, tins, bottles, twigs and branches and other debris to ensure no injury to persons or damage results and to void the shredding by machinery of any litter. Any shredded material shall be collected at no additional cost to the Parish Council. If the amount to be removed is considered excessive by The Borough Council, they will inform immediately the Parish Council, who will consider each site on its individual merit and may agree to extra payments in exceptional circumstances.

In drought conditions, The Borough Council shall raise the height of cut to assist the grass sward to survive during such dry periods. Upon cessation of the drought the normal specified height of cut shall be resumed.

In very wet conditions, all operations involving grass cutting shall cease, until conditions allow operations to continue without:

- Damaging the surface, levels and contours of the ground.
- Creating grass cutting divots from the rollers or cutters.

In areas that contain bulbs or corms, The Borough Council shall not cut the grass for a period of at least six weeks after the flowering period has elapsed. Thereafter the areas shall be cut to the same standard as the surrounding grass. All arisings from the area shall be removed and taken to a suitable tip provided by The Borough Council.

The Borough Council will remove all grass clippings arising from mowing operations from paved and tarmac areas, all footpaths, mowing margins, channels, etc. Generally this will be by sweeping or by the use of a blower.

All persons operating grass cutting machinery shall be satisfactorily trained, conversant with Health and Safety legislation and competent in their operating methods.

Frequency of Cutting

The grassed areas will be cut at the frequency specified in Schedule 2 unless:

- Due to excess growth or other reason, or for a special purpose The Borough Council is requested to cut at a shorter interval
- Due to drought, the application of selective herbicide, type of sward or any other reason, The Borough Council shall omit a cut or delay cutting for a longer interval if required to do so by the Parish Council.
- The Borough Council shall have reported to the Parish Council, failure to cut any location or area due to breakdown of machinery, shortage of labour, sickness or any other factor, (other than weather or ground conditions). In such cases The Borough Council will not be paid for cutting the relevant location or area until the services are back in to the programme.
- If due to wet weather or waterlogged ground conditions The Borough Council is unable to cut the grass as required in this Specification, in which case The Borough Council will be required to notify the Parish Council immediately when weather conditions prevent cutting

Fencing

The Borough Council will note that some of the grassed areas are fenced, preventing access for larger mowers. Under no circumstances will The Borough Council be allowed to remove any fences. Where additional fences are erected preventing access for larger mowers The Borough Council shall agree a revised cost if the said fences affect the cost of the operation.

Obstacles

The grass around inert obstacles shall be cut to the same height, frequency and standard as the surrounding grass areas. The Borough Council shall provide within their grass-cutting rate for strimming (or shearing) around such obstacles. Such obstructions must not be damaged in any way by such action

Pricing for Grass Cutting

The Borough Council shall take all of the aforementioned paragraphs into consideration when compiling the rate for grass cutting and this shall be reflected in the rate for the work.

0100 Cylinder Mowing (Bowls)

Grass in this category is to be cut at a height of 5mm using a suitable cylinder mower + box.

Cuttings are to be boxed off and removed.

0110 Gang Mowing

Grass in this category is to be cut at a height of 20mm using a suitable mower, which produces 30-65 cuts/sq. metre. e.g. 5 or 7 gang tractor trailed mower.

Cuttings are to be let fly and evenly spread.

The quantities for this category in the Bill of Quantities section will include the areas of any football pitches and cricket outfield. The Borough Council will ensure that in the case of cricket outfield that the specified grass cutting heights are adhered to in addition to the above.

0120 Triple Mowing

Grass in this category is to be cut using a ride-on 'Triple' mower. This code also includes grass banked areas which require cutting in a safe manner with suitable equipment).

Cuttings are to be let fly and evenly spread.

0130 Hand mowing

Grass in this category is to be cut at a height of 25mm using a suitable mower which produces 40-70 cuts/sq. metre or which cuts with a horizontal action as opposed to a vertical one. e.g. pedestrian/ride-on rotary or pedestrian/ride-on cylinder mower (the machine must be controllable to allow grass cutting to the rate as closely as possible to all obstacles and boundaries such as trees and posts. This code also includes grass banked areas which require cutting in a safe manner with suitable equipment) at an optimum frequency of once every 10 working days throughout the growing season when grass is in full growth.

Cuttings are to be let fly and evenly spread.

0160 Bobcat Mowing

Grass in this category is to be cut at a height of 50mm using a suitable mower which either produces 30-50 cuts per sq. metre, cuts with a horizontal action or cuts with a

threshing action e.g. rotary ride-on mower or pedestrian flail (this code also includes grass banked areas which require cutting in a safe manner with suitable equipment)

The cuttings are to be let fly and evenly spread.

0195 Sweeping Paths & Hard Areas

All paths, hard areas to be swept once every week. All arisings to be removed.

02-- LITTER CLEARANCE

0200 Litter Pick Complete Site / Area

“Litter” is defined as any material which includes animal fouling, fallen branches (under 75mm diameter), twigs, stones, bricks, bottles, broken glass, cans, paper and other detritus material that has been blown, thrown, lodged or otherwise deposited on or in specific areas.

The Borough Council is to completely remove litter from the following:

- All litter from the full area/site is to be removed from site to the tip. In addition to such clearances, The Borough Council is also to ensure that all litter is removed from GRASSED AREAS in ANY situation PRIOR to that grass being cut.
- Litter Bins - the emptying of all litterbins at all locations and play areas are to be emptied at the same time as the general litter clearance. The litter is to be removed from site to the tip. If the bins require keys to remove the liners, then the Parish Council shall supply them.

03-- SHRUB / FLOWER BED MAINTENANCE

Shrubs

The purpose of pruning is to build a strong framework keeping shrubs healthy and vigorous, maintaining the shape and balance, ensuring the maximum amount of flowering wood is produced and that the shrubs are kept so that they do not create a nuisance or danger.

Pruning of all shrubs and roses shall be carried out only with sharp and suitable tools. Cuts shall be clean, normally 10mm above a suitable bud.

All flowering shrubs shall be pruned at the time and in the manner most suitable for the plant, to encourage a good display of flowers.

All evergreens shall be pruned by secateurs or clippers to eliminate bruising and bleeding.

All arisings including litter shall be removed to a suitable tip.

Generally and wherever possible, The Borough Council shall prune the shrubs when shrubberies are being cultivated. Pruning shall be completed before applying herbicides to shrubberies and any pruning which has not been carried out because of delays shall be carried out at the earliest opportunity after cultivation has been completed. Where areas of shrubbery which have previously been cultivated are trampled and/or where footprints have been left while pruning, The Borough Council shall fork them over to provide the same depth and even tilth as when pruning commenced.

The Borough Council shall not transfer soil to the adjacent paths and lawns or damage the lawns, by excessive trampling whilst carrying out the work and shall thoroughly sweep and clean such areas each day before leaving the site if necessary. On completion of all maintenance, the bed is to be left with an even, fine, tilth with no footprints in evidence with the edges of the bed “knocked up” in an even slope where practicable and all arisings, leaves and litter cleared and disposed of.

0340 Removal of Weeds

In shrubberies the weeds over the whole bed are to be removed resulting in a bare soil surface between shrubs. Weeds are also to be removed from within shrubs such as in ground cover/established plants.

This is to be done ensuring the root system of the weed is removed completely. Any deep rooted perennial weed is to be forked out to completely remove root systems. Care is to be taken not to damage the roots of any shrubs.

The Borough Council will also ensure that all litter and other arisings are cleared from the shrub beds as weed removal progresses.

Flowers

Flower beds will be hoed and weeded at the agreed frequencies

Flower beds will be prepared and planted as per agreed planting plans twice per year, usually in May and October.

Watering of flower beds may be undertaken at the written request of Calverton Parish Council at Additional Works prices.

05-- ROSES AND ROSE BED MAINTENANCE

General

All works undertaken in the maintenance of roses shall be carried out in accordance with horticultural practices which are acceptable to the Authorised Officer. It shall be a prerequisite that The Borough Council liaises closely with the Authorised Officer to ensure that the standard of work undertaken is acceptable.

The Borough Council shall only use suitable sharp tools such as pruning knives, secateurs or heavy duty pruners. Cuts shall be clean with no jagged broken wood or torn bark left in evidence.

The Borough Council is to ensure that soil is not walked or transferred onto adjacent grass or paths during maintenance. If this occurs it is to be thoroughly cleaned and swept after work is completed. On completion of all maintenance, the bed is to be left with an even, fine, tilth with no footprints in evidence with the edges of the bed "knocked up" to an even slope where practicable and all arisings, leaves and litter cleared and disposed of to the tip.

On each visit to the area all litter shall be cleared (as per 0220), regardless of task and left in a neat and tidy appearance as part of the operation involved.

0500 Pruning - Spring

Bush Roses (Hybrid Teas and Floribundas) - Pruning shall be undertaken avoiding frosty weather, to encourage basal growth and keep plants in a balanced and compact habit. Prune to remove all dead, diseased and crossing growth. Prune the remaining bush to leave 3 to 5 buds per stem on single flowered (hybrid tea) roses and to 7 buds on multi-flowered (floribunda) roses. All cuts will be made above an outward growing bud.

Shrub Roses - Thin out in March a small amount of older wood to make room for new growth. Every fourth year, undertake extensive thinning to remove any build-up of thin or weak growth.

Standard Roses - Keep the main stems clear of all growth. Prune the branches forming the head in a similar way to bush roses of the same kind.

All arisings are to be removed to the tip.

0510 Pruning-Autumn

During Autumn non-species roses are to be pruned back to reduce the growth to about 30% of its original extent to prevent wind rock. The cuts are to be made in exactly the same way as described in 0500. Any dead, dying, diseased or crossing shoots are to be removed at this stage.

Climbing Roses - Thin out weak shoots, tie in and support new growth as necessary.

Ramble Roses - Prune to remove old growth including that which has just flowered. To achieve a balance between old and new growth retain all young stems that have not yet flowered, together with any old growth bearing good new shoots.

All arisings are to be removed from the bed to the tip.

0530 Removal Of Weeds

The weeds over the whole bed are to be removed, resulting in a bare soil surface between the Roses, free from weeds.

This is to be done ensuring the root system of the weed is removed completely. Any deep rooted perennial weed is to be forked out to completely remove root systems. Care is to be taken not to damage the roots of any shrubs.

The Borough Council is to also ensure that all litter and other arisings are cleared from the shrub beds as weed removal progresses.

0540 Dead-Heading/Sucker Removal

All Roses, regardless of species, are to be "dead headed" by The Borough Council on 1 occasion. The dead rose heads must be removed using a suitable tool such as sharp secateurs back to the first branch that bears 5 leaflets.

Suckers shall be removed at their source and shall be cleanly cut.

All arisings are to be removed to the tip.

06-- HEDGE MAINTENANCE

0600 Hedge Cutting

As identified in the separate Agreement Maps and Bill of Quantities, hedges shall be pruned to shape.

The Borough Council shall at all times provide a stable hedge and must contact the Parish Council as soon as possible if he is unable to do so. Hedges must also be impenetrable in normal usage.

The location of certain hedges will prohibit the cutting of both sides and top, The Borough Council shall also recognise the importance of the wishes of neighbouring properties and when requested shall leave the top and/or sides and inform the Authorised Officer, who's decision is final.

Cutting Equipment

The Borough Council shall use sharp secateurs, shears or mechanical cutters according to the type and location of the hedge.

Correct equipment and attachments must be used at all times.

All cuts shall be clean and any ragged edges shall be removed.

Method of Pruning

Unless otherwise stated, current year's growth shall be removed back to the old wood and the hedge shall be pruned back to the same height, width and shape as that which existed at the completion of the last approved pruning.

The Borough Council shall not trespass on other land in cutting the hedge. All operations must be undertaken from the Parish Council's land.

Arisings and Clippings

All arisings, including clippings lodged in the hedge, and litter shall be removed from site at the end of each working day or as agreed with the Parish Council and taken to a suitable tip. All arisings shall be removed from the highway and paths as work proceeds.

Hedge Bases

The Borough Council shall leave the base of the hedge clean, tidy and weed/grass and litter free on every occasion that the hedge is cut.

07- WEED CONTROL USING PESTICIDES

General

In certain locations and areas, The Borough Council will be required to carry out weed control using Pesticides. At all times, The Borough Council is to comply in all respects with the clause of the general information section relating to Pesticides.

The Borough Council, when instructed by the Parish Council, is to apply an approved Pesticide containing Glyphosate or a similar approved chemical.

The particular areas that may be instructed to be treated are to paved footpaths, mowing strips, wall or building footings, fence line bases, tree bases, lamp column bases or any obstruction such as signpost bases which the Parish Council may require to be treated.

If, on any locations, the Pesticide has been either ineffective or has been missed, The Borough Council shall re-treat that area using an approved Pesticide at their own expense. This will be required as soon as it is apparent that the treatment has been ineffective.

0700 Spray Building Lines etc.

The Borough Council is to allow for applying Pesticides containing Glyphosate to the following:

- Wall/kerbs or building footings and for fence line bases to result in a vegetation free strip of no more than *150mm*.
- All obstructions within the location e.g., tree bases, lamp column bases, hydrant bases, washing line post bases, manhole covers, signpost bases, seat footings, bin footings etc., to result in a vegetation free zone of no more than 100mm around each obstruction.

09-- FOOTBALL PITCHES

General

The Borough Council shall allow for and provide all plant, labour and equipment necessary to carry out regular maintenance of all football pitches in the manner detailed below:

Grass Cutting

The grass cutting for football pitches is included in Clause 0110 & 0120 with grass being maintained to the same standard right up to the base of goal post, fencing, trees etc.

Ensure that the machinery used does not damage or mark the playing surface or damage drains, care must especially be taken when vehicle is turning, therefore, machinery must be turned off the pitch.

The pitch is to be striped goal to goal.

Allowance must be made for any extension to the playing season and maintenance must cater for this as and when instructed by the Parish Council.

0910 Rolling

The Borough Council is to roll each pitch from goal to goal using a roller whose weight must not exceed 35cwts and the tractor speed must not be greater than 8 mph.

The machinery must not mark or damage the pitch or existing drains.

0924 Initial Football Pitch Mark

The Borough Council shall undertake an initial pitch mark prior to the commencement of the playing season. Marking shall be undertaken using an approved non-toxic white lining material.

The Borough Council shall ensure that the pitch measurements remain accurate during the marking process and that all lines are clear, true, straight and consistent.

Any marking shall be carried out immediately after grass cutting has taken place thereby ensuring that all lines are visible.

0925 Over Marking

The Borough Council shall allow for over marking the pitches during the playing season. Marking shall be carried out on Friday's (Saturday if due to inclement weather) the preferred day being Friday for weekend fixtures. Marking shall be undertaken using an approved non-toxic white lining material.

The Borough Council shall ensure that the pitch measurements remain accurate during the marking process and that throughout the season, all lines remain clear, true, straight and consistent.

Any marking shall be carried out immediately after grass cutting has taken place thereby ensuring that all lines are visible, therefore, The Borough Council must programme the grass cutting cycle accordingly.

0930 Spring Fertiliser

Allowance is to be made for the application of an approved mini granular fertiliser.

Application to be carried out in suitable weather conditions, preferably when rain is imminent, otherwise areas must be irrigated after application to avoid scorching the sward.

0940 Weedkiller

The sward is to be kept, as far as reasonably possible, free of broad leaf weeds using an approved pesticide which produces a minimum sward/weed kill ratio of 95% of the weeds. The pesticide used must comply in all respects with clause 1.7.2 of the general information section relating pesticides.

This is to be carried out during suitable weather conditions i.e. avoid spraying in direct sunlight, during periods of drought, wet and windy conditions and avoiding spray drift.

Pitches shall not be mown for three days following herbicide application.

0949 Removal of Goal posts

At the finish of the playing season and at times specified by the Parish Council, all football posts shall be dismantled and transported to a safe and secure storage area approved by the Parish Council until required for the following season.

Care shall be exercised by The Borough Council during the process of erecting, dismantling and storage of the posts. Any damage caused by The Borough Council to the posts, particularly the paint, during these processes shall be repaired at The Borough Council' own expense.

The Borough Council shall inspect each of the posts on each occasion when remarking whilst they are erected to ensure that they are safe and secure. Any damage or defects shall be reported immediately to the Parish Council and confirmed in writing.

Sockets can and do corrode due to dog urine which results in them affixing to the upright posts. If this occurs the sockets often have to be hammered off the uprights. This process can damage the sockets which then have to be replaced. If the sockets cannot be repaired, The Borough Council will not be held liable for the replacement of these items

The Borough Council is to allow for the covering of the socket holes left exposed by the removal of the posts to prevent the socket filling with soil or being a hazard to the public. The type and method of cover must first be approved by the Parish Council and should be such that it is flush with the surrounding surface and reasonably fast so not easily removed.

0950 Erection of Goal Posts

Before the commencement of the football playing season and at times as instructed by the Parish Council, The Borough Council shall allow for the collection and erection of all posts into their respective positions.

The goal posts must be erected and maintained upright at the regulation height out of the ground with the crossbar at right angles to the uprights. The distance between the crossbar and the pitch surface should be maintained at the specified height plus or minus 18mm.

Care shall be exercised by The Borough Council during the process of erecting, dismantling and storage of the posts. Any damage caused by The Borough Council to the posts, particularly the paint, during these processes shall be repaired at The Borough Council' own expense.

0960 Over seeding

The Borough Council will contravate all football pitches following the end of the football season. The Borough Council will apply the grass seed using a contravator, or other such machine.

After re-seeding The Borough Council will water pitches to achieve successful grass seed germination. The Borough Council will provide a watering systems, which must be approved by the Parish Council before use.

The Borough Council will ensure that seeding is protected as necessary to achieve satisfactory establishment in time for the next playing season.

During close season mowing, The Borough Council will carefully work around reinstated areas and include these in the mown area only when these become sufficiently well established.

0970 Slitting

The Borough Council is to slit the whole pitch using a suitable machine to a depth of 150mm, with the blades set at 250mm centres. Each pass of the machine must be adjacent to and adjoining the previous one. The Borough Council is to ensure that the machinery used does not damage the surface. The vehicle must be turned off the playing surface.

0975 Brushing

Three times during the playing season The Borough Council is to brush the entire pitch from goal to goal using, for example, a tractor mounted brush. In some cases the goal mouth areas may be badly worn so that The Borough Council is to avoid such areas when brushing.

10-- BOWLING GREEN MAINTENANCE

General

The Borough Council is required to maintain a safe, level, pest and weed free playing surface throughout the period of and within the terms of the Agreement. Weather conditions permitting, all 'In Season' operations must be carried out before 10.00am, after which time the bowlers will be allowed on to the green. (Allowance is to be made for any extension to the playing season and mowing and other daily maintenance as and when instructed)

Fertilizer and chemical treatments applied shall be evenly spread across the surface of the green using materials as specified. The Borough Council shall display notices indicating the green has been treated with fertiliser or chemical and the greens shall remain closed for a period agreed with the Parish Council. These applications and closures shall take account of pre-arranged fixtures ensuring the minimum of disruption to these fixtures.

All chemical applications are to be undertaken in accordance with the manufacturer's instructions. Applications to be repeated as necessary to ensure a minimum success rate of 90% across the area treated. The Borough Council will allow for any repeat application of chemical in their price for this item of work to ensure this success rate. All materials to be supplied by The Borough Council

1000 Grass Cutting

The Borough Council will cut the grass over the whole area of the bowling green at a height of 4mm using a suitable cylinder mower fitted with a grass collection box, and rear and front rollers.

Using a suitable tool, The Borough Council will regularly clip the grass edges to the green and to the edges of the banks surrounding the green where they abut a surrounding path/drive. The Borough Council will undertake this operation once every 7 days during the playing season to keep the grass edge level with the surround edging. The Borough Council will remove all cuttings from the gulleys.

Before commencing mowing operations, The Borough Council will switch or brush the green with either a drag- mat or drag-brush, ensuring that worm casts and early morning dew are removed from the playing surface (as per **CODE 1006**).

1002 Cut Grass - Bank Faces

The Borough Council will cut the grass on the vertical faces of the bank surrounding the green using suitable tools or machinery (e.g. long handled shears, strimmer), to a height of 50mm.

When undertaking **CODE 1002** on the same day as **CODE 1000**, The Borough Council will undertake **CODE 1002** first.

1006 Swishing/Brushing

The Borough Council will 'swish' or 'brush' the green using a swish cane, drag brush, or other suitable tool, to remove all surface dew.

1021 Rolling

The Borough Council will roll the whole green once in transverse directions using a motorised roller to maintain a smooth true surface appropriate to the sport.

The Borough Council will take care to ensure that the turf is not marked or damaged by the machinery used, and will make good any such damage at his own expense.

1024 Spiking - Solid Tine

The Borough Council will solid tine spike the green, to a depth of 100 mm to 175mm, and a diameter of 10mm diameter. The Borough Council will spike to produce a tine pattern of holes at 75mm centres over the whole green.

1030 Top Dressing & Hollow Tine

The Borough Council will top dress the green.

The Borough Council will top dress the green using a dressing mix of medium-fine, lime-free sand and sandy loam soil.

The Borough Council will apply the dressing material evenly to the green and into the base of the turf with a Trulute (or similar equipment) to disperse the majority of the dressing into the low areas and less onto any high spots.

The Borough Council will work the top dressing evenly into the base of the hollow tine holes, filling the holes completely to restore true surface levels.

1033 Scarify Green

The Borough Council will scarify the playing surface.

The Borough Council will scarify the green with a suitable machine which penetrates the soil surface to a depth of 5mm. The Borough Council will ensure that the first pass is diagonally corner-to-corner, and the second is offset from the first by no more than 30 degrees.

The Borough Council will not scarify the green in frost conditions

1039 Over seeding

When instructed by Calverton Parish Council, the Borough Council will overseed the entire green using an approved bowling green grass seed mixture.

The Borough Council will undertake overseeding AFTER spiking the green, but BEFORE applying top dressing. The Borough Council will ensure that the overseeding is even over the whole of the green, and will rake the treated area to incorporate the seed in the sward.

1043 Spring Fertiliser

The Borough Council will evenly apply a mini-granular spring fertiliser over the whole green.

The Borough Council will evenly distribute the fertiliser over the playing surface, ensuring no overlapping occurs. If no rain falls within two hours of application, The Borough Council will irrigate the treated area to ensure that no scorching of the green occurs.

The Borough Council will not apply fertiliser in windy conditions or in periods of drought. Preferably, The Borough Council will apply fertiliser when rainfall is imminent. If this is not possible, The Borough Council will irrigate the green to avoid scorching of the sward.

1046 Autumn Fertiliser

The Borough Council will evenly apply an approved mini-granular autumn fertiliser over the whole green.

The Borough Council will evenly distribute the fertiliser over the playing surface, ensuring no overlapping occurs. If no rain falls within two hours of application, The Borough Council will irrigate the treated area to ensure that no scorching of the green occurs.

The Borough Council will not apply fertiliser in windy conditions or in periods of drought. Preferably, The Borough Council will apply fertiliser when rainfall is imminent. If this is not possible, The Borough Council will irrigate the green to avoid scorching of the sward.

1049 Weedkiller

The Borough Council will apply weed killer to the green and embankment surround (where applicable, using a knapsack sprayer or other approved method in accordance with the manufacturer's instructions.

The Borough Council will only apply weed killer in suitable weather conditions, avoiding spraying in direct sunlight, during periods of drought, and wet or windy conditions, and will avoid spray drift.

The Borough Council will not mow the green for three days following weed killer application.

1052 Mosskiller

The Borough Council will apply moss killer to the green and embankment surround (where applicable),

The Borough Council will only apply moss killer when weather conditions are suitable, avoiding application during periods of drought, wet or windy conditions, and will avoid spray drift.

1058 Fungicide

The Borough Council will apply an approved fungicide to the green.

The Borough Council will apply the insecticide using a knapsack sprayer or other method approved by Calverton Parish Council.

The Borough Council will only apply fungicide when weather conditions are suitable, avoiding application during periods of drought, wet or windy conditions, and will avoid spray drift.

19-- PLAY EQUIPMENT & PLAY AREAS

1900 Inspection of Play Equipment

The Borough Council will inspect each play area weekly using a ROSPA Play Maintenance and Inspection (or equivalent) qualified inspector.

Where the need for immediate play area repairs is identified, The Borough Council will make the play area safe or, if necessary, close the play area until it has been made safe. The Borough Council will inform Calverton Parish Council of the action taken and the cost of the works as soon as is practicable

Where non-urgent repairs are identified, The Borough Council will inform Calverton Parish Council as soon as is practicable, and will undertake the repairs when instructed to do so by Calverton Parish Council.

The particular areas to be inspected are:

Check that all joints and fastenings are secure, and tighten where necessary.

Check that there are no projections from the underside of platforms and remove where necessary

Release and free any tied or twisted swing chairs ready for proper use

Remove all glass, litter and debris

Check that all parts of the equipment are present

Check that there is no evidence of corrosion or rot

Check that all supports are fixed into the ground

Check that the surfacing near the equipment is in good condition

Check that no part of the equipment is likely to fail

Check that there are no sharp corners, edges or projections

Check that all moving parts move freely and without noise and are in good condition

Check that no individual chain links or chain supports are worn.

Check that when stationary the seats are level

Check that the seats are in good condition.

Check that when the slide chute is in several sections, no gaps are present between which objects can be inserted.

Check that the slide surfaces are smooth, clean and even throughout their length

Check that the slide run out is level.

Check that on embankment slides the surface under and alongside the slide is in good condition.

Check that on all equipment, panels, guard-rails or other safety features are present and in good condition.

Check that footholds are not worn and slippery.

Check that all fences/gates and retaining logs around play areas are present and in good working condition

Check that bark surfaces are in correct depth

If any play equipment is found to have a serious defect such as a broken chain, The Borough Council is to immediately prevent public use of that particular item by sufficient means such as chaining up with padlock and/or erecting signs of a type first approved by the Parish Council informing the public of the danger. If it is impossible to prevent public use then a sign should be used.

1920 Sweeping Play Areas

The Borough Council will sweep each play area, removing all arisings from site afterwards, and clean each item of play equipment.

ARBORICULTURAL WORKS

General

The Borough Council shall, following a request from Calverton Parish Council to undertake works to trees on their land, provide a quotation for the works on each and every occasion.

Borough Council staff shall undertake works in accordance with good Arboricultural practices including reducing, thinning, pruning and pollarding works as necessary. If the tree is dead, dangerous or dying, the tree will be felled.

When a tree is felled, Calverton Parish Council have the option of leaving the stump around 2 feet above ground level or removing the stump through stump grinding process.

When a tree is felled, Gedling Borough Council's policy is to plant another in close proximity, and Calverton Parish Council would have the option to order this replacement, for which Parks and Street Care Services will quote when requested by Calverton Parish Council.

In emergency situations including out of normal office hours, on request from Calverton Parish Council, Parks and Street Care Services shall attend dangerous trees and will either:

- Fell the tree
- Make the site safe by cordoning off the area until it is safe to fell
- In the event of the tree being felled, the emergency response is to reduce the danger only. The tree will remain on site until the next working day when it will be cleared by Parks and Street Care Services Staff.

An annual inspection of trees on Calverton Parish Council land is recommended, but is **not** included in this Agreement.