**Specifications for Grounds Maintenance & other works for Newbury Town Council – GM 003**

**To be read in conjunction with**

**General Preambles & Tender Document – GM002**

**Bill of Quantities – GM005**

**January 2023 onwards v 3**

Newbury Town Council

##### Specification for Scheduled Work

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**General Description of the Service**

1.1 **Overview**

This Specification relates to the maintenance of grounds which are the responsibility of Newbury Town Council

The principal areas requiring maintenance comprise:

1.1.1 A multitude of public open space sites which are mainly grassed and are scattered throughout the Parish ranging from large parks and sports fields to open spaces of just a few square metres.

1.1.2 Hedge cutting & shrub bed pruning widely spread across the Town, Parks and Open Spaces areas as well as Allotments.

1.1.4 Grounds maintenance at a variety of other Council owned properties located throughout the Parish.

1.2 The sites to be maintained under this Contract are shown for illustrative purposes only in the Grounds Maintenance Plans provided or these can be found using the West Berkshire Council GIS interactive mapping system under Countryside & NTC GM. A profile of each site is detailed in the Appendices which list the work required at each site, the relevant area and the frequency or performance specification involved. The Contractor must accept all sites in their present condition. No other claim for extra costs on account of site condition will be countenanced at any time.

1.3 **Scheduled Work**

 This Specification, together with the Appendices and the Bills of Quantities refer to the Scheduled Works which form part of the Contract. The Specification for Scheduled Work requires grounds maintenance works to be undertaken by the Contractor including: -

1.3.1 maintenance of grassed areas on a variety of Council sites including open spaces, sports pitches and highway verges

1.3.2 maintenance and marking out of sports pitches. The supply, erection and removal of equipment before and after sports fixtures and the attendance and inspection duties and cleaning of the changing facilities at parks and open spaces sites

1.3.3 the regular inspection of children’s play areas and play equipment together with the cleaning of items of equipment where necessary, the removal of litter and attention to the play area surface

 **General Description of the Service**

* + 1. maintenance of shrub beds, hedges and young trees

1.3.5 inspection and maintenance of exterior furniture located on a number of sites

* + 1. leaf, litter and debris removal, and disposal at the frequencies specified. It will be the Contractor’s responsibility to dispose of litter to a licensed waste disposal site

1.3.7 cleansing of hard surfaces and herbicide treatment of weeds on hard surfaces

* + 1. collection, removal and disposal of dog faeces and litter from bins as detailed

1.3.8 some site-specific tasks for Newbury Town Council

1.4 The work required by the Contract is mainly of a routine and frequency-based nature. However, some tasks require the Contractor to undertake routine maintenance to achieve prescribed performance standards and the Contractor must determine the resources and frequencies of works necessary to achieve these specified standards.

1.5 **Unscheduled Work**

Specifications for Unscheduled Work follow the Specification for Scheduled Work. Schedules of Rates for Unscheduled Work which the Contractor may be required to undertake as required by the Supervising Officer follow the Bills of Quantities. No guarantee can be given to the particular level of additional and unscheduled work which will be awarded.

In the event of an emergency, the Supervising Officer may at his absolute discretion suspend the Service in whole or in part and require the Contractor’s resources to be otherwise employed in the provision of the Service to be utilised in the provision of emergency services as directed by the Supervising Officer. The Contractor will comply with such direction. The Supervising Officer shall have an absolute discretion as to what constitutes an emergency and without prejudice to the generality of the foregoing, “emergency services” will include activities commensurate with dealing with adverse weather conditions, e.g., storm damage clearance, dangerous branch removal, snow clearing, or flood prevention operations and any incident classified as a civil emergency. In the event of an emergency, the Supervising Officer may direct the Contractor to perform the emergency services. Verbal instructions indicating the location and nature of work will be issued by the Supervising Officer or persons nominated by him or by the Council’s emergency duty officer acting on behalf of the Supervising Officer which will be confirmed in writing as soon as possible to the Contractor. In the execution of the emergency services, the Contractor may be required by the Supervising Officer to work under the direction of the Area Surveyor of the Highway Authority or of the Police. Payment for the performance of emergency services will be made at the day work rates specified in the Schedule of Day Works Rates.

1.6 **Acquisition and Disposal of Sites**

From time to time the Council will acquire new sites that require regular grounds maintenance. The Supervising Officer will add these sites to the contract as scheduled work in accordance with the Specification. In respect of such sites or tasks on specific sites that are added to the Contract, the Contractor will carry out these works at the rates specified in the Bills of Quantities. Similarly, the Council will from time to time dispose of sites or remove particular tasks from specific sites from the Contract. The Council will deduct payment to the Contractor at the appropriate rate in the Bills of Quantities for work no longer required.

 **General Description of the Service**

1.7 Other than herbicides, the use of pesticides shall not be permitted in undertaking any of the works detailed in the Specification for Scheduled Works The pesticides which are used at this location shall exclude any prohibited chemicals and compounds.

1.8 Where the Contractor is required to transport to and dispose of any items at a licensed disposal site, the Contractor shall be responsible for any fees and charges payable at such site and shall include in his Tender for the same. At the evaluation of tender stage, the Council will take into consideration arrangements the Contractor may have in place to compost green waste.

1.9 The Contractor will use peat free compost products with regard to the delivery of all services detailed in this Specification.

1.10 **Health and Safety**

The Contractor shall ensure that the Service is performed in accordance with the Health and Safety at Work Act 1974 having regard to the safety of the public and of his employees. The Contractor shall ensure that at all times there is a minimum of obstruction to pedestrians and traffic when the service is performed in parks, or highways or other public places.

1.11 **Vehicles and Plant**

The Specification shall be carried out by the Contractor with equipment suitable for the sites to be maintained. The Contractor shall provide and maintain all vehicles, plant machinery and equipment to ensure proper performance and completion of the Works. The Contractor shall ensure that all vehicles are licensed, taxed, insured and in a well-maintained roadworthy condition during the progress of the Works. All machinery used on grassed areas shall be free from oil or fuel leaks. All hand machinery shall be maintained in such a way as to prevent the spillage of oil or fuel.

**The Council has a policy toward Carbon Neutrality, the Contractor is encouraged to use Electric and or carbon reduced equipment when working on this Contract. Added value will be awarded for implementation of carbon reduction plans as part of this Tender exercise.**

1.12 **Noise**

The Contractor shall comply with the general requirements of BS 5228 (2014) Code of Practice or as amended for noise control on construction and open sites. The Contractor shall ensure that in executing the services he and persons in his employment execute the work in such a manner that it does not constitute a nuisance to the road users or others. This clause does not absolve the Contractor of any obligations under any other legislation or code of practice.

1.13 **Hours for Working**

 As set out in the Preliminaries, the Contractor will not be permitted to carry out any part of the Services during the hours of darkness without the prior consent of the Supervising Officer. The Contractor will take account of traffic sensitive streets.

 **General Description of the Service**

1.14 **Inclement Weather**

The Contractor shall proceed with all the Services in accordance with the Specification, bearing in mind climatic and seasonal requirements, and the needs of the Council. Work shall

be suspended when inclement weather makes work impracticable. Unless the Supervising Officer so agrees in writing, any delay or suspension of operation caused by weather conditions shall not relieve the Contractor of any of his obligations under the Contract or entitle the Contractor to any additional payments.

The Contractor will not be deemed to have failed to perform the Services if suspension of the operations has been agreed in writing by the Supervising Officer.

1.15 **Complaints**

The Contractor will refer any complaints that he receives to the Supervising Officer within 24 hours. Any complaint passed on to the Contractor by the Supervising Officer shall receive a full written reply within 10 working days addressing the issues raised in the complaint.

1.16 **Method of Assessment of Maintenance Standards**

The Contractor shall supply the Supervising Officer by no later than 0930 on every Monday with his programme of work for that week. It will be the Contractor’s responsibility to programme works in order to meet the specification including required completion times. The Contractor will meet the Supervising Officer on a monthly basis or more frequently if required by the Supervising Officer. At the monthly meeting a valuation of the contractor’s progress will be discussed with specific reference to adherence to the terms of the specification. The value of work completed in accordance with the specification over the previous month will be detailed at the meeting. Work not completed to the satisfaction of the Supervising Officer will be deducted from the payment due calculated on the basis of the Bills of Quantities. An invoice will then be sent to the Supervising Officer for work carried out on all sites and this will be paid by the Council within 30 days.

* 1. **Out of Hours Contact Telephone Number**

The Contractor will supply the Supervising Officer with a mobile telephone number to be used by staff on duty at weekends or during evenings. This is particularly so when it comes to the Football season and the preparation & use of pitches.

The Supervising Officer may contact this number in order to instruct the Contractor to carry out any reported emergency work or in order to resolve any difficulties which may have arisen regarding sporting fixtures or scheduled work. The Supervising Officer will only normally order emergency work out of hours where there is a public safety issue. The out of hours number will be contactable 7am until 7 pm weekdays and when Football pitches are in use weekends.

**2**

**Definitions**

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, pruning, litter, path or bed edgings or other materials which arise from and are surplus or extraneous to any of the specified horticultural or maintenance work included in this Contract.

**“Boxed-off”** shall mean a particular high quality grass mowing operation using a cylinder mower with a minimum of 8 blades requiring the collection of grass clippings within the grass box of the mowing machine and the immediate removal from the cutting area of grass cuttings arising from the mowing of grass.

**“Cleanse” or “Cleansing” or**

**“Clean” or “Sweeping”** in relation to cleansing of paths and hard surfaces shall mean the following: -

(i) 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, bud burst, blossom, deposits arising from fly tipping and any other material fouling the path or hard surface.

(ii) the control and removal of unwanted vegetation and organic material howsoever caused or occurring.

(iii) the transportation and disposal of all waste products arising from the provision of the services.

(iv) emergency cleansing of areas as directed by the Supervising Officer pursuant to Section 6.

 **“Daily”** shall mean each day of the year except Christmas Day.

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

**“Dual Locking System”** shall mean an arrangement for locking premises with two separate locks, both of which must be released to allow the premises to be opened and both of which must be in a locked position when the building is secured.

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

**Definitions**

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**“Frequency Based”** shall mean any maintenance operation which is undertaken at frequencies specified in the Contract Documents

**“Goal Posts”** shall mean all four upright posts, two crossbars, net support bars and hooks, forming two goals for each pitch for the particular sport to be played thereon.

**“Hard Surface Areas”** shall mean tarmacadam, wet pour, concrete or other paved areas including roads, footpaths, car parks etc. but excluding areas surfaced in gravel, hogging, scalping's and the like.

**“Leaf Clearance” or “Clearance**

**of leaves” or “Leaf Clearance**

**Operation”** shall mean searching for removal and disposal of all fallen or wind-blown leaves from the areas listed in the Appendices

**“Litter”** shall mean debris, detritus animal carcasses, dog faeces and animal fouling, rubbish, salt and grit arising from winter maintenance, oil, vomit, gum, hypodermic syringes, needles and drug related material defined as clinical waste in accordance with the Control of Waste Regulations 1992; leaf and fruit fall and blown vegetation, bud burst, blossom, twigs and branches, deposits arising from fly tipping and other material howsoever caused or occurring. Large volumes of material that have been fly tipped will be removed by instruction and paid for as an additional payment.

**“Litter Bin”** shall mean any receptacle as referred to in Section 6.8 of the Specification either free standing or fixed to the ground, or to a post, wall or fence with or without an internal liner or container unit, provided at the sites listed in the Appendices (or as varied by the Supervising Officer) by the Council for the purpose of providing facilities for the public to deposit waste in public areas.

 **“Naturalised Bulb Area”** shall mean those grass areas where bulbs have been planted for the purpose of naturalisation where special grass mowing operations are specified in Section 3.4.8 of the Specification.

**“Performance Based”** shall mean any maintenance operation where the standard required is specified in the Contract Documents and the Contractor is required to judge the frequency of operations necessary to achieve the specified standards.

**“Pesticides”** shall mean chemicals, compounds and/or any proprietary products produced for the control and/or eradication of weeds, pests, fungi, algae or moss and shall include all herbicides, insecticides, fungicides, acaracides, fumigants, lumbricids, algicides, molluscicides or moss killer.

**Definitions**

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**“Pitch Lines”** shall mean the lines marked on the ground that delineate the boundaries of a sports pitch, together with the lines delineating the various sectors of the pitch as required by the rules of each sports ruling body.

**“Playing Season”** shall mean the period during which the fixtures for any particular sport are played as referred to in the appropriate sections of the Specification or as named by the Supervising Officer.

**“Properly Licensed Disposal Site”** shall mean any site properly licensed under Environmental Protection Act 1990 for the disposal of each particular type of waste arising from the works specified in this Contract 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 this Specification.

**“Obstacles”** shall mean seats, streetlights, signs, manhole covers, trees, shrubs and any other obstruction within grassed areas. Obstacles shall also include edges of paths, wall and fence bases and other boundaries to grassed areas.

**“Removal and Disposal of Litter”**

**or “Litter Picking” or “Litter**

**Collection” or “Litter Picked”**

**or “Litter Clearance”** shall mean searching for, removal, and disposal of all debris, detritus, dumped waste, animal fouling, and any other material on the specified areas.

 **“Scalping”** in relation to the maintenance of grassed areas shall mean the mowing of that area in a manner which results in the surface of the turf being removed or the grass cut so short as to be severely deteriorated.

**“Scarify”** shall mean to clear build-up of dead herbage and creeping stems in turf in order to leave an open surface in readiness for renewed growth.

**“Security System”** shall mean a system of securing the premises associated with a remote alarm requiring the compliance with a set of specific instructions to disassociate the alarm when opening and a set of specific instructions to reactivate the alarm when securing the building.

**“Supervising Officer”** shall mean the designated officer of the Council namely the Parks & Green Spaces Officer or any other officer duly authorised by him to act on behalf of the Council in relation to the Contract.

**Definitions**

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**“Tree Circle”** shall mean a small defined cultivated area within a grassed area containing one or more tees.

**“Trimming Grassed Edges”** the trimming of grassed edges using long handled shears to remove the grass fringe from shrubs, rose and flower beds.

**“Weed”** shall mean any unwanted vegetation as defined by the Supervising Officer.

**“Weed Free”** shall mean no more than 5% weed cover on a bed surface and no weed more than 50mm in height or spread at any particular time. No weeds to have reached seeding stage.

**3 - Maintenance of Grassed Areas**

3.1 The Contractor shall maintain all the grassed areas on sites listed in the appendices of this Specification and such additional areas as may be required.

 The location of the grassed areas included in the Contract can be found shown on the Council’s interactive mapping system on its website. The plans are provided for illustrative purposes only and are not to be assumed to include information on every feature or task in the Specification.

3.2 The appendices give details of site descriptions and profiles of sites to be maintained. Whether the requirement is for performance or frequency-based grass maintenance is specified.

3.3 The grass maintenance operations are divided into categories, and these are coded from ‘A’ to ‘C’ in this Specification. Each code of grass maintenance works requires the Contractor to undertake a particular combination of tasks to achieve the specified standards.

3.4 The Contractor is required to undertake the work of maintenance of each code of grassed areas in accordance with the following requirements:

 **3.4.1 Code A – Ornamental Boxed** **Performance Cut**

The Contractor shall, using a pedestrian operated mower, mow and “box-off” all grassed areas classified as Code A as frequently as is necessary to ensure that the grass is maintained at all times between the maximum height of 30mm and minimum height of 15mm. On the same day as the mowing is undertaken the Contractor shall remove all arisings from the site in a manner and to a place agreed by the Supervising Officer.

**3.4.2 Code B – Performance Cut (25-60mm) 8 cuts minimum per annum**

The Contractor shall, using mowing machine appropriate to the task, but not a flail cutting machine and taking into account Section 3.5, mow all grassed areas classified as Code B as frequently as is necessary to ensure that the grass is maintained at all times between the maximum height of 60mm and minimum height of 25mm. The Contractor shall allow grass clippings to fly and be distributed evenly over the grass area. Strimming must be undertaken up to the edges of paths, shrubs, street furniture, buildings, fences, site boundaries and other obstacles on each site.

**Code B /2 – Frequency Based Cut Allotments (8 cuts per annum)**

The Contractor shall, using grass mowing machinery appropriate to the task and taking into account Section 3.5, mow all grassed areas classified as Code B/2 eight times per year to a height of 30mm in accordance with the programme of works supplied by the Contractor and approved by the Supervising Officer. The Contractor shall allow grass clippings to fly and be distributed evenly over the grass area. The contractor will undertake the work specified between March and October inclusive unless otherwise instructed by the Supervising Officer. The start date of each cycle will be agreed in advance with the Supervising Officer Cut must include strimming up to the edge of allotment plots where communal areas or trackways are cut. Also, some identified areas between plots.

**Maintenance of Grassed Areas**

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**3.4.3** **Code C – Summer Meadow & around mature trees**

The Contractor shall, using the mowing machinery appropriate to the task and taking into account Section 3.5, mow all areas classified as Code C of this Specification twice per year, once in April and once in August and shall, on each occasion mow the grass to the height of 100mm. The Contractor shall, when mowing the grass in April allow the grass clippings to fly and be distributed evenly over the grass area and when mowing the grass in August,

 collect arisings from the site in a manner and to a place agreed by the Supervising Officer on the same day as the mowing operation is undertaken on that site. This work will include the 1 m wildlife protection zone around mature trees.

**3.4.4 Naturalised Bulb Area**

The Contractor shall, using the mowing machinery appropriate to the task and taking into account Section 3.5, mow all grassed areas at the same time and to the same minimum and maximum heights specified for adjoining grass areas excepting that mowing on Naturalised Bulb Areas which shall not commence until at least six weeks after flowering. The first mow after flowering shall be completed by the end of June. The Contractor shall collect all arisings from the site in a manner and to a place agreed by the Supervising Officer on the same day as the mowing operation is undertaken at that site.

Arisings from subsequent mowing shall be dealt with the same as arisings from adjacent grass areas.

3.5 In undertaking the maintenance of grassed areas Code A to C of the Specification, the Contractor shall:

3.5.1 Use machines or tools of a type which are appropriate to the task, the standard and height of finish specified, the size and location of the grassed area and the method of cutting required. Any wheeled grass cutting machinery must be fitted with low ground pressure grassland tyres unless otherwise agreed in writing by the Supervising Officer.

3.5.2 Prior to mowing, inspect areas to be mowed and remove from the site any potential hazards for the public or the contractor litter, dog faeces and any other debris which might cause damage to property, grass cutting machines and equipment and/or injury to persons.

3.5.3 Ensure that all cutting edges and implements on machines and equipment engaged in mowing operations are sharp and properly set, so as to provide a true and even cut at all times.

 Any damage caused from such lack of maintenance will be reported to the Supervising Officer and made good by the Contractor within 72 hours. The Contractor shall reinstate at his expense, in a period agreed and to the satisfaction of the Supervising Officer, any damage caused by the Contractor to the turf, surface or levels of the ground or divots created during grass mowing. The Contractor will make good at his own expense and in a period determined by the Supervising Officer any damage caused during grass mowing to any obstacles or Hard Surface Areas.

3.5.4 On areas where large or heavy grass cutting machinery is likely to cause damage to overhanging trees, shrubs, plants, obstructions and edges of grassed areas or where these machines are likely to produce an irregular and/or untidy finish, use smaller, lighter and where necessary, pedestrian machines to avoid any such damage. Low branches shall not be removed to allow the use of large machines under trees unless approved in writing by the Supervising Officer.

3.5.5 Mow grass up to the edges of paths, shrubs, street furniture, buildings, fences, site boundaries and other obstacles on the same day as other grass on the site is cut. The Contractor shall cut under and 0.3m behind safety fences on any highway verge. Cutting methods must be appropriate so as to avoid damage to trees. This hand trimming around obstructions will be completed **on the same day** as the main cut. The Contractor shall take account of the works necessary to achieve the specified standards, adjacent to and around these features in his rates in the Bill of Quantities.

3.5.6 Ensure that at the end of each grass mowing day all adjacent hard areas, paths, highways, play area safety surfaces, crossways and gutters are free of arisings.

3.5.7 Where grass verges adjacent to the highway are concerned, the verge shall extend back from the edge of the carriageway to any hedge, wall, or fence line delineating the highway boundary, or where this is marked by a ditch, to the top shoulder of the ditch closest to the carriageway.

3.5.8 The Contractor will complete the work on each cycle before moving onto the next.

3.5.9 The Contractor may not use herbicides for grass maintenance operations as a means of achieving the specified standards of maintenance of the grassed areas e.g., the use of chemicals for controlling growth of grassed areas including up to obstacles such as bollards or play equipment.

3.5.10 If, in the opinion of the Supervising Officer, the failure of a tree or shrub is due to damage caused by the Contractor’s negligent grass mowing operations, the Contractor will replace such tree or shrub at his own expense with a plant of the same size and species within such period as is determined by the Supervising Officer and notified to the Contractor.

* + 1. Trim grassed edges using long handled shears to remove the grass fringe from shrub, rose or flower beds on the same day as the grass mowing operation is performed on the site. When trimming the bed edges, maintain these edges and maintain the shape and size of the bed to the current shape without the trimming scalping the edge or encroaching into existing grass areas and enlarging the bed and shall leave all lines smooth and regular. The Contractor shall dispose of arisings in a manner agreed by the Supervising Officer.
		2. In the case of frequency-based maintenance works for grassed areas the mowing season shall normally be from the start of the third week in March until the end of the second week in October and the specified frequencies of mowing shall be undertaken within that period in accordance with the approved programme of works.

 The Supervising Officer may however, at his discretion for one or more sites:

(a) extend the mowing season beyond the dates referred to above.

(b) reduce the number of cuts below the number specified in the Specification for a particular code of grass.

(c) increase the number of cuts above the number specified in the Specification for a particular code of grass.

3.5.13 If, in the opinion of the Contractor and in agreement with the Supervising Officer, the condition of any site, sites or area of a site or sites is so wet that undertaking the mowing operation is likely to cause damage to the surface or turf thereof the Contractor shall defer the mowing operation until such time as ground conditions improve to the satisfaction of the Supervising Officer to an extent which will allow the mowing operation to be undertaken without risk of damage. When, after such circumstances the mowing is resumed the Contractor shall: -

(a) in respect of performance-based maintenance work, undertake whatever works are necessary to promptly bring the grassed area or areas to the standards as specified for the particular code of grass, as soon as is practicable.

 In undertaking these works the Contractor shall use whatever type of machine is appropriate for the condition of the grass at the time of resumption of mowing and shall carry out however as many actions as are necessary to promptly achieve the specified standards of the Supervising Officer.

If, in the opinion of the Supervising Officer, the accumulation of arisings after cutting is likely to cause damage to the turf the Contractor shall collect and dispose of arisings from the site in a manner and to a place agreed by the Supervising Officer on the same day as the mowing operation is undertaken at that site.

 The whole of these works shall be undertaken without additional payment.

(b) In respect of frequency-based works, complete the missed mowing operation, if practicable, by a date which is not less than five working days before the programme date for the next mowing operation on the site or sites in question. If the missed mowing operation cannot be completed within five working days of the next programme date, then that operation shall be omitted from the programme and the mowing operation resumed on the next cut cycle. The Contractor shall, when the mowing operation is resumed, undertake whatever works are necessary and use whatever machinery is appropriate to achieve the specified standard by the programme completion date of that mowing operation.

**4**

**Maintenance Works and Ancillary Duties for Sports Pitches**

4.1 **General Description of the Work**

The Contractor shall in addition to the work of maintenance to grassed areas described in Section 3 of the Specification, undertake maintenance works and other ancillary duties to sports pitches and their facilities as specified in Section 4 of the Specification.

4.2 **Football Pitches in 2 Parks**

4.2.1 **Preparation for each Playing Season**

The Contractor shall before the beginning of each playing season set out, measure and mark each and every pitch listed to the standards, proportions and dimensions laid down by the relevant sports ruling body and, in the position, as directed by the Supervising Officer.

In undertaking the work of pitch preparation at the commencement of the playing season the contractor shall:

(i) Mark the lines to each pitch using a non-toxic waterproof white lining material and ensure that all the lines are true, bright and clearly visible for the commencement of the season. Should the Contractor find it necessary to reset out and remeasure any sports pitch during the playing season such works shall be carried out without additional payment.

(ii) Ensure that the condition of any existing goal post sockets is satisfactory and that they are compatible with the goal posts. The Contractor shall also remove all debris that may have accumulated in the post socket before the erection of posts.

(iii) In the event of the sockets being unsatisfactory or non-compatible the Contractor shall report this to the Supervising Officer.

(iii) Erect painted clean white metal goal posts to each pitch using the pre-installed sockets. The Contractor shall ensure that when erected the posts comply properly with the standards laid down by the Sports Ruling Body. Any rust, dirt or defects will be removed or rectified by the Contractor.

The Supervising Officer shall supply goalposts, nets and flags. The Contractor will replace nets pegs and arrowheads as required. Newbury Town Council posts will be stored at Shaw Cemetery.

4.2.2 **Preparation for and works connected with Football Fixtures**

These works shall be undertaken prior to each fixture each year throughout the playing season in each year of the Contract. The playing season will normally be from the first weekend in

September until the last weekend in April. This playing season may be varied at the sole discretion of the Supervising Officer.

**Maintenance Works and Ancillary Duties for Sports Pitches**

The majority of fixtures are normally on Saturdays and Sundays but may also take place on evenings or weekdays. Fixture lists will be provided by the Supervising Officer two days prior to the day of each fixture. The issuing of a weekly fixture list by the Supervising Officer shall be construed as his formal instructions to undertake the works of preparation required. Fixture lists for midweek fixtures shall be emailed to the Contractor by the Supervising Officer two working days in advance of the fixture

Immediately prior to each and every fixture the Contractor shall:

(i) inspect and ensure that each pitch listed in the Appendices on which a fixture has been notified to the Contractor, is safe to play on, that any holes are filled with stone free soil to BS.3882.2015, and compacted, that all divots are replaced, depressions are lifted and firmed and that the whole of the playing surface is free from mole hills, dog faeces or other debris which may be a hazard to pitch users;

(ii) ensure all pitch lines are clearly visible and re-mark where necessary, with a non-toxic, white lining material also ensuring that the markings remain true to initial pitch markings made at the commencement of the current season.

(iii) inspect and report any damaged goal posts, goal nets, ties, pegs and marker flags to the Supervising Officer to ensure that all are clean and in good condition and comply with the appropriate sports regulations immediately prior to the commencement of each and every fixture.

(iv) The Contract shall make available suitable steps for the fixing of the nets to the goal posts

The Contractor shall, in the morning prior to each fixture inspect each pitch upon which a fixture is planned to determine its suitability for the fixture to take place. If, in the opinion of the Contractor the pitch is considered unsuitable he shall inform the Match Fixture Contact Peron immediately and before the match takes place. The fixture can only be cancelled by the Match Fixture Contact Person or by the match referee.

4.2.3 2 **Sports Changing Room Arrangements for Fixtures and Events**

The Contractor’s attention is drawn to the fact that changing facilities are secured by a dual locking system. Each club or organisation using the facility will hold a key for one lock only. The Contractor shall hold master keys to operate both locks at each facility.

The Contractor shall, no earlier than three hours, nor later than one hour prior to commencement of each fixture, unlock and check that each facility is clean, habitable and safe for players to change in and leave clothes and to shower following the fixture. If the facility is

not satisfactory the Contractor shall undertake immediate measures to make the facility clean, habitable and safe. When necessary, the Contractor shall switch on electric power and hot

water systems and make mains water available to ensure water, heating and showers, together with any other facility required by the user is prepared and available for use.

**Maintenance Works and Ancillary Duties for Sports Pitches**

If, when the Contractor unlocks and checks the changing facilities as required in Section 4.2.3, it is found that the changing room is in a state that is too dangerous to use and there is insufficient time before use to make it safe he shall:

1. close the facility.
2. erect on the door of changing facilities a clearly visible notice informing pitch users that the premises have had to be closed for safety reasons.
3. immediately inform the Supervising Officer / Match Contact Person.

The Contractor shall, immediately after vacation of the premises by the team turn off any space heaters, extractor fans, the heating plant, electric power, hot water systems and mains water supply and secure electricity mains boxes and make sure that all showers and taps have been turned off. The Contractor will then ensure that nets and flags have been returned to the changing rooms and then lock the building.

The Contractor will supply a stock of notices for use when changing rooms and other facilities cannot be used for safety reasons throughout the period of the Contract. These will be approved for use by the Supervising Officer.

4.2.4 **Cleaning of 2 Sports Changing Rooms**

Users of changing rooms are required to sweep mud and litter from changing rooms following match play. The Supervising Officer shall ensure the continual provision throughout the Contract of a broom and dustpan for use by the users of the changing facilities for each fixture.

The Contractor shall clean all the sports changing rooms of the Specification including toilets and shower facilities in the manner detailed below:

(a) The Contractor shall, before 5.00 p.m. on the Monday following each weekend fixture and before 5.00 p.m. on the following day following any midweek fixture clean the toilets, showers, communal areas, passages and changing rooms.

1. The Contractor shall supply a list of equipment and materials to be used for the cleaning of buildings for approval by the Supervising Officer throughout the term of the Contract and notify the Supervising Officer of any amendments to the list. The Contractor shall be aware of the safety issues when using combinations of cleaning agents together and observe safety procedures recommended for the use of all cleaning materials used on Council properties. All litter bins in the changing rooms shall be emptied and soap and toilet paper will be replenished.

4.2.5 **Legionella Prevention**

Once weekly the Contractor will run the showers to flush the water system through at both sites. The hot water temperature will be taken and recorded for Supervising Officer. The routines MUST be recoded in an appropriate Logbook for inspection as set out in the H&SE Guide - Legionella

**Maintenance Works and Ancillary Duties for Sports Pitches**

4.2.6 **Pitch Maintenance – Regime of Care**

The requirements for the maintenance of grassed areas on football pitches are detailed in Section 3 of the Specification. In addition, the Contractor shall, throughout and immediately

following the playing season, undertake a regime of care to each pitch of the Specification. The Contractor shall give to the Supervising Officer one clear working days' notice of his intention to undertake any of the works described in Section 4.2.5 of the Specification. This regime of care shall be as follows:

4.2.6.1 **Spiking and Aeration**

The Contractor shall spike and aerate each entire pitch once every four weeks during the season using 100mm to 150mm slitting spikes or solid tines. This work shall be spaced evenly throughout the playing season as ground conditions allow.

The spiking machinery used must be of a type to provide the above. Should the overall spiking operation prove, in the opinion of the Supervising Officer, to be ineffective or ground conditions too wet for spiking machinery, the Contractor shall hand spike the area of the goal mouths and centre circle of each pitch using a digging fork inserted to a depth of 100mm at 150mm intervals. The fork shall be removed without causing disturbance to the playing surface. Should any such damage occur the Contractor shall at no extra cost reinstate the playing surface to the satisfaction of the Supervising Officer.

The rates quoted in the Bills of Quantities for the pitch maintenance shall include for any necessary hand spiking operation.

4.2.6.2 **Harrowing**

The Contractor shall harrow each pitch once every four weeks during the season to maintain the surface levels.

This harrowing will be carried out after spiking referred to in Section 4.2.5.1 and shall comprise one pass over all areas of the pitch in one direction longitudinally using harrowing machinery of a type appropriate to the task.

This operation will be carried out when the ground is in a firm water-free condition and in such a way as to cause no damage to the playing surface or to the pitch marking lines.

Should any such damage occur the Contractor shall, without additional payment, reinstate the playing surface to the satisfaction of the Supervising Officer.

4.2.6.3 **Sanding of Goal Areas**

The Contractor shall supply and apply to goal mouth areas using an approved sport sand type and at the rate agreed by the Supervising Officer in writing once every two weeks during the season.

The sand or equivalent material supplied by the Contractor shall be free of lime and with fine particle sizes no less than 0.5mm. The Contractor shall submit a sample of the materials and rate of application to be used to the Supervising Officer and shall obtain his written approval to these materials prior to commencement of the works.

**Maintenance Works and Ancillary Duties for Sports Pitches**

4.2.6.4 **Renovation**

The Contractor shall, at the end of the playing season, dismantle and remove the goal posts from each pitch to a dry store provided by the Contractor. Goal post sockets remaining on site shall be capped with plugs supplied by the Contractor and left safe so as not to cause obstruction, danger or damage to persons or machinery.

At the end of the football season the Contractor shall undertake renovation works. Such works shall be undertaken within five working days of the end of the season.

The Contractor shall ensure that areas which have had turf worn down to bare earth shall have the surface lightly cultivated to a depth of 75mm to relieve compaction, grade and consolidate to levels of surrounding grassed areas, supply an approved grass seed mixture and sow evenly at the appropriate rate and lightly rake and roll into surface. The seed and rate of application should be agreed by the Supervising Officer. The Contractor shall irrigate these areas as required to ensure successful establishment. Overseeding will be carried out at the Contractor’s expense as required.

In undertaking the renovation works the Contractor shall supply and infill any low areas with appropriate topsoil, particularly goal mouths and centre circles. Topsoil shall be levelled and firmed to prevent subsidence and give a true playing surface and shall comply with the relevant BS. Imported topsoil must be from a source approved by the Supervising Officer. Topsoil must not be handled when conditions are exceptionally wet.

4.2.6.5 **Sports Field – Rolling**

Once per annum, in April or May following the renovation works, the Contractor shall roll each and every pitch with a sports field roller, of a type appropriate to the task in order to achieve the approved standard of firmness and level in accordance with the Sports Ruling Body. The roller shall not weigh more than 500 kilograms (10 cwt).

This rolling operation shall be carried out in one pass over all areas of the pitch avoiding any excessive compaction which would damage the soil structure and shall not be carried out when the ground is waterlogged or is likely to be damaged.

Should any damage occur, the Contractor shall, with no additional payment, reinstate the playing surface to the satisfaction of the Supervising Officer.

When required, additional rolling maybe necessary during the playing season as agreed with the Supervising Officer.

* + - 1. **Overmarking**

The Contractor shall, in each week of the playing season, remark all pitch lines with a non-toxic white lining material ensuring that the markings remain bright and true to the initial marking made at the commencement of the playing season and are visible at all times.

**Maintenance Works and Ancillary Duties for Sports Pitches**

4.2.7 **Works for Summer Tournaments and Events**

During the summer period sports events may involve the use of winter sports pitches and equipment. The Contractor shall, for each summer tournament or summer event

if so, directed by the Supervising Officer in writing, undertake the works detailed in Sections 4.2.1, 4.2.2, 4.2.3 and 4.2.4 of this Specification.

4.7 **Rounders - City Recreation Ground only**

4.7.1 The annual Rounders season commences in the first week of April and ends in the first week of September. Sites with Rounder pitches are listed in the Appendices.

4.7.2 Start of season preparation

Pitches shall be set out on grass areas and marked to comply with the recommendations for Rounder Pitches. 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.

4.7.3 Maintenance during season

Line marking shall be uniformly remarked as often as required to maintain clear visibility from 30 metres.

4.8 **Marking of Hard Surface Areas**

4.8.1 Various sports pitches (usually netball/tennis) are marked out on hard surfaces (usually tarmac) and are listed in the Appendices. All pitch marking should conform to the relevant governing body recommendations. Various miscellaneous features (e.g., for games) may also require repainting.

4.8.2 The Contractor will repaint lines using a paint and colour as approved by the Supervising Officer. Prior to repainting, the line will be brushed vigorously to remove loose material and flaking paint with a wire brush. The lines will then be swept clean. If necessary, algae moss or weeds shall be treated with a herbicide approved by the Supervising Officer. The repainting will be carried out during dry weather and when rainfall is not expected to fall before the paint dries. The lines should be of uniform width. Spillage onto adjacent areas must be avoided.

**5**

**Hedge Maintenance**

5.1 The Contractor shall maintain all hedges on sites listed in the Appendices of this Specification and listed in the site profiles.

5.2 The hedge maintenance operations which the Contractor is required to undertake are divided into three categories and these are coded ‘X’, and ‘Y’ in this Specification. The Appendices of this Specification also indicates the frequency of hedge maintenance required for each site in linear metres. Sides and tops of hedges are to be pruned wherever accessible.

5.3 The Contractor shall undertake the work of maintenance of each hedge code, the majority of which range from 1.5 metres to 5 metres in height, in accordance with the following requirements.

The hedges will assume a top and one side cut unless otherwise directed. Where described as BOX both sides ate to be cut. The Contractor is not expected to venture into neighbouring properties for collect trimmings. All arisings will be collected and disposed of in a manner agreed with the Supervising Officer.

 5.3.1 **Code X – Formal Hedges**

The Contractor shall once in March and once in October each year close trim the hedges, removing the current season’s growth to form a neatly trimmed hedge. The Contractor, in trimming the hedge shall remove any alien or unwanted species growing in the hedge and shall taper the sides towards the top and, unless otherwise approved in writing by the Supervising Officer, maintain the previous height and width of the hedge. The Contractor will allow for this in his Rates. The contractor will check and avoid disturbing bird nests before starting work.

 5.3.2 **Code Y – Informal & Allotment Hedges**

The Contractor shall once per year in January cut the hedges to permit the growth of flower and fruit later in the year. The cut shall be made to remove the previous season’s growth.

Flails should not be used for this work.

5.4 The Contractor, in undertaking the works required to hedges codes X & Y shall:

5.4.1 Where appropriate during hedge cutting comply with the current requirements of the Department of Transport “Safety at Street Works and Road Works – Code of Practice” and any amendment thereto. The Contractor will ensure that once he has started working along a given road section, that wherever possible he continues on that section until finished and where a break is unavoidable, he shall return to restart no later than 1 working day thereafter.

**Hedge Maintenance**

5.4.2 At all times during hedge cutting ensure that appropriate precautions are taken to protect and cause the minimum of disturbance to pedestrian and vehicular traffic.

5.4.3 Establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge. He shall ensure that the width of hedge does not present a hazard or obstruction to pedestrian or vehicular traffic.

5.4.4 As part of the hedge maintenance operation, notify the Supervising Officer immediately upon becoming aware of any hedge requiring replacement or renovation with the reason.

5.4.5 All non-diseased arisings will be shredded, removed from the site and taken to a place agreed by the Supervising Officer. Any diseased material shall be delivered to and disposed of at a properly licensed disposal site on the same day as the diseased material is cut from the hedge. The site shall be left clean and tidy on completion of the work.

5.4.6 In respect of laurel hedges, all hedge maintenance shall be made using secateurs and shall only be cut once per annum in July. Beech hedges shall be cut using hand shears only and not mechanised trimmers.

5.4.7 Remove all weeds from the base of the hedge and any litter or debris. The removal of weeds from Code X and Code Y hedges shall be undertaken by hand and the use of herbicides will NOT be permitted. All arisings shall be delivered to and disposed of in a manner agreed with the Supervising Officer on the same day as the material is removed from the base of the hedge.

5.4.8 The Contractor will not be permitted the use of growth retardants on any of the hedges.

**6**

**Cleansing and Associated Activities**

The Contractor is required to undertake the following activities:

(a) removal and disposal of litter.

(b) cleansing or approved treatment of paths and hard surfaces.

(c) leaf clearance.

(d) emptying, cleansing, washing, maintenance and minor repair of litter bins together with the disposal of the litter bin contents.

(e) emptying, cleansing, washing, maintenance and minor repair of dog faeces bins, together with the disposal of bin contents.

6.1 **Removal and Disposal of Litter**

6.1.1 The Contractor shall undertake the collection, removal, transportation and disposal of litter from the areas listed in the Appendices. The Contractor shall remove the collected litter from the site on the same day and deliver it to a properly licensed disposal site.

6.1.2 In undertaking this operation the Contractor shall take account of the need to remove litter from all grassed areas, paths, shrub, rose and flower beds, on and at the base of fences, beneath, on and within hedges and trees and in playgrounds, car parks, ponds, banks and any other associated areas within the sites.

6.1.3 The Contractor shall, in addition to undertaking the works detailed in Sections 6.1.1 and 6.1.2 of this Specification, undertake the collection, removal, transportation and disposal of the following items from the areas of the sites listed in the Appendices of this Specification in accordance with the frequencies listed

1. broken tree branches and twigs.
2. abandoned supermarket trolleys.
3. bonfire ash
4. broken glass.

(v) hypodermic syringes, needles and drug related material defined as clinical waste in accordance with the Control of Waste Regulations 2012.

1. dog faeces.

6.1.4 The Contractor shall, with the exception of items listed in Section 6.1.3(ii) and 6.1.3(v) deliver the items collected under Section 6.1.3 of this Specification to and dispose of at a properly licensed disposal site.

 Supermarket trolleys collected under Section 6.1.3(ii) of this Specification shall, where identifiable, be delivered to the nearest store operated by the owners of each trolley. In circumstances where the owners of a trolley cannot be identified the trolley shall be delivered to and disposed of at a properly licensed disposal site.

**Cleansing and Associated Activities**

Hypodermic syringes, needles, drug related materials and other clinical waste collected under Section 6.1.3(iv) shall be dealt with as follows: -

(a) the collection of the above materials shall be undertaken strictly in accordance with the COSHH Regulations and any other Health and Safety Legislation or Regulations appropriate to this activity.

(b) the disposal of the above materials shall be to a disposal facility licensed and designed for the disposal of this type of waste.

 Dog faeces shall be disposed of at a suitably licensed tip.

6.2 The Contractor shall, when visiting the sites listed in the Appendices of this Specification for the removal of litter, and in the course of undertaking his duties under this Section 6, report immediately to the Supervising Officer and confirm in writing with the date and time of the inspection evidence of:

(a) any structure or planting which may be damaged or a danger to the public e.g., building, fence, wall, broken tree, uprooted shrub, sign, notice, exterior furniture, monument and the like.

(b) any building which has been damaged or has become unsecured, being a building which for its normal use is required to be secure e.g., store, changing rooms, toilets and the like.

(c) any structure which is otherwise broken, dirty or defaced by graffiti e.g., signs, monuments, notices, exterior furniture, litter bins, walls of buildings and the like.

The Contractor shall report unsafe or dangerous structures and unsecured buildings to the Supervising Officer immediately following observation and shall report other incidents of broken, dirty or defaced structures within a period no later than the end of the next working day. For exterior furniture the Contractor shall make the items safe in accordance with Section 9.

* 1. The Contractor shall, if so, requested by the Supervising Officer, remove litter from sites listed in the Appendices of this Specification at frequencies which vary from those specified. Additional payment will be made for this.
	2. Special events involving large numbers of the public occur at various sites on various occasions throughout the year. The Contractor shall, in addition to the regular and routine removal of litter and, if directed by the Supervising Officer in writing, remove litter from these sites as directed by the Supervising Officer. Additional payment will be made for this.

6.5 **Cleansing of Paths and Hard Surfaces**

6.5.1 The Contractor shall cleanse all the hard surfaced areas including roads, paths and car parks contained within the sites of this Specification on a monthly basis. The Contractor shall collect, transport to and dispose of the arisings from this operation at a properly licensed disposal site.

**Cleansing and Associated Activities**

 The cleansing operation will remove litter, weeds, debris and dirt, leaf litter fall, animal fouling, vomit, gum and grit from the hard surface. The method of cleansing shall ensure that sand or mortar joints between cobbles, slabs or bricks are not damaged or removed.

 Any machinery used in this operation shall be of a type and weight such that it will not cause damage to the hard surfaced areas. The Contractor shall, prior to the use of any machinery for this operation, obtain the written approval to both the machinery and its method of use from the Supervising Officer.

6.5.2 The Contractor shall immediately notify the Supervising Officer and confirm in writing with the date and time of the inspection of any hard surfaced area on the sites listed in the Appendices of this Specification which are damaged and/or are unsafe irrespective of the cause of the condition.

6.5.3 The Contractor shall, if directed by the Supervising Officer in writing, cleanse all the hard surface areas at any site or sites additional to those listed in the Appendices of this Specification. Additional payment will be made of this.

6.6 **Herbicide Treatment of Weeds on Hard Surfaces**

The Contractor will make two applications of a approved materials by the Supervising Officer to hard surfaces areas identified in the Appendices per annum. One application will take place in April and one application will take place in August, as calm weather conditions allow.

6.7 **Leaf Clearance**

* + 1. In the case of parks, the Contractor shall undertake the clearance of all fallen leaves from the whole of the areas listed in the Appendices fortnightly between 10 October and 31 January in each year of the Contract. In carrying out this operation the Contractor shall in particular remove leaves from paths, grass areas and the surface of shrub beds. The leaf clearance operation shall also include the removal of leaves from beneath hedges.

6.7.2 The Contractor shall remove all leaves from site on the same day as they are collected to a place as agreed by the Supervising Officer.

6.7.3 During leaf clearance the Contractor shall ensure that no damage, compaction or undue disturbances to the soil or mulch surface takes place in planted areas, and that no damage occurs to grass or hard surfaces. Any damage so caused shall be made good by the Contractor to the satisfaction of the Supervising Officer and without additional payment.

6.7.4 The Contractor shall, if directed by the Supervising Officer in writing,

(a) undertake leaf clearance from any site within the Parish additional to those listed in Appendices of the Specification for additional payment.

and/or

(b) undertake leaf clearance to the sites listed in the Appendices of the Specification at increased (for additional payment) or reduced frequencies

**Cleansing and Associated Activities**

* + 1. The works listed in Section 6.4 shall be undertaken in accordance with Sections 6.7.2 and 6.7.3 of the Specification for additional payment.

6.8 **Litter Bin Emptying, Repair and Maintenance**

6.8.1 The type, size and construction of the various litter bins vary, and the Contractor shall make itself familiar with these variations and shall make such allowance as he considers appropriate in his tender rate. No additional payment will be made to the Contractor for any claims arising from these variations.

6.8.2 The number, size, type and locations of the litter bins will change as demand for litter bins changes and the Council may from time to time vary the numbers, sizes, types and locations of the litter bins.

6.8.3 New or replacement bins will be purchased by the council under approval of the Supervising Officer.

**Litter Bin Emptying incl. dual bins**

* + 1. The Contractor shall undertake the emptying of all the litter bins at the locations listed in the Appendices of this Specification at the frequencies and times specified therein together with the transportation of the litter bin contents to and the disposal of same at a properly licensed disposal site.

**Carbon & waste reduction**

The Council wishes to monitor its waste collected ad have an indication of volume / weight collected with a note of volume / weight sent on for Recycling, incineration and or Landfill. The Contractor must make suitable arrangement for this monitoring to be put in place with a 6 monthly written Report indicating these values.

6.8.5 In undertaking the litter bin emptying operation the Contractor shall: -

(a) empty the entire contents, including all waste matter adhering to the internal and/or external faces of the litter bin, liner and/or body in accordance with the procedures referred to in Sections 6.8.6 and 6.8.7 and in a manner so as not to cause any littering of the site.

(b) cleanse and remove any waste or litter found within 5 metre radius of the litter bin to be emptied on each and every emptying frequency.

(c) take care to ensure that, after emptying, any separate liner is replaced into the litter bin body correctly so as not to protrude above the litter bin loading aperture.

(d) take care to ensure that any separate liner is handled carefully during the emptying and discharge process in order that the liner does not become so distorted or damaged that it will not fit correctly into the litter bin body.

(e) avoid damage to grass during the operation. The operation should be performed on foot where ground conditions are unsuitable for vehicles.

**Cleansing and Associated Activities**

1. ensure that any litter bin with an integral locking device is opened and closed using the correct key and in accordance with the emptying procedures and is left fully locked

after emptying, cleansing, repair or maintenance work or replacement has taken place.

1. transport the contents of the litter bins to and dispose of these contents at a properly licensed disposal site.
2. Report monthly on the volume / weight of the materials collected, provide onward advice notes on materials send for recycling and or incineration / land fill as set out above.
3. report any damage to bins to the Supervising Officer
4. remove any hazardous bins and report this to the Supervising Officer

6.9 **Dog Faeces Collection and Disposal Scheme**

 **General**

6.9.1 The Council operates a scheme for the collection and disposal of dog faeces from various sites.

6.9.2 Number, size, type and locations of bins for the collection of dog faeces may change as demand for the bins changes and the Council may from time to time vary the number, sizes, types and location of bins for the collection of dog faeces.

6.9.3 The Contractor shall ensure that during emptying, collection, washing, repairing or replacing of bins for the collection of dog faeces the minimum of inconvenience is caused to and maximum of safety is provided for the public using the areas in which the bins are located.

* + 1. The Contractor’s attention is drawn to the varied and diverse locations of dog faeces collection bins and shall include in his rates in the Bills of Quantities for allowing for the variations and restrictions referred to in Section 6.9.1 to 6.9.3 inclusive.

**Emptying of Dog Faeces Collection Bins**

6.9.5 The Contractor shall empty all the dog faeces collection bins at the locations listed in the Appendices of this Specification at the frequencies and times specified therein.

6.9.6 In undertaking the emptying of dog faeces collection bins the Contractor shall:

(a) inspect and remove from each and every collection bin the plastic liner bag containing the dog faeces and immediately upon removal securely tie the bag to prevent spillage.

(b) empty and collect from within the bin including all waste matter adhering to the internal or external faces of the bin and from an area within 5 metre radius of the bin all litter, debris and dog faeces not contained within the plastic liner bag and in a manner so as not to cause littering of the site.

1. supply and install a replacement plastic liner bag Specification: 80-micron, heavy duty, low density, polythene liner with double gusset inside the bin and in doing so ensure the top edges of the bag are properly clamped by the bag retainer clamp.
2. ensure that each bin freely opens and closes for the user.

**Cleansing and Associated Activities**

(e) remove all secured plastic bags containing dog faeces, together with all other debris and dog faeces referred to in Section 6.9.6 to a site properly licensed for the disposal of this type of waste as soon as possible on the same working day as the waste is collected.

1. report any damage to bins to the Supervising Officer
2. remove any hazardous bins and report this to the Supervising Officer

**7**

**Inspection, Maintenance and Ancillary Work to Play Areas and Play Equipment**

7.1 **General Description of the Work**

The Council has a number of play areas containing items of children’s play equipment located on sites in the Appendix GM 009. The Contractor shall:

(a) undertake regular 2 weekly routine visual inspections of play areas and play equipment at all sites listed and take such measures as are necessary to ensure the area and equipment is clean and free from any obvious vandalism, danger or defect which could be detrimental to its users.

(b) record on a suitable digital phone or laptop app or other transferable system that can be seen and shared with the Supervising Officer documenting the findings of each inspection at each site including any action taken and immediately report to the Supervising Officer any occurrence in which the equipment or surface is found to be defective.

(c) sweep the hard surfaces in the play areas and rake level play bark where this has fallen below agreed levels.

Other than minor repairs referred to in 7.2.4, the Contractor is not required to undertake the works of maintenance and repair of the play equipment as this is dealt with under separate arrangements with specialist contractors.

7.2 **Inspection, Reporting and Making Safe**

* + 1. The Contractor shall inspect all of the children’s play areas, play and associated equipment at the sites listed and to the frequencies specified therein. This inspection shall be undertaken in accordance with the Cleanliness and Defect Inspection Checklist detailed in Appendix 6 by a person qualified to a level agreed with the Supervising Officer.

7.2.2 These inspections shall be undertaken by an employee of the Contractor of an appropriate calibre and suitably ROSPA (or equivalent) trained and experienced to a level which will enable him to detect and report on defects in the play area surface, play and associated equipment which could be detrimental to users of the area or the equipment.

7.2.3 The Contractor shall digitally record the results of each inspection in a manner that can be shared with the Supervising Officer

7.2.4 In the event of any defect being identified as a result of the inspection which, in the opinion of the Contractor renders the equipment unsafe for use by the public he shall.

(a) where possible, the inspector will rectify any minor defects on site. Similarly, any minor hazards will be removed by the inspector on site.

(b) immediately erect signs supplied by the Supervising Officer indicating any unsafe equipment is unsafe and should not be used.

**Inspection, Maintenance and Ancillary Work to Play Areas and Play Equipment**

(c) immediately cordon off any unsafe equipment to prevent its further use by the public with signage to indicate this.

(d) immediately inform the Supervising Officer of unsafe equipment or hazards.

7.3 **Works Ancillary to Inspection of Play Area Sites**

7.3.1 The Contractor shall, at each inspection at each play area where equipment is found to have marks of dirt, human, animal or bird contamination or other debris or waste accumulation, remove the marks, debris or waste accumulations and leave the equipment clean for children’s use. All arisings shall be delivered to and disposed of at a properly licensed tip.

7.3.2 The Contractor shall at each inspection of each play area cleanse all hard surfaces on or adjacent to the play area including safety surfaces and remove weeds by hand. Litter, glass, pools of water, dog faeces or other human, animal or bird contamination, wood chips, dirt or other debris shall be removed by the Contractor to leave the surface clean for children’s use. All arisings shall be delivered to and disposed of at a properly licensed tip.

* + 1. The Contractor shall at each inspection of each play area where chipped bark or woodchip is used beneath play equipment as safety surfacing, sweep back onto the play surface any chipped bark or woodchip scattered outside the play surface and rake the surface level. The Contractor shall fork over areas which have become compacted to decompact wood chips. The Contractor shall, in raking the surface level, remove any items of waste or debris defined in Section 7.3.2, collect the same and deliver to and dispose of at a properly licensed disposal site. Should the depth of chipped bark or woodchips fall below 150mm, the Contractor shall report this to the Supervising Officer.
		2. The contractor shall empty litter bins in the play area at no additional cost.

7.4 **Inspection, Reporting, Making Safe and Works Ancillary to Inspections at Additional Sites**

* + 1. The Contractor shall, if directed by the Supervising Office in writing, undertake inspections, reporting, making safe and works ancillary to inspections at sites additional to those detailed in the Appendices of the Specification.

7.5 **Inspection, Reporting, Making Safe and Works Ancillary to Inspections at Varying** **Frequencies**

The Contractor shall, if directed by the Supervising Officer in writing, undertake inspections, reporting, making safe and works ancillary to sites listed at frequencies greater or lesser than those specified therein. Payments for the variations of frequency will be at the rate for the appropriate in the Bills.

**8**

**Maintenance and Care of Shrub Beds**

8.1 The shrub beds to be maintained by the Contractor are listed in the Appendices. The Contractor is required to undertake the following activities.

(a) the maintenance of beds on an ongoing basis.

(b) annual cultivation of rose and shrub beds.

(c) the pruning and care of roses.

1. the pruning and care of shrubs.

8.2 **Maintenance of Shrub Beds on Frequency Basis**

8.2.1 Prior to undertaking any operation detailed in Section 8.3 the Contractor shall collect and remove all litter and debris from each rose and shrub bed and deliver the arisings to and dispose of at a properly licensed disposal site.

8.2.2 The Contractor shall remove weeds from all shrub beds listed not less than every 4 weeks from 1st March to the 31st of October inclusive each year so as to ensure that on completion of each visit the bed is left weed free. Any material overhanging paths will be pruned back during these visits.

8.3 **Annual Inspection and Topping up of Mulch**

The Contractor shall in each year of the Contract during the period of February and March on all the rose and shrub beds listed spread and bring up the minimum depth of mulch to 75mm over the whole of the bed. The Contractor shall use coarse grade bark mulch, previously approved by the Supervising Officer for this purpose. The Contractor shall give to the Supervising Officer at least one working days' notice of the commencement of this operation on each occasion. Where roses and shrubs require pruning in the Spring this pruning work shall be completed on a particular bed before the mulch is topped up.

8.4 **Pruning and Care of Shrubs and Young Trees**

8.4.1 Once a year, the Contractor shall undertake the pruning and care of a variety of different species of shrubs at the locations shown in the Appendices. The Contractor’s attention is drawn to the fact that the method and timing of shrub pruning differs according to the species and cultivars of the shrubs. Work shall be carried out in accordance with the following requirements: -

(a) prune each shrub as appropriate to the species to produce a healthy and vigorous shrub with a strong framework. When pruning the shape and balance shall be maintained ensuring the maximum amount of flowering wood is produced.

**Maintenance and Care of Shrub Beds**

(b) Shrubs causing nuisance by overhanging or obscuring sight lines, paths or roadways at the time of pruning specified or at any other time shall be cut back by the Contractor to the line of the path, road or to clear sight lines. Care must be taken by the Contractor however to avoid a ‘vertical clipped hedge effect’ at the path or road edge or along sight lines by making cuts to produce a natural shaped appearance. Sections 5.4.1 and 5.4.2 relating to safety during hedge cutting shall apply to the pruning of shrubs.

(c) pruning shall be carried out using sharp secateurs and hand saws. Cuts shall be cleanly made without damaging or tearing the stem and the Supervising Officer shall be notified by the contractor of any occurrence of disease or fungus.

 (d) where shrubs have been incorrectly pruned, the Contractor shall make good, carrying out remedial pruning or replacing the plant as required by the Supervising Officer and such work will be carried out by the Contractor without additional payment.

(e) All suckers shall be removed from graft stock, by cutting them back level with source stem or root.

8.4.2 The Contractor shall, immediately upon completion of pruning of shrubs in a particular bed, separate diseased arisings and deliver to and dispose of at a properly licensed disposal site. All non-diseased arisings shall be disposed of as agreed with the Supervising Officer.

 Immediately upon completion of the pruning the Contractor shall rake over each bed to remove footprints and shall leave it with a neat and tidy appearance.

8.4.3 **Maintenance of Recently Planted Trees & Wash Common Nursery**

 The Contractor shall undertake the following works to staked young trees and unstaked trees in the shrub beds and staked young trees in separate tree circles:

(a) annually inspect each staked tree and remove any dead damaged or diseased or broken branches and trim the remaining spur and leave it smooth and regular.

(b) annually inspect and remove dead, severely diseased and damaged, vandalised and uprooted young trees and report the loss to the Supervising Officer.

(c) annually visually check tree stake and tie, refirm loose stakes, supply and replace broken tree stakes and adjust each tie such that the tree growth is not constrained and the tie itself does not become strained or cause damage to the tree. Three complete years after tree planting the stake and ties shall be removed unless otherwise directed by the Supervising Officer in writing.

(d) for trees planted in tree beds annually, between March and October remove all weed growth, including the roots of perennial weeds, within a radius of 750mm from the tree. For trees planted in grassed areas, mulch rings shall be weeded in accordance with 8.3 and 8.4. Weeding around trees planted in shrub and rose beds shall be carried out under Sections 8.2 and 8.3

**Maintenance and Care of Shrub Beds**

(e) collect and shred arisings from (a) to (d) above and dispose of in a manner agreed with the Supervising Officer

8.5 **Removal of Sucker Growth from Lime Trees**

The Contractor shall once per year during November remove all epicormic shoots from the base of the large lime trees as listed. All shoots between ground level and a height of three metres shall be cut with pruners as close to the tree bark as possible. All arisings shall be collected and disposed of in a manner agreed with the Supervising Officer.

**9**

**Maintenance of Exterior Furniture**

9.1 The exterior furniture to be maintained by the Contractor is detailed in the Appendices of the Specification. The Contractor in undertaking the maintenance shall: -

9.1.1 Every 2 months commencing in APRIL 2023 inspect all the benches listed in the Specification and at each inspection, clean each seat and ensure the seat is free from all dirt, debris, grease, oil and algae, moss and graffiti to the satisfaction of the Supervising Officer.

9.1.2 When carrying out removal of litter in accordance with Section 6, should the item be unsafe or dangerous the Contractor shall make the item safe by removing any hazards. If making the items safe is not immediately possible, the Contractor shall take measures to prevent such item from being further used until repair can be made and shall clearly and unambiguously sign the equipment making clear the equipment is unsafe and must not be used. Any such problems will be reported to the Supervising Officer immediately.

9.1.3 For wooden benches, in November to March commencing in 2023 throughout the period of the contract, rub down with approved sandpaper to remove all dirt, grease, flaking paints and other such deposits on all painted components of exterior furniture and apply primer, undercoat and gloss paint. Where furniture is stained the Contractor shall prepare the surfaces and apply two coats of approved stain/preservative to a colour determined by the Supervising Officer. The materials to be used shall have the prior approval of the Supervising Officer and shall be applied strictly in accordance with the manufacturer’s instructions.

9.1.4 During the application of timber preservatives and paint to furniture the Contractor shall take all necessary steps to prevent paint or preservatives dripping or spilling onto surfaces, plants and adjacent structures. The Contractor shall also erect a barrier around newly treated and painted furniture to protect painted or treated surfaces and prevent access by members of the public and shall erect a sign adjacent to the item of furniture clearly stating, “WET PAINT”. The barrier and sign shall only be removed by the Contractor when treated and painted furniture is thoroughly dry and represents no hazard to members of the public. Painting and the application of preservatives shall only be carried out in suitable dry weather conditions and not when wet weather is imminent, or rain expected to fall within six hours after completion of the painting or application of preservative.

10. Additional Specifics

**10.1 Flower Beds**

10.1.1 The Contractor shall plant and maintain the spring and summer flower beds shown in the Appendices 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.

10.1.2 The Contractor shall be responsible for the following activities:

* + There will be a consultation each year between Contractor and the Supervising Officer in regard to the design of the planting schemes, details of the species, varieties, cultivars, colour, flowering periods and planting densities. The Contractor will then finalise the design and report back so as to give the Supervising Officer sufficient time 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 sufficient 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,
	+ keeping beds clear of weeds, litter, debris, leaf fall and other deleterious matter at all times.

**10.2 Victoria Park Pond**

10.2.1 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 wildlife unnecessarily.

10.2.2 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.

10. Additional Specifics

10.2.3 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.

10.2.4 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. In particular the Contractor will examine the discharge catchment box & ensure its free running.

10.2.5 Regular cleaning shall be carried out between 15th April and 15th October at a minimum of every 6 weeks, unless otherwise stated by the Supervising Officer. 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 the Environment Agency who must be notified in advance of any excessive water discharge via the outflow system.

10.2.6 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.

10.2.7 The Contractor shall give the Supervising Officer 10 working days' 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 will supply all necessary signage and safety barriers.

10.2.8 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.

10,2,9 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.

10.2.10 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.

**11.3 Victoria Park Tennis Courts & Newbury Golf**

10.3.1 The tennis courts in Victoria Park are let out as a separate concession and now managed by the National Tennis Association. The Golf pitch is managed by Newbury Golf. The Contractor shall allow in his rates for any liaison that might be necessary with the concessionaire.

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10.3.2 The Contractor shall as part of the regular attendance by staff on site 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.

10.3.3 The Contractor shall keep the areas immediately outside the courts 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.

**10.4 Victoria Park Splash Pad**

10.4.1 The Contractor shall include in his rates for the maintenance of the play area in Victoria Park, maintenance of the splash pad in accordance with Section 7 of this specification. The splash pad will be pressure jet washed monthly all year round. It shall be inspected daily for any damage or graffiti and to remove any debris between 1 May and 30 September each year. Any damage or graffiti will be reported to the Supervising Officer immediately. On a weekly basis all year around the surface will be blown free of debris and cleaned using a cleaning agent provided to the Town Council. On a monthly basis it will be pressure washed to remove dirt and algae.

**10.5 Floral Displays**

10.5.1 The Contractor shall prepare, erect, maintain and remove the floral displays detailed in the Specification 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. In summer floral displays and hanging baskets will be watered up to 2 times weekly in order to keep them in good condition. In winter hanging baskets will be checked weekly.

 10.5.2 At the commencement of the Contract, the Contractor will advise the Council s to the source of its plants bearing in mind the Council Carbon Reduction & Climate Change Policy. All containers to environmentally friendly and managing as such.

 10.5.3 The Contractor shall ensure that his designs present an attractive amenity, enhance the appearance of the town and reflect the local ambience. The Council will be looking for innovation and inspiration in the designs, which should be varied each year of the Contract.

10.5.4 The Contractor shall be responsible for the following activities:

* design of the planting schemes, seek NTC approval for colours & locations
* provision & 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,

10. Additional Specifics

* fitting into designated locations including at height, 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.
* NB – current sub contractor for this work is - https://windowflowers.com/

**10.6 Allotments**

10.6.1 The allotment plots and the pathways in between are the responsibility of the allotment tenants. Contractors must avoid impact of any sort on allotment plots.

10.6.2 The Supervising Officer will be responsible for turning water supply on in the Spring and off in the Autumn.

10.6.3 The Contractor will strim 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 the Supervising Officer.

10.6.4 The Contractor shall ensure that all ditches inside Wash Common and Southbys allotments are kept clear and free flowing.

10.6.5 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.

10.6.6 The Contractor will ensure that all hedges in allotments are maintained as Type X

10.6.7 Other grass and hard standing areas to be maintained as detailed in the Appendices.

**10.7 Newtown Road Cemetery**

10.7.1 The cemetery is of particular historical importance and sensitivity. A Friends Group exists to assist in its protection. There are a number of individual CWG plots which must be managed with care & sensitivity, be in pristine condition & presentation for Armistice day & other ceremonial events.

10.7.2 Grass, grass pathways and grave areas to be maintained as detailed in the Specification.

10.7.3 The Contractor will cut all wild areas at the end of the Wild meadow flowering season after seed heads have been removed and remove arisings from site to be disposed of at a suitable location.

10.7.4 The Contractor is responsible for removing any dead flowers from graves. Care and consideration must be carried out at all times 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 Supervising Officer.

10. Additional Specifics

10.7.5 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 appropriately.

10.7.6 The Contractor shall clean the chapel to the following standard 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., windowsills, 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 the correct position and adjacent surfaces left splash free. All floors will be brushed and 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.

10.7.7 The Contractor shall ensure when unlocking & locking up the Cemetery site that the chapel is securely locked when not in use.

10.7.8 The Contractor is responsible for the emptying of litter bins on site and the removal of dirt and animal faeces from signs and benches.

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

10. Additional Specifics

10.7.10 **Public visiting times are between 10.00am to 3.00pm during weekdays and weekends** (except Christmas Day). The Contractor will be responsible for ensuring the cemetery is open and closed at 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 or when there are predicted high winds storms or serious adverse weather when the cemetery is to be left closed for safety reasons. Notices must be displayed to this effect

10.7.11 The Contractor is responsible for dealing with requests from members of the public in relation to the cemetery maintenance. When dealing with members of the public great care and sensitivity should be shown at all times.

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

**10.8 Shaw Cemetery**

10.8.1 This cemetery is of particular sensitivity as it is still in use for burials.

10.8.2 The Contractor is responsible for unlocking and locking the main gates, restroom and Chapel at Shaw Cemetery to comply with the cemetery opening and closing times. These are: 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.

10.8.3 The Contractor is responsible for ensuring that at least one member of staff is present during opening hours on Mon-Fri from the 31st of October - 31st March. Two members of staff will be present Mon-Fri from the 1st of April - 30th October.

10.8.4 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 its attention. When dealing with members of the public great care and sensitivity should be shown at all times.

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

10.8.6 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.

10.8.7 Grass will be maintained as detailed in the Specification.

10. Additional Specifics

10.8.8 The Contractor is responsible for maintaining the cemetery grounds and graves in line with the Shaw Cemetery Policy on Unauthorised Memorials. This includes liaison with the Supervising Officer on the management of specific graves.

10.8.9 The Contractor shall assist the Council in executing the memorial testing process in conjunction with the Supervising Officer.

10.8.10 The Contractor is responsible for keeping the Shaw Cemetery restroom clean, tidy and secure at all times. Burial records and 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 chapel.

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

* + 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. The Contractor will replace soap and towels are necessary.
	+ 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., windowsills, 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.

10. Additional Specifics

* 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.

10.8.12 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., windowsills, 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 the correct

position and adjacent surfaces 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.

10. Additional Specifics

10.8.13 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.

10.8.14 During cold weather, Chapel heating must be put on at least four hours before a funeral and switched off immediately after use. Any faults that render the system inoperable must be reported to Newbury Town Council immediately.

10.8 .15 All the main pathway drains should be kept clear of litter, soil, mud, stones, leaves, pine needles and pinecones at all times.

10.8.16 Watering can stations are to be kept tidy and supplied with cans at all times.

10.8.17 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.

10.8.18 The Contractor is responsible for completing all designated Cemetery paperwork and reporting to the relevant Services Officer.

10.8.19 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.

10.8.20 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 Supervising Officer.

10.8.21 Immediately after clearance of snow, or upon receipt of instructions from the Supervising Officer, the Contractor will carry out an application of grit or salt 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.

10.8.22 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.

10.8.23 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 containing 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 or dead flowers. One skip to be used for waste soil from grave excavations only.

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

10.8.25 The storage shed on site must be kept clean and tidy at all times. It should be kept secure, and the alarm should be set every time there are no members of the Contractor’s staff on site.

10. Additional Specifics

**10.9 Shaw Cemetery Grave Digging and Grave Maintenance**

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

10.9.2 Grave digging is arranged by the relevant funeral director and carried out by a designated grave digger (with the exception of cremated remains internments which will be carried out by the contract as per section 10.10)

10.9.3 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.

10.9.4 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.

10.9.5 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.

10.9.6 The Contractor shall ensure freshly dug graves are to the correct depth, width and length and in the designated location prior to a funeral.

10.9.7 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.

10.9.8 The Contractor must be in discrete attendance for administration purposes.

10.9.9 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.

10.9.10 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.

10.9.11 The Contractor must ensure any memorial which has been soiled during the excavation of the grave shall be thoroughly cleaned immediately afterwards.

10.9.12 The Contractor shall ensure the site is left clean and tidy.

10.9.13 When topping up new graves with soil and over seeding, a good quality stone free topsoil 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.

10.9.14 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.

10.9.15 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 metre.

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10.9.16 When turfing graves, a good quality stone free topsoil 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.

**10.10 Cremated Remains**

10.10.1 The Contractor is responsible for digging graves for cremated remains and filling in the grave after internment, ensuring the site is left clean and tidy. Up to 50 of these may occur per annum.

10.10.2 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.

10.10.3 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.

10.10.4 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.

**10.11 Winter Edging**

10.11.1 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.

10.11.2 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.

10.11.3 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.

10.11.4 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.

10.11.5 Where damage has occurred to cut edges, the Contractor shall repair the edges and then recut to the original line. Beds and edge gaps shall not be significantly enlarged by edge cutting.

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

**10.12 Herbaceous Beds**

Herbaceous beds will be maintained in accordance with Section 8 of this specification, but in addition:

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10.12.1 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.

10.12.2 During the growing season, the Contractor shall ensure that plants are properly staked as necessary.

10.12.3 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.

**10.13 Maintenance of Signs and Notice Boards**

Notice boards and signs should be kept clean by washing as often as is necessary using environmentally friendly soap and water.

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