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Grounds Maintenance Tender Annex F

Operational Instructions

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1. GRASS CUTTING

1.1. General

All grass cutting should be carried out using equipment suitable for the specific operation, the environment in which the equipment is being used and the location being cut.

Any damage caused by using unsuitable equipment must be repaired by the service provider at their own cost.

Prior to any grass cutting operations all litter and debris must be removed from the area.

Grass cutting operations to only take place between the hours of 0730 and 1800 Monday to Friday, i.e. during the normal working day unless with the prior agreement of the Clerk.

Grass cutting operations to include strimming around all obstacles and fence lines, although grass should be allowed to grow long next to trees to prevent any damage from strimming.

The first grass cut is to be completed (weather allowing) before the end of March. Cutting shall continue to the end of October unless otherwise directed by the Clerk.

1.2. Specific Location Instructions

1.2.1. Standard Cut

All grassed areas to be cut every 2-weeks during the grass cutting period - the indicative number of cuts for these areas is 16 per annum.

Arisings shall remain on site and evenly dispersed over the grass area, unless weather conditions prevent mulching of the cuttings.

1.2.2. Grass Land Areas with Bulbs

The service provider shall not cut grassed areas planted with bulbs until approximately 6 to 8 weeks after bulbs have finished flowering and leaves have gone dead.

1.2.3. Conservation Areas – see map Annex A(2)

The conservation areas are defined as follows:

- CA1 - At the back of Saint George's field bordering the rear gardens of Lime Avenue.
- CA2 - Wildlife corridor adjacent to Saint George's field (behind a locked gate).
- CA3 - At the bottom of the path from the Monarch Drive play area to the river.

Grass shall be cut on two occasions per year at the end of March and the end of September and all arisings shall be removed from site.

1.2.4. Wildflower Areas – see map Annex A(3)

The wildflower areas are found at:

- WA1 - Along the A533 Kingsmead (spine road) between St George's Way and Moor Park Way.
- WA2 - The right-hand side of Saint George's field on entering from the main gate off Saint George's Way.

Note that the wildflowers (and grass) on the junction between Monarch Drive and the A533 Kingsmead (spine road) i.e. within the "triangle section", are managed by Cheshire West and Chester Council and do not form part of this contract.

Designated wildflower areas are not to be cut during the growing season by the service provider, but all edges are to be cleanly maintained during the grass cutting operation. Once the wildflowers have been cut back at the beginning of autumn, the area should be cut in line with 1.2.1.

1.2.5. Grass Edging

All grassed edges abutting paths shall be trimmed in conjunction with each grass cutting operation and arisings removed from footpaths.

The edges of grassed areas along the following paths and roads shall be redefined once per year between October and February and all waste removed from site.

- Regency Way
- A533 Kingsmead Road - clock tower to St George's Way (both sides) and St George's Way to the Kingsmead wall (daffodil bank side)
- Monarch Drive to the river
- Moor Park Way

1.2.6. St George's Field (including the Orchard Area) – see map Annex A(4)

St George's field is to be cut in line with section 1.2.1 (Standard Grass Cut), including the maintenance of a path from the main field area to the gate at Dobell's Road. All litter is to be collected prior to cutting and disposed of in an approved manner.

Grass in the orchard area should be cut back regularly to maintain the edges of the bark path and all grass should be cut in the early spring and early autumn.

2. WEED CONTROL

2.1. General

Weeds should be controlled regularly across all areas identified in this contract to retain a well-managed appearance.

In addition and in particular, good weed control shall be required for infestations of injurious weeds as follows:

- Broad leafed dock.
- Curled dock.
- Common ragwort.
- Creeping thistle.
- Spear thistle.
- Himalayan Balsam.
- Giant hogweed.
- Japanese knotweed.
- Mare's tail (*Equisetum Arvense*)
- Other species which may be a nuisance locally.

KPC should be notified of any areas where infestations of injurious weeds have become a problem and approval should be sought for recommended treatment measures.

2.2. Methods for Weed Control

Weed control should be undertaken in accordance with the following guidance:

- Hand weeding – to consist of the removal of the entire weed, including roots.
- Spot treatment with a translocated herbicide (applied with a device that ensures that it touches the weed species only) and carried out in accordance with manufacturer's instructions.
- Chemical treatment of weeds should only be carried out in accordance with the manufacturer's instructions and under the following conditions:

- Only after prior permission is given by KPC
- Only around hard objects
- No chemical spraying should be carried out on windy days
- No chemical treatments should be carried out on grassed areas unless approval has been given by KPC.
- Chemical treatment in play areas must only be carried out using appropriate products for the environment, only when the areas are not in use and should not be undertaken routinely.

All arisings from weed control operations shall be removed from the grounds and any injurious weed arisings shall be destroyed.

Damage to Grass, Shrubs or Non-Target Specifics

The Service Provider shall make good any damage caused by weed-control chemicals and will be required to remove and replace all contaminated material at their own expense.

3. PLANTING AND MAINTENANCE OF SEASONAL BEDDING

3.1. Planting General

Seasonal bedding will be provided in the following areas:

- Clock tower flower beds
- Planter(s) by the cenotaph
- Planter on A533 Kingsmead opposite Sir John Deane's college.

Planting is to be carried out twice yearly, in Spring and late Summer, with season-appropriate plants. KPC may request certain varieties of bedding plants.

3.2. Seasonal Bedding Maintenance

3.2.1. Soil Improvers

The beds should be properly prepared with soil improvers in accordance with the manufacturer's recommendations prior to any planting being carried out.

3.2.2. Irrigation

The Service Provider will be required to water as necessary all beds and planters to enable them to maintain their full flowering potential throughout the season. It should be noted there are no onsite watering points on KPC's grounds.

3.2.3. Finishing of Beds

On completion of planting the surrounding area shall be raked and swept and left in a tidy condition, all arisings being removed from site.

3.2.4. Guarantees and Replacement of Stock

The Service Provider shall replace any annual plants that fail or become damaged in any way. All other plants shall be guaranteed for a period of two years after planting and replaced in the appropriate season as required (early autumn and early spring).

Additional payment will only be made in the case of substantial vandalism or pest damage, disease and disorder notified to the Clerk within the appropriate time.

3.2.5. Deadhead/Weed/Hoe/Litter Pick

Once planted the beds shall be maintained in a weed and litter free condition. At each scheduled visit all weed material, litter and debris shall be removed.

Dead flower heads or plants shall be cleanly removed at each visit.

All litter and debris shall be disposed of in an approved manner

4. HEDGE (AND SHRUB) MAINTENANCE

4.1. Timing of Operations

Hedges shall be trimmed once per annum between 1st September and 31st October.

- The exception to the above is where hedges are causing an obstruction to paths or entrance gates. These should be identified to the Clerk and approval for cutting will be given where necessary. All hedges cut outside of the normal period should be inspected for nesting birds prior to any work being carried out. If nesting birds are found, all work should cease.

Shrubs shall be trimmed once per annum between September and February.

Hedge and shrub trimming operations shall only take place between the hours of 0730 and 1800 Monday to Friday, i.e. during the normal working day unless with the prior agreement of the Clerk.

4.2. Operations

All hedge and shrub cutting should be carried out using equipment suitable for the specific operation, the environment in which the equipment is used and the location being cut.

It should be noted that there is an agreement with residents in some locations that cutting will only be carried out using hand tools; these locations will be notified to the service provider.

Residents in the immediate vicinity of hedge cutting operations should be informed prior to work starting. The Clerk will notify the service provider of any specific locations where work must only be undertaken after a resident has been notified and/or given time to take steps to minimise any impact from the hedge cutting (e.g. to move cars, take down lights, etc).

4.3. Operational Results

Hedges shall be trimmed neatly across their entire faces, ends and tops to achieve a tidy appearance. Where applicable, hedges should be trimmed on both sides.

On completion of trimming operations all rubbish and weed growth shall be cut back, raked out and removed from the base of hedges.

All arisings from hedge trimming and base clearing operations shall be removed from site.

4.3.1. Hedge Heights

The height of hedges is to be maintained as follows:

- In general hedges are to be cut back to last year's growth, or where applicable, to just above the top of a fence or railing.
- Hedges around parks should be maintained to a height of between 140-150cm.

The service provider should seek approval from KPC if it is believed that the height of a hedge should be different to that stated above.

5. IVY GROWTH MAINTENANCE

As instructed by KPC, the service provider shall reduce all excessive ivy growth, which should only be carried out using secateurs and hand trimmer.

The indicative number of operations is twice per annum.

All arisings and base cleaning operations shall be removed from site.

6. PATH SWEEPING AND BLOCK PAVING MAINTENANCE

6.1. Path Sweeping

6.1.1. Frequency of sweeping

The paths listed in 6.1.2 shall be swept as required to maintain an orderly appearance and no less than once per month. During the months of September to November, the paths shall be swept weekly to ensure that fallen leaves are removed.

All arisings and base cleaning operations shall be removed from site.

6.1.2. List of paths

- 3x bridges (Monarch Drive, Sluice Pond, Headworth Close)
- Coronet pond (including the area around and underneath the pagoda)
- Duke's Way / Regal Close pond area (including the jetty)
- Cenotaph
- Clock tower
- Monarch Drive to the river
- A533 Kingsmead to Blakemere Close
- All play parks

6.2. Block Paving / Crazy Paving

The service provider shall maintain & weed block paving edges, steps, paths and cobblestones at the following locations:

- A533 Kingsmead to Palmer Close
- Entrance path from Duke's Way to Duke's Way pond
- Cenotaph
- Clock tower
- Coronet pond
- Roundabout at the end of Kensington Way

It must be ensured that the paths and cobblestones in the memorial garden area are weeded and edged at the end of October each year, so that the area is clean and well presented for Remembrance Sunday.

All arisings and base cleaning operations shall be removed from site. Weed control to be carried out in compliance with Section 2 above.

7. Litter and Dog Bins

All KPC litter and dog bins shall be emptied weekly (52 weeks per annum) on a Friday. If Friday is a bank holiday, the bins should be emptied on the Thursday before the Bank Holiday.

- Note that there are some bins in Kingsmead that are the responsibility of Cheshire West and Chester Council. A full list of KPC bins (with specific What3Words locations) is provided in schedule Annex E.

Any litter or overspill in the immediate vicinity of the bins should also be removed and all litter bags replenished.

All dog bins should be disinfected a minimum of once per annum.

All bags and litter should be removed from site and disposed of in an approved manner (the service provider will need to demonstrate they hold an appropriate Waste Carrier Licence).

Any damage or other problems with bins should be reported to the Clerk immediately.

8. PLAY AREA MAINTENANCE

8.1. General

8.1.1. Maintenance of Play Area Bark Pits

The Service Provider shall ensure that bark pits surrounding play equipment are raked over and levelled fortnightly. Any chips that have spread outside the confines of the pit shall be swept up and returned to the pit unless they are contaminated in which case they shall be removed from site.

At each maintenance visit the Service Provider shall remove all extraneous material from play-bark and dispose of it in an approved manner.

The Service Provider shall notify the Clerk of any play areas where bark fails to meet the approved depth.

Any weed growth shall be removed at each maintenance visit in accordance with section 2.2 (Methods for Weed Control).

8.1.2. Maintenance of Carpet and Safety Tile Surfaces

The Service Provider shall undertake regular maintenance of all carpet and safety tile surfaces.

The Service Provider shall at each maintenance visit sweep the carpet to remove all litter or debris and remove any weed growth

All such arisings shall be removed from site at each maintenance visit and disposed of in an approved manner.

8.1.3. Path Sweeping

Paths in play areas shall be swept in accordance with section 6.1.1 (Frequency of Sweeping). Where the play area is part of a wider park area, these paths should also be swept and maintained to the same standard. These areas are as follows:

- Burwardsley Way park
- Campbell Close park
- Duke's Way 1
- Kingslawn Close park
- Pulford Close park

8.1.4. Maintenance of Dog Grids

Kensington Way park has two dog grids at its entrances. These should be cleaned out a minimum of once per month to remove all weeds and litter.

8.2. Grassed Area Reinstatement

The Service Provider shall top dress seed or turf all worn or uneven areas of grass up to 5 sq. m.

This operation shall be carried out in March and October of each year.