

## **King George V Playing Field, Rayleigh – Grounds Maintenance Specification (Contractor Summary)**

### **1. Purpose and scope**

Rayleigh Town Council, acting as trustee for the King George V Playing Field, is procuring a grounds maintenance contractor to keep the KGV site safe, clean, attractive and playable all year round.

This contract covers only King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD (including pitches, play areas, outdoor gym, skate area, petanque court, pavilion surrounds, paths, boundaries and landscape). No other Town Council sites are included.

The contractor will supply all labour, supervision, machinery, tools, vehicles, fuel and day-to-day materials necessary to deliver the services and meet KPIs.

### **2. Working hours and staffing**

- The Contractor will provide a member of staff to work from 7.00am to 5.00pm, 7 days a week to perform all duties described in the contract. Suitable cover will be maintained at all times for sickness and holidays. The only days of the year that full staff cover is not required are Christmas Day, Boxing Day and New Year's Day when staff will be expected to lock/unlock the gates of the KGV field and to deal with any emergency issues only. Staff will notify the Town Council office if they are to leave site during the working day. Locking up will be at dusk (closing times as attached)
- Base staff primarily at KGV and ensure they report to Council staff as required.
- Provide a named on-site supervisor and a contract manager as points of contact.
- Ensure all staff are competent, suitably trained, in uniform or with visible ID, and hold DBS clearance where required.
- Manage all HR, training, health and safety and performance of staff delivering the contract.

### **3. Grass and sports pitch maintenance**

- Maintain grass areas to agreed cutting heights and frequencies, producing a neat and even sward.
- Keep playing surfaces substantially free of weeds, pests, disease and bare patches.
- Mark and maintain football and other agreed sports pitches, including initial setting out and regular over-marking. Installing of goals posts on a weekly basis during the football season as per instructions from the Town Council. (posts to go up Friday and taken down on a Monday)
- Deliver end-of-season sports pitch renovation (e.g. verti-drain, overseeding, topdressing and repairs).
- Remove arisings from hard surfaces, play areas and furniture and dispose of all green waste appropriately.

### **4. Petanque court**

- Maintain the petanque (boules) court as a safe, level and clearly defined playing surface.
- Keep the surface free of weeds, litter, glass, stones and other debris that could affect play or cause injury.
- Rake and dress the surface at agreed frequencies to maintain a consistent depth and firmness of the playing material.
- Top up and re-dress the surface with agreed material when levels drop or hollows form.
- Maintain edging, timber or other boundaries to prevent material loss and trip hazards and repair minor damage as required.
- Ensure surrounding paths and seating areas are kept clean, weed-free and safe for users.

### **5. Shrub beds, rose garden and planting**

- Maintain shrub beds, borders and other planting in a tidy, weed-free condition, with pruning and replacement as required.
- Maintain the KGV rose beds with particular care, including mulching, pruning and fertilising.
- Apply mulch to specified depths and use peat-free products.

- Address issues highlighted in the Green Flag 2025 report, including controlling established weeds and improving the presentation of beds and borders.

## **6. Trees, hedges and boundaries**

- Maintain hedges, including the Stile Lane hedge and verge, to agreed heights and profiles.
- Ensure hedges and vegetation do not obstruct pavements, entrances, sightlines, signage or lighting.
- Remove basal growth from trees where appropriate and within competence.
- Recognise that KGV lies within a conservation area and many trees are protected; obtain approval from the Council before undertaking significant tree work.
- Maintain and repair boundary fencing and gates as specified, and report any serious damage immediately.

## **7. Play areas, outdoor gym and skate facility**

- Carry out daily visual inspections of play areas, outdoor gym and skate park, taking immediate action on any urgent defects.
- Carry out weekly recorded inspections using agreed checklists and provide copies to the Council.
- Maintain and lubricate moving parts, tighten fixings and manage wear and corrosion.
- Maintain safety surfaces in accordance with relevant standards (e.g. BS EN 1176/1177).
- Replace agreed minor components and repaint equipment as required, with more significant replacements subject to Council approval.
- Ensure inspectors are appropriately trained and, where required, registered with the Register of Play Inspectors International (RPII).

## **8. Litter, bins, dog fouling and fly tipping**

- Litter pick the entire KGV site to an agreed standard and ensure the site is presentable for daily use and events. Contractor to supply bins for storage for waste and arrange for removal at their own cost.

- Empty all litter and dog bins at specified frequencies, avoiding overflow and ensuring contents are removed from site.
- Clean bins (including recycling bins) as required, and replace or report any damaged or burnt-out units.
- Treat fly tipping on KGV as a priority; remove and safely dispose of tipped material promptly and record incidents for enforcement purposes.
- Monitor and respond to dog fouling hot spots, supporting the Council's PSPO and byelaw enforcement and any public awareness campaigns.

## **9. Hard surfaces, paths, winter maintenance and ancillary areas**

- Sweep and keep clean all paths, hard play areas, courts, petanque surrounds and hard standings.
- Control moss and weeds on hard surfaces by safe and agreed methods.
- Deliver a defined winter service for KGV, including gritting agreed routes and responding to snow and ice in line with Council priorities. To remove snow from pathways as priority
- Open and close KGV field gates at agreed times and ensure the site is secure out of hours.
- Maintain areas around the pavilion, storage and groundsman's buildings, boot-cleaning area and similar ancillary features in a tidy and safe condition.
- Carry out minor agreed "handyman" tasks (e.g. tightening fittings, basic fixing and minor painting) and report larger defects promptly.

## **10. Buildings, toilets and pavilion cleaning**

- You will co-operate with the Council and any separate specialist cleaning contractor regarding access, safety and reporting of defects in the pavilion and public toilets.
- Internal cleaning of the changing rooms and storage room (including the associated toilets and showers) is included in this contract. The pavilion and public toilets is expressly excluded from this grounds maintenance contract.
- The Public Toilets will require locking and unlocking daily, checking throughout the day and to conduct any minor works (removal of rubbish, replace toilet rolls, unblocking) Report any vandalism/breakages to the Council.

- You remain responsible for the external surroundings of these buildings (grounds maintenance, litter, graffiti and minor exterior repairs) in line with the schedule.

### **11. Signage, noticeboards, furniture and graffiti**

- Inspect signs and noticeboards regularly; maintain them in a clean, legible and presentable condition.
- Repair or replace damaged, vandalised or missing signage within agreed timescales, including PSPO and byelaw signs.
- Keep benches, seats, tables, railings and other site furniture safe, clean and usable; repair or report defects.
- Remove or overpaint graffiti on all KGV structures and equipment, removing offensive or discriminatory graffiti within 24 hours and all other graffiti within two working days.
- Use cleaning methods and materials that are safe for Perspex, coated surfaces, play equipment and brickwork and record all graffiti incidents and responses.

### **12. Pesticides, environmental management and biodiversity**

- Use pesticides only when authorised by the Council and in line with DEFRA guidance, COSHH regulations and the Safe Use of Pesticides legislation.
- Prioritise non-chemical and integrated weed management methods.
- Maintain records of pesticide use on the KGV site and work towards agreed reduction targets.
- Use peat-free mulches and growing media and contribute to climate-resilient planting and tree succession planning.
- Maintain wildflower and “No Mow” areas to their agreed cutting regime and standards.
- Support installation and maintenance of bird, bat and insect boxes and similar biodiversity features and keep a simple record of their locations.

### **13. Community involvement and communication**

- Support supervised volunteer sessions at KGV, particularly for rose garden and planting tasks, by providing tools, removing green waste and co-ordinating with your work programme.
- Liaise with Council officers on planned works, events and any operational issues. To put out and remove signs on a weekly basis for the market in the High Street on a Wednesday
- Attend contract review meetings and provide information requested for monitoring performance and Green Flag assessments.

### **14. Standards, monitoring and reporting**

- Work to the standards set out in the KGV maintenance schedule, site plans and any additional Council instructions.
- Keep simple logs and records for grass cutting, pitch preparation, inspections, pesticide use, incidents and complaints.
- Provide weekly or monthly reports as required by the Council.
- Provide an annual summary of works, issues and suggested improvements to help the Town Council and the KGV Trust plan future investment.

### **15. Out-of-scope items**

The following are not included in this KGV grounds maintenance contract and will either be managed directly by the Council or procured separately:

- Internal cleaning of the pavilion and public toilets.
- Grounds or cleaning works at any other Town Council site (for example woodland, allotments, other parks, bus shelters or the market area).
- Major capital works such as resurfacing, new play equipment, large-scale tree surgery or major structural repairs, except where separately instructed in writing.