



Woodbridge
Town Council

GROUND MAINTENANCE CONTRACT

**ELMHURST PARK
KINGSTON FIELD
FEN MEADOW
BROOMHEATH
WAR MEMORIAL GARDENS
QUAKER BURIAL GROUND
FITZGERALD GREEN
MARKET HILL
THEATRE STREET
WHISSTOCKS PLACE**

<p>AWARDED TO FOR A PERIOD OF 36 MONTHS FROM (Jan 2020 to Dec 2022)</p>
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MAINTENANCE CONTRACT

General Management - Specifications

General Responsibilities

- 1.1 The Contractor will be required to ensure that the Council's interests are at all times protected in respect of the operation of Elmhurst Park, Kingston Field, Fen Meadow, Broomheath, the War Memorial Gardens, the Quaker Burial Ground, Fitzgerald Green, Market Hill and Theatre Street Amenity Grass together with all buildings at Elmhurst Park. The Contractor will be responsible to the Town Council for the proper upkeep and maintenance of its Parks and Open Spaces to the standards required by the Council as set out in this document. The contractor will show friendliness and courtesy to all members of the public, Council staff and Councillors.
- 1.2 **The contractor is to provide his own staff and equipment at all times** including a mobile telephone, the number to be provided to the Town Clerk. The Contractor is to have a minimum of £10,000,000 Public Liability Insurance and the relevant Health and Safety Policies and Risk Assessments for carrying out Grounds Maintenance tasks (copies of which are to be supplied to the Town Council). The Contractor is to be permitted to use the Elmhurst Park Workplace building as a base for staff and equipment.
- 1.3 The Contractor shall ensure that the following Maintenance Contract is fulfilled and key tasks carried out.

General Administration Responsibilities

- 1.4 The Contractor will complete a daily work diary, recording basic work duties, all incidents and events, contract work carried out, weather conditions and future engagements. A copy to be given to the Town Clerk at the end of each month.
- 1.5 The Contractor will complete a weekly time sheet, for all work operations. Such time sheets will be given to the Town Clerk at the end of each week for her approval and records. The Contractor will at all times report to the Town Clerk on matters relating to management of all Parks and Open Spaces. The Contractor will inform the Town Clerk on all Staffing and Annual Leave arrangements that might affect the maintenance of Parks and Open Spaces.
- 1.6 The Contractor is to liaise with both the local Police and the Town Clerk to report immediately (when discovered), any incidents of vandalism, criminal damage, consumption of alcohol or any other act of anti-social behaviour in any Park or Public Open Space owned or managed by the Town Council. The Contractor is to complete the relevant incident form, **including the crime number**, and e-mail the Town Clerk within 24 hours to townclerk@woodbridge-suffolk.gov.uk

Variation to Programmes Arising out of Weather Conditions

- 1.7 In normal weather conditions the Contractor will be required to maintain the standards specified. Variations to the programmes may arise in the following circumstances:-
- 1.8 Weather conditions being such as to abnormally stimulate growth to the extent that the frequencies need to be increased to maintain the specified standards. The Contractor will take all such measures as is practicable to restore the

standards set out in the Maintenance Contract as quickly as possible at the cost of the contractor.

- 1.9 If inclement weather prevents the agreed programmes being carried out, or if carried out they would create damage to the surface of any grass or bed, the Contractor will cease operations and inform the Town Clerk. After any period when operations have ceased or been suspended the Contractor shall take all necessary action to restore areas to the required specified standards as soon as practicable.
- 1.10 In weather conditions which inhibit grass or weed growth to negligible amounts the Contractor will cease all operations on such areas until regular growth is maintained, informing the Town Clerk.

Manner of Performance

- 1.11 The Contractor shall be expected to be aware of the accepted practices and methods used in undertaking good grounds maintenance management and manage its staff accordingly. Where there is any doubt in the interpretation of any method or practice this should be clarified with the Town Clerk in advance of work commencement.

Waste Disposal

- 1.12 Any vegetative debris, hedge, tree and permanent planting debris will be taken off site and deposited in Green Waste skips for re-cycling at a recognised green waste site.
- 1.13 All litter debris (e.g. bottles, papers, plastics) will be deposited into the general waste wheelie bins supplied by the Town Council and emptied when required. The Contractor is to inform the Town Clerk when the bins are two-thirds full and she will arrange for them to be replaced.
- 1.14 Recycling bins and waste bins are to be emptied on a weekly basis between October and April and twice weekly between May and September. Recycling and non-recycling waste is not to be mixed when emptying these bins.

Unacceptable Methods

- 1.15 Methods of carrying out any of the operations contained within the Maintenance Contract, which would impair safe working arrangements, give rise to nuisance (such as the playing of loud music via a radio), or damage private property or inconvenience Park or Open Space users are unacceptable. The Town Clerk will investigate all unacceptable methods reported to the Council and will require the contractor to cease such work forthwith.
- 1.16 Weed control must not include any nicotinoids or any other agent harmful to bees and other wildlife.

Complaints

- 1.17 The Town Clerk will receive all complaints from third parties.

Supervision

- 1.18 The Contractor shall provide sufficient staff in order to ensure the Parks and Open Spaces are maintained to the satisfaction of the Town Clerk who will be guided by the Amenities Committee. **This includes providing supervision for other contract staff and volunteers.**

Responsibility/Reporting

- 1.19 The Town Clerk shall be the supervising officer in respect of the performance of the Contract and will be the officer responsible to the Council for ensuring that their decisions for Parks and Open Spaces are carried out.
- 1.20 The Contractor will report to the Town Clerk as the supervising Officer and will at all times liaise with the Town Clerk on the duties and responsibilities of the job and keep such records as are required by the Town Clerk for the purpose of the work involved.
- 1.21 The Town Clerk and Chairman of the Amenities Committee will carry out periodic inspections of all sites and when so requested and the Contractor is required to attend these visits.

Terms and Conditions

- 1.22 The terms and conditions but not the specifications referred to are not exhaustive and may be reasonably reviewed and revised at any time by the Town Council giving one month's notice of variation.

Failure of Contract

- 1.23 The Contractor is required to visit the sites given within this contract, before tendering, and to satisfy themselves that they are able to meet the standards and quality of service provision currently being delivered. A photographic record of current standards will be used as an additional benchmark to the specification to measure future performance of the contractor appointed. No further allowance will be made in respect of alleged ignorance on the part of the contractor concerning the standards required and quality of provision to be achieved by the contractor.
- 1.24 The contractor is required to be proactive in the management of his staff and resources to ensure customer satisfaction and full compliance with the contract. The contractor will therefore be deemed to be failing to perform should the Town Clerk be required to intervene in order to restore standards of maintenance or quality issues. A written warning will be issued to the contractor for failure to perform detailing the nature and extent of poor performance identified and time scale in which the poor performance is to be fully rectified. Any further failure to perform will result in the Town Clerk issuing notice to terminate the contract.

Termination of Contract

- 1.25 Without prejudice to any other rights or remedies of Woodbridge Town Council ("the Council"), the Council may terminate this Agreement with immediate effect on written notice to the Contractor in the event of the Contractor:-
- 1.25.1 making a composition or arrangement with his creditors;

- or
- 1.25.2 having a proposal for a voluntary arrangement for a composition of his debts or scheme of arrangement approved in accordance with the Insolvency Act 1986, or having an application made under the Insolvency Act 1986 to the Court for the appointment of an administrator;
- or
- 1.25.3 having a winding-up order made or (except for the purposes of amalgamation or reconstruction) a resolution for voluntary winding up passed or having a provisional liquidator, receiver or receiver and manager of his business or undertaking duly appointed;
- or
- 1.25.4 having an administrative receiver, as defined in the Insolvency Act 1986, appointed or having possession taken, by or on behalf of the holders of any debentures secured by a floating charge or of any property comprised in or subject to the floating charge;
- or
- 1.25.5 committing any fraud or any other unlawful or criminal act, or being in breach of any statutory obligation in respect of his performance of the contract.
- 1.26 **Termination under this Clause shall be without prejudice to any other right or remedy of either party in respect of anything done by the other before termination.**

References

- 1.27 The Contractor is to provide supporting information regarding the company's technical capacity or references from previous clients.
- 1.28 **As part of the contractor's bid he must supply copies of certificates and training records for staff to be used on this contract. In addition supply addresses of sites that the contractor currently maintains that contain similar requirements as those in this contract i.e. tree care, permanent planting maintenance, bedding displays and play equipment monitoring and maintenance. The Town Clerk and Chairman of the Amenities Committee will visit sites within Suffolk and adjacent counties offered by the contractor to establish methodologies and resultant standards that the contractor has achieved as part of the tender evaluation process.**

2 ELMHURST PARK

- 2.1 Elmhurst Park is a Regional and National Award winning Park having been awarded numerous certificates by the Anglia in Bloom organisation, and has won, for a number of years the Keep Britain Tidy prestigious Green Flag award. The Park is small in area covering some 1.7 hectares and includes the land from Lime Kiln Quay Road known locally as the Knoll, part of Elmhurst Walk accessed from the adjacent car park and a small area, as defined on map 1, for storage, in the Elmhurst Park Kitchen Garden. The Park itself is invitingly located a short walk from both the main shopping area and the River Deben. It is renowned for its floral colour, mature planting, high standards of maintenance, diverse events programme and wide community appeal.

Tasks

- 2.2 The Contractor will ensure that the Park is kept in a condition satisfactory to the Town Council by carrying out **daily** inspections.

Lawn Area

Definition

- 2.3 The lawn (The Scouts Corner Garden) is defined as an area of grass maintained to a high standard and cut by means of a motorised or manual pedestrian mower weekly or as otherwise necessary.

Operation

- 2.4 This section deals with the operations of grass cutting and is split into two sections as follows:
- Works related to lawn cutting
 - Works relating to edge maintenance

Lawn Cutting

- 2.5 The Contractor will allow time for all elements of the operation of lawn cutting as follows:
- The removal and disposal off-site of all litter, including paper, bottles, tins, etc prior to each cut.
 - The removal and disposal of all stones, debris and objects which could present a danger to the public or which could be pressed into the surface by the cutting operation prior to each cut.
 - Moveable obstructions such as litter bins, park benches, etc. are to be lifted and set aside and replaced in their original position after grass cutting operations.
 - Removal of all mounds and filling in of all holes created by burrowing animals or other such damage likely to cause a danger to the users of the area.
 - Lawned areas must be scarified once a year and fed in spring and summer.

Working Methods

- 2.6 The equipment type must be capable of cutting the lawn to a uniform and consistent standard cut without ridges or nibbing.

Blades and cutters to all equipment will at all times be sharp and correctly set to cut the grass cleanly and evenly.

Machinery will, at all times be properly set to cut the lawn cleanly and evenly.

The grass cuttings are to be removed.

Frequency and standards

- 2.7 The grass cutting season extends throughout the year and the Contractor will programme work so that each lawn cutting operation is carried out within one working day including trimming around obstacles, trees, etc.

The Contractor may, with the approval of the Town Clerk and Amenities Committee, use any equipment type designed to provide a higher standard of grass surface finish than that specified but not vice versa.

The cutting heights for the types of cut specified are as follows:-

	Height of Cut	
	Min	Max
Lawn Area	20mm	40mm

The Contractor shall ensure that the height of grass immediately following grass cutting does not fall outside the limits scheduled above.

- 2.8 Should the Contractor be unable to cut the grass without reducing the height of cut to below the maximum height then they will inform the Town Clerk at the first opportunity for discussion.

Irrigation

- 2.9 Irrigation to be carried out as and when required

Edge Maintenance

- 2.10 Edge maintenance to be carried out per cut using long handled shears.

Variation to Frequencies/Standards

- 2.11 For the purposed of determining the work load frequencies, work carried out in disadvantageous condition is deemed to be offset by work in advantageous conditions.

Growth Regulators

- 2.12 No growth regulators of any form will be applied to lawns.

Treatment of Obstacles

- 2.13 The lawn area will be cut to operate machinery so as to minimise the uncut margin around obstacles, yet to allow an adequate distance to prevent collision or other damage to the obstacle.

Where an obstacle is an item of hard landscaping, or a feature which will not be damaged by strimming, such as a sign post or tree stump, the adjacent grass will be strimmed on each lawn cutting operation.

Where the obstacle is a tree the Contractor will maintain a margin of earth weed free around the tree. The edges of the weed free zone will be trimmed according to Edge Maintenance within the Specification. The weed free zone will be cultivated by the Contractor on each alternate cutting occasion.

Amenity Grass Cutting

Bandstand Area and Amenity Field Grass Cutting

- 2.14 The Contractor will allow time for all elements of the operation of grass cutting for the following:-

- The removal and disposal off-site of all litter, including paper, bottles, tins etc prior to each cut.
- The removal and disposal of all stones, debris and objects which could present a danger to the public or which could be pressed into the surface by the cutting operation prior to each cut.
- Moveable obstructions such as litter bins, park benches, etc. are to be lifted and set aside and replaced in their original position after grass cutting operations.
- Removal of all mounds and filling in of all holes created by burrowing animals for other such damage likely to cause a danger to the area.
- Any small areas requiring reseeding will be reseeded at the Contractor's cost as directed

Working Methods

- 2.15 The equipment type, to be approved by the Town Clerk, must be capable of cutting grass without damage to the ground surface.

Where grass is cut with a strimmer or other approved equipment the cuttings will be evenly distributed over the grass surface. Any strimming work will be carried out immediately after the main grass area has been mown.

Machinery will at all times be properly set and blades and cutters will at all times be sharp and correctly set to cut the grass cleanly and evenly.

The Contractor will ensure their staff are provided with the necessary safety equipment and will ensure that safety equipment is used by the operators while engaged in work.

Frequency and Standards

- 2.16 The amenity field grass cutting season normally extends all year round.

The Contractor will programme works so that each grass cutting operation is carried out within one working day.

The bandstand area requires a pedestrian (walk behind) mower and grass cuttings should be removed. The rest of the amenity grass area requires a ride-on mower, leaving grass cuttings.

The cutting height of vegetation of the types of cut specified are as follows:-

	Height of cut	
	Min	Max
Amenity Grass Area	30mm	50mm
Bandstand area	25mm	40mm

The Contractor will ensure that the height of grass immediately following grass cutting does not fall outside the limits scheduled above.

- 2.17 Should the Contractor be unable to cut the grass without reducing the height of cut to below the maximum height, then they will inform the Town Clerk at the first opportunity for discussion.

Variation to Frequencies

- 2.18 For the purposes of determining the work load frequencies work carried out in disadvantageous conditions is deemed to be offset by work in advantageous conditions.

Chemicals

- 2.19 No growth regulators of any form will be applied to amenity grass areas. The Town Clerk may require selective herbicides to be used at an additional cost.

Treatment of Obstacles

- 2.20 The amenity grass area will be cut to operate machinery so as to minimise the uncut margin around obstacles, yet allow an adequate distance to prevent collision or other damage to the obstacle.

All obstacles per occasion to be trimmed so no damage is caused to their surface or bark.

Bulbs and Corms

- 2.21 Certain areas of amenity grass host drifts of Spring and early Summer bulbs and corms. It will be the responsibility of the Contractor to walk the site to assess these areas of bulbs and corms and the resulting extent of variation to their actual working areas to first cut.

The Contractor will cut the herbage around bulb and corm areas to within 750mm of the bulb or corm growth.

After a minimum period of six weeks since majority flowering, the herbage will be cut down and the cutting regime specified for that area commenced. The Contractor will retain these to the height of the surrounding sward in a single visit. All herbage cut will be raked up and removed immediately from the area.

Edge Maintenance of Amenity Field Grass Areas

2.22 The Contractor will allow time for all elements of the operation of edge maintenance as follows:-

- The operation of edge maintenance is that required to maintain the form and extent of the edges of the amenity field grass.
- Edge maintenance consists of trimming amenity field grass edges to prevent amenity field grass growth extending over or above the level of adjacent surfacing or beds. Trimming edges will be carried out on every alternative amenity field grass cutting operation.
- Where the amenity field grass surface is "proud" of the adjacent surface, e.g. such as amenity field grass adjacent to permanent planting or bedding, the grass will be trimmed using a suitable power tool as agreed by the Town Clerk at each amenity field grass cut. All clippings will be removed from the adjacent surfacing.
- Where the amenity field grass surface is "sunken" in comparison to the adjacent surface, e.g. such as amenity field grass adjacent to kerb stones of paving, the amenity field grass will be strimmed at each amenity field grass cut.
- Where the amenity field grass surface is "flush" with the adjacent surface, e.g. such as amenity field grass directly adjacent to paving, the amenity field grass may be cut as part of the amenity field grass cutting operation ensuring that no damage is caused immediately after cutting. Some grass may grow over the hard surface and this should be trimmed in accordance with treatment of "proud" surfaces and will be carried out within the amenity field grass cutting specification.

Permanent Planting Areas

Definition

2.23 Permanent planting areas are defined as areas which predominantly compose of hardy, woody, evergreen and deciduous permanent plantings and roses, including herbaceous plants, heathers, conifers and trees which form or are intended to form a continuous canopy or cover the ground.

Operations

2.24 This section deals with the operations necessary for the maintenance, repair and planting of permanent planting areas and is sub-divided into three sections:

- Works related to the operations of maintenance of permanent planting areas
- Works related to the operations of permanent planting pruning
- Works related to the replacement of permanent planting to reinstate the permanent planting area to the required standard and form.

Permanent Planting Area Maintenance

2.25 The Contractor will allow time for all elements of the operation of permanent planting area maintenance for the following:

- Regular visits to all permanent planting areas to monitor and assess work is carried out so as to maintain a high level of service and when so required to accompany the Town Clerk on her periodic site inspections.
- Following all severe weather conditions such as strong or gale force winds, frost etc. the Contractor will immediately visit and re-firm all permanent plantings and prune back damaged branches in accordance with the Permanent planting Pruning Section.
- The contractor will dead-head roses using secateurs and removing suckers by pulling if possible without damage to the plants throughout the summer period avoiding excessive treading of the bed surface.
- Removal of all weeds by hand, hoe or fork each week taking care not to disturb bulbs, herbaceous plants, tree or permanent planting roots and avoiding excessive treading of the bed surface.
- Removal of any dead permanent plantings including reinstating the soil levels.

Permanent Planting Pruning

2.26 The Contractor will note that permanent planting pruning includes climbing plants some of which are situated in annual bedding areas. The Contractor will be expected to securely tie in climbers to their supports using green gardener's string.

The Contractor will note that the purpose of pruning is to obtain the optimum decorative effect, whether for flowers, fruit, foliage or winter display. A further purpose is to maintain the plants in good health by removing dead, diseased and damaged wood and to remove those branches which adversely affect the permanent planting's overall shape.

All pruning operations are to be carried out using secateurs only i.e. no mechanical equipment is to be used.

Pruning is to be undertaken on a little and often basis. The objective is to ensure maximum flower, fruit, foliage or stem colour and the maintenance of natural shape and form during containment of plants to prevent obstruction of access to signage and footways.

Shrubs and herbaceous plants are to be maintained as single species and not allowed to grow into each other. Where appropriate pruning will be undertaken to:-

- Maximise flowering and fruit production
- Maintain the natural shape of the plant irrespective of containment
- Expose fruit by removing vegetative growth for autumn/winter display
- Dead-head
- Remove suckers
- Remove reverting tissue

- Cut back foliage and spent flowers on herbaceous plants in the autumn
- Remove any dead, diseased material on a continuous basis

Formative pruning techniques are to be used by the removal of older branches to the base of the plant. No wounded surfaces shall be visible following pruning operations, except on roses. Any sharp, stick-like material that could give rise to injury must be removed.

Roses are to be pruned to:

- Remove suckers
- Remove dead flowers
- Encourage growth for training against a structure for all climbers and ramblers
- Form a balanced, vigorous, growing framework of branches
- Remove dead and diseased tissue

All arisings from permanent planting pruning operations will be removed from the area.

Climbers

2.27 Walls are not to be wired. Climbers should be tied onto trellis or existing wires provided.

Permanent Planting Area Reinstatement

2.28 An early autumn and a late winter inspection by the Town Clerk, the Chairman of the Amenities Committee and the Contractor of all permanent planting will take place to identify which plants have died and been removed during the current period of the Contract.

The Contractor will allow time for all elements of the operation of reinstatement to include the ordering and receipt of delivery or collection from a nursery within a radius of 15 miles, unloading, transportation and maintenance of replacement stock in a healthy and safe condition in preparation for planting.

Replacement planting will normally take place during the period October to April inclusive when ground conditions are suitable, i.e. not frozen, waterlogged or dried out.

The plants are to be placed in their correct position before planting takes place.

The excavation of a planting pit to have sufficient dimensions to accommodate the full spread and depth of roots and the removal of all weed roots etc.

The roots are to be teased out from the container to discourage spiral development of the root system post planting.

The plants to be placed upright in the centre of the planting pit, after the removal of their pots or other non perishable containers. Bare root plants and root labelled plants should have any covering to their roots removed, and their roots carefully spread in the planting pit. All labels will be removed.

The backfilling of the planting pit should incorporate five litres of recycled compost. The finished soil level will not exceed the collar of the plants and the plants will be

positioned so their best form is facing the principle viewpoint. The Contractor will firm the backfilling to ensure there are no air spaces around the plant's roots.

Summer Bedding Areas

Definition

- 2.29 Annual bedding areas are defined as those areas which are set apart for bedding planting for each year where bedding is planted in regular or irregular patterns to form a bed in agreement with the Town Clerk who will approve the Contractor's bedding plans. The Contractor to provide plants and prices to be agreed by the Council in October of each year.

Bedding Plant Suppliers and Quality

- 2.30 In the Contractor's submission for bedding schemes to the Town Clerk the Contractor will state the sizes, quality and stage of growth that the grower will be supplying and seek prior agreement and approval of the Town Clerk for the Contractor's preferred supplier.

The plants will be disease/pest free, with root systems filling the container, be regularly and freely branched and in flower at the point of arrival on site.

The plants delivered will be assessed against the criteria given here by the Contractor. **Any stock not complying will be replaced at the Contractor's cost.**

The bedding schemes advocated by the Contractor will be forwarded to the Town Clerk in the following format:

Bed title	Plant name	No. required	Colour	Size	Container type
First edge					
Second edge					
Main planting					
Inter-planting					
Dot plants					

Operation

- 2.31 This section deals with the operations necessary for the annual bedding displays as below:

- Works related to operations necessary for the maintenance of annual bedding displays for bedding that is planted during the first two weeks of June and removed once there is significant frost damage in the autumn.

- 2.32 The Contractor will allow time for all elements of the operation of ground preparation of bedding as follows:

- The bed will be hand dug to a minimum depth of 225mm.
- The bed will be raked over until a fine tilth is obtained. The soil is to be gently cambered from the edge to the centre to give maximum effect to the planting.

- A recognised slow release fertiliser will be spread evenly over the surface at the manufacturer's recommended rate.
- The edges of the bed to be left with soil 50mm below adjacent surface, spreading the resulting soil evenly over the bed.
- Bed preparation will not be carried out during unsuitable weather and ground conditions.
- Approved recycled organic matter is to be incorporated at a rate of 1kg per m² per occasion.

Bedding Display Maintenance

2.33 The Contractor will allow time for all elements of the operations of bedding display maintenance for the following:

2.34 Regular visits to all bedding areas to monitor and assess work is carried out so as to maintain a high level of service and when so required accompany the Town Clerk on her site inspections.

Ensure that each bedding display and its surroundings are left in a neat and tidy condition immediately after each visit.

2.35 Removal of all weeds by hand or hoe including all rogue plants. This operation will be carried out once per week.

At the completion of each visit the Contractor will erase all footprints without causing damage to bedding plants.

At the completion of each visit the Contractor will leave the bed with the soil at the edge of the beds 50mm below the adjacent surface and spreading the soil evenly over the beds.

The Contractor will be required to note the first signs of plant stress in relation to dry weather conditions. The Contractor is to apply water over specified areas to maintain field capacity. Retain some spare plants for replacement following minor damage.

The Contractor will be responsible for the following:

- The safe use of all equipment including hosepipes and standpipes.
- The provision of constant supervision whilst watering operations are taken place.
- Connection and disconnection of all watering operations.
- Display of warning signs to the public.

2.36 The Contractor will be required to notify the Police and Town Clerk immediately of any beds that have suffered vandalism. An Incident Report form to be completed and emailed to the Town Clerk highlighting the crime number.

Planting-Summer Bedding Plants

2.37 All plants are to be well watered and in good condition before planting as follows:-
The planting design will be marked out on the bed and the positions of 'dot' plants located by canes.

The plants are to be size graded within blocks of the same species (or cultivar) to achieve an even gradient across the bed, the tallest planted towards the rear or middle of the beds as appropriate.

Bedding plants will be firmed in after the Contractor has planted them and then all footprints will be erased from the bed surface. The Contractor will avoid planting in straight lines except in the case of edging plants.

When planting bedding plants near roses ensure that any cultivation does not cause damage to rose root systems.

The Contractor will provide stakes and ties to secure any plants that require staking. Stakes will either be green split canes or bamboo depending on the stature of the plant. Stakes will be no higher than current plant growth and tied with green garden twine.

The Contractor will take every precaution to prevent damage to adjacent grass areas. In the event of damage occurring the Contractor will reinstate the area to its previous condition.

After planting all bedding plants will be watered within four hours of planting to achieve soil field capacity.

Bedding plants are to be dead-headed weekly to maximise displays for the weekend.

Hedges

Definition

- 2.38 Hedges are defined as plant material that is regularly trimmed using secateurs, shears, power tools or other mechanical equipment to form a uniform, regular shaped structural feature.

Operation

- 2.39 This section deals with the operation necessary for the maintenance and repair of hedges as follows:
- Works related to the maintenance of hedges by the cutting back of new growth to the existing hedges only varying this to reinstate the surfaces of the hedge.

Hedge Maintenance

- 2.40 The Contractor will allow time for all elements of the operation of Hedge Maintenance including for the following:
- The cutting and shaping of hedges to maintain their specified size and form as agreed with the Town Clerk, including the use of lines and canes to obtain even height and line of the hedge where necessary.
 - The removal and disposal of all arisings to the green waste skip.
 - The removal of all litter, debris and weed vegetation from the base of hedges and clean out to outer profile of hedge.
 - The clearance of all paths, and other adjacent surfaces of cuttings.
 - The removal of clippings, cuttings lodged in hedges.

- The use of secateurs for pruning and shaping the Escallonia and Viburnum Tinus hedges for flowering.
- The use of shears or powered tools for cutting the box, hornbeam and yew hedges.
- The Contractor will maintain aesthetic uniformity of all hedges by removing "alien" species in monoculture hedges and removing or reducing those species which are detrimental to the overall effect of the hedge.

2.41 Hedge cutting will be carried out twice per year, once at the end of June and, if required, in August/September except for the Escallonia and Viburnum Tinus hedges which will be cut once per year after flowering. The timing of the summer cut may vary to ensure the highest standards of the park features for the Anglia in Bloom competition.

The Contractor to note that the base of hedges will be weeded as specified in the permanent plantings specification.

Trees

Definition

2.42 Trees are defined as hardy wood plants which have a clear bowl and crown. Immature trees are defined as trees which have stakes. Mature trees are defined as established trees which no longer require stakes.

Tree Maintenance Operations

2.43 This section deals with the operations necessary for the maintenance of immature trees and mature trees and is sub-divided into two sections:-

- Works related to the maintenance of immature trees
- Works related to the maintenance of mature trees.

Maintenance of Immature Trees

2.44 The Contractor will allow time for all elements of the operation of Maintenance of Immature trees as follows:

- Regular visits to all immature trees throughout the Park to monitor and assess work to be carried out so as to maintain a high level of service.
- When so required to accompany the Town Clerk on her periodic site inspections.
- Minor pruning and 'legging up' to be carried out so as to develop the trunk leader and crown of the tree.
- Maintain a weed free area around immature trees. Where trees occur in all grassed areas the area to be maintained will be a diameter of 600mm. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.
- The Contractor will regularly check all stakes and ties adjusting and replacing as necessary to ensure they are not too tight on the tree.

- The Town Clerk will require the Contractor to irrigate newly planted trees as required.

Maintenance of Mature Trees

2.45 The Contractor will allow time for all elements of the operation of Maintenance of Mature Trees as follows:

- Regular visits to all mature trees throughout the Park to monitor and assess work to be carried out so as to maintain a high level of service and when so required to accompany the Town Clerk on her periodic site inspection.
- The Contractor will be required to maintain a weed free area of not less than 1 metre around mature trees in grass areas. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.
- The Contractor will report any death, disease or damage to all or part of a tree immediately to the Town Clerk.
- All works on trees above 4m to be carried out by a professional Arboriculturalist on the approved Contractors list. All work must have the written approval of Suffolk Coastal District Council Tree Officer due to the Conservation Area in which the Park is situated.
- The contractor is to remove the lower branches of mature trees to maintain them above head height at all times with the exception of the weeping lime tree.

Cleansing and Maintenance of the Public Shelter and Public Seating

Location and Definition

- 2.46 The Public Shelter subdivides the Kitchen Garden boundary hedge within the Park.
- 2.47 The public seating consists of 25 teak benches, one softwood picnic bench and one circular bench around a tree. The benches are sited all around the park.

Operations

- 2.48 This section deals with the operations necessary for the cleansing and maintenance of the public shelter and public seating.

Cleansing of the Public Shelter

- 2.49 The Contractor will allow time for all elements of the operation as follows:
- Check the shelter is in good order and report any defects to the Town Clerk as soon as possible. **Correct faults which the contractor considers can be undertaken by him at no cost.**
 - Wash painted woodwork with an approved detergent using a cloth and leave dry, once per month.
 - Wipe benches clean once per week in summer with an approved detergent using a cloth and leave to dry.
 - Sweep and vacuum floors once per week and collect debris.

Cleansing of Public Seating

- 2.50 Check the seating is in good order and report any defects to the Town Clerk as soon as possible. **Correct faults which the contractor considers can be undertaken by him at no cost.** If not, remove from area and store in Kitchen Garden area for maintenance work or barrier and sign off.

Record any acts of vandalism and report to the Town Clerk and Police. Record information on an Incident Report Sheet.

- 2.51 Wash woodwork with an approved detergent (e.g. mild washing-up liquid) using cloth and leave to dry, once per week in the summer.

Sweep hardstanding area once per week and collect debris.

In the winter of the first and third year of the contract clean, sand down and re-stain all benches. Preservative to be supplied to the contractor by the Town Council.

General Cleansing Operations

Definition

- 2.52 The cleansing operations are defined as the cleansing of the park including the emptying of litter bins, de-littering the park, sweeping and vacuuming paved areas and removal of graffiti.

Operations

- 2.53 This section deals with the operations necessary for the general cleansing operations and is sub-divided into two sections:

- Emptying and cleansing of Litter Bins
- Cleansing paved areas

Clearing Litter from the Park

- 2.54 The Contractor will allow time for all elements of the operations of clearing litter from the park as follows:

- The Contractor will search for, pick up and dispose of any item of litter within any area of the park each working day. 'Litter' means any item of debris, detritus, loose chippings, small animal or bird carcasses, fouling and other deposits.
- Litterbins will be emptied daily and the contents disposed of into the general waste wheelie bins.
- The Contractor will advise the Town Clerk of details of any damaged bins and ensure bins are in a clean condition.
- Any litter surrounding a litter bin will be swept up and removed after the litter bin has been emptied.
- The Town Clerk is to provide the Contractor with sharps boxes for the disposal of drug related litter. The Contractor is to complete an evidence form and notify the Police if drug related litter is found.

- In the Winter of the first and third year of the contract, clean and paint all litter bins. Paint to be supplied to the contractor by the Town Council.

Cleansing Paved Areas

- 2.55 The Contractor will allow time for all elements of the operation of sweeping and vacuuming paved areas for the following:
- The Contractor will sweep and vacuum all paved or hard surfaces and remove all algae and moss.
 - All litter and debris will be deposited in the General Waste Wheelie Bins.
 - Minimum sweeping frequency to be weekly on Fridays and at other times as directed by the Town Clerk.
 - During severe snow fall the contractor is to liaise with the Town Clerk to clear all paved areas of snow and spread rock salt/grit.

Incidents of Vandalism and Removal of Graffiti

- 2.56 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

Public Convenience Building

- 2.57 The Contractor will allow time for all elements of the operation of locking/unlocking the public convenience building in the Park.
- The building to be unlocked between 8.00am and 8.30am each week day.
 - The building to be locked between 4.00pm and 4.30pm each week day.

Children's Play Area

- 2.58 The contractor will carry out a daily visual inspection of the children's play area and report any defects or safety problems to the Town Clerk. Vandalism must be reported to the local Police and the Town Clerk immediately it is noticed.

- 2.59 The contractor will carry out **maintenance work to the play area** (e.g. greasing of swing chains, replenishing play bark etc). It is the responsibility of the Contractor to repaint the play equipment as required by the Town Clerk, who will supply the paint.

Correct faults which the contractor considers can be undertaken by him at no cost.

Any requirement for major repair work is to be submitted to the Town Clerk.

Days for Flying the Union Flag

2.60 The Contractor is to fly the Union Flag (to be supplied to the Contractor) on the Flagpole on the following dates:-

9th January	Birthday of the Duchess of Cambridge
20th January	Birthday of the Countess of Wessex
6th February	Her Majesty's Accession
19th February	Birthday of the Duke of York
10th March	Birthday of the Earl of Wessex
2nd Monday in March	Commonwealth Day
21st April	Birthday of Her Majesty The Queen
23rd April	Prince Louis of Cambridge/St Georges Day
2 nd May	Birthday of Princess Charlotte of Cambridge
9th May	European Day
2nd June	Coronation Day
10th June	Birthday of the Duke of Edinburgh
To be specified in June	Celebration of the Queen's Birthday
21st June	Birthday of Prince William
17th July	Birthday of the Duchess of Cornwall
22 nd July	Birthday of Prince George of Cambridge
15th August	Birthday of the Princess Royal
15th September	Birthday of Prince Harry
21st October	Trafalgar Day
2nd Sunday in Nov.	Remembrance Day
14th November	Birthday of the Prince of Wales
20th November	Her Majesty's Wedding Anniversary

Any other requirements are to be notified to the Contractor by the Town Clerk.

3. KINGSTON FIELD

- 3.1 Kingston Field is situated near the River Deben and offers a large unobstructed grassed area for outdoor activities, sports and games.

Tasks

- 3.2 The Contractor will ensure that the Field is kept in a condition satisfactory to the Town Council by carrying out **daily** inspections.
- 3.3 The contractor will ensure that the sports field grass cutting is carried out in the following manner.

Grass Areas

- 3.4 The Contractor will allow time for all elements of the operation of grass cutting for the following:-
- The removal and disposal off-site of all litter, including paper, bottles, tins etc prior to each cut.
 - The removal and disposal of all stones, debris and objects which could present a danger to the public or which could be pressed into the surface by the cutting operation prior to each cut.
 - The removal of all mounds and filling in of all holes created by burrowing animals or other such damage likely to cause a danger to the users of the area.
 - Removal of cuttings detrimental to the amenity use of the areas such as beds and from hard surfaces after cutting.
 - Any small areas requiring reseeding should be undertaken by the contractor.
 - Lawned areas must be scarified once a year and fed in spring and summer.

Working Methods

- 3.5 The equipment type, to be approved by the Town Clerk must be capable of cutting grass without damage to the ground surface.

A roller mower to be used in the winter to reinstate the grass surface.

Where grass is cut with a strimmer or other approved equipment the cuttings will be evenly distributed over the grass surface. Any strimming work will be carried out immediately after the main grass area has been mown.

Machinery will, at all times be properly set and blades and cutters will at all times be sharp and correctly set to cut the grass cleanly and evenly.

The Contractor will ensure their staff are provided with the necessary safety equipment and will ensure that safety equipment is used by the operators while engaged in work.

Frequency and Standards

- 3.6 The sports field grass cutting season normally extends all year round with a weekly cut from March to November and thereafter as required.

The Contractor will programme works so that each grass cutting operation is carried out within one working day.

The Contractor will use a rotary ride-on mower without roller for the operation of grass mowing leaving the grass cuttings.

The cutting height of vegetation of the types of cut specified are as follows:-

	Height of cut	
	Min	Max
Sports Grass Area	30mm	50mm

The Contractor will ensure that the height of grass immediately following grass cutting does not fall outside the limits scheduled above.

- 3.7 Should the Contractor be unable to cut the grass without reducing the height of cut to below the maximum height, then they will inform the Town Clerk at the first opportunity for discussion.

Growth Regulators

- 3.8 No growth regulators of any kind will be applied to the sports grass area.

Variation to Frequencies

- 3.9 For the purposes of determining the work load frequencies work carried out in disadvantageous conditions is deemed to be offset by work in advantageous conditions.

Hedges - Definition

- 3.10 Hedges are defined as plant material that is regularly trimmed using shears or other mechanical equipment to form a uniform, regular shaped structural feature.

Operation

- 3.11 This section deals with the operation necessary for the maintenance and repair of hedges and sub-divided into one section.
- Works related to the maintenance of hedges by the cutting back of new growth to the existing hedges.

Hedge Maintenance

- 3.12 The Contractor will allow time for all elements of the operation of Hedge Maintenance for the following:
- The cutting and shaping of hedges to maintain their specified size and form, including the use of lines and canes to obtain even height, width and line of the hedges.
 - The removal and disposal of all arisings to the green waste skip at Elmhurst Park.

- The removal of all litter, debris and vegetation from the base of hedges and clean out to outer profile of hedge.
- The clearance of all paths, and other adjacent surfaces of cuttings.
- The removal of clippings, cuttings lodged in hedges.
- The use of secateurs or petrol driven hedge cutter for the hedge cutting operation.
- The Contractor will maintain aesthetic uniformity of all hedges by removing "alien" species in monoculture hedges and removing or reducing those species which are detrimental to the overall effect of the hedge.

3.13 Hedge cutting will be carried out twice per year, in July and during the autumn.

If these timescales conflict with nesting birds legislative requirements the Contractor is to notify the Town Clerk of any nesting birds and agree an alternative date for this operation.

The Contractor will note that the base of hedges will be weeded as specified in the permanent planting specification.

Children's Play Area

3.14 The contractor will carry out a visual inspection of the children's play area **daily** and report any defects or safety problems to the Town Clerk. Vandalism must be reported to the local Police and the Town Clerk immediately it is noticed.

The contractor will carry out **minor maintenance work to the play area** (e.g. greasing of swing chains, replenishing play bark etc). It is the responsibility of the Contractor to repaint the play equipment as required by the Town Clerk, who will supply the paint.

Correct faults which the contractor considers can be undertaken by him at no cost.

Any requirement for major repair works is to be submitted to the Town Clerk.

Stream

3.15 The Contractor will ensure at all times that the stream running alongside the field is kept free of obstacles by entering the stream and removing any litter or debris thus ensuring the water flow through the culvert is uninterrupted.

Tree Maintenance - Definition

3.16 Trees are defined as hardy wood plants which have a clear bowl and crown. Immature trees are defined as trees which have stakes. Mature trees are defined as established trees which no longer require stakes.

Operations

3.17 This section deals with the operations necessary for the maintenance of immature trees and mature trees and is sub-divided into two sections:-

- Works related to the maintenance of immature trees
- Works related to the maintenance of mature trees.

Maintenance of Immature Trees

3.18 The Contractor will allow time for all elements of the operation of Maintenance of Immature trees for the following:

- Regular visits to all immature trees throughout the Park to monitor and assess work to be carried out so as to maintain a high level of service and when so required to accompany the Town Clerk on her periodic site inspections. Minor pruning and 'legging up' to be carried out so as to develop the trunk leader and crown of the tree.
- The Contractor will be required to maintain a weed free area around immature trees. Where trees occur in all grassed areas the area to be maintained will have a diameter of 600mm. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.
- The Contractor will regularly check all stakes and ties adjusting and replacing as necessary to ensure they are not too tight on the tree.

Maintenance of Mature Trees

3.19 The Contractor will allow time for all elements of the operation of Maintenance of Mature Trees for the following:-

- Regular visits to all mature trees throughout the Park to monitor and assess work to be carried out so as to maintain a high level of service and when so required to accompany the Town Clerk on her periodic site inspection.
- The Contractor will be required to maintain a weed free area of no less than 1 metre diameter around mature trees in grass areas. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.
- The Contractor will report any death, disease or damage to all or part of a tree immediately to the Town Clerk.
- All works on trees above 4m to be carried out by professional Arboriculturalist on the approved Contractors list. All work must have the written approval of Suffolk Coastal District Council tree officer due to the Conservation Area in which the Park is situated.
- Mature trees to have their lower branches trimmed so they are above head height.

Incidents of Vandalism and Removal of Graffiti

3.20 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

4. FEN MEADOW

- 4.1 Fen Meadow is an area of open space. It is predominantly a grassland meadow which has been managed in a traditional manner, and consequently is important to maintaining local biodiversity.

Location and Site Boundaries

- 4.2 Fen Meadow is situated in the Town of Woodbridge to the South of Seckford Street, and is bounded by the Abbey School grounds and Woodbridge New Cemetery. The area of Fen Meadow is 2.67 hectares.

Public Use and Interest

- 4.3 The site is regarded as a local amenity area for public use.

Tasks

- 4.4 The contractor will ensure the Meadow is kept in a condition satisfactory to the Town Council by carrying out **daily** inspections. The area to be maintained in line with a management regime (attached appendix).

The areas of Amenity Field grass and meadow grass for wild flowers will be as agreed with the Town Clerk.

The contractor will ensure that grass cutting on the Meadow is carried out in the following manner

Amenity Field Grass Cutting

- 4.5 The Contractor will allow time for all elements of the operation of grass cutting for the following:-
- The removal and disposal off-site of all litter, including paper, bottles, tins etc prior to each cut.
 - The removal of all mounds and filling in of all holes created by burrowing animals or other such damage likely to cause a danger to the users of the area.
 - Any small areas requiring reseeding should be undertaken by the contractor.

Working Methods

- 4.6 The equipment type, to be approved by the Town Clerk must be capable of cutting grass without damage to the ground surface.

Where grass is cut with a strimmer or other approved equipment the cuttings will be evenly distributed over the grass surface. Any strimming work will be carried out immediately after the main grass area has been mown.

Blades and cutters will at all times be sharp and correctly set to cut the grass clearly and evenly.

Machinery will, at all times be properly set to cut the grass cleanly and evenly.

The Contractor will ensure their staff are provided with the necessary safety equipment and will ensure that safety equipment is used by the operators while engaged in work.

Frequency and Standards

4.7 The amenity field grass cutting season normally extends all year round.

The Contractor will programme works so that each grass cutting operation is carried out within one working day.

The cutting height of vegetation of the types of cut specified are as follows:-

	Height of cut	
	Min	Max
Grass Area	30mm	50mm

The Contractor will ensure that the height of grass immediately following grass cutting does not fall outside the limits scheduled above.

4.8 Should the Contractor be unable to cut the grass without reducing the height of cut to below the maximum height, then they will inform the Town Clerk at the first opportunity for discussion.

Variation to Frequencies

4.9 For the purposes of determining the work load frequencies work carried out in disadvantageous conditions is deemed to be offset by work in advantageous conditions.

Chemicals

4.10 No growth regulators of any form will be applied to grass areas. The Town Clerk may require selective herbicides to be used at an additional cost.

Treatment of Obstacles

4.11 The amenity grass area will be cut to operate machinery so as to minimise the uncut margin around obstacles, yet allow an adequate distance to prevent collision or other damage to the obstacle.

All obstacles per occasion to be trimmed so no damage is caused to their surface or bark.

Meadow Grass Area for Wildflowers

4.12 Manage meadow grass for wild flowers. Cut in late September / early October, rake off and remove cuttings from site.

Nettle and Bramble Areas

- 4.13 Areas of brambles and nettles to be agreed with the Town Clerk.
- 4.14 Areas to be cut back each winter, sprayed with weedkiller and during the course of the contract to be converted to amenity grass.

Hedges - Definition

- 4.15 Hedges are defined as plant material that is regularly trimmed using shears or other mechanical equipment to form a uniform, regular shaped structural feature.

Operation

- 4.16 This section deals with the operation necessary for the maintenance and repair of hedges and sub-divided into one section.
- Works related to the maintenance of hedges by the cutting back of new growth to the existing hedges.

Hedge Maintenance

- 4.17 The Contractor will allow time for all elements of the operation of Hedge Maintenance for the following:
- 4.18 The cutting and shaping of hedges to maintain their specified size and form, including the use of lines and canes to obtain even height and line of the hedges.
- The removal and disposal of all arisings from site.
 - The removal of all litter, debris and vegetation from the base of hedges and clean out to outer profile of hedge.
 - The clearance of all paths, and other adjacent surfaces of cuttings.
 - The removal of clippings, cuttings lodged in hedges.
 - The use of secateurs or petrol driven hedge cutter for the hedge cutting operation.
 - The Contractor will maintain aesthetic uniformity of all hedges by removing "alien" species in monoculture hedges and removing or reducing those species which are detrimental to the overall effect of the hedge.
- 4.19 Hedge cutting will be carried out twice per year, with a Summer and Winter cut on the hedge adjacent to Seckford Street and once per year with a Winter cut on the hedge adjacent to Fen Walk
- 4.20 The Contractor will note that the base of hedges will be weeded as specified in the permanent plantings specification.

Children's Play Area

- 4.21 The contractor will carry out a visual inspection of the children's play area **daily** and report any defects or safety problems to the Town Clerk. Vandalism must be reported to the local Police and the Town Clerk immediately it is noticed.
- The contractor will carry out **minor maintenance work to the play area** (e.g. greasing of swing chains, replenishing play bark etc). It is the responsibility of the Contractor to repaint the play equipment as required by the Town Clerk, who will supply the paint.

Correct faults which the contractor considers can be undertaken by him at no cost.

Any requirement for major repair works is to be submitted to the Town Clerk.

Trees

Tree Maintenance Operations

4.22 This section deals with the operations necessary for the maintenance of immature trees and mature trees and is sub-divided into two sections:-

- Works related to the maintenance of immature trees
- Works related to the maintenance of mature trees.

Both of which are located in the amenity grass areas.

Maintenance of Immature Trees

4.23 The Contractor will allow time for all elements of the operation of Maintenance of Immature trees as follows:

- Regular visits to all immature trees throughout the Amenity grass areas to monitor and assess work to be carried out so as to maintain a high level of service.
- When so required to accompany the Town Clerk on her periodic site inspections.
- Minor pruning and 'legging up' to be carried out so as to develop the trunk leader and crown of the tree.
- Maintain a weed free area around immature trees. Where trees occur in all grassed areas the area to be maintained will be a diameter of 600mm. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.
- The Contractor will regularly check all stakes and ties adjusting and replacing as necessary to ensure they are not too tight on the tree.

Maintenance of Mature Trees

4.24 The Contractor will allow time for all elements of the operation of Maintenance of Mature Trees as follows:

- Regular visits to all mature trees throughout the Amenity grass areas to monitor and assess work to be carried out so as to maintain a high level of service and when so required to accompany the Town Clerk on her periodic site inspection.
- The Contractor will be required to maintain a weed free area of not less than 1 metre around mature trees in grass areas. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.
- The contractor is to remove the lower branches of mature trees to maintain them above head height at all times over paths.

- The Contractor will report any death, disease or damage to all or part of a tree immediately to the Town Clerk.
- All works on trees above 4m to be carried out by a professional Arboriculturalist on the approved Contractors list. All work must have the written approval of Suffolk Coastal District Council Tree Officer due to the Conservation Area in which the Park is situated.

4.25 The contractor to carry out essential works including the removal of tree material obstructing footpaths and young seedling sycamores and alders, with the approval of the Town Clerk

Litter Bins

4.26 Litter to be removed from the bins **daily** and all debris removed from site.

Incidents of Vandalism and Removal of Graffiti

4.27 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

5. BROOMHEATH

- 5.1 Broomheath is a small area of natural green space which overlooks Martlesham Creek on the River Deben. The site is predominantly acid grassland and gorse heathland with trees located mainly around the margins. The site incorporates a small informal parking area and is an open space.

Location and Site Boundaries

- 5.2 Broomheath is situated in the Town of Woodbridge. The area of the site is 1.54 hectares.

Public Use and Interest

- 5.3 The site is located in the Countryside and as such is important to maintaining local biodiversity. Furthermore, it is immediately adjacent to Suffolk Coasts and Heaths Area of Outstanding Natural Beauty.

Tasks

- 5.4 The contractor will ensure the site is kept in a condition satisfactory to the Town Council by carrying a **weekly visit**.

Trees

- 5.5 Trees are to be inspected each Autumn and any branches over paths below head height removed. Re-inspect during the summer and ensure paths remain clear of branches below head height.

Gorse

- 5.6 A plan is to be agreed with the Town Clerk whereby one sixth of the gorse area of Broomheath is pruned back to no more than 600mm from the base of the plant each winter. Prune and chip prunings on site during winter.

Paths

- 5.7 Prune back gorse obstructing paths each winter and on weekly visits during the summer or as necessary.

Roadside

- 5.8 Cut back vegetation to the roadside each winter and on visits during the summer as necessary.

Open Space

- 5.9 Keep clear of litter and debris all year.

Car Park

- 5.10 The contractor is to carry out minor repairs to the car park as and when required.

Incidents of Vandalism and Removal of Graffiti

- 5.11 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

6 WAR MEMORIAL GARDENS

- 6.1 The War Memorial is situated in the Garden of Remembrance on Market Hill and contains a marble and stone-inscribed memorial and stone carving of Queen Victoria.

Tasks

- 6.2 The Contractor will ensure that the Gardens are kept in a condition satisfactory to the Town Council.
- 6.3 The Contractor is to keep the Garden of Remembrance, and its surrounds, in a clean and tidy condition with a **weekly** visit to attend to the plants trees and permanent plantings and garden areas and sweep the paved area.
- Work to be carried out to the trees on a regular basis to ensure they do not overhang the Market Hill and create an obstruction.
- 6.4 Permanent planting areas are defined as areas which predominantly compose of hardy, woody, evergreen and deciduous permanent plantings and roses, including herbaceous plants, heathers, conifers and trees which form or are intended to form a continuous canopy or cover the ground.

Operations

- 6.5 This section deals with the operations necessary for the maintenance, repair and planting of permanent planting areas and is sub-divided into three sections:
- Works related to the operations of maintenance of permanent planting areas all year round.
 - Works related to the operations of permanent planting pruning in the summer period as defined above.
 - Works related to the replacement of permanent planting and herbaceous plants to reinstate the permanent planting area to the required standard and form.

Permanent Planting Area Maintenance

- 6.6 The Contractor will allow time for all elements of the operation of summer permanent planting area maintenance for the following:
- Regular visits to all permanent planting areas to monitor and assess work is carried out so as to maintain a high level of service and when so required to accompany the Town Clerk on her periodic site inspections.
- Following all severe weather conditions such as strong or gale force winds, frost etc. the Contractor will immediately visit and re-firm all permanent plantings, and prune back damaged branches in accordance with the Permanent Planting Pruning Section.

Permanent Planting Pruning

- 6.7 The Contractor will note that the purpose of pruning is to obtain the optimum decorative effect, whether for flowers, fruit, foliage or winter display. A further purpose is to maintain the plants in good health by removing dead, diseased and

damaged wood and to remove those branches which adversely affect the permanent planting's overall shape.

All pruning operations are to be carried out using secateurs only i.e. no mechanical equipment is to be used.

Pruning is to be undertaken on a little and often basis. The objective is to ensure maximum flower, fruit, foliage or stem colour and the maintenance of natural shape and form during containment of plants to prevent obstruction of access to signage and footways.

Shrubs and herbaceous plants are to be maintained as single species and not allowed to grow into each other. Where appropriate pruning will be undertaken to:-

- Maximise flowering and fruit production
- Maintain the natural shape of the plant irrespective of containment
- Expose fruit by removing vegetative growth for autumn/winter display
- Dead-head
- Remove suckers
- Remove reverting tissue
- Cut back foliage and spent flowers on herbaceous plants in the autumn
- Remove any dead, diseased material on a continuous basis

Formative pruning techniques are to be used by the removal of older branches to the base of the plant. No wounded surfaces shall be visible following pruning operations, except on roses. Any sharp, stick-like material that could give rise to injury must be removed.

Roses are to be pruned to:

- Remove suckers
- Remove dead flowers
- Encourage growth for training against a structure for all climbers and ramblers
- Form a balanced, vigorous, growing framework of branches
- Remove dead and diseased tissue

All arisings from permanent planting pruning operations will be removed.

Permanent Planting Area Reinstatement

- 6.8 An early autumn and late winter inspection by the Town Clerk and the Contractor will take place of all permanent plants to identify which have died and been removed during the current period of the Contract. All plants will be ordered by the Town Clerk. The Contractor will allow time for all elements of the operation of reinstatement for the following:
- 6.9 The ordering and receipt of delivery, or collection from a Nursery within a radius of 15 miles, unloading, transportation and maintenance of replacement stock in a healthy and safe condition in preparation for planting.

Replacement planting will normally take place during the period October to April inclusive when ground conditions are suitable, i.e. not frozen, waterlogged or dried out.

The plants to be placed in their correct position before planting takes place.

The excavation of a planting pit having sufficient dimensions to accommodate the full spread and depth of roots and the removal of all weed roots etc.

The roots to be teased out from the container to discourage spiral development of the root system after planting.

The plants to be placed upright in the centre of the planting pit after the removal of their pots or other non-perishable containers. Bare root plants and root labelled plants should have any covering to their roots removed, and their roots carefully spread in the planting pit. All labels will be removed.

The backfilling of the planting pit should incorporate five litres of recycled compost. The finished soil level will not exceed the collar of the plants and the plants will be positioned so their best form is facing the principle viewpoint. The Contractor will firm the backfilling to ensure there are no air spaces around the plant's roots.

- 6.10 A special visit of the area is to be made in the week preceding Remembrance Sunday to clean and tidy and to attend to the plants, permanent plantings, trees and garden areas.
- 6.11 By 4pm on the Friday preceding the Remembrance Sunday Service, the Contractor to fly the Flags of the 3 services from the existing flagpoles by 4pm that day. (Flags to be given to the Contractor).
- 6.12 A further special visit to be made to clean and tidy the area on the morning of 11th November each year.

Incidents of Vandalism and Removal of Graffiti

- 6.13 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

7. QUAKER BURIAL GROUND

- 7.1 The Burial Ground is managed as a conservation area to help and support wildlife. It provides a small peaceful location for members of the public to quietly relax and contemplate in; and is open from 8am to Dusk.

Tasks

- 7.2 The Contractor will ensure that the Burial Ground is kept in a condition satisfactory to the Town Council.
- 7.3 The Contractor to keep the Burial Ground and its surrounds in a clean and tidy condition with a **weekly** visit to attend to the plants, permanent plantings trees and garden areas.

Grass paths are to be cut as required:-

	Height of cut	
	Min	Max
Grass path	30mm	50mm

The rest of the area to receive a hard cut in the autumn with a hard rake off.

Selective weed killing to be carried out to the nettles and brambles.

Permanent Planting Pruning

- 7.4 The Contractor will note that permanent planting pruning includes climbing plants some of which are situated in annual bedding areas. The Contractor will be expected to securely tie in climbers to their supports using green gardener's string.

The Contractor will note that the purpose of pruning is to obtain the optimum decorative effect, whether for flowers, fruit, foliage or winter display. A further purpose is to maintain the plants in good health by removing dead, diseased and damaged wood and to remove those branches which adversely affect the permanent planting's overall shape.

All pruning operations are to be carried out using secateurs only i.e. no mechanical equipment is to be used.

Pruning is to be undertaken on a little and often basis. The objective is to ensure maximum flower, fruit, foliage or stem colour and the maintenance of natural shape and form during containment of plants to prevent obstruction of access to signage and footways.

Shrubs and herbaceous plants are to be maintained as single species and not allowed to grow into each other. Where appropriate pruning will be undertaken to:-

- Maximise flowering and fruit production
- Maintain the natural shape of the plant irrespective of containment
- Expose fruit by removing vegetative growth for autumn/winter display
- Dead-head
- Remove suckers

- Remove reverting tissue
- Cut back foliage and spent flowers on herbaceous plants in the autumn
- Remove any dead, diseased material on a continuous basis

Formative pruning techniques are to be used by the removal of older branches to the base of the plant. No wounded surfaces shall be visible following pruning operations, except on roses. Any sharp, stick-like material that could give rise to injury must be removed.

Roses are to be pruned to:

- Remove suckers
- Remove dead flowers
- Encourage growth for training against a structure for all climbers and ramblers
- Form a balanced, vigorous, growing framework of branches
- Remove dead and diseased tissue

All arisings from permanent planting pruning operations will be removed to the contractors tip at their cost.

Incidents of Vandalism and Removal of Graffiti

- 7.5 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

8. FITZGERALD GREEN

- 8.1 Fitzgerald Green is a “Pocket Park” in a densely populated area of the town and therefore is hugely important as a “green lung” to the town.

Generally

- 8.2 The removal and disposal off-site of all litter, including paper, bottles, tins, etc prior to each cut.

The removal and disposal of all stones, debris and objects which could present a danger to the public or which could be pressed into the surface by the cutting operation prior to each cut.

Removal of all mounds and filling in of all holes created by burrowing animals or other such damage likely to cause a danger to the users of the area.

Tasks

- 8.3 The Contractor will ensure that the Open Space is kept in a condition satisfactory to the Town Council.
- 8.4 The Contractor to keep the Open Space and its surrounds in a clean and tidy condition with a **weekly visit** to carry out grass cutting, attend to the plants, permanent plantings, hedges and gardens areas.

Grass Areas

- 8.5 The Contractor will allow time for all elements of the operation of grass cutting for the following:-

Generally

- 8.6 The removal and disposal off-site of all litter, including paper, bottles, tins etc prior to each cut.

The removal and disposal of all stones, debris and objects which could present a danger to the public or which could be pressed into the surface by the cutting operation prior to each cut.

The removal of all mounds and filling in of all holes created by burrowing animals or other such damage likely to cause a danger to the users of the area.

Removal of cuttings detrimental to the amenity use of the areas such as beds and from hard surfaces after cutting.

Any small areas requiring reseeding should be undertaken by the contractor.

Lawned areas must be scarified once a year and fed in spring and summer.

Working Methods

- 8.7 The equipment type, to be approved by the Town Clerk must be capable of cutting grass without damage to the ground surface.

A roller mower to be used in the winter to reinstate the grass surface.

Where grass is cut with a strimmer or other approved equipment the cuttings will be evenly distributed over the grass surface. Any strimming work will be carried out immediately after the main grass area has been mown.

Machinery will, at all times be properly set and blades and cutters will at all times be sharp and correctly set to cut the grass cleanly and evenly.

The Contractor will ensure their staff are provided with the necessary safety equipment and will ensure that safety equipment is used by the operators while engaged in work.

Frequency and Standards

- 8.8 The amenities field grass cutting season normally extends all year round with a fortnightly cut from March to November and thereafter as required.

The Contractor will programme works so that each grass cutting operation is carried out within one working day.

The Contractor will use a rotary mower without roller for the operation of grass mowing leaving the grass cuttings.

The cutting height of vegetation of the types of cut specified are as follows:-

	Height of cut	
	Min	Max
Sports Grass Area	25mm	40mm

The Contractor will ensure that the height of grass immediately following grass cutting does not fall outside the limits scheduled above.

- 8.9 Should the Contractor be unable to cut the grass without reducing the height of cut to below the maximum height, then they will inform the Town Clerk at the first opportunity for discussion.

Growth Regulators

- 8.10 No growth regulators of any kind will be applied to the sports grass area.

Variation to Frequencies

- 8.11 For the purposes of determining the work load frequencies work carried out in disadvantageous conditions is deemed to be offset by work in advantageous conditions.

Hedge Maintenance

- 8.12 The Contractor will allow time for all elements of the operation of Hedge Maintenance for the following:

- 8.13 The cutting and shaping of hedges to maintain their specified size and form, including the use of lines and canes to obtain even height and line of the hedges.

The removal and disposal of all arisings to the green waste skip.

The removal of all litter, debris and vegetation from the base of hedges and clean out to outer profile of hedge.

The clearance of all paths, and other adjacent surfaces of cuttings.

The removal of clippings, cuttings lodged in hedges.

The use of secateurs or petrol driven hedge cutter for the hedge cutting operation.

The Contractor will maintain aesthetic uniformity of all hedges by removing "alien" species in monoculture hedges and removing or reducing those species which are detrimental to the overall effect of the hedge.

- 8.14 Hedge cutting will be carried out twice per year, in July and during the autumn.

The Contractor will note that the base of hedges will be weeded as specified in the permanent planting specification.

Tree Maintenance

8.15 Definition

Trees are defined as hardy wood plants which have a clear bowl and crown. Immature trees are defined as trees which have stakes. Mature trees are defined as established trees which no longer require stakes.

Operations

- 8.16 This section deals with the operations necessary for the maintenance of immature trees and mature trees and is sub-divided into two sections:-

- Works related to the maintenance of immature trees
- Works related to the maintenance of mature trees.

Maintenance of Immature Trees

- 8.17 The Contractor will allow time for all elements of the operation of Maintenance of Immature trees for the following:

- 8.18 Regular visits to all immature trees throughout the Pocket Park to monitor and assess work to be carried out so as to maintain a high level of service and when so required to accompany the Town Clerk on her periodic site inspections. Minor pruning and 'legging up' to be carried out so as to develop the trunk leader and crown of the tree.

The Contractor will be required to maintain a weed free area around immature trees. Where trees occur in all grassed areas the area to be maintained will have a diameter of 600mm. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.

The Contractor will regularly check all stakes and ties adjusting and replacing as necessary to ensure they are not too tight on the tree.

Maintenance of Mature Trees

- 8.19 The Contractor will allow time for all elements of the operation of Maintenance of Mature Trees for the following:-

- Regular visits to all mature trees throughout the Pocket Park to monitor and assess work to be carried out so as to maintain a high level of service and

when so required to accompany the Town Clerk on her periodic site inspection.

- The Contractor will be required to maintain a weed free area of 1 metre diameter around mature trees in lawn areas. The Contractor will remove weeds by hand or by the use of hand tools taking care not to disturb tree roots. This operation will be carried out from the beginning of March until the end of October on a frequency of one visit every two weeks.
- The Contractor will report any death, disease or damage to all or part of a tree immediately to the Town Clerk.
- All works on trees above 4m to be carried out by professional Arboriculturalist on the approved Contractors list. All work must have the written approval of Suffolk Coastal District Council tree officer due to the Conservation Area in which the Park is situated.
- When working under the large Horse Chestnut tree there is a duty of care by the Contractor to his employees to test the tree for decay.
- The Contractor is to remove the lower branches of mature trees to maintain them above head height at all times.

Incidents of Vandalism and Removal of Graffiti

8.20 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

9 MARKET HILL

- 9.1 This attractive Open Space is in two-parts at either end of the Shire Hall. The paved Market Square contains mature trees and raised borders for bedding plants supplied by the Woodbridge in Bloom Committee.

Tasks

- 9.2 The Contractor is to sweep the Market Hill Public Open Space on either side of the Shire Hall in a clean and tidy condition to the full satisfaction of the Town Council to include a **weekly visit** to attend to the plant areas.
- 9.3 During severe snow fall the contractor is to liaise with the Town Clerk to clear all paved areas of snow and spread rock salt/grit.

Incidents of Vandalism and Removal of Graffiti

- 9.4 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.
- Correct faults which the contractor considers can be undertaken by him at no cost.**
- Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.**

10. THEATRE STREET AMENITY GRASS

The amenity grass in front of the public convenience building.

- 10.1 The contractor will programme works so that the amenity grass receives a cut once per month from April to October (i.e. 8 cuts).

Amenity Grass Cutting

- 10.2 The Contractor will allow time for all elements of the operation of grass cutting for the following:-

Generally

- 10.3 The removal and disposal off-site of all litter, including paper, bottles, tins etc prior to each cut.
- The removal of all mounds and filling in of all holes created by burrowing animals or other such damage likely to cause a danger to the users of the area.
- Any small areas requiring reseeding should be undertaken by the contractor.

Working Methods

- 10.4 The equipment type, to be approved by the Town Clerk must be capable of cutting grass without damage to the ground surface.
- Where grass is cut with a strimmer or other approved equipment the cuttings will be evenly distributed over the grass surface. Any strimming work will be carried out immediately after the main grass area has been mown.
- Blades and cutters will at all times be sharp and correctly set to cut the grass clearly and evenly.
- Machinery will, at all times be properly set to cut the grass cleanly and evenly.
- The Contractor will ensure their staff are provided with the necessary safety equipment and will ensure that safety equipment is used by the operators while engaged in work.

Frequency and Standards

- 10.5 The amenity field grass cutting season normally extends all year round.
- The Contractor will programme works so that each grass cutting operation is carried out within one working day.
- The cutting height of vegetation of the types of cut specified are as follows:-

	Height of cut	
	Min	Max
Grass Area	25mm	40mm

The Contractor will ensure that the height of grass immediately following grass cutting does not fall outside the limits scheduled above.

Lawned areas must be scarified once a year and fed in spring and summer.

- 10.6 Should the Contractor be unable to cut the grass without reducing the height of cut to below the maximum height, then they will inform the Town Clerk at the first opportunity for discussion.

Incidents of Vandalism and Removal of Graffiti

- 10.7 The Contractor is to contact the local Police and complete an Incident Report Form in relation to incidents of vandalism and graffiti (including indicating what the graffiti says) and email this to the Town Clerk highlighting the crime number.

Correct faults which the contractor considers can be undertaken by him at no cost.

Graffiti to be removed as soon as practicable with removal solution provided by the Town Council.

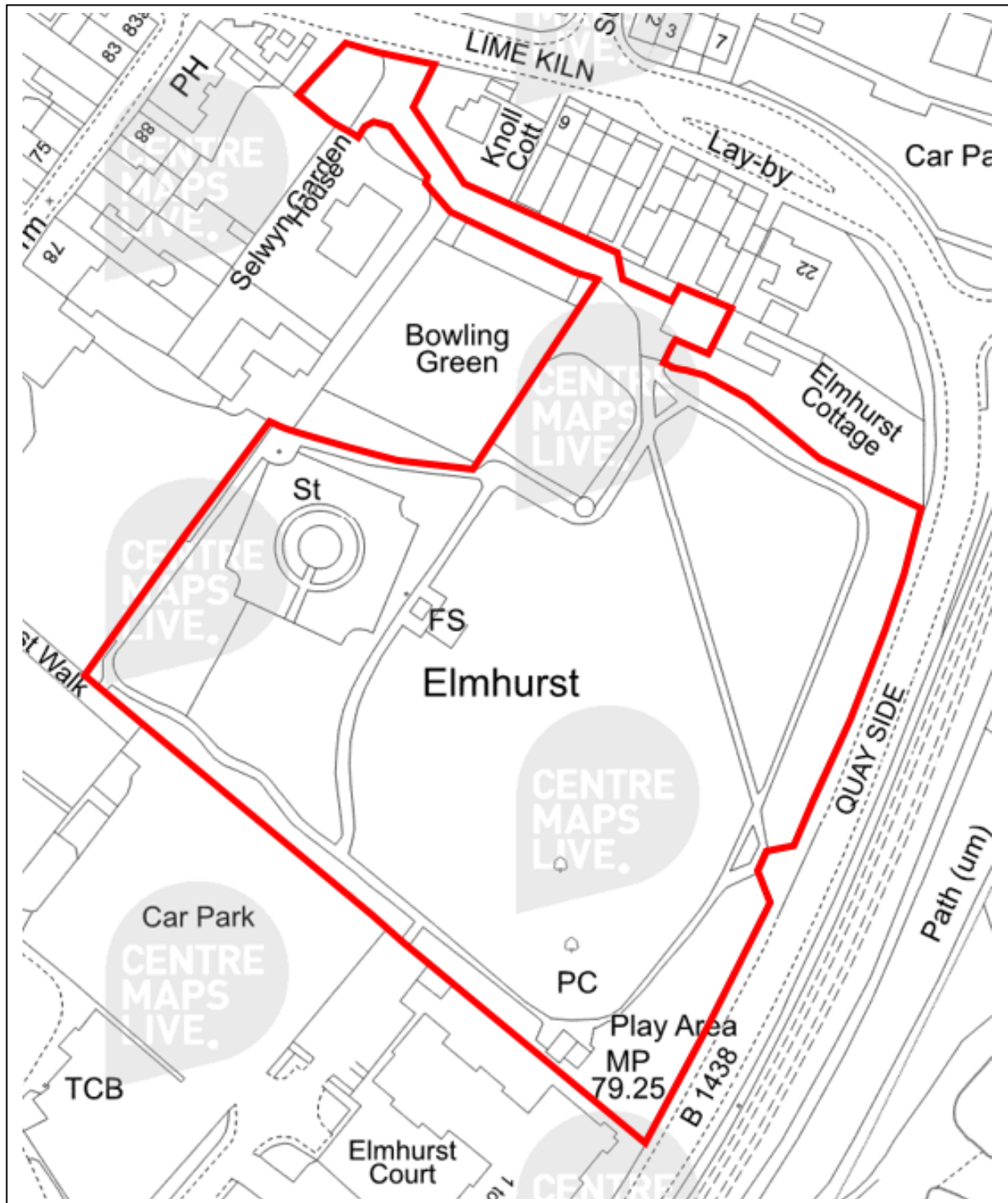
11. Whisstocks Place

- 11.1 Whisstocks Place is a public open space available for hire from Woodbridge Town Council for public events.
- 11.2 Whisstocks Place is to be swept and cleaned on a weekly basis.
- 11.3 Weeds are to be killed that grow around the site as required after an initial spraying in May.
- 11.4 Any planters placed on the open space must be kept watered.

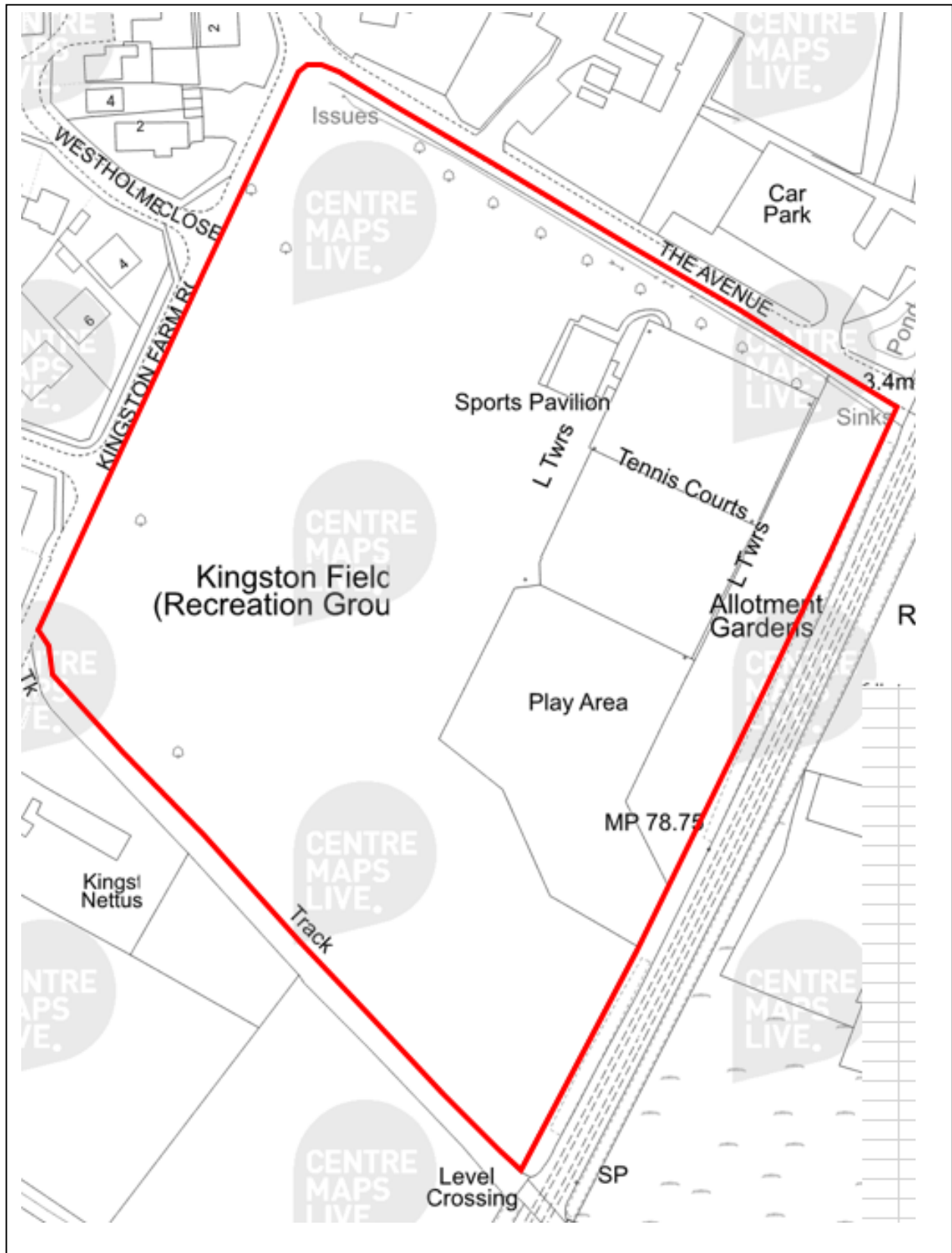
APPENDICES

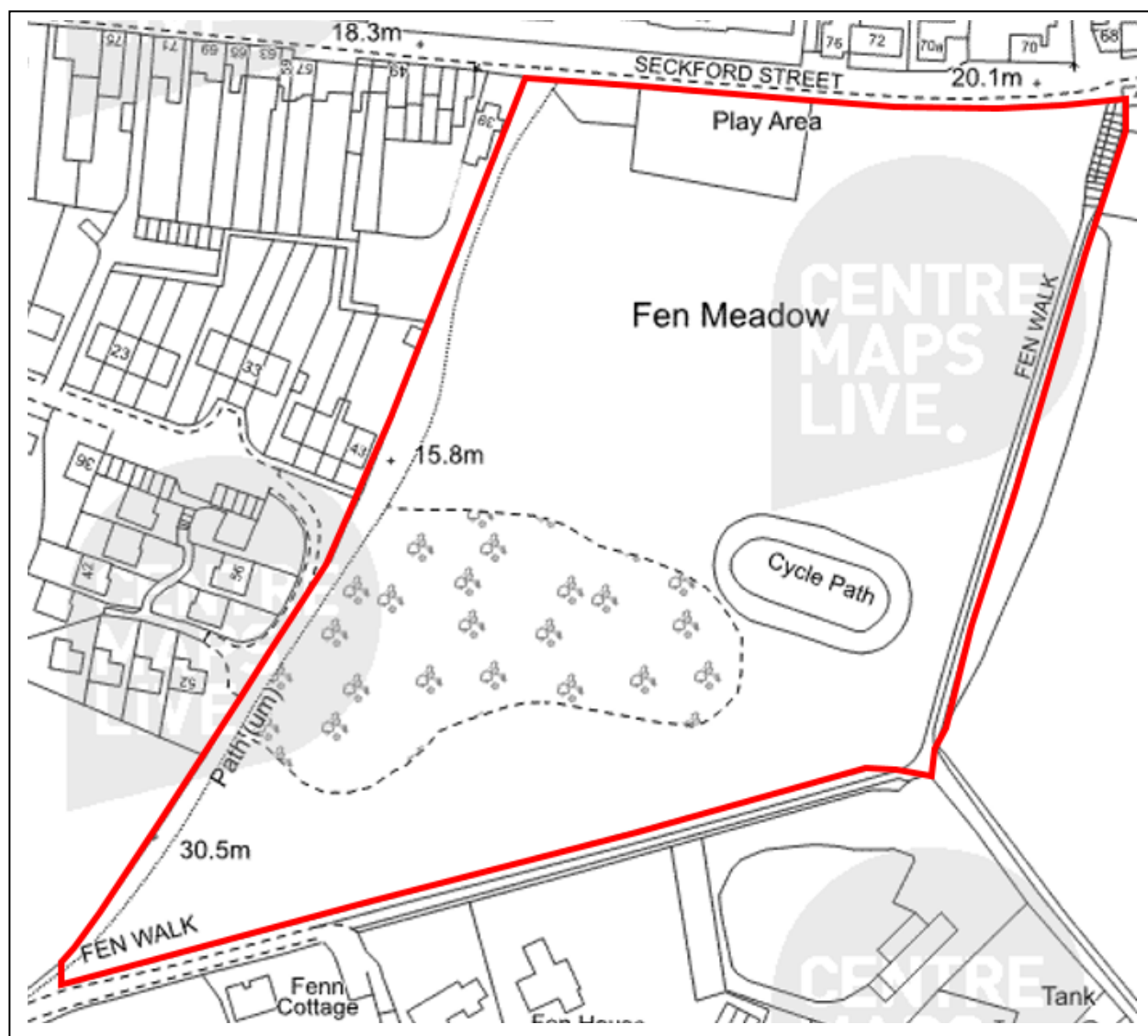
- 1 Map of Elmhurst Park**
- 2 Map of Kingston Field**
- 3 Map of Fen Meadow and Management Regime**
- 4 Map of Broomheath**
- 5 Map of War Memorial Gardens**
- 6 Map of Quaker Burial Ground**
- 7 Map of Fitzgerald Green**
- 8 Map of Market Hill**
- 9 Map of Theatre Street Public Conveniences**
- 10 Whistocks Place**

1 **Map of Elmhurst Park**
Lime Kiln Quay Road, Woodbridge, Suffolk, IP12 1BB

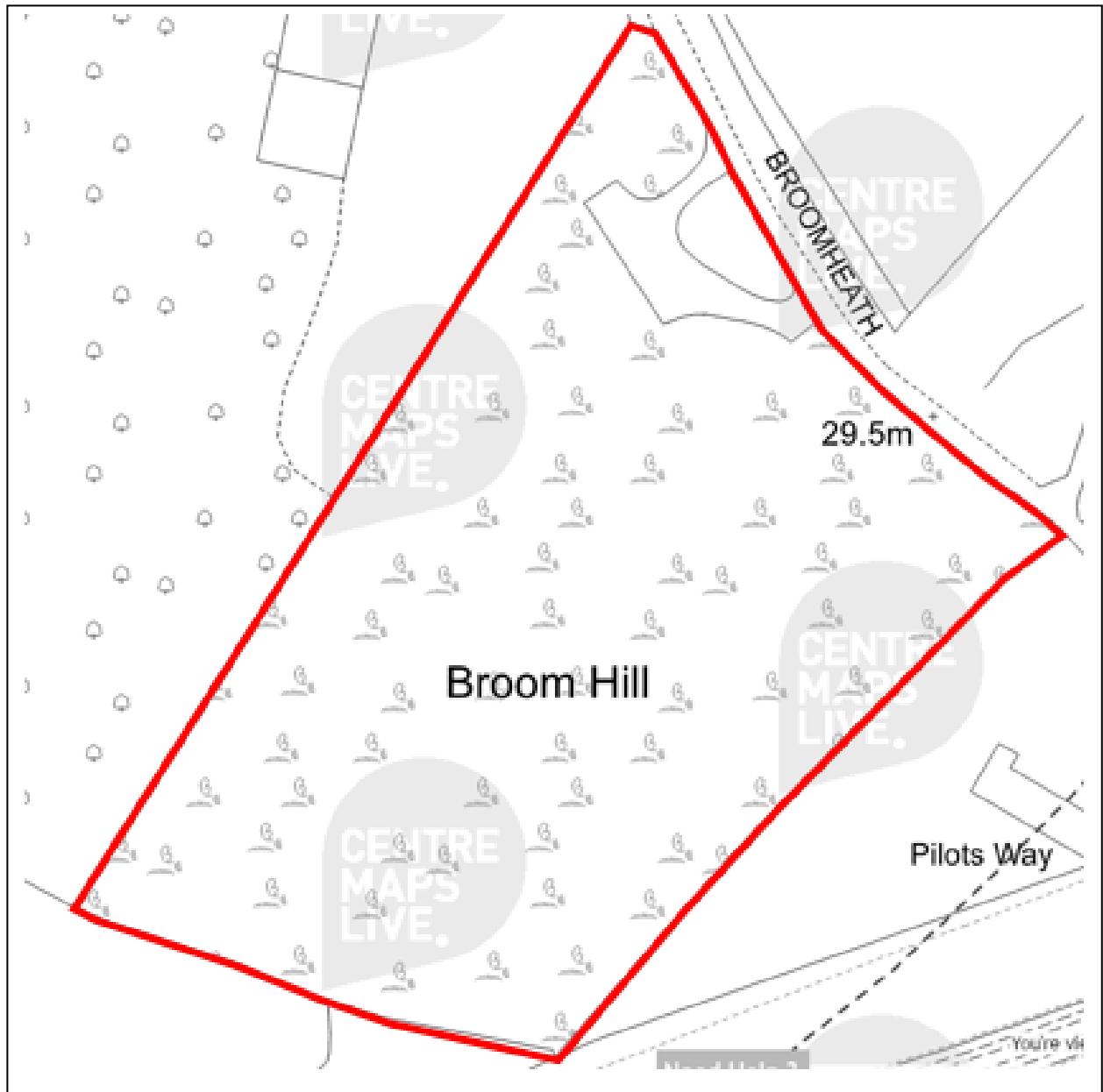


2 **Map of Kingston Field**
The Avenue, Woodbridge, Suffolk, IP12 4BA

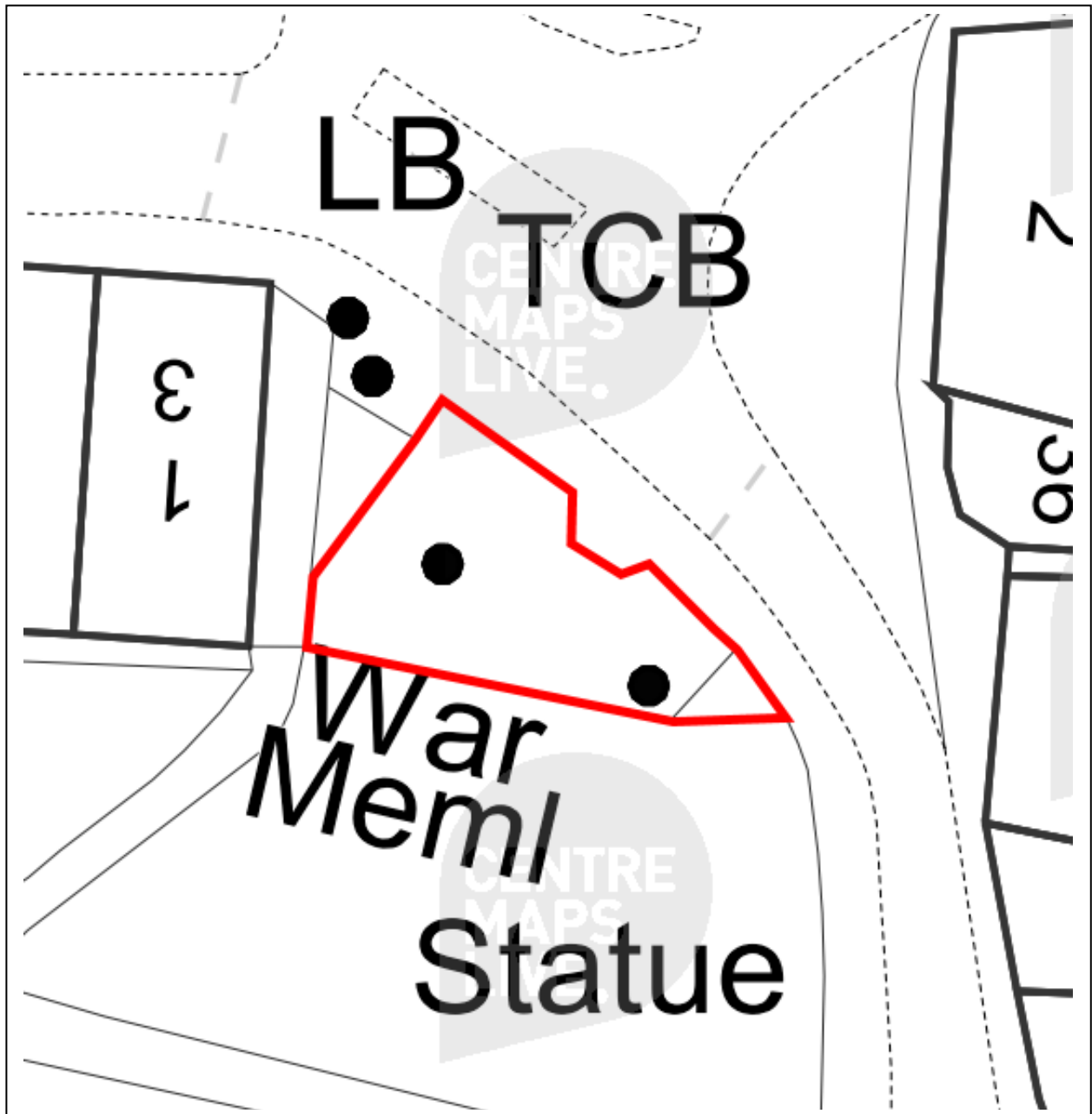




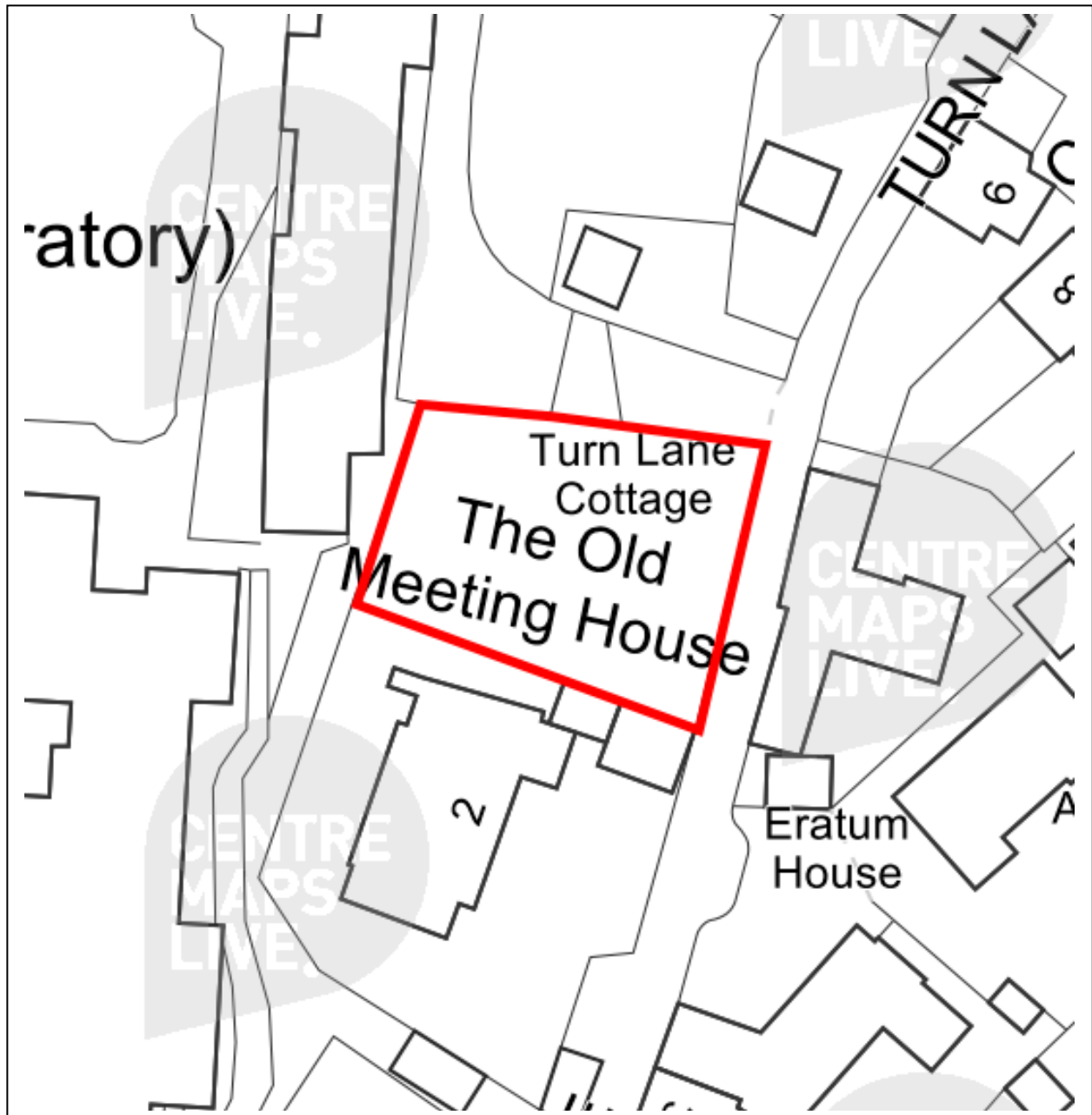
4 **Map of Broomheath**
Seckford Street, Woodbridge, Suffolk, IP12 4LZ



5 **Map of War Memorial Gardens**
Market Hill, Woodbridge, Suffolk, IP12 4LP



6 **Map of Quaker Burial Ground, Turn Lane**
Turn Lane, Woodbridge, Suffolk, IP12 4AR



7 Map of Fitzgerald Green, Sun Lane
Sun Lane, Woodbridge, Suffolk, IP12 1EG

