**Little Chalfont Parish Council**

**Contract for the maintenance of the sports grounds, recreational facilities, gardening and associated work at Westwood Park, Chenies Avenue, Little Chalfont and the inspection and maintenance of the Nature Park, Approach Road, Little Chalfont**

**Westwood Park sports grounds and recreational facilities**

1. **The Site.** Westwood Park is made up of general recreational field areas, seven football pitches (three full size), a cricket ground, 3 hard tennis courts, a multi use games area, a sports pavilion, and other play equipment. The sports pavilion comprises of a tea room, small kitchen, boiler room and four changing rooms with shower and toilet facilities. For the past few seasons, one cricket club has used the pavilion on Saturdays only. During the football season the pavilion and football pitches are busier, dependent on the fixtures of the various teams. The pavilion is often used on both Saturdays and Sundays during the football season. Usage figure are available for the 2017/18 season.
2. **Summary of the work required**

The grass on the field and the pitches is to be cut, and the pitches to be maintained to accommodate winter and summer sports. The running line is also be maintained. The children’s playground is to be maintained and equipment visually inspected and litter of any type removed three times throughout the week. Minor repairs are to be carried out e.g. simple repairs to fencing, drains, guttering and benches, touching up of paintwork and other repairs to the pavilion. The tennis courts and multi-use games area occasionally need sweeping to remove grit and silt after heavy rain. The site is subject to a litter pick and bins emptied and all rubbish removed from site and disposed of safely and legally. On other areas in Westwood Park, grass is to be cut and all hedges pruned and trimmed appropriately, bearing in mind their species. Trees are to be pruned with the removal of dead, damaged or diseased limbs up to a height of 12 feet. Major work and felling are not included. However, contractors carrying out the work under the specification will have the responsibility of reporting any problems they note with the larger trees immediately to the Little Chalfont Parish Clerk.

In the Nature Park, the climbing wall and Wildwood den and surrounding areas will need weekly inspection. The litter bins in the park will also require emptying on a weekly basis.

1. **Detailed schedule of work – Westwood Park**
2. **Grass cutting and regular maintenance**: Field and pitches (including non-playing areas and playground) to be cut weekly during April to September (inclusive) and then fortnightly during October, November and March. In December, January and February football pitches are to have a light rolling to maintain the playing surface. Any amendments to the schedule due to weather conditions to be discussed with the Parish Clerk on an adhoc basis. The cricket ground is to be cut to a length of half an inch during the cricket season. Square to be rolled as required to maintain a safe surface, stump holes to be marked and wickets to be repaired after matches with loam and seed. The wicket should be cut and lines prepared as necessary on the Friday before matches (schedule of games available from the Parish Office – last year 18 games scheduled.) Square to be watered if required. The contractor, at each cutting, will cut around the base of walls, fences, hedges and other obstacles to the same height and standard as the surrounding area. Sports lines to be repainted after grass cutting during the season for each sport and if necessary during the winter months. This includes the running line of 1000 metres around the park.
3. **Seasonal maintenance**: Reseeding of the square / wicket should take place at the end of the season and if necessary, more seed applied in April. At the end of the season the cricket pitch is to be aerated and scarified and loam / seed to be applied to maintain levels. Fertilizer to be applied to all pitches in the autumn and late spring as appropriate. During the close season for cricket, a net should be safely erected surrounding the cricket square. Football pitch maintenance to include post season renovation of goal mouths and over seeding in April. Football pitches to be verti drained once a year at the appropriate time and worm control applied once a year to protect the surface from casting worms. Goal posts to be stored over the summer and repainted before erection at the start of the season. Net hooks and cross bar to be maintained in a safe condition.
4. **Children’s playground:** On a Monday removal of litter of every type and description and empty litter bins. Three times a week, at regular intervals, visually inspect children’s play equipment, keep record and report any problems to the Parish Clerk. Stabilise any unsafe items or cordon off, and repair damaged equipment as necessary in consultation with the Parish Clerk. Pick up litter at same time. Additional collections may be required in holiday times and will be agreed with the Parish Clerk. Grass cutting – see above. As necessary keep the soft surface areas clean and tidy and remove any debris from site. Remove graffiti as necessary. Please specify the level of playground inspection qualification of staff.
5. **Tennis courts**: Remove any litter of every type and description twice a week and sweep courts as necessary. Dependent on the season, for example during the summer holidays, additional litter collection may be required. Check nets once a week for correct height and adjust as necessary. Weed removal as necessary. Check fencing is secure and any minor repairs to chain link undertaken.
6. **Multi-use games area**: Remove any litter of every type and description twice a week and sweep court as necessary. As above, dependent on the season, additional litter collection may be required. Check fencing is secure and if any damage is noted, report immediately to Parish Clerk.
7. **Trim Trail:** The Trim Trail equipment should be checked on a weekly basis. Any problems should be reported to the Parish Clerk.
8. **Seasonal leaf clearance**: Leaves are removed regularly during the period of fall to maintain a tidy site.

(viii)**Litter on fields and bins other than children’s playground and courts**: Empty bins once a week on Mondays and check the site for litter of every description, bag up and remove from site for safe and legal disposal. Dependent on the season, additional litter collection may be required following discussion with the Parish Clerk. Twice a week the drive and car park area and verges covered by this schedule are to have litter of every type and description bagged up and removed from site for safe and legal disposal.

1. **Sports Pavilion:** Act as key holder. Open the pavilion at weekends prior to the arrival of sporting teams who are booked to use the facilities. Lock up the pavilion immediately after the teams have departed, ensuring that everything is in order before closing up. Any problems to be reported on Monday morning to the Parish Clerk.
	* 1. *NB Please provide three contract prices; one to include opening and closing the pavilion for users as described above; another without this service – it may be that the Council will make the pavilion self service, issuing teams with keys; a third where the full open and lock up service is offered during the football season only with the cricket team having a self service arrangement during the summer.*
		2. Advise the Parish Council on Monday morning when matches have to be cancelled at the weekend due to the weather.
		3. Carry out a weekly check of the pavilion and carry out any minor repairs. Any damage and work undertaken must be reported to the Parish Clerk. More complicated repairs must be referred to the Clerk to call in an appropriate person to undertake the work.
		4. The pavilion is cleaned internally by a cleaning contractor. Under this specification the exterior must be kept clean and tidy, graffiti removed and the walkway cleared of debris and gutters cleaned on occasion as necessary.
2. **Reporting anti social behaviour**: The majority of visitors to the park behave with consideration. However, any anti social or evidence of such behaviour must be reported to the police’s neighbourhood team and to the Parish Clerk. Contact numbers will be provided.
3. **Hedges**: All hedging (apart from Leylandi) to be cut three times a year and the area beneath to be kept free of weeds. Soil and grit to be swept off the pavement / paths. This includes the long boundaries with the adjacent woodland and farmland which has been trimmed back to create a hedge like effect. Clippings to be removed.
4. **Large Leylandi hedge adjacent to tennis courts**: This hedge is to be cut once a year and returned to the height and width indicated by the level of new growth. Clippings to be removed.
5. **Willow tree within playground:** The tree is to be trimmed as necessary in discussion with the Parish Clerk. Clippings to be removed.
6. **Areas adjoining the Highway and curbs** are to be kept clear of silt, leaves and other debris and grass is to be edged to form a neat boundary so as not to encroach on the pavement or road. Car park to be kept free of weeds.
7. **Grassed areas**: These are the areas adjacent to the entrance drive and the car park and are to be mowed fortnightly during the growing season and once a month in the winter if conditions continue to be mild. Areas around trees, shrubs and under hedges are to be strimmed when the grass is cut and maintained in a neat manner and to match the cut area.
8. **Seasonal leaf clearance**: Leaves are to be cleared from the site by the end of November. Leaves to be moved regularly during leaf fall to maintain a tidy site. All leaves gathered to be removed from site.
9. **Flower bed within playground:** Flower beds should be maintained and planted as appropriate in discussion with the Parish Clerk.
10. **Use of chemicals:** This is to be kept to a minimum and weed control will be mainly in the form of mowing, trimming and the use of hand tools etc. If any chemicals are to be considered, the contractor must first discuss with the Parish Clerk why such usage is necessary. Chemicals must be used in accordance with the manufacturer’s instructions and all relevant guidance, regulations and legislation.
11. **Detailed schedule of work - Nature Park.**
12. **Litter:** There are currently two litter bins in the park with an additional bin planned to be purchased in the future. All bins will need to be emptied once a week in general. Additional collections may be required in holiday times by agreement with the Parish Clerk.
13. **Play equipment inspections:** A climbing wall is situated in a pit in the woodland. It should be checked for security and also that the rope is tightly secured to the board. The pit should be cleared of obstructions. The steps into the pit should be kept clear of leaves. The Wildwood den is located in the picnic area. Checks should look to spot any structural changes, fungal blooms, flaking bark at gripping points and other signs of decay or movement. The play bark should be even and soft and measure at least 30cm deep by measurement with a probe or metal spike. Please specify the level of playground inspection qualification of staff.
14. **Risk assessment.** An initial risk assessment will need to be provided to the Parish Clerk to cover all aspects of work under this contract.