



HUGHENDEN PARISH COUNCIL. HEDGE AND FIELD MAINTENANCE ITT; 2022-25

Section A: Specification

This section details the precise requirements of Hedge and Field Maintenance programme. It is the basis of all tender offers and will form the foundation for an eventual contract. It outlines the tasks required, locations, volume and frequency. It also establishes required standards, expected quality of materials and likely timing. The overall purpose is to provide a well-maintained area that reflects customer need and good horticultural and environmental practice.

The first section outlines the standards required for generic elements of maintenance; such as grassed areas, hedgerows and footpaths. It also details the quality of materials and workmanship required.

Where the frequency of services is specified, these services form the Core Services for which a single total price shall be submitted in the Cost Submission Form and Pricing Document. Where the frequency of services is not specified, these services form the Additional Services for which an hourly rate shall be submitted.

The second section is the Schedule of Works which lists and details what is to be done and where. These itemised works should be read in conjunction with the plans provided.

This Specification should be used in conjunction with the site plans and maps for sites (Appendix; Section C).

1. Specification (Requirement) Standards

1.1. General Grass Maintenance Standards

1.1.1 Cutting

- The contractor shall cut all grassed areas as indicated within the plans (Section C).
- All grass shall be cut cleanly and evenly (without damaging the existing surface) by means of mowing to provide a good quality sward; to the height specified (in the schedule of works) on each site or amenity grassland, without damaging the existing surface. Edging shall be cut by means of strimmer.
- Unless specified, the required cut grass height will be approximately 55 - 75mm.
- The maximum or minimum height is determined to be the height of 90% of the grass or vegetation.
- The contractor shall use machinery appropriate to the type of work involved. For instance, the Council considers a tractor mounted drum or disc mower (and strimmer) appropriate.
- The Contractor shall ensure all cutting blades are sharp and properly set, to produce a true and even cut.
- All grass cutting equipment shall be maintained in a condition that avoids 'ribbing', and to ensure an even, uniform finish to the grass.
- Unless specified, mowing/cutting will take place on the full area of grass at each site; up to paving, fencing and other boundaries.
- Re-fuelling should take place in safe locations and not on fine-turfed areas such as football pitches or amenity grassland.
- The Contractor shall, whilst on site, ensure that machines are properly guarded and maintained to present no danger to the operator, surrounding structures, vehicles or any person near operations.
- The contractor will be required to re-cut any areas identified as not being within the prescribed standards to the satisfaction of the Council. This will be carried out at the applicant's own expense.
- During the period of the contract, no growth regulators of any form shall be applied to any area of grass without the Clerk sanctioning such an operation in writing, in advance.

1.1.2 Timing

- The grassland will be cut after the peak grass-growing season which generally falls from September to October.
- The contractor will complete cutting any one area of grass cutting before moving onto the next.
- During normal weather conditions the applicant will be required to keep to the standards within this specification.

1.1.3 Inclement Weather

- During very wet conditions all grass cutting operations shall cease until conditions improve sufficiently to allow operations to continue; without damaging the surface or creating divots from rollers, cutters or wheels.

- If inclement weather prevents the contractor from meeting the required standard, the supervising officer shall be advised of the work not done. The applicant shall resume work as soon as possible.
- The applicant will not be deemed to have failed to perform the Services if suspension of the operations has been agreed in writing by the Parish Council.

1.1.4 Arisings

- Unless stated, all grass arising or clippings to be removed from site and disposed of in an appropriate manner.
- Where arisings are thrown or spilt onto roads, footpaths or graves, they shall be swept or blown back onto the grassed areas forthwith to prevent unsightly conditions. Should the wetness of the clippings pose a slipping or tripping hazard to pedestrians, the arisings are to be swept or blown back immediately.

1.1.5 Obstacles

- Trimming around obstructions including seats, trees, fence lines, posts, and the like, will be undertaken using methods, tools, and machines as appropriate to prevent damage. Any damage resulting, shall be reported to the Clerk and made good at the Contractor's own expense.
- A margin of 1m to remain uncut around trees, otherwise the contractor shall cut/trim around obstacles within grassed areas to the same height of that mown within the area to ensure continuity.
- Care must be taken when strimming in all areas to avoid the throwing up of stones, animal excrement etc. During strimming and all grass cutting operations, adequate precautions must also be taken to protect passing vehicles and members of the public.

1.1.6 Inspections

- Immediately prior to cutting any area, the contractor shall inspect all areas to be cut and remove all debris and litter. This includes paper, tins, bottles, large stones, abandoned waste and any other items and objects which may cause damage, injury, nuisance to others, or leave an unsightly appearance.

1.1.7 Waste materials

- All such waste materials (as identified in Inspections above) shall be collected and removed from site for proper disposal or for recycling.

1.2. General Maintenance Standards for Footpaths and all other amenity areas.

- These routes and areas should be kept clear of weeds, overgrowth, dog fouling and detritus.

1.3 General Hedge Maintenance Standards

- Cut back the current growth to no more than the point of the previous cut. The hedge shall be trimmed, pruned back to the same height, width, and general shape as that which existed at the completion of the last trim unless otherwise instructed by the supervising officer.
- All hedges shall be cut both sides and top, unless otherwise specified. The contractor shall endeavour to establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge.
- Cutting should be carried out with a tractor and side arm flail or by handheld mechanical cutters as appropriate to the site and location.
- Any cutting should be carried out outside of nesting season and ideally during the period when leaves are absent between November to February.
- The contractor will check and avoid disturbing bird nests before starting work to cause minimum disturbance to nesting birds and wildlife (in compliance with the 1985 *Wildlife & Countryside Act*).
- It shall be ensured by the contractor that the width of the hedges do not present a hazard or obstruction to pedestrian or vehicular traffic.
- All hedge cutting machinery/tools shall be kept sharp at all times to achieve clean and neatly clipped hedges. Chewed and torn shoots will not be accepted following a cut, and any such work which the contractor is unable to rectify, will not be paid for. If this occurs, the applicant shall re-cut the hedge at their own expense when new growth permits, as instructed by the supervising officer to provide a neat and tidy appearance again.
- Leave grass edges adjacent to hedges cut neatly. Cut off pernicious weeds (e.g., bramble and nettles) at base.
- Following hedge cutting all material arisings should be disposed of and the site left in a tidy condition.
- All litter, etc will be removed from the hedge bottom and disposed of off-site.
- When cutting hedges adjacent to the highway, extreme care will be taken to avoid any danger to road-users and to the Contractor.
- All relevant warning signs, road cones, etc, will be provided by and put in place prior to commencement of work by the contractor. All operatives working on such hedges will wear high visibility clothing to *BS6629 (1985)* standards.

1.4 Health and Safety

- Personal Protective equipment (PPE) must be worn/used. The correct type of grass cutting equipment used for different environments (steep verges, etc.). A risk assessment must be carried out.
- Legislation relating to safe working on/near carriageways must be observed.
- When using specialist equipment staff must be properly trained.
- Staff undertaking work should be competent, trained, adhere to Health & Safety requirements in terms of risk assessments and PPE.

2. Schedule of Works

The itemised works are to be read in conjunction with the plans provided in Appendix Section C.

2.1. Little Burnham Meadow

2.1.1 Cutting

- Cut the grassland in late September to early October to a height of approximately 60mm.
- Leave unmown 2m strips along the edges of field boundaries (to provide habitat and a food resource for biodiversity).
- Leave unmown several 1m² patches randomly spread throughout the field.

2.1.2 Tedding

- Spread the cut grass/vegetation out to dry.
 - Tedd (turn) at least once a day to dry the crop and loosen wildflower seed remains to fall out onto the ground.
 - When the hay is dry, which is usually after 3-5 days (and once any dew has dried in the sun) it may be baled and taken away from site for use or disposal by the contractor.
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2.2 Vincent's Meadow

2.2.1 Cutting

- Cut the grassland in late September to a height of approximately 40mm.
- A margin of 1m to remain uncut around trees.
- Leave unmown 2m strips along the edges of field boundaries (to provide habitat and a food resource for biodiversity).
- Leave unmown several 1m² patches randomly spread throughout the field.
- Spread the cut grass/vegetation out to dry.
- Turn at least once to dry the crop and when the grass is dry, which is usually after 3-5 days (and once any dew has dried in the sun) it may be baled and taken away from site for use or disposal by the contractor.

2.2.2 Footpaths

- Cut a figure of eight 1.5m wide footpath to an approximate height of 25mm through the meadow (see map) and remove arisings. This should be cut every 4 weeks from 1st April to 1st November (8 cuts)
 - Cut a short path 1.5m wide and approximately 25mm behind houses
 - every 4 weeks from 1st April to 1st November (8 cuts)
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2.3 Hedges to cut

The Parish Council's estate includes the following sites (see map) with hedgerows for maintenance;

2.3.1 Allotments

- Red Lion Allotment, Common Road, Great Kingshill
- Cryers Hill Allotment, Cryers Hill Lane

- Windmill Lane Allotment, Widmer End
- Primrose Hill Allotment Widmer End
- Hughenden Valley Allotment, Whitfield Road, Hughenden Valley
- Louches Lane Allotment, Naphill
- Walters Ash Allotment, Main Road, Walters Ash
- North Dean Allotment

2.3.3 Amenity Grassland

- Primrose Hill Amenity Area, Widmer End
- The former Common Road Allotments, Great Kingshill

2.3.4 Miscellaneous sites

A number of varied locations in the parish requiring hedge-cutting;

- Great Kingshill Common
- Widmer End, Access to Cockshoot Wood & Four Ashes Field
- Naphill Utility Station
- Warrendene Road/Bramley End road island