



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: [clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)

Clerk to the Council: Mrs Catherine Moore BSc FILCM

## **Poringland Burial Ground Grounds Maintenance 2018 Season**

### **Site address:**

Burial Ground  
Rectory Lane  
Poringland  
NR14 7SL

**Duration of contract:** 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

### **Poringland Burial Ground – General Maintenance**

1. Top and trim hedges twice annually June and September.
2. Keep full width of the path weed free. Paths to have weed killer applied and all arisings to be removed from site. Type of weed killer to be notified to Parish Clerk prior to commencement of contract.
3. Cut whole grass area every two weeks and remove clippings from site following each cutting. Quotation to include allowing for winter grass trimming.
4. Maintain all boundary banks.
5. Cut grassed area either side of the gate near the road.
6. Edge around slab bases, memorial plaques and concrete grave markers annually.
7. Supply and apply granular weed feed and moss killer. Scarify area removing as much moss as possible.

### **Poringland Burial Ground – Ad Hoc Maintenance (price per grave)**

1. Level and turf graves at least six months after interment (to be requested by Clerk, normally more than one to be completed at a time).
2. To attend site within 5 hours of a request to fill in a collapsed grave. (this work would be carried out during daylight hours but may include weekends if health and safety dictates).

**Note:** All infilling and levelling works can be completed using the spoil heap located at the bottom of the burial ground.

Contractors will be required to provide evidence of Public Liability Insurance prior to commencement of work, and may be asked to provide a risk assessment on request. Contractors are asked to supply copies of PA1 and PA6 spray certificates and to forward COSHH sheets for any chemicals used.

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## **Poringland Community Centre Grounds Maintenance 2018 Season**

### **Site address:**

Community Centre  
Overtons Way  
Poringland  
Norfolk  
NR14 7WB

**Duration of contract:** 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

**New items marked in yellow**

### **Poringland Community Centre**

1. Cut grass in front of Community Centre and collect clippings, on a fortnightly basis.
2. Cut grass and strim in front of Police Station and collect clippings on a fortnightly basis.
3. To cut the large area to the rear of the Community Centre (to the gap in the hedge line leading onto the large field), clippings to be collected, on a fortnightly basis.
4. To strim around the pond area twice per year.
5. To spend one day clearing pond of weed and overgrown shrubs once per year.
6. To keep borders and areas around trees and shrubs weed free.
7. To trim the hedge in front of the Library **and between the Community Centre and the Village Green.**
8. To spray off weeds around the Community Centre as required, **including the brick weave path between the Community Centre and Mulberry Close.**
9. Supply and apply granular weed feed and moss killer. Scarify area removing as much moss as possible.

All grass cuttings, hedge trimmings and other garden refuse to be removed from site.

Any work undertaken within the perimeter of the pond fence must be done with a minimum of two operatives present. Key to be gained from office, and life belt must be requested to be put out.

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## **Poringland Devlin Drive and Blackthorn Way Grounds Maintenance 2018 Season**

### **Site address (outlined in green below):**

Play Area and Grassed Area  
Devlin Drive and Blackthorn Way  
Poringland  
NR14 7WA

**Duration of contract:** 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

### **New items marked in yellow**

#### **Play Area**

1. To strim around all trees, shrubs and play equipment on a fortnightly basis.
2. To box cut all grassed areas on a fortnightly basis.

#### **Play Marked Area (within hedge)**

1. To cut the inside of the hedge twice per annum, disposing of arisings.
2. To sweep the play marked surface once per month, keeping free of moss and weeds, and dispose of arisings.
3. To spray weeds emerging from under hedge or around building four times per annum.

#### **Paths**

1. To cut the outside of the hedge twice per annum, disposing of arisings.
2. To spray the brick weave paths around the play area and between the play marked area and the grass four times per annum.

#### **Grass Areas**

1. To box cut areas behind play area and over path in front of play area on a fortnightly basis. Price to include removal of all grass clippings.
2. To box cut two areas on Blackthorn Way on a fortnightly basis. Price to include removal of all grass clippings.

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## **Poringland Memorial Garden Grounds Maintenance 2018 Season**

### **Site address:**

Memorial Garden  
Adjacent to All Saints Church  
The Street  
Poringland  
NR14 7RP

**Duration of contract:** 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

**New items marked in yellow**

### **Poringland Leisure Garden**

1. Cut grass every two weeks, including grass on sloping sides of pond.
2. Keep borders and areas around trees and shrubs weed free.
3. Trim all hedges once annually.
4. Prune shrubs and trees annually in the autumn.
5. Take away from site all grass cuttings, hedge trimmings and other garden refuse.
6. Supply and apply granular weed feed and moss killer. Scarify area removing as much moss as possible.
7. Clean pond once per annum (1 day, 2 people).
8. Clear weeds from footpath regularly.
9. Clean War Memorial (warm soapy water – available from the Community Centre) every quarter (with one scheduled for the week before Remembrance Sunday, together with leaf clearance and general tidy up)

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## **Poringland Delegated Verge Cutting 2018 Season**

**Site address (outlined in green below):**

Throughout Poringland

**Duration of contract:** 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

1. To cut verges within Poringland according to the specification set out within this tender, which is the Norfolk County Council delegated specification.

Contractors will be required to provide evidence of Public Liability Insurance prior to commencement of work, and may be asked to provide a risk assessment on request.

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## **Appendix A**

### **Service Specification: The Delegated Service**

1. Cutting shall be carried out in a careful and safe manner and shall be in accordance with the areas shown on the drawings and schedule.
2. The maximum finished cut height shall be 50mm and will not normally exceed 150mm before being cut.
3. Grass shall be cut right up to road signs, marker posts, lighting columns etc. by hand or strimmer. This work will be completed within the same week (7 calendar days) as the mowing is carried out. The cost of this work shall be included in the appropriate mowing rates.
4. All areas shall be cut up to 5 times per season. Flail mowers shall not be used for this cutting.
5. Sites of Specific Scientific Interest (SSSI's) will be subject to different standards. These standards will be detailed by the Engineer as necessary.
6. Linear Habitats and Licensed Verges will be subject to different standards. These standards will be detailed by the Engineer as necessary.

## **Appendix C**

### **Guidance Notes**

The Plant supplied for the Service must be licensed and insured to comply with current regulations.

Vehicles used as Plant shall be fitted with a cab mounted flashing amber light which must be operating when engaged in grass cutting. Each vehicle must also carry alternative red and yellow reflective markings in accordance with SI 1989 No 1796 (Lighting Regulations on Vehicles) and BA AU 152 (Specification for Rear Marking Plates for Vehicles) 1970 (Rev 1990), and an arrow mounted on the rear of the cutting unit (See sub-Clause 4.5).

All operatives must wear high visibility clothing to BS EN471:1994, Class 3, incorporating additional reflective materials for extra safety, boots with steel toe-caps and, where appropriate, helmets, all to be provided by the Contractor. This also applies to where plant is being delivered to work sites.

#### **Traffic Signs**

- 4.1 The Contractor shall at all times comply with Chapter 8 of the Traffic Signs Manual. 'Traffic Safety Measures for Roadworks' as appropriate (published by TSO in 2006).
- 4.2 Warning signs used shall be Class 1 retroreflective signs to Table 1 of BS EN12899 -1:2001. Triangular signs shall be minimum size 750mm and wording of supplementary plates shall be to minimum 'x' height of 62.5mm.
- 4.3 Particular requirements for single carriageways shall be:  
  
Sign to Diagram 7001 (Road works Ahead) with supplementary plate to diagram 7001.1 with legend "Grass Cutting" to be provided and erected on both approaches to all cutting vehicles. The maximum distance between opposing signs shall be 1 mile. (Any reference to sign diagrams in these Guidance Notes relate to 'The Traffic Signs Regulations and General Directions 2002' and its amendments of 2004 and 2005).
- 4.4 Road Works Ahead signs should be sited in order that all approaching drivers from either direction and road junctions shall have been adequately warned of the operation by passing at least one warning sign erected in a clear and legible position in advance of the cutting operation.
- 4.5 A Keep Left / Right sign (as appropriate) to Diagram 610 shall be provided. Sign diameter to be 600mm minimum.
- 4.6 All signs shall be maintained in a clean and legible condition.

# Urban Verges - Poringland

Town	Location	Level M <sup>2</sup>	Banks M <sup>2</sup>	Total M2	
Poringland	B1332 Main and R/about (30mph limit only)	1,971.00	0	1,971.00	SEE NOTE BELOW
Poringland	Burgate Lane (South side only)	157.00	0	157.00	Outside even numbered properties
Poringland	Caistor Lane	451.00	0	451.00	Up to parish boundary highways sign
Poringland	Carr Lane and Splays	540.40	0	540.40	Up to No. 11 Carr Lane, from The Street
Poringland	Cawstons Meadow	389.00	0	389.00	
Poringland	Clear View Drive	327.00	0	327.00	
Poringland	Elizabeth Road & Splays	514.00	0	514.00	
Poringland	Fitzgerald Road	59.00	0	59.00	Only verge on junction outside No. 1 - leave verge outside No. 3
Poringland	Greenacres	327.00	0	327.00	
Poringland	Hall Road/upgate	931.00	0	931.00	Up to 1 Ugate on east side, and up to 1 Hall Road / Fallowfield on west side
Poringland	Highland	362.00	0	362.00	
Poringland	Rectory Lane	401.40	0	401.40	
Poringland	Romany Walk	315.00	0	315.00	
Poringland	Shotesham Rd & Splays	1,794.00	0	1,794.00	Finish just before junction with Carr Lane / Leafy Oak Lane (splays are rural verges)
Poringland	Springfields and Splay	251.00	0	251.00	
Poringland	St Marys Road	34.00	0	34.00	
Poringland	Baynes Close	41.00	0	41.00	
Poringland	The Footpath and Splays	40.00	0	40.00	
Poringland	Devlin Drive	450.00	0	450.00	To end of Devlin Drive, not onto Victory Road or The Ridings at the junction
Poringland	stoke road	946.00	0	946.00	Down to and including Boundary Way
Poringland	howe lane	1,941.00	0	1,941.00	Down to Barri Close

**12,241.80**

B1332: The parish boundaries are funny here. On the west side of the road, the parish boundary ends approx 20 metres from the end of The Ramblers back gardens. On the east side of the road, the boundary begins on the south side of Tulip Tree Drive.





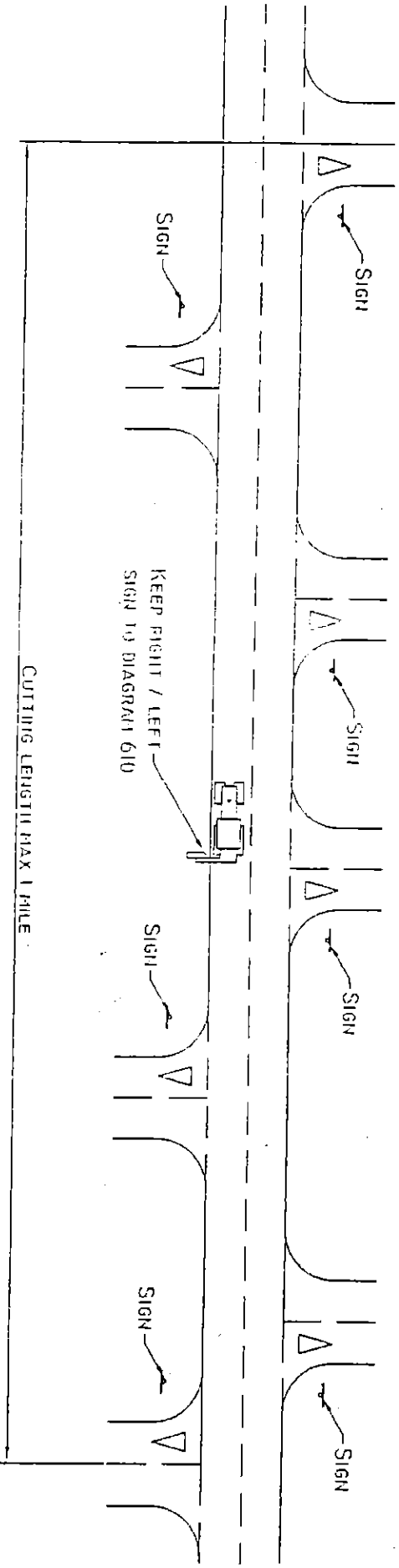
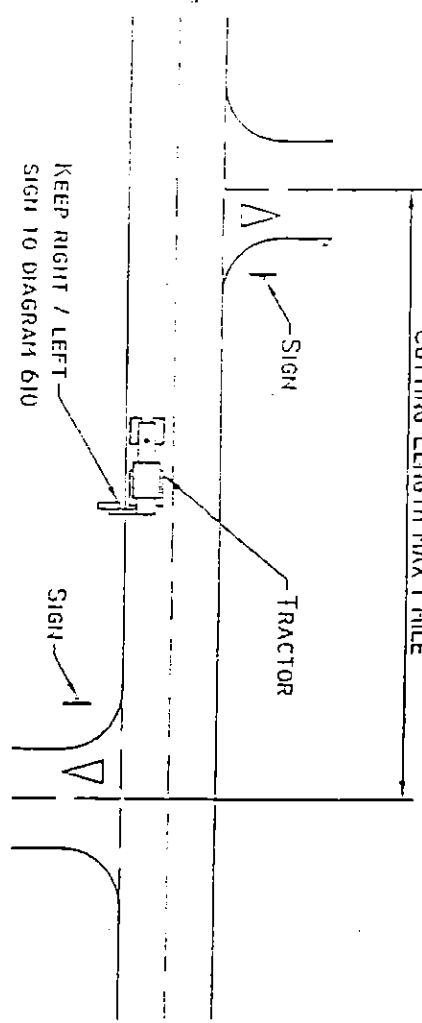
Grass cutting

ALL CUTTING LENGTHS TO BE COVERED BY ADEQUATE SIGNING

WHERE INTERMEDIATE JUNCTIONS OCCUR

BETWEEN JUNCTIONS

CUTTING LENGTH MAX 1 MILE



Norfolk County Council  
at your service

Tim Morgan B Eng (Hons) MSc C Eng MRCS  
Director of Planning and Transportation  
Norfolk County Council  
County Hall  
Norwich, Norfolk  
NR1 1AA

DRAWING TITLE

Tractor Signs  
(Standards A & B)

REV	DESCRIPTION	CHECKED DATE
1	Drawn to standard	

DESIGNED BY	DATE	PROJECT TITLE
AMH	01/02	Grass Cutting
CHECKED BY	DATE	SCALE
AMH	02/02	1:1



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## **Poringland Mulberry Village Green Grass Cutting 2018 Season**

### **Site address:**

Mulberry Village Green  
Behind Community Centre  
Overtons Way  
Poringland  
Norfolk  
NR14 7WB

**Duration of contract:** 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

### **Mulberry Village Green**

1. Harrow and roll in spring.
2. Gangmow twice per month from mid-March to the end of October inclusive, including The Ridings side of the hedge to the west of the land.
3. Scarify and aerate in November/December.

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## **Poringland Mulberry Village Green Grounds Maintenance 2018 Season**

### **Site address (outlined in green below):**

Mulberry Village Green  
Behind Community Centre  
Overtons Way  
Poringland  
Norfolk  
NR14 7WB

**Duration of contract:** 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019

### **Play Areas**

To strim around all play equipment on a fortnightly basis.  
To box cut all grassed areas on a fortnightly basis.  
To spray underneath railings four times per annum.

### **Trees and Hedges**

To strim nettles and brambles from under hedges and at boundary with Heath Loke monthly.  
To tidy any damaged or overhanging branches from small trees either side of Village Green as required  
To cut hedge top and sides to east once per annum, maintaining to fence height up to boundary with properties on Mulberry Close. To leave height of mature hedge between Village Green and Community Centre.  
To cut hedge to west both sides once per annum.  
*Note that the hedge to the south, beyond the pavement, does not belong to the Parish Council and should not be cut.*

### **Paths**

To spray paths four times per annum, keeping free of weeds and encroachment of grass.

### **Miscellaneous**

To spray paving in Youth Shelter four times per annum, keeping free of weeds and encroachment of grass.  
To spray weeds around dog and litter bins, benches etc four times per annum.  
To cut back shrubs on piece of land in south east corner, adjacent to 22 Devlin Drive.

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## Poringland Playing Field Grass Cutting 2018 Season

### Site address:

Welcome Home & Memorial Playing Field  
The Footpath  
Poringland  
NR14 7RF

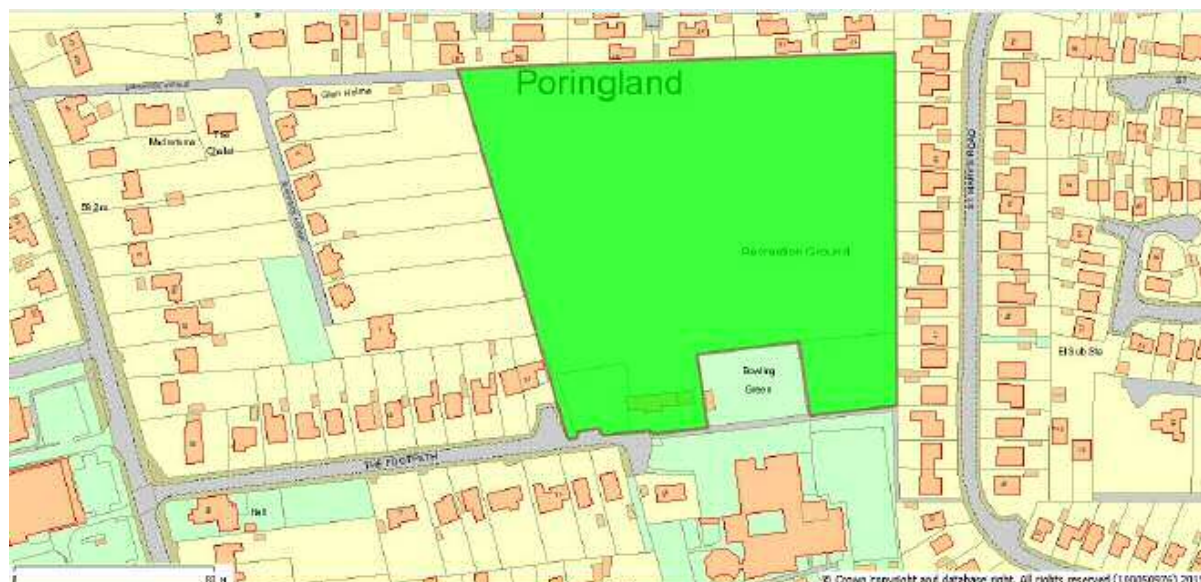
**Duration of contract:** 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2018.

### Playing Field Grass Cutting

1. Harrow and roll in spring.
2. Gangmow twice per month from mid-March to the end of October inclusive.
3. Scarify and aerate in November/December.

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## **Poringland Playing Field Grounds Maintenance 2018 Season**

### **Site address (outlined in green below):**

Welcome Home & Memorial Playing Field  
The Footpath  
Poringland  
NR14 7RF

**Duration of contract:** 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019

### **Play Area**

To strim around all trees, shrubs and play equipment on a fortnightly basis.  
To box cut all grassed areas on a fortnightly basis.  
Cut hedge twice in season, check shrubs and trees for damage, cut back any branches in need of pruning.

### **Car Park**

To strim and cut grass area running alongside ditch on a fortnightly basis.  
To strim far side of ditch on a monthly basis.  
To cut small grassed area outside gate on a fortnightly basis.  
To strim area on other side of fence running parallel with ditch on a regular basis.  
Strim around concrete bollards at car park as required.  
Apply herbicide and remove weeds in car park as required.  
Clean ditch from gate to boundary with 23 The Footpath once in June, removing all arisings.

### **Boundary of Field**

Shrubs east side - Strim around shrubs, apply herbicides if needed. Prune shrubs twice maintaining at no higher than fence height, prune back any damaged or overhanging branches.

Hedge north side - Flail to hedge line and cut hedge to fence height once during contract period (up to and including old gun club site).

Ditch west side - Flail to ditch line once per season before football season.

Old Gun Club Site - Strim whole area once in November (to be maintained as a wildlife area).

### **Bowls Club**

Cut back shrub hedge between path and bowling green twice per season. Cut back growth overhanging the path as required.  
Cut back and top of hedge on outside of east boundary and cut back hedge on west boundary as high as possible.

## Football Pitch Railings

Strim grass under railings as required, spray base of railing posts.

## Pavilion Area

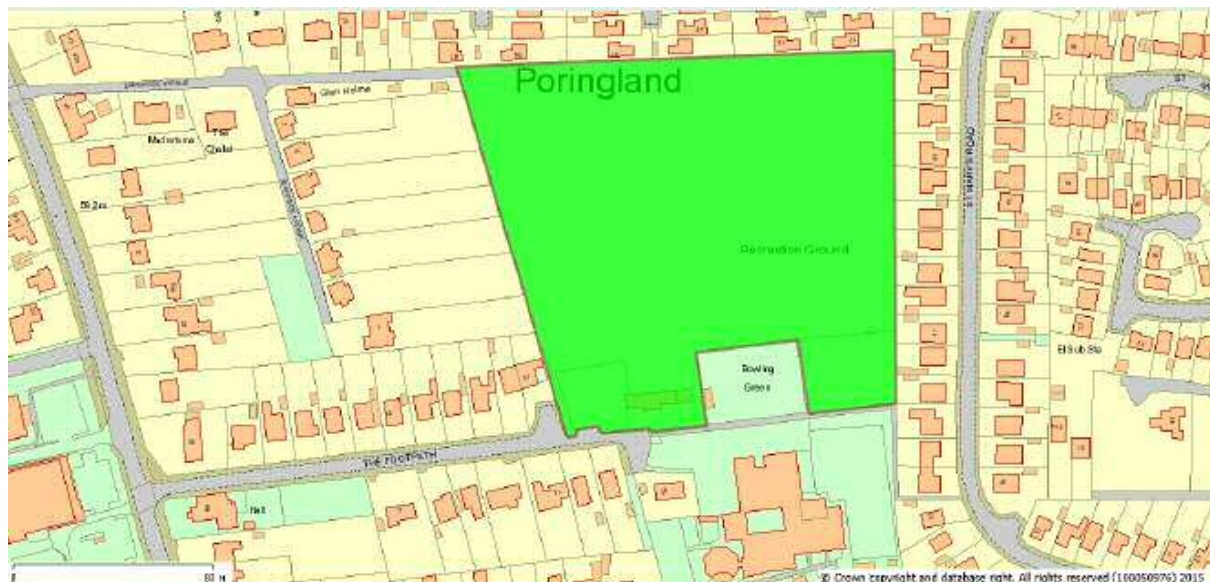
To box cut area around the pavilion on a fortnightly basis. Price to include removal of all grass clippings.

Apply herbicide and remove weeds in paving as required.

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## **Rosebery Park, Shotesham Road Grounds Maintenance 2018 Season**

### **Site address (outlined in green below):**

Mentmore Way  
(Off Shotesham Road)  
Poringland

**Duration of contract:** 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019.

### **Year Round Tasks**

Litter pick site once per week and dispose of arisings.  
Inspect and sweep paving one per month.  
Inspect and sweep play area matting once per month.  
Leaf collection once per month, dispose of arisings.

### **Seasonal (mid-March to end-October) Tasks**

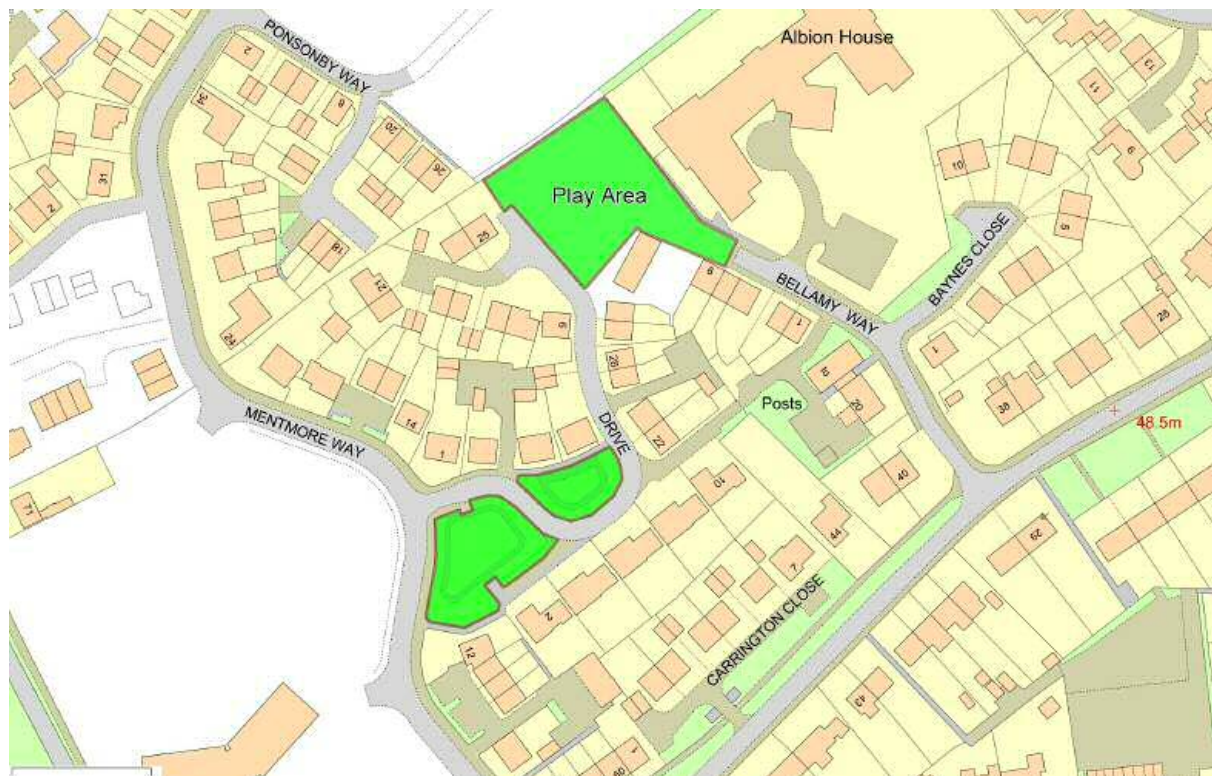
Cut amenity grass areas and strim margins fortnightly (16 occasions per annum).  
Weeding of planted areas once per month (7 occasions per annum).  
Check and adjust plant supports/ties once per month (7 occasions per annum).  
Tidy beds and top up bark mulch levels as necessary (7 occasions per annum).  
Spot herbicide of planted areas (4 occasions per annum).  
Water shrubs and trees fortnightly in dry spells (12 occasions per annum) - (water supplied on site)  
Trim and tie climbers once per month (7 occasions per annum).  
Trim hedges twice per annum, shaping sides and maintaining height to an agreed specification.  
Prune trees and shrubs twice per annum.  
Fertilise trees and shrubs twice per annum.  
Edge amenity grass areas with half moon tool twice per annum.

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## **Poringland Trafalgar Square / Victory Avenue Grounds Maintenance 2018 Season**

### **Site address (outlined in green below):**

Trafalgar Square / Victory Avenue  
Poringland  
Norfolk  
NR14 7WH

**Duration of contract:** 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019

### **Play area and large grassed area**

To strim around all trees, shrubs and play equipment on a fortnightly basis.  
To box cut all grassed areas on a fortnightly basis.  
Cut shrubs back twice in season, ensuring they do not encroach past the railings, check trees for damage, cut back any branches in need of pruning, dispose of arisings.

### **Grassed area behind BT box**

To box cut grass area running the length of the verge behind the BT boxes on a fortnightly basis.  
To cut back the shrubs and brambles between the grass and the fence twice per annum, ensuring that they are kept well back and cut hard if necessary, dispose of arisings.

### **Grassed area along Victory Avenue**

To cut grass area running the length of the verge shown on the map, to just past opposite Nelson Close.  
To cut the one side and top of the hedge running along the same stretch, being mindful not to damage the trees contained within the hedge.

### **Bronze Sculpture, Blackthorn Way**

Cut back the shrubs maintaining tidily within the railings four times per annum.

### **Miscellaneous**

Cut back shrubs next to electricity sub station twice per annum.

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