

REDBOURN PARISH COUNCIL

(Herein referred to as 'RPC')

APPENDIX 1

SPECIFICATION FOR THE PROVISION OF GROUNDS MAINTENANCE

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1 BACKGROUND

Redbourn is a village and Civil Parish in the County of Hertfordshire, England; three miles from Harpenden, four miles from St Albans, and five miles from Hemel Hempstead. It is situated to the Northwest of St Albans and is a Parish within the City and District of St Albans, and in the Berkhamsted and Harpenden parliamentary constituency.

The village is semi-rural surrounded by green belt. It has been settled since at least the Saxon times and is recorded in the Domesday Book.

Redbourn Parish consists of 2 Wards; Beaumont and Nicholls, with a population at the time of the 2021 Census of, 5703 people, living in 2318 dwellings, and served by 12 councillors elected by residents every 4 years.

2 OVERALL SPECIFICATION

Redbourn Parish Council, (hereinafter referred to as "RPC") is offering an invitation to tender (ITT), to enable the engagement of a competent and cost-effective grounds maintenance supplier.

All specification items are to be read in conjunction with all appendices and the Conditions of Contract. The numbers listed in Appendix 3, Grounds Maintenance Cost Schedule, are designed to line up with the numerical order of this specification. These numbers are also applied to the maps where appropriate. Tenderers must ensure that they have read and understood the requirements in all the documents within the Invitation to Tender, before completing and submitting their response.

Tenderers will treat all the information included in this tender as confidential and commercially sensitive and take all reasonable steps to prevent any disclosure to any third party. Under no circumstances will any of the information be disclosed by your organisation or your personnel to any third party without RPC's prior consent in writing.

The tenderer undertakes to provide the services set out in the tender.

The overall purpose of the grounds maintenance contract is to provide clean, tidy, and well-maintained grounds within Redbourn, which reflect the needs of RPC, local residents and visitors, whilst adhering to good horticultural and environmental practice. The most important

aspect of the contract is a genuine interest and concern for the environmental wellbeing of Redbourn. This interest and concern can only be reflected and judged by the effort put into fulfilling the contract responsibilities.

The maintenance of grounds should be consistent with the good practice of Green Flag (<http://www.greenflagaward.org>) and 'Anglia In Bloom' (<http://www.angliainbloom.co.uk>).

The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

Purpose & aims:

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.

All work shall consequently be carried out and timed in such a way as to always leave the whole of each site in a well maintained and tidy condition.

To meet the required standard for each of the different sites, in some cases, the frequency of the work schedule will be determined by The Contractor. In other cases, frequencies are specified.

Due to the seasonal nature of the duties and the impact of weather, RPC reserve the right to increase or reduce the number of units of work specified in the tender. Additional cuts will be paid at the rate specified by The Contractor in Appendix 3, The Grounds Maintenance Cost Schedule.

The growing season referred to throughout the specification is 1st April-30th September. It should also be noted there will be more work in the period 1st April to 30th September, than during the Winter months.

The initial contract period is for 5 years, with an option to extend to 7 years. Services shall commence on 1st April 2026 and shall continue through to 1st April 2031, with an option to extend the contract until 1st April 2033.

Responses to this ITT are required by Friday 10th October 2025. Responses must be sent in hard copy and soft copy format.

Soft copies are to be e-mailed to facilities@redbournparishcouncil.gov.uk

Hard copies are to be posted to,

Facilities Officer
Redbourn Parish Council
The Parish Centre
The Park
Redbourn
Hertfordshire
AL3 7LR

3 DETAILED SPECIFICATION

The detailed specification sets out what is required and when these works are to be undertaken, to guide The Contractor toward the expected contractual obligations and outcomes. All specification items are to be read in conjunction with all appendices and the Conditions of Contract.

3.1 GRASS MAINTENANCE

The height of the first cut of The Common in Spring season, shall be set at three inches. Cutting must be with the use of a rotary mower or flail cutter in a parkland style. Cylinder mowers are not to be used.

The Contractor is expected to provide sufficient manpower (without removing staff from other operations on this Contract) and machinery, to catch up if there is a substantial amount of mowing time lost through bad weather.

Where areas are mown, and collected such as Cumberland Gardens, all arisings shall be composted. Where collection is not stipulated such as on The Common, arisings shall be distributed evenly over the full width of the machine swath and may be left where they lie, except for paths, gulleys and hard surfaces which shall be kept free of cuttings.

Where an undefined edge forms part of a hedge base or shrub bed, all vegetation will be cut back up to hedge base, shrub canopy, fence, or boundary lines. Arisings shall be left on the grass or removed from bed surfaces.

3.1.1 The Common

Redbourn Common is 15.5 hectares and situated in the centre of Redbourn. Historically, The Common has been a 9-hole golf course, during the First World War it was used as a rifle range, and later as a place to keep cattle.

It is now owned and managed by RPC as an area of species rich semi-natural grassland, including an avenue of lime trees and a wildflower meadow. Informal recreation and walking are the principal uses of The Common, though Redbourn Cricket Club in the centre of The Common, has been recorded as one of the oldest cricketing locations in England and is an essential community asset, widely used by the villagers. The Common also features East

Common Play Area and Open Space, which was redeveloped in 2014, and a War Memorial is located at the South-East corner of The Common. The Common is managed via a conservation plan designed by Hertfordshire County Council Countryside and Rights of Way Team and RPC. The plan details which areas should be cut back and at what times of the year, to encourage wildflowers and develop existing ecology.

The Common, Areas to be Cut

3.1.1.1 Conservation Cut

Conservation Cut. To be cut once per year, September or October (weather dependent). Grass must be cut and left in situ for 48 hours. After 48 hours, the grass must be lifted and removed from site.

3.1.1.2 Main cut

To be cut six times a year (weather dependent).

3.1.1.3 Verges

The verges are to be cut every two weeks during the growing season and up to three times between 1st October and 31st March. The verges consist of The Common edges, the area opposite the Methodist Church, the banks of the two car parking areas on The Common and The Moor. The Avenue verges on the Common are cut in three sections,

3.1.1.4 Cumberland House to the Cricket Pavillion

The Avenue, Cumberland House to the Cricket Pavilion. The verges are cut from the path to the edge of the tree canopy (up to twelve metres either side of the path). Strimming is required around all park furniture, dog bins, litter bins and trees, with careful attention to be paid to ensure trees are not damaged by the strimmer.

3.1.1.5 The Cricket Pavillion to Flamsteadbury Lane

The Avenue, The Cricket Pavilion to Flamsteadbury Lane. The verges are to be cut to a depth of one and a half metres from the edge of either side of the path. The strimmer must also be used around the benches and bins.

3.1.1.6 Flamsteadbury Lane to the Corner of Church End

The Avenue, Flamsteadbury Lane to the corner of Church End and West Common. The verges are to be cut from the path to the edge of the tree canopy (up to twelve metres either side of the path). Strimming is required around all park furniture, dog bins, litter bins and trees, with careful attention to be paid to ensure trees are not damaged by the strimmer.

3.1.2 Doctors Alley/The Ruins Path

The grass either side of the path is to be cut every two weeks during the growing season and up to three times between 1st October and 31st March if required. All grass trimmings are to be blown back onto the grass to ensure the path is free of trimmings and any other debris.

3.1.3 Cumberland Gardens

Cumberland Gardens is a walled garden situated off the High Street in Redbourn, which was originally the walled garden for Cumberland House, a former hunting lodge for the Duke of Cumberland, believed to have been built in 1745. The area was given to RPC and opened as a garden to the public in 2008. It is a popular thoroughfare from the High Street to access the Medical Centre and The Common.

In early November 2008, 350 new plants and trees, and 3000 bulbs were planted in Cumberland Gardens. It has an area dedicated to roses. Today it is a beautiful garden which we take great pride in maintaining and is used widely by residents who can take advantage of the benches and planting. In recent years, it has been chosen to host Redbourn Christmas Market with great success.

The grass either side of the path is to be cut every two weeks during the growing season and up to three times between 1st October and 31st March.

The Contractor shall ensure that vegetative growth on all grass adjacent to the edges of beds, tree pits, hedge bases and hard surfaces, is trimmed flush to the defined edge using long handled shears or other approved methods. The use of a nylon cord strimmer will not be permitted, except around the concrete plinths below benches and around bins.

3.1.4 Millennium Site

The main body of grass near the Nickey Line, requires cutting every two weeks during the growing season and up to three times between 1st October and 31st March. The small strip of

grass that runs along the right of the path from the entrance to the High Street, is also to be cut and trimmed every two weeks.

3.1.5 Village Entrances

Village entrances are the responsibility of St Albans City & District Council. Their schedule allows for maintenance once a month, However, RPC attend the sites two weeks after their visit to maintain the entrances to our preferred standards.

3.1.6 Village Entrance High Street and A5183

3.1.6.1

Cut every two weeks during the growing season and up to three times between 1st October and 31st March, and trim around the tree, hedge, and main planter.

3.1.6.2

Cut three times per year during the growing season and up to three times between 1st October and 31st March.

3.1.6.3

Cut and trim every two weeks during the growing season and up to three times between 1st October and 31st March.

3.1.6.4

Cut every two weeks during the growing season except for spring, where the area must be trimmed only, to protect the daffodils. Cut up to three times between 1st October and 31st March.

3.1.6.5

Trim only, every two weeks during the growing season and up to three times between 1st October and 31st March.

3.1.6.6

Cut and trim every two weeks during the growing season and up to three times between 1st October and 31st March.

3.1.7 Village Entrance Dunstable Road Fire Station and High Street

Cut with a push mower and strim every two weeks during the growing season and up to three times between 1st October and 31st March. Grass must be picked up at this site.

3.1.8 Village Entrance Harpenden Lane (Puddingstone)

Cut with a push mower and strim every two weeks during the growing season and up to three times between 1st October and 31st March.

3.1.9 Village Entrance Hemel Hempstead Road

Cut and strim every two weeks during the growing season and up to three times between 1st October and 31st March.

3.1.10 Panhandle

RPC leases Panhandle from St Albans City & District Council. The grass is cut every two weeks during the growing season and up to three times between 1st October and 31st March.

3.1.11 Church End Near Substation

Strim the bank once a month during the growing season. All debris must be cleared from the bank and road.

3.1.12 War Memorial

Cut and strim with a push mower every two weeks during the growing season and up to three times between 1st October and 31st March.

3.2 PLAY AREAS & INSPECTIONS

There are four play areas: Long Cutt, East Common, Flamsteadbury Lane and Silk Mill.

The Contractor is required to hold or acquire a valid DBS check for all contract and permanent staff, if they are to be involved in play area inspections. RPC employs a government approved umbrella company to conduct the inspections and agrees to cover the cost to check two members of The Contractor's staff. If The Contractor elects to have more than two staff

engaged in play area inspections, the cost of additional DBS checks will be borne by The Contractor. The Contractor must use the RPC preferred supplier.

The Contractor is required to perform weekly play area inspections of all four play areas, using a mobile application provided by RPC. The Contractor is responsible for providing the device to store and employ the mobile application. The application is to be employed to provide overall inspection reports, including updates on the condition of all play area equipment, work orders to request replacing any parts or whole pieces of equipment, and associated safety surfacing. RPC are responsible for approving, ordering and paying for any new equipment or parts.

The Contractor should immediately report worn, defective, or damaged parts of the play area equipment, or associated grounds to RPC, as part of their inspections. Photographic evidence is to be attached to the inspection reports. The Contractor shall ensure that access to any faulty equipment or enclosure is made safe and unavailable to the public, including the supply and installation of barriers, warning signs and where appropriate, the immobilisation of equipment, as agreed with RPC, until such time as the fault has been rectified.

3.2.1 Flamsteadbury Play Area and Open Space

Flamsteadbury Play Area and Open Space are owned by Hertfordshire County Council and leased to RPC. RPC own the equipment.

Flamsteadbury Play Area contains; toddler swings, cone climber, standard swings, multi-play (junior), four way springer, multi-play (junior) small, spinner bowl yellow, spinner bowl blue and a spring car. There is an Open Space around the park which contains gym equipment and is also maintained.

The grass inside and outside the play area is cut and strimmed every two weeks during the growing season, and up to three times between 1st October and 31st March.

3.2.2 Silk Mill Play Area

Silk Mill Play Area is leased from St Albans City & District Council. We regularly check, and update the equipment, replacing any parts or whole pieces of equipment when necessary.

It contains; signs, fences, gates, seats, litter bins, a hedge, safety ground surface, agility multi-play with slide, agility climbing frame 'B', tortoise spring and swings (1 bay and 2 cradle seats) and a seesaw. The grass is seeded when necessary and hedges trimmed. There is a planted border and tree which is also maintained throughout the year.

The grass is cut and strimmed every two weeks during the growing season and up to three times between 1st October and 31st March.

3.2.3 Long Cutt Play Area and Open Space

Long Cutt Play Area is leased from St Albans City & District Council. We regularly check, and update the equipment replacing any parts or whole pieces of equipment when necessary.

It contains; signs, fences, gates, litter bins, seats, a hedge, safety ground surface, basket swing, multi-play slide, a hip hop, swings (2 cradle), rocking horse, dynamic climbing frame, toddler climbing frame and speed gyro.

Long Cutt Open Space is also leased from St Albans City & District Council on the same basis as Long Cutt Play Area. It is a grassed area around Long Cutt Play Area, surrounded by trees and has a football goal and basketball hoop in place for public use. Long Cutt Open Space is also to be maintained by The Contractor.

The grass for both areas is cut and strimmed every two weeks during the growing season, and up to three times between 1st October and 31st March. All grass trimmings are to be blown back onto the grass, to ensure the path is free of trimmings and any other debris.

3.2.4 East Common Play Area and Open Space

RPC owns East Common Play Area and Open Space. We regularly check and update the equipment replacing any parts or whole pieces of equipment when necessary. The community widely uses it.

It contains; signs, fences, litter bins, 2 metal benches, a zip wire, a wooden climbing frame with slide, 4 swings (2 standard, 1 cradle and a swing suitable for disabled children), a mound, tunnel and slide, a wooden boat.

The grass is cut and strimmed every two weeks during the growing season and up to three times between 1st October and 31st March.

3.3 AREAS TO BE CUT ONCE A YEAR

3.3.1 The Common

From the Cricket Pavilion to Flamsteadbury Lane, a 12-metre strip is to be cut and strimmed in late Autumn underneath the tree canopy only. The edge of the strip is to be at least 1.5 metres in from the edge of the Avenue path.

3.3.2 The Moor

This small section of the Moor is to be cut once a year only in late Autumn, to encourage a diverse range of wildlife.

3.3.3 South Common

Facing the Museum, this parcel of land is to the left of the museum entrance. The area underneath the tree canopy is to be cut in late Autumn.

3.3.4 East Common Open Space

The area under the tree canopy between The Old School House and East Common Play Area is to be cut in late Autumn.

3.4 AREAS NOT TO BE CUT

3.4.1 The Cricket Ground

The section between The Avenue and the trees west of the Cricket Ground and the Cricket Ground itself is not to be cut. This parcel of land is maintained by Redbourn Cricket Club.

4 GARDEN MAINTENANCE

4.1 General Requirements

There are a small number of garden beds to be maintained. The primary site is Cumberland Gardens. All gardens are to be kept in good order throughout the year, free of weeds, with shrubs trimmed appropriately.

4.2 Shrub Beds

The Contractor shall supply and mulch all shrub beds once a year. Medium grade pulverised mulch shall be spread evenly over the entire bed to a finished depth of 75mm and maintained at this level for the entire period of the Contract at The Contractor's expense. The mulch shall be free of metal, plastic, uncomposted paper, or paperboard. Mulching material covering or adhering to the shrubs shall be removed from the plants. Care should be taken to avoid damage to plants in the process. During any period that the shrub beds are not mulched, they shall be kept in a weed free condition by cultural means. Shrub beds should always be kept clear of litter.

4.3 Roses

The Contractor shall ensure that all roses are maintained in an attractive condition, free from weeds, fallen leaves, dead or dying plant material, litter and debris. The Contractor shall ensure that all roses are healthy, vigorous, pest and disease free.

Fertilisers shall be applied at the manufacturer's recommended rate, once per annum, normally in June.

The Contractor shall only use pruning knives, secateurs, heavy duty pruners and pruning saws. All pruning cuts made shall be clean and without jagged broken wood, or torn bark remaining after pruning operations.

Roses shall be deadheaded in accordance with good horticultural practice and suckers shall be removed at the junction with the root whenever they appear.

Climbing and rambling roses shall be tied in when the growth of the rose makes it necessary, or when damage has occurred.

Wires, trellises or similar supports shall be inspected. Any required works should be reported to RPC, who will pay to repair or replace as necessary.

Rose beds shall be inspected in October of each year and RPC notified of the presence of diseased or damaged plants that require replacement with their location and variety if known.

4.4 Herbaceous Plants

All herbaceous planting shall be maintained free of weeds by appropriate cultivation throughout the year, without damaging plants or surrounding grass edges.

Throughout the year, herbaceous plants shall be cut back, and dead heads removed.

Herbaceous plants shall be divided and replanted at regular intervals to maintain vigour in accordance with good horticultural practice.

4.5 Pests and Diseases

All plants and young trees shall be maintained in a healthy condition, free from pests and diseases by recognised cultural methods. In the case of an outbreak of canker or any disease, this shall be reported to RPC within 48 hours. RPC will then instruct The Contractor of any action that shall be taken.

4.6 Notifiable Weeds

All sites will always be kept free of notifiable weeds. Where possible these shall be hand pulled, removed from the contract area and composted. Glyphosate systemic herbicide can be applied to weeds.

4.7 Parish Centre

There are some large shrub beds at the Parish Centre adjacent to the car park. These beds must be tended to once a month during the growing season. Weeds will need to be removed, shrubs cut back when appropriate and chippings spread across the site when needed.

4.8 Cumberland Gardens

The Contractor shall undertake garden maintenance in this area on the following schedule:

- Laurel hedges (2) to be maintained and trimmed at least three times a year.
- Roses to be kept free of weeds, suckers removed, and roses pruned once a year.
- Honeysuckle and Jasmin to be trained over the Pergola and trimmed at least once a year.

- The walls are Grade II listed. Any ivy growing on our side of the walls, must be removed.
- Chippings to be distributed around yews and trees when necessary (supplied by RPC).
- Water any newly planted trees or bedding plants as required.
- Biannual staining of the Pergola.
- The Contractor will maintain the grass edges of beds, hedge bases, hard surfaces and channels to their original and defined shape and dimensions.
- The Contractor will be required to remove all arisings and dispose of them appropriately.

4.9 Harpenden Lane (Puddingstone)

There is a small, raised bed adjacent to the grass cutting zone. The site will need to be inspected once a month during the growing season. There is a hedge behind the bed which needs cutting back regularly, so it does not encroach on the bed. Shrubs will require trimming.

4.10 Millennium Site

This site will need to be inspected every two weeks during the growing season. Shrubs are to be trimmed to maintain a neat appearance, and weed killer applied where appropriate.

4.11 Silk Mill Play Area

When facing the play area, there is a small garden to the right. The garden will need to be inspected every two weeks during the growing season, adding chippings when required, keeping the garden weed free and trimming shrubs.

4.12 War Memorial

Weed shrub beds every two weeks and ensure the site is particularly tidy for remembrance events.

5 TREES

RPC is due to conduct a full tree survey in 2026, and major tree works are contracted out to another party.

5.1 The Common

The Contractor is responsible for dealing with any easily manageable tree works, including removing any small trees that may have come down, checking tree guards and ties regularly, removing any deadwood that is easily reachable by hand, and cutting back any new growth at the base of the trees. The Common

The Contractor is responsible for maintaining the height of the tree canopy. The canopy of all trees should always be no lower than 7ft from the ground.

A week before the annual fireworks display, The Contractor is required to ensure all trees on the Common are tended and the canopy cut to 7 feet above the ground, in order to ensure clear and safe access to the public who attend the fireworks display.

5.2 Village Entrances

The High Street and A5183 village entrance has a large Oak tree. The canopy must be cut to approximately 7 feet from the ground. There is also a Hazel at this entrance which must be coppiced every two years.

Hemel Hempstead Road Village Entrance tree canopy must be cut to approximately seven feet from the ground.

6 LITTER PICKING

For this specification, litter picking means the removal of litter, leaves, debris, dog faeces, accident debris, cans, cartons, paper, boxes, timber, metals, plastics, glass, tins, fallen branches and other deposits which can be removed without sweeping, on all sites at all times. Litter picking is based upon 8 hours per week and 52 weeks per annum.

7 FLYTIPPING

The Contractor shall, as part of his normal operations, remove and dispose of unauthorised major deposits of litter, refuse, builders' rubble etc. up to 1 cubic metre within the contract area. Where the volume of fly tipped material exceeds 1 cubic metre in any one instance, The Contractor shall notify RPC, who will determine the manner in which the material is disposed.

8 LITTER BINS

The majority of bins in Redbourn, are the responsibility of St Albans City & District Council. RPC are responsible for the collection of litter from a small number of bins. Collections shall be completed once a week in Summer (1st April – 30th September), and/or as often as required throughout the year. The Contractor shall be required on each occasion to replace bin liners with fresh compostable liners, provided by RPC. The collected litter shall be removed immediately from the site and disposed of by The Contractor. Should The Contractor find a bin to have suffered vandalism, damage or become unstable, The Contractor shall make safe and notify RPC on the same day.

The litter bins to be emptied and the number required, are at the following sites.

8.1 The Common x 6

There are 6 bins to be emptied along The Avenue. All bins on the edge of The Common are the responsibility of St. Albans City & District Council.

8.1.1 The Avenue, Cumberland House to Lybury Lane. First bin on the right.

8.1.2 The Avenue, Cumberland House to Lybury Lane. Second bin on the right.

8.1.3 The Avenue, Lybury Lane to Church End. First bin on the left.

8.1.4 The Avenue. Lybury Lane to Church End. Second bin on the left.

8.1.5 The Avenue. Between the car park and the Cricket Pavillion. First bin on the left.

8.1.6 The Avenue, Lybury Lane to Church End. Behind the Cricket Pavillion, second bin on the right.

8.2 Cumberland Gardens x 1

There is one bin to be emptied, next to the pergola. Please note there are two other bins, but these are the responsibility of St Albans City & District Council.

8.3 Millennium Site x 1

There is one bin to be emptied, next to the gate which joins The Nickey Line.

8.4 Flamsteadbury Lane Open Space x 1

There is one bin to be emptied in the open space to the right of the play area.

8.5 Silk Mill Play Area x 1

There is one bin to be emptied inside the play area.

8.6 Long Cutt Play Area and Open Space x 2

There are two bins to be emptied,

8.6.1 One inside the play area

8.6.2 One in the open space to the side of the goal post.

8.7 East Common Play Area x 2

8.7.1 Inside the play area

8.7.2 Inside the play area

8.8 Panhandle x 2

Both bins are on the footpath adjacent to Hilltop.

9 HARD SURFACE MAINTENANCE

Any footpath adjacent to the kerb or touching the road is the responsibility of St Albans City & District Council. All footpaths with grass either side of the path are to be maintained by The Contractor. There are several paths to be maintained at the following sites, The Common, The Millennium Site, Long Cutt Play Area and Open Space and East Common Play Area and Open Space, Cumberland Gardens, Flamsteadbury Lane Play Area and Open Space, and The Moor.

The Contractor is required to fill any potholes in front of the Methodist Church and both car parks on The Common. RPC will cover the cost of the materials.

The car park on the corner of North Common and Lybury Lane is maintained with Type 1 MOT on the base, topped with 20mm shingle.

The Cricket Club car park is covered in grass concrete slabs which occasionally become loose. Any loose slabs are to be removed, the sub-base dug out, filled with wet mix concrete and slabs repositioned.

10 SALT SPREADING

Salt is provided by St Albans City and District Council, and spreading is required at all sites listed below. This task is weather dependent and the number of times it is required varies accordingly. The Contractor is requested to price each site individually and agrees to charge the same rate for each application of salt when required.

- 4 x 20Kg bags to the boundaries of Redbourn Primary School on Long Cutt and Crouch Hall Lane.
- 2 x 20Kg bags to Cumberland Gardens path.
- 2 x 20Kg bags to The Ruins Path/Doctor's Alley.
- 2 x 20Kg bags to Shepherds Row.
- 2 x 20Kg bags to The Millennium Site.
- 2 x 20Kg bags to the entrances and exits of all footpaths on The Common.
- 3 x 20Kg bags to The Parish Centre car park and all footpaths surrounding the building.

11 LEAF COLLECTION

Leaf collection is limited to a few key areas. Leaf collection shall be carried out regularly during the main leaf collection period, (October to March). Weekly attention must be paid to The Avenue on The Common, beneath the trees in Cumberland Gardens, Doctor's Alley/The Ruins Path, Shepherds Row, The Millennium Site tarmac path and Silk Mill Play Area. Outside of this period, leaf collection shall form part of the normal maintenance of all sites. Leaves on The Common tarmac paths are to be blown off the path as opposed to collected.

12 HEDGES AND BOUNDARIES

The Contractor shall trim and prune all hedges to encourage a stable hedge. The width at the top should be slightly less than at the base. All woody weeds shall be removed, and stumps killed. Where hedges cause an obstruction, The Contractor will cut back the nuisance growth at each site maintenance visit. The Contractor shall always ensure that the bases of hedges are litter free and shall be weeded and litter picked by hand.

The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife and Countryside Act 1985.

12.1 The Parish Centre

The hedge on the Redbourn House Day Nursery and Parish Centre boundary is to be cut four times a year.

12.2 Flamsteadbury Open Space.

The boundary of the whole play area next to the scrub, is cut once every year, including the roadside hedge on Stephen's Way.

One area next to the play area fence is cut three times a year, to not encroach on the play area.

12.3 Silk Mill Play Area

Cut three times a year.

12.4 Long Cutt Open Space

The boundary hedge is cut twice a year to maintain the brambles. The hedgerow on the right of the footpath from Long Cutt, is cut three times a year, to ensure it does not encroach upon the footpath.

12.5 Panhandle

Cut hard once a year to maintain a clear grass channel, preventing trees and brambles from encroaching on the open space.

12.6 The Village Entrances, High Street and Hemel Hempstead Road

Cut once a year.

12.7 Cumberland Gardens

Laurel hedge to be cut twice a year and box hedge three times a year.

12.8 The Ruins Path/Doctors Alley and Shepherd's Row

Overhang from resident's gardens to be cut three times a year.

12.9 Millennium Site

Cut twice a year except the entrance to the Nickey Line, which is to be cut four times a year.

12.10 North Common and Lybury Lane

Cut twice a year at the corner of Lybury Lane and North Common, up to the Heybrigge housing estate.

12.11 Museum

Hedge to the left of the Museum when facing the building, must be cut once a year.

12.12 Church End

Hedge to the left of 8 Church End as you face the building, to be cut twice yearly.

12.13 War Memorial

Cut four times a year.

13 GENERAL MAINTENANCE

13.1 The Moor

An area known locally as The Moor, is in the wettest area of The Common where the River Red runs through The Common. In former times it was a lake which formed a winter skating pond in winter and in the centre of the Moor, is a small bridge.

13.1.1 The River Red Channel

In the Summer, The Contractor shall cut back all foliage within three metres of the bridge on either side, giving clear access for the community to the water and central path over the bridge. Nettles are not to be cut to the ground, to encourage wildlife. A minimum of three times a year in the growing season and once between 1st October and 31st March, brambles or other overgrown material along the riverbank should be cut back, paying particular attention

adjacent to the benches, at the side of the water. The Contractor is required to clear the growth of growing material within the channel by hand, allowing the channel to be up to one metre wide where possible, and placing all cut debris on the banks of the river for 24 hours to allow any wildlife to escape before clearing.

13.2 Play Area Repairs

The Contractor shall allow for the removal of all graffiti from the play area, its' equipment, and all furniture, washing all soiled surfaces with cleaning/disinfectant as approved by RPC.

13.3 Memorial Benches

There are a large number of memorial benches in the village, mainly situated on The Common or within Cumberland Gardens.

Every twelve months, between October and March, a preservative, fit for purpose, shall be applied to half of all wooden or metal benches. All recycled plastic benches are to be jet washed. This will result in all benches being treated every two years. During this operation, all plaques shall be protected from staining and damage. Any resultant stains to the plaques shall be removed in an appropriate manner so that no damage is sustained. The Contractor is required to provide a price including labour and all materials.

13.4 Other Furniture – Refer to Appendix 2

Every twelve months, between October and March, half of all other park furniture, (details included within Appendix 2), shall be treated with a preservative, or paint fit for purpose. All park furniture should be treated within a two-year period. The Contractor is required to provide a price including labour and all materials.

13.5 Wooden Bollards or Posts

There are many wooden bollards or posts which have been installed around the village. The primary purpose has been to protect the edges of The Common from being damaged by car parking. The Contractor is responsible for repairing any damaged posts or replacing any posts which have rotted. RPC will provide the posts.

13.6 Redbourn Parish Council Store

The RPC Store is located on North Common, near the Methodist Church and next to Redbourn Electrical. The purpose of the store is to provide storage for the grounds maintenance equipment and on occasion, short term storage of equipment for other approved village organisations. No flammable materials or equipment are to be kept in the store.

The store must always be maintained in good order.

13.7 Special Events

There will be throughout the year certain regular annual events held in open spaces. The events vary in size, length of time and the amount of preparatory and clearance work required for each event. It is expected that assistance will be required from The Contractor for each event, not exceeding six events per annum.

13.8 Any Other Duties

There will be other duties which are required during the year which will be priced on an ad hoc basis.

13.9 Urgent Call Out

There are often circumstances such as a major storm which create urgent matters which The Contractor must address as soon as possible within a 2-hour period. Such instances may include flooding where sandbags may need to be quickly delivered to multiple locations. The Contractor must provide a fixed rate per hour to attend to such matters urgently.

13.10 Continuity of Service

The Contractor is required to provide a plan for continuity of service should staff be unavailable due to ill health or other unexpected events.

14 REVIEW REQUIREMENTS

To monitor and assess the progress of the contract, the Grounds Maintenance team will be required to attend a six-monthly meeting with RPC to assess the overall contract performance.

Regular short weekly face to face meetings in the office will also be required, to maintain a good communication channel between the needs of RPC and the needs of The Contractor.

The efficiency to meet the terms of this specification will be the primary focus of the review meetings. As a result of the findings of the six-monthly review, RPC retain the right to make amendments to the detailed specification of the contract, to drive further efficiencies and adapt to the needs of its' customers.

15 FEES AND PAYMENT

The Contractor is required to submit a monthly timesheet, (a template will be provided by RPC) with the relevant monthly invoice. RPC agrees to make payment upon completion of works only and never in advance of any planned works.

Payment will be made within 30 days by bank transfer upon satisfactory (as deemed by RPC), completion of the work by The Contractor, and receipt of both timesheet and invoice from The Contractor. The Contractor must submit invoices to RPC by the third Thursday of every month.

If both parties agree to increase the total value of the service provided, The Contractor shall provide RPC with sufficient details to support the increase, including a new formal written quotation, timesheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties.

16 DISPUTES

The parties must attempt in good faith to resolve any dispute, difference or question between them arising out of or in connection with The Contract.

It the event that The Contractor breaches The Contract, by a failure to provide the services laid out in The Contract to a satisfactory standard, RPC will provide The Contractor with a verbal notice and a time limit to address the area of dispute. If the time limit expires and the breach has not been remedied, RPC will issue The Contractor with a written notice and a further time limit to address the area of dispute.

17 TERMINATION OF SERVICES

17.1 Immediate Termination

In the event of any material and serious breach of Contract, RPC will provide details of the breach in the form of a written notice to The Contractor. If the breach has not been remedied within the time limit specified by RPC in the written notice, or the breach has been repeated, RPC may at its sole discretion, terminate The Contract immediately.

Either party shall have the right to immediately terminate this Agreement effective on written notice to the other party if the other party files a petition in bankruptcy, or enters into an agreement with its creditors; or applies for or consents to the appointment of a receiver or trustee, or makes an assignment for the benefit of creditors, or suffers or permits the entry of any order adjudicating it to be bankrupt or insolvent and such order is not discharged within thirty (30) days.

Either party may terminate this Agreement immediately upon written notice to the other party in the event the other party fails to maintain the insurance required.

17.2 Termination for Failure to Carry out Works

Termination of The Contract for any failure of The Contractor to carry out the works detailed in this specification, can be made by RPC, giving 90 days' notice.

The Contractor may terminate the contract by giving RPC 6 months' notice in writing.

18 ADDITIONAL CONTRACTOR RESPONSIBILITIES

The Contractor shall note that there is no provision for storage of The Contractor's equipment on any site and The Contractor should remove any equipment from the site when work is not in progress. There is a small Parish Store on North Common which is available to store some of RPC's non mechanical equipment, but no vehicular parking is included.

The Contractor will be required to take additional weekly instruction from RPC and advise of any work considered necessary to maintain the required standard of upkeep.

The Contractor will be responsible for cleaning up after any works within 24 hours after completion. Works where cleaning up cannot take place for more than one day, should be notified to RPC and any equipment or areas affected should be made safe before leaving site.

The Contractor shall protect buildings, fences, gates, walls, landform, vegetation, and other site features that are to remain in position during the performance of the service. Any damage caused to existing features through The Contractor's negligence, will be reinstated at The Contractor's expense.

Any Chemicals used by The Contractor must be stored by The Contractor in their own facilities. Chemicals may not be stored in the Parish Store under any circumstances.

Whilst undertaking work on behalf of RPC, The Contractor agrees to manage any COSHH requirements for any hazardous chemicals used. A copy of all COSHH safety certificates and relevant information will be supplied to RPC before the Contract commences and when renewals are due. RPC must have up to date and valid copies of certificates for all chemicals used.

The Contractor will require a licence to carry and dispose of waste in accordance with the Environmental Protection Act 1990. PA1 and PA6 licences are also required.

The Contractor is required to provide RPC with annually updated policies for health & safety and environmental impact.

The Contractor is required to have a Certificate in the use of Herbicides.

The Contractor agrees to ensure the minimum limit of £10 Million indemnity covers any individual member of staff completing works for RPC, not just the overall firm hired. This must include equal cover for any sub-contractors. A copy of The Contractor's Public Liability Insurance must be deposited with RPC each year.

The Contractor agrees to undertake their own risk assessments of works on behalf of RPC.

RPC requires The Contractor to declare whether its' staff are paid as a minimum, the pertaining OECD 'living wage' for Hertfordshire.

We are an equal opportunities employer; RPC requires The Contractor to confirm (self-certify) that your organisation complies with Equality legislation.

RPC requires The Contractor and any sub-contractors to declare any previous criminal offences including fraud, corruption, money laundering or insolvency. Contractors must also declare any previous professional misconduct or breach of contract.