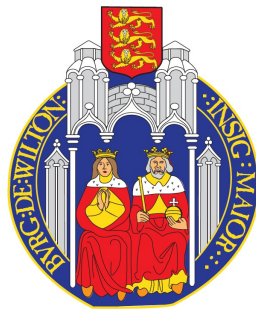


**WILTON TOWN COUNCIL**

*Ancient Capital of Wessex*

Town Clerk  
Tel: 01722 742093  
Email: [clerk@wiltontowncouncil.gov.uk](mailto:clerk@wiltontowncouncil.gov.uk)



Council Offices  
Kingsbury Square  
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**WILTON TOWN COUNCIL**

**GROUNDS MAINTENANCE CONTRACT**

Please complete this form for the contact details

Name	
Address	
Telephone number	
Email address	
Contact name	
Position in company Of named person	
If the business is a company	
Is it a subsidiary of another Company	
If yes please give details	
Date of business formation	
Number of grounds maintenance employees	
Branch contract will be serviced from	

## **PART A - CONDITIONS OF CONTRACT**

### **1. Description of Works**

The works comprise the annual maintenance of grounds for the Wilton Town Council - (Hereinafter referred to as "The Council") - sites to be maintained are listed in Part C "Schedule of Sites" to the specifications in Part B "Specification for Grounds Maintenance". The contract will be for 5 years, beginning 1<sup>st</sup> April 2022.

### **2. Submission of Price**

Tenderers - (hereinafter referred to as "The Contractor") - are required to enter their annual price to maintain sites to the specific standards in Part C, this to comprise a total annual price for each site, totalled to give an annual price for all sites. All prices are to be shown exclusive of Value Added Tax.

### **3. Payment**

The Contractor is required to enter hourly rates as shown in Part C. The successful contractor will invoice the Council once per month throughout the duration of the contract in the sum of 1/12<sup>th</sup> of the annual sum.

### **4. Price Review**

The total price of the contract will be reviewed annually and increased or decreased by the rise or fall in the Retail Price Index for the previous 12 months (April to March inclusive), starting with the first review effect as of 1<sup>st</sup> April 2022.

### **5. Variations**

Where sites are altered for any reason and the Council requires more or less work to be carried out, an increase or decrease in price will be agreed on the basis of the rates included in the original tender, as reviewed in 4 above.

### **6. Council's Indemnity**

The Contractor shall be held responsible for any damage caused to sites during the performance of the works. Particular attention is drawn to damage or displacement of edging kerbs in the cemetery, spray damage to grass or planted areas and mechanical damage to trees. Any such damage will be made good at the Contractor's expense. If the Contractor, on receiving an instruction to repair such damage does not effect repairs within one calendar month, the Council reserves the right to have the work carried out by others and deduct the cost from the Contractor's invoices. Any damage to property caused in the performance of this contract must be informed by the Contractor to the Council within 2 working days.

### **7. Insurance**

The Contractor will indemnify the Council from any claims for damage to property or persons arising from the performance of the contract and will be required to produce evidence of Public Liability Insurance to a minimum value of £10 million per claim.

### **8. Acceptance of Tenders**

The Council does not bind itself to accept the lowest, or any, tender.

### **9. Quality Assurance/Failure to Perform**

Where the Contractor fails to achieve the required standards, for whatever reason, he must inform the Council within 2 working days and propose how the failure is to be corrected. Where correction does not occur within a further 3 working days, a reduction equivalent to the value of work not carried out or not performed to the specification will be made for the relevant invoice. The Contractor will therefore be required to demonstrate that he operates a quality control system to ensure that the standards specified are maintained and all work is carried out as per the specification.

**10. Exception Reports**

As identified in Part B, the Contractor is obliged to inform the Council regarding problems with trees and play equipment. In addition, the Contractor must inform the Council, in writing, of any contract areas which are in need of additional work to ensure safety or to return the area to the contract standard. The Contractor must inform the Council of such items within one week of the most recent site visit. The Contractor will carry out works arising from such reports in accordance with hourly rates quoted in Part C. Such works may include remedial tree works, vermin control and other grounds maintenance related tasks. The Contractor will employ sufficient staff to ensure that the Services are provided at all times and in all respects in accordance with the Specification and Conditions. Weekly report forms, formats as agreed by The Council and the Contractor, will be completed by the Contractor and presented to the Town Clerk every Thursday.

**11. Working Practices**

The Contractor will ensure that all his staff wears clearly identifiable uniforms with The Contractor's name clearly displayed. The Contractor's employees will each carry an identity card displaying a recent photograph of the employee and the name and telephone number of the Contractor. The Contractor's employees shall, at all times, act in a reasonable manner, particularly in their dealing with the general public. All work is to be carried out between Monday and Saturday inclusive (Sunday work is not permitted unless in an extreme emergency). No sub-contracting is permissible without the prior written consent of the Clerk to the Council.

**12. Termination of Contract**

The Council reserves the right to terminate the contract where, in any month, more than 20% deduction to a monthly invoice is made due to failure (see 9 above), or where the Contractor fails to meet any of the Conditions of Contract as identified in Part A of this document. Four weeks notice to terminate will be given in such cases.

**13. Contract Manager**

The Contractor shall ensure that during the contract period a member of the Contractor's management staff is empowered to act on behalf of the Contractor and be available to be contacted by the Town Clerk of the Council at all "reasonable" times, i.e. during office hours (generally 9.00 a.m. - 1.00 p.m. Monday to Friday). The Contractor should be contactable, or an answering facility made available outside office hours (generally 5.00 p.m. - 8.00 a.m. Mondays to Friday, 24 hours Saturday and Sunday). The Contractor will provide an emergency contacts list. Both the Contractor and the Council will make known to each other the persons responsible for daily matters affecting the contract.

**14. Health and Safety**

The Contractor shall comply with all relevant sections of the Health and Safety at Work Act: Electricity at Work Act: Control of Substances Hazardous to Health Regulations. The Contractor will adopt safe methods of work in order to protect the health and safety of its own employees, the employers of the service users and all other persons including members of the public. The Contractor will review his health and safety policies and safe working procedures as often as may be necessary in the light of changing legislation or work practices. The Contractor will ensure its staff are aware of basic fire safety regulations and are trained accordingly. N.B. - No burning allowed on sites.

**15. Sufficiency of Information**

The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated by the Contractor in its tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and shall be deemed to have obtained for itself all necessary information as to risks contingencies and any other circumstances which might influence or affect the Tender or provision of the Service.

## **PART B - SPECIFICATION FOR GROUNDS MAINTENANCE**

### **A. GRASS CUTTING**

Clause Ref:

- A1 Maintain grass areas (amenity standard)  
Maintain sward at a height of between 25 and 80 mm at all times by use of cylinder mowers where access allows. Where inaccessible to cylinder mowers, rotary mowers or trimmers may be used to comply with the standard.  
Normally, this will entail between 16 - 20 cuts throughout the year.
- A2 Maintain rough (4 cuts/year)  
Maintain river bank at Castle Meadow Recreation Ground and the east side of the river bank at Minster Street Recreation Ground by cutting once every other month, April - September inclusive (total = 3 cuts) plus once between October and March inclusive, reducing growth to 75 mm or below on each occasion by use of pedestrian operated rotary or flail mowers or nylon-line trimmers.
- A3 Maintain grass areas (ornamental/recreation standard)  
Maintain sward at a height of between 15 mm and 60 mm at all times by use of cylinder mowers where access allows. Where inaccessible to cylinder mowers, rotary mowers, box mowers or trimmers may be used to comply with the standard.  
Normally, this will entail between 21 and 26 cuts throughout the year.
- A4 Maintain Cricket Outfield (Castle Meadow Recreation Ground only).  
Maintain grass sward at a height of between 15 mm and 30 mm during the period April to September inclusive on cricket field outfield by use of cylinder mowers and between 15 mm and 60 mm at all other times. Normally this will entail 20 to 24 cuts throughout the year.  
See item Cricket Pitch Maintenance.
- A5 Maintain grass area (ornamental) - BOXED  
Maintain sward at a height of between 15 mm and 60 mm at all times by use of roller propelled cylinder mowers where access allows. Where inaccessible to cylinder mowers, rotary mowers or trimmers may be used to comply with the standards.
- A6 Wildflower planted areas  
Cut annually during month of September with all arisings removed from site.  
All grass paths to be maintained as per A1.

#### **Grass Cutting General Notes**

The Contractor is to allow for the following and include all costs within his price:

- a. Sharp turns with vehicles on grass areas are to be avoided to ensure that scuffing, etc does not occur.
- b. Machinery must be of an appropriate type, well maintained, correctly adjusted and set to give a clean, even cut across the cutting width, without chewing, tearing or ribbing.
- c. In drought conditions, modify maintenance as follows so that the cutting height is raised to maintain the sward or the maximum specified height.
- d. All arisings must be swept from hard areas immediately following mowing and arisings disposed of at the Contractor's tip.
- e. All areas to be mown must be thoroughly inspected prior to mowing and all rubbish (stones, litter, etc.) removed. All raisings to be disposed of at the Contractor's tip.
- f. On certain sites, spring flowering bulbs are planted. It is the Contractor's responsibility to familiarise himself with such areas and leave such areas uncut from the time when the emergent bulb growth is first visible until 6 weeks after the need of flowering or when the growth has yellowed and wilted whichever is the later), at which time the Contractor is to restore immediately all such areas to their original conditions and remove all arisings to the Contractor's tip.

## **B. WEED CONTROL**

### **B1 Total Weed Control (Linear)**

Control weeds around the bases of trees, walls, fences, play equipment and obstacles in accordance with Wilton TC's Pesticide Policy.

The Contractor shall allow to keep areas so treated infested by no more than 5% weed growth and no weed plant shall exceed 100 mm in height or spread.

Areas to be treated must not exceed 0.2 m in width and, should damage occur to protection of neighbouring land, this must be made good at the Contractor's expense. It is permissible for contractors to mow or strim such areas and maintain to the standard in Clause A1 above, but any damage to trees, obstacles, etc must be made good at the Contractor's expense. All relevant legislation, including the Food and Environmental Protection Act and Control of Substances Hazardous to Health must be complied with.

### **B2 Total Weed Control (Square Area)**

Maintain paths, other hard surfaces and a 2-metre-wide band around the perimeter of the tennis courts to control weeds as follows:

All gravel paths, pavement joints and loose laid stone areas are to be treated with a glyphosate herbicide. The Contractor shall allow to keep areas so treated infested by no more than 5% weed growth and no weed plant shall exceed 100 mm in height or spread. All relevant legislation, including the Food and Environmental Protection Act and Control of Substances Hazardous to Health must be complied with.

## **C. TREE MAINTENANCE**

In areas where "tree maintenance" is specified (see Part C), maintenance of trees will be as follows:

### **C1 Newly Planted Trees**

Trees included in this section are those attached to support stakes.

- a. Check for any broken or tight trees and make all necessary adjustments. Remove and replace any tie where the existing tie is ineffective.
- b. Remove any stakes and tie to trees no longer requiring staking and replace any stakes where necessary.  
Reduce the height of stakes where trees are stable without full staking.
- c. Between October and March, remove all epicormic growth and suckering.  
Remove all epicormic growth again during July.
- d. Between October and March, remove all diseased, damaged and dead branches back to a good bud or branch, ensuring all cuts are clean and encouraging a strong, open framework. Remove all arisings to Contractor's tip.

### **C2 Semi-Mature Trees (No Stake)**

- a. During October to March, remove all diseased, damaged and dead branches back to a good bud or branch, ensuring all cuts are clean.
- b. Remove lower limbs up to half the overall height of the tree or 1.8 metres whichever is the lesser, to create a straight stem where this is commensurate with the natural growth of the species. Remove lower limbs to allow ease of access for mowing machinery only where agreed with the Town Council.
- c. Annually, during April/May, remove any epicormic growth to 2.5m high from ground level.

#### Mature Trees

Works to trees over 5 metres overall height are not included in this contract: except as in (C3).

#### C3 Tree Inspections

All trees over 5 metres overall height are to be inspected twice per year (once during July/August and once during December/January) at the Cemetery, Church, Castle Meadow and South Street car park and once per year (during July/August) at the Recreation Grounds. Any work identified as necessary to ensure the safety and well-being of the trees and site users must be reported in writing to the Town Council not more than one month after the completion of the above checks. Tree inspections may only be carried out by suitably trained and qualified staff.

#### C4 Removal of Ivy

Remove all growth of ivy from walls, pillars and trees. Work to be carried out between October and December,

Take all arisings to Contractor's tip.

### D. PLAY EQUIPMENT

#### D1 Play Equipment Inspection

Inspect all play equipment at the Recreation Grounds once per week throughout the year. Any work identified to ensure that the equipment is maintained in good and safe working order must be reported in writing to the Town Council not more than one week after the completion of the above checks.

All inspection reports must be submitted to the Town Council office within one week of the inspection.

Play equipment inspections may only be carried out by suitable trained and qualified staff.

#### D2 Play Equipment Maintenance and Servicing

The Contractor shall carry out a physical inspection of equipment and note any defects. The following defects are typical, though not exhaustive, of those which an inspection may reveal.

- |    |                                     |   |
|----|-------------------------------------|---|
| a. | Structure                           | - bending, warping, cracking, loosening, breaking etc.  |
| b. | Surface finish                      | - rust or other corrosion, cracks, splinters, broken/open joint, protruding sharp points etc. |
| c. | Consumables                         | - missing, bent, broken, loose, worn etc.   |
| d. | Edges                               | - protrusions, sharp.   |
| e. | Pinch, crush points                 | - exposed mechanisms, moving components etc.  |
| f. | Mechanical devices and moving parts | - worn bearings, seizure, unduly noisy, missing covers, worn areas etc.                       |
| g. | Guards, handrails, barriers etc.    | - missing, bent, broken, loose etc.   |
| h. | Access (to equipment)               | - missing/broken rungs, steps, treads, loose etc.   |
| i. | Swing and other seats               | - missing, damaged, loose, sharp, corners/edges, insecure fitting etc.                        |
| j. | Foundations                         | - loose, cracking etc.  |

Should any hazard come to light which, IN THE CONTRACTOR'S OPINION, renders the use of that equipment as dangerous to children then it should either be removed, immobilised, or made safe by chaining or fencing off immediately and the Town Clerk informed via the inspection sheet.

Gates (to the sites) - check all gates are in good order and that all hinges, latches, self-closing mechanisms operate correctly.

Perimeter fences - check all fence lines for damage, vandalism, security etc.

Graffiti - The Contractor shall, during each inspection, remove all graffiti from the equipment, signs, fences, shelters etc. with proprietary cleaning agents, taking care to protect the public from the effects of these as directed by the manufacturer.

## **E. HEDGE MAINTENANCE**

- E1 Maintain Hedges - Bulbridge Estate  
Trim one side and top using hand-held hedge trimmer once per year between October and December. Cuts to be made such that the line of hedge be no higher than 2m in height. All arisings to be taken to the Contractor's tip.
- E2 Cemetery (privet and laurel hedging)  
Trim both side and top using hand-held hedge trimmer to the specification in E1 above except that this operation is to be carried out on twice annually before March and in October.  
Once per year laurel cut in October.  
All arisings to be taken to the Contractor's tip.
- E3 Maintain hedge – Wilton Bowls club.
- E4 Hedge maintenance – Old St Mary’s Churchyard,  
Trim both side and top to a maximum height of 1m in height.

## **F. SHRUB & ROSE BORDER MAINTENANCE**

- F1 Shrub Borders  
Maintain shrub borders as follows:
- a. March - remove all weeds to tip, cultivate any bare earth and apply a general shrub fertiliser.
  - b. April - September - treat any perennial weeds in accordance with Wilton TC’s pesticide policy and remove annual weeds by hand. Remove all arisings to Contractor's tip. The Contractor shall maintain all defined beds and borders infested by no more than 5% weed growth and no weed plant shall exceed 100 mm in height or spread. This may entail mechanical cultivations at all times to comply with the required standard.
  - c. Pruning - prune shrubs according to species and to comply with good horticultural practice. Remove growth overhanging shrub border edges once a year during Autumn/Winter and take all arisings to contractor's tip.
  - d. All paths must be kept clear of overhanging vegetation at all times.
- F2 Rose Beds  
Maintain roses and rose beds as follows:
- a. February/March - prune roses and remove arisings to tip.
  - b. February/March - cultivate to 25 mm (1 in) deep and remove arisings to tip (leave surface even and weed free)
  - c. March/April - apply general purpose fertiliser.
  - d. July - dead head roses and remove suckers and remove arisings to tip and spot treat perennial weeds.
  - e. Late November/December shorten back bushes to two-thirds height with secateurs. Lightly fork beds to 50 mm (2 in) deep and remove arisings to tip. Contractor shall maintain all defined beds and borders infested by no more than 5% weed growth and no weed plant shall exceed 100 mm in height or spread.
- F3 Mixed Borders (Minster Street Recreation Ground)  
Maintain mixed borders which may include roses, shrubs, climbing roses, bulbs and herbaceous plants, as follows: -
- a. Areas contains shrubs: as per F1 above
  - b. Areas containing roses as per F2 above
  - c. Prune climbing roses as specified by the Royal Horticultural Society and remove arisings to tip.
  - d. Cut back herbaceous plants once foliage has wilted or died and remove arisings to tip.
  - e. Contractor shall maintain all defined beds and borders infested by no more than 5% weed growth and no weed plant shall exceed 100 mm in height or spread.



## **G. BINS, SWEEPING AND REMOVAL OF LITTER AND LEAVES**

- G1 Emptying Bins  
All bins identified in Part C are to be emptied of rubbish on three occasions (Monday, Wednesday and Friday) each week throughout the contract period. Arisings to be disposed of at the Contractor's tip.
- G2 Sweeping  
As specified in A., above any grass clippings falling on hard surfaces are to be removed immediately following mowing. In addition, any arisings from grounds maintenance operations are to be removed on completion of works and the area swept clean. The Contractor is required to sweep paved/tarmac areas and kerb lines once per week throughout the year, removing all litter and arisings to his tip. A weekly allowance (as shown in Part C) is used for this operation (and removal of litter).
- G3 Removal of Litter  
All litter left on sites is to be removed: -  
In accordance with A, before mowing commences.  
Additionally, once per week. A weekly allowance (as shown in Part C) is to be used for this operation (and sweeping).  
'Litter' includes bottles, paper, shopping trolleys, etc. as deposited by site users. All arisings are to be disposed of at the Contractor's tip.
- G4 Removal of Leaves;
- a. The Contractor shall rake up and remove fallen leaves and other debris from all lawn, grass, grassed areas and pathways as specified in Part C. Any damage caused to the turf during this operation must be reinstated to the condition prior to leaf removal at the Contractor's expense. Leaf removal shall be carried out once per week throughout the period of leaf fall each year.  
This operation will be carried out to all grass areas where leaves cover 10% or more of the area of any one square metre. On completion of each leaf removal, no more than 2% of any one square metre of grass shall be covered with leaves.  
Subsequent leaf removal will be carried out during the months of December to February inclusive should leaves cover 10% or more of the area of any one square metre of grass at no additional cost to the Council.  
Arisings to be disposed of at the Contractor's tip.
- b. Mixed Borders  
The Contractor shall rake up and remove fallen leaves and other debris from an area of approximately 15-20% of total border area. Normally this would be the perimeter area of each defined border but in agreement with the Town Clerk. Leaf removal shall be carried out once per month during the period of leaf fall each year.  
The work shall be carried out prior to any Autumn cultivation and weed removal.  
Arisings are to be disposed of at the Contractor's tip.
- G5 Drain Covers  
Ensure that the Cemetery drains, internal and external are clear of any debris that prevents free flow of waste water into the drain.

## **H. MAINTENANCE OF SEATS & BENCHES & BINS**

- H1 All seats and benches as identified in Part C are to be maintained as follows:
- Cleaning  
Seats and benches and tables and bins shall be hand washed with clean water and mild detergent solution, once every two months, to maintain them in clean condition.
- Damage  
Any damage shall be reported weekly to the Council and if a seat, bench or table is found to be in a dangerous condition, it must be either made safe or must be taken out of service as soon as the defect is noticed.
- Relocation  
Any seat removed by an unauthorised person shall be replaced in correct location within 48 hours, if found.

### Painting

The Contractor shall paint or apply Sadolin or equivalent in accordance with recognised practice, as appropriate, to a total of one half of all seats, benches and tables, each year. This shall include the painting, where applicable of the uprights, legs etc. Removable seats and picnic tables to be stored during the winter months.

- H2. Maintenance of Shelters and exterior of other buildings.  
Examine weekly and remove graffiti as necessary and report any damage to the Town Clerk.
- H3 All areas as specified in Part C, remove all graffiti.

## J. MAINTENANCE OF FOOTBALL PITCHES

### J1 Marking, Posts Maintenance

Immediately prior to the first day of the football season, erect posts, bars, (as applicable), set out, initial mark and thereafter maintain all markings to the end of the football season and immediately thereafter take down posts, bars. Posts and bars are to be rubbed down and repainted using white gloss paint at the Contractor's depot during the 'close season'.

- a. Initial marking  
Applied through a spray line marking machine using white emulsion marking liquid as specified in the approved products list. Dilution rates shall be 8 parts water to 1 part marking liquid. Where poor ground conditions prevail at the time of over marking, the dilution rate shall be 6 parts water to 1 part marking liquid.
- b. Over marking  
Applied through a spray line marking machine using a white emulsion marking liquid, as specified in the approved products list. Dilution rates shall be 8 parts water to 1 part marking liquid. immediately following initial and over marking all sports markings shall be clearly visible from 30 metres in any direction.
- c. Where weather conditions promote grass growth but the Contractor is unable to meet the contract standard for mowing as a result of adverse ground conditions, the Contractor is to pedestrian mow a 1/2-metre-wide strip to the relevant grass cutting specification to all pitch marking lines to permit initial marking and or over marking to be undertaken at no additional cost.

### J2 Turf Culture on Football Pitches

- a. Spiking general Sports Areas  
October - March inclusive - (once per month) - slit football pitches on 6 occasions.
- b. Rolling General Sports Areas  
October - March inclusive - as specified (and when ground conditions are suitable) and to an average of twice per Winter, roll areas as above using auto roller or tractor- mounted roller (not exceeding 1.5 tonnes) to level surface. Carry out in one pass to achieve regular stripping effect.

### J3 Renovation of Goal Mouths and Worn Pitch Areas

Annually, during April (at the end of the football season), renovate worn areas using any of the methods below (according to circumstances). To be completed before the first week in May.

- a. -Re-seed areas with 50 - 70% Grass Cover  
-Pierce with slitter (100mm/4" deep) in 2 directions.  
-Top dress with topsoil at a rate of 5 kg per square metre  
-Overseed at a rate of 50g per square metre (2 oz per sq.yd.).
- b. -Re-seed areas with less than 50% Grass Cover.  
-Pierce (as above)  
-Spread and cultivate topsoil seed bed so level with surrounding turf.  
-Overseed (as above)

**Note** - In addition, extra works such as fertilising, selective weed control and turf conditioning may be required. These would be treated as 'ad hoc' works and a quotation will be requested.

Bulbridge and Old Wishford Road only  
Move goal post to new fixed site annually, under direction from the Town Clerk.

**J4 Cancellations**

The Contractor shall be responsible for cancelling any match due to inclement weather conditions which may be detrimental to the playing surface.

At least 24 hours notice must be given.

The Contractor will be provided with a list of fixtures, contact names and telephone numbers of the teams involved.

In the event of the Contractor cancelling any game, the Town Clerk shall be notified first thing on the next working day.

**K. HARD TENNIS COURT MAINTENANCE**

**General**

The Contractor is required to maintain all hard courts in a safe, level, clean, pest free condition.

**Sweeping**

The courts shall be swept, once every two weeks throughout the year and all arisings removed. Sweeping may be carried out by hand or mechanical methods subject to any machine used being approved by the Supervising Officer in advance. Sweeping shall include the removal of all leaves.

**Fencing**

The Contractor shall report all acts of vandalism or damage to the perimeter fences to the Council.

**Weed Killing**

The Contractor shall maintain the courts free from moss, weeds and algae at all times by sweeping with stiff brooms and in accordance with Wilton TC's pesticide policy.

Maintenance operations must prevent the establishment of moss between the particles of surface coat.

**WILTON TOWN COUNCIL**

**PART C - SCHEDULE OF SITE/PRICES**

SITE NAME	CLAUSE REF	ANNUAL PRICE
Shaftesbury Road Cemetery	A1 Grass cut	
	E2 Hedges cut	
	B2 Path weed kill	
	C1 Newly planted trees	
	C2 Semi-mature trees	
	C3 Tree inspections	
	D2 Fencing	
	C4 Removal of Ivy	
	G1 Bins (7 no.)	
	H Seats (7 no.)	
	H Exterior seat	
	G2/G3 sweep/litter (Allowance = 1 hr per week (2 occasions per wk 1/2hr per occasion)	
	G4 Leaf clearance	
	G5 Drain Cover Clearance	
	F1 Shrub Borders	
F1 Garden of Remembrance	_____	
	SITE TOTAL =	_____
Old Wishford Road Play Area (Wishford Road)	G2/G3 Sweep/Litter 1/2 hr/wk (once)	
	A1 Grass Cut	
	C2 Semi-Mature Trees	
	C3 Tree inspections	
	D2 Fencing	
	Inspection of Kick Wall	
	SITE TOTAL =	_____
Closed Churchyard (St Mary & St Nicholas West St)	A1 Grass Cut	
	E2 Hedges cut	
		-----
	SITE TOTAL =	-----
Opposite Wilton House	A2 Grass Cut	
	H Seats (2 no.)	
	G2/G3 sweep/litter once wk (Allow 1/4 hr occasion)	
	G1 Bin emptying 1 no. Bin	
	SITE TOTAL =	_____

**PART C -SCHEDULE OF SITES/PRICES (CONTD)**

SITE NAME	CLAUSE REF	ANNUAL PRICE
Town Centre (Old St.Mary's Churchyard)	A1 Grass cut B1 Strim weed kill C3 Tree inspections G2/G3 sweep/litter (Allowance = 3 hr/wk) (Mon/Wed/Fri 1 hr/occ) F2 Rose beds H Seat (1 no) 2 Bins C4 Removal of Ivy	_____
	SITE TOTAL =	_____
Bus shelters within the Town. Wishford Road West St, outside parochial office Burcombe Lane St Andrews Close, Bulbridge Seagrim road, Bulbridge	G3 Removal of litter H2 Cleaning of shelters / removal of graffiti	_____
	SITE TOTAL =	_____
South Street car park	B2 Weed kill / removal C3 Tree inspections C4 Removal of ivy G3 Sweep / litter G4 Removal of leaves	_____
	SITE TOTAL =	_____
Bulbridge Estate	A1 Grass cut A3 Grass cut (Play area) C2 Semi-mature trees C3 Tree inspections E1 Hedge cut G2/G3 Sweep/litter Winter once wk (allow = 3/4 hr) Summer twice wk (allow « 1 1/2 hr) D1/D2 Play equipment H Seats (2 no) G1 Bin emptying (2 no)	_____

Bl Total weed control, linear.  
Inspection of Kick Wall  
3 x Dog bin bag dispensers – refill as required

SITE TOTAL =

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Castle Meadow Recreation Ground inc driveway and car parking area

A3 Grass cut  
A4 Grass outfield  
A1 Grass boundaries  
A1 Grass river bank  
B2 Weed kill  
C1 Newly planted trees  
C2 Semi-mature trees  
C3 Tree inspections  
H Seats (2 no)  
G1 Bin emptying (3 no)  
2 x Dog bin bag dispensers – refill as required  
J1/J2/J3/J4 Soccer pitches (2 no.)  
G2/G3 sweep/litter 1 1/2 hr/wk  
1 hr wk (Monday)  
1/2 hr (Friday)  
Cricket pitch - see separate schedule.  
Inspection of Kick Wall  
Inspection of outdoor gym equipment  
Inspection of exterior of Pavilion

SITE TOTAL =

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The Hollows

1 x Dog bins / bag dispensers – empty / refill twice a week

SITE TOTAL =

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Minster St. Rec Ground  
(includes both sides of river bank  
and grass between  
fences and pavement A30)

A1 Grass cut  
B2 Weed kill  
C1 Newly planted trees  
C2 Semi-mature tree'  
C3 Tree inspections  
H Seats (10 no. include stone seat)  
H Benches (5 no.)  
G1 Bin emptying (5 no.)  
F3 Borders  
K Tennis courts (2 no.)  
D1/D2 Play equipment inc wooden play equipment  
A2 Rough banks  
H Cleaning of shelters (3 no)  
G2/G3 sweep litter

3 hrs/ wk total  
1 hr/occasion Mon/Wed/Fri  
G4 Leaf clearance  
C4 Removal of ivy

\_\_\_\_\_

SITE TOTAL

\_\_\_\_\_

████████████████████

**ANNUAL TOTAL ALL SITES =**

████████████████████

**HOURLY RATES**

- A. Hourly rate (labour only) for additional works = £ /hour
- B. Hourly rate (labour, vehicle and trailer) for additional works = £ /hour

**WILTON TOWN COUNCIL**

The Council undertakes to pay each months invoice within 28 days of receipt of invoice.

Charges or variations to contract (plus or minus) will normally be made the month following

**WILTON TOWN COUNCIL  
CRICKET PITCH MAINTENANCE**

**1. General**

It will be the Contractor's responsibility to maintain the artificial wicket and a 1metre strip surrounding the playing area.

**2. Season**

The Contractor will be notified of cricket bookings for the week (Monday to Sunday) during or before the previous Friday, although the Contractor will be expected to respond to the occasional short notice booking for which no extra payment will be made. The season generally runs from mid-April to mid-September.

**3. Outside Area**

The grass cutting to the outfield area shall be carried out in accordance with grass maintenance specification clause A4 within the grass cutting section.

**4. Cancellations**

The Contractor shall be responsible for cancelling any match due to inclement weather conditions which may be detrimental to the playing surface.

For weekday evening games, the home team should be notified by no later than 1.00 pm on the day of the game.

For weekend games, the home team should be notified by no later than 11.00 am on the day of the game.

The Contractor will be supplied with a list of contact names and telephone numbers of the teams involved.

In the event of the Contractor cancelling any game, the Town Clerk shall be notified first thing on the next working day.

**MAINTENANCE OF ARTIFICIAL WICKET**

**Out of Season**

1. Clean the surface monthly
2. Roll with a 5 - 6 cwt roller twice between November and February (particularly after frost) and once during April.
3. Report any repairs that seem necessary.

**During the season**

1. Re-mark the wicket and crease areas fortnightly with a good emulsion paint.
2. Once every four weeks, roll the pitch with a 5 - 6cwt roller
3. Stump Holes
  - a. Water as necessary
  - b. Put fresh clay soil into the stump holes
4. Every Friday, sweep the pitch
5. Report any repairs which may seem necessary. (Be aware that repair may be required to the bowlers' follow through on the natural turf adjacent to the pitch.)
6. The wicket and boundary line shall be marked using a non-toxic white line material in accordance with the Test and County Cricket Board recommendations with the crease areas having lines of no less than 12.5mm and no greater than 18mm in width.

**End**