**Little Chalfont Parish Council Grounds maintenance contract**

**Contract for the maintenance of the sports grounds, recreational facilities, gardening and associated work at Westwood Park, Chenies Avenue, Little Chalfont, the inspection and maintenance of the Nature Park, Approach Road, Little Chalfont and provision of Gardening and Associated Work at locations in Little Chalfont: Village Hall Surrounds and car park; Land at Finch Lane; Village Green/Triangle/Chalfont Station Road; and Mobile Vehicle Activated Signs (MVAS)**

**Westwood Park sports grounds and recreational facilities**

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

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

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

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

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

1. **Sports Pavilion:** Act as key holder. Open the pavilion at weekends prior to the arrival of sporting teams who are booked to use the facilities. Lock up the pavilion immediately after the teams have departed, ensuring that everything is in order before closing up. Any problems to be reported on Monday morning to the Parish Clerk.
	* 1. *NB Please provide contract price to include opening and closing the pavilion for users as described above*
		2. Advise the Parish Council on Monday morning when matches have to be cancelled at the weekend due to the weather.
		3. Carry out a weekly check of the pavilion and carry out any minor repairs. Any damage and work undertaken must be reported to the Parish Clerk. More complicated repairs must be referred to the Clerk to call in an appropriate person to undertake the work.
		4. The pavilion is cleaned internally by a cleaning contractor. Under this specification the exterior must be kept clean and tidy, graffiti removed and the walkway cleared of debris and gutters cleaned on occasion as necessary.
2. **Reporting anti social behaviour**: The majority of visitors to the park behave with consideration. However, any anti social or evidence of such behaviour must be reported to the police’s neighbourhood team and to the Parish Clerk. Contact numbers will be provided.
3. **Hedges**: All hedging (apart from Leylandi) to be cut three times a year and the area beneath to be kept free of weeds. Soil and grit to be swept off the pavement / paths. This includes the long boundaries with the adjacent woodland and farmland which has been trimmed back to create a hedge like effect. Clippings to be removed.
4. **Large Leylandi hedge adjacent to tennis courts**: This hedge is to be cut once a year and returned to the height and width indicated by the level of new growth. Clippings to be removed.
5. **Willow tree within playground:** The tree is to be trimmed as necessary in discussion with the Parish Clerk. Clippings to be removed.
6. **Areas adjoining the Highway and curbs** are to be kept clear of silt, leaves and other debris and grass is to be edged to form a neat boundary so as not to encroach on the pavement or road. Car park to be kept free of weeds.
7. **Grassed areas**: These are the areas adjacent to the entrance drive and the car park and are to be mowed fortnightly during the growing season and once a month in the winter if conditions continue to be mild. Areas around trees, shrubs and under hedges are to be strimmed when the grass is cut and maintained in a neat manner and to match the cut area.
8. **Seasonal leaf clearance**: Leaves are to be cleared from the site by the end of November. Leaves to be moved regularly during leaf fall to maintain a tidy site. All leaves gathered to be removed from site.
9. **Flower bed within playground:** Flower beds should be maintained and planted as appropriate in discussion with the Parish Clerk.
10. **Use of chemicals:** This is to be kept to a minimum and weed control will be mainly in the form of mowing, trimming and the use of hand tools etc. If any chemicals are to be considered, the contractor must first discuss with the Parish Clerk why such usage is necessary. Chemicals must be used in accordance with the manufacturer’s instructions and all relevant guidance, regulations and legislation.
11. **Detailed schedule of work - Nature Park.**
12. **Litter:** There are currently two litter bins in the park with an additional bin planned to be purchased in the future. All bins will need to be emptied once a week in general. Additional collections may be required in holiday times by agreement with the Parish Clerk.
13. **Play equipment inspections:** A climbing wall is situated in a pit in the woodland. It should be checked for security and also that the rope is tightly secured to the board. The pit should be cleared of obstructions. The steps into the pit should be kept clear of leaves. The Wildwood den is located in the picnic area. Checks should look to spot any structural changes, fungal blooms, flaking bark at gripping points and other signs of decay or movement. The play bark should be even and soft and measure at least 30cm deep by measurement with a probe or metal spike. Please specify the level of playground inspection qualification of staff.
14. **At Little Chalfont Village Hall, Cokes Lane, Little Chalfont**
15. **The Site**

The site is located in Cokes Lane, Little Chalfont. There are three buildings on the site; Little Chalfont village hall (incorporating the Parish Council office) and two timber out buildings. There is a beech hedge to the front and rest of the land comprises footpaths, a tar macadam carpark, lightly wooded areas to the rear, one large border along the side of the hall, a grassed area between the hall and the village library and a gravelled border around the hall.

1. **Summary of work required**

The site is used by members of the public and local groups who pay to hire the village hall. Little Chalfont Parish Council office is located in the hall and council meetings and other functions are held there. It is important that the grounds are well maintained and are free of litter, debris and overgrowing vegetation. Trees are to be maintained up to a good height of twelve feet for the removal of dead wood and overhanging/overgrown branches in accordance with good horticultural practice. Additional tree work will be subject to a separate maintenance regime, with a specialist tree contractor. However, the contractors carrying out the work under this specification would report any other tree problems that they notice when working nearby and report them immediately to Little Chalfont Parish Clerk. The contractor will be responsible for the removal of all debris of any type from the site and for disposing of it in a safe manner, in accordance with the appropriate legislation. The contractor cannot work on site when the hall is in use by members of the public. Appropriate times will be agreed with the Parish Clerk when the contract is awarded.

1. **Detailed schedule of work**

**Hedges:** These must be cut three times a year. Dead wood and other saplings /suckers to be cut out. Clippings to be removed.

**Litter removal**: On a weekly basis litter of every type and description must be collected from the site and bagged up. This is one instance under the contract when the Contractor may use the Council’s bin to dispose of rubbish. Litter is not a big problem on this site and there is unlikely to be more than one bag each week. The bag may be placed in the red bin in the car park. This must not be used for any other waste arising from carrying out the contract.

**Boundary with footpath**: This must be kept clear of silt, soil and other matter that is often deposited by rain, traffic and other agents, to create a clear cut and well defined boundary.

**Grassed areas**: These are to be kept mown to maintain a well maintained appearance and to inhibit the growth of weeds and saplings etc. The areas at the front of the car park and the strip between the library and the hall are to be cut once a fortnight during the growing season and occasionally during the winter if conditions are mild. The contractor, at each cutting, will cut around the base of walls, hedges and other obstacles to the same height and standard of the surrounding area.

**Cleaning up after cutting**: At the end of the grass cutting operation, the contractor shall ensure that any grass cuttings or debris that have been distributed over roads, footpaths or other hard surfaces shall be swept up. Clippings to be removed.

**Border to side of hall**: This is to be kept weed free and a mulch of bark chipping is to be applied and maintained.

**Trees**: Pruning with the removal of dead, damaged or diseased limbs up to a height of 12 feet. Major work and felling not included in this contract (see 2 above). Saplings / suckers must be removed and the areas beneath the trees strimmed every fortnight during the period May – November to ensure that the grass beneath is encouraged to grow while inhibiting weeds. This level of management will hopefully encourage native woodland flowers to grow on the site before the leaf canopy emerges in the early summer. Trees owned by Chiltern District Council on the borders of the property to be trimmed back if encroaching on the buildings, pathways and car park. All cuttings and debris to be removed from the site.

**Seasonal leaf clearance**: Leaves are to be cleared from the site by the end of November. Regular clearances should take place from the time the leaves begin to fall to the last fall to ensure the site is tidy. All leaves are to be removed from the site.

In addition, leaves should be removed at the same time from the guttering of the hall and the wooden buildings immediately behind (this is easily achieved with a leaf blower as both buildings are low and single storey). All leaves to be removed from the site.

**Gravelled channel round hall**: To be kept free of weeds.

**Paths, kerbs and edges**: To be kept clear of weeds and edges to be neat and well defined and free of silt / soil e.t.c.

**Use of chemicals:**

This is to be kept to a minimum and weed control will be mainly in the form of mowing, strimming and the use of hand tools e.t.c. If any chemicals are to be considered, the contractor must first discuss with the Parish Clerk why such usage is necessary. Chemicals must be used in accordance with the manufacturer’s instructions and all relevant guidance, regulation and legislation.

1. **At the village green / triangle / Chalfont Station Road, Little Chalfont**
2. **The Sites:**

The village green and the area known as the triangle are situated next to each other and are separated by the public footpath. They are located at the end of Chenies Parade and before Burtons Lane. The village green is open at its west side and bordered by hedge on the remaining sides. It is mainly a grassed area with benches for the public. There are a number of small trees, some of which are planted with spring flowering bulbs. The litter bins on the site are emptied by Chiltern District Council. The triangle is a raised bed, within a low wall. It has a number of shrubs and a large fir tree (currently used for Christmas lights). The area is busy at the start and close of Dr Challoners High School in term time and every day at lunchtime. The contractor will not work on site during these times. At Chalfont Station Road there is a small grassed area adjacent to the station entrance that is to be mown.

1. **Summary of work required**

Grass is to be cut short to achieve a striped appearance. Shrubs and hedges pruned and trimmed appropriately, bearing in mind their species. Trees are to have dead wood removed and pruned to maintain their current size and shape in accordance with good horticultural practice. The full maintenance of the large fir tree does not form part of this contract although the lower part of the trunk will be kept clear of new growth. The contractors carrying out this work under this specification will have the responsibility of immediately informing the Parish Clerk any matters relating to the tree that require attention. The contractor will be responsible for the removal of all debris from the site and for disposing of it in a safe manner, in accordance with appropriate legislation. Any litter on the grass requiring work should be removed and not mown over. General maintenance of the triangle flower bed should be undertaken as required following discussion with the Parish Clerk. The war memorial stone should also be cleaned as necessary.

1. **Detailed schedule of work.**

**Hedges:** These must be cut three times a year to maintain the current height and width. Dead wood and other saplings to be cut out. Clippings to be removed.

**Boundary with footpath**: This must be kept clear of silt, soil and other matter that are often deposited by rain, traffic and other agents, to create a clear cut and well defined boundary.

**Grass**: the grass on the green is to be cut once a week from April to the end of September to achieve a striped effect. If the winter is mild, fortnightly cuts will be required. If, because of the weather, it is not appropriate to cut in December to February, site to have roller applied to maintain a neat surface. Clippings to be removed. The contractor, at each cutting, will cut around the base of the walls, hedges and other obstacles to the same height and standard as the surrounding area. At Chalfont Station Road the area is to be cut on the same rota.

**Cleaning up after cutting**: At the end of the grass cutting operation, the contractor shall ensure that any grass cuttings or debris that have been distributed over roads, footpaths or other hard surfaces shall be swept up. Clippings to be removed.

**Trees:** Trees are to have dead wood removed and pruned to maintain their current size and shape in accordance with good horticultural practice. Major work and felling not included in this contract.

**Seasonal leaf clearance**: Leaves are to be cleared from the site by the end of November. Regular clearances should take place from the time the leaves begin to fall to the last fall to ensure the site is tidy. All leaves are to be removed from the site.

**Weeding**: The area under the hedges and the Triangle are to be kept free of weeds.

**Watering**: There is a watering point on site and the contractor will be required to water the bedding twice a week during the summer and as required in the winter. This requirement will be reviewed depending on the weather.

**Litter**: To be removed.

 **Use of chemicals**

This is to be kept to a minimum and weed control will be mainly in the form of mowing, strimming and the use of hand tools etc. If any chemicals are to be considered, the contractor must first discuss with the Parish Clerk why such usage is necessary. Chemicals must be used in accordance with the manufacturer’s instructions and all relevant guidance, regulation and legislation.

1. **Finch Lane, Little Chalfont**
2. **The site:**

The site fronts White Lion Road and is accessible from Finch Lane opposite the White Lion pub. It is bounded by hedging and contains trees, shrubs, a dried up pond and grassed areas.

1. **Summary of work required:**

The site is to be kept neat, tidy and litter free. Grass is to be cut and shrubs and hedges pruned and trimmed appropriately, bearing in mind their species. Trees are to be pruned with the removal of dead, damaged or diseased limbs up to a height of 12 feet. Major work and felling not included. However, the contractors carrying out work under this specification will have the responsibility for reporting immediately any other problems they note elsewhere in the trees to the Little Chalfont Parish Clerk. The contractor will be responsible for the removal of all debris from the site and for disposing of it in a safe manner, in accordance with the appropriate legislation.

1. **Detailed schedule of work:**

**Hedges**: to be cut three times a year and the area beneath to be kept free of weeds. Soil and grit to be swept off the pavement. Clippings to be removed.

**Areas adjoining the Highway and curbs** are to be kept clear of silt, leaves and other debris and grass is to be edged to form a neat boundary so as not to encroach on the pavement or road. Bollards in the verge are to be visually inspected and any that are loose secured.

**Grassed areas** are to be mowed fortnightly during the growing season and once a month in the winter if conditions continue to be mild. Areas around trees, shrubs and under hedges are to be strimmed when the grass is cut and maintained in a neat manner and to match the cut area.

**Pond area:** This is to be kept free of encroaching grasses and saplings in an effort to encourage the reeds that grow there at present so that the pond like appearance is maintained.

**Removal of saplings**: Saplings are to be removed regularly. Mowing will deal with the majority, however, the contractors will remove any that this process may miss e.g. growing through the hedge, in the pond area or the perimeter areas of the site.

**Seasonal leaf clearance**: Leaves are to be cleared from the site by the end of November. Leaves are to be removed regularly from the first to the last fall to maintain a tidy site. All leaves gathered to be removed from the site.

**Litter**: To be removed.

**Use of chemicals**

This is to be kept to a minimum and weed control will be mainly in the form of mowing, strimming and the use of hand tools etc. If any chemicals are to be considered, the contractor must first discuss with the Parish Clerk why such usage is necessary. Chemicals must be used in accordance with the manufacturer’s instructions and all relevant guidance, regulation and legislation.

**9. Mobile Vehicle Activated Signs**

**(i)The Site:** Various sites around the village as directed by the Parish Clerk.

**(ii)Summary of work required:** Mobile Activated Signs (MVAS) are moved around the village to pre-assigned locations, co-fixed into existing posts. The MVAS’s tend to stay for approximately 6-8 weeks in one location, with 3-4 weeks facing each direction. The contractor will be required to move the MVAS as required and fit new brackets onto the lamp posts. Every fortnight the batteries within the MVAS will need to be changed and a fully charged set can be obtained from the Parish Council office.

**10. Risk assessment.**

An initial risk assessment will need to be provided to the Parish Clerk to cover all aspects of work under this contract.