



WOOTTON PARISH COUNCIL



LOCAL COUNCIL
AWARD SCHEME
QUALITY

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WoottonParishCouncilBedfordshire

Service Level Agreement between Wootton Parish Council and (contractor)

for the provision of grass cutting services as detailed within the
Service Specification

SIGNATURES

On behalf of the Contractor	
Signature	
Name	
Designation	
Date	
On behalf of Wootton Parish Council	
Signature/s	
Name/s	Gareth Lloyd, Bsc (Hons) Sue Edgar Playford BA (Hons), PSLCC
Designation	Chairman of Wootton Parish Council Clerk to the Council and Responsible Financial Officer
Date	

This Agreement is made up of 2 parts:

PART A **Conditions of the Agreement**

PART B **Service Specification**

PART A:	Conditions of the Agreement
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1. AGREEMENT

1.1 This agreement is between Wootton Parish Council: (known as “WPC” hereafter) and (Name of Contractor): (known as “the contractor” hereafter).

1.2 The detail of this service is as set out in Part B the Service Specification, along with maps indicating the areas that work is expected to be carried out by the contractor.

2. CONTACTS

2.1 Your contact at WPC for this agreement shall be the Clerk to the Council/Responsible Financial Officer – c/o 3 Longden Close, Haynes, Bedfordshire, MK45 3PJ – Tel: 07531 930788.

3. DURATION OF AGREEMENT AND PAYMENT TERMS

3.1 The date on which this agreement takes effect is to be agreed on acceptance.

3.2 The period of agreement shall be three years from the date of commencement (1 April 2023 – 31 March 2026). Any extension of the agreement will be subject to agreement by both parties.

3.3 WPC agrees to pay the following per cut to the contractor:

23,910m2 of highway grass verge	£	per cut or additional cut
Highway Verges/Flail Cutting	£	per cut or additional cut
Bedford Road/Manor Road Bus Shelter Area	£	per cut or additional cut
Keeley End Pond	£	per cut or additional cut
Lorraine Road Green	£	per cut or additional cut
Memorial Hall Recreation Ground including enclosed children’s play area (Bedford Road) and Recreation Ground not including enclosed children’s play area (Church Road – known as Jubilee Gardens)	£	per cut or additional cut
Paddock	£	per cut or additional cut
Popes Way Green	£	per cut or additional cut
Studley Road Footpath	£	per cut or additional cut
War Memorial, Church Road	£	per cut or additional cut

These payments are fixed for the duration of the three-year contract.

3.4 Once the agreement has been signed by both parties WPC will supply the contractor with a Purchase Order Number, and the contractor will submit a monthly invoice quoting that Purchase Order Number. A pro rata invoice will be required if the agreement commences at a point during the financial year. Subject to agreement by both parties, monthly payment may be made via Standing Order, on a date each month to be agreed by both parties.

4. MONITORING OF THE AGREEMENT

4.1 WPC will monitor the quality of work and how it is carried out, including (if required) temporary traffic management. The contractor will be required to effect timely remedies where necessary.

4.2 WPC reserves the right to charge the contractor with a sum equivalent to the amount it costs to rectify any lack in service provision to bring standards back into specification, if for any reason there is a suspension of services/an alternative contractor is used.

5. COMPLAINTS

5.1 Any complaints received by WPC regarding quality of work carried out by the contractor will be forwarded to the contractor within five working days of receipt. Reports of complaints of injury to persons or damage to property caused by the contractor shall be similarly addressed to the contractor within five working days of receipt.

5.2 WPC and the contractor shall work together when managing any complaints received. The contractor shall ensure that it has a complaints procedure which references WPC's complaints procedure, obtainable upon request.

6. COMPLIANCE

All parties and their representatives must comply with all statutory requirements and relevant government policies as they apply to all activities/service required and delivered under the agreement. Immediately upon becoming aware of the same the contractor shall notify WPC of any breach of any statutory or other provision relating in any way to the provision of or connected with the service. All parties should note in particular (but not exclusively), the following areas:

6.1 Data

6.1.1 Privacy and Confidentiality

Employees and contractors hired by either party must observe WPC's code of conduct, (available on request) particularly those aspects relating to confidentiality, conflict of interest and privacy.

6.1.2 Personal Data

Both parties acknowledge and will comply with their duties and responsibilities under the Data Protection Act 2018, General Data Protection Regulation and the Freedom of Information Act 2000. Both parties will also give reasonable assurance and keep one another informed of such requests to comply with any obligations arising under these Acts/Regulation. WPC will be the data controller, and the contractor will be the data processor in accordance with the Data Protection Act 2018 and General Data Protection Regulation.

6.2 Record Retention

The contractor will maintain the appropriate records for the service on behalf of WPC, retaining them in an appropriate location prior to disposition and in such a manner as to be easily accessible.

Personal data should be disposed of when no longer needed (e.g. at the end of the agreement period). Financial and all other data should be retained as described above for seven years from the close of the record/agreement.

6.3 Quality Assurance

Quality assurance of the work covered by this agreement will be based on the achievement of the outcomes detailed in the Part B the Service Specification and through adherence to appropriate standards for the service, including as appropriate Parliamentary Acts, Best Practice Guidelines, Sector Schemes and Quality Assurance Processes.

7. EFFICIENCY AND SERVICE IMPROVEMENT

7.1 Service Improvement

WPC expects its suppliers to work with WPC to constantly improve their service and create efficiencies for the future focusing on achievements made in the previous year, but also looking at ideas and proposals for following years.

8. INTERPRETATION AND APPLICABLE LAW

8.1 This agreement shall be governed by and interpreted according to the laws of England and Wales, and including: Chapter 8 of the Traffic Signs, Regulations and General Directions 2002; COSHH; RIDDOR; Health and Safety at Work Act 1974.

9. MANAGEMENT AND STAFFING

9.1 The contractor is responsible for its own internal management and financial procedures and for engaging suitable staff and contractors to ensure that services are delivered to agreed standards under proper management and supervision.

9.2 The contractor's staff and contractors, engaged in the provision of the services shall be properly and sufficiently qualified, competent, skilled, honest and experienced in the provision of such services and shall, at all times, exercise care in the execution of their duties.

9.3 The contractor will follow the recruitment and personnel procedures which operate within an equal opportunities framework

9.4 Employees of the contractor shall not solicit or accept any gratuity, tip or other form of personal consideration or reward from a Service User in connection with the provision of services.

10. ENVIRONMENT AND SUSTAINABILITY

10.1 The contractor shall:

- Deliver high quality services in full compliance with all current and future environmental legislation;
- Support WPC in achieving its environmental objectives and goals;
- Upon request provide supporting data and information to allow WPC to assess the environmental impact of services being provided. This includes, but is not restricted to, information relating to utility use, waste produced and recycled and business mileage;
- Be proactive in taking action to reduce the environmental impact of their activities and aspire to make their organisation more sustainable (e.g. use sustainably sourced materials, local suppliers etc);
- Share their own best practice with WPC.

11. EQUAL OPPORTUNITIES & EQUALITIES

11.1 The contractor shall:

- Deliver high quality, accessible services that meet the needs of all residents;

- Understand issues relating to disability, gender, gender reassignment, race, religion or belief, age, and sexual orientation;
- Engage with service users, local communities, staff, stakeholders and contractors to identify and implement improvements;
- Tackle barriers which restrict access to services (*e.g. lack of employee understanding about customer needs*);
- Have a representative, well trained workforce.

11.2 The contractor shall set out its policy on equality issues:

- in instructions to those concerned with recruitment, training and promotion;
- in documents available to its personnel, recognised trade unions or other representative groups of its personnel;
- in recruitment advertisements and other literature.

12. HEALTH AND SAFETY

12.1 The contractor shall, at all times, comply with the requirements of the Health and Safety at Work Act 1974 (“the 1974 Act”) and any other Acts pertaining to the health and safety of employees and others who may be affected by the contractor’s acts or omissions. Contractors carrying out work on WPC’s property or Bedford Borough Council’s property (as instructed by WPC) shall likewise comply.

12.2 WPC shall be empowered to suspend the provision of services in whole or in part, and recover any advanced payments made, in the event of non-compliance by the contractor with health and safety matters. WPC is empowered to make suitable arrangements for the carrying out of suspended services at the cost of the contractor. The contractor shall not resume provision of suspended services until WPC is satisfied non-compliance has been rectified.

12.3 Ride on mowers and/vehicles are to be fitted with rotating amber beacons which are switched on when the vehicle is in use. Operatives will wear high visibility clothing; mowers will travel with the traffic flow when cutting from the road. Operatives will be aware of pedestrians and should not impede their progress. The contractor must ensure all safety equipment is in place and in full working order, including guards, stone guards and protective shields.

12.4 All operatives should be competent and adequately trained to operate the plant they will be using. Personal protective clothing should be worn including steel toe capped boots, safety goggles, overalls and safety helmets. Ear protection should be worn as appropriate for the machinery in use. Anti-roll bars will be fitted to mowers if this is possible. For the safety of pedestrians and other road users, grass cuttings should not be left on footways or carriageways but will be swept or blown onto the adjacent verge. The contractor should be aware that they have a duty of care as defined under the Health and Safety at Work Act 1974, and they must ensure that this is complied with.

13. INSURANCE AND INDEMNITIES

13.1 The contractor must ensure there is Public Liability Insurance in place to the value of £10 million, and Employers Liability Insurance in place to the value of £10 million. The contractor must ensure their insurance provider is aware of this agreement, and that it has received professional advice regarding the liability to which it may be exposed.

13.2 The contractor shall indemnify WPC in respect of any liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal arising out of, or in the course of, or by reason of the execution of the services due to any negligence, omission or default of the contractor, its servants or agents or sub-contractors.

13.3 The contractor shall supply WPC with copies of its insurances, training records, health & safety training and induction.

14. LOCAL GOVERNMENT OMBUDSMAN

14.1 In the event of a complaint to the Commission for Local Administration in England (Local Government Ombudsman) involving activities the subject of the agreement, the contractor shall give to WPC and the Local Government Ombudsman every assistance in the investigation of the complaint including access to records of any sort and access to the contractor's employees, for the purpose of interview.

14.2 WPC will recover from the contractor any payments made by WPC to a complainant following a relevant finding of maladministration causing injustice or any payments made under the terms of an early settlement of a complaint made to the Local Government Ombudsman without formal investigation and report. Before any complaint made to the Local Government Ombudsman is settled early without formal investigation or report, WPC will consider all representations made to it by the contractor.

15. NOTIFICATION

15.1 If the contractor or any of its staff become aware of any incident, accident or other matter which may give rise to a claim or legal proceedings in respect of the provision or failure to provide the services, they shall notify WPC immediately in writing. Such notification shall include all relevant information to enable WPC to investigate the matter fully.

16. DISPUTES

16.1 If a dispute arises between WPC and the contractor every effort will be made to achieve a local resolution. If unresolved after the second communication, the contractor will be required to meet with the Clerk to the Council to resolve the issue(s). The contractor will be given the opportunity to rectify the issue(s) within one week of that meeting. If problems continue, the contractor will be placed on probation for a period of time (to be determined) and WPC reserves the right to terminate this contract at that time, giving the contractor one month's notice. In that event, the contractor will be unable to tender with WPC again for a period of three years and will be required to reimburse WPC with the difference between the rates quoted by themselves and the rates quoted by any replacement contractor, for the period of this contract (31st March 2023).

17. FORCE MAJEURE

17.1 The contractor shall be released from their obligations under this agreement in the event of a national emergency or war or prohibitive government regulation or any other cause beyond the reasonable control of either party which renders the performance of this agreement not reasonably practicable and the agreement shall be terminated forthwith.

18. VARIATION

18.1 Any variation to this agreement must be agreed by both parties and evidenced in writing.

19. TERMINATION OF THIS AGREEMENT

19.1 Any act of negligence, or poor performance that causes a fundamental breach in the agreement, will be subject to an immediate review by WPC and at its discretion may result in immediate termination.

1. For the purposes of this schedule/specification, the growing season is defined as mid-March to mid-November in each calendar year.

2. General Conditions

2.1 Due to the nature of the work, which will involve the use of relatively noisy equipment in areas of housing, working hours will be restricted. Work may be carried out between 8am and 5.30pm Monday to Friday and Saturday 9am – 1.00pm. Sundays and public holidays must be approved with the Clerk to the Council.

2.2 The contractor shall at all times during the period of the contract, ensure that machines are properly guarded and maintained so as to present no danger to the operator or to any person in the vicinity of the operations. The contractor shall provide all relevant safety equipment/protective clothing and ensure that their staff use this at all times they are engaged in work on any site.

2.3 The contractor shall at all times during the period of the contract, ensure all lawnmowers engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage from such lack of maintenance shall be made good by the contractor at their expense.

2.4 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.

2.5 Contractor's vehicles, excluding mowing equipment, must not be driven across any grassland area unless previous written agreement has been given by the Clerk to the Council/Responsible Financial Officer. Parking will take place on the nearest hard standing area. Any damage caused will be rectified at the contractor's expense.

2.6 If the contractor wishes to park their vehicles or other plant in a particular location while engaged in the performance of the service they may do so only in a position which does not cause an obstruction to vehicles, pedestrians and users of the site, nor which is likely to cause damage to any surface or feature or cause nuisance or annoyance to any persons.

2.7 WPC accepts no responsibility for any vehicles or plant left in such a position by the contractor and the contractor must indemnify WPC against all claims, third party or otherwise, arising from or in consequence of the presence of their plant on council or other property.

2.8 The contractor will deal with any complaints and claims received in a prompt, courteous and professional manner. Unresolved complaints received by or referred to WPC will be investigated by the Clerk to the Council/Responsible Financial Officer, who (when appropriate) will invoke the provisions in the contract for non-performance. The contractor shall keep a written record of all complaints and claims received by them directly and of the action taken by them in relation to that complaint or claim.

2.9 The contractor is to make their own arrangements with the Local Water Authority should the need arise for the use of standpipes and the supply of water. Payment of water charges or any other costs incurred must be taken into account by the contractor.

2.10 If the local water supply is, or likely to be restricted by emergency legislation, the contractor will submit proposals for an alternative suitable supply of water for the approval of the Clerk to the Council/Responsible Financial Officer.

2.11 The contract includes for all necessary labour and materials for executing the herein specified to be provided by the contractor.

3. Removal of Litter

3.1 Before starting grass cutting the contractor shall carry out a preliminary inspection of the site and will remove all stones, paper, plastic, tin cans, glass and similar. All debris collected from the site shall

be deposited at an approved disposal site. Rates for grass cutting will include for the removal of litter etc. In the specification the term litter shall mean anything whatsoever thrown down, dropped or otherwise deposited, and includes waste and controlled waste as those terms are defined in the Control of Pollution Act 1974 and Environmental Protection Act 1990.

3.2 In the specification the term approved disposal site shall mean a licensed waste disposal site agreed with the Clerk to the Council/Responsible Financial Officer.

3.3 Any litter or other waste matter arising from works will be disposed of by the contractor at his cost.

4. Weed Control

4.1 During the period of the contract, no weed killers, growth regulators or spraying of any form shall be applied to any area without prior knowledge and agreement of the Clerk to the Council/Responsible Financial Officer.

4.2 Weeds are defined as any unwanted plant – including self-set trees, broad-leaved and curled dock, creeping or field thistle, spear thistle, ragwort, brambles, elderberry, dog rose and similar.

4.3 Should weeds need to be controlled during the growing season it shall be by the use of herbicides, hand and/or mechanical methods. The contractor will submit all relevant certificates of competence, prior to any weed control being undertaken using herbicides.

4.4 Costs for any weed control to be quoted by contractor at the request of the Clerk to the Council/Responsible Financial Officer.

5. Programme of Work

5.1 The contractor will be required to undertake the operations included in the specification at the locations listed and at the frequencies provided for in the specification and to the agreed work schedules.

5.2 During the period of this contract, limited areas of grass (up to 100 m²) may be added to or removed from the schedule due to new adoptions of grassed areas by Bedford Borough Council (or amenity land being adopted by WPC). No payment will be made for additional grass cut unless the area exceeds 100 m² and this will be at the agreed contract price. New adoption frequencies shall be in line with the frequencies detailed within defined areas below.

6. Staff Requirements

6.1 The contractor shall ensure that every person employed on the contract is trained and experienced in all aspects of the duties to be performed under the terms of the contract. Such training and experience shall include the safe use of chemicals and knowledge of Health and Safety requirements. Evidence of training and standard achieved by the contractor should be made available to WPC.

6.2 The contractor shall ensure that, on appointment, the contractor's staff are medically fit to carry out the duties required by this contract. The cost of this provision shall be met by the contractor.

6.3 As a representative of WPC, the contractor's staff shall at all times maintain a smart appearance and act with due courtesy and discretion to achieve the highest standard of customer care.

6.4 The contractor shall not discriminate against customers, or members of the public on grounds of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religious belief or sexual orientation.

7. Protective Clothing

7.1 The contractor's staff shall at all times be properly attired and presentable and will wear appropriate clothing, including personal protective equipment, which will satisfy any relevant Health and Safety requirements.

7.2 The contractor shall supply and operate suitable dedicated commercial type vehicles. Such vehicles must be maintained in a clean and serviceable condition.

8. Control and Storage of Chemicals

8.1 The contractor's staff shall properly store and keep all chemicals and other dangerous or potentially dangerous materials and equipment. All shall be clearly and correctly identified/labelled.

8.2 The contractor shall supply to the Clerk to the Council/Responsible Financial Officer full details, including Product Data Sheets, of any chemicals to be used.

9. General Grass Cutting Requirements

9.1 WPC shall require the contractor to provide in a method statement, details of the type of equipment to be used for mowing operations for approval. Those not approved, the contractor shall provide as necessary suitable equipment at their own expense.

9.2 Mowers and other machinery shall be appropriate for the size of area to be cut and will also be detailed within the method statement.

9.3 All grass must be cut to an even height (not less than 15mm and not more than 25mm). Mowing should also be carried out to ensure that all seed heads/bents and flower heads are cut to the same height of the grass cutting sward.

9.4 When any of the contractors grass cutting machinery deposits quantities of grass cuttings at any point of the area, these cuttings must be scattered before the contractor moves on to another location so they are not allowed to remain in clumps where they could smother underlying grass.

9.5 Cuttings should be left where they fall (subject to clause 9.4 above), but shall be blown/swept from adjacent hard surface areas. However, care should be taken should cuttings be liable to blow indiscriminately, with potential to pollute or clog ditches and/or gullies, causing serious maintenance issues. To help prevent this, where possible, cuttings should be blown towards verges or grassed areas. Cuttings should not be piled up against fences.

9.6 Mowing shall be completed to ensure that no uncut grass or weeds remain around obstacles, tree bases, buildings, fence lines, walls or adjacent hard surfaces. Cutting shall encompass the full area up to and including the periphery. Where it is impracticable to use a normal mowing machine, the trimming of edges or margins and inaccessible areas around obstacles, mounds, trees etc shall be completed by strimming or by the use of other such machinery or hand tool to ensure the area is maintained to the standard specified for the whole area. These peripheral parts must be mown on the same day as the main part of the grass at a particular location and the costs borne by the contractor.

9.7 Where grass is strimmed along boundaries, around the bases of trees, seats, fences, memorials etc., every precaution shall be taken to prevent damage to such trees, seats, fences and memorials etc. Any damage caused by strimming or other operations shall be repaired at the contractor's expense to the satisfaction of the Clerk to the Council/Responsible Financial Officer.

9.8 Areas where flowering bulbs have been planted or have become naturalised shall not be cut during their growing or flowering season. The contractor will allow a period of six weeks after flowering before mowing. The contractor will be responsible for the costs involved in cutting.

9.9 Any grass cutting and debris falling onto hard surfaces (including memorials), roadways, paths, car parks etc and planted bedding or shrub borders must be immediately swept, blown or otherwise moved back onto the adjacent grass area.

9.10 All lawn mowers used to provide the service must conform to the lawnmowers (Harmonization of Noise Emission Standards) regulations.

9.11 During periods when ground conditions are so wet as to prevent grass cutting occurring without causing damage to the surface or level of the ground, or producing divots, the contractor shall cease cutting operations and notify the Clerk to the Council/Responsible Financial Officer of the contractor's actions.

9.12 Should the contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the contractor shall re-instate such damage to the satisfaction of the Clerk to the Council/Responsible Financial Officer and at the contractors' expense.

9.13 If inclement weather or any other thing acceptable to the Clerk to the Council/Responsible Financial Officer may prevent the contractor from mowing, the contractor will immediately resume grass

cutting once conditions become suitable again. The contractor will be expected to provide sufficient manpower and machinery to catch up if there is a substantial amount of mowing time lost.

9.14 Should climatic weather conditions indicate that a cut is unnecessary or may cause damage, the contractor should advise the Clerk to the Council/Responsible Financial Officer.

9.15 The contractor will be required to re-cut any area deemed by the Clerk to the Council/Responsible Financial Officer to be cut unsatisfactorily.

9.16 All stalks and/or bents shall be cut to the same height as the grass and shall be completed before the contractor leaves the site.

9.17 The contractor will complete one area of grass cutting before moving onto the next.

9.18 The contractor will allow, within rates for grass cutting, for cutting rough, sloping or uneven ground.

9.19 The contractor shall cut any missed area or re-cut any area deemed not finished or not satisfactory.

9.20 The contractor shall be expected to dedicate such resources as necessary to ensure that a presence is maintained through the cutting season.

9.21 The contractor will allow within the rates for grass cutting, all grass edging

9.22 Mowing around obstructions and in the proximity of margins shall be undertaken to the same standards as to main areas, using methods, tools and machines as appropriate.

9.23 The contractor will rectify or replace at his own expense anything on site damaged as a result of his work.

9.24 The contractor will be supplied with all padlock combinations to the play areas/other relevant areas as needed and will ensure members of the public are excluded from those areas whilst grass cutting is undertaken.

Defined Areas

10. Verges

10.1 All areas identified on the grass cutting plans shall be cut twice per calendar month during the specified period. Each cut shall be no less than 14 days apart. Each year, cutting shall commence in March/April and will continue until the end of October/early November, to achieve a minimum of 12 cuts per annum. Additional cuts will be agreed on an ad-hoc basis.

10.2 Particular attention shall be paid to cutting and strimming around obstacles including trees and the Council's flower containers, in order that damage is avoided.

10.3 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.

10.4 The grass shall be no more than 25mm high immediately after cutting.

10.5 The contractor will complete one area of cutting before moving onto the next.

10.6 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.

10.7 The contractor should allow any bulbs to die back sufficiently before cutting back.

11. Highway Verges/Flail Cutting (not owned by Wootton Parish Council but for which Bedford Borough Council pays a contribution)

11.1 This part of the specification includes land that is particularly rough, uneven or steeply sloping and deemed unsuitable for normal grass cutting machinery. The work involves the cutting back and control of ground cover vegetation which is mainly grass but may include weeds and brambles.

- 11.2 All areas defined on the map shall be cut 12 to 16 times a year at equal intervals throughout the period March/April to October/November each year. Additional cuts will be agreed on an ad-hoc basis.
- 11.3 Particular attention shall be paid to cutting and strimming around obstacles including trees and the Council's flower containers, in order that damage is avoided.
- 11.4 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.
- 11.5 The vegetation shall be no more than 75mm high immediately after cutting.
- 11.6 The contractor will complete one area of cutting before moving onto the next.
- 11.7 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.
- 11.8 The contractor should allow any bulbs to die back sufficiently before cutting back.

12. Bedford Road/Manor Road Bus Shelter Area

- 12.1 The area defined on the map shall be cut 12 to 16 times a year and left suitable for general recreation. Additional cuts will be agreed on an ad-hoc basis.
- 12.2 Particular attention shall be paid to cutting and strimming around obstacles in order that damage is avoided.
- 12.3 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.
- 12.4 The contractor will complete one area of cutting before moving onto the next.
- 12.5 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.
- 12.6 The contractor should allow any bulbs to die back sufficiently before cutting back.

13. Keeley End Pond – Bedford Road/Hollies Walk

- 13.1 Grass to be left long to allow wildlife to flourish and to discourage people from entering the pond area.
- 13.2 Hedgerow adjoining Bedford Road to be maintained/trimmed to an agreed height.
- 13.3 The contractor should ensure brambles and other obstructive undergrowth are cut on a regular basis (to be determined according to need).
- 13.6 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.

14. Lorraine Road Green (not owned by Wootton Parish Council but for which Bedford Borough Council pays a contribution)

- 14.1 The area defined on the map shall be cut 12 to 16 times a year and left suitable for children's exercise. Additional cuts will be agreed on an ad-hoc basis.
- 14.2 The contractor will complete one area of cutting before moving onto the next.
- 14.3 Particular attention shall be paid to cutting and strimming around obstacles in order that damage is avoided.
- 14.4 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.
- 14.5 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.
- 14.6 The contractor should allow any bulbs to die back sufficiently before cutting back.

15. Memorial Hall Recreation Ground including enclosed children's play area (Bedford Road) and Recreation Ground not including enclosed children's play area (Church Road – known as Jubilee Gardens)

- 15.1 The area defined on the map shall be cut every two weeks during the specified period.
- 15.2 Grassed areas shall be cut to an even height – minimum height of 15mm to a maximum cutting height of 25mm or as directed by the Clerk to the Council/Responsible Financial Officer.
- 15.3 Mowing shall be done in alternate directions at each visit.
- 15.4 Particular attention shall be paid to cutting and strimming around obstacles in order that damage is avoided, including furniture and play equipment.
- 15.5 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.
- 15.6 Trim around walls, fences, posts and other obstructions every four weeks during the cutting season or as directed by the Clerk to the Council/Responsible Financial Officer. All grass cuttings must be kept off safety surfaces and play equipment.
- 15.7 The contractor will ensure the recreation ground (Church Road) is cut one week before the annual Fun Fest event (July).
- 15.8 The contractor will complete one area of cutting before moving onto the next.
- 15.9 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.
- 15.10 The contractor should allow any bulbs to die back sufficiently before cutting back.

16. Paddock

- 16.1 The area on the map shall be cut upon request only (including the entrance).
- 16.2 Grass to be cut according to ongoing use – the paddock may be let to horses or used as a dog exercise area and these needs will differ.
- 13.3 Hedgerow adjoining Hilly Lane to be maintained/trimmed to an agreed height (to include adjacent to the allotments).

17. Popes Way Green

- 17.1 The area defined on the map shall be cut 12 to 16 times a year and left suitable for children's exercise. Additional cuts will be agreed on an ad-hoc basis.
- 16.2 The contractor will complete one area of cutting before moving onto the next.
- 16.3 Particular attention shall be paid to cutting and strimming around obstacles in order that damage is avoided.
- 16.4 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.
- 16.5 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.
- 16.6 The contractor should allow any bulbs to die back sufficiently before cutting back.

18. Studley Road Footpath

- 18.1 The area defined on the map shall be cut 12 to 16 times a year and left suitable for general recreation. Additional cuts will be agreed on an ad-hoc basis.
- 18.2 The contractor will complete one area of cutting before moving onto the next.

- 18.3 Particular attention shall be paid to cutting and strimming around obstacles in order that damage is avoided.
- 18.4 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.
- 18.5 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.
- 18.6 The contractor should allow any bulbs to die back sufficiently before cutting back.

19. War Memorial, Church Road

- 19.1 Grassed areas shall be cut twice per calendar month during the specified period. Each cut shall be no less than 14 days apart.
- 19.2 Mowing shall be undertaken to an even height – minimum height of 15mm to a maximum cutting height of 25mm.
- 19.3 Mowing shall be carried out as close as possible to the memorial without damage being incurred.
- 19.4 Particular attention shall be paid to cutting and strimming around obstacles in order that damage is avoided.
- 19.5 Cutting and strimming around obstructions and in the proximity of margins shall be undertaken to the same standards as that of the main areas, using methods, tools and machines as appropriate.
- 19.6 The contractor shall ensure that the grass is cut and area tidy no sooner than one week prior to the annual Remembrance Sunday Parade.
- 19.7 Arisings should be left where they fall (subject to above clause) but shall be blown/swept from adjacent hard surface areas. Arisings should be blown/swept from the War Memorial where possible.
- 19.8 The contractor will complete one area of cutting before moving onto the next.
- 19.9 The contractor shall, where necessary be required to provide all necessary barriers and signs for the proper protection of employees, members of the public and users of the site during the performance of the works.
- 19.10 The contractor should allow any bulbs to die back sufficiently before cutting back.