

## **Wickham Parish Council**

### **Specification for the maintenance of Wickham and Knowle open spaces and play areas September 2021**

#### **1. Scope of the work**

The work comprises:

##### **1.1 Preliminaries**

Offsite storage and transport of all necessary equipment and machinery.  
Compliance with all health and safety and welfare regulations, vehicles, fuel, plant, administration, training, planning etc.

## **Wickham**

#### **1.2 Wickham Recreation Ground, Fareham Road PO17 5DE**

##### **Map reference SU 574 110**

- Car park
- Tennis Courts
- Play area
- Pavilion
- Club house
- Litter bins
- Senior football pitch
- Amenity grass
- Attendance on hedge cutting and other maintenance contractors

#### **1.3 Bridge Street Village Green School Road, PO17 5AF**

##### **Map reference SU 574 114**

- Amenity grass
- Banks
- Flower bed

#### **1.4 Lysander Meadow Hoads Hill**

##### **Map reference SU 574 108**

- Amenity grass – paths
- Attendance on hedge cutting and grass cutting contractor

#### **1.5 The Circle play area, PO17 5HW**

##### **Map reference SU 570 117**

- Litter bins
- Wetpour/carpet
- Amenity grass

### **1.6 Community Centre play area PO17 5AL**

**Map reference SU 572 119**

- Wetpour

### **1.7 Skateparks PO17 5AL**

**Map reference SU 572 119**

- Litter bins
- Concrete and metal ramps

### **1.8 Community Centre MUGA PO17 5AL**

**Map reference SU 572 119**

- Tarmac

### **1.9 Community Centre / School all weather pitch PO17 5AL**

**Map reference SU 572 119**

- Artificial pitch
- Litter bin (outside pitch)

### **1.10 Verges - Bridge Street corner PO17 5AF**

**Map reference SU 574 114**

- Amenity grass

### **1.11 Verges - Glebe Corner PO17 5AF**

**Map reference SU 574 114**

- Amenity grass

### **1.12 Verges - Recreation ground / Hoads Hill PO17 5DE**

**Map reference SU 574 110**

- Amenity grass

### **1.13 Verges - Winchester Road to rear of Elizabeth Close**

**Map reference SU 569 117**

- Amenity grass

### **1.14 Roadside flower beds**

- Fareham Road
- Winchester Road
- Glebe Corner

### **1.15 Hanging baskets and planters in Wickham Square**

- 24 No high-level baskets in pairs on 12 No streetlights

### **1.16 Village cleaning**

- Litter picking twice a week to Fareham Road and Winchester Road to Welcome to Wickham signs, School Road and throughout the village as necessary including Wickham Centre rear car-park, allow at least one and a half hours per visit

## **Knowle**

### **1.17 Knowle Village Green Knowle Road PO17 5GR**

**Map reference SU 563 095**

- Car park
- MUGA
- Skatepark
- Litter bins
- Senior football pitch
- Junior football pitch 1
- Junior football pitch 2
- Amenity grass
- Attendance on hedge cutting and other maintenance contractors

### **1.18 Greater Horseshoe Way play area PO17 5LF**

**Map reference SU 562 095**

- Wetpour and amenity grass

### **1.19 Victoria Mews play area PO17 5JX**

**Map reference SU 562 094**

- Wetpour and amenity grass

### **1.20 Consort Mews play area PO17 5FH**

**Map reference SU 559 093**

- Bark chippings

### **1.21 Barbastelle Walk play area PO17 5DS**

**Map reference SU 559 094**

- Bark chippings

### **1.22 South Square basket planters PO17 5FP**

**Map reference SU 561 093**

- 6 No eye level planters

### **1.23 Knowle Cemetery Mayles Lane PO17 5LE**

**Map reference SU 560 098**

- Naturalised woodland

### **1.24 Dean Copse Mayles Lane Knowle PO17 5LT**

**Map reference SU 559 091**

- Ancient woodland

## **2. General conditions**

2. 1 The Contractor will be expected to comply with good industry practice, complying with current law and regulations ordinarily expected from a skilled and

experienced body engaged in a similar type of undertaking under similar circumstances.

2.2 The contract is for 3 years with the opportunity to review and extend after 2 years.

2.3 The Contractor will provide evidence that a minimum of £10,000,000 Public Liability Insurance and £10,000,000 Employers Liability Insurance is maintained.

### **3. Communication and administration**

#### **3.1 Key Contacts**

3.2 The contact details for the Authorised Officer will be advised to the Contractor in writing when the contract is signed.

3.3 General instructions, authorisation of additional work and certification of payments will only be made by the Authorised Officer and no instructions should be taken from Parish Council members or members of the public.

### **4. Contract Monitoring**

4.1 The Contractor will meet with the Authorised Officer and Parish Council on a fortnightly, or other agreed basis to discuss the needs of the Contractor, Wickham Parish Council and users of the sports pitches & tennis courts in delivering the maintenance required.

4.2 The Contractor will allow for quarterly evening meetings, if required, with the Parish Council to discuss performance and any improvements required.

4.3 The extent of the contract will be reviewed 12 months from the date of signing and any adjustments will be made through negotiation between the Authorising Officer and the Contractor.

### **5. Inclusions**

5.1 The contract price will include costs for all requirements of the terms and conditions of the contract including:

- complying with all current health and safety and welfare regulations
- vehicles, fuel and plant
- labour
- spot hire of machinery
- management costs and supervision
- administration
- consumables

- all cleaning materials and associated equipment
- overheads
- training
- recruitment
- planning
- disposal costs of all arisings from works
- all other costs that may arise in order to complete the work in accordance with the specification and site plans

## **6. Litter collection**

### **6.1 Health & Safety – drug related litter**

6.1.1 The Contractor is expected to collect and dispose of drug-related litter under this contract. Appropriate provision to ensure that staff receive proper training in the handling and disposal of drug-related litter will be made.

6.1.2 The Contractor to ensure that appropriate personal protective equipment and a supply of sharps boxes and/or other relevant disposal/storage containers are available to each member of staff that who may come into contact with drug-related litter as part of their job.

### **6.2 Litter bins**

6.2.1 The Contractor to carry out the emptying of all litter bins three times a week including one day at the weekend.

6.2.2 Litter bins to be fitted with a disposable PVC liner bag each time they are emptied. All bins to be deep cleaned using disinfectant at least twice a year.

### **6.3 Disposal of litter, waste and arisings from grounds maintenance**

6.3.1 The Contractor is to provide to the Authorised Officer in writing full details of the measures to be taken to comply with the 'Environmental Protection Act 1990: Waste Management: The Duty of Care. A Code of Practice' in relation to waste produced, kept carried or disposed of as a result of the works.

6.3.2 In addition, the Contractor must provide a copy of the Contractor's Certificate of Registration under the control of Pollution (Amendment) Act 1989.

6.3.3 The Contractor is to ensure that all waste collected, produced or arising from the works is correctly and properly disposed of making use of approved and licensed points of disposal as provided by Hampshire County Council.

## **7. Grass cutting**

7.1 The grass cutting season is defined as the period from 1st March to 1<sup>st</sup> November – 44 weeks per year with an allowance of four weeks when cutting is not required due to growing conditions.

7.2 Prior to each cut the Contractor to ensure all litter, debris and obstructions are removed. All such items collected to be removed from site for correct disposal by the Contractor.

## **8. Amenity grass**

8.1 All grass that isn't sports pitches.

8.2 Note litter picking required prior to cut.

8.3 Cut and fly maximum height 35mm, allow for up to 40 weekly cuts during the growing season. Weekly cuts may be cancelled with one week's notice due to impact of weather on growth. Edges to be kept trimmed and re-edged at least annually. Fence lines to be kept cut back and tidy with each cut.

## **9. Sports pitches**

9.1 See plan for area allowed for sports pitches.

9.2 The football teams will provide details of fixtures by 12 noon on Monday before a weekend match, allow for 2 hours a week for pitch booking telephone calls and administration.

9.3 Any non sporting events planned for the pitch area will also be notified to the Contractor as soon as bookings are confirmed.

9.4 On Fridays before 11am during the playing season the pitch is to be inspected by the groundsman and in liaison with the football team manager and the Authorised Officer a decision on whether the pitch is playable be made.

9.5 At the start of the season, pitches to be re- marked to the dimensions to comply with the Football Association regulations.

9.6 Grass to lines to be mown to a height of 10 to 15mm immediately prior to marking out. Line marking to be undertaken with equipment that produces straight, even width lines of equal pigmentation using a non-toxic whiting agent so they are clearly visible from 30 metres away. Pitch marking according to bookings.

9.7 Football teams will be responsible for installing and storing goal posts and nets unless otherwise agreed.

9.8 During the playing season, ensure that all line marking is uniformly remarked as often as required to maintain clear visibility from 30 metres away and after general grass cutting.

9.9 Grass cut and fly using ride on triple cylinder mowers or tractor mounted sports cutters to a height of between 10 and 25mm during the playing season allow for up to 40 cuts during the playing season and as directed by the Authorising Officer during the off season. Cuts may be cancelled with one week's notice due to impact of weather on growth, additional cuts will be paid at the contract rate.

9.10 Replace torn turf and tread in divots after each game.

9.11 Spike worn areas around the goal and central area of the pitch with a fork as often as necessary to prevent water logging.

9.12 Worn areas of the pitch to be thinly dressed with coarse washed sand to prevent the build up of water (Subcontracted out).

9.13 Scarifying, harrowing, moss control, weed killing, reseeding and the application of fertiliser may be required from time to time as instructed by the Authorised Officer.

9.14 At the end of the playing season the Contractor to renovate the pitches in accordance with a schedule agreed with the Authorising Officer. Work is likely to comprise restoring worn areas i.e. goalmouths and in-filling, verti-draining, tining, levelling low areas using sand and topsoil. Work paid on a daywork basis.

## **10. Flower/shrub bed maintenance**

10.1 The Contractor to allow for weekly maintenance of each flower bed

10.2 On each visit to each flower/shrub bed, the Contractor to carry out the following:

- Remove all litter and debris
- Edge grass with long handled shears and remove arisings
- Remove all weeds and dispose of
- Water bedding plants

## **11. Hedge Maintenance**

11.1 Hedges are all sited in areas well used by pedestrians and appropriate care should be taken in the choice of machinery and number of operatives to maintain pedestrian safety at all times.

11.2 Unless otherwise directed by the Authorising Officer, remove current growth back to the old wood to maintain a consistent height, width and general shape.

11.3 Allow for one cut per year in September.

11.4 Allow to side up pedestrian and vehicle entrances throughout the growing season.

11.5 All arisings to be removed from site

11.6 Attention is drawn to the Wildlife and Countryside Act 1981 which protects nesting birds and bats. The Contractor to inspect the hedges for nesting birds before commencing hedge maintenance. In the event the hedge is unable to be cut because of nesting birds the Contractor is to inform the Authorised Officer immediately.

## **12. Tree Maintenance**

12.1 Minor tree surgery and tree planting may be required and will be instructed under a variation order by the Authorised Officer.

## **13. Play Areas, MUGAs and skateparks**

13.1 Play areas, skateparks and MUGAs are to be visited at least once a week, non grassed surfacing to be swept as necessary to keep clear of leaves, litter and any other debris and all arisings disposed of.

13.2 Litter bins to be emptied at least once each week.

13.3 Grass to be maintained as specification for amenity grass.

13.4 Removal of graffiti and minor repairs will be paid on a daywork basis

## **14. Wickham All Weather Pitch**

Pitch to be inspected daily and any problems reported to the Parish Clerk. During term time keep clear of litter and other debris prior to the start of the school day. Access gates from Wickham Community Centre car park to be locked before 9am. Regular inspections and litter clearing to be carried out during school holidays.

Maintenance of the pitch surface is contracted out to a specialist contractor.



## **Wickham Parish Council**

### **Schedule of work for the maintenance of Wickham and Knowle open spaces and play areas.**

#### **1. Preliminaries**

#### **2. Wickham Recreation Ground**

2.1 Maintain the football pitch as specification

2.2 Maintain remaining areas as amenity grass specification

2.3 Collect litter and empty bins at least three times a week including one day at the weekend.

2.4 Each Monday after a football match sweep out the pavilion, clean the showers and sanitary ware as necessary, report any minor repairs and maintenance required. Ensure adequate supplies of loo roll and soap in changing room and outdoor WCs.

2.5 Check pavilion between weekend matches to ensure clean and tidy for the next users

2.6 Maintain the play area as specification.

2.7 Maintain play equipment outside the fenced area as specification.

2.8 Keep tennis courts free of litter.

2.9 Minor repairs and maintenance to pavilion, external seats and benches will be paid on a day work basis if required.

2.10 Annual hedge cutting in September. Allow for siding up gate entrances throughout the growing season to keep clear.

#### **3. Bridge Street Village Green**

3.1 Grass to be maintained as specification for amenity grass

3.2 Embankment and shrub beds to be cut back twice a year as required by the Parish Clerk

3.3 Annual hedge cutting in September. Allow for regular cutting back of the hedge to keep the steps clear during the growing season.

#### **4. Lysander Meadow**

4.1 Litter pick at least twice a week.

4.2 Maintain paths as specification for amenity grass

#### **5. 6. 7. 8. Play areas at The Circle, Community Centre, all weather pitch, skateparks and kickabout area at the back of the community centre**

5/8.1 Maintain as specification

#### **9. Wickham All Weather Pitch**

9.1 Maintain as specification

#### **10.11.12.13 Roadside / path verges:**

- Recreation ground to Hoads Hill Welcome to Wickham sign
- Glebe Corner
- Winchester Road Buddens Road to just beyond last flower bed

10/13.1 Maintain as specification for amenity grass

#### **14. Roadside flowerbeds**

14.1 Maintain as specification

#### **15. Hanging baskets**

15.1 Maintain as specification

#### **16. Village Cleaning**

16.1 Litter picking to Fareham Road, Winchester Road to Welcome to Wickham signs, School Road and throughout the village as necessary including the community centre rear car-park (9 hours a week allowed). Assume use of public bins for litter collected.

## **17. Knowle Village Green**

17.1 Maintain football pitches as pitch specification, remaining areas as amenity grass.

17.2 Note that areas on the tree line between the cricket and football pitch and the banks to the MUGA need to be hand mown with a flail mower due to uneven/banked surfaces

17.3 Annual hedge cutting in September. Allow for siding up gate entrances throughout the growing season to keep clear.

17.4 Collect litter and empty bins at least three times a week including one day at the weekend

17.5 Any work required to trees to be paid on a daywork basis

17.6 MUGA and skatepark to be maintained as specification

17.7 Keep car park clear of debris, this is a problem after stormy weather and will be paid on a daywork basis

## **18.19.20.21 Play areas at Victoria Mews, Consort Mews, Barbastelle Walk and Greater Horseshoe Way**

18/21.1 Maintain as specification, note only the areas within the fences form part of the contract.

18/21.2 Annual hedge cutting in September. Allow to side up gateways and keep tidy and free of weeds during the growing season.

## **22. South Square flower baskets**

22.1 Water and maintain summer and winter planting – baskets planted by Park Place Nurseries

## **23. Knowle Cemetery**

23.1 Path clearing and clearing of undergrowth to be carried out in consultation with the Authorised Officer and paid on a daywork basis

## **24. Dean Copse**

24.1 Coppicing and annual clearing of undergrowth to be carried out in consultation with the Authorised Officer and paid on a daywork basis