



ODIHAM PARISH COUNCIL
GROUNDS MAINTENANCE CONTRACT 2021-24
TECHNICAL SPECIFICATION





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1 General Introduction

1.1 Introduction

- 1.1.1 Odiham Parish Council owns a range of different open space areas and is committed to maintaining these spaces to a high quality for residents. The specification includes details on the number of expected maintenance visits throughout the annual cycle as a minimum but the Contractor should allow for maintenance visits as considered necessary in order to achieve the standards set out in this specification.

1.2 Performance maintenance

- 1.2.1 This specification is based on a performance model and sites will be regularly inspected by the Council staff.

1.3 Works to be undertaken

- 1.3.1 The work to be undertaken is fully described in the Specification and Schedule.
- 1.3.2 All Services as specified are to be provided by the Contractor within the Annual Sum except where otherwise provided in this specification or elsewhere in the Contract Documents.
- 1.3.3 The whole of the work shall be carried out in accordance with the principles and practices of accepted and recognised horticultural standards.
- 1.3.4 The Contractor shall ensure that the Employer's property is protected against accidental or negligent damage likely to be occasioned through undertaking the works specified herein.
- 1.3.5 Any damage occasioned by the Contractor in carrying out the works of this contract shall be immediately made safe and repaired to the satisfaction of the owner or agent of the property at the earliest convenient time, or as directed, and at the sole cost of the Contractor.
- 1.3.6 The Contractor shall be responsible for acquiring the necessary permits and paying charges and fees for the utility services needed to complete the works.
- 1.3.7 Any proposals relating to tree surgery on any site are to be referred to the Parish Office.

1.4 Waste disposal

- 1.4.1 The Contractor shall ensure that all waste collected, produced or arising from the undertaking of the Services is correctly and properly disposed of making use of licensed and approved tips or incinerators as appropriate.

1.5 Access

- 1.5.1 The Contracts shall be provided with keys and access codes to enter the land.
- 1.5.2 Public access must not be denied or impeded by contract activity unless previously approved by the Employer but the Contractor shall have the right to ask members of the public to move so that works can be undertaken.
- 1.5.3 At all times, the entire sites right up to boundaries shall be kept in a clean and tidy



1.6 Ground and weather conditions

- 1.6.1 The Contractor shall make due allowance for climatic variations which may impact on a scheduled programme of operations.
- 1.6.2 Work shall not be carried out with any machinery when ground conditions are such that puddling, deep rutting, or any other detrimental effects may occur.

2 Grassed Areas

2.1 General Conditions (Grass Cutting)

- 2.1.1 The Contractor shall make full provision within the Tendered Rates for all costs that the Council shall incur in maintaining the areas specified for Grass Cutting and for the periodic tasks that are stipulated in the Schedule.
- 2.1.2 The general conditions will apply to each type of cutting regime and should be allowed for in items referring to grass cutting. Some locations may have a mix of regimes which must be noted when cutting the site. Grass cutting shall take place whenever required to ensure standards are met throughout the full calendar year.
- 2.1.3 A rota of grass cutting will be submitted to the Parish Clerk for approval and agreement annually. Once agreed the Contractor will keep to the rota (where possible) and ensure all areas are cut on this basis.
- 2.1.4 Ensure that all work on one site/plan is complete before moving onto the next site. Grass will be cut up to the paving, fencing, walls and any other boundary and all obstacles will be cut around and beneath to the same height as the majority of the site at each visit.
- 2.1.5 All temporary obstacles that can be moved, will be moved to facilitate cutting and replaced immediately the grass beneath has been cut.
- 2.1.6 Allow for any parked vehicle or temporary obstacle on the site which may obstruct cutting operations and will allow for returning to the site to cut such sites when the vehicles or obstacles have been removed.
- 2.1.7 Ensure that the bases of all seating, signs, play area posts and fencing are clear of vegetation.
- 2.1.8 Extreme care shall be taken when cutting around tree bases to avoid damage to tree or plant material.
- 2.1.9 Prior to grass cutting, inspect all areas to be mown and remove litter, including dog faeces and all items and obstructions as may cause damage or injury to people, property or machinery. Where hypodermic needles are encountered, take all necessary handling and disposal precautions.
- 2.1.10 All grass will be cut cleanly and evenly to the same height as per table 1 and without damaging the existing surface. The finish shall be free of ribbing, skids, ruts, excessive tyre marks, or divots. Any accumulations of arising's in areas that are mown with un-boxed mowers will be removed. Soft vegetative growth other than grass will be deemed to be part of the agreement where it falls within the sites of grass.
- 2.1.11 All persons operating grass maintenance machinery must be satisfactorily trained, conversant with relevant legislation, including all relevant Health & Safety Legislation and competent in the operating methods.
- 2.1.12 Ensure that all blades, guards, belts and boxes are of the correct type with the correct fixing nuts or bolts and all equipment is used entirely in accordance with the manufacturer's instructions.



- 2.1.13 All non-grass areas will be kept free from arisings created by any grass cutting operation and any arisings deposited on non grass areas will be removed immediately.
- 2.1.14 Inform the Parish Office immediately if local site ground conditions prevent cutting and as a result excessive grass growth occurs.
- 2.1.15 The Contractor shall ensure that mowing regimes are adhered to, using all relevant forms of cutting equipment.

Table 1: Grass Areas – Performance Standard for Grass Maintenance

Feature	Summer season cutting height (April– end of October)		Winter season cutting height (November – end of March)	
	Min.	Max.	Min.	Max.
Whole Recreation ground	10mm	20mm	20mm	35mm
Play parks – Recreation Ground, Chapel Pond Drive, Chamberlain Gardens	10mm	30mm	20mm	30mm
Feature / Location	Summer cutting Min	Summer cutting Max	Collect arisings	Primary cutting method
Amenity Grass – Beacon Field, Peace Garden Allotments.	20mm	35mm		Cylinder/ Rotary
Rough Grass – Cemetery Meadow, pathway from Chamberlain Gardens to Beacon Field	100mm	150mm		Rotary/Flail



2.2 Growth Regulators

- 2.2.1 During the period of the Contract no growth regulators of any form shall be applied to any area of grass without the Council staff sanctioning such applications.

2.3 Subterranean Animals

- 2.3.1 On all high amenity areas, clear all soil arising's where moles are active prior to cutting of site. Areas which present mowing difficulties or become potentially injurious to members of the public must be communicated to the Council staff.

2.4 Variation to Grass Cutting Schedules

- 2.4.1 In normal weather conditions the Contractor will be expected to keep to the schedule and programmes which has been submitted and which he has determined will enable the required standards to be achieved. However, variations to these schedules/programmes for grass cutting may arise, normally due to the weather conditions.
- 2.4.2 Should the Contractor cause damage to the surface or levels of the ground, during grass cutting operations, the Contractor shall make good such damage to the satisfaction of the Council staff.
- 2.4.3 During periods of drought Council staff may instruct that grass cutting operations be suspended and may require the omission of a planned cut or cuts.

2.5 Strimming

- 2.5.1 The Contractor will be required to strim or clip around all obstacles within the confines of the various categories of grass areas described in this Specification, to maintain the height of grass to the mean level of the grass on the surrounding areas. all at no additional cost to the Parish Council. No quantities of obstacles are detailed: it is for the tenderer/contractor to determine at tender stage full implications of this task.

3 Vegetation Control and Pesticide Application

3.1 General

- 3.1.1 The Contractor shall make full provision within the Tendered Rates for all costs that the Council shall incur in maintaining Vegetation Control and Pesticide Application.
- 3.1.2 All herbicides and growth regulators to be used in the undertaking of the works will be approved for use in public areas.
- 3.1.3 Performance Standards for Herbicide treatments are given in Table 2.

3.2 Legislation

- The Health and Safety at Work Act etc 1974;
- The Food and Environment Protection Act 1985 Part III;
- The Control of Pesticides Regulations (as amended) 1986;
- The Plant Protection Products Regulations 2005;
- The Control of Substances Hazardous to Health Regulations as amended (COSHH) 2002;
- Environmental Protection Act 1990;



- The Water Resources Act 1991.
- Codes of Practice
- The Code of Practice for Using Plant Protection Products 2005
- The DEFRA Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (PB3529)
- The Safe Use of Pesticides for Non-Agricultural (L9 Rev.)
- Code of Practice for the Use of Approved Pesticides in Amenity and Industrial Areas - The Orange Code - (British Agrochemicals Association and the National Association of Agricultural Contractors).
- All operative engaged in undertaking the application of any "pesticides" as defined within the terms of The Act shall be in excess of 18 years of age, and shall hold a certificate from a training establishment recognised by the Minister of Agriculture as being an approved assessment centre under the terms of The Act.

3.3 H&S

- 3.3.1 The Contractor shall ensure that employees to be engaged in such works are suitably qualified and assessed and provided with all protective clothing (PPE) applicable to the materials being applied, and shall give his staff access to such washing and cleaning facilities necessary.
- 3.3.2 The Contractor shall ensure that all materials are properly stored and transported, providing secure store as required under current legislation.
- 3.3.3 All machinery used in the application of materials shall be carefully maintained throughout the period of the Contract to ensure correct application takes place, and that no leakage occurs.
- 3.3.4 The Contractor shall ensure that the method of application and the undertaking of such works proceeds in such a manner as to cause no damage or injury to a desirable plant or vegetation, animal, machine or item of equipment. Any such damage will be held to be the responsibility of the Contractor and he will be required to make good any damage and will be responsible for any claims for compensation arising from his actions or omissions.
- 3.3.5 In carrying out mixing of chemicals the Contractor shall ensure that no spillage of chemical takes place so that no damage results to vegetation, surfaces, plants or equipment. Any such damage will similarly be held to be the responsibility of the Contractor. In carrying out the application of materials the Contractor shall ensure that no area is over dosed, and that dosages of each particular treatment are in accordance with the manufacturer's recommendations, or the instructions of the Authorised Officer, and that the total area specified is treated.
- 3.3.6 The timing of works shall be such that no spraying takes place during inclement weather, or when rainfall is expected in a time period which is less than that specified by the manufacturer of the chemical being used.
- 3.3.7 The Contractor shall ensure that the method of application and the undertaking of works does in no way lead to the pollution of any water course or water supply. Any such pollution shall be held to be the responsibility of the Contractor and he will be required to make good any damage and will be held



to be responsible for any claim for compensation arising from his actions or omissions.

3.3.8 The Contractor shall ensure that all waste containers and chemicals are disposed of correctly and safely in accordance with current legislation.

3.3.9 The Contractor will undertake the works in such a manner as to avoid contamination of any person, animal or property, and take particular care to protect water, wildlife and natural habitats.

3.3.10 No spraying work of any kind shall take place when sites are in use if this is likely to endanger or inconvenience users, and the Contractor shall modify his working cycles to take this limitation into account.

3.3.11 Treatment of Fence Lines, Obstructions and Bases of Buildings

3.3.12 The treatment shall be carried out in such a manner that growth of all vegetation is controlled for a period of 12 months from the date of application to a maximum width of 0.3 metres.

3.3.13 At certain times the Contractor shall undertake other spraying works as instructed by the Council staff.

3.4 Herbicide of Hedge Bases

3.4.1 At times indicated within the Specification, Schedules or as appropriate to the material supplied and the area being treated, liquid based herbicides. The application shall be such that all weeds are controlled for a period of 12 months from the date of application. Any weeds emerging after treatment shall be treated using a contact herbicide provided by the Authorised Officer but charged to the Contractor, all works being undertaken at the Contractor's expense.

3.4.2 The application of such material shall be carried out in such a way that the effect of the herbicide is confined to an area of ground corresponding to the length and width of the hedge.

4 Hedge and Shrub Maintenance

4.1.1 The Contractor shall make full provision within the Tendered Rates for costs that the Council shall incur in maintaining hedges & shrubs as specified in the Schedule of Works.

4.1.2 All hedge and shrub maintenance should fall outside the bird nesting season as per EU ruling.

4.1.3 The Contractor shall remove all cuttings, debris and dispose.

5 Litter Picking

5.1.1 The Contractor shall make full provision within the Tendered Rates for the costs that the Council shall incur in litter picking the sites as specified in the Schedule of Works.

5.1.2 The Contractor may dispose of litter in the bins at each site.

5.1.3 The Contractor shall provide all equipment associated with costs of litter picking.

6 Additional Works

6.1.1 The Council may from time to time issue an Instruction Notice to the Contractor under requiring him to undertake Additional Works at the specified rates provided by the Contractor on the Schedule of Charges.



6.1.2

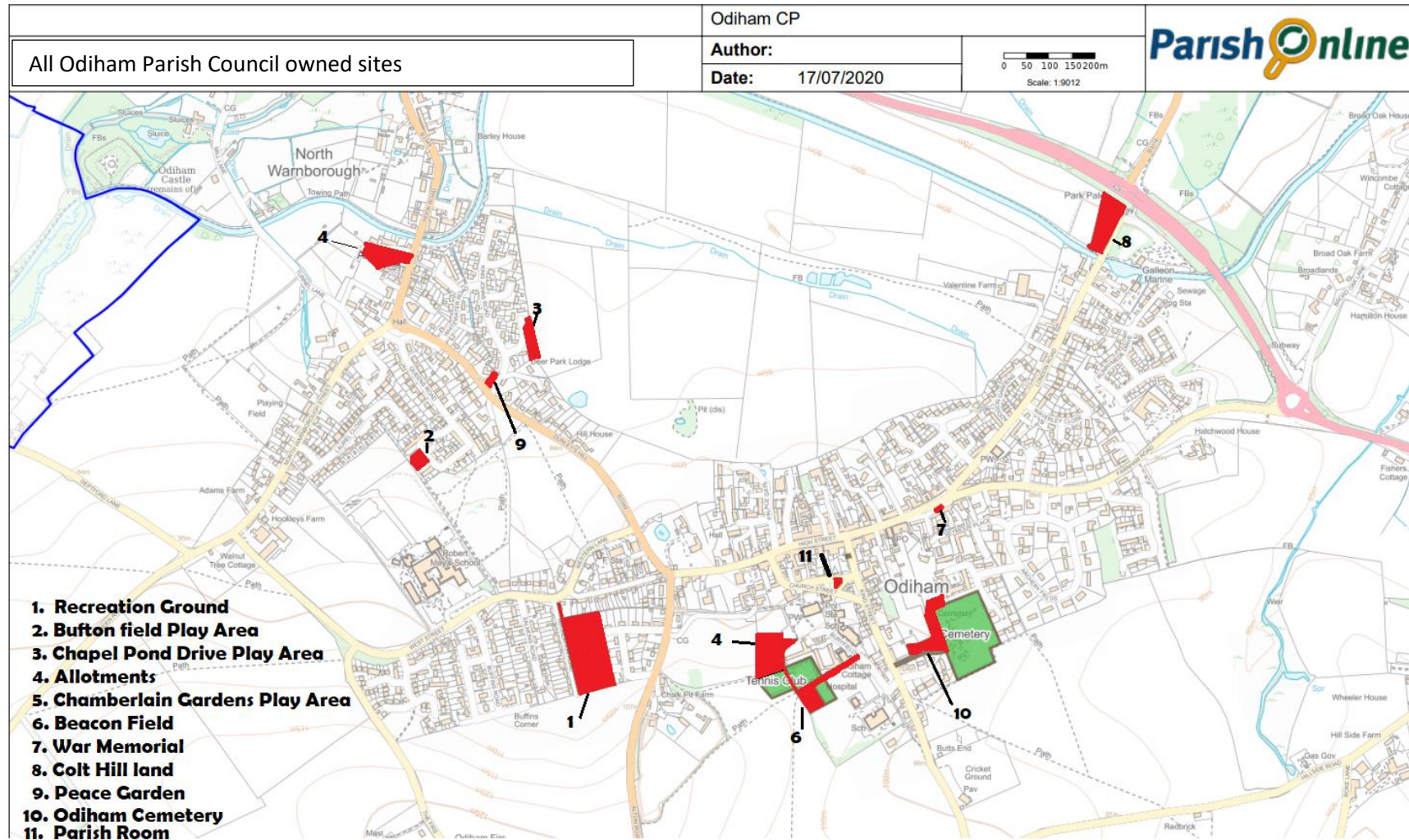
For work outside the Schedule of Charges, the Contractor may provide an hourly rate or quotation which must be approved by the Council before any works are carried out.



7

MAPS

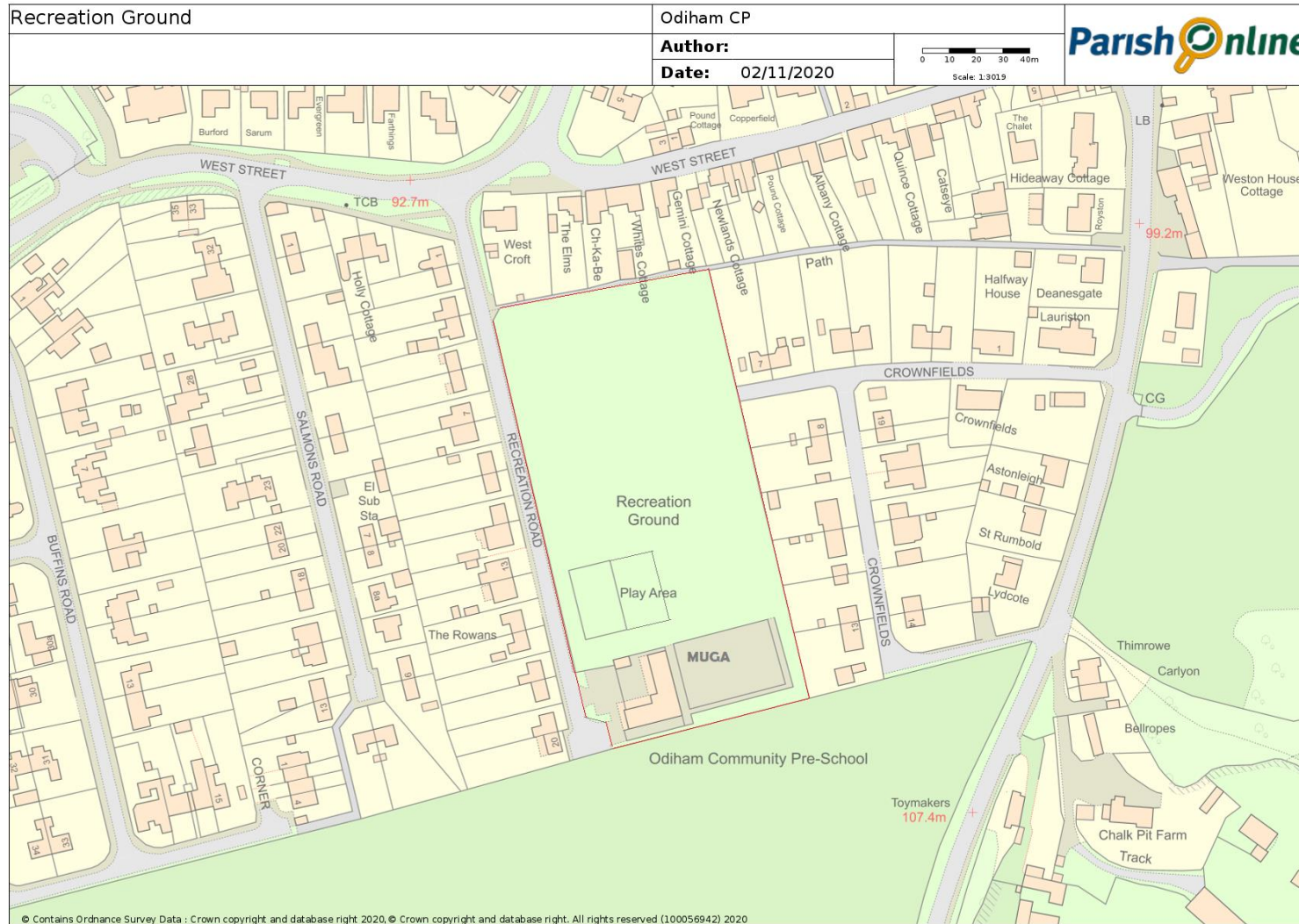
All Parish Owned and Managed Sites





7.1

Recreation Ground





7.2

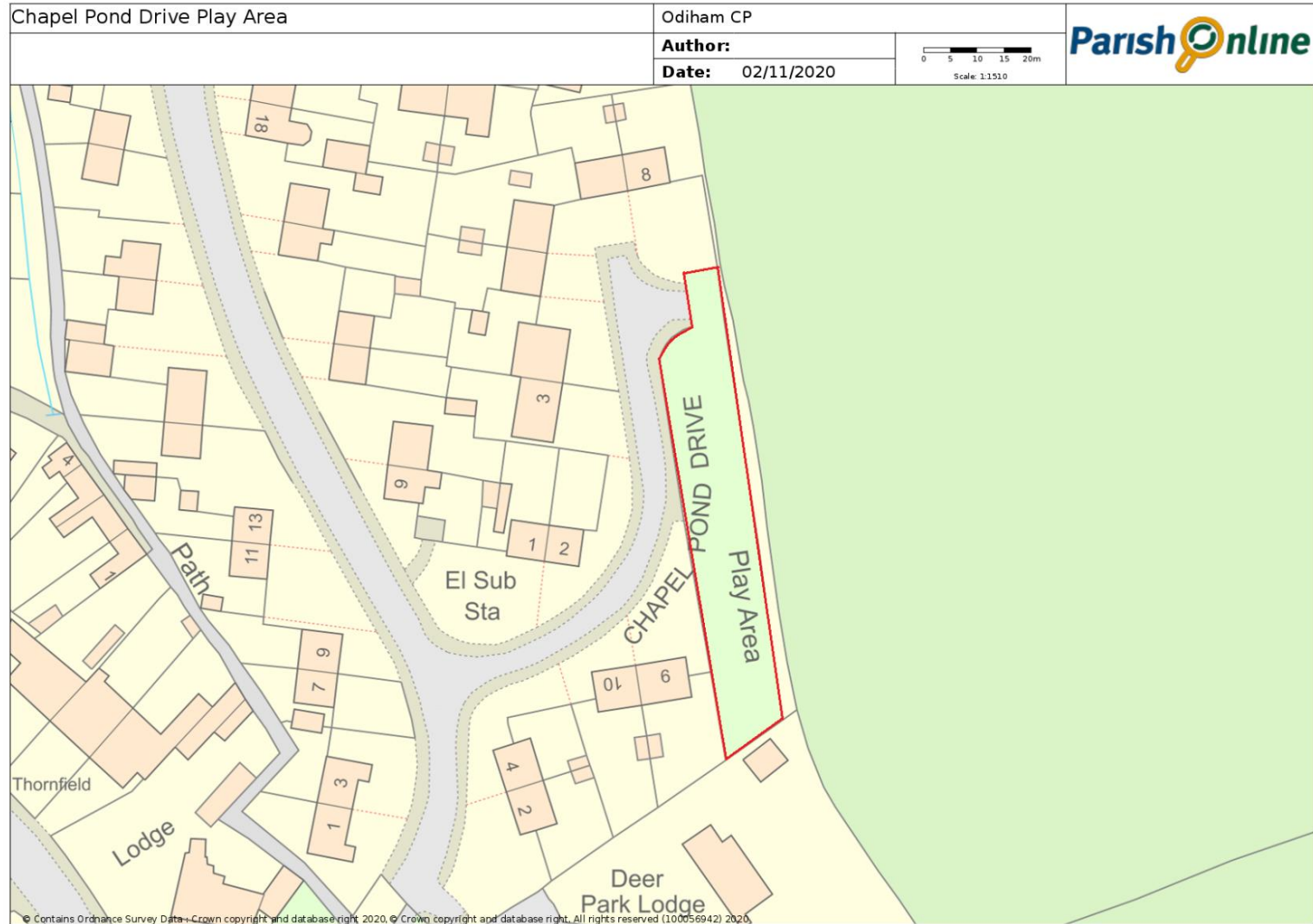
Bufton Field Play Area





7.3

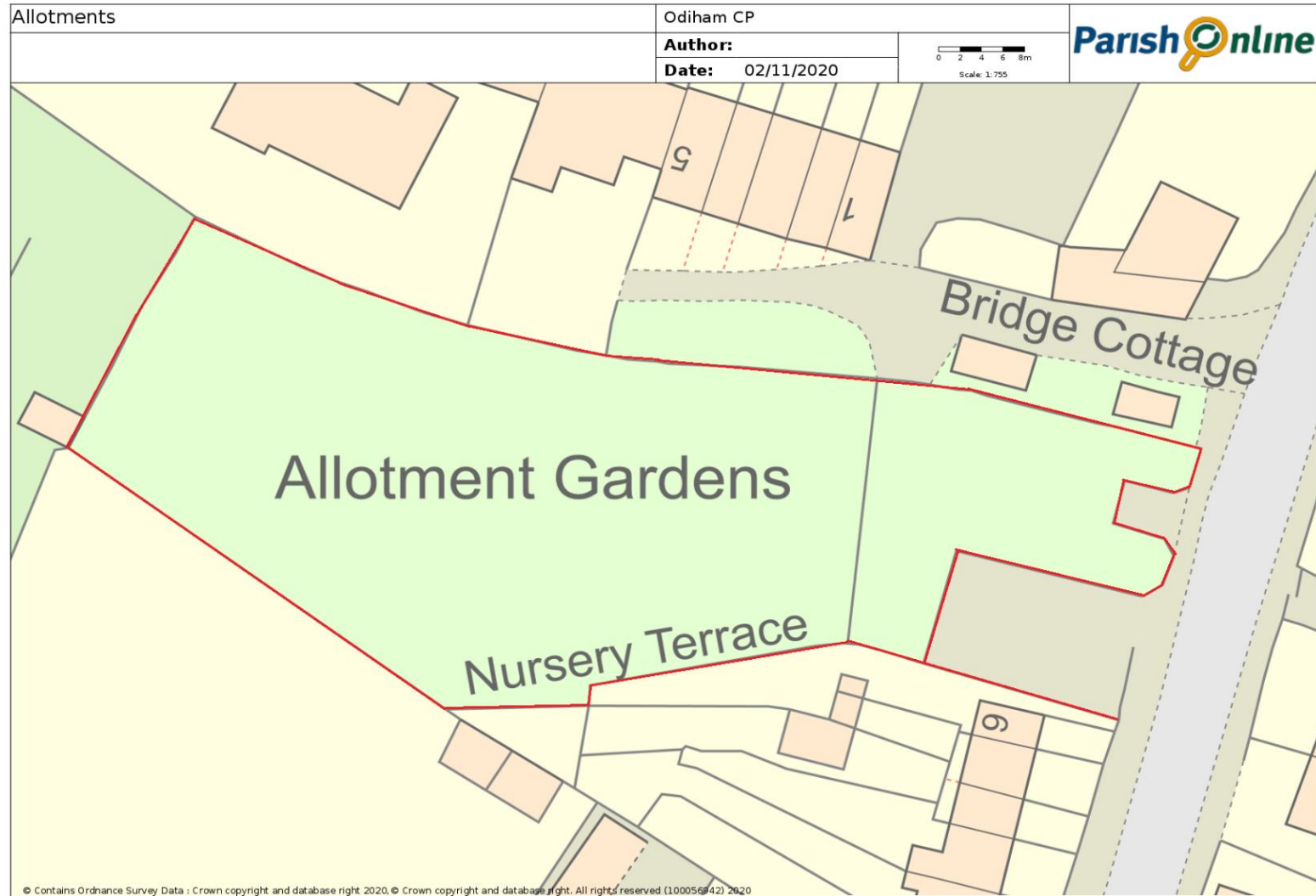
Chapel Pond Drive Play Area





7.4

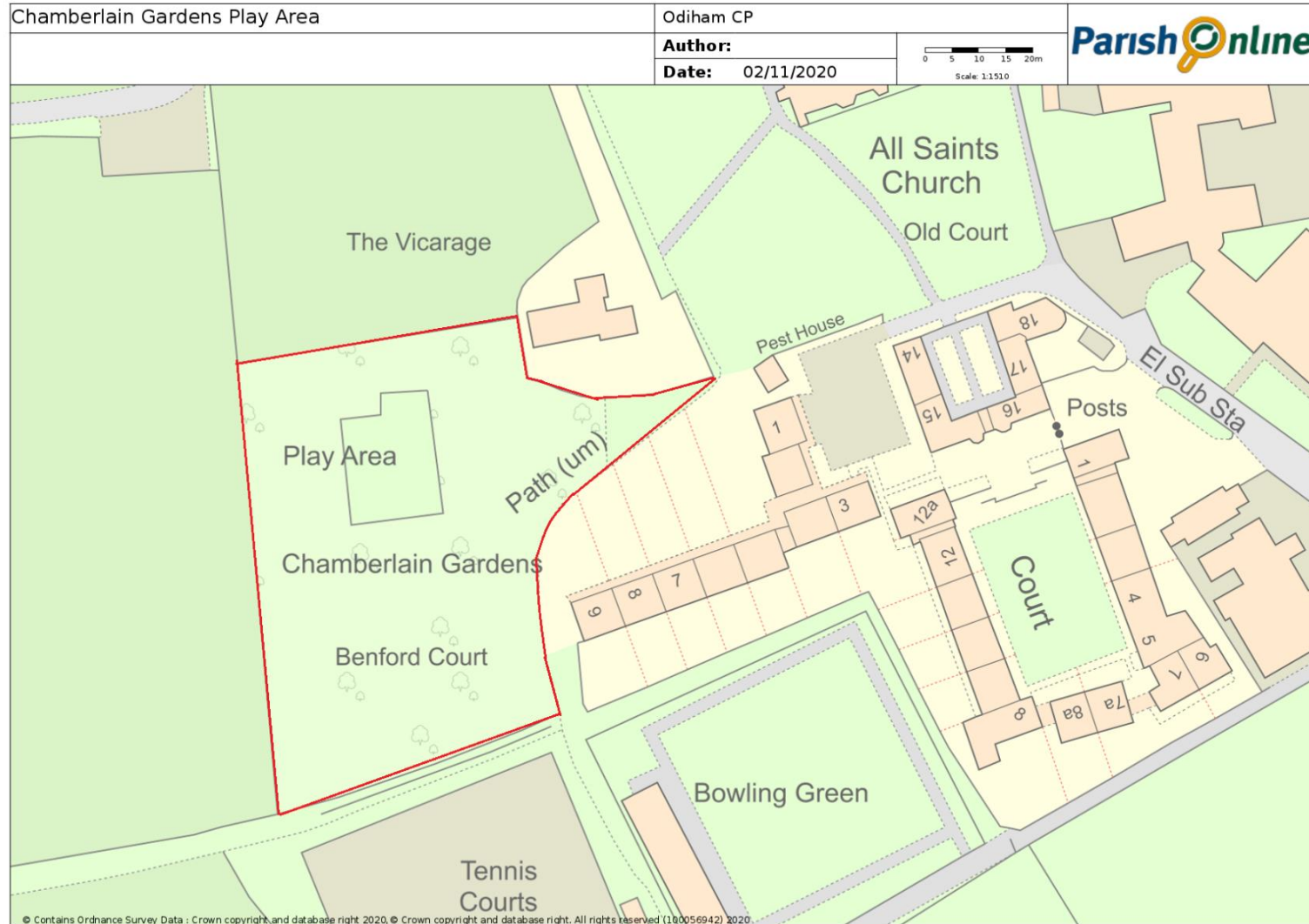
Allotments





7.5

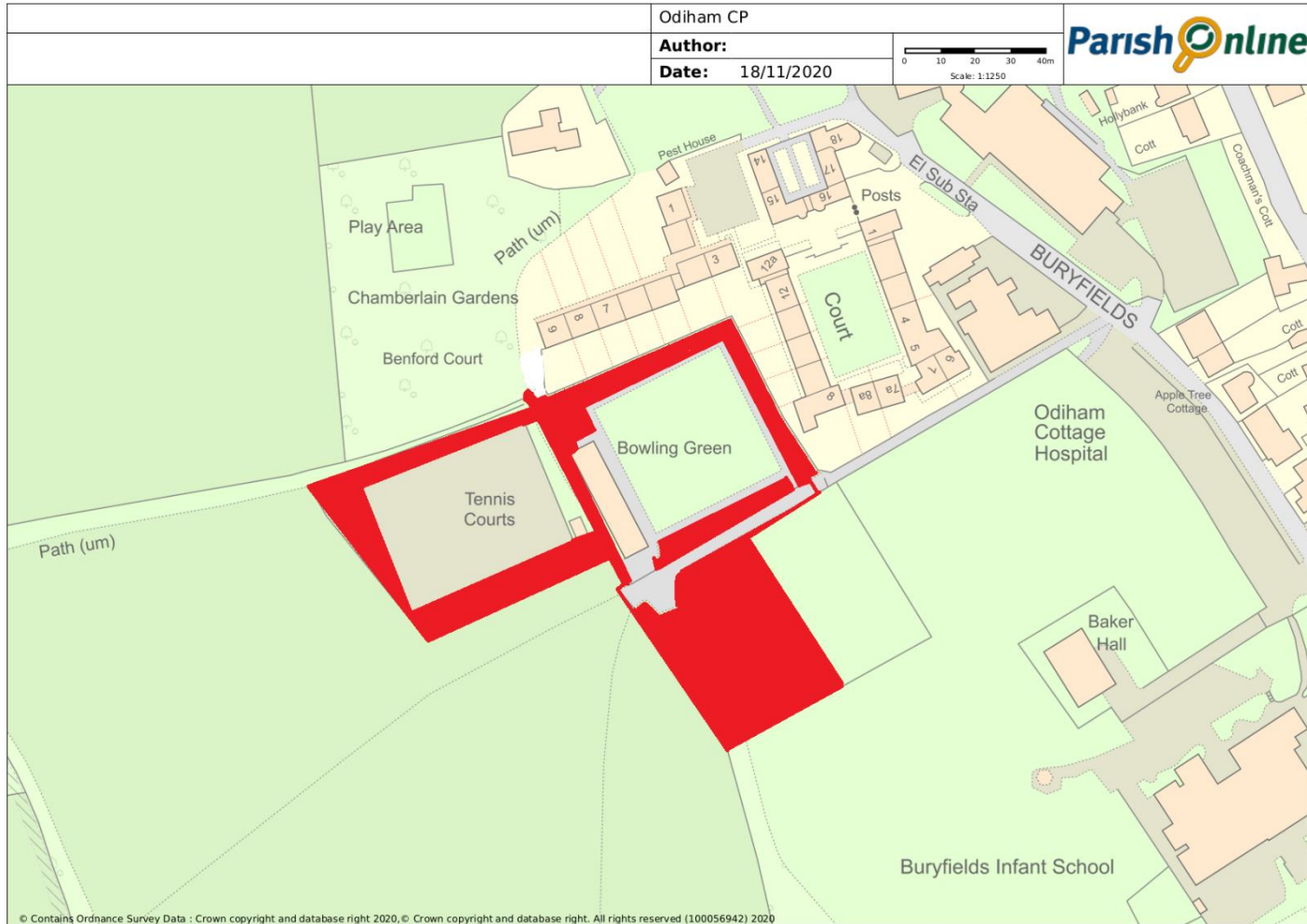
Chamberlain Gardens Play Area





7.6

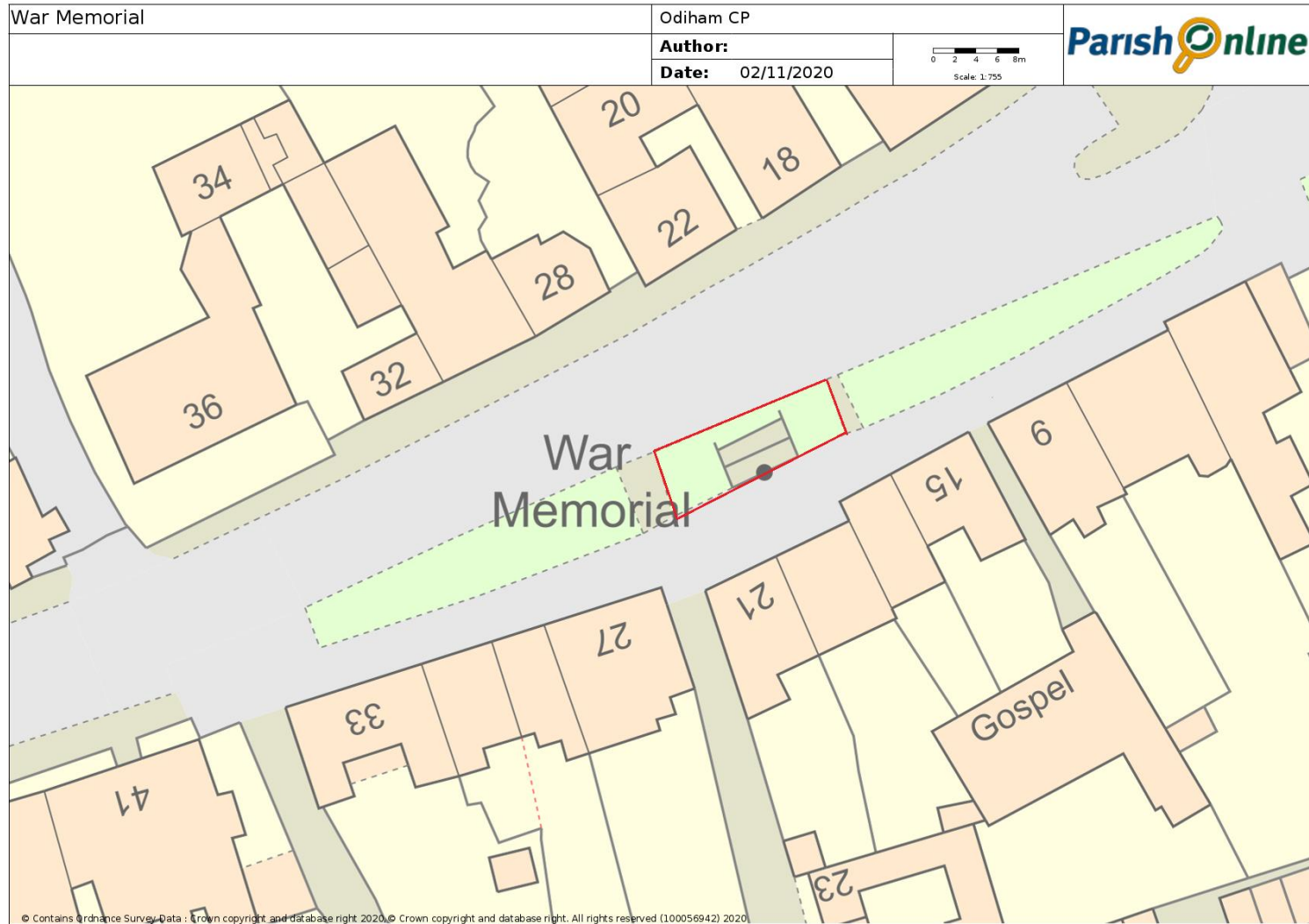
Beacon Field





7.7

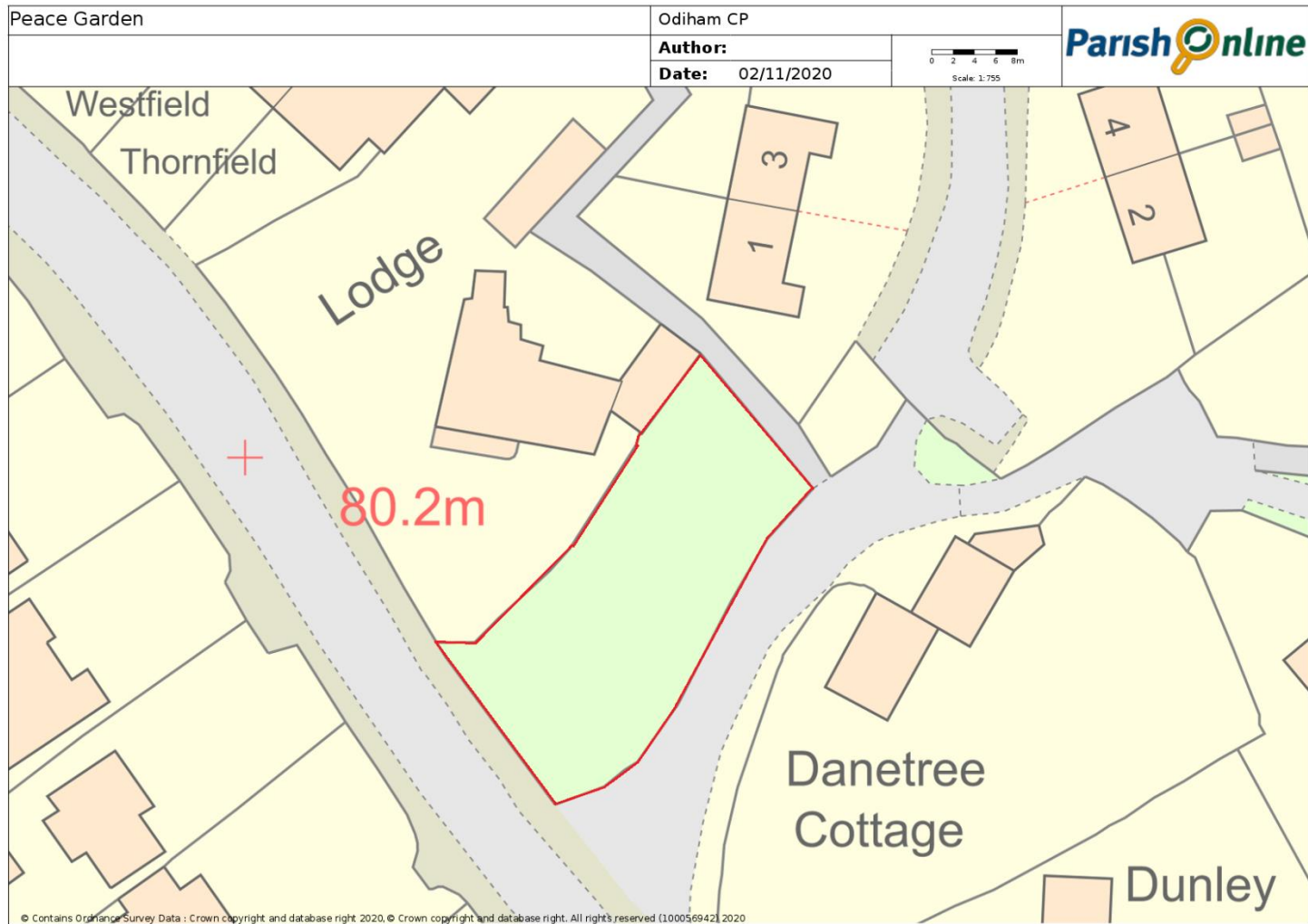
War Memorial





7.8

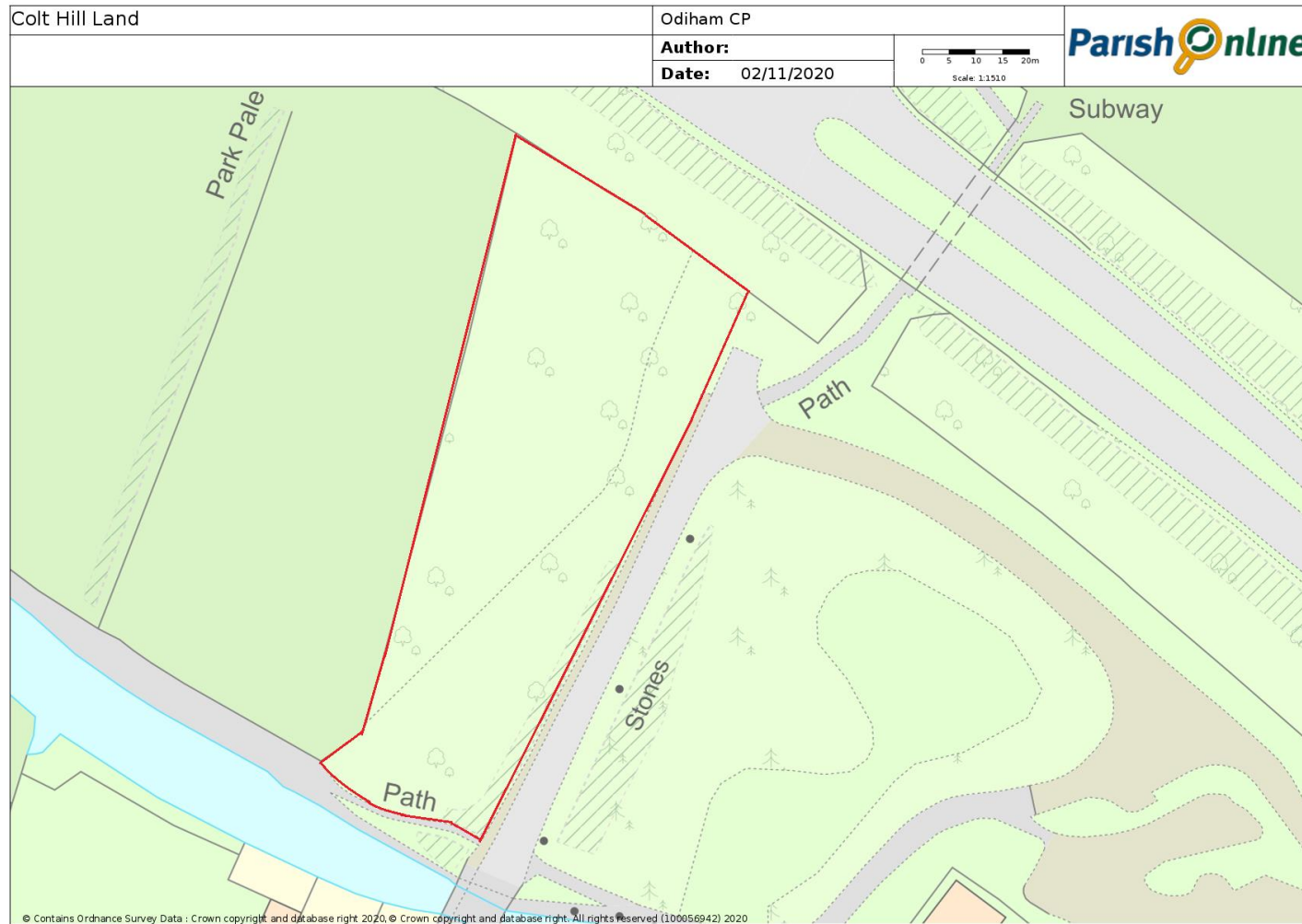
Peace Garden





7.9

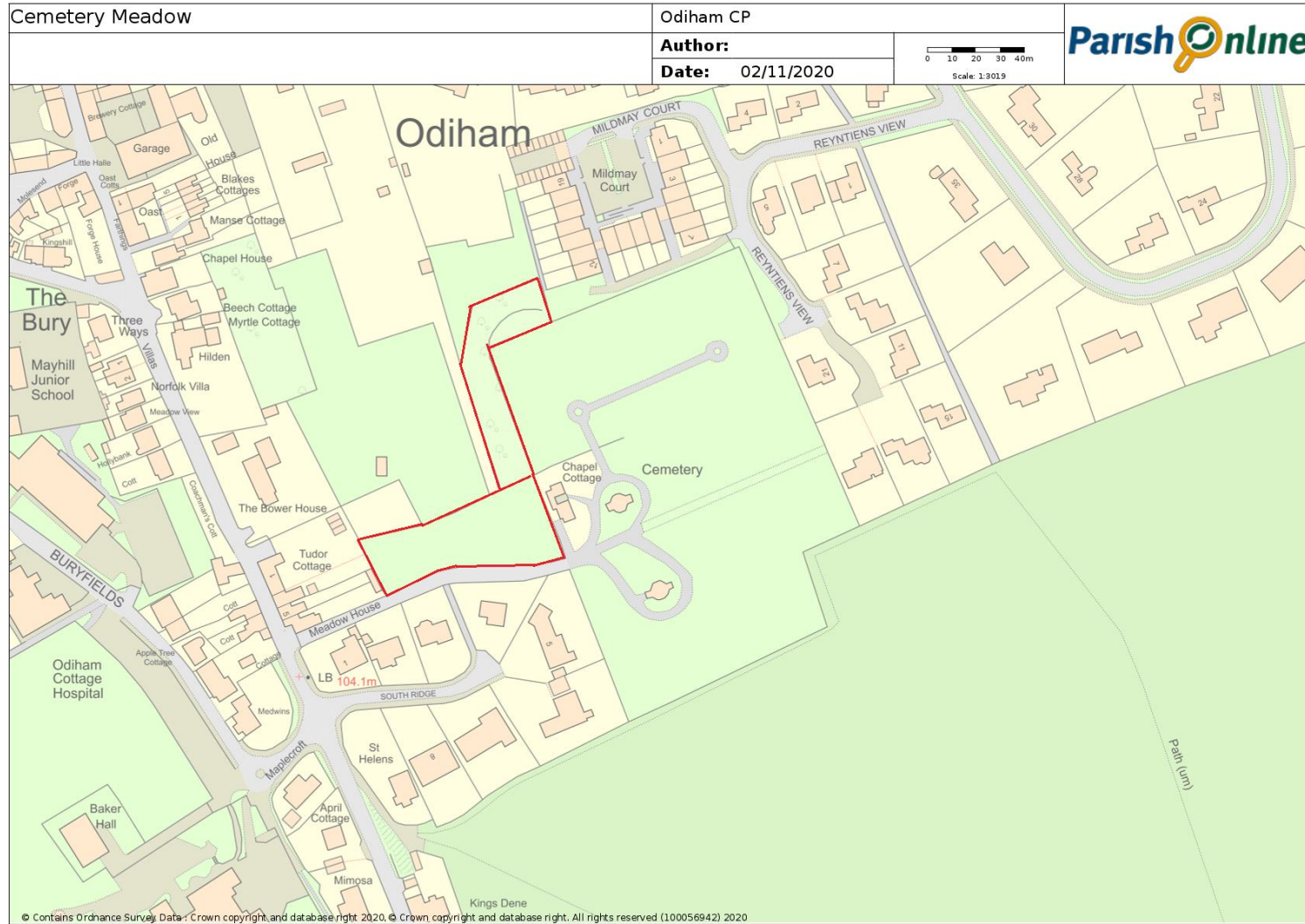
Colt Hill Land





7.10

Odiham Cemetery





7.11

Parish Room

