**Contract for the 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)**

1. **At Little Chalfont Village Hall, Cokes Lane, Little Chalfont**
2. **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**
2. **Hedges:** These must be cut three times a year. Dead wood and other saplings /suckers to be cut out. Clippings to be removed.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Border to side of hall**: This is to be kept weed free and a mulch of bark chipping is to be applied and maintained.
8. **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.
9. **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.

1. **Gravelled channel round hall**: To be kept free of weeds.
2. **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.
3. **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.

**(3) Detailed schedule of work.**

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Weeding**: The area under the hedges and the Triangle are to be kept free of weeds.
8. **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.
9. **Litter**: To be removed.

**(4) 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:**
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **Litter**: To be removed.

**(4)** **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.

**(D)Mobile Vehicle Activated Signs**

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

(2) **Summary of work required:** Two 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.

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