



**HARBURY PARISH COUNCIL
GROUNDS MAINTENANCE CONTRACT
2022 to 2027**

DRAFT

**Harbury Parish Council
Maintenance Contract
1 April 2022 to 31 March 2027**

PART A: Grass Cutting & Hedge Cutting

1. Grass Cutting

1.1 General Requirement

For the period April to October inclusive, carry out 14 grass cuts at appropriate 2 weekly intervals to ensure a neat and tidy appearance with the option for additional cuts on written request from the clerk to the council. Timing of cuts to mirror growth patterns.

1.2 Cemetery

Damage to graves, trees, and other structures to be avoided; any rectification will be at the contractor's expense. A condition survey will be produced at the beginning of the contract and agreed with the successful contractor. A minority of memorials may be laid down by the council in the course of an ongoing risk assessment of the cemetery; the maintenance contractor should take appropriate steps to mow/trim around the edges of these.

1.3 Playing Fields at South Parade Harbury and at Deppers Bridge

The grass around children's play area and tennis and netball courts is to be cut within 1.5m of hedges and grass is to be trimmed around all equipment, fences and paths.

1.4 Roadside Verges

Harbury has approximately 7,000m² of roadside verges. Some are cut regularly by residents and this area varies from year to year. An appropriate allowance should be included to mow or trim all non-attended verges in accordance with paragraph 1.1 above. The verges for which the parish council is responsible, extend to the 30mph signs at the boundaries of the village.

1.5 Open Spaces

- The Pound, Hall Lane
- Pump Green, Crown St
- Manor Orchard
- Manor Road/Park Lane
- Old New Inn Green, Farm Street
- Binswood End Green
- Percival Drive
- Neales Close
- Francis Road

An appropriate allowance should be included to mow or trim these open spaces in accordance with paragraph 1.1 above.

2. Hedge Cutting

2.1 Cemetery

All boundary hedges to be trimmed twice each year and clippings removed from site.

2.2 Playing Fields at Harbury and Deppers Bridge

All boundary hedges to be trimmed annually and clippings removed from site.

PART B: Litter Clearance & Weed Spraying

1. Car Park at Playing Fields, South Parade, Harbury

Keep weed free and sweep margins. Report any necessary repairs and provide quotation. Clear any litter and debris from within the “alligator teeth” of the car park barrier system and the central drainage channel of the car park.

2. Weed Spraying

When spraying, appropriate signs must be displayed and remain in position for a suitable time. Weed spraying to be performed by appropriately qualified operative using MAFF approved chemicals and in accordance with Health & Safety procedures as specified by the Health & Safety Executive at the following locations:

2.1 Playing Fields

- Tennis and netball court perimeters, hard standing, play areas and all paths to be sprayed annually and kept moss free.
- Playing field perimeter path to be kept moss free – spray as necessary.
- Car park margins to be sprayed twice a year.
- BMX track to be strimmed & sprayed 4 times per year

2.2 Open Spaces - to be sprayed annually

- Eastern boundary of The Pound, Hall Lane
- Road verge Hall Lane from entrance to Harbury Club to junction with Crown Street.
- Footpath from Percival Drive to South Parade.
- Footpath from Vicarage Lane to Drinkwater Close and through to Francis Road.

N.B. Care required at these locations to avoid killing grass

2.3 Cemetery

Paths and margins to be sprayed annually as appropriate and kept moss free.

3. Litter Clearance

Litter clearance and sweeping to be carried out at:-

3.1 Cemetery

As required to maintain a generally high standard of tidiness.

3.2 **Playing Fields**

Collect litter twice weekly during the summer (June – end August) and fortnightly during the winter (November – end February) – intermediate Spring/Autumn times to be done at least weekly/ or times to be agreed with the clerk to the council. Deposit in bins provided and if bins full replace bags, tie up and leave for collection by district council on Wednesdays (Deppers Bridge) and Thursdays (Harbury), including dog fouling bins. Particular care is required to locate broken glass and other sharp and potentially dangerous litter and make safe - sweeping should be carried out when necessary. Particular attention should be paid to the skateboard park.

3.3 **Dark Lane and Memorial Garden, Chapel Street:** Litter to be collected on a regular basis to maintain a generally high standard.

4. **Village Roads and Footpaths**

4.1 Carry out a weekly litter collection on all through and non-estate roads with particular attention to:-

- Areas in Chapel Street near supermarket and bench.
- Lane leading to the school, known as Dark Lane.
- Bull Ring near Banana Moon Nursery
- High Street, near the Co-op.
- Outside the village hall

4.2 Clear leaves twice per season at the following locations:-

- Junction Park Lane/ Chapel St/ South Parade/ school entrance.
- Church St and junctions of Church St with Church Terrace and with Vicarage Lane.
- Junction of Hall Lane with Crown St.
- Junction of Hall Lane with Station Road (B4452)
- Corner of Vicarage Lane with South Parade.
- Footpath from South Parade to Percival Drive

PART C – Maintenance

1. Maintenance of Trees and Shrubs in Cemetery

- 1.1 All yew and conifers to be clipped as required and wired to retain shape.
- 1.2 Carry out minor tree surgery to mature trees to remove small broken or damaged branches.
- 1.3 Debris to be removed from site or neatly stacked and placed ready for collection for annual bonfire in November.

2. Maintenance of Other Flower and Shrub Beds

Weed and keep tidy, including litter removal, the following beds:-

- Adjacent to village hall car park
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- South Parade boundary of children's play area at playing fields
- Entrance to Percival Drive
- Memorial Garden, Chapel Street.

3. Seats, Notice Boards and Street Furniture

Care and maintenance of:-

- 22 wooden seats - to be treated with wood preservative biannually ie. 10/11 per year.
- Village pump on Crown Green.
- Grit bin on Treens Hill & Binswood End Green (check grit is useable and report to clerk of the council if it needs re-filling)

4. Play Equipment

If during the course of routine grass mowing or other maintenance, any safety problems are noted with the existing play or sports equipment or the surrounding area (e.g. broken fencing, paving slabs), these should be reported immediately to the clerk to the council.

1. General Contract Conditions

- 1.2 The parish council will not accept any liability for the actions of the contractor.
- 1.3 The contractor is to provide all materials, equipment and chemicals required to carry out the work under the contract and will be responsible for their transport, safe use and storage.
- 1.4 The contractor must arrange at his/ her own expense public liability (£5m) and employers' liability insurance as appropriate.
- 1.5 After each visit to the contract sites the contractor is to complete and forward to the clerk to the council a report detailing the work done, any damage noted and any areas of work outside the requirements of the contract which need attention.
- 1.6 The contractor will ensure as far as practicable compliance with relevant health and safety legislation and good practice

2. Contract Payments

- 2.1 The contracted sum will be paid in 12 equal instalments at the end of each calendar month by electronic bank transfer.
- 2.2 Agreed additional work to be paid on the submission of an invoice.

3. Contract Administration

The clerk to the council is the officer responsible for the administration and monitoring of this contract including the issue of written instructions and requests for additional work.

Signed.....Contractor Date.....

SignedClerk to the Council Date.....