



Cheswick Green Parish Council

**GROUNDS
MAINTENANCE
SPECIFICATION**

2014/2017

**For contractors wishing to quote
for the Grounds Maintenance Contract
with Cheswick Green Parish Council**

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December 2013

Cheswick Green Parish Council

Grounds Maintenance Specification 2012/2015

Introduction

The Parish Council has a duty of care to keep its public open spaces as safe, clean and tidy as is practicable and cost effective. Our public open spaces are well used especially during school holidays and at weekends. We have a large number of trees to manage and areas of open grass land for which we require a contractor to undertake the necessary work. Please see site maps in appendices.

Specific Conditions

1. **General Grass Cutting**
 - 1.1 Grass areas shall be cut when the grass is no higher than 90mm and left after cutting around 60mm unless otherwise specified in the Scope of Work for specific areas.
 - 1.2 Grass shall not be cut when ground conditions are so wet that damage to the surface occurs.
 - 1.3 Where flowering bulbs have naturalised in grass a period of 6 weeks should elapse after flowering before grass cutting is carried out.
 - 1.4 Mowing shall be carried out as close to fixed structures as possible, moveable obstructions shall be removed to facilitate cutting and replaced afterwards.
 - 1.5 Grass cuttings shall lie where they fall except those falling on footpaths which should be either blown or swept onto grass area.
 - 1.6 Grass edging to be done on edges according to specification. The edges to be cut using half moon, spade or edging machine and the arising to be removed off site by the contractor.
2. **Gang Mowing**
 - 1.7 The whole area shall be cut leaving no uncut grass between passes.
 - 1.8 The whole area of grass shall be left after cutting with an even height of 60mm.
3. **Pedestrian Machines**
 - 3.1 The whole area shall be cut leaving no uncut grass between passes.
 - 3.2 The whole area of grass should be left after cutting with an even height of 60mm.
 - 3.3 Machines shall distribute grass cuttings evenly over the full width of cut of the machine; for this reason rotary mowers shall not be used other than for trimming round or under obstructions and along walls and fences.
4. **Rough Cut Areas**
 - 4.1 Areas specified for rough cutting shall be cut to an even finish to a height of 80mm.

5. **Maintenance of Shrub Beds**

- 5.1 All works undertaken in the maintenance of the shrub beds shall be carried out in accordance with sound horticultural practices as determined by the client or the client's representative.
- 5.2 Shrub beds shall be lightly forked over to a depth of 55mm prior to the application of granular herbicide in March and July.
- 5.3 Pruning shall be done at a frequency according to specification.
- 5.4 Shrubs shall be pruned to 1.5M in height unless otherwise specified.

6. **Health and Safety**

- 6.1 The contractor shall ensure that machinery and equipment used shall be safe, properly guarded and maintained.
- 6.2 Machinery must not be left unattended at any time.
- 6.3 Operatives must wear appropriate PPE.
- 6.4. Any chemicals used must be in accordance with current horticultural good practice and COSHH Assessments must be available for inspection if requested.
- 6.5. The contractor must provide a Health and Safety Policy Statement, a sample COSHH Assessment and a sample Risk Assessment when applying for the contract.

7. **Litter Picking**

Recreation Ground: Once per week on Mondays and twice per week during school holidays (preferably Friday as the extra day).

Village Green: Litter pick prior to mowing.

Saxon Wood Road: Litter pick prior to mowing.

Car Park: Four times per year (only the part that is in Parish ownership, please see map at Appendix 5).

7.1 **Litter bins**

Empty two litter bins on the Recreation Ground and replace the bin liner once per week on Mondays and twice per week during school holidays.

7.2 **Dog Waste Bins**

Empty one dog waste bin on the Recreation Ground and one on Saxon Wood Road once per week and replace bin liners.

7.3 **School Holidays**

Please see Appendix 6.

General Conditions

1. If in the course of carrying out work for the Parish Council the contractor becomes aware of any additional work, or any safety issues/concerns that require attention then this should be reported to the Clerk. The Parish Council would welcome an estimate/quotation from the contractor for the additional work but there is no guarantee that this will be accepted.
2. Payment will be made in 36 equal monthly instalments of the whole amount quoted by Bank Standing Order - one month in arrears.

3. The contract is for three years and can be cancelled by either party giving one months notice.
4. Monitoring will be undertaken by the Parish Council.
5. The contractor will be working for Cheswick Green Parish Council and any further work or any variations to this specification will be done through the Parish Clerk or the Chairman of the Parish Council.
6. The contractor will be required to include a copy of their Third Party and Public Liability insurance certificates, their Health and Safety Policy Statement, a copy of their Waste Carriers License and a sample Risk Assessment along with their quotations to the Clerk by Friday 31st January 2014. (Quotes received after this date will not be considered).

Item	Scope of Work	Frequency
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**Location 1 - The Mount, Chatsworth Close
Site D – Appendix 2**

1.1	Cut back the hawthorn hedge in line with fence fronting road	Twice per year, Late spring & Late summer
1.2	Cut back hawthorn hedge fronting road on the inside	Late spring
1.3	Weeding and/or chemical treatment of adjacent residential property boundaries	Twice per year, Spring & summer
1.4	Chemical treatment of bramble	Early spring
1.5	Strim meadow area	Twice per year June & late September
1.6	Bark dressing to be applied to path	Early summer

**Location 2- Land corner of Saxon Wood Road and
Boscobel Road – Site E – Appendix 2**

2.1	Gang mow	To height of approx 60mm
2.2	Flail mow between trees	Twice per year
2.3	Chemical treatment of weeds along fence of adjacent properties	Twice per year

Location 3 – Recreation Ground Appendix 4

3.1	Gang mow area marked as site I on plan	To height of approx 60mm
3.2	Gang mow area marked as site J adjacent to footpath on wet land area side	To height of approx 60mm
3.3	Rough cut/flail mow between trees - area marked as site L	Twice per year
3.4	Area marked as site K is a wet land and must not be mown. The area is defined as running parallel with the river Blythe from the footbridge to the raised manhole approximately 100M.	

3.5	Area marked site M, flail mow and remove arising from site	Twice per year late March and late September- early October- no cutting in summer
3.6	Shrubs adjacent to the village hall to be maintained according to section 5 of the General Conditions to allow for clear passage of pedestrians along footpath	Twice per year
3.7	Shrubs alongside footpath accessing the village hall to be maintained according to section 5 of the General Conditions	Twice per year
3.8	Two large shrub beds close to the footbridge to be pruned	Once per year
3.9	Herbicide spray access path to hall, slabs adjacent to hall, under benches, play areas and basket ball area	Twice per year, June & August
3.10	Treat for algae growth on safety surfaces under play equipment and brush vigorously afterwards	August
3.11	Move goal posts to alternative position and re-seed worn areas	Twice per year

Location 4 – Village Green – Appendix 3

4.1	Gang mow sites F,G & H	To height of approx 60mm
4.2	Edge footpath across village green	Twice per year
4.3	Maintain shrubs in accordance with section 5 General Conditions	Once per year
4.4	Blow fallen leaves off Greenside onto village green	Following gang mowing in Autumn
4.5	Cut the shrubs on Spinney Drive back to the road kerbside	

Location 5 – Saxon Wood Road sites – Appendix 1

	Site 'C' on map	
5.1	Gang mow Back Field	To height of approx 60mm
5.2	Backfield footpath to be edged and weed killed	Twice per year, May & August
5.3	Bark dressing to be applied to Back Field footpath	Once per year, spring
5.4	Rough cut/flail mow between trees	Twice per year
	Site 'B' on map	
5.5	Gang mow Front Field	To height of approx 60mm
5.6	Front Field footpath to be edged and weed killed	Twice per year, May & August
5.7	Bark dressing to be applied to Front Field footpath	Once per year, spring
5.8	Rough cut/flail mow between trees	Twice per year
	Site 'A' on map	
5.9	Gang mow	To height of approx 60mm
5.10	Weed kill along adjacent garden fences	Once per year

Saxonwood Road Sites



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Updated 4/2/2011

Appendix 1

The Mount and Site E (corner of Saxonwood Road and Boscobel Road)



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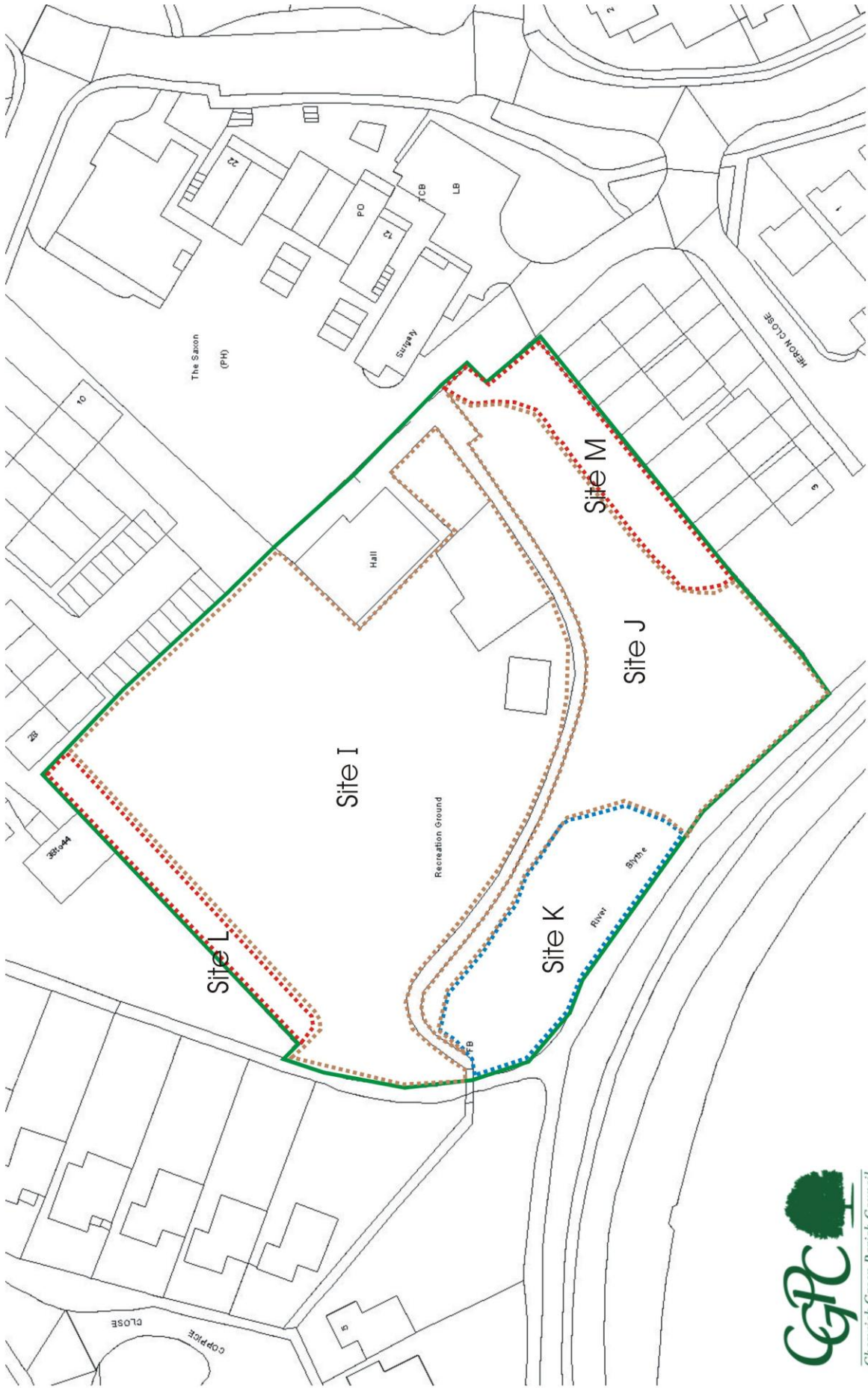
Updated 4/2/2011

Appendix 2

The Village Green



Recreation Ground





Car Park Litter Pick Map

litter pick along the
boundary marked



The Saxon
(PH)

Hall

Surgery

PC

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Appendix 5

Updated
25/11/13

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Ordnance Survey
0100050731

Appendix 6

Solihull Schools - School term and holiday dates.

The dates below apply to schools maintained by Solihull Council. Each school also has five staff training days; the dates of these are decided by the school. Please contact the school directly for more information. Training days for each school that we have been notified of are listed in the attached Inset dates document.

Academic Year 2013-2014

Autumn Term 2013

- Term Starts Monday 2nd September 2013
- Half Term Monday 28th October 2013- Friday 1st November 2013
- Term Ends Friday 20th December 2013

Spring Term 2014

- Term Starts Monday 6th January 2014
- Half Term Monday 17th February 2014- Friday 21st February 2014
- Term Ends Friday 11th April 2014

Summer Term 2014

- Term Starts Monday 28th April 2014
- Half Term Monday 26th May 2014- Friday 30th May 2014
- Term Ends Monday 21st July 2014

Academic Year 2014-2015

Autumn Term 2014

- Term Starts Monday 1st September 2014
- Half Term Monday 27th October 2014- Friday 31st October 2014
- Term Ends Friday 19th December 2014

Spring Term 2015

- Term Starts Monday 5th January 2015
- Half Term Monday 16th February 2015- Friday 20th February 2015
- Term Ends Friday 27th March 2015

Summer Term 2015

- Term Starts Monday 13 April 2015
- Half Term Monday 25th May 2015- Friday 29th May 2015
- Term Ends Monday 20th July 2015

For further information about holidays and closures please contact us on
Telephone: 0121 704 6670 Email: education@solihull.gov.uk