



GROUNDS MAINTENANCE SPECIFICATION

April 2017/March 2020

**For contractors wishing to quote for
the Grounds Maintenance Contract for
and on behalf of Cheswick Green
Parish Council**

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Cheswick Green Parish Council Grounds Maintenance Specification 2017/2020

Introduction

The Parish Council has a duty of care to cost effectively keep its public open spaces as safe, clean and tidy as is practicable. 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 at about 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 undertaken on edges as follows, the edges are to be cut using a half-moon, spade or edging machine and the arising cuttings to be removed off site by the contractor.
2. **Gang Mowing with cylinder cutters**
 - 2.1 The whole area shall be cut leaving no uncut grass between passes.
 - 2.2 The whole area of grass shall be left after cutting with an even height of about 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 about 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 around 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 about 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 about 55mm prior to the application of granular herbicide in March and July. Areas where membranes are in place must not be forked, the mulch is to be topped up each spring to a depth of about 50mm. Shrubs in these beds shall be pruned at a frequency to maintain a height of about 1m.
- 5.3 Pruning shall be carried out at a frequency according to the specification.
- 5.4 Shrubs shall be pruned to about 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 Personal Protective Equipment.
- 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 (preferably Friday as the extra day).

7.2 Dog Waste Bins

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

8. Rubbish bags

To remove a maximum of one bin liner from the Village Hall once a week, preferably on a Monday.

General Conditions

1. If, when 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. The Parish Council is not bound to accept the lowest or any of the quotations submitted and will also take into consideration best value. Please also submit references, trading history, contract values undertaken and experience etc. with your quotation.
3. Payment excluding work outside the row of 6 shops, will be made in 36 equal monthly instalments of the whole amount quoted, by Bank Standing Order, one month in arrears. Payment for work as detailed for outside the row of 6 shops will be by cheque. Two separate invoices will be required each month for auditing purposes, payment for work outside the row of 6 shops will be made once an invoice has been received.
4. The contract is for three years and can be cancelled by either party giving one month's notice. The quote must include an uplift percentage in cost for the second and third years of this contract. That is 2018/19 and 2019/20.
5. Monitoring will be undertaken by members of the Parish Council.
6. The contact will be with the contractor and Cheswick Green Parish Council and any further work or any variations to this specification will be communicated via the Parish Clerk or the Chairman of the Recreation Committee.
7. 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 2017 (Quotes received after this date will not be considered).
8. Please provide an hourly rate for any additional work that may be necessary including any annual uplift as stated above.

Item	Scope of Work	Frequency
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Location 1 - Saxon Wood Road sites – Appendix 1

	Site 'A' on map	
1.1	Gang mow	To height of approx. 60mm
1.2	Weed kill along adjacent garden fences	Easter, July, August, Sep and Oct
	Site 'B' on map	
1.3	Gang mow Front Field	To height of approx. 60mm
1.4	Front Field footpath to be edged and weed killed	Easter, July, August, Sep and Oct
1.5	Bark dressing to be applied to Front Field footpath	Once per year, spring

1.6	Rough cut/flail mow between trees	Twice per year
	Trim hedge adjacent to Saxon Wood Road no lower than 1.5 metres	Once per year
	Site 'C' on map	
1.7	Gang mow back field	To height of approx. 60mm
1.8	Back Field footpath to be edged and weed killed	Easter, July, August, Sep and Oct
1.9	Bark dressing to be applied to Back Field footpath	Once per year, spring
1.10	Rough cut/flail mow between trees	Twice per year

Location 2 - The Mount, Chatsworth Close Site D – Appendix 2

2.1	Cut back the hawthorn hedge in line with fence fronting road	Twice per year, late spring & late summer
2.2	Cut back hawthorn hedge fronting road on the inside	Late spring
2.3	Weeding and/or chemical treatment of adjacent residential property boundaries	Easter, July, August, Sep and Oct
2.4	Chemical treatment of bramble	Early spring
2.5	Strim meadow area	Twice per year June & late September
2.6	Bark dressing to be applied to path	Early summer

Location 3 - Land corner of Saxon Wood Road and Boscobel Road – Site E – Appendix 2

3.1	Gang mow	To height of approx. 60mm
3.2	Flail mow between trees	Twice per year late spring and late summer
3.3	Chemical treatment of weeds along fence of adjacent properties	Easter, July, August, Sep and Oct

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 Specific Conditions	Once per year
4.4	Blow fallen leaves off Greenside onto village green	Following gang mowing in Autumn
4.5	Cut the shrubs adjacent to Spinney Drive and Cheswick Way back to the road kerbside	Three times per year spring, summer and autumn

Location 5 – Recreation Ground - Appendix 4

5.1	Gang mow area marked as site I on plan	To height of approx. 60mm
5.2	Gang mow area marked as site J adjacent to footpath on wet land area side	To height of approx. 60mm
5.3	Rough cut/flail mow between trees - area marked as site L	Twice per year mid spring and early autumn

5.4	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.	
5.5	Area marked site M, flair mow and remove arising cuttings from site.	Twice per year, late March and late September/early October- no cutting in summer
5.6	Shrubs adjacent to the village hall to be maintained according to section 5 of the Specific Conditions to allow for clear passage of pedestrians along footpath	Twice per year mid spring and early autumn
5.7	Shrubs alongside footpath accessing the village hall to be maintained according to section 5 of the Specific Conditions	Twice per year mid spring and early autumn
5.8	Two large shrub beds close to the footbridge to be pruned and maintained according to section 5 of the Specific Conditions	Once per year early autumn
5.9	Herbicide spray access path to hall, slabs adjacent to hall, under benches, play areas, basketball area and concrete table tennis table	Twice per year, June & August
5.10	Treat for algae growth on safety surfaces under play equipment and brush vigorously afterwards	August
5.11	Move goal posts to alternative position and re-seed worn areas	Twice per year
5.12	Maintain the 1st World War Memorial flower bed located to the left of the entrance gate.	As required
5.13	Maintain hedge and shrubs according to section 5 of the Specific Conditions alongside the access road between the Recreation Ground and the Village Surgery	
5.14	To remove a maximum of one bin liner from inside the Village Hall.	Once per week, preferably on a Monday

Shop frontages

- 6.1 To litter pick the area in front of the row of six shops, twice per week – preferably Monday and Friday.
- 6.2 To maintain the shrub beds in front of the row of six shops and on the edge of the car park, immediately behind the Cheswick Green Parish Council notice board, including removal of weeds and pruning excess growth of shrubs.

Shop Frontages - Appendix 3

7.1	Litter pick the area in front of the row of six shops – Site N	Twice per week, preferably Monday and Friday
7.2	Weed and maintain the shrub beds in front of the row of six shops – two 'island' beds and the narrow bed immediately behind the Parish Council notice board, Maintain shrubs in accordance with section 5 Specific Conditions.	Easter, July, August, September and October
7.3	Areas where membranes are in place must not be forked, however the mulch is to be topped up each spring to a depth of about 50mm. Shrubs in these beds to be pruned at a frequency to maintain a height of about 900mm.	

Saxon Wood Road Sites



The Mount, and Site E (Corner of Saxon Wood Road and Boscobel Road)



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Updated 25/11/2016

Appendix 2

The Village Green and Shops

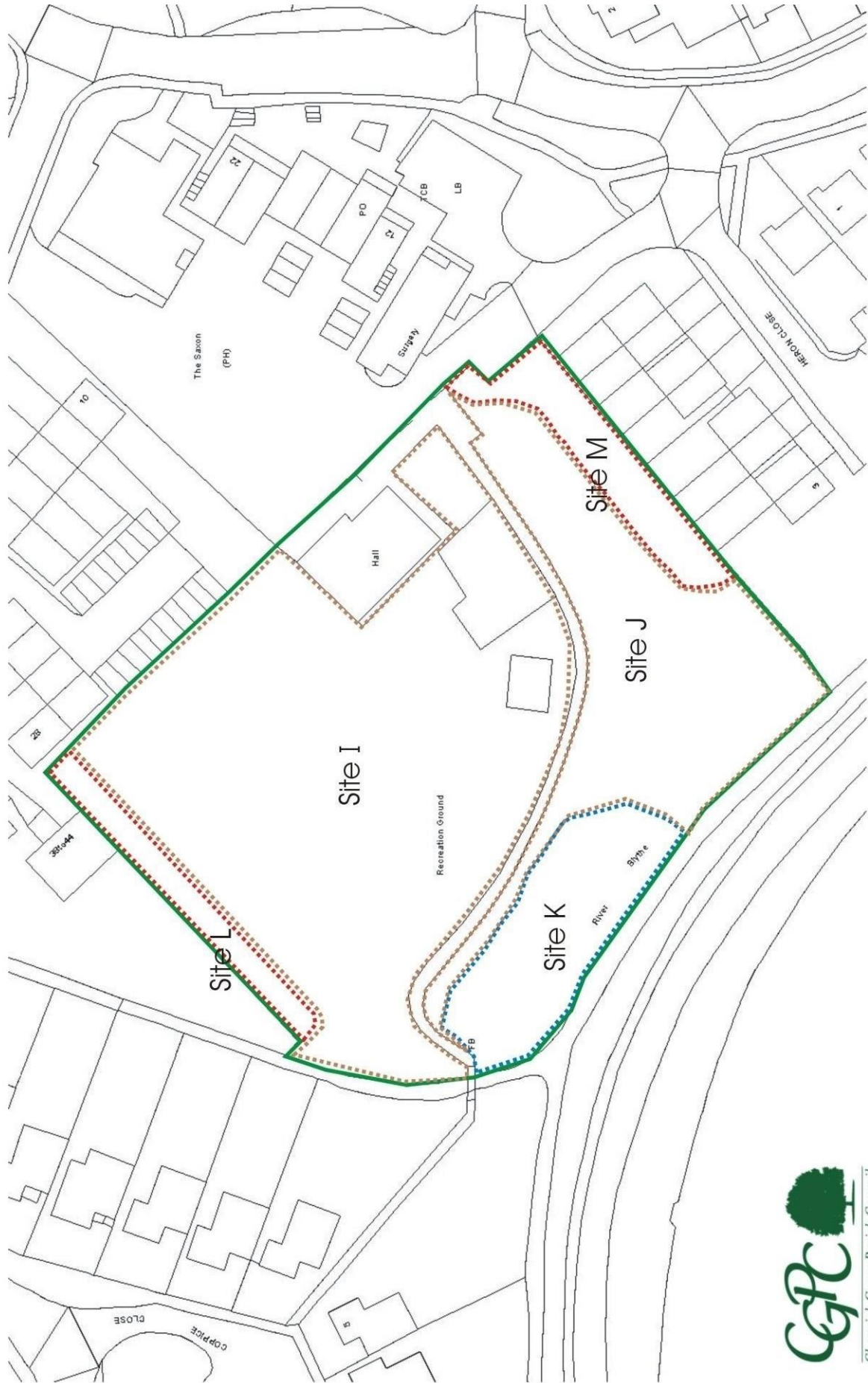


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Updated 16/12/2016

Appendix 3

Recreation Ground



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Updated 25/11/2016

Appendix 4



Appendix 6

Solihull MBC Schools - School term and holiday dates.

The following dates apply to schools maintained by Solihull MBC. 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

Solihull MBC School holiday and term dates

Academic Year 2016-2017

- **Autumn Term 2016**

Starts: Monday 5 September 2016

Half Term: Monday 24 October 2016 to Friday 28 October 2016

Ends: Friday 16 December 2016

- **Spring Term 2017**

Starts: Tuesday 3 January 2017

Half Term: Monday 20 February 2017 to Friday 24 February 2017

Ends: Friday 7 April 2017

- **Summer Term 2017**

Starts: Monday 24 April 2017

Half Term: Monday 29 May 2017 to Friday 2 June 2017

Ends: Tuesday 25 July 2017

Academic Year 2017-2018

- **Autumn Term 2017**

Starts: Monday 4 September 2017

Half Term: Monday 23 October 2017 to Friday 27 October 2017

Ends: Tuesday 19 December 2017

- **Spring Term 2018**

Starts: Wednesday 3 January 2018

Half Term: Monday 19 February 2018 to Friday 23 February 2018

Ends: Thursday 29 March 2018

- **Summer Term 2018**

Starts: Monday 16 April 2018

Half Term: Monday 28 May 2018 to Friday 1 June 2018

Ends: Tuesday 24 July 2018