



Grounds Maintenance Contract Specification Contract period 1 April 2024 – 31 March 2027

1. St Mary Bourne Recreation Ground (Map 1)

1.1. General safety

1.1.1. To make a weekly inspection of the whole area to identify any hazards to the public, including but not limited to, litter, glass or other injurious debris, poisonous plants, fallen or overhanging trees or branches. These hazards to be removed where within the contractor's competence and safe to do so, or else immediately notified to the Parish Clerk.

1.2. Grassed area (excluding the cricket square)

- 1.2.1. To provide a level, mown surface of approximately 50mm length, except in the areas identified on Map 1 as rough grass or wilderness area, covered with dense growth of turf grass species free from pot holes, undulations or any obstructions that may cause injury to users. Grass cuttings must be evenly spread. It is expected that 2 cuts a week will be required during the late Spring, Summer and early Autumn.
- 1.2.2. In drought conditions the cutting height to be raised to a maximum of 60mm.
- 1.2.3. The mower operator must, prior to mowing, pick up and remove from site any debris. Any debris allowed to pass through the mower must further be removed.
- 1.2.4. The mower operator must, prior to mowing, repair any divots.
- 1.2.5. To carry out any Spring or Autumn renovations and maintenance considered necessary to prepare the surface for cricket from April to September and football from September to April, including rolling, aerating, seeding, top dressing or fertilizing. Required materials will be paid for by the parish council, provided the proposed works and associated costs are agreed by the parish council in advance. Provision should be made within the contract for the labour costs and any equipment hire required. However, in exceptional cases if unusual equipment charges are to be incurred, these must be agreed by the parish council in advance.
- 1.2.6. Strimming – Avoid damage to trees, posts, play equipment and fitness equipment. Trees, posts, play equipment and fitness equipment damaged as a result of incorrect strimming practice will be replaced at

the contractor's expense. Careful strimming is required around the cricket practice net so not to cause damage.

- 1.2.7. Any damaging pest and/or disease that would be detrimental to the grass surface are to be reported by the contractor to the Parish Clerk as soon as possible.

1.3. Rough grass

- 1.3.1. To provide tidy rough grassed areas as identified on Map 1 free of brambles, nettles, self-seeded saplings, tree sucker growth and other pernicious weeds.
- 1.3.2. Strimming – Avoid damage to trees, posts, play equipment and fitness equipment. Trees, posts, play equipment and fitness equipment damaged as a result of incorrect strimming practice will be replaced at the contractor's expense.

1.4. Trees

- 1.4.1. To remove the suckers annually from the lime trees to the South Eastern edge of the Recreation Ground as identified on Map 1.

1.5. Hedge

- 1.5.1. To provide a stable, well-shaped hedge along the North Western edge of the Recreation Ground as identified on Map 1, which must be impenetrable where possible.
- 1.5.2. All cuts to be clean and any ragged edges are to be removed.
- 1.5.3. The contractor is required to remove all arisings from the hedge cutting and leave the hedge base clean, tidy and weed free.
- 1.5.4. Remove brambles, nettles and other weeds from behind the Pavilion, and Equipment Sheds.

1.6. Wilderness area

- 1.6.1. No work is to be carried out under the trees at the South Western edge of the Recreation Ground as identified on Map 1, unless requested by the Parish Clerk. The cost of any such work to be charged as other miscellaneous work, which will be paid at the hourly rate paid set out in the Priced Schedule, if the number of hours proposed has been agreed in advance.

1.7. Horticultural display in planters

- 1.7.1. To provide an attractive and well-maintained year-round horticultural display in the two planters, including planting, watering, dead heading and weeding with all arisings to be removed from the site. The cost of required plants and other materials will be paid for by the Parish Council, provided the proposed costs have been agreed in advance.

1.8. Wildflower area

- 1.8.1. To provide an attractive and well-maintained wildflower area, to be cut twice a year in early Spring and late Autumn, with the arisings to be removed from the site.

1.9. Multi Use Games Area and Play Area

- 1.9.1. To provide safe and clean hard surface free from dead leaves, weed growth and moss. Such debris or arisings to be removed from the site.
- 1.9.2. To provide level mown grass surfaces within the Play Area with an approximate cutting height of 30mm.
- 1.9.3. To remove all extraneous grass and weed growth around the fencing of both the Multi Use Games Area and Play Area. Fencing damage as a result of incorrect practice is to be repaired at the contractor's expense.

1.10. Footpath 37

- 1.10.1. To provide a footpath (marked on Map 1) free from nettles, brambles and other injurious weeds and free from obstruction from adjoining plantings to a minimum width of 1m and to remove all arisings from the site.

1.11. Hardstanding

- 1.11.1. To provide safe and clean hard surfaces free from debris, dead leaves, weed growth and moss. Such debris or arisings to be removed from the site.

1.12. Benches and covered seating area

- 1.12.1. Benches and seats are to be thoroughly cleaned every 6 months.

1.13. Litter and bins

- 1.13.1. Litter to be picked from the Recreation Ground weekly.
- 1.13.2. Litter bins on the Recreation Ground are to be emptied on a weekly basis and bags replaced using the bags supplied.
- 1.13.3. There is an additional bin by the gate on the Test Way behind the Lake, as identified on Map 2, also to be emptied weekly.
- 1.13.4. Bins are to be thoroughly cleaned inside and out every 6 months.

1.14. Visual inspections

- 1.14.1. Whilst carrying out the routine maintenance covered in 1.1. to 1.13., to look out for damage or degradation in the hard surfaces, fencing, benches, covered seating and bins and report any such to the Parish Clerk.

2. St Mary Bourne Lake (Map 2)

2.1. Rough grass around the lake

- 2.1.1. To cut and collect and remove from site grass (or a proportion of) as shown in Orange on Map 2. A maximum number of 5 cuts per year will be carried out as instructed by the Parish Clerk or a nominated member of the Lake Committee no earlier than 1st April and no later than 30th September as detailed in the site management plan.
- 2.1.2. To provide tidy rough-grassed areas as identified on Map 2 free of brambles, nettles, self-seeded saplings, tree sucker growth and other pernicious weeds
- 2.1.3. Strimming – To carry out strimming of gate entrances and designated access routes for anglers as detailed in the site management plan. To be carried out a minimum of 5 times annually, and within two days of grass cutting. Damage to trees and posts should be avoided and any damage will be rectified at the expense of the contractor.

2.2. Vehicle access track

- 2.2.1. To cut and collect and remove from site grass to allow for access by vehicles along route shown in Purple on Map 2. The route must be free from obstruction from overhanging branches in order to facilitate access for vehicles attending the annual Fete and Flower show, the date of which will be advised by the Parish Clerk, but which is generally held on the third weekend of July.

2.3. Hedge

- 2.3.1. To maintain the hedge (detailed in Red on Map 2 on the SE Edge of the Lake area) at a height of 3 metres in an A shape. To be cut by hand using a hedge cutter and hand tools. The hedge to be maintained annually on the roadside to avoid encroachment to the highway. Hedge cutting will be carried out no earlier than January and no later than the end of February with the top and internal edge to be cut every three years as detailed in the site management plan and instructed by the Parish Clerk or a nominated member of the Lake Committee.
- 2.3.2. All cuts to be clean and any ragged edges are to be removed.
- 2.3.3. The contractor is required to remove all arisings from the hedge cutting and leave the hedge base clean, tidy and weed free.

2.4. Derrydown Lane road verge

- 2.4.1. To maintain the road verge no longer than 600mm adjacent to the hedge (Purple on Map 2) on derrydown Lane, or as instructed by the Parish Clerk or a nominated member of the Parish Council.

2.5 Additional Information

2.5.1 The contractor should be aware that due to the timings of the seasons and rate of vegetation growth the dates and frequency of cutting are subject to change, therefore open dialogue throughout the year is required. The lake area is home to a diverse array of wildlife, management of which will be detailed in the site management plan, which is a flexible document that will be reviewed annually. Final cutting instructions will come from the Parish Clerk or a nominated Lake Committee member to reflect prescriptions within the lake management plan. As much notice as possible is required for maintenance visits to allow sufficient notice for lakeside residents and the Fishing Syndicate.

3. Hirst Copse (Map 3)

3.1. General safety

3.1.1. To make a monthly inspection of the whole area to identify any hazards to the public, including but not limited to, glass or other injurious debris, poisonous plants, fallen or overhanging trees or branches. These hazards to be removed where within the contractor's competence and safe to do so, or else immediately notified to the Parish Clerk.

3.2. Rough grass

3.2.1. To provide tidy rough grassed areas as identified on Map 3 free of brambles, nettles, self-seeded saplings, tree sucker growth and other pernicious weeds.

3.3. Bank

3.3.1. To annually strim the bank identified on Map 3 and to remove brambles, nettles, self-seeded saplings, tree sucker growth and other pernicious weeds

3.4 Additional Information

3.4.1 The whole area identified on Map 3 is managed by a local group called The Sustainable Bourne Valley. A nominated member of this group will be the contractors nominated contact either directly or via the Parish Clerk.

4. St Mary Bourne War Memorial & Garden (Map 4)

4.1. General safety

4.1.1. To make a weekly inspection of the whole area to identify any hazards to the public, including but not limited to, glass or other injurious debris, poisonous plants, fallen or overhanging trees or branches. These hazards to be removed where within the contractor's competence and safe to do so, or else immediately notified to the Parish Clerk.

4.2. Decorative planting

- 4.2.1. To maintain an attractive and weed free garden.
- 4.2.2. To keep the garden free of debris and dead leaves, any such to be removed from the site.
- 4.2.3. To carry out appropriate seasonal pruning of shrubs as and when required, all prunings to be removed from the site. The Parish Clerk should be advised of any need to replace dead or dying plants. The costs of replacement plants will be paid for by the Parish Council, provided the proposed costs have been agreed in advance.
- 4.2.4. To look after newly planted trees and shrubs, including watering and replacing stakes/ties as necessary.
- 4.2.5. To carry out hand weeding, as and when required to remove all weed growth from the garden, all arisings to be removed from the site.
- 4.2.6. To maintain the mulch cover, including adding additional mulch materials if required. The cost of the mulch materials will be paid for by the parish council, provided the proposed costs have been agreed in advance.

4.3. Benches

- 4.3.1. To carry out a weekly visual inspection of the benches in the garden and report any damage or degradation that may compromise their safety.
- 4.3.2. Benches are to be thoroughly cleaned every 6 months.

4.4. Hard surface

- 4.4.1. To provide safe and clean hard surface free from debris, dead leaves, weed growth and moss. Such debris or arisings to be removed from the site.
- 4.4.2. To carry out a weekly visual inspection of the hard surfaces and report any hazardous surfacing to the Parish Clerk.

4.5. War memorial

- 4.5.1. To ensure the war memorial is clean and in good condition. The Parish Clerk should be notified of any damage to the stonework of the memorial.
- 4.5.2. In October to remove surface dirt using only water and soft bristle brushes. No copper, brass, bronze or ferrous brushes to be used, no chemicals, bleaches or detergents to be used, no abrasive methods or high pressure water to be used.

5. The Summerhaugh (map 5)

5.1. Horticultural display in planters

5.1.1. To provide an attractive and well-maintained year-round horticultural display in the two planters, including planting, watering, dead heading and weeding with all arisings to be removed from the site. The cost of required plants and other materials will be paid for by the Parish Council, provided the proposed costs have been agreed in advance.

5.2. Millennium seat

5.2.1. To carry out a weekly visual inspection of the millennium seat and report any damage or degradation of the seat that may compromise its safety.

5.2.2. Seat is to be thoroughly cleaned every 6 months.

6. Stoke Play Area & Opposite by Post Box & Noticeboards(Map 6)

6.1. General safety

6.1.1. To make a weekly inspection of the whole area to identify any hazards to the public, including but not limited to, glass or other injurious debris, poisonous plants, fallen or overhanging trees or branches. These hazards to be removed where within the contractor's competence and safe to do so or else immediately notified to the Parish Clerk.

6.2. Surface

6.2.1. To provide level mown grass surfaces within the Play Area with an approximate cutting height of 30mm.

6.3. Perimeter

6.3.1. To maintain and cut back to ground level all extraneous grass and weed growth around the fencing. Fencing damage as a result of incorrect practice is to be repaired at the contractor's expense.

6.3.2. To cut back any overhanging shrubs or tree branches and remove the arisings from the site.

6.4. Benches

6.4.1. Benches are to be thoroughly cleaned every 6 months.

6.5. Verge

6.5.1. The grass verge between the play area and road is to be mown at the same intervals as the grass surfaces within the Play Area, except that it is not to be cut from when the daffodil leaves first appear until the leaves have yellowed after flowering.

6.5.2. The grass area opposite surrounding the Post Box and Noticeboards (Map 6) should be mown on the same day as the Stoke Play Area. Nettles should be strimmed and all arisings removed.

6.6. Visual inspections

6.6.1. Whilst carrying out the routine maintenance covered in 6.1. to 6.5., to look out for damage or degradation in the hard surfaces, fencing and benches and report any such to the Parish Clerk.

7. Other miscellaneous work

From time to time the parish council will request the contractor to do other miscellaneous work which will be paid at the hourly rate paid set out in the Priced Schedule, as long as the number of hours proposed has been agreed in advance.