

ST MARGARET'S AT CLIFFE PARISH COUNCIL

VILLAGE MAINTENANCE CONTRACT

GENERAL PREAMBLE

The Parish Council seeks to engage a local Contractor to carry out maintenance services on land owned by the Parish Council. Duties include grass cutting, hedge cutting, general tidying, maintenance of fixtures and fittings including benches and bus shelters. The Parish Council would value a Contractor who would take pride in keeping the village areas attractive and use initiative to identify where improvements can be made, particularly in the promotion of biodiversity and response to climate change in the coming years. The Parish Council recognises that environmental needs vary with the seasons and that the Contractor should have the flexibility to respond to changing conditions and decide when and where to carry out the work. Therefore a relationship of trust between the Council and the Contractor is as important as meeting the specific duties set out in the contract.

SCHEDULE OF WORKS

1. GENERAL GRASS MAINTENANCE

STANDARDS

All grass shall be cut cleanly to the same height on each site or type of area, without damaging the existing surface.

The Contractor shall provide all plant, labour and equipment necessary to maintain the requisite standard, which will be maintained consistently throughout the year, but with particular regard to the peak grass growing season which generally falls within the period, third week in March to the first week in November.

The Contractor shall use approved machines appropriate to the type of work involved. The Council considers a cylinder mower, rotary mower and strimmer appropriate.

The Contractor shall make good at his own expense any damage caused to furniture, fences, paths, roadways, shrubs, trees or any other property, during grass maintenance operations by its machinery or staff.

During normal weather conditions the Contractor will be required to keep to the standards within in this Specification.

During very wet conditions all grass cutting operations shall cease until conditions improve sufficiently to allow operations to continue without damaging the surface or creating divots from rollers, cutters or wheels. If inclement weather prevents the Contractor from meeting the required standard, the Supervising Officer shall be advised of the work not done. The Contractor shall resume work as soon as possible.

During periods of drought which may inhibit the amount of growth and subject the grass to high levels of stress, the Contractor may be asked to cease mowing or raise the height of the cut until the turf regains satisfactory turgidity.

In periods of lush growth, where arisings are not removed, the arisings shall not be allowed to accumulate or be deposited in heaps or bands, but will be evenly distributed over the area mown. Should the arisings prove difficult to distribute they shall be collected and removed from the site at the Contractors expense.

Where arisings are thrown or spill onto roads or footpaths, they shall be swept or blown back onto the grassed areas forthwith to prevent unsightly conditions. Should the amount or lushness of the clippings pose a slipping or tripping hazard to pedestrians, the arisings are to be swept or blown back immediately.

Prior to cutting any area, the Contractor shall remove all debris and litter including; paper, tins, bottles and large stones. All such material will be removed to the Contractors own tip. Any litter or debris cut up by the Contractors shall be picked up and removed to the Contractors tip, before leaving the site.

Mowing will take place on the full area of grass at the site, up to paving, fencing and any other boundaries.

The Contractor will be required to re-cut any area identified as not being within the prescribed standards, at its own expense.

All grass maintenance operations will be undertaken with due regard to safety and avoidance of injury, both to the public and to the Contractor and his staff. Particular care must be taken when carrying out grass cutting adjacent to recreation areas and children's play areas.

When working on public footpaths and adjacent to highways all operatives will wear high visibility clothing to BS 6629:1985 . All protective clothing and equipment relevant to an operation will be correctly worn /used.

Traffic movement (including pedestrians) along roads and footways must be maintained at all times. Where it is appropriate to place warning signs, cones etc, the Contractor will do so in accordance with Chapter 8 of the Traffic Signs Manual. The Contractor will make no charge for this operation.

Any vehicles and trailers used by the Contractor in support of grass cutting operations, are to be parked in a manner that causes the minimum, or if possible, no obstruction to road or footway users or residents. Warning and hazard lights will be used where appropriate. Access to properties along roads and footways are not to be obstructed.

The Contractor shall cut /strim around obstacles within grassed areas to the same height of that mown within the area.

Care must be taken when strimming in all areas to avoid the throwing up of stones, animal excrement etc. Any damage caused will be deemed to be the Contractors responsibility.

2.0 GRASS CUTTING & STRIMMING

Grass cutting and strimming should be carried out on a fortnightly basis between 1st March and end of November and monthly during December, January and February. Approx. 21 cuts/strims, dependent on weather.

2.1 KING GEORGE V FIELD

Children's Play Area – Cut grass and strim around obstacles and to perimeter.

General Field – Cut grass strip approx. 1 metre wide around perimeter and strim around obstacles and to perimeter. (Main Grass Area cut by others)

Car Park and Area between Tennis Courts and Holiday Park – Cut grass and strim around obstacles and to perimeter.

2.2 MADGE MEMORIAL GROUND OFF SEA STREET/BAY HILL

Cut grass strip to both sides of hedge on Granville Road boundary plus banked section on Bay Hill boundary and strim generally incl. around obstacles and to perimeter (main grass area cut by others)

2.3 BANK ON KINGSDOWN ROAD MAINLY BETWEEN THE FREEDOWN AND JUST BEYOND THE STEPS

Strim generally incl. around obstacles, trees, shrubs and to perimeter

2.4 GRASS PATH BETWEEN THE DROVEWAY AND SALISBURY ROAD

Cut grass and strim around obstacles and to perimeter.

2.5 GRASS AROUND SEAT OPPOSITE OLD SCHOOL/LIBRARY AND SMALL PIECE IN KINGSDOWN ROAD

Cut grass and strim around obstacles and to perimeter

2.6 ALEXANDER FIELD

Cut grass to the two ends of the field i.e. Pavilion/Play Area one end and car park area at the other.

Strim around obstacles and to perimeter.

(Main Grass to Field/Pitches Area cut by others)

2.7 ASH GROVE END OF TOWNSEND FARM ROAD

Cut grass to both sides of first section and around right hand corner and strim around obstacles and to perimeter.

2.8 OLD BAPTIST CHAPEL VERGE

Cut grass and strim around obstacles and to perimeter.

2.9 REACH ROAD POND

Cut grass and strim around obstacles and to perimeter.

NB: Ensure arisings are kept out of water.

2.10 VERGE FROM ST MARAGARET'S VILLAGE HALL TO OLD FIRE STATION IN REACH ROAD

Cut grass and strim around obstacles and to perimeter.

2.11 GLEBE CLOSE VERGE (KING GEORGE V FIELD APPROACH SECTION)

Cut grass and strim around obstacles and to perimeter.

2.12 VERGE ALONG STATION ROAD BETWEEN NELSON PARK ROAD AND COLLINGWOOD ROAD EXTENDED SLIGHTLY AT BOTH ENDS

Cut grass and strim around obstacles and to perimeter.

2.13 “BOAT” ROUNDABOUT AT TOP OF BAY HILL

Cut grass and strim around obstacles and to perimeter.

2.14 BUS SHELTERS IN STATION ROAD AT NELSON PARK END – 2 NO.

Cut grass and strim around obstacles and to perimeter.

2.15 The Contractor shall allow for liaising with other separate contractors carrying out “heavy duty” grass cutting throughout the year – this applies to King George V Field, Alexander Field, Madge Field and Verge between Westcliffe Church and The Village.

3.0 MAINTENANCE OF HEDGES

In the following areas the Contractor will be required to cut certain low maintenance hedges three times per year.

The following should be taken into consideration:-

- Hedges shall not be cut during the bird nesting season (April – End August)
- The existing heights of the hedges shall be maintained and the Contractor shall endeavour to establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge. It shall be ensured that the width of the hedges do not present a hazard or obstruction to pedestrians or vehicular traffic. Uncharacteristic growth to be pruned out.
- Mechanical equipment shall not be left unattended at any time on site, it shall be removed so it is not accessible to members of the public.
- When cutting hedges adjacent to the highway, extreme care will be taken to avoid any danger to road-users and to the contractor. All relevant warning signs, road cones, etc will be provided by and put in place prior to

commencement of the work by the Contractor. All operatives working on such hedges will wear high visibility clothing to BS 6629:1985.

- Following hedge cutting all arisings shall be removed from site at the Contractor's expense including all associated litter at the bottom of the hedge.
- Under no circumstances will the Contractor be allowed to burn hedge clippings or other debris on site.

3.1 Beech hedge between car park and tennis courts in King George V field

3.2 Perimeter hedge in childrens' play area in King George V field

3.3 Glebe Close hedge bordering Glebe Field , slight hand trimming only

3.4 Hedge between Madge Field and Granville Road

3.5 Hedge along the boundary behind the childrens' play area and the pavilion in the Alexander Field

3.6 THE Contractor shall allow for liaising with other separate contractors carrying out "heavy duty" hedge cutting throughout the year including annually trimming trees and large shrubs – this mainly applies to the Alexander Field Perimeter (apart from 3.5 above) and The Kingsdown Road bank area (see 2.3)

4.0 BUS SHELTERS

Clean the 5 Bus shelters on a weekly basis and sweep out the areas. Clean the seats, the structure of the shelter, remove any graffiti and remove litter. Report any damage to the Supervising Officer.

Location of Bus Shelters

- Nelson Park (Station Road) – Right hand side of road
- Nelson Park (Station Road) – Left hand side of road
- High Street (Near turning to Townsend Farm Road) – Left hand side of road
- Sea Street Left hand side of road
- Sea Street (at the end of the street) Left hand side of road

Undertake routine maintenance work on the bus shelters in High Street and the two in Sea Street between mid November and mid March.

5.0 LITTER PICKING

- Weekly litter pick through the village High Street
- Weekly litter pick around Madge Field and the surrounding area
- Monthly litter pick Alexander Field
- Weekly litter pick grass at Station Road/Dover Road intersection
- Monthly litter pick length of Station Road from village to the top of Nelson Park
- Monthly litter pick from Westcliffe Church, length of Dover Road to Station Road
- Fortnightly litter pick down past Coastguard cottages

The Contractor shall dispose of the litter appropriately at their own tip.

6.0 BENCHES – to be maintained on a two year rolling plan, as appropriate, i.e. allow 50% each year (See Location schedule, 33 No. in total)

6.1 Clean each bench, lightly sand and prepare and apply one/two coats of “Sadolins” or black hammerite,
.as appropriate, to match existing.

7.0 SHRUB BEDS

- All works undertaken shall be carried out in accordance with sound horticultural practices and at times appropriate to weather/growing conditions, in order to look neat and tidy at all times and as colourful as possible.
- Beds shall be lightly forked over and weeds/dead plants removed.
- Shrubs shall be pruned to 1.5m in height unless otherwise agreed.
- Rose bushes and flowers generally shall be pruned and dead headed regularly in order to promote healthy growth.
- Each year, if required, allow for planting new plants, as appropriate.

Locations:-

7.1 Beds adjacent to Best Kept Village seat (High Street).

7.2 Post Office corner (High Street)

7.3 Bank on Kingsdown Road (no forking over required)

8.0 ROUGH BRUSH CUTTING

Allow for brush cutting/stripping once during the winter months in order to keep areas tidy and to allow spring bulbs etc. to come through and be seen.

Locations:-

8.1 Both sides of the Dover Road and slightly round the corners at the junction with Station Road at the junction with Station Road, i.e. the entrance to the Village, thus linking the grass path (by others) from Westcliffe.

8.2 The raised bed adjacent to The Village Shop

8.3 The right hand verge along Glebe Close leading to King George V Field.

9.0 SNOW CLEARANCE

If requested, undertake snow clearance (Hourly rate required)

10.0 SALT/GRIT BINS

Annually arrange for the bins in the village to be serviced. Ensure that the bins have sufficient available to deal with ice and snow throughout the winter months.

11.0 STEPS

Twice per year, cut back any vegetation impeding the steps and remove from site and generally keep the steps clear.

Locations:-

11.1 Zig Zag steps up from beach near kiosk

11.2 Madge Field Down to Bay Hill

11.3 Steps and path from Kingsdown Road to Alexander Pavilion

12.0 CONDITIONS

The Contractor shall provide all labour and equipment necessary to carry out the agreed duties.

The Contractor is responsible for payment of all personal tax and National Insurance Contributions

Notice – Normally a period of 3 months’ notice shall be given by either party in respect of Termination of this Agreement.

Termination – the Employer reserves the right to terminate the Agreement without notice in the event of gross misconduct.

There shall be an option available to extend this Agreement for a further year, or longer, at the discretion of The Parish Council, to suit both parties based on price increases generally in line with inflation and on experience gained during the previous year.

The Contractor will be working for St. Margaret’s at Cliffe Parish Council.

The Contractor will be required to include a copy of their Third Party and Public Liability Insurance Certificates together with their Health and Safety Policy Statement.

In our endeavour to promote positively with the environment, the Parish Council stipulates that no pesticides, weed killer or the like shall be used at any time, unless specifically agreed with the Supervising Officer.

13. CONTRACT PRICE (Ex. VAT)

To provide all labour and plant necessary to complete the works as scheduled above.

For one Year for the Sum of £.....

Invoices to be submitted to the Parish Clerk on a/c on a monthly basis.

Any variations to the works to be agreed with the Supervising Officer and to be paid on either an agreed price basis or daywork basis depending on circumstances, as follows:

Labour: hourly rate of £.....

Plant & Materials: cost plus%

14.0 CONFIRMATION OF CONTRACT AGREEMENT

Parish Council:

Signature.....Jane Cook (Clerk)

Contractor:

Signature.....

Printed Name of Individual and/or Company.....

Date.....