

**ROTHER DISTRICT COUNCIL
GROUNDS MAINTENANCE SERVICES
(Excluding cemeteries)**

1 DECEMBER 2024 to 30 NOVEMBER 2029

SPECIFICATION

04 March 2024

SPECIFICATION CONTENTS

Ref	Task	Page
1	Annual Meadow Planting	
2	Bin Emptying	
3	Grass Cutting	
4	Hard Surfaces	
5	Hedge Maintenance	
6	Herbicide Application	
7	Litter Collection	
8	Perennial Meadow Areas	
9	Permanent Planting	
10	Play Areas	
11	Ponds and Lakes	
12	Rose Bed Maintenance	
13	Seasonal Bedding	
14	Site Presence	
15	Staff Qualifications and Experience	
16	Tennis Courts	
17	Watercourses and Ditches	
18	Weekend Duties	
19	Woodlands	

1. ANNUAL MEADOW PLANTING

- 1.1 Various flower beds are sown each spring with an annual seed mix supplied by the Client.
- 1.2 Each bed will be cultivated during March to a depth of 150mm.
- 1.3 Rake and consolidate the cultivated area removing any detritus to form a seed bed.
- 1.4 Broadcast sow the seed mix supplied and lightly rake over.
- 1.5 Irrigate on one occasion if there is no rainfall within 7 days of sowing.
- 1.6 Remove any large annual weeds monthly from April to September.
- 1.7 After flowering clear the bed and dispose of all arisings leaving the site tidy at a time agreed with the Client.

2. BIN EMPTYING

GENERAL

2.1 Bin emptying will be managed under three regimes as detailed below. The majority of sites will be maintained under the Bin Medium regime.

Regime	Period	Frequency per week	Standard on completion
Bin High	Summer: 1 st April to 30 th September	7 (daily)	Bins empty
	Winter: 1 st October to 31 st March	2	Bins empty
Bin Medium	Summer: 1st April to 30th September	3	Bins empty
	Winter: 1 st October to 31st March	2	Bins empty
Bin Low	All year round	Monthly	Bins empty

2.2 The Contractor is expected to be responsive and deal with reports of overflowing bins if they arise.

2.3 All operations relating to bin emptying and disposal of the associated waste shall be carried out in accordance with The Environmental Protection Act 1990 and the associated code of practice, (hereafter referred to as the EPA).

2.4 The number of bins on the Contract is stated by site in the bills of quantity. The bins are a mixture of litter and combined waste. The majority are single with a volume averaging 80 litres. A small proportion are double with a volume of approximately 105 litres. Bins specifically for dog waste are currently emptied by the Council’s waste and street cleaning contractor and are not included in this Contract.

2.5 Having undertaken this cyclical operation, bins should be empty at the time the Contractor leaves the site.

2.6 The Contractor shall be responsible for the disposal of all rubbish, arisings, debris, litter and dog waste produced during the execution of any works and the associated disposal costs. This material shall be taken and disposed of at a suitably licensed, legally registered waste management site at the expense of the Contractor.

2.7 The temporary storage of rubbish on site shall only be permitted at specific locations approved by the Client.

3 GRASS CUTTING

General

- 3.3 Grass maintenance is categorised into three cutting regimes as set out in the table below.
- 3.4 Amenity Grass 16 will apply to children’s play areas and the highest profile and more ornamental sites only including Bexhill’s seafront, Egerton Park and Rye Gun Garden. The majority of sites will be maintained under the Amenity Grass 12 regime. The Environmental Grass 1 sites will require an element of Amenity Grass 12 maintenance to create informal paths for pedestrian access and alongside formal paths and around seating. Cutting heights refer to the height of grass on completion of the work.
- 3.5 There may need to be some flexibility in the start and finish dates of the cutting period in response to the growing conditions. Any variations will be subject to agreement between the Contractor and the Client.
- 3.6 Since it is not possible to anticipate the precise number of cuts which may be required on any site in any one year, the Bills of Quantities includes a given number of cuts based on two standards; 12 cuts and 16 cuts. The Contractor shall then be paid in accordance with the rates in the Bills of Quantities for more or less than this number, as this shall be dependant upon the prevailing weather conditions throughout the growing season.

Regime	Collect Grass	Cuts per annum	Cutting Height	Strimming around obstacles	Cutting Period
Amenity Grass 12	No	12	20-30mm	On every other cut	1 st March to 30 th September
Amenity Grass 16	No	16	20-30mm	On every cut	1 st March to 30 th September
Environmental Grass 1	No	1	50mm	After the one cut	1 st to 30 th September

- 3.7 When any grass cutting operation is undertaken, all strimming and standard edging shall be carried out on the site at the same time as required, such as along edges, fence lines and around obstacles. The Contractor shall allow for this combination of tasks in their rates. All grass shall be cut cleanly and evenly, to the same height and without damaging the existing surface.
- 3.8 The Contractor shall follow and keep to an approved system of cut to ensure that all areas are cut on a rota basis where applicable. Any rota shall be in accordance with the work programme. The Client may at their discretion, advance or delay the cutting dates.
- 3.9 The Contractor shall complete one area of grass cutting on the full area of the site, up to the paving, fencing and any other boundaries, before moving onto the next unless agreed in advance by the Client.
- 3.10 Soft vegetative growth, such as clover, shall be deemed to be part of the Contract where it occurs within larger areas of grass.

- 3.11 Prior to cutting any area, the Contractor shall remove all stones over 20mm, as well as any litter, bottles and other litter and debris, including dog faeces and small branches.
- 3.12 Soil from molehills shall be spread evenly over surrounding ground or removed from site dependant upon the Client's instructions.
- 3.13 Areas containing naturalised bulbs or corms, shall not be cut until six weeks after flowering ceases, but shall not be left uncut for more than eight weeks. The Contractor shall cut these areas in order to return them to the standard of the surrounding areas.
- 3.14 The Contractor shall remove all grass clippings arising from mowing, from paved areas, mowing margins, channels, steps etc. immediately after mowing. Generally this shall be by sweeping or by the use of an electric vacuum device or electric blower.
- 3.15 Grass cutting on areas containing rare or unusual species of wildflowers may be suspended on the instructions of the Client until flowering has finished.
- 3.16 The area within 150mm of the base of all trees in grass areas shall not be cut by strimming or mowers.
- 3.17 Care must be taken not to damage any obstacles within the area to be cut, and the Client must be notified of any damage that does occur by the end of the next working day. Any costs incurred in correcting such damage shall be met by the Contractor.
- 3.18 The Contractor is deemed to have considered existing site obstructions when submitting their tender. No additional payments will be made for obstructions present at the commencement of the Contract.
- 3.19 The football and cricket pitches, including a run-off, are maintained by others (sports clubs) and the Contractor should not take machinery over them at any time unless agreed with the Client.
- 3.20 The Contractor shall ensure public safety at all times and cease grass cutting in areas of high public usage until it is safe to continue.
- 3.21 The Contractor will be responsible for any damage to vehicles arising as a result of grass cutting.

EDGING

- 3.22 The edges of grass areas which abut planted beds shall be trimmed using long handled edging shears (not strimmer) to produce a well-defined edge with a neat, straight and even appearance with no grass overhanging the finished edge. The arisings are to be removed. This shall be carried out on each occasion of cutting and within 5 working days of the grass being cut.
- 3.23 The edges of grass areas which abut paths, play area safety surfacing or other hard surfaces shall be trimmed annually using long handled edging shears (not strimmer) to produce a well-defined edge with a neat, straight and even appearance with no grass overhanging the finished edge. The arisings are to be removed. This shall be carried out over the winter.

STRIMMING

- 3.24 Strimming shall be carried out around obstacles such as bollards and bins and alongside walls,

fences, buildings within 5 working days of the grass being cut and to the above frequency. There is to be no strimming around trees.

- 3.25 Sites which have steep banks, limited access or limited size or shape for a larger machine, shall be cut using a strimmer where appropriate.

4 HARD SURFACES

- 4.1 No routine maintenance to hard surfaces is required except at Egerton Park and as detailed under Tennis Courts.
- 4.2 Litter management to hard surfaces is covered elsewhere in the specification.
- 4.3 Sweeping and herbicide application, if required, will be undertaken through works orders.
- 4.4 An electric leaf blower or an electric vacuum may be used to remove loose matter from hard surfaces. However, in small areas such as under seats where embedded soil, moss and detritus cannot effectively be removed by this means, manual or mechanical sweeping will be required.
- 4.5 It is not expected that established weeds growing in path cracks or edges are removed.
- 4.6 Arisings constituting organic matter that is small in size may be collected and spread evenly at the back of borders where it will not blow back on to paths. Where this is not possible, the organic arisings should be collected and disposed of with other green waste as appropriate.
- 4.7 Arisings must not be blown into drains.
- 4.8 Litter and dog faeces should be appropriately disposed of in accordance with the LITTER PICKING specification.

5 HEDGE MAINTENANCE

GENERAL

- 5.1 Special care must be taken to ensure no damage is caused to any service cables over or in the vicinity of the hedge and the Contractor shall be liable for any damage he causes thereto. The Contractor is also responsible for ensuring the operators safety and so the appropriate precautions must be taken when working near overhead cables.

Regime	No. of cuts per annum	Extent of cut	Cutting Period
Hedge cut 1	1	Remove all annual growth	October / November
Hedge cut 2	2	Remove all current season growth	June and September

TRIMMING ESTABLISHED HEDGES

- 5.2 Trim carefully and neatly under normal maintenance to regular line and shape, maintaining the existing dimensions and form. The Contractor shall at all times provide a stable hedge. Hedges must remain impenetrable where applicable.
- 5.3 Use sharp secateurs, shears or mechanical cutters according to the type and location of the hedge; all as stated in the Contract. Correct equipment and attachments must be used.
- 5.4 Large easily accessible highway hedges may be maintained by tractor mounted cutting equipment (e.g. flail). When cutting highway hedges of any type all highways regulations must be strictly adhered to.
- 5.5 Prune all hedges as set out in the Bills of Quantities. Avoid disturbing birds during the nesting season and comply with the Wildlife and Countryside Act (1981).
- 5.6 Clear all arisings, including clippings lodged in the hedge from the site by the end of each working day.
- 5.7 Ensure the base of the hedge clean, tidy, weed and litter free following cutting.

6 HERBICIDE APPLICATION

- 6.1 Except as part of routine maintenance to planted areas, as detailed under PERMANENT PLANTING, there is no routine use of herbicides on the Contract.
- 6.2 Where the application of herbicides is required, the Contractor must comply with the requirements as set out in STAFF QUALIFICATIONS AND EXPERIENCE and PERMANENT PLANTING.
- 6.3 It is the Contractor's responsibility to comply with relevant industry guidelines and legislation, including, but not restricted to the following, as amended or superseded from time to time:
 - a) The Environmental Protection Act (1990) (EPA).
 - b) The Control of Pesticides Regulations (1986) (COPR).
 - c) The Health and Safety at Work etc. Act (1974).
 - d) The Water Act (2014).
 - e) The Control of Pollution Act (1974).
 - f) The Control of Substances Hazardous to Health Regulations (2002) (COSHH).
- 6.4 The Contractor will ensure that all staff have appropriate protective clothing, access to such washing and cleaning facilities as required.
- 6.5 Only chemicals approved under the EPA and the Control of Pesticides Regulations (1986) and by the Client may be used.
- 6.6 The Contractor must keep appropriate records, as required by law and these must be made available to the Client, by email, within 24 hours of request.

7 LITTER COLLECTION

GENERAL

- 7.1 Litter picking will be managed under three regimes as detailed below. The majority of sites will be maintained under the Litter Medium regime.

Regime	Period	Frequency per week	Standard on completion
Litter High	Summer: 1 st April to 30 th September	7 (daily)	Litter free
	Winter: 1 st October to 31 st March	2	Litter free
Litter Medium	Summer: 1st April to 30th September	3	Litter free
	Winter: 1 st October to 31st March	2	Litter free
Litter Low	All year round	Monthly	Litter free

- 7.2 The Contractor is expected to be responsive and deal with reports of broken glass etc. as they arise.
- 7.3 All operations relating to litter collection and disposal shall be carried out in accordance with The Environmental Protection Act 1990 and the associated code of practice, (hereafter referred to as the EPA).
- 7.4 All litter operations shall also include the removal of animal droppings and dog faeces from areas, as detailed under the EPA and the Litter (Animal Droppings) Order (1991).
- 7.5 Sites should be litter-picked in their entirety including all planted areas (shrub beds, rose beds and bedding areas), watercourse and hard surfaces such as paths and tennis courts.
- 7.6 The Council works with volunteer groups who carry out occasional litter picking activities on parks sites. The Contractor is expected to collect and dispose of any waste arising from these activities.
- 7.7 Having undertaken this cyclical operation, the site should at the time the Contractor leaves it, be in a tidy and clean condition essentially free of litter, furniture clean and free from spilt food or other unpleasant deposits.
- 7.8 The Contractor shall be responsible for the disposal of all rubbish, arisings, debris and litter produced during the execution of any works and the associated disposal costs. This material shall be taken and disposed of at a suitably licensed, legally registered waste management site at the expense of the Contractor.
- 7.9 The temporary storage of waste on site shall only be permitted at specific locations approved by the Client.
- 7.10 No litter picking is required at St Peters and St Marks Churchyards, the Council's car parks, Yates Close, Camber, Peasmarsch and Udimore workshops, other than prior to grass cutting.

8 PERENNIAL MEADOW AREAS

- 8.1 Various flower beds are permanently planted with a perennial meadow mix.
- 8.2 Allow to cut plant growth on request from the Client during May or June to delay or stagger the flowering period. Carefully rake up and dispose of all arisings.
- 8.3 Remove any large weeds on a monthly basis.
- 8.4 After flowering cut vegetation, rake up and dispose of all arisings leaving the site tidy at a time agreed with the Client.

9 PERMANENT PLANTING

GENERAL

- 9.3 The majority of permanent planting comprises shrub beds. There is also a small amount of perennial planting which is largely confined to three Bexhill sites; West Parade, Egerton Park and Manor Gardens. Roses are covered separately.
- 9.4 Maintenance is categorised into three regimes as detailed in the table below.
- 9.5 The majority of sites will be maintained under the Shrub bed 2 or 4 regime. These beds will generally have established planting covering a large proportion of the bed and will include low profile beds. High profile and more ornamental planting will be maintained under the Shrub bed 9 regime.
- 9.6 Routine maintenance comprises weeding only with the exceptions of West Parade, Egerton Park and Manor Gardens where some annual pruning will be required.

Regime	No. of visits annually	Timing
Shrub bed 2	2	1 visit during June or July. 1 visit over the winter.
Shrub bed 4	4	3 visits during growing season: (1) April/May (2) June/July/August (3) September/October. 1 winter visit.
Shrub bed 9	9	8 visits in the period 1 st March to 31 st October. 1 visit during the winter.

Weeding

- 9.7 Weeding may be by hand, by herbicide application or a mixture of both, as appropriate taking into account the season, conditions, proximity of cultivated plants and type and size of weed. Beds should be weed free once visited and left in a neat and tidy condition.
- 9.8 Brambles, sedges, self-sown trees, tri-cornered leek, bindweed and thistles should be dug out by hand so as to remove the roots.
- 9.9 Only glyphosate-based translocated herbicides will be permitted. Residual herbicides may not be used. Katoun Gold is not permitted.
- 9.10 Disturbance to the soil by digging, forking or hand-hoeing should remove the minimum amount of soil and cause minimum disturbance to mulched surfaces, bulbs and herbaceous plants.
- 9.11 Any organic matter or other debris which is spread onto adjoining grass or hard-surfaced area

during the course of maintaining the shrub beds should be carefully removed.

Mulching

9.12 West Parade planting is generally mulched with fine granite material supplied by the Client. Application will be via a works order.

9.13 The Contractor may apply woodchip, composted green waste or other approved organic mulch to planted areas in order to assist with weed control but only with the prior agreement of the Client.

Pruning

9.14 Pruning is excluded from the Contract with three exceptions of :

- Egerton Park – allow for 30% of the permanent planting areas annually.
- West Parade – allow for 30% of the permanent planting areas annually.
- Manor Gardens – allow for 20% of the permanent planting areas annually.

9.15 Any additional pruning required will be dealt with through a works order.

9.16 Below is a basic general guide to the timing of pruning. The Client will liaise with the Contractor regarding the timing and method of pruning wherever it is required. Pruning is to be carried out using secateurs, not hedge trimmers unless otherwise agreed with the Client.

- Winter flowering: Prune in Spring.
- Early flowering shrubs flowering in April, May and June: Prune immediately after flowering.
- Summer/early autumn flowering shrubs: Prune in March/April.
- Evergreens: Prune in April after the danger of frost has passed.
- Cornus: Cut back in March.
- Grasses: Late March/early April.

Green waste

9.17 Green waste shall either be recycled by the Contractor or disposed of at an authorised facility which recycles the waste. It may be temporarily stored in a tidy pile for a period of no more than two weeks at the following locations:

- Egerton Park contractor's compound
- Designated area of Manor Barn car park
- Designated area of the Polegrove adjacent to the bowls greens

10 PLAY AREAS

10.1 Play areas must be maintained in a safe, clean and well-presented order, fully compliant with current British standards. Moving parts should be repaired quickly once damaged and more serious problems reported to the client immediately. It is the Council's aim to upgrade play sites where possible and to deliver the most exciting play opportunities to the widest age range. The Contractor should note some existing playgrounds may be removed and new sites may be added in due course.

General

10.2 Play areas shall include grass, grassmat, play bark, sand, concrete and tarmac areas on which are sited moving and static items of play equipment, seats, litter baskets, fencing and gates, safety surfacing, other features and signs.

10.3 It is a requirement of this Contract that all named inspectors of the workforce will be subject to police checks prior to undertaking this duty. All staff must be competent and trained to RPII Outdoor Operational Inspector standard to undertake all tasks they are expected to perform with this updated every three years.

10.4 All information regarding accidents to be brought to the immediate attention of the Client.

Repairs and Replacements

10.5 At all times repairs and replacements of the equipment, surfacing, fencing and gates shall be affected using the correct parts and materials supplied by the manufacturers and shall be in accordance with BSEN 1176 parts 1 to 7, BSEN 1177 and BSEN 15312 and any amendments and additions thereto.

10.6 The Client will be responsible for replacement of any major equipment resulting from accredited inspectors' recommendations or because of modernization/upgrading etc.

10.7 Following weekly / daily inspections carry out all measures necessary to maintain all aspects of children's play areas in a safe working condition, clean, hygienic and secure in every respect including removal of graffiti.

10.8 Where graffiti is painted or scratched into a bar/panel etc., the surface of the bar/panel will need to be painted in its entirety; Undercoats/primary coats from a stock of approximately 5 different colours are to be used. All wood surfacing will require sanding down to remove any graffiti or sharp edges and wood stained over the entire surface to leave a uniform finish across the entire space.

10.9 Carry out minor repairs of worn or defective parts and structural components and submit to the Client a list of works carried out on a monthly basis split into the parts and labour used. For repairs to any one unit where the value of parts exceeds £1,000, the Client's approval must be obtained in the first instance.

10.10 Where necessary prevent use of equipment by signing and fencing off until repairs are completed.

10.11 Immediately repair or replace items or parts thereof which have been vandalized or incurred a fault which renders the item unsafe or likely to fail.

10.12 If repairs cannot be made immediately due to the required parts not being readily available or the damage or fault is of a major nature, prevent access to the item of equipment by signing and fencing off until such time as repairs are completed.

10.13 All acts of vandalism affecting any aspect of play areas are to be reported to the Client immediately following inspections and repairs.

10.14 Order replacement parts that are required immediately following inspections and allow for fitting replacements within 3 days of receipt.

Inspection Reports

10.15 The Contractor shall submit to the Client in writing details of the inspections monthly and details of the three-monthly inspections as soon as available. The form of documentation and method of logging information is to be supplied by the Client at the start of the Contract.

Regular Visual Inspections - weekly

10.16 Carry out throughout the year inspections to frequency specified to ensure all items in all play areas are in a safe working condition, clean hygienic and secure in every respect for use by children.

10.17 Inspect on a weekly programme throughout the year:

- Collington Wood, Bexhill
- Egerton Park Adizone, Bexhill
- Galley Hill Play Area and Skate Park, Bexhill
- Seabourne Road Recreation Ground and Play Area, Bexhill
- Sidley Recreation Ground Play Area, skate park and BMX track, Bexhill
- Barrack Hall Park, Bexhill
- Bending Crescent, Bexhill
- Bexhill Down Laundry Site
- Bexhill Down (Upper site)
- Crowhurst Lane, Bexhill
- Little Common Recreation Ground, Bexhill
- Sidley House, Bexhill
- Southlands, Bexhill
- Levetts Field, Bexhill
- Preston Road, Bexhill
- Fair Salts, Rye
- Kings Avenue, Rye
- Masons Field, Rye
- Darvel Down, Netherfield
- Coronation Gardens, Battle
- Levetts Lane Play Area and Skate Ramp, Bodiam

Regular Visual Inspections – daily and weekly.

10.18 Egerton Park Play Area must be inspected daily for a six-month period starting prior to Easter bank holiday weekend or the start of the easter school holidays, whichever is soonest. This will

revert to a weekly inspection for the remainder of the year.

Inspection Visits

10.19 Inspection visits will include the following.

Egerton Park Sand/Bark Loose Fill

- Check thoroughly for contamination i.e. debris, sharps, excreta, rubbish, stones etc and remove.
- Following the removal of any contamination, the sand or other loose fill must be treated with a suitable disinfectant. The loose fill bark material is to be raked and re-levelled daily and topped up as required to maintain at 300mm depth. The sand pit level is to be maintained at 450mm and is to be raked and re-levelled daily and topped up as required. Additional material is to be purchased and supplied by the Contractor at their expense as required.

All sites

Maintain Surfaces

- Sweep all surface areas leaving in a clean, tidy condition free of litter, mud, broken glass, excreta and other debris.
- Remove arisings from site immediately.
- Sweep to remove standing water after rain.
- During periods of snow/ice the Contractor shall make due allowance for salting and removal of ice/snow to prevent slippery conditions.
- Maintain free of moss, algae and weeds all impact absorbent surfaces and tarmac to ensure that clean non-slip surfaces are maintained.
- Report all incidences of damaged or missing impact absorbent surfacing to the Client.
- Make minor repairs to wet pour impact absorbent surfacing using respective proprietary surface repair kit.
- Where grass is used as a safer surfacing for play equipment with a critical fall height of up to 1.5m the grass must be inspected in the same way as other types of surfacing and any defects such as compaction and lack of grass cover reported to the Client.

Empty Litter Bins

- Empty litter baskets during routine playground inspection and dispose to approved tip.

Maintain Gate/Fence/Boundary Treatment

- Ensure fencing is intact and gates are secure.
- Lubricate locks and hinges as necessary to maintain effective use.
- Erect temporary high visibility plastic pedestrian fencing, secured with plastic cable ties around unsafe items where repairs cannot be effected immediately and maintain in a safe and secure condition until repairs to the equipment are carried out. In high risk situations or if repairs cannot be carried out within one week Heras fencing must be used.

Maintain Seats

- Seating must be left clean at the end of each visit.
- Any damage to benches to be reported immediately to the Client and made safe prior to leaving site.

During Inspections of Equipment Generally

- Ensure all fittings are correctly positioned and all fixings are properly secure.
- Remove minor protrusions and sharp edges to ensure normal safe use and repaint to prevent corrosion as appropriate to the item of equipment. Erect warning signs to prevent use until surface finishes have properly hardened.
- Ensure all moving parts are working in a smooth, quiet and efficient manner.
- Ensure paintwork and other finishes are in a good condition and free from corrosion.
- Ensure all safety measures installed around or fixed directly to items of equipment are in a good condition and fully effective for the purpose for which they are intended.
- Check for damage from whatever cause to timber components/items.

During Inspections of Specific Features

Swings:

- Check for damaged seats.
- Ensure that shackles and chains are in a good and safe condition for use.
- Check that main frame/structure is fully secure.

Slides:

- Ensure that the sliding surface, including the run-out point, is complete, secure, safe and free from protrusions and obstructions.
- Ensure that the steps, handrails and slide entry are complete, secure and in a safe condition for use.
- Check that main frame/structure is fully secure.

Zip Wires:

- Check for damaged seats.
- Ensure that the seat attachment is not knotted.
- Ensure that cable is not damaged.

Rotating/Rocking Equipment:

- Ensure that all bearings are working in a smooth, quiet and efficient manner.
- Ensure that seating platforms, footboards, side panels and handgrips are complete, secure, free from protrusions and obstructions and are in a safe condition for use.

All Other Structures/Equipment:

- Ensure that each item is complete, with fittings correctly positioned and all fixings properly secure.
- Check that main frame/structure is fully secure.

Quarterly Operational Inspections

10.20 Throughout the contract period carry out detailed inspections every three months of all items of equipment in all children's play areas. Such inspections shall include all checks specified below and following inspections, carry out all necessary works to maintain all aspects of children's play areas to the specified standards without in any way altering the construction or design of the equipment.

Check

- paintwork/preservative is in good condition.
- all parts including bolts and screws are present and secure.
- supports are firmly fixed
- for corrosion throughout the equipment
- for corrosion or decay at ground level
- impact absorbent surface is in good and safe condition and securely adhered to the general surface of the playground, loose fill is to be maintained at correct consistent level.
- for sharp edges, protrusions and damaged cables showing exposed wire rope strands
- that timber components are in good safe condition having no breaks or splintering or cracking sections
- that moving parts are working correctly
- wear on individual chain links on swing chains
- swing seats are at correct height, in good safe condition with fixings secure
- multi-section slide chutes for gaps in sliding surface and chute sides
- height of slide run-out sections ensuring no water is retained
- steps are secure and each one is in good safe condition
- side panels/rails to steps and slide entries are secure and in good safe condition
- all platforms and footboards are in good safe condition, to correct levels/heights and are secure
- ground clearances are correct when stationary and in motion
- bearings are working smoothly, efficiently and quietly and are correctly lubricated.
- ends of rocking equipment do not touch the ground
- tube plugs are secure
- nuts, bolts and other fixings/fastenings are properly secure
- safety features are in good condition and effective for the purpose of which they are intended.
- surface beneath equipment is free from glass, grit or other debris.
- fibre glass and plastic components for damage
- drainage gullies are clear with correct gratings properly positioned.
- general surface freespace areas are in good safe condition
- tunnels are clean and clear of litter and other debris.
- check the condition of ropes
- gates operate satisfactorily and check for closing time not less than 5 seconds
- erosion/wear to grass mounds has not exposed hard/sharp surfaces/materials or caused trip hazards.

10.21 During inspections remove all arising occurring as a result of the specified checks to approve site.

Skate Parks – Facilities for users of Roller Sports Equipment

10.22 A concrete skate bowl is provided at Sidley Recreation Ground, a smaller set of skate ramps at Galley Hill and a single steel ramp in Bodiam. The stakepark on Rye Cricket Salts is not the

responsibility of the Council.

10.23 Inspect all three sites on a weekly basis. Additional inspections may be required immediately prior to and following skating events during the summer.

10.24 Remove litter, sharps and debris from bowl and surrounding areas that form part of the skating surface.

10.25 Check barrier railings and other site features for stability and safety.

10.26 Report incidences of vandalism, damage, wear and tear and flooding of bowl to Client.

10.27 Maintain inspection reports for each visit (playground inspection report format applies). The Contractor is not to undertake any structural repairs without prior agreement.

BMX race track and jump park (Sidley Recreation Ground)

10.28 This is included in the playground inspection and maintenance regime including all relevant maintenance elements listed above.

10.29 Malicious damage and unauthorized modifications to the track must be made safe and reported to the Client.

11 PONDS AND LAKES

EGERTON PARK LAKES

General

- 11.1 The lake in Egerton Park is a saltwater lake fed mainly by sea water via an inlet pipe.
- 11.2 During times of extreme cold weather, the Contractor may be required by the Client to break the ice and display warning signs.
- 11.3 Care must be taken during the breeding season that any operation undertaken around the lake area does not disturb nesting birds. The Contractor's attention is therefore drawn to the Countryside and Wildlife Act (1981).
- 11.4 The Contractor shall clear all litter, debris, leaves and any harmful or larger items such as shopping trolleys and bicycles to ensure the lake is kept clean at all times. The Contractor should have equipment to enable light items to be scooped up and removed from within 2m of the lake edge and a boat and waders to enable heavier items or items further out into the water to be removed.
- 11.5 The Contractor is not expected to remove algae growth, except by specific request from the Client with an associated works order.
- 11.6 The Contractor is to apply a small quantity of liquid product such as barley straw extract on a monthly basis to reduce the risk of algae from March to October inclusive. The Client will provide the product(s).
- 11.7 Any pollution shall be reported to the Client immediately.
- 11.8 During the months of October to February inclusive, the Contractor shall put out a daily feed of split maize provided by the Client for the waterfowl.
- 11.9 Each lake has a small island. No routine work is undertaken to the island adjacent to the play area and refreshment kiosk, but a proportion of the grasses on the smaller island accommodating the folly are cut back annually in early February, prior to the start of the waterfowl breeding season. This requires use of a boat.

Maintenance of water level

- 11.10 The Contractor shall monitor the water level and in consultation with the Client shall lower it as necessary by manually opening the outlet to ensure the lake does not overflow when excessive or prolonged rainfall is forecasted. The site-based member of staff will be best-placed to do this, but provision must be made as necessary at times when they are absent.
- 11.11 The Contractor will need to take into account high tides at which time water cannot be successfully released to sea. As a rule, water must not be discharged to sea during the bathing season except with consent from the Environment Agency, via the Client.
- 11.12 The Contractor shall monitor the water level and in consultation with the Client shall raise the level as necessary by opening the inlet at the chamber in the southeast corner of the park.

11.13 The Client may require the level to be lowered for specific reasons, (ie: repair of sidewalls, etc). The Contractor may be required to display warning signs provided by the Client at such times. Adequate notice shall be given to the Contractor for this operation. The lake must not be emptied for any other reason without the prior consent of the Client.

EGERTON PARK SMALL POND

General Maintenance

11.14 The Contractor shall clear all litter, debris, leaves, algae growth, glass or any harmful items to ensure the water is kept clean at all times.

11.15 The overflow shall be checked and cleaned out as necessary, particularly in the winter months, to ensure there is no blockage which could cause the pond to overflow.

11.16 The aquatic vegetation including bulrushes and purple loosestrife shall be cut back annually in the first half of February and the arisings disposed of.

MANOR GARDENS POND

GENERAL

11.17 There is one small ornamental pond at Manor Gardens. The Contractor is required to maintain this pond using management techniques that shall facilitate a balanced, healthy, disease and pest free environment for plants, fish, amphibians, insects and other pond life.

11.18 Where in the opinion of the Client damage, death or disease is incurred to any aspect of the pond and the life it supports, as a result of the Contractor's negligence, the Contractor shall bear the cost of any necessary remedial action, repair or replacement.

11.19 Fish must only be fed once daily during the period, end of February to mid-November. The Contractor shall purchase and supply suitable fish food.

11.20 Incidents of infestation of pests and diseases to either plants or animals must be immediately reported to the Client.

11.21 As fish are prone to highly infectious fungal diseases the Contractor shall report incidents of death and disease immediately and the Contractor shall take whatever remedial action is required by the Client.

11.22 The Contractor must ensure that water levels are topped up by hose, regulating the flow of water to a gentle trickle to minimise disturbance to fish and other pond life, from the nearest stand pipe as may be necessary. At no time should water levels be allowed to fall by greater than 25mm.

11.23 Chemically based fertilizers or pesticides should not be used within 10metres of the pond, without prior approval of the Client.

SEASONAL MAINTENANCE - SPRING

11.24 The Contractor shall remove, when specified, all decaying vegetation from plants which have died back during the Winter together with any other deleterious matter and general litter.

SEASONAL MAINTENANCE - SUMMER

11.25 The Contractor shall inspect the pond and remove all litter, debris and decaying vegetation.

11.26 The Contractor shall remove invasive weeds such as blanket weed when required, in order to keep the water clear and to maintain the natural balance of the pond.

SEASONAL MAINTENANCE - AUTUMN/WINTER

11.27 The Contractor shall remove dead withering leaves as necessary and remove seed heads from plants. Plants whose leaves lie under the surface of the water should be cut well back and the arisings removed. The exception to this is evergreens which should only have dying leaves removed. Spent leaves and flowers of water lilies must also be removed. When dead, hollow stemmed plants, e.g. bullrushes, should be cut back to a few centimetres above the water line.

11.28 During freezing weather conditions the Contractor shall ensure that ice is not allowed to form entirely over the pond for any longer than four consecutive days. A heavy implement must not be used to smash the ice as this can concuss and kill fish. The ice must be melted in several places over the surface to allow gaseous exchange, and the Contractor shall remove some of the water from under the ice to leave a gap which shall facilitate oxygen circulation.

12 ROSE BED MAINTENANCE

GENERAL

- 11.3 There are only two sites with rose beds on the Contract; Egerton Park and Manor Gardens.
- 11.4 All pruning operations shall be carried out using sharp secateurs.
- 11.5 Beds will be weeded four times per annum; three times during the period 1st April to 30th September and once in late October or early November immediately before applying the winter mulch. The beds should be weed free upon completion with any dead roses removed.
- 11.6 Deadhead roses on two occasions during the summer flowering period. At the same time cleanly remove any suckers as close as possible to the base of the plant.
- 11.7 All arisings from maintenance operations should be disposed of appropriately off site.
- 11.8 Every November apply 100mm depth of well-rotted farmyard manure over the whole surface of the bed ensuring the graft is not buried.
- 11.9 Prune all plants in the dormant season to remove 50 to 75% of the previous season's growth together with any dead, diseased and damaged material.
- 11.10 The application of any insecticides or fungicides to control pests and disease will be carried out through a works order, as and when needed.

12 SEASONAL BEDDING

GENERAL

- 13.1 The Contractor will be responsible for maintaining a small quantity of seasonal bedding at the war memorial in St. Mary's Churchyard in Rye, the war memorials at Little Common and Marina in Bexhill and in some of the Bexhill Town Centre planters.
- 13.2 Bedding displays shall be maintained in a neat and tidy manner at all times, so as to provide an attractive appearance for the maximum period of time, in accordance with the requirements of high quality planting.
- 13.3 Plants to be grown in Plantpak 18 growing tray or similar and in peat free compost. Contractor to provide evidence on request. Plants must be well-established and pest and disease free.
- 13.4 Bed preparation: Beds to be dug over or rotavated prior to planting. All stones exceeding 20mm, weeds, litter and other debris shall be removed. Consolidate by treading and rake to obtain a fine tilth. For summer bedding only, incorporate a suitable fertilizer in accordance with the manufacturer's recommendations.
- 13.5 Planting: All plants shall be correctly firmed into place, avoiding excessive compaction and damage to the roots or the aerial part of the plant.
- 13.6 Stripping: Unless otherwise instructed by the Client, no bed shall be stripped in excess of seven days in advance of planting, and no bed shall be stripped unless bed preparation is to be completed within five days. No bed shall be stripped and left in an uncultivated condition over a weekend.

Summer bedding

- 13.7 Summer bedding will be a two-yearly rotation of bedding pelargoniums (geraniums) in year one and African or American marigolds in year two planted in the last two weeks of May or the first week of June at a density of 30 plants per square metre.
- 13.8 Maintain the beds monthly by hoeing or cultivating, remove weeds and rogue plants, including rogue bulbs. Deadhead at the same time. Beds should be weed free after each monthly visit.
- 13.9 Irrigate summer bedding evenly, to ensure healthy and sustainable flowering. Care should be taken to avoid scorching of the plants and water damage to the soil structure and the plants themselves. A low-pressure hose or similar should therefore be used and the beds flooded. During hot weather this shall only be carried out in the early morning or evening, not during the day.

Winter/Spring bedding

- 13.10 Winter/spring bedding will be single colour wallflowers planted in October at a density of 25 plants per square metre interplanted with complimentary tulips at a density of 50 bulbs per square metre. The same colour should not be repeated in consecutive years.
- 13.11 Maintain the beds in March by hoeing or cultivating to remove weeds and rogue plants taking care not to damage emerging bulbs. Beds should be weed free after the visit.

13 SITE PRESENCE

- 13.3 During the working week, the Contractor is required to provide a full time member of staff at, Egerton Park and another at Bexhill Seafront (includes Galey Hill, East Parade Marina Gardens and West Parade).
- 13.4 The site-based staff will be expected to perform the full range of grounds maintenance duties, supported by mobile maintenance teams, as required.
- 13.5 A full time presence shall mean the following hours: Monday to Friday – 7.30am to 4.30pm or equivalent if variable hours are worked Summer and Winter.

14 STAFF QUALIFICATIONS AND EXPERIENCE

GENERAL

- 14.3 As a minimum, the two site-based members of staff on the Contract must have a recognised qualification in horticulture and at least two years of experience in fulltime paid horticultural employment undertaking tasks comparable to those in this Contract. The Contractor will be required to provide evidence of this at the start of the Contract. During the course of the contract, replacement staff must also meet this criteria.
- 14.4 Contract staff must comply with all relevant laws and legislation whilst engaged in delivering this Contract including those related to the use, maintenance and storage of vehicles, machinery, chemicals and the use of illegal substances.
- 14.5 The Contractor must be fully aware of all relevant safety legislation and codes of practice, with particular attention to the safe use of machinery and power tools.
- 14.6 All staff are expected to hold a full driving licence. Tractor drivers must have a minimum of two years experience in tractor and plant operation.
- 14.7 All staff must comply fully with the requirements of The Environmental Protection Act.
- 14.8 At all times, at least one member of staff must hold an up-to-date PA1 and PA6 qualification for the safe use of pesticides using a hand held applicator. Evidence of this will be required at the start of the Contract.
- 14.9 The requirements for the Play Area Inspector is covered under PLAY AREAS.
- 14.10 The Contractor must consider at all times their obligations towards the workforce under the Health and Safety (First Aid) Regulations 1981 and the current related Approved Code of Practice. At all times, at least one member of staff working locally during the working week (Monday to Friday) must hold an HSE approved Certificate in First Aid.
- 14.11 The Contractor is encouraged to consider the employment of horticultural students during their Industrial placement years, who are studying for appropriate and relevant qualifications.
- 14.12 The Contractor is also encouraged to provide for staff to attend day-release courses and other skills training to maintain and enhance the skills base.

15 TENNIS COURTS

GENERAL

- 15.3 There are five public tennis courts and one kickabout court at Egerton Park. The two other courts are the responsibility of Egerton Park Tennis Club. There is one public tennis court alongside one basketball court at Little Common Recreation Ground.
- 15.4 Only the five public tennis courts at Egerton Park will receive routine maintenance under the Contract. The basketball pads at various sites are also excluded. Works orders will be issued for any additional court maintenance needed.
- 15.5 The Egerton Park tennis courts are kept locked and members of the public can only access them via the keypad entry system after making a booking.

Surface cleaning

- 15.4 The surface will be cleaned using an electric leaf blower or electric vacuum to the regimes below. Sweeping is not permitted. Moss and weed management, jet washing and line marking are excluded.

Regime	Period	Blowing Frequency
Courts 1 & 2	Summer: 1 st April to 30 th September	monthly
	Winter: 1 st October to 31 st March	weekly
Courts other	Summer: 1st April to 30th September	monthly
	Winter: 1 st October to 31st March	monthly

Tennis nets

- 15.6 The nets are to be adjusted as needed. As the courts can only be accessed by paying customers it is not anticipated that they will be subject to vandalism and they should only need adjusting on an occasional basis.
- 15.7 Damaged nets should be reported to the Client in a timely fashion so that replacements can be ordered by the Client. The Contractor will be required to take down the damaged nets and put up the replacements.

16 WATER COURSES AND DITCHES

MONTHLY MAINTENANCE

- 17.1 Remove all rubbish, litter and obstructions from the water across the entire width of the watercourse. Remove and dispose of any fly tipped items and recover items such as park seats and return to their proper locations. Leave the site in a clean and in a tidy condition upon completion of the works.

QUARTERLY MAINTENANCE

- 17.2 Cut or strim banks, excluding trees and bushes to 50mm. All arisings are to be removed from site.

Leaves and Debris

- 17.3 Clear leaves and debris from culverts, outfalls, overflows and grills monthly during the winter (1st October to 31st April) and on two occasions during the summer.

OTHER MAINTENANCE

- 17.4 There may be an occasional need to remove debris or fly-tipped items in response to concerns about pollution, safety or the risk of flooding. In such situations, a works order will be issued if required.
- 17.5 There may be an occasional need to clear grills in addition to the routine maintenance, particularly during the winter before and during heavy rain to ensure they don't become blocked.
- 17.6 Any other maintenance, including silt removal will be managed through works orders, as need.

17 WEEKEND DUTIES

- 17.3 The Contractor shall arrange for litter to be collected and bins emptied to the specified frequency.
- 17.4 The Contractor shall arrange for gates to be locked / unlocked as directed by the Client. At the time of letting the Contract this is limited to St Mary's Recreation Ground Car Park – Bexhill. This is done at the same time as Bexhill Cemetery.
- 17.5 Egerton Park playground daily inspection includes weekends for 6 months commencing at Easter.

18 WOODLANDS

- 19.1 No routine work is to be undertaken to woodlands except for litter management which is covered elsewhere.
- 19.2 Trees works is largely undertaken through the Council's three year call-off contract with Elite Arborists. The services of other specialist arboricultural contractors are used when needed.
- 19.3 If, in the course of carrying out litter duties, the Contractor observes any issues with dangerous or damaged trees, seats or fences, major fly tipping or abandoned vehicles, the Contractor should inform the Client within one working day.