



WORK SPECIFICATION

Permanent and Temporary
Seasonal Decorations



1. **General**

- 1.1 This Specification sets out the requirements of the Town Council with regard to the management and maintenance the permanent and temporary seasonal decorations at locations detailed in the specification. The Town Council may from time-to-time issue further detailed documents to supplement or supersede the details contained here.
- 1.3 The Contractor is under a general obligation to maintain the decorations in a clean, tidy and safe condition as set out in detail elsewhere and herein.
- 1.4 All costs will be met by the Contractor and deemed part of the contract price unless separately specified.

SERVICE 1

2. **Temporary Seasonal Decorations - Hanging Baskets**

- 2.1 The Contractor shall plant and maintain all hanging baskets with summer planting schemes to be erected following 22nd May and removed by the conclusion of the summer planting season 31st October.
- 2.2 The Contractor shall comply with the National Code of Practice for the Installation and Removal of Season Decorations which is available at www.theilp.org.uk – PLG-06
- 2.3 The Contractor shall provide the Town Council with a summer and winter planting scheme to be approved prior to planting.
- 2.4 The Contractor shall visit the site to note lamp columns that accommodate brackets for the clamped flower baskets.
- 2.5 The Contractor shall carry out relevant risk assessments and complete traffic management proposals detailing times that hanging baskets will be erected.
To minimise traffic interference operations should be completed before 7.00am or after 6.30pm.
- 2.6 The Contractor shall provide a report confirming the fixings that are used have been tested and are fit for purpose.
- 2.6 The Contractor shall be responsible for the collection, sterilisation and storage of the baskets prior to erection after 22 May and following their removal from the lamp columns at the conclusion of the summer planting season 31 October.
- 2.7 The Contractor shall plant each basket half with plants grown in greenhouses to expand the range of plants grown and to extend the growing season.
- 2.8 The Contractor shall ensure that each basket half is planted with basket inserts then filled with topsoil, water retaining crystals and 6-month slow-release plant feed.
- 2.9 The Contractor shall include in each basket half the provision of pigeon spikes to prevent planting damage and nesting in baskets.



- 2.10 The Contractor shall water each unit 3 / 4 times per week dependent upon weather conditions from the beginning of June until the end of October.
- 2.11 The Contractor shall weed, deadhead and replenish planting as is required and maintain to a good standard during the complete period.

3. Permanent Seasonal Decorations - Planters

- 3.1 The Contractor shall plant and maintain all planters throughout the year with summer and winter planting schemes.
- 3.2 The Contractor shall provide the Town Council with a summer and winter planting scheme to be approved prior to planting.
- 3.4 The Contractor shall grow all planting in greenhouses to expand the range of plants grown and to extend the growing season.
- 3.5 The Contractor shall ensure that each planter is filled with topsoil, water retaining crystals and 6-month slow-release plant feed prior to planting.
- 3.6 The Contractor shall ensure that the topsoil is treated prior to planting to reduce the occurrence of weed growth i.e. chickweed.
- 3.7 The Contractor shall water each unit 3 / 4 times per week dependent upon weather conditions from the beginning of June until the end of October.
- 3.8 The Contractor shall weed, deadhead and replenish planting as is required and maintain to a good standard during the complete period.

SERVICE 2

4. Waste/Litter Clearance

- 4.1 The definition of standards of cleanliness is defined in the Code of Practice on Litter and Refuse
- 4.2 The Contractor will be required to keep all sites detailed in the contract works free from litter debris in accordance with standards specified in the Environmental Protection Act (EPA 1990) throughout the period of the contract
- 4.3 All litter debris etc shall be disposed of at a suitable licensed waste site with any documentation necessary to certify that all waste is being disposed of at an authorised site.



SERVICE 3

5. Preservation of Furniture

- 5.1 The Contractor will carry out weekly inspections of all planters.
- 5.2 The Contractor will ensure that the planters and hanging baskets are structurally safe to use and free from graffiti. In addition, the Contractor will ensure that all planters are clean by washing down with a detergent water solution or solvent when necessary to remove ALL types of dirt and shall annually treat areas of paint damage to all concrete planters.
- 5.3 Where items are found to be defective, the defect must be reported to the Town Clerk as soon as possible and if requested removed or sectioned off to prohibit public access. All planters must immediately be made safe which is deemed to be causing a Health & Safety risk to the public.
- 5.4 The Contractor shall repair any minor damage to planters. If the Contractor considers any item to be beyond repair, he shall report the matter to the Town Clerk.
- 5.5 The Town Council will order any required new planters or hanging baskets and the Contractor will arrange for the new item to be replaced at the site and refilled as necessary.

SERVICE 4

6. Inspections

- 6.1 The Contractor shall ensure that planters and hanging baskets are regularly inspected for overgrowth, damage, litter, vandalism, graffiti and kept to a good standard during the complete period.
- 6.2 The Contractor shall ensure that all planter locations are kept in a clean, tidy and safe condition. The Contractor shall remove any litter, debris or other deleterious matter from the site. Graffiti shall be, if possible, removed immediately using a cleansing agent.
- 6.3 The Contractor shall immediately carry out remedial works to make safe or prohibit public access to any damage or defect discovered which could cause damage to any person or property.



Hanging Baskets – Temporary Seasonal Decorations:

Locations: **Town Centre, Canvey Island, Essex, SS8**

19 Lamp columns (38 half baskets)

1 half basket = 23" diameter (diameter 590mm, height 280mm. Empty weight 2.1kg. Full weight (compost, plants & water) = 12.7kg)

- LC41, 42 & 46 – Furtherwick Road
- LC47 - 55 – Furtherwick Road
- LC1 – Knightswick Road
- LC3, 1, 7148, 4185 & 4186 – High Street
- LC6 – Eldertree Road

All hanging basket locations are subject to change due to the annual testing requirement by Essex County Council.

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The hanging baskets shall not be erected before 22nd May and should be removed by 31st October. The hanging baskets should not be erected or removed before 6.30pm to cause the minimum of interference to traffic.

Works should comply with the National Code of Practice for the Installation, Operation and Removal of Seasonal Decorations which is available at www.theilp.org.uk – PLG-06

Post 22nd May

- Store 2 no. 800mm Lamp column pots and bracket per column (19 columns)
- Supply 2 no.800mm inserts per column (19 columns)
- Plant into the above unit 6-month food granules and water retaining crystals.
- Plant the above unit with plants, which must be pre-approved by the Town Council, and cultivated and grown in greenhouses.
- Deliver and fit planted pots into bracket.
- Water (including liquid food) each unit 3/4 no. times per week dependent upon weather conditions from period of beginning of June until the end of October. (Works to be carried out after 6.30pm in order to cause the minimum of interference to traffic.)
- Deadhead and replenish as is required.

Prior to 31st October

- Remove 2 no. 800mm Lamp column pots and bracket per column (19 columns)
- Remove 2 no.800mm inserts per column (19 columns)
- Dispose of planted material including soil containing 6-month food granules and water retaining crystals.
- Store Lamp column pots and brackets until next season.



Planters – Permanent Seasonal Decorations:

SPECIFICATION

The planters shall be maintained throughout the year with summer and winter plantings. The planters should not be maintained before 6.30pm to cause the minimum of interference to traffic.

Hexagonal Iron Planters

Town Centre - High Street / Furtherwick Road, Canvey Island, SS8 – total no. 6

Rectangular Planters

Corner Craven Avenue & Long Road, Canvey Island, SS8 – total no. 2

3 Tier Polyurethane Flower Tower Planter

Corner Craven Avenue & Long Road, Canvey Island, SS8 – total no. 1

Concrete Planters

Eastern Esplanade and Ferry Road, Canvey Island, SS8 – total no. 8

Rectangular Polyurethane Planter

Canvey Way, Canvey Island, SS8 – total no. 1

Post 22nd May

- Plant into the planter units 6-month food granules and water retaining crystals.
- Plant the planter unit with soil and plants which must be pre-approved by the Town Council and cultivated and grown in greenhouses.
- Water (including liquid food) each planter 3/4 no. times per week dependent upon weather conditions from period of beginning of June until the end of October. (works to be carried out after 6.30pm to cause the minimum of interference to traffic)
- Deadhead and replenish as is required.

Prior to 31st October

- Clear and remove from the 6 no. round planter units the summer planting, re-soil, fertilise and plant with winter planting.
- Water (including liquid food) each planter 3/4 no. times per week dependent upon weather conditions from period of beginning of November until the end of May (works to be carried out after 6.30pm to cause the minimum of interference to traffic.)
- Dead head and replenish as is required.