



## **WORK SPECIFICATION**

### **LANDSCAPING, GROUNDS MAINTENANCE AND LITTER CLEARANCE**

### **LABWORTH MEMORIAL GARDENS AND BAND STAND SITE**



## **1. General**

- 1.1 In this Part the expressions “the Contractor” and “the Town Clerk” shall wherever the context admits mean the Town Council and ..... for the time being of the Town Council respectively.
- 1.2 This Specification sets out the requirements of the Town Council with regard to the management and maintenance of the Labworth Memorial Gardens and the Band Stand site. 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 Gardens in a clean tidy and safe condition as set out in detail elsewhere and herein.

Where chemical treatment has failed or not proved to be effective the Contractor shall at their own cost:

- (a) cut down using appropriate machinery and tools weed growth, diseased plants etc and replant removing all arisings from site.

## **2. Maintenance of Grassed Areas**

- 2.1 The Contractor shall remove litter bottles, cans, stones and other debris from site prior to undertaking grass cutting operations.
- 2.2 The Contractor shall use machines which are appropriate in size, shape and method of cutting for the type of work involved. The contractor shall take care not to cause damage to trees, shrubs and other obstacles as a result of contact with grass cutting machinery or any part thereof on areas, which allow the use of large cutting machinery inaccessible parts shall be cut with smaller hand mowing machines no later than 48 hours following the use of large machines and mowing shall be to the same standard as the main area.
- 2.3 Blades and cylinders on all mowers shall be sharp and properly set to cut the sward cleanly and evenly. Mowers must have their height of cut adjusted to prevent scalping.
- 2.4 Cuttings shall be carried out right up to the edges of paths etc and as close as possible to walls fences and other obstacles. Cutting shall slightly overlap any weed killed mowing margins provided to areas maintained.
- 2.5 Any cuttings, which fly onto paths or other hard surface areas shall be brushed off and distributed evenly over the grassed area as work progresses.
- 2.6 The Contractor shall cut all soft boundary edges (flowers, shrubs and rose beds etc.) and all hard boundary edges where the level of the hard surface is below grass level. The Contractor shall use long handles shears or other suitable mechanical means. All arisings from this operation shall be removed from site.

### **2.7 Grass Cutting**

- (a) As a minimum requirement the Contractor shall cut grass once every two weeks from the middle of March to the end of October inclusive, however the Contractor



can instruct additional cuts which may be necessary both during this period and at other times of the year for which no additional payments will be made.

- (b) Edging shall be carried out no later than two working days following mowing.
- (c) The Contractor shall cut a path at least 1.0 metre wide around all litter bins and seats situated in such grassed areas.

### **3. Maintenance of Flowers and Shrubs**

- 3.1 The Contractor shall maintain flowers and shrubs in a clean and healthy condition and beds in a weed free condition.
- 3.2 The Contractor shall enhance and maintain the Labworth Memorial Garden (section 1) as a sensory garden. Types of plants are to be discussed and agreed with the Council.
- 3.3 At each visit all weeds shall be removed by hand, hoe or fork and all litter rubbish and arisings removed from site. The Contractor shall not disturb or damage flowers or shrub root systems and shall avoid excessive treading of the bed surface. Footprints shall be removed by fork or hoe.
- 3.4 As a minimum requirement flower and shrub beds shall be weeded once every two weeks from the middle of March to the end of October and on two further occasions more or less equally spaced between the beginning of November and the middle of March additional maintenance visits shall be undertaken where reasonably necessary.
- 3.5 At each maintenance visit the Contractor shall tie in all climbing roses, Clematis and any other climbing shrubs within the contract area. The Contractor shall provide and use suitable neutral coloured raffia non-toxic sisal or polypropylene ties. Tying shall be undertaken as necessary to retain the plant within its existing framework and prevent branches overhanging paths and other public areas.
- 3.6 The Contractor shall carry out pruning in order to build strong frameworks keeping flowers and shrubs healthy and vigorous maintaining shape and balance of the plants ensuring that they are kept in a condition that does not create a nuisance or danger. Plants must not be allowed to overhang paths and other public areas. All arisings from the pruning operation shall be removed from site.
- 3.7 No pruning is required except that on each maintenance visit dead and diseased wood and other branches that may cause nuisance or danger or which are reverting to a species from a cultivar shall be removed.

### **4. Weed Killing**

#### **4.1 Weed Killing of Shrub Beds**

- (a) The Contractors shall carry out the following herbicide applications to shrub beds when instructed by the Supervising Officer.
  - (i) treat all Established Shrub Beds with a non-selective herbicide and apply in November or December at the last maintenance visit of the year.



- (ii) treat all New Shrub Beds (i.e. established for less than three years) with an appropriate herbicide on up to two occasions each year in the spring and summer.
- (b) Areas of beds where the herbicide application is found to be ineffective shall be hand weeded and re-treated with a similar or alternative herbicide. Where retreatment is not feasible due to climatic conditions and/or the mode of action of the herbicide the Contractor shall regularly hand weed such shrub beds to maintain them in a weed free condition. The Contractor shall undertake all such works at his own cost.

## **5. Maintenance of Trees**

- 5.1 The Contractor shall inspect and carry out corrective operations as detailed below to semi-mature, standard and feathered trees to maintain them in a healthy and vigorous condition producing well balanced upright trees or normal growth and appearance characteristic of their type. The Contractor shall undertake maintenance visits to these trees in association with the regular maintenance of shrub beds.
- 5.2 The Contractor may only use chain saws when the operative is working at ground level is NOT from within the tree or ladder platform and has the relevant qualifications to do so. All pruning works within the trees or from a ladder, or platform shall be carried out using hand saws or other appropriate hand tools.
- 5.3 Branch Removal from Mature Trees:-
  - (a) In emergency situation at any time of the year when instructed by the Town Clerk, the Contractor shall remove loss and damaged branches from mature trees. Works will be of a minor nature and the Contractor will only be required to use hand saws or other hand tools.
- 5.4 Felling Mature Trees:-
  - (a) In emergency situations when instructed by the Town Clerk or a recommended following the annual tree audit, the Contractor shall fell to ground level mature trees. Works will be of comparatively minor nature and the Contractor will only be required to "straight" fell trees.
  - (b) All arisings from branch removal and felling of trees shall be removed from site. The Contractor shall leave the site in a clean and tidy condition following the completion of works.
- 5.5 The Contractor shall ensure that all stem side growths are removed from trees up to a height of 1.5 metres including mature trees.
- 5.6 At each maintenance visit all missing damaged and worn tree ties shall be replaced by the Contractor. Replacement ties and spacers shall be supplied by the Contractor.
- 5.7 At each maintenance visit the Contractor shall inspect stakes for signs of damage or fungal attack and such stakes shall be removed and replaced in a suitable position with a new stake of suitable size and type in accordance with the specification below. New stakes shall be supplied by the Contractor.



- 5.8 In circumstances where a new stake is to be used the old stake shall be completely removed but if this operation is likely to cause damage to the tree, the stake shall be carefully cut off at ground level. The new stake shall be positioned as close as possible to the old stake on the windward side of the tree and driven into the ground to a depth of at least 600mm. The stake must not interfere with the free movement of the branches. The previous stake hole shall not be reused and the old stake hole shall be back filled with lightly consolidated top soil. All old stakes and other arisings shall be removed from site.
- 5.9 On each occasion the Contractor shall secure or reposition stakes which show movement or indicate instability.
- 5.10 At each maintenance visit the Contractor shall inspect the soil area around the base of each tree. Any lift of the soil caused by frost or other reason shall be gently firmed. Minor washouts shall be reinstated areas of standing water shall be drained and reasonable measures taken to prevent reoccurrence.
- 5.11 At all times the Contractor shall keep the bases of the staked trees in a neat and tidy condition ensuring a sucker weed, litter and rubbish free surface at all times.
- 5.12 At each maintenance visit all weeds shall be removed by hand, hoe or fork and all litter, rubbish and arisings removed from site. The Contractor must take all due care not to disturb or damage tree root systems.
- 5.13 Winter Maintenance of Staked Trees
- (a) In addition to the operations detailed in this Specification the Contractor shall undertake the following operation on one occasion each year between the first week in November and the middle of March.
  - (b) All ties shall be inspected and if necessary loosened and securely refixed. A minimum of two ties and spacers shall be used for each tree and they shall be positioned to prevent any abrasion of stems.
  - (c) The Contractor shall check to see whether the trees are still in need of staking and if not shall cut the ties, carefully lift the stake from the ground and remove from site. If this operation is likely to cause damage to the tree the stake shall be carefully cut off at ground level. When a tree stake has been completely removed the contractor shall backfill the hole to the surrounding ground level. The Contractor must not backfill the hole with litter or other deleterious material.

## **6.0 Maintenance of Hedges**

- 6.1 Hedges shall be cut either once or twice a year depending upon the hedge and in line with the maintenance requirements for specific hedges.
- 6.2 All arisings from hedge cutting operations shall be removed from site.



## **7.0 Watering Regime**

7.1 The Contractor shall as a minimum requirement, water all flower and shrub beds at least 3 – 4 times per week dependent upon the weather conditions between March – October.

7.1.1 Winter Watering – The Contractor shall as a minimum requirement, watering all flower and shrub beds at least 2 times per week dependent upon the weather conditions between October and March.

## **8.0 Emptying of Bins / Dog Fouling Receptacles / Litter Picking / Fly -Tipping**

8.1 The Contractor shall inspect all bins included in this schedule and on a weekly cycle emptying all litter, rubbish and fouling sacks from each receptacle and replacing with new ensuring that at no time does any bin either become more than three quarters full or go more than one week without being emptied.

8.2 The Contractor shall respond to incidents of fly tipping and other damage occurring at the site including the removal of discarded items from site.

8.3 As a minimum requirement bins shall be emptied once a day during the summer as these areas are heavily frequented by the public during this period.

8.4 The Contractor shall inspect all hedges included in this schedule on a weekly basis and remove all litter from the site.

8.5 The number of litter/dog bins within the area of works shall be deducted from or added to by the Clerk during the course of the contract and the Contractor must arrange to incorporate such changes into the works patterns within five days of receiving such notification. The Contractor is required to specify within their tender submission up to how many extra litter and dog bins they will accept without any further charge and then what that charge would be thereafter.

8.6 All arisings shall be removed from site.

## **9.0 Preservation of Furniture / Brickwork**

9.1 The Contractor shall carry out preservation treatment of all structures including the band stand, seats and fencing when required. As a minimum requirement, preservation treatment shall be carried out every two years between the beginning of November and the end of February inclusive of the painting of the band stand roof.

9.2 If possible the Contractor shall remove items of furniture to a suitable location where they can be treated. Whilst undertaking the works the Contractor shall leave the site in a safe condition (i.e. no protruding bolts etc).

9.3 The items shall be thoroughly washed to remove any dirt and grease when dismantling items in order to gain access to clean hidden areas.

9.4 The Contractor shall repair any rotten, badly rusted or other damaged areas. If the Contractor considers any item to be beyond repair he shall report the matter to the Town Clerk.



- 9.5 When a suitable dry surface has been prepared free from dust, dirt, rust and grease the Contractor shall apply one coat of a suitable wood preserving liquid to all wooden parts except those which have been previously painted.
- 9.6 Where wooden or metal items have previously been painted the Contractor shall apply one coat of suitable undercoat to a dry, dust, rust and grease free surface and when ready one coat of paint. All paints shall be applied in accordance with the manufacturer's specification and recommendations and in accordance with British Standard 6150: 2019 Code of Practice for Painting of Buildings.
- 9.7 When the item is dry it shall be reassembled taken back to the site and securely fastened.

## **10. Maintenance of Paths and Pedestrian Areas**

- 10.1 The Contractor shall remove all debris, silt, weed growth etc. and other deleterious material from hard surfaced pedestrian areas. Silt/weeds shall be removed, and the areas swept clean, and all arisings taken from the site and deposited appropriately.

## **11. Maintenance around Bee Posts**

- 11.1 Maintain a meadow around the bee posts to ensure the bees have a habitat to utilise the larval stage where they feed on the stems and leaves of native plants.
- 11.2 To either cut and collect bi-annually in early spring and late summer or remove topsoil and seed with native mix.

## **12. Inspections**

- 12.1 The Contractor shall ensure that tall trees, shrubs, roses, hedges, furniture, brickwork, footpaths, fences, gates, drains, grass and other items within the Gardens are regularly inspected for overgrowth, damage, litter, leaks, vandalism, graffiti and to check whether they are in a generally satisfactory condition.
- 12.2 The Contractor shall ensure that all locations are kept in a clean, tidy and safe condition. The Contractor shall remove any litter debris and other deleterious matter from the site. Graffiti shall be removed immediately using a cleansing agent.
- 12.3 The Contractor shall immediately carry out remedial works to make safe or prevent or prohibit public access to any damage or defect discovered which could cause damage to any person or property.

### **Schedule of Existing Furniture**

#### **Band Stand**

- Band Stand
- 8 benches
- 4 lamp columns
- 8 bollards
- 7 railings
- 1 sail sign

#### **Labworth Memorial Gardens**

38 Benches  
4 Sign Boards  
2 Maintained by Signs  
Entrance Sign  
Covid Memorial Garden (excluded from contract)