



BEDFORD
BOROUGH COUNCIL



Clean, Safe & Green

Grounds Maintenance Specification
Site: Great Denham and Land West of
Kempston

June 2018

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Specification Terms and Conditions

This specification remains property of Bedford Borough Council and under no circumstance should this specification be: amended, altered or copied by any person(s) other than the Bedford Borough Council Grounds Maintenance Officer Staff. This specification must not be passed on to any other parties/companies.

This specification and the schedule (enclosed) may only be altered by the Bedford Borough Council.

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Section A. Grass Mowing

Amenity Areas:

Frequency: - Approx. 16 Occasions (25mm – 50mm)

Amenity areas will be cut using a cylinder mower (e.g. motor triple) within the scheduled period.

The objective is to achieve a regular, appropriate and uniform cut of grass, consistent with the purpose for which the grass will be used. There will be approximately 12-16 grass cuts per season to achieve this; however this will be dependent on growth rates caused by weather conditions.

During periods of inclement weather, grass cutting may be suspended to prevent damage to the surface. Grass cutting will re-commence once conditions permit.

All grassed areas will be litter picked in advance of grass cutting to prevent chopped litter.

Excessive deposits of grass clippings will be removed from paths and roadways by the Grounds Maintenance team upon completion of work.

Grass areas planted with bulbs will be cut from June/July once bulb foliage has died down, and will follow the schedule thereafter.

Strimming

Frequency: - Approx. 12-16 Occasions (as above)

Strimming to be carried out using hand held trimmers within the scheduled period. Where appropriate chemical treatment will be undertaken as per Section D.

Care will be taken to avoid damaging tree bark or shrubs.

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Section B. Shrub Bed Maintenance

Shrub Pruning:

Frequency: - 1 Occasion

Shrub pruning will be undertaken in accordance with:

- Accepted horticultural practice
- According to species to encourage new growth
- Flowering heads
- Shape and restriction of excessive growth according to location
- Removal of dead and/or diseased wood

All arisings to be removed from site as work proceeds

OR

All arisings will either be removed from site as work proceeds or chipped on site with arisings spread over the surface of the beds as a mulch.

Shrub Weed Control:

Frequency: - 2 Occasions

The control of weeds within shrub borders will be undertaken through the use of herbicide within the scheduled period (for more information on chemical control, please see 'Section D').

Dead, dying or diseased plants will be removed during maintenance visits, and litter will be collected as per the litter collection schedule in Section J.

Where appropriate shrub borders will be mulched to assist with weed control and moisture retention.

Health & Safety Additional Shrub Planting

Frequency: - As required

Additional pruning will be carried out if the Council feels growth could cause potential danger to staff/members of the public (i.e. overgrowing footpaths).

Additional pruning will also be carried out to stop one species becoming “dominant” in a bed.

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Section C. Hedge Cutting

All hedges are to be maintained so they do not exceed 2m in height for health and safety reasons. If hedges exceed this height they will be reduced to a lower height during the winter hedge cut season.

During maintenance visits all litter/debris will be cleared from the hedge line in advance of works to prevent chopped litter.

All pruning will be undertaken as per good horticultural practices, and where possible, all works will be undertaken outside of the bird nesting season.

Any growth outside of these maintenance visits which is deemed a health and safety risk i.e. growth over footpaths will be cut back as required.

Summer Hedge Cutting:

Frequency: - 1 Occasion

All hedges on Council land will be cut within the scheduled period.

All hedges shall be cut back to the previous year's growth and arisings will be removed from site upon completion of works.

Winter Hedge Cutting:

Frequency: - 1 Occasion

As per summer hedge cutting, all hedges on Council land will be cut within the scheduled period.

All hedges shall be cut back to the previous year's growth and arisings will be removed from site upon completion of works.

Section D. Weed Control

Spraying:

Frequency: - 2 Occasions

Where appropriate, herbicide will be used within the following areas during the scheduled period(s):

- **Around Obstacles** - Sign posts, bollards, benches etc
- **Tree Bases** - Maximum radius of 300mm
- **Hard Surfaces (Tarmac/ Concrete)** - Footpaths & Play Areas (spot treat)
- **Internal Fence and Hedge Lines**
- **Building Surrounds** - Spray where grass is up against buildings including temporary buildings.
- **Kerb Channels** - Spray in the kerb gully

Use of Chemicals:

The Council reserves the right to defer the operation, or suspend it whilst it is in progress if, in the Council's opinion, the work is likely to be abortive, dangerous or ineffective, due to weather conditions or any other circumstances.

The type of herbicide and all matters relating to its use, storage and disposal, must be in accordance with the ***Control of pesticides regulations amended 1997*** the ***Control of substances hazardous to health regulations (COSHH) regulations 2002*** and any subsequent relevant legislations.

The Council is required to comply with the ***Control of pesticides regulations amended 1997*** and the ***Control of substances hazardous to health regulations (COSHH) regulations 2002*** acts.

Further guidance is provided in the ***Code of practice for using plant protection products January 2006***.

The Council will be responsible for COSHH evaluations under the ***Control of substances hazardous to health regulations (COSHH) regulations 2002*** and for keeping chemical control records as required by the ***Control of pesticides regulations amended 1997***.

Chemicals sprayed on hard areas **will not** be allowed to drift or leach into areas adjacent to those being sprayed. When applying herbicide around obstacles, under hedges or perimeters, care should be taken to restrict the width of the treated area to a maximum of 300mm.

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Section D. Weed Control

The Council will ensure that employees who will be using chemicals have the relevant certificate of competence.

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Section E. Ditch Maintenance

Ditch and Brook Maintenance:

Frequency: - As required

The ditch and brook will be grass cut as per the parkland grass cutting schedule, and on these occasions the ditch/brook will be litter picked including the removal of branches and vegetative debris.

In addition to the above maintenance ditches and brooks will be more extensively cleared from vegetation/debris as required to ensure free flow of water.

Section F. Trees

Removal of Branches:

Frequency: - 1 Occasion

Any low branches will be cut back during the scheduled period (up to a height of 2.5 metres from ground level). All arisings will be removed from site upon completion of works.

All mature trees will be risk assessed to determine the frequency of visual inspections on each particular tree. Any works identified during these inspections will be organised by the Council's Tree Team.

Any damaged, diseased or dangerous branches/trees highlighted outside of the inspection schedule will be looked at by the Council's Tree Team and any necessary works undertaken.

Young/newly inspected trees will be inspected on a regular basis to check on the trees health and any stakes/ties that may be in place.

Where possible all works will be undertaken outside of the bird nesting season, and all works will be undertaken according to good horticultural practices.

Section G. Playground Maintenance

Playground Inspections:

Frequency: - 96 routine inspections, 12 operational inspections, 1 annual inspection

Where applicable all staff associated with the maintenance of playgrounds will have the appropriate levels of the Register of Play Inspectors International (RPiI).

Playgrounds will be inspected throughout the year according to the below:

- Routine Inspections – a basic inspection to check the equipment (this particularly focuses on areas such as vandalism)
- Operational Inspections – a more detailed inspection checking for vandalism and minor wear issues
- Annual Independent Inspections – carried out by an independent specialist. This inspection checks for minor and major wear issues, long-term issues and compliance of the equipment.

Inspections will be recorded and stored on an electronic playground management programme.

Any identified works required to equipment or surfacing will be undertaken as required. This includes topping up of loose fill surfaces.

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Section H. Surfaces

Maintenance of Surfaces:

Frequency: - As required

Hard surfaces will be reviewed during maintenance visits in the area. Any hazards or defects found will be repaired as soon as practicably possible.

Herbicide treatment of hard surfaces will be undertaken as per Section D. Weed Control.

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Section I. Fences and Gates

Maintenance of Fences and Gates:

Frequency: - As required

Fences and gates will be reviewed during maintenance visits in the area. Any hazards or defects found will be repaired as soon as practicably possible.

Section J. Litter

Bin emptying and Litter Picking: **Frequency: - 52 Occasions**

The objective is to ensure that all surfaces are litter-free creating a neat and tidy appearance. To achieve this, litter picking will be undertaken by a dedicated litter picker for the Great Denham and Land West of Kempston developments. Areas will be litter picked by this dedicated litter picker on a weekly basis.

Litter and dog bins will be emptied across the area on a weekly basis.

Leaf litter will be removed approximately 3 times per annum between October and December on all grassed areas.

All collected litter and debris will be removed to an authorised disposal site.