Appendix A

SERVICE SPECIFICATION

1.0 MOWING

1.1 General Amenity Mowing

Litter and debris will be removed from the grass area prior to mowing.

During April to October grass will be cut to a height of between 20-30mm the average height prior to cutting will not be in excess of 75mm. This is dependent on weather conditions and if inclement weather prevents mowing being carried out action, will be taken to restore areas to the required specification as soon as practicable.

Grass is not collected, from these areas, however accumulations of grass on adjacent hard surfaces are blown away following cutting.

1.2 Formal Parkland

Litter and debris will be removed from the grass area prior to mowing.

During April to October grass will be cut to a height of between 15-20mm the average height prior to cutting will not be in excess of 50mm. This is dependent on weather conditions and if inclement weather prevents mowing being carried out action, will be taken to restore areas to the required specification as soon as practicable.

Grass is not collected, from these areas, however accumulations of grass on adjacent hard surfaces are blown away following cutting.

2.0 PUTTING GREEN

2.1 Mowing – Main Area

Between April to October this area shall cut on one occasion per month and shall be between 50mm to 75mm high immediately following cutting

2.2 Mowing - Playing Path

Grass pathway shall not be allowed to grow to a length of more than 40mm and shall be between 15mm to 20mm high immediately following cutting. Clippings shall be collected

2.3 Selective Herbicide Application - Playing Path

If required a selective herbicide shall be applied between April and September when the weeds and grass are actively growing

2.4 Moss Control - Playing Path

If required, treatment to control moss shall be carried out two to three weeks prior to scarification in March and October.

2.5 Fertiliser Application - Playing Path

A liquid fine turf Spring/ Summer fertiliser shall be applied in mid April and late June, when conditions are suitable. A granular fine turf Autumn/Winter fertiliser shall be applied during October again when conditions are suitable.

Ideally treatment should be carried out during a dry spell but when rain is expected soon after application. If there is no rainfall immediately following treatment then watering shall be undertaken.

2.6 Scarification - Playing Path

Scarification in two directions shall be undertaken in spring and autumn, when conditions are suitable. The tines should be set to touch the base of the grass sward and all debris shall be collected.

3.0 BOWLING GREENS

Appendix 1

4.0 EDGING

4.1 Edge Trimming

At each visit, edges around Shrub, Rose & Flower beds shall be trimmed using long handled shears, leaving a well-defined straight or smooth curved edge as appropriate. All clippings will be removed.

4.2 Edging Iron

During March grass edges abutting hard surfaces, Shrub, Rose & Flower beds shall be cut back creating a well-defined straight or smooth curved edge.

5.0 MIXED BORDERS

5.1 Weeding

Mixed borders shall be maintained to a generally weed free standard (No bed will have more than 10% of its area covered in weeds)

At each visit all weed growth will be removed by hand and the soil lightly cultivated to leave an even surface.

5.2 Litter Removal

Removal of litter and debris is carried out at each visit

5.3 Shrub Pruning

All pruning work shall be carried out in accordance with good horticultural practice. Routine pruning shall consist of the removal of dead, diseased or damaged plant material at the time of each maintenance visit.

5.4 Herbaceous Plantings - Spring Maintenance

During March/April all herbaceous plants shall be cut back to the previous years growth or to the crown of the plant as appropriate. The area will be cleared of weeds and forked over taking care to avoid damage to rootstocks. Immediately following this a general granular fertiliser shall be applied at the recommended application rate.

Herbaceous plants requiring support shall be suitably caned and tied. The support shall be checked at the time of each maintenance visit.

5.5 Herbaceous Plantings - Autumn Maintenance

At the end of the flowering season, canes shall be removed and straggly vegetation removed but leaving sufficient vegetation to afford protection to the crowns of the plants. The exception to this shall be vegetation to be retained to provide winter interest. The area shall be cleared of weeds and forked over taking care to avoid damage to rootstocks.

Lifting and splitting of herbaceous plants shall be carried out as required using recognised horticultural techniques.

6.0 ROSE AREAS

6.1 Weeding

Rose beds are maintained to a generally weed free standard (No bed will have more than 10% of its area covered in weeds)
At each visit all weed growth will be removed by hand and the soil lightly cultivated to leave an even surface.

6.2 Litter Removal

Removal of litter and debris is carried out at each visit

6.3 Routine Pruning

All pruning work will be carried out in accordance with good horticultural practice.
Routine pruning shall consist of the removal of suckers, dead, diseased or damaged plant material together with any dead flower heads at the time of each maintenance visit.

6.4 Winter/Spring Prune

During November – December roses will be pruned, removing approximately one third of the previous seasons growth.
During March roses will be pruned appropriate to type, for example leaving five buds on hybrid tea roses and seven buds on floribunda/multi-flowered.

6.5 Pest and Disease Control

Applications of insecticide/fungicide shall not be carried as a matter of routine only if the level of pest/disease is such that cultural control is ineffective.

6.6 Fertiliser Application

Immediately following the spring prune a top dressing of Rose Fertiliser will be applied at the recommended application rate and lightly worked into the surface of the soil.

7.0 SEASONAL BEDDING

7.1 Preparation - Summer Bedding

Preperation shall be carried out between the last week of May and the first week of June. The beds/containers shall be cleared of all previous spring bedding, taking care to remove and retain any bulbs required for replanting. The soil shall be cultivated to a depth of approximately 300mm removing any weeds, litter or other deleterious matter. The surface shall be roughly levelled and a top dressing of fertiliser incorporated into the surface.

The soil shall then be consolidated and raked to provide a fine tilth creating and a slightly mounded profile. The soil edges of the bed shall be pushed back and sloped upwards at an angle of approximately 45 degrees.

7.2 Preparation - Spring Bedding

Preperation shall be carried out between the last two weeks of September. The beds/containers shall be cleared of all previous summer bedding. Spent mushroom compost or similar material shall be incorporated into the soil by single digging, to a depth of approximately 300mm removing any weeds, litter or other deleterious matter.

The soil shall then be consolidated and raked to provide a fine tilth creating and a slightly mounded profile. The soil edges of the bed shall be pushed back and sloped upwards at an angle of approximately 45 degrees.

7.3 Planting - Spring and Summer Bedding

Spring bedding shall be planted by the third week of October. Summer bedding shall be planted during the first two weeks of June. Summer bedding plants shall be watered prior to planting. Plants requiring support shall be secured with canes and ties. On completion of planting all footprints and other depressions shall be hoed out and the surrounding area left clean and tidy.

7.4 Maintenance – Summer Bedding

Beds/containers shall be visited weekly to maintain them in a neat and tidy condition. At each visit the beds/containers shall be cleared of any weeds, litter or other extraneous matter. Re- securing canes / ties and deadheading any plants as required.
Beds/containers shall be irrigated as necessary during periods of prolonged dry weather.

7.5 Maintenance – Spring Bedding

Beds/containers shall be visited one occasion per month between November and March and every two weeks from April until the beds are cleared. At each visit the beds/containers shall be cleared of any weeds, litter or other extraneous matter.

8.0 HERBICIDE APPLICATION

8.1 Paths and Hard Surfaces

A contact and residual herbicide shall be applied to weeds in growing in paths and hard surfaces. This shall be undertaken as necessary, up to three occasions per annum.

8.2 Walls, Fence lines, Tree bases, Obstructions

During February or March a contact and residual herbicide shall be applied to these areas as necessary. The width of treatment shall be between 20cm to 25cm.

9.0 TREE STAKES AND TIES

9.1 Inspection

On one occasion per year all tree stakes and ties shall be inspected to ensure they remain effective and not damaging tree stems.

9.2 Adjustment/Replacement/Removal

Adjustment or replacement shall be carried out if necessary.
Stakes shall be removed from trees no longer requiring support

10.0 LITTER COLLECTION

Carried out at each site to the frequency identified

On each occasion litter will be collected from the entire site and all litter bins within the site shall be emptied.

April – September

Tean Road Recreation Ground	Daily - Monday to Friday
Churchill Road Recreation Ground	Monday, Wednesday and Friday
Park Lane Cemetery	Monday and Friday
Hammersley Hayes Play Area	Monday and Friday
Brookhouses Play Area	Monday and Friday

October - March

Tean Road Recreation Ground	Monday, Wednesday and Friday
Churchill Road Recreation ground	Monday and Friday
Park Lane Cemetery	Monday and Friday
Hammersley Hayes Play Area	Monday and Friday
Brookhouses Play Area	Monday and Friday

11.0 SWEEPING

At the same frequency as litter collection, any glass, animal excrement, or soil washings shall be removed from paths and hard surfaces within the site.

April - October
Paths and hard surfaces shall be cleared following mowing operations

November – March
Paths shall be cleared one occasion per month

12.0 SIGNAGE LITTER BINS BENCHES

All signage, litterbins and benches shall be washed down every alternate month.

13.0 FOOTBALL PITCH MAINTENANCE

13.1 Marking

Pitches will be marked out on one occasion, prior to the commencement of the playing season.

13.2 Reinstatement of Football Pitches

As soon as possible following the conclusion of the playing season, goal mouths and any other worn areas will be reinstated to the correct level. The areas rotovated and soil imported as required. Following preparations the worn areas will be over-seeded with an appropriate grass seed mixture.

13.3 Weed Control

If required, during May an approved selective herbicide will be supplied and applied at the manufacturers recommended application rate, to the whole playing surface.

14.0 HEDGES

Hedge cutting shall be carried out on two occasions once during July and the second during November. Prior to cutting in July each hedge shall be checked for nesting birds and therefore may be subject to time variation.

Hedges identified as requiring cutting for safety reasons will be inspected and may be cut prior to July

Hedges shall be cut using reciprocating blade hand held cutters or tractor mounted flail as appropriate.

All growth shall be removed to the level of the previous cut.

The width of the top of the hedge shall be slightly less than that at the base. The hedge top shall be as level and close to being at right angles to the sides as possible unless previous practice dictates otherwise.

All clippings shall be removed as the cut proceeds.

15.0 LEAF COLLECTION

Leaf collection will be carried out during November and December.

Paths will be cleared of leaves weekly during this period

Leaves will be removed from all shrub/herbaceous/rose borders.

Leaves on identified grass areas will either be removed or mulched.

16.0 TENNIS COURT MAINTENANCE

16.1 Sweeping

Tennis court hard surfaces shall be swept every four weeks.

16.2 Repainting of Lines

During March each year the entire area will be swept or blown. Areas where moss or algae is present shall be treated with an approved mosskiller/algicide. Following this all lines shall be repainted.

16.3 Herbicide Application

If required contact herbicide or moss killer shall be applied to the tennis court area.

This shall be undertaken as necessary, up to three occasions per annum.

17.0 INTERMENTS

17.1 New and Re-opened Graves

Excavated spoil shall be placed as close as possible to the grave. Memorials and floral tributes adjacent to the excavation site will be protected during excavation and backfilling operations. Any memorials soiled during excavation or backfilling shall be cleaned on completion of the operations.

During the excavation the grave shall be adequately shored and two persons shall be present throughout.

The grave shall be emptied of any water that has collected in it during or after excavation. If necessary the base of the grave shall be covered, evenly with a layer of wood shavings or similar material to mask any water that may collect prior to the cortege leaving the site.

The grave shall be fitted with a suitably raised platform to give a firm footing to the coffin party.

The platform and the grave sides shall be draped with grass matting arranged so that the sides of the grave are covered and the surrounds are covered to an area extending 60cm beyond the edge of the grave. The grass matting shall be neatly arranged and if necessary pegged down. Matting shall also be placed over excavated material adjacent to the grave.

The area around the grave shall be cleared of any litter or debris to ensure the site is tidy.

Lowering ropes and putlogs shall be placed in position as appropriate to the size of the grave.

During the burial service the service provider shall ensure that a member of staff is present on site to provide any assistance that may be required in the event of the collapse of the grave. During the burial any staff not directly required shall remain out of sight of mourners and no mechanical operations shall be undertaken within the hearing of mourners. .

Immediately after the cortege has left the site the grave shall be backfilled. During backfilling spoil shall not be allowed to fall onto the coffin in such a manner that it may cause damage.

Top soil shall be used for the final filling and consolidated leaving a mound of approximately 75mm. after mounding any floral tributes shall be placed carefully and neatly on the grave.

17.2 Cremated Remains

A pit normally 60cm square shall be dug to receive the cremated remains.The sides of the excavated pit and the adjacent excavated material shall be neatly covered with grass matting. Immediately following the interment of the cremated remains the pit shall be backfilled, consolidating the soil to leave the surface level. Turf removed shall be re-laid to match adjacent surface levels.
Interment of cremated remains may also be made in existing grave spaces.

17.3 Turfing Graves

All new graves shall be levelled and turfed. This shall be carried out following settlement of the grave but within six months of the burial.

17.4 Floral Tribute Removal

Wreathes and floral tributes shall be removed as directed by the Town Clerk.

18.0 Miscellaneous Maintenance

A range of other activities may be carried out as necessary or at the request of the Town Clerk for example:

- Infrastructure maintenance
- Landscaping
- Tree/shrub planting
- Naturalised bulb planting
- Gritting paths
- Erection of Christmas trees