



**MEMBERS OF ODIHAM PARISH COUNCIL AMENITY AREAS COMMITTEE
ARE SUMMONED TO ATTEND THE AMENITY AREAS COMMITTEE MEETING
WHICH WILL BE HELD VIRTUALLY VIA ZOOM
ON 17 NOVEMBER 2020 FOLLOWING THE CONCLUSION OF THE FULL COUNCIL
MEETING COMMENCING AT 7:30PM**

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND
(Please refer to the full Council agenda for details of how to join the Zoom meeting)**

11th November 2020

Andrea Mann Parish Clerk

- AA25/20 To receive apologies for absence**
- AA26/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- AA27/10 Public Session**
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <http://www.odiham.org.uk/your-council/policies/> or contact the Parish Office for further advice.
- AA28/20 Approval of Minutes**
To APPROVE the minutes of the Amenity Area Committee meeting held on 18th August (AA10/20–AA24/20).
- AA29/20 Meeting Action Points**
i) To note the progress on the meeting actions point list. **(pages 3)**
ii) To note the recent order placed for outstanding grass cutting. **(page 4)**
- AA30/20 Amenity Area Committee Strategic Projects (pages 5-6)**
To review and discuss progress on the Amenity Committee's Strategic Projects, update the list as required including the recommendation from the Strategy Working Group to add a Community Orchard at the Cemetery meadow.
- AA31/20 Chapel Cottage Tenancy**
To note the completion of the 12 month Assured Tenancy Agreement ending on 31st October 2021 and the deposit taken in May has been re-registered with www.mydeposits.co.uk.
- AA32/20 Annual Play Inspections (pages 7-10)**
To consider the Admin Officer's report and recommendations on play area repairs following the annual play inspections.



- AA33/20 Grounds Contracts (pages 11-37)**
To consider the Parish Clerk's report for renewing OPC's grounds contracts including the enclosed tender documentation.
- AA34/20 To note the date of the next meeting**
16th February 2020.
- AA35/20 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**
- AA36/20 Cemetery Tree Works (pages 38-39)**
To approve a quotation to carry out tree maintenance works at Odiham Cemetery.
- AA37/20 Bufton Field Play Area Tree/Shrub Maintenance (pages 40-41)**
To consider three quotations for tree/shrub maintenance around the perimeter fence, inside and outside the play area boundary.
- AA38/20 Urgent Play Equipment Repair (page 42)**
To consider the quotation received to repair timber play equipment at the Bufton Field play area.

Amenity Committee				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Feb-20	79/19	Clerk/Cllr Raw	Follow up damp toilet walls with contractor and report back to Amenity Committee.	Report in progress
		Clerk/AO	Ensure electrical and fire extinguisher testing is completed.	Completed
		Clerk/AO	Arrange for contractor to replace broken timber post outside Parish Room.	Due 13.08.20
		Clerk	Report back to Amenity Committee whether on memorial testing.	
	80/19	Clerk/AO	Instruct Lotus Landscapes to carry out hedge works at rec.	Complete
	81/19	Clerk/AO	Add Child Funeral Fund link to OPC website.	
		Clerk/AO	Revise OPC classification for child burials to aged 18 and under.	Complete
		Clerk/AO	Fully review rules for reclaiming costs of child funeral and discuss internal process.	
		Clerk/AO	Add revised fees to website and implement new fees.	Complete
	82/19	Cllr Raw	Respond to Oak Tree Close resident with decision that OPC will not install a bin.	Complete
	All	Councillors to feedback to Cllr Raw on bin suggestions in their area.	No responses	
	Clerk	Add any bin recommendations to June agenda.	Complete	
	85/19	Clerk	Respond to McCarthy Holden: agree to replace stair carpets, empty cesspit once p/a, revised offer declined.	Completed
		Clerk/AO	Arrange for stair carpet to be replaced (subject to proposed tenants accepting lease).	N/A
Mar-20	89/19	Clerk	Change draft minutes on website to final.	Completed
	90/19	Clerk	Receive results from damp tests in King St toilets, review recs & refer to next meeting.	Considered in August
	91/19	Clerk/AO	Source quotes for independent play area inspections.	Completed
		Clerk/AO/Cllr Raw	Inspect low level timber posts in cemetery and discuss options.	Inspected 09.11.20
	92/19	Clerk/AO	Inform McCarthy Holder offer accepted for Chappel Cottage & progress 85/19.	Completed
	95/19	Clerk/Cllr Raw	Meet with Lotus Landscapes and report back to committee.	Delayed due to Covid
May-20	4/20	Clerk	Change draft minutes on website to final.	Completed
	6/20	Clerk	Query Lotus Landscapes % increase and defer additional payment.	Completed
		Clerk	Arrange Zoom meeting with Lotus Landscapes to discuss above.	Requested
		AO	Review biodiversity area in cemetery to ensure it is not cut.	Completed
	7/20	Clerk/AO	Arrange Gas Safety Certificate for Chapel Cottage.	Completed
	8/20	AO	Rent space in allotments as new plot.	Completed
Aug-20	13/20	Clerk	Change draft minutes on website to final.	Completed
	16/20	Clerk	Revise Lengthsman's schedule and circulate by email for approval.	Completed
	17/20	EO	Award contract and complete works for H&S repairs to the War Memorial.	Completed
		Clerk/AO	Research funding for repainting lettering and cleaning War Memorial.	Move to 2021
	19/20	Clerk	Make enquiries on Chapel Cottage lease and report to full Council Oct '20.	Completed
	20/20	AO/Clerk	Review annual play inspection reports and source quotes where necessary.	Completed
			Forward matters with substantial expenditure for approval.	Completed
			Complete works.	
	23/20	Clerk	Consider cost of damp proofing at King St toilets during 2021-22 budget process	
	24/20	Clerk/AO	Start Grounds Contracts renewal process as soon as possible.	Underway

List of maintenance requirements

Odiham Parish Cemetery, King Street

- The Meadow (enclosed area on left side of access drive, behind the cottage) – mow complete area, cut back weeds etc along the perimeter particularly in front of the wooden fence
- Wildflower area (righthand corner of the cemetery). This area has been managed to encourage wildflowers. It should have been cut August/September and the cuttings removed from site. Please quote separately for this.

Chamberlain Gardens

- The OPC maintained area of grass is to the right of the 'path' which runs from the Pest House to the footpath to the tennis courts. It includes the grass up to the trees and around the fenced play area. Grass to be cut.
- Play area. Grass to be cut and the weeds and self-sown saplings along the fence line and under play equipment to be treated appropriately (care to be taken when strimming around wooden posts to avoid damage and invalidating warranties)

Allotments, Hook Road, North Warnborough

- Cut grass in car park in front of the allotments.
- Cut strip of grass between neighbouring properties and the allotment fence.
- Cut grass strip on the inside of the allotment fence up to the back edge of the allotment plots (NOT the strips between the plots)

Peace Garden, Dunleys Hill

- Grass cut

Chapel Pond Drive play area

- Cut grass and weeds

Recreation Ground, Recreation Road

- Cut grass within the two fenced play areas, including the weeds along the fence line and under play equipment (care to be taken when strimming around wooden posts to avoid damage and invalidating warranties)
- Strim or cut grass around the trim trail posts (care to be taken when strimming around wooden posts to avoid damage and invalidating warranties)

3. Amenity Area Committee Priorities

Membership: Cllr J Raw (Chair), Cllr K Ball, Cllr J Coffey, Cllr R Coleman, Cllr M Killick, Cllr W MacPhee, Cllr A McFarlane and Cllr D Stewart.

Objectives: To research, deliver and monitor Amenity Area strategic projects.

Dates of meetings: 19.05.20, 18.08.20, 17.11.20, 16.02.21, 18.05.21.

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q2 2020/21)		This quarter (Q3 2020/21)		Next quarter (Q4 2020/21)	Project complete	Future monitoring & matters arising
					Actions required	Monitoring notes	Actions required	Update	Actions to c/f		
Increasing biodiversity through 'meadow' or tree planting	£1,000	The Firs	General tree/shrub maintenance to open up view of Odiham, improve entrance and pathways through shrub clearance, installation of bench and interpretation board. Consider a route as part of Hart's Green Loop.		Site visit to understand site.	Completed. Cllrs AM, PV and Clerk.	Write full specification.				
					Research funding options.	Initial research carried out: Hart DC Green	Obtain 3 quotes.				
			Cemetery biodiversity area	Manage wiflower area	Inform contractor			Ensure area is signposted and contractors are aware not to cut.			
			Cemetery Meadow	Community Orchard				Research feasibility			
Canal Basin Project	0	Canal Basin Project	This project is led by the Basingstoke Canal Society. OPC is a member of the Working Group in order to be best informed before OPC makes a decision on whether to give up part of POS land for this purpose.	Subject to land at Montford Place being passed to OPC.	Appoint representatives to Working Group.	Completed. Cllrs Stewart and Verdon appointed.					
				Residents objections.		First meeting held. Actions noted, to be progressed.					
				Feasibility.	Research S106 limitations on land.	Actions noted at first meeting, to be progressed with Hart DC. Suggest further meeting with Hart DC to discuss.					
				Funding.	Consider asking Hart DC for a Deed of Variation.	15.09.20 - OPC agreed not to do this at current time.					
				S106 terms.							
				OPC scheme approval.							
				Planning approval.							
Enhancement of and access to sporting and leisure facilities	Cemetery maintenance £2,000	Replacement bollards on grassed areas.	To replace low level timber posts on the grass verges as many are broken, rotten or missing.				Obtain 3 quotes.	Quotes requested.			
	Benches and noticeboards £2,000	Replacement noticeboards	Replace OPC noticeboards.				Identify which noticeboards need replacing and obtain 3 quotes.				
	Buften Field	Support for sports pitches	Support HCC application and lobbying for community use					OPC to take view on whether to take on the management of this space.			

		Possible biodiversity area					Refer to Planning & Development Committee.											
	Recreation Ground	Pedestrian path	To install pedestrian path from car park to play areas	H&S concern	Agree spec and obtain 3 quotes. Present to AA Committee. Award contract	5 requested, 2 received. 18.08.20. Completed.	Works complete. Promote to community.	02.11.20		√								
Protection, enhancement of and access to local heritage.	Chapel building maintenance £30,000	Chapel refurbishments	i. To protect buildings into further state of disrepair. ii. To transform chapels into usable space.						Re-visit 2010 reports.									
									Agree clear project objective.									
										Produce full, detailed spec.								
	War memorial maintenance £2,000	War memorial refurbishment	To repair unstable steps, clean memorial and generally tidy up the entire area.	Listed building.	Clarify spec.	Complete. Condition survey provided by War Memorials Online who recommended works and suggested funding.						Regularly post condition survey on War Memorials Online.						
													Funding.	Test mortar.	Complete.			
														Conservation Officer consent.	Mortar survey complete. OK to proceed with works to slabs as long as current mortar mix used.			Ensure proper filenotes for future ref.
														Award contract	Order placed to relay and repair paving slabs.			
						Complete works.	Completed 16.10.20.	Research funding for cleaning main memorial column and repainting lettering.										
Parish Room maintenance £1,000	Parish Room refurbishment	Re-decoration due 2021 1 year early due to Covid to include new meeting table to accommodate full Council and better use of room and screen for presentations and planning applications.	Cost	Present quotes to Council.	Complete 21.07.20	Consider replacement table and screen.												
			Future of Odiham Library building.	Internal decoration.	Not agreed.	Consider plasma screen.												
				External decoration.	Works completed.	Investigate Wifi connection.												
				Floor.	Works completed to strip back floor, treat and re-seal with varnish. Floor block replaced & improvements made to door. External drains cleared.	Third varnish required Spring 2021.												
							Consider external decoration as part of 2021/22 budget.											



REPORT ON: Annual Inspection Report of Play Areas

WRITTEN BY: Admin Officer

MEETING DATE: 17 November 2020

AGENDA ITEM: A32/20

Introduction

Each year an independent inspection of the play areas is commissioned. The report highlights any safety issues using a rating of 'low', 'medium' or 'high' and provides recommendations on future maintenance. Any issues rated 'high' are dealt with as a priority. No items were identified as 'high risk' in this Annual Inspection Report.

The following are points identified as 'medium', 'medium/low' or 'low' risk or are otherwise of concern.

Recreation Road Play Areas, MUGA and Trim Trail

Fencing

- Loosened rail to side of cradle swing - replace broken screw
- Loose rail centre aside the gate nearest to the car park. Replace missing screw.
- Loose rail bolt to gate post nearest to the car park. Tighten.
- Broken screw to fence rail at the corner of the outset fence at the multi-unit slide run-out. Replace broken screw.

Gates

- Pinch/crush point between the upper closer edge of the gate nearest to the play group car park. Adjust the upper hinge bolt. Medium risk
- The gate (nearest to the playgroup building) is too fast (3 seconds). Adjust return mechanism down to a target rate of 5 to 8 seconds.
- The central (internal) gate closure rate is too fast (2 1/2 seconds) . Adjust return mechanism down to a target rate of 5 to 8 seconds.

Goal

- Treat emerging goal post corrosion.
- Replace missing cross bar bracket bolts (2) and nylon washers recommended

Shelter

- Smooth down the front seat edge splinters

Flat Bay Swings

- Low seat surface to ground distance. Adjust height by removing links

Butterfly Spring

- Emerging corrosion at the top of spring. Programme to treat corrosion and painting with lead free paint



Group seat swing

- Replace missing caps (2) (the higher fittings/frame cannot be accessed safely; steps will be required used with appropriate precautions)
- Re-align fail safe cross bar brackets with swing seat direction & maintain all shackles tight
- Raised grass mat metal anchor pins 0.65m from the north western leg & 0.34m from the south eastern leg. Push down below the grass mat surface

Cableway

- Replace missing bolt cup, cap (1) to upper part of lower end frame
- Pulleys & a brake mechanism are fitted inside the traveller. When tested, it would appear that the brake is not operating, the traveller should therefore be opened to check for wear etc in accordance with the manufacturer's maintenance recommendation
- Check both upper & lower chain link connections for hidden wear annually/in accordance with the manufacturer's maintenance recommendation (the higher fittings cannot be assessed safely and are excluded from this inspection; steps will be required used with appropriate precautions).

MUGA

- Fencing - Missing bolt 2.5m high 1st post left hand side of the far (eastern) goal. Replace

Chamberlain Gardens

Fencing

- Missing bolt 2.5 m high 1st post left hand side of the far (eastern) goal. Replace
- Loose/ineffective centre support post in the 2nd bay towards the flat seat swing from the far gate. Re-concrete/re-attach
- Loose lower rail to the 2nd bay from the front gate towards the 'Jupiter' springy. Re-fix securely.

Gates

- The front gate closure rate fails to close completely. Suggest lubricating the hinges rather than adjusting the spring mechanism

General Surface

- Infill flush hole in grass 2.5 m towards the Foal springy from the central multi-play tower corner. Medium risk

Flat bay swing

- Swing seat chain connecting bracket covers broken off (4). Replace
- The posts were probed just below ground level and tested for stability. Posts often decay internally and some penetration (75 mm & 40 mm) was detected suggesting that external decay has increased to the post nearest the play area corner and to the front post nearest the fence respectively. Programme/budget to replace within 6 months



- Apparent worn shackle bushes/pins. Recommend replace within 1 year.

Tower multi-play

- Exposed bolt thread. Replace missing cup, cap (1) to the metal fixings beneath the wavy metal frame support

Bufton Field

Gates

- Northern black gate - Return rate too fast, adjust spring. Medium risk
- Northern black gate - Adjust gate so that catch engages
- Southern black gate - Return rate too fast, adjust spring
- Southern black gate - Crush at closing edges of gate sliding catch/bolt heads. Adjust gate/post(s) to ensure gaps of at least 12mm to both edges throughout the range of gate movement to eliminate the crushing hazard
- Yellow gates – replace broken rubber on both

Large multi-play unit

- Padded covering to trapeze bar (1) recommended at face/teeth level to reduce injury risk. Contact supplier for replacement. Medium risk
- Chain wear at the top of the ladder chain connections. Replace with 'Quick links'"(2) within 6 months recommended

Note: at the time of inspection the horizontal beams were not identified as requiring attention. This item now requires urgent repairs and a separate quote has been obtained.

Chapel Pond Drive

Fencing

- Repair broken/restrain slackened line wires south of the gate towards the adjacent properties, re-attaching mesh to line wires at 450 mm centres maximum recommended to secure
- Sharp mesh wire ties. Trim/bend downwards
- File smooth exposed concrete post reinforcement wire between the gate & house
- Some mesh line support wires not connected to the end post eyebolts & broken. Repair/reconnect to tensioners provided. Repair holes in fence (exposed wires) flanking the abutting property

Gate

- Crush/entrapment at both edges of the heavy gate. Adjust gate/post(s)/provide a gate stop (at least 0.7m high and painted white for clarity) to ensure gaps of at least 12 mm to both edges throughout the range of the gate movement to eliminate the finger crush/entrapment. Medium risk

Summary

I recommend obtaining quotes for the repair of the above items. Gates often come up as needing adjustment to the closing speed which can sometimes be affected by seasonal changes. The fencing (Chapel Pond Drive and Chamberlain Gardens) can be treated separately from items which are specific to items of play equipment. The maintenance queries on the cableway mechanism should be referred to the supplier/manufacturer.



General – programme/budget to address in the future

- Budget to replace the stepping blocks at Recreation Road (original play area)
- Replacement of split hanging tube at Recreation Road (original play area)
- Inspection of wooden play items, fencing and bins
- Treatment of all wooden play items with appropriate paint (“most child and pet friendly products sold by major DIY stores are suitable”)
- Treat dry bearings identified in annual report with oil, grease or silicon spray according to supplier’s instructions
- Consider internal inspection of all radial joints etc as identified in the annual report
- Assess grass mats and programme to replace those which are worn (eg Chamberlain Gardens)
- Trip hazards at edges of the matting in the Junior Play Area, Recreation Road
- Assess surfaces under all high-level play equipment
- Monitor surface wear in gateways and around play equipment and plan for repair

What has been done to date

The new path at the Recreation Ground has removed the area of wear by the entrance gates to the two play areas.

Maintenance of grass and vegetation has unfortunately not been carried out to the expected standards over the summer. We anticipate that a contractor will be engaged to undertake an end-of-season catch-up to bring maintenance up to standard.

Quotations have been obtained for a one-off cut of the overgrown hedge and shrubs at Bufton Field. When completed, future maintenance should keep this in check.

For decision

There is a budget for play area maintenance of £2,248.50 (budget code 2040).

There is an earmarked reserve for Bufton Field of £5,592.00 which can be drawn on but Councillors should note separate agenda Item AA38/20 for the award of contract to carry out emergency repairs which was not identified in the annual inspection.

- The recommendation is to seek quotations and remedy the issues listed within budget provision.
- To agree delegated authority to the Clerk and Chair of Amenities for expenditure of up to £2,000 to address routine issues highlighted in the play area above plus £500 from the Bufton Field earmarked reserve if required.
- To note the list of future replacements and maintenance and agree these items are forwarded to the Finance Committee for consideration during the 2021/22 budget setting process.



REPORT ON: Grounds Contracts

WRITTEN BY: Parish Clerk

MEETING DATE: 17th November 2020

AGENDA ITEM: AA33/20

Introduction

OPC's open spaces are maintained by two different contractors through 2 year contracts which expire at the end of March 2021, with the option of extending by a further year. Contractor 1 covers the cemetery and Contractor 2 covers the rest of OPC's. The specifications for each contract also require supplementary work from time to time by other contractors.

I understand the rationale behind selecting two separate contractors was due to the different techniques required to manage the different terrains. Councillors will be aware that Contractor 1 declared unable to fulfil OPC's contract earlier in the year and OPC has not been invoiced since June.

This report sets out a proposal to start a tender process to renew or replace Contractor 1 from 1st April 2021 and recommends that Contractor 2 be asked to continue for a further year, subject to the contractor's revised charges being acceptable.

OPC as a local authority is required to comply with the Public Contracts Regulations 2015 which requires contracts over the value of £25,000 to be advertised on Contracts Finder, or similar) for 35 calendar days (s27 of The Regulations).

For Decision

1. To consider the recommendation that the services carried out by Contractor 1 be advertised in a full, open tender process. The following documents are included which form the full tender pack:
 - i) Letter of Invitation
 - ii) Incorporating Collusive Tendering Certificate
 - iii) Technical Specification
 - iv) Schedule of Works & Rates

The tender advertisement will be advertised on Contracts Finder from 18th November to 23rd December. This will provide indicative management costs for inclusion in the 2021/22 budget but a 20% uplift is recommended for inclusion in the draft budget.

2. To agree the proposal that contract with Contractor 2 be extended by a further year, subject to satisfactory costs being approved through the budget process.
Note that Financial Regulations may be suspended for "work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council".



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

**LETTER OF INVITATION TO TENDER
(To be published on Contracts Finder)**

18th November 2020

Grounds maintenance for Odiham Parish Council 2021-24

Odiham Parish Council invites you to tender to provide grounds maintenance services for the Parish Council owned and managed land. The contract will be for a period of 3 years, unless terminated as defined in the Conditions of Contract and commencing 1st April 2021.

The following documents are provided and form the tender pack:

- i) Letter of Invitation
- ii) Incorporating Collusive Tendering Certificate
- iii) Technical Specification
- iv) Schedule of Works & Rates

Tenderers should review all documents and familiarise themselves with the extent and nature of the required services. Should you have any questions or require a site visit, please contact the Parish Office.

Tenders should be returned by completing the Form of Tender and Schedule of Rates, exclusive of VAT and returned by email to clerk@odiham.org.uk by noon on Wednesday 23rd December.

This invitation to tender will be published on the Council's website and Contracts Finder for a period of 35 calendar days from Wednesday 18th November to Wednesday 23rd December.

The successful Tenderer shall be required to provide evidence of Public Liability insurance cover of £10m as a minimum.

Yours sincerely

Andrea Mann
Parish Clerk



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

INCORPORATING COLLUSIVE TENDERING CERTIFICATE

To: Odiham Parish Council
The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

I/We the undersigned do hereby contract and agree on the acceptance of this Tender to supply to the Parish Council grounds maintenance services as detailed in the Tender Specification attached hereto in accordance with the completed Bills of Quantities and other submissions hereto and as the Parish Council may order in strict accordance with the Conditions of Contract attached hereto.

We acknowledge that in submitting this Tender we fully understand the nature of the Services and have fully acquainted ourselves with all the conditions likely to affect the execution of same, and have satisfied ourselves with the nature and extent of the various tasks to be undertaken and the nature of access and all other matters likely to affect the undertaking of those tasks.

We acknowledge that unless and until this Tender is incorporated in a form of Contract prepared by the Odiham Parish Council and completed and sealed by resolution of the Council there shall not be a binding Contract between us and the Authority.

We understand that you are not bound to accept the lowest or any tender you may receive and more than one tender may be accepted or part of one tender may be accepted, all at the discretion of the Authority.

We certify that this is a bona fide Tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

- a) communicate to a person other than the person calling for those Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
- b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;

- c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the sort described above.

In this certificate the word "person" includes any persons and anybody or association, corporate or incorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed	
In the capacity of	
Duly authorised to sign tenders and give such certificate for and on behalf of (IN BLOCK CAPITALS)	
Address	
Postcode	
Email	
Telephone	
Date	



ODIHAM PARISH COUNCIL
GROUNDS MAINTENANCE CONTRACT 2021-24
TECHNICAL SPECIFICATION





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1

General Introduction

1.1 Introduction

1.1.1 Odiham Parish Council owns a range of different open space areas and is committed to maintaining these spaces to a high quality for residents. The specification includes details on the number of expected maintenance visits throughout the annual cycle as a minimum but the Contractor should allow for maintenance visits as considered necessary in order to achieve the standards set out in this specification.

1.2 Performance maintenance

1.2.1 This specification is based on a performance model and sites will be regularly inspected by the Council staff.

1.3 Works to be undertaken

1.3.1 The work to be undertaken is fully described in the Specification and Schedule.

1.3.2 All Services as specified are to be provided by the Contractor within the Annual Sum except where otherwise provided in this specification or elsewhere in the Contract Documents.

1.3.3 The whole of the work shall be carried out in accordance with the principles and practices of accepted and recognised horticultural standards.

1.3.4 The Contractor shall ensure that the Employer's property is protected against accidental or negligent damage likely to be occasioned through undertaking the works specified herein.

1.3.5 Any damage occasioned by the Contractor in carrying out the works of this contract shall be immediately made safe and repaired to the satisfaction of the owner or agent of the property at the earliest convenient time, or as directed, and at the sole cost of the Contractor.

1.3.6 The Contractor shall be responsible for acquiring the necessary permits and paying charges and fees for the utility services needed to complete the works.

1.3.7 Any proposals relating to tree surgery on any site are to be referred to the Parish Office.

1.4 Waste disposal

1.4.1 The Contractor shall ensure that all waste collected, produced or arising from the undertaking of the Services is correctly and properly disposed of making use of licensed and approved tips or incinerators as appropriate.

1.5 Access

1.5.1 The Contracts shall be provided with keys and access codes to enter the land.

1.5.2 Public access must not be denied or impeded by contract activity unless previously approved by the Employer but the Contractor shall have the right to ask members of the public to move so that works can be undertaken.

1.5.3 At all times, the entire sites right up to boundaries shall be kept in a clean and tidy



1.6 Ground and weather conditions

1.6.1 The Contractor shall make due allowance for climatic variations which may impact on a scheduled programme of operations.

1.6.2 Work shall not be carried out with any machinery when ground conditions are such that puddling, deep rutting, or any other detrimental effects may occur.

2 Grassed Areas

2.1 General Conditions (Grass Cutting)

2.1.1 The Contractor shall make full provision within the Tendered Rates for all costs that the Council shall incur in maintaining the areas specified for Grass Cutting and for the periodic tasks that are stipulated in the Schedule.

2.1.2 The general conditions will apply to each type of cutting regime and should be allowed for in items referring to grass cutting. Some locations may have a mix of regimes which must be noted when cutting the site. Grass cutting shall take place whenever required to ensure standards are met throughout the full calendar year.

2.1.3 A rota of grass cutting will be submitted to the Parish Clerk for approval and agreement annually. Once agreed the Contractor will keep to the rota (where possible) and ensure all areas are cut on this basis.

2.1.4 Ensure that all work on one site/plan is complete before moving onto the next site. Grass will be cut up to the paving, fencing, walls and any other boundary and all obstacles will be cut around and beneath to the same height as the majority of the site at each visit.

2.1.5 All temporary obstacles that can be moved, will be moved to facilitate cutting and replaced immediately the grass beneath has been cut.

2.1.6 Allow for any parked vehicle or temporary obstacle on the site which may obstruct cutting operations and will allow for returning to the site to cut such sites when the vehicles or obstacles have been removed.

2.1.7 Ensure that the bases of all seating, signs, play area posts and fencing are clear of vegetation.

2.1.8 Extreme care shall be taken when cutting around tree bases to avoid damage to tree or plant material.

2.1.9 Prior to grass cutting, inspect all areas to be mown and remove litter, including dog faeces and all items and obstructions as may cause damage or injury to people, property or machinery. Where hypodermic needles are encountered, take all necessary handling and disposal precautions.

2.1.10 All grass will be cut cleanly and evenly to the same height as per table 1 and without damaging the existing surface. The finish shall be free of ribbing, skids, ruts, excessive tyre marks, or divots. Any accumulations of arising's in areas that are mown with un-boxed mowers will be removed. Soft vegetative growth other than grass will be deemed to be part of the agreement where it falls within the sites of grass.

2.1.11 All persons operating grass maintenance machinery must be satisfactorily trained, conversant with relevant legislation, including all relevant Health & Safety Legislation and competent in the operating methods.

2.1.12 Ensure that all blades, guards, belts and boxes are of the correct type with the correct fixing nuts or bolts and all equipment is used entirely in accordance with the manufacturer's instructions.



- 2.1.13 All non-grass areas will be kept free from arisings created by any grass cutting operation and any arisings deposited on non grass areas will be removed immediately.
- 2.1.14 Inform the Parish Office immediately if local site ground conditions prevent cutting and as a result excessive grass growth occurs.
- 2.1.15 The Contractor shall ensure that mowing regimes are adhered to, using all relevant forms of cutting equipment.

Table 1: Grass Areas – Performance Standard for Grass Maintenance

Feature	Summer season cutting height (April– end of October)		Winter season cutting height (November – end of March)	
	Min.	Max.	Min.	Max.
Whole Recreation ground	10mm	20mm	20mm	35mm
Play parks – Recreation Ground, Chapel Pond Drive, Chamberlain Gardens	10mm	30mm	20mm	30mm
Feature / Location	Summer cutting Min	Summer cutting Max	Collect arisings	Primary cutting method
Amenity Grass – Beacon Field, Peace Garden Allotments.	20mm	35mm		Cylinder/ Rotary
Rough Grass – Cemetery Meadow, pathway from Chamberlain Gardens to Beacon Field	100mm	150mm		Rotary/Flail



2.2 Growth Regulators

2.2.1 During the period of the Contract no growth regulators of any form shall be applied to any area of grass without the Council staff sanctioning such applications.

2.3 Subterranean Animals

2.3.1 On all high amenity areas, clear all soil arising's where moles are active prior to cutting of site. Areas which present mowing difficulties or become potentially injurious to members of the public must be communicated to the Council staff.

2.4 Variation to Grass Cutting Schedules

2.4.1 In normal weather conditions the Contractor will be expected to keep to the schedule and programmes which has been submitted and which he has determined will enable the required standards to be achieved. However, variations to these schedules/programmes for grass cutting may arise, normally due to the weather conditions.

2.4.2 Should the Contractor cause damage to the surface or levels of the ground, during grass cutting operations, the Contractor shall make good such damage to the satisfaction of the Council staff.

2.4.3 During periods of drought Council staff may instruct that grass cutting operations be suspended and may require the omission of a planned cut or cuts.

2.5 Strimming

2.5.1 The Contractor will be required to strim or clip around all obstacles within the confines of the various categories of grass areas described in this Specification, to maintain the height of grass to the mean level of the grass on the surrounding areas. all at no additional cost to the Parish Council. No quantities of obstacles are detailed: it is for the tenderer/contractor to determine at tender stage full implications of this task.

3 Vegetation Control and Pesticide Application

3.1 General

3.1.1 The Contractor shall make full provision within the Tendered Rates for all costs that the Council shall incur in maintaining Vegetation Control and Pesticide Application.

3.1.2 All herbicides and growth regulators to be used in the undertaking of the works will be approved for use in public areas.

3.1.3 Performance Standards for Herbicide treatments are given in Table 2.

3.2 Legislation

- The Health and Safety at Work Act etc 1974;
- The Food and Environment Protection Act 1985 Part III;
- The Control of Pesticides Regulations (as amended) 1986;
- The Plant Protection Products Regulations 2005;
- The Control of Substances Hazardous to Health Regulations as amended (COSHH) 2002;
- Environmental Protection Act 1990;



- The Water Resources Act 1991.
- Codes of Practice
- The Code of Practice for Using Plant Protection Products 2005
- The DEFRA Code of Practice for Suppliers of Pesticides to Agriculture, Horticulture and Forestry (PB3529)
- The Safe Use of Pesticides for Non-Agricultural (L9 Rev.)
- Code of Practice for the Use of Approved Pesticides in Amenity and Industrial Areas - The Orange Code - (British Agrochemicals Association and the National Association of Agricultural Contractors).
- All operative engaged in undertaking the application of any "pesticides" as defined within the terms of The Act shall be in excess of 18 years of age, and shall hold a certificate from a training establishment recognised by the Minister of Agriculture as being an approved assessment centre under the terms of The Act.

3.3 H&S

- 3.3.1 The Contractor shall ensure that employees to be engaged in such works are suitably qualified and assessed and provided with all protective clothing (PPE) applicable to the materials being applied, and shall give his staff access to such washing and cleaning facilities necessary.
- 3.3.2 The Contractor shall ensure that all materials are properly stored and transported, providing secure store as required under current legislation.
- 3.3.3 All machinery used in the application of materials shall be carefully maintained throughout the period of the Contract to ensure correct application takes place, and that no leakage occurs.
- 3.3.4 The Contractor shall ensure that the method of application and the undertaking of such works proceeds in such a manner as to cause no damage or injury to a desirable plant or vegetation, animal, machine or item of equipment. Any such damage will be held to be the responsibility of the Contractor and he will be required to make good any damage and will be responsible for any claims for compensation arising from his actions or omissions.
- 3.3.5 In carrying out mixing of chemicals the Contractor shall ensure that no spillage of chemical takes place so that no damage results to vegetation, surfaces, plants or equipment. Any such damage will similarly be held to be the responsibility of the Contractor. In carrying out the application of materials the Contractor shall ensure that no area is over dosed, and that dosages of each particular treatment are in accordance with the manufacturer's recommendations, or the instructions of the Authorised Officer, and that the total area specified is treated.
- 3.3.6 The timing of works shall be such that no spraying takes place during inclement weather, or when rainfall is expected in a time period which is less than that specified by the manufacturer of the chemical being used.
- 3.3.7 The Contractor shall ensure that the method of application and the undertaking of works does in no way lead to the pollution of any water course or water supply. Any such pollution shall be held to be the responsibility of the Contractor and he will be required to make good any damage and will be held



to be responsible for any claim for compensation arising from his actions or omissions.

3.3.8 The Contractor shall ensure that all waste containers and chemicals are disposed of correctly and safely in accordance with current legislation.

3.3.9 The Contractor will undertake the works in such a manner as to avoid contamination of any person, animal or property, and take particular care to protect water, wildlife and natural habitats.

3.3.10 No spraying work of any kind shall take place when sites are in use if this is likely to endanger or inconvenience users, and the Contractor shall modify his working cycles to take this limitation into account.

3.3.11 Treatment of Fence Lines, Obstructions and Bases of Buildings

3.3.12 The treatment shall be carried out in such a manner that growth of all vegetation is controlled for a period of 12 months from the date of application to a maximum width of 0.3 metres.

3.3.13 At certain times the Contractor shall undertake other spraying works as instructed by the Council staff.

3.4 Herbicide of Hedge Bases

3.4.1 At times indicated within the Specification, Schedules or as appropriate to the material supplied and the area being treated, liquid based herbicides. The application shall be such that all weeds are controlled for a period of 12 months from the date of application. Any weeds emerging after treatment shall be treated using a contact herbicide provided by the Authorised Officer but charged to the Contractor, all works being undertaken at the Contractor's expense.

3.4.2 The application of such material shall be carried out in such a way that the effect of the herbicide is confined to an area of ground corresponding to the length and width of the hedge.

4 Hedge and Shrub Maintenance

4.1.1 The Contractor shall make full provision within the Tendered Rates for costs that the Council shall incur in maintaining hedges & shrubs as specified in the Schedule of Works.

4.1.2 All hedge and shrub maintenance should fall outside the bird nesting season as per EU ruling.

4.1.3 The Contractor shall remove all cuttings, debris and dispose.

5 Litter Picking

5.1.1 The Contractor shall make full provision within the Tendered Rates for the costs that the Council shall incur in litter picking the sites as specified in the Schedule of Works.

5.1.2 The Contractor may dispose of litter in the bins at each site.

5.1.3 The Contractor shall provide all equipment associated with costs of litter picking.

6 Additional Works

6.1.1 The Council may from time to time issue an Instruction Notice to the Contractor under requiring him to undertake Additional Works at the specified rates provided by the Contractor on the Schedule of Charges.



6.1.2

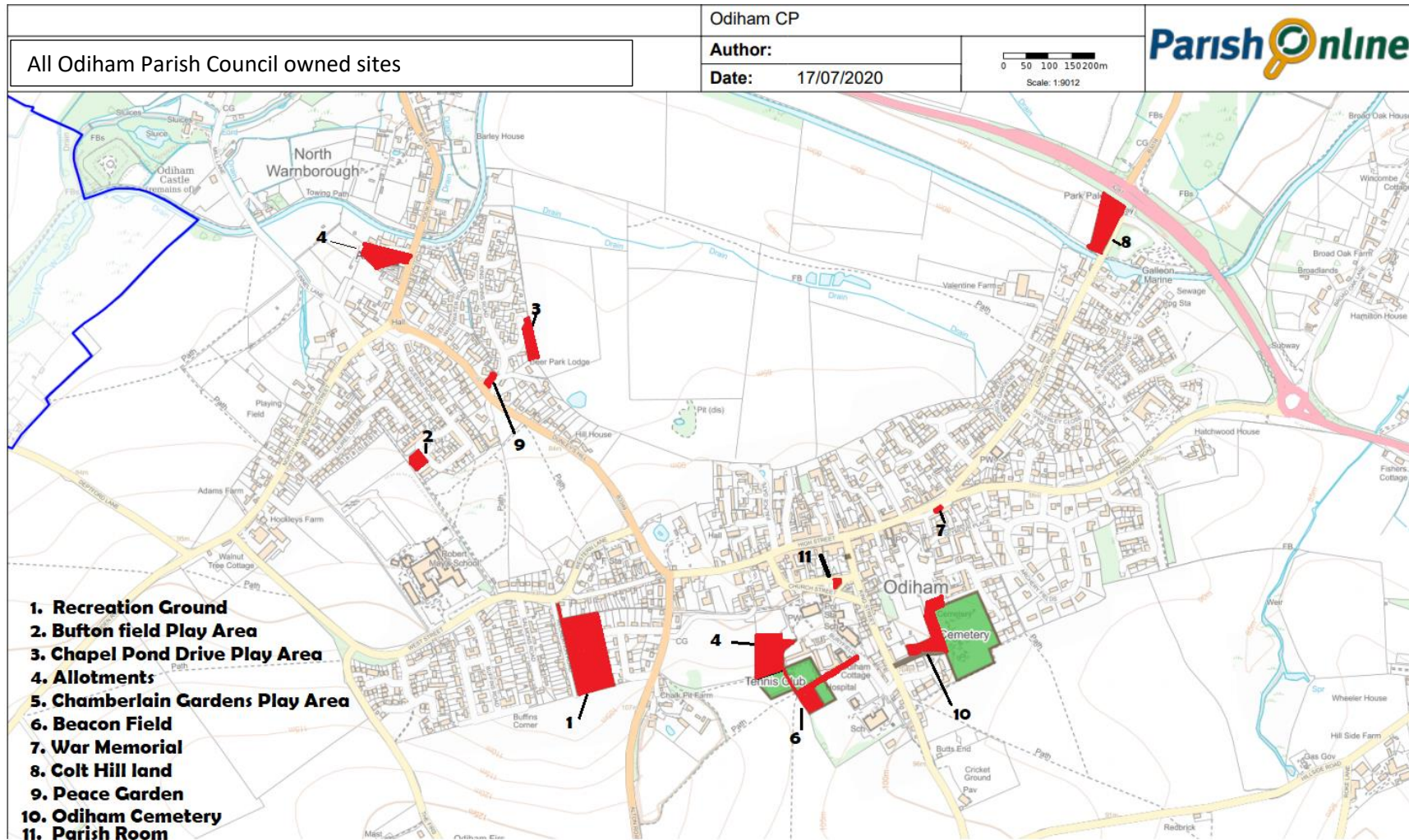
For work outside the Schedule of Charges, the Contractor may provide an hourly rate or quotation which must be approved by the Council before any works are carried out.



7

MAPS

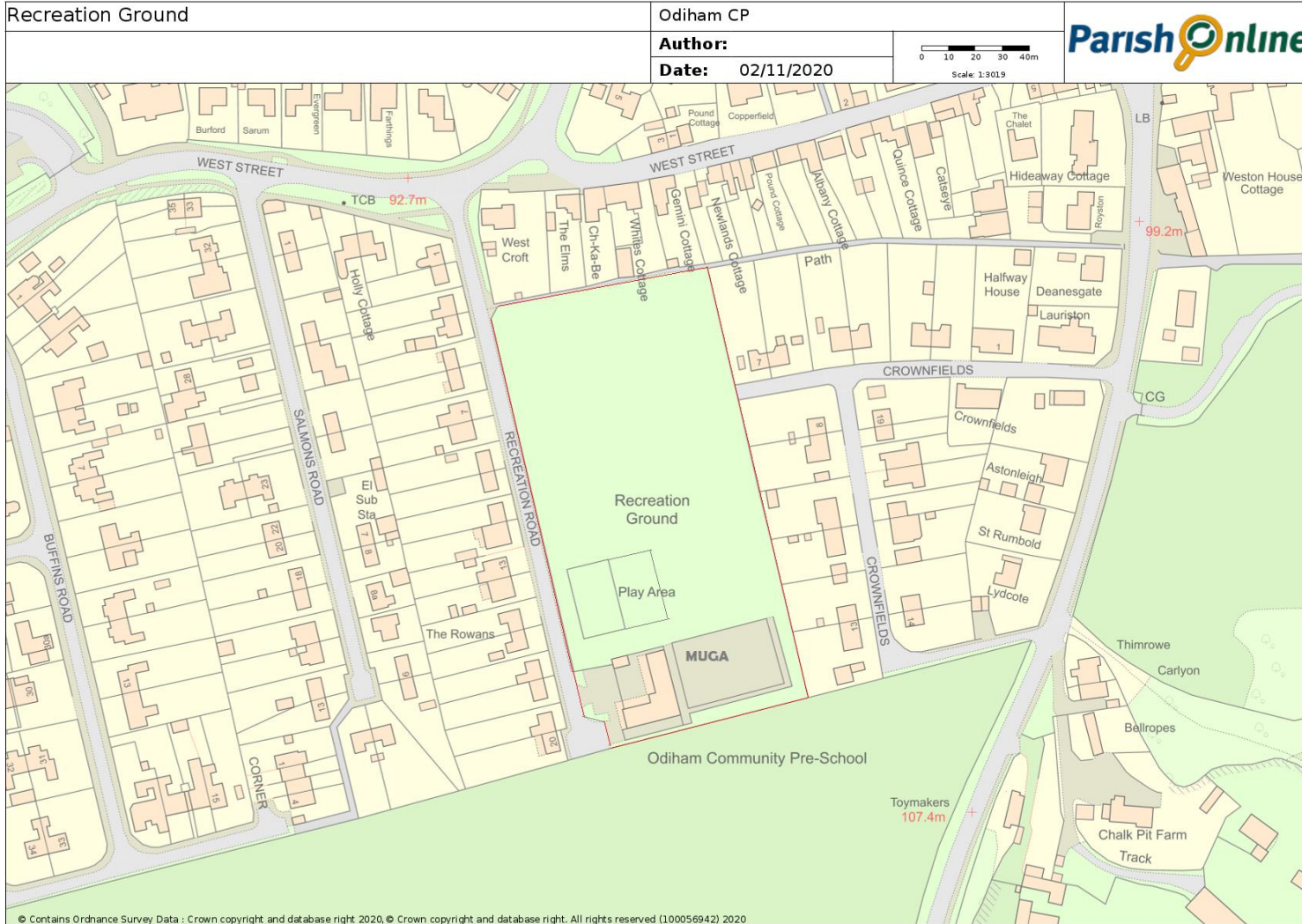
7.1 All Parish Owned and Managed Sites





7.2

Recreation Ground





7.3

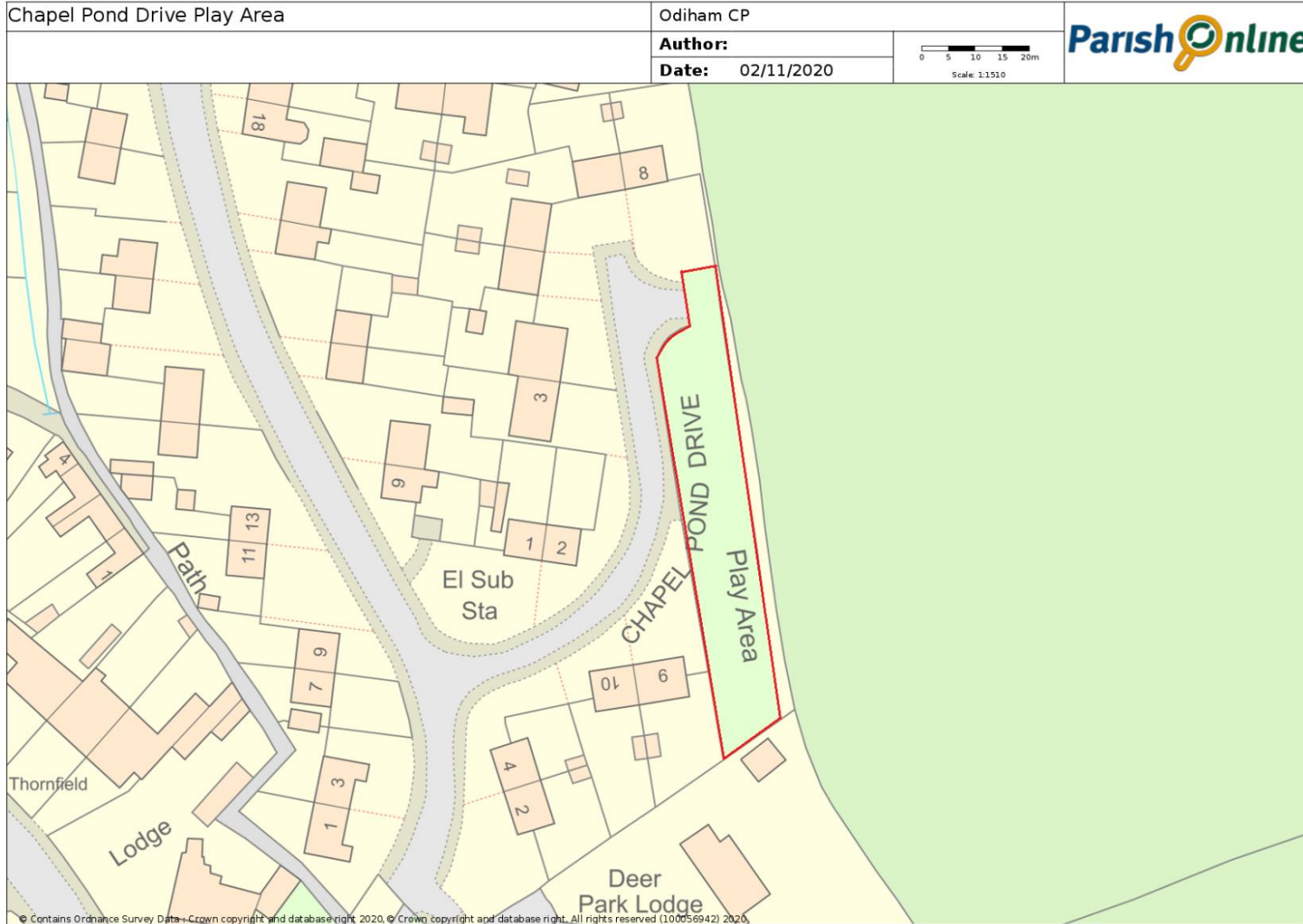
Bufton Field Play Area





7.4

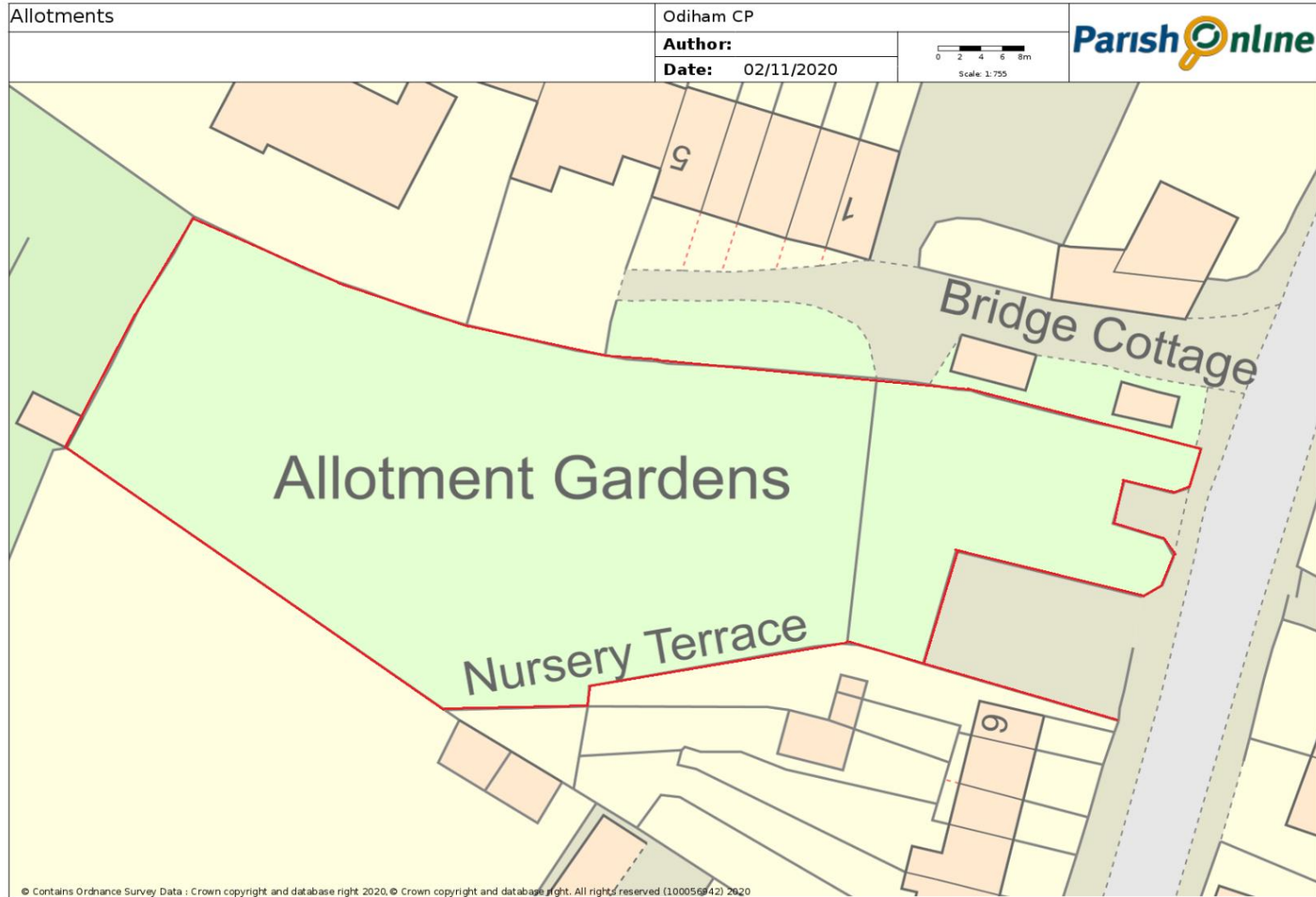
Chapel Pond Drive Play Area





7.5

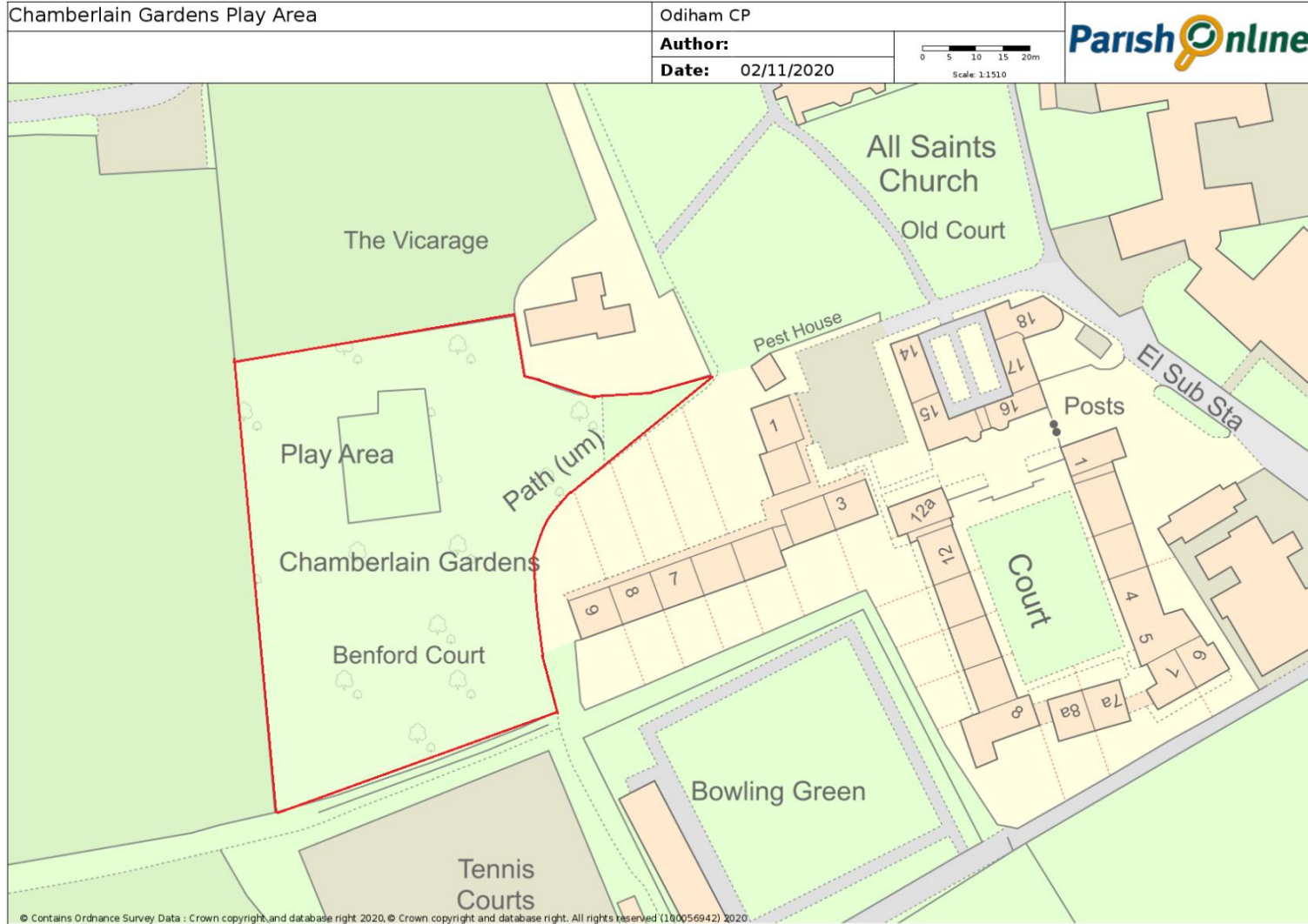
Allotments





7.6

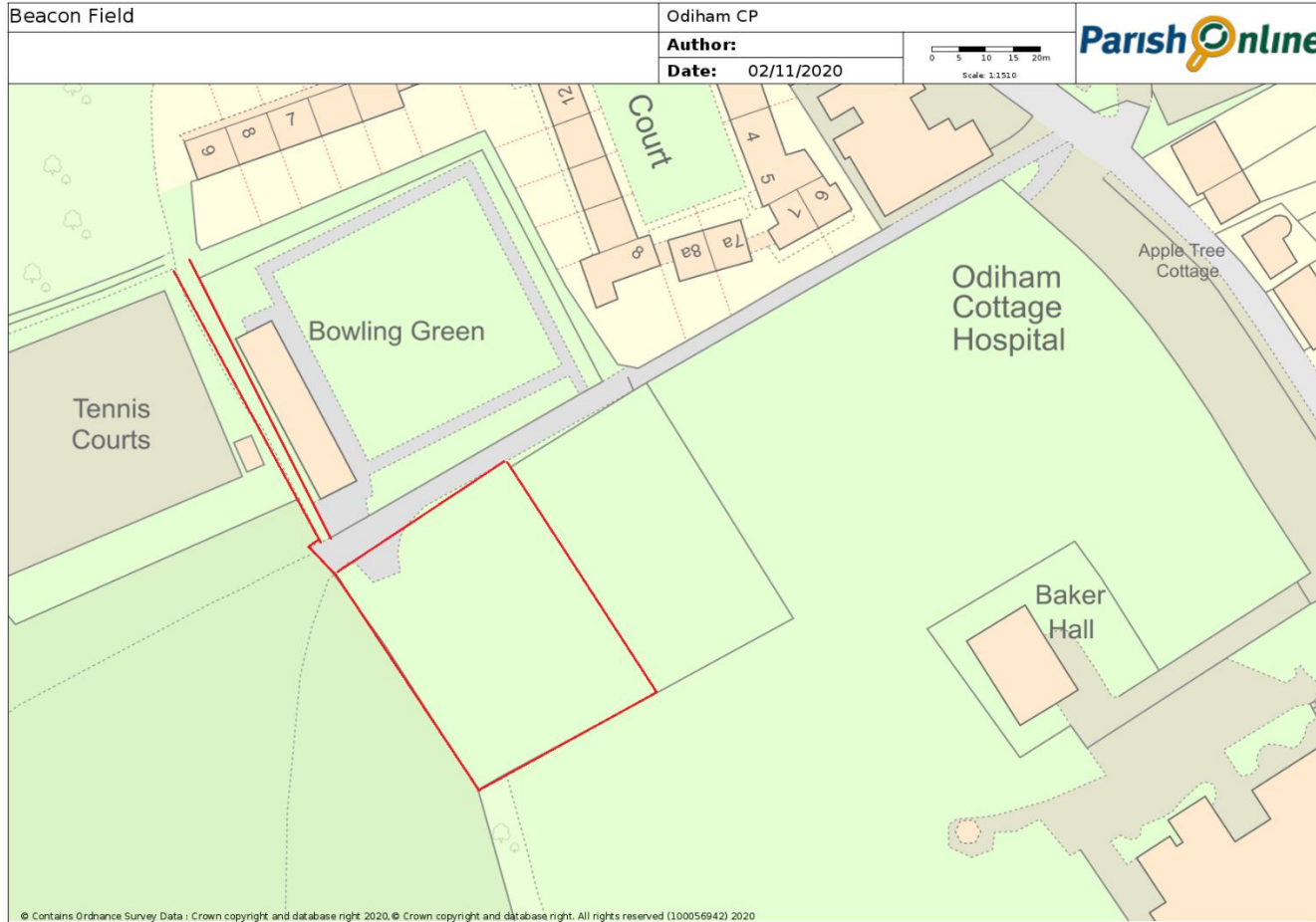
Chamberlain Gardens Play Area





7.7

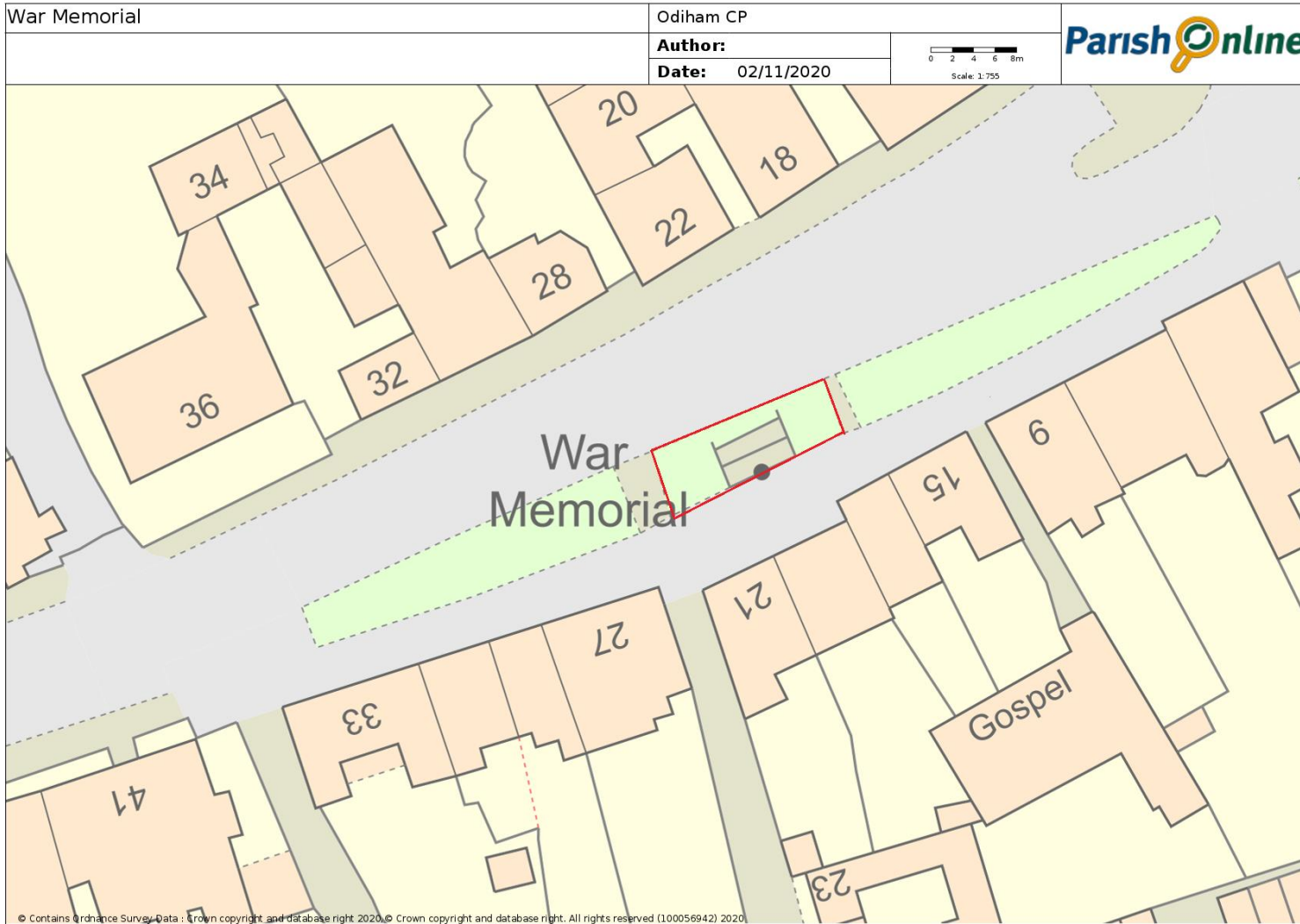
Beacon Field





7.8

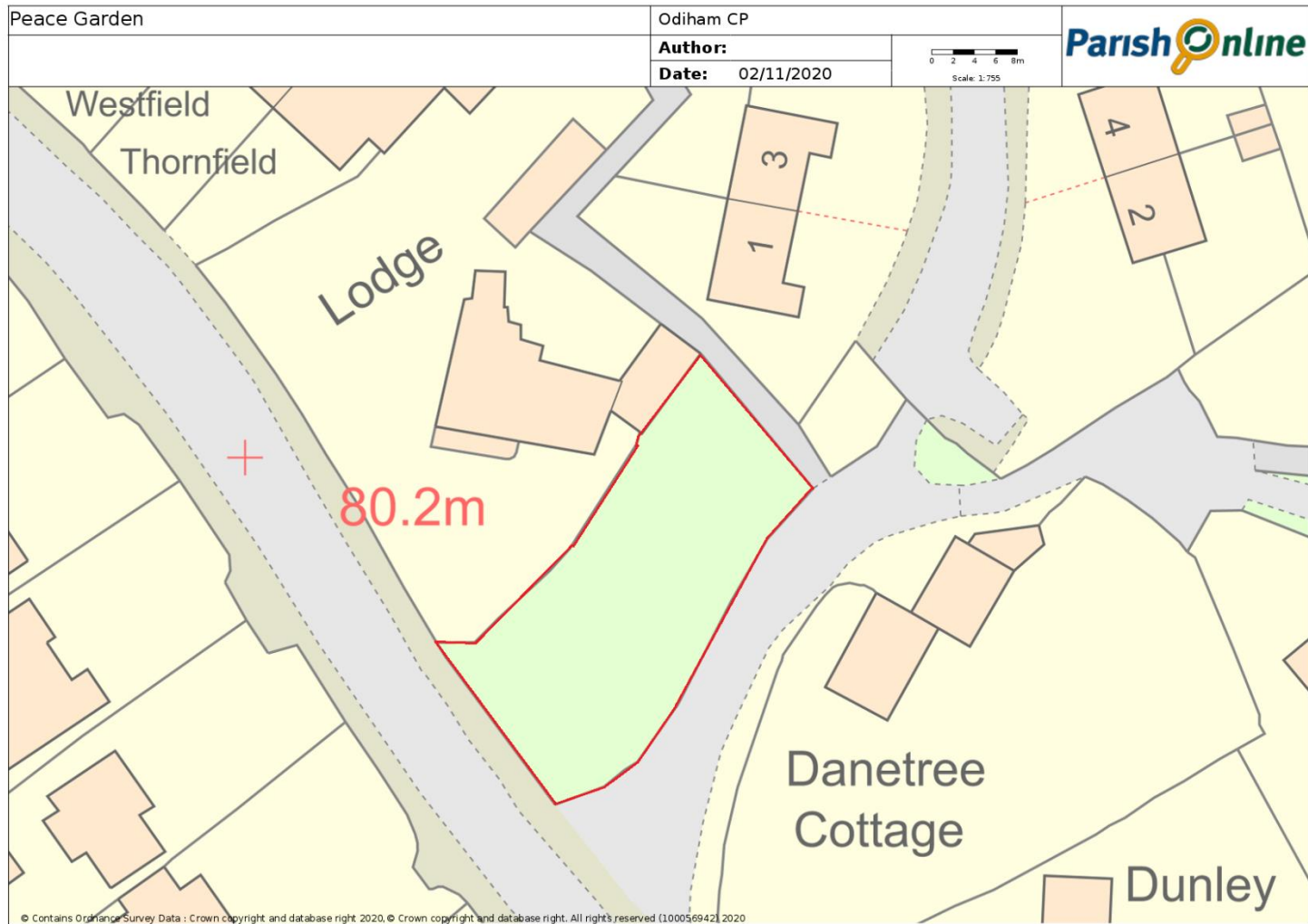
War Memorial





7.9

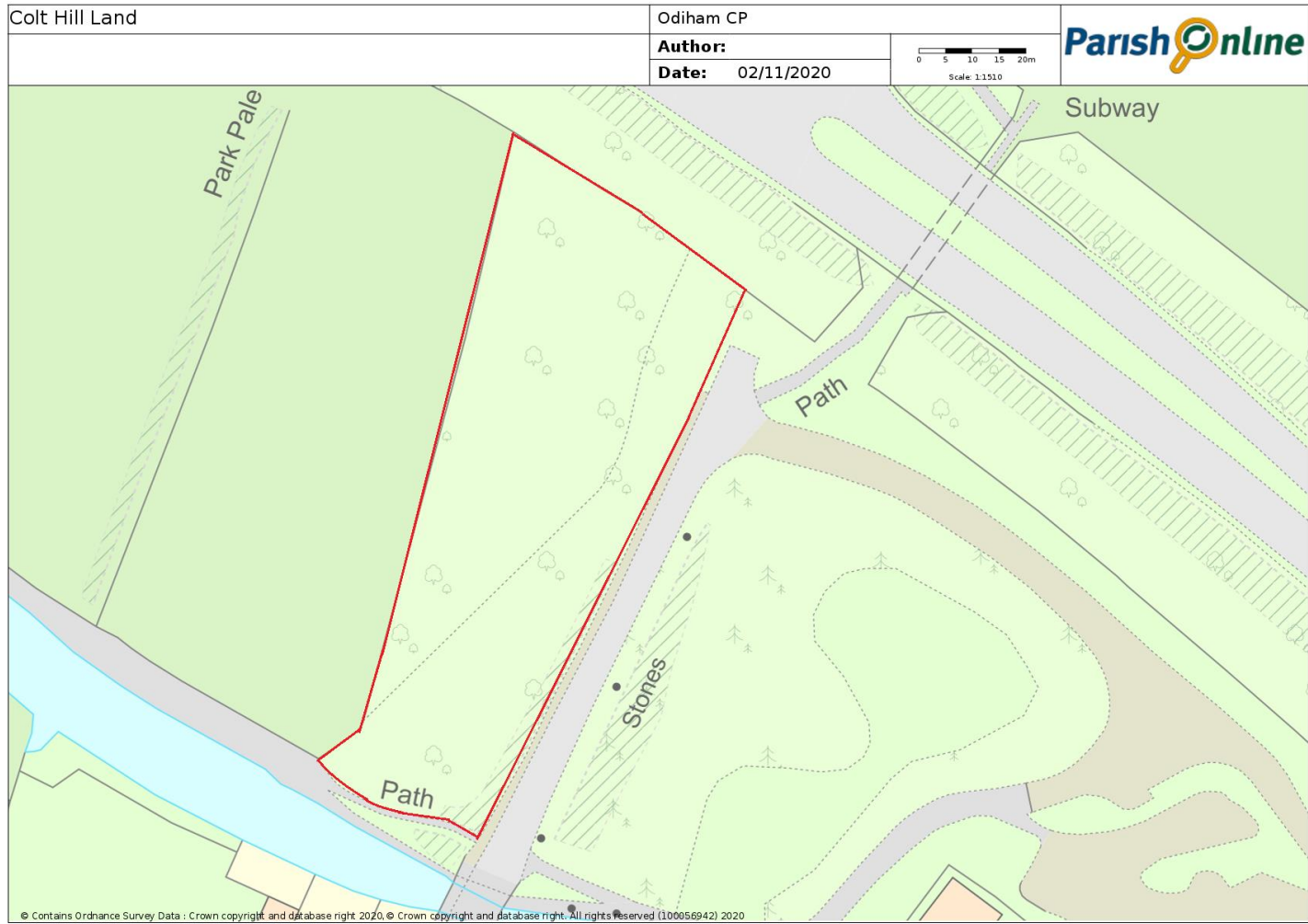
Peace Garden





7.10

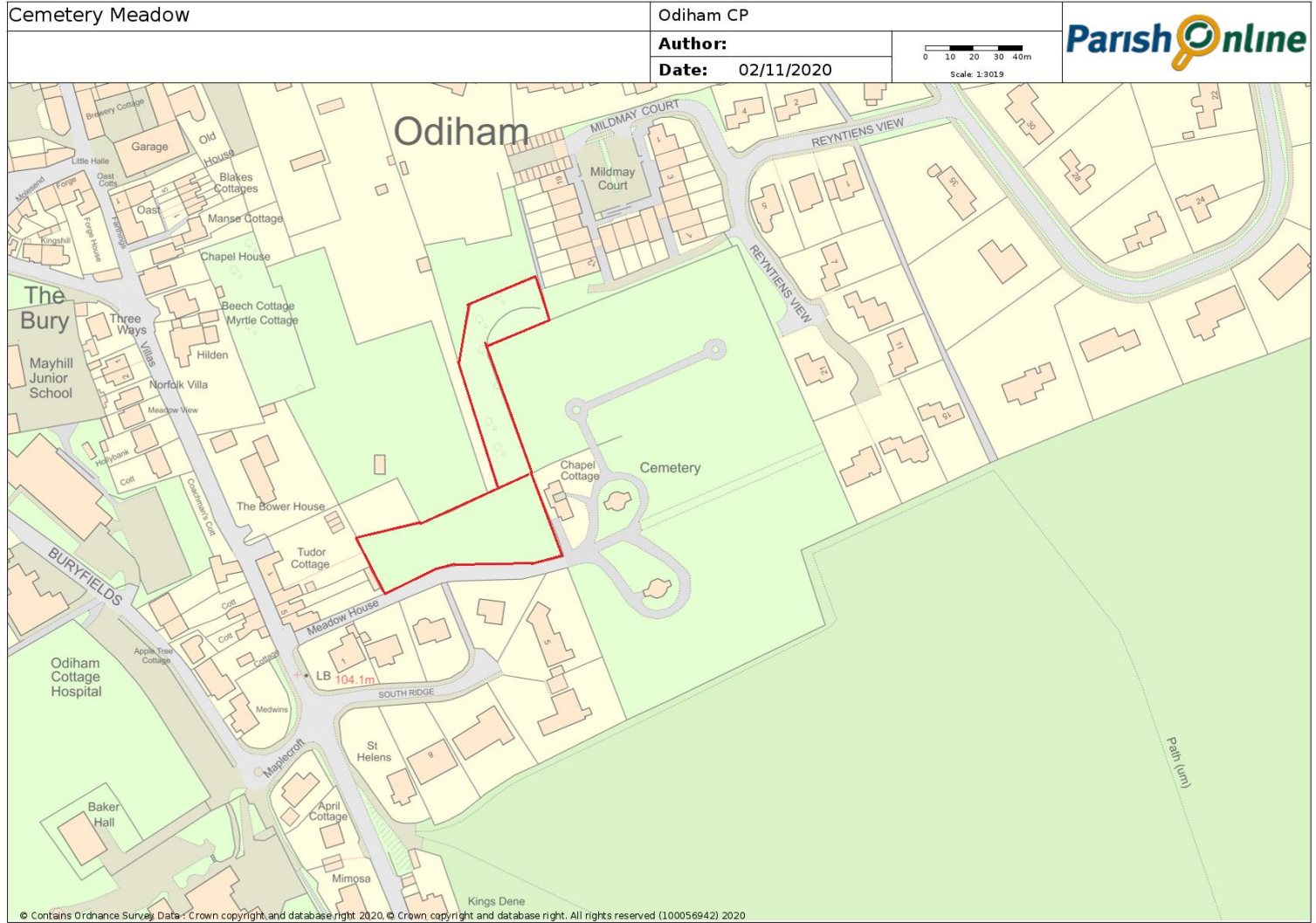
Colt Hill Land





7.11

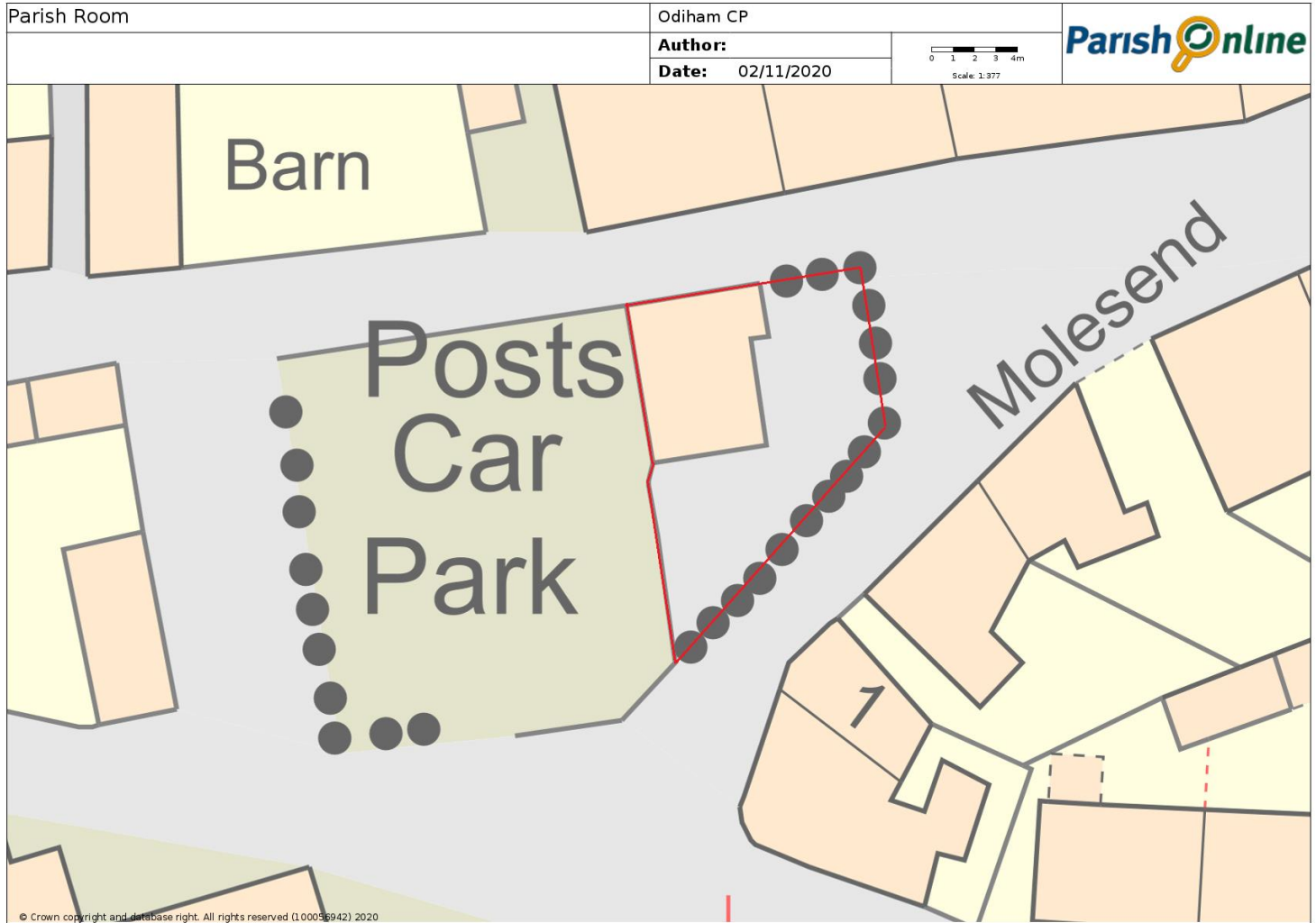
Odiham Cemetery





7.12

Parish Room



ODIHAM PARISH COUNCIL - SCHEDULE OF WORK 2021-24, APRIL-MARCH, YEARS 1-3

	A	M	J	J	A	S	O	N	D	M	Anticipated number of visits	Price per visit	Total	Comments
Recreation Ground including 2 fenced children's play areas, trim trail and MUGA														
Strim cut or mow all the grassed areas of the site including the area adjacent to the MUGA, the area within the fenced children's play areas, strimming around the seats and litter bins.	1	2	2	2	2	1		1		1	12	£0		
Strim cut or mow up to all of the perimeter hedges including the under storey.	1	1	1	1	1	1		1		1	8	£0		Depending on nesting
Pick litter from the site including the play areas and place in litter bin.	1	2	2	2	2	1		1		1	12	£0		
Remove all debris, green waste and cuttings from the site.	1	2	2	2	2	1		1		1	12	£0		
Clear all litter and remove all weeds and foliage in and around the MUGA (including the pathway and bank at the rear of the courts) and sweep the court removing all debris.	1	1	1	1	1	1		1		1	8	£0		
Apply weed killer around the base of play equipment, base of fencing, seats and litter bins.													£0	Contractor to advise frequency. Base of Trim Trail equipment should not be strimmed.
Cut and prune both sides and the top of the hedge adjoining Recreation Road.							1			1	2	£0		
Buften Field Play Area														
Mow and strim the grass outside the play area.	1	2	2	2	2	1		1		1	12			
Brush the play area.	1					1					2	£0		
Pick litter from the site and place in litter bin.	1	2	2	2	2	1		1		1	12	£0		
Remove all debris, green waste from the site.	1	2	2	2	2	1		1		1	12	£0		
Trim all greenery inside the play area so that it is flush with the fence.		1				1				1	3			
Trim all greenery around the outside of the perimeter of the site, keeping all shrubs and hedges level with the fence and cutting back any tree branches overhanging the play area.		1				1				1	3	£0		
Chapel Pond Play Area														
Mow the grass and weed kill around the play equipment and along the fence.	1	2	2	2	2	1		1		1	12	£0		
Pick litter from the site and place in litter bin.	1	2	2	2	2	1		1		1	12	£0		
Remove all debris, green waste from the site.	1	2	2	2	2	1		1		1	12	£0		
Brush the play area.	1					1								
Trim all overhanging trees in the site.			1					1		1	3	£0		
Allotment Site														
Cut all greenery in the car park area at the front of the site.	1	1	1	1	1	1		1		1	8	£0		
Cut/strim all greenery between the allotment and perimeter fence.		1						1			2	£0		
Remove all debris, green waste from the site.	1	1	1	1	1	1		1		1	8	£0		
Chamberlain Gardens (Sports Centre Trust land)														
Strim, cut or mow all the grassed areas including the grass within the fenced children's play area. Weed kill around the equipment and strimming around the seat and litter bin.	1	2	2	2	2	1		1		1	12	£0		
Strim, cut or mow up to all of the perimeter hedges including the under storey.	1	1	1	1	1	1		1		1	8	£0		
Cut and prune all the perimeter hedges and all hedges within the site including the tops removing the foliage and also cutting back any tree growth into adjoining properties.	1				1			1		1	4	£0		

Trim all trees within the site up to shoulder height and notify the council when trees require to be cut back or more extensively pruned.				1				1	1		3	£0	
Remove all debris, green waste and cuttings from the site.	1	2	2	2	2	1		1	1		12	£0	
Pick litter from the site and place in litter bin.	1	2	2	2	2	1		1	1		12	£0	
Beacon Field (Sports Centre Trust land)													
Strim, cut or mow all the Beacon Field as well as the area around the exterior of the bowling green and the tennis courts (including all pathway between Chamberlain Gardens and the Beacon Field).	1	2	2	2	2	1		1	1		12	£0	
Strim, cut or mow up to all of the perimeter hedges including the under storey.	1	1	1	1	1	1		1	1		8	£0	
Remove all debris, green waste and cuttings from the site.	1	2	2	2	2	1		1	1		12	£0	
Pick litter from the site and place in litter bin.	1	2	2	2	2	1		1	1		12	£0	
War Memorial													
Sweep war memorial and remove weeds without applying weed killer.	1							1			2	£0	As close as possible to Remembrance.
Trim the two hedges either side of the Memorial.								1			1	£0	As close as possible to Remembrance.
Remove all debris, green waste and cuttings from the site.								1			1	£0	As close as possible to Remembrance.
Pick litter from the site and place in litter bin.	1							1			2	£0	As close as possible to Remembrance.
Colt Hill land													
Mow of strim the under storey adjacent with the pavement along the eastern perimeter only.	1							1			2	£0	
Prune back any tree/shrub branches overhanging the pavement along the eastern perimeter only.								1			1	£0	
Peace Garden													
Strim cut or mow the grassed area.	1	2	2	2	2	1		1	1		12	£0	Note bulb planting on grassed areas may affect frequency.
Cut and prune all shrubs and other foliage in the whole of the site.	1		1	1	1	1		1	1		7	£0	Including new planting.
Remove all debris, green waste and cuttings from the site.	1	2	2	2	2	1		1	1		12	£0	
Pick litter from the site and place in litter bin.	1	2	2	2	2	1		1	1		12	£0	
Cemetery Meadow													
Mow the meadow up to the perimeter hedge/fence.	1	1	1	1	1	1		1	1		8	£0	
Strim, cut or mow up to all of the perimeter hedges including the under storey.	1	1	1	1	1	1		1	1		8	£0	
Cut back the large hedges running parallel with the cemetery entrance road.								1			1	£0	Shaping required on drive side of hedge.
Remove all debris, green waste and cuttings from site.								1			1	£0	
Strim ground level greenery overhanging pathway from Cemetery meadow to Mildmay Court.								1			1	£0	
Parish Room													
Prune all greenery around the building including the removal of all creepers from the building and wall.				1				1	1		3	£0	
Clear french drains on the blocked paving outside the building.				1				1	1		3	£0	
Remove all debris, green waste from the site.				1				1	1		3	£0	
Pick litter from the site and place in litter bin.				1				1	1		3	£0	
Total												£0	£0

NOTE:
WORKS TO BE CARRIED OUT TWICE A MONTH SHOULD GENERALLY BE CARRIED OUT DURING WEEKS 1 AND 3. THE MINIMUM GAP SHOULD BE 14 DAYS BETWEEN VISITS.

CONTRACTOR TO ADVISE THE FREQUENCY OF WEED KILLING