

Date: 7 March 2013
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To: Members of the Garage Management Review
Task and Finish Forum:
(Douglas Hull, Jim Knight, Pat Rous, Sue Saunders,
Pauline Stott, Chris Wale)

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Joyce Murphy – Estate Management Officer
Mark Pollard – Parks Development Officer
Graham Symington - Housing Asset & Business Development Officer
Mandy White - Accountant

For information:

Councillor Jill Elson – Portfolio Holder, Sustainable Homes and Communities

Councillor Stephanie Jones – Deputy Portfolio Holder, Sustainable Homes and Communities

Meeting of the Grounds Maintenance Task and Finish Forum

Friday 15 March 2013 at 10am

Council Chamber, Knowle, Sidmouth

Councillors and members of the public are reminded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting.

AGENDA

Page/s

1. Election of Chairman.
2. Appointment of Vice Chairman.
3. To receive any apologies for absence.
4. To receive any declarations of interest relating to items on the agenda.
5. To note and review the terms of reference/scope of the Grounds Maintenance Review Task and Finish Form. 3 - 4

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|----|--|---------|
| 6. | To note the report considered by the Housing Review Board at its meeting on 10 January 2013. | 5 - 9 |
| 7. | To note the 2007 Service Level Agreement between Housing and Street Scene Services. | 10 - 66 |
| 8. | Dates of future meetings - to agree a programme of meetings: <ul style="list-style-type: none"> • How grounds maintenance works now & expectations on the service (including monitoring, levels of maintenance required, frequency of cuts, DTE system and technology). • Benchmarking, costs, customer feedback. • Service improvements that could be delivered (including rotas, mobile working, use of tech, using volunteers or hard landscaping. • Who should be paying for this service, burden on HRA with sold properties etc, ensuring systems updated when properties sold, on info passed from previous Garages & Car Parking TAFFs). • New Service Level Agreement. | |

Decision making and equality duties

- The Council will give due regard under the Equality Act 2010 to the equality impact of its decisions.
- An appropriate level of analysis of equality issues, assessment of equalities impact and any mitigation and/or monitoring of impact will be addressed in committee reports.
- Consultation on major policy changes will take place in line with any legal requirements and with what is appropriate and fair for the decisions being taken.
- Members will be expected to give reasons for decisions which demonstrate they have addressed equality issues.

Members and co-opted members remember!

- You must declare the nature of any disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.]
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Council's Monitoring Officer or Standards Committee.

Housing Review Board

Scope of work for scrutiny: Grounds Maintenance Review

Broad topic area:	To review the work being undertaken by Street Scene Services to keep external communal areas clean and tidy (grass and hedges), including the communal gardens, and the expectations on the service.
Specific areas to explore within topic area:	<ul style="list-style-type: none"> • The specification used by Street Scene – currently the 2007 SLA is used as a guide. • Monitoring of work undertaken. • The levels of maintenance required, such as the frequency of grass cutting. • Costs associated with work undertaken (through interrogation of the Street Scene DTE system). • Mobile working / use of technology and location or rota to better monitor service provision • Land classed as communal areas under the grounds maintenance scheme/review housing land ownership (Emap). • Consideration of areas where Council housing no longer existed. • Possible disposal of communal areas when selling Council properties. • Service improvements that could be delivered. • Tenant expectations. • Benchmarking of the service. • Alternative means of maintaining (perhaps by volunteers) or replanting or replacing with landscape materials so some areas don't need maintaining.
Areas NOT covered by the review:	<ul style="list-style-type: none"> • Individual Garden Maintenance Scheme • Work involved in pursuing tenants to maintain their individual gardens in keeping with the obligations of their tenancy agreement. • Non Council housing owned land. • Site visits
Desired outcomes of the review:	To establish a level of service satisfactory to all involved in terms of service provision and price.
Who should be consulted to obtain evidence (e.g. Ward Member, officers, stakeholders)	<ul style="list-style-type: none"> • Tenants (via the Tenant Review Group) • Street Scene Manager • Street Scene Area Managers • Parks Development Officer • Ward members • Emap

What evidence already exists (consultation, good practice examples)	<ul style="list-style-type: none"> • Original contract/service level agreement with DSO/Street Scene. • Tenant satisfaction surveys. • Work undertaken by other housing authorities. • Benchmarking.
What experts are needed to help with the review:	<ul style="list-style-type: none"> • Street Scene Manager • Landlord Services Manager • Housing Accountant • Street Scene Area Managers • Parks Development Officer • Housing Asset & Business Development Officer • Estate Management Officer • Street Scene Finance Officer
What other resources are needed:	<ul style="list-style-type: none"> • Existing Service Level Agreement. • Financial assessment of maintenance levels (through Street Scene DTE system). • Photographic evidence of areas. • Emap showing Council owned land. • Identify (through Emap) areas where grounds maintenance is carried out, but there are no Council owned properties remaining. • Democratic Services to service the meetings.
Undertaken by the Committee or is a TAFF required:	Task and Finish Forum
Timescale including start date:	<p>4 – 6 meetings to be held:</p> <p>15 March 2013</p> <p>May 2013</p> <p>June 2013</p> <p>Remainder to be confirmed</p>
Who are the recommendations being reported to:	Housing Review Board

Agenda Item: 13

Housing Review Board

10 January 2013

SB



Grounds Maintenance

Summary

This report sets out the current position on grounds maintenance following concerns raised that the service may be in need of review. We have had an indication that some residents who receive this service would welcome an improvement from the one currently being offered. Consultation undertaken has revealed mixed views on the subject, as can be seen within the report itself.

Recommendation

To note the current position regarding grounds maintenance as set out in the report, hear from Street Scene more detail on how the contract operates in practice, and agree a way forward for the future.

a) Reasons for Recommendation

To revisit our arrangements regarding grounds maintenance which have been in place for many years and decide whether they now require a more in depth review.

b) Alternative Options

To do nothing, and continue to provide the service in its current form.

c) Risk Considerations

Failure to revisit arrangements could lead to missed opportunities in terms of service improvement and customer satisfaction.

d) Policy and Budgetary Considerations

Recommendations lie within current budget parameters.

e) Date for Review of Decision

Periodic review of the service will be reported to the Board.

1 Background

- 1.1 The grounds maintenance service that we see today has remained unchanged for many years, which in itself is good reason to revisit what the service actually is, what we pay for it, whether it achieves outcomes consistent with our contemporary ambitions and whether it represents good value for money.

- 1.2 By 'grounds maintenance' this report refers to the work undertaken on our behalf to keep external communal areas clean and tidy (grass and hedges), including the communal gardens. It does not include the Individual Garden Maintenance Scheme or work involved in pursuing tenants to maintain their individual gardens in keeping with the obligations of their tenancy agreement.
- 1.3 The contract for Housing's grounds maintenance service was last put out to tender in July 1993 as part of the wider grounds maintenance contract for the whole of the Council. The contract was won by the authority's DSO or Direct Services Organisation, now known as Street Scene, keeping it effectively in-house and reasonably responsive to our customers' needs. The specification and bills of quantities details the method of work, standards and frequencies of repetition (for cutting grass, hedges, shrubs, etc) for each site, and it is these arrangements that we still use to guide us in Housing today.
- 1.4 The gardening work Street Scene undertakes on our behalf is mainly cutting of hedges, shrubs and grass, and rarely do we stray into maintaining borders, weeding, sowing seed, etc. Any such work would not be included within the price of the contract and would be paid for separately as an individual piece of work.
- 1.5 According to the 2007 specification all formal hedges and hedge banks are cut twice a year, generally in June/July and November/February, and should be maintained in a weed free condition throughout the year. Informal hedges and shrubs are cut just in November/February and some such as Berberis will only be cut after flowering. All are kept in shape by regular cutting to the existing height and width, and any additional work needed to maintain size and shape is entirely at Street Scene's expense. The bulk of pruning of shrubs takes place between October and March.
- 1.6 Grass is cut according to a mowing schedule detailing standards for each site, according to its location, use, etc. The schedule gives a maximum height for the grass to be maintained at, a minimum height to which it may be cut, typical frequencies required to achieve these limits and any special requirements for the site. The actual number of cuts per year will vary according to weather experienced during that particular growing season, which will of course have an effect on the rate of growth. On each occasion grass cutting takes place it must be cut evenly, to the requisite height, across 100% of the surface area and include all obstacles, grass margins, weed growth and flower spikes. All grass cutting machinery used across the entire range of standards shall be appropriate and fit for the purpose of achieving the requisite standard.
- 1.7 Should grass be allowed to grow beyond the maximum height permissible, it must be brought back within permissible limits by frequent repeated mowing. In certain circumstances, for example sheltered schemes, grass cuttings will be raked up and removed. On any site clippings or other mowing arisings which land on hard surfaces, shrub borders or flower beds will be cleaned up and removed immediately on completion of mowing.
- 1.8 While Street Scene are undertaking this work they will remove litter on areas to be mown prior to mowing, and any litter subsequently shredded as a result of the mowing operation will be collected. They will rectify any damage they cause to grass, tarmac, paving, etc (for example through

using inappropriate equipment, failing to take account of weather or surface conditions) within two days, and any fuel spillages will be cleaned up immediately. It is stated within the specification that Street Scene has absolute responsibility for the safe and legal disposal of all arisings from all operations and for all costs incurred for such disposal of whatsoever nature, and this shall normally take place in a sustainable manner immediately on completion of each task, but at the very latest by the end of the same working day. Horticultural and arboricultural waste will be disposed of separately.

- 1.9 Variations to the contract have been possible at any time, and have taken place site by site over the years for example when we have removed slices of communal land to offer on license to individuals, or reclaimed similar tracts and put them back into communal usage. We do not operate a formal variation notice procedure.
- 1.10 Street Scene has updated their specification document in 2007, but the service we receive is still based upon the arrangements agreed under the 1993 documentation.

2 The cost of the service

- 2.1 Normally one would expect the cost of the grounds maintenance service to increase annually in line with the RPI of 3% less any variations (where land has been deleted from the contract) as applied corporately at this time of year. Amounts recharged to Housing by Street Scene over the past few years have been variable.
- 2.2 In 2010/11 the cost was £306,170, and in 2011/12 this decreased by 1.23% to £302,390, and in 2012/13 it increased by 3% to the price we see now.
- 2.3 The cost of the service for 2012/13 is set at £311,470 and we are currently operating within that budget.
- 2.4 The budget for next year has been set at £320,170 representing an increase of 2.79% if this draft figure remains unchanged.
- 2.5 On the down side, these variations have been put in place by Street Scene alone, without consultation with Housing, but it is recognised that this is still likely to represent good value for money. However, we have not tested the market to ensure that we are getting the best price and quality for the work. There is no clear formula to calculate the base contract price and the effect of variations.
- 2.6 The Neighbourhood and Community Standard set by the Tenant Services Authority requires that landlords 'shall keep the neighbourhood and communal areas associated with the homes that they own clean and safe', so we need to ensure we manage our estates and communal areas to standards agreed with tenants at a local level. According to the HouseMark benchmarking service to which we subscribe, our 'estate services' (including estate lighting, cleaning and grounds maintenance) are ranked in the top quartile when looking at customer feedback and costs for 2011/12, ranking us sixth out of the 37 landlords compared. We were ranked eighth the previous year.

3 Customer feedback

- 3.1 Customer feedback through our recent STAR survey commissioned earlier this year also suggests that we are

improving. Satisfaction in general needs with the overall service and the neighbourhood as a place to live has improved since 2008 such that both now sit at 89%. 58% of these respondents were very satisfied with their neighbourhood as a place to live. More than two fifths (43%) of respondents consider rubbish or litter to be a problem. To improve these scores further we are advised by HouseMark that we need to target those aged under 35, as this group of our tenants is most likely to express dissatisfaction, probably due to higher expectations.

3.2 In sheltered accommodation the picture is even brighter with 93% of all respondents satisfied with their neighbourhood as a place to live, and 68% of these very satisfied. More than a quarter (28%) of respondents consider rubbish or litter to be a problem in their neighbourhood.

3.3 In terms of complaints we rarely receive formal complaints about the grounds maintenance service (none in the five years since April 2008) although it is recognised that Street Scene deal with many of these directly and informally, we therefore do not become aware of them.

3.4 We do however receive a lot of feedback through our TP (tenant participation) network of constituted groups, as well as from individuals we talk to when working out on site on our estates, and this is generally to do with the following:

- Breakages or damage to residents' property during grass cutting
- Non removal of grass cuttings
- Frequency of cuts
- Quality of work
- Edging of grass around borders
- Weeding of borders

3.5 To give as complete a picture as possible, this report was taken to the Estate Management Service Review Group, as well as the Tenant Representative Group. Their comments were as follows:

- That clippings are never cleared away, despite the specific reference in the specification to removal of arisings (1.7 above).
- That some machinery serves to cut the grass but just flatten tough species such as plantain and couch, despite the specific reference to this in the specification (1.6 above).
- That if the long clippings were at least removed after the first cut of the season many tenants could then keep on top of removal of the shorter clippings thereafter, if regularity of cutting were achieved.
- That the problem of unsightly 'haymaking' clippings left on grassed areas is worsened by the practise of reprioritising housing areas when Britain in Bloom or other non housing priorities take priority, leaving housing areas uncared for.
- Now that more than half the Council housing stock has been subject to the Right to Buy, sole responsibility for cutting communal areas should no longer lie with the Housing Revenue Account.
- Quality of work varies according to which team is operating and therefore in which part of the district.
- It would be helpful for information to be supplied in advance as to when teams will be in which part of the district.

- Issues are always raised by tenants about grass cutting standards & removal of cuttings at the Tenants Conference and Garden Competition.
- It would be helpful and cause less damage to properties if gardeners would face away from properties when using blowers.
- Grass should be cut at the same time across a whole estate, not just housing grass one week and Devon County Council grass another, meaning that the estate never looks neat and tidy.

4 Conclusions

- 4.1 While the benchmarking and satisfaction survey evidence suggests that we are providing a good quality, well received, value for money grounds maintenance service to our customers, we are also being told that there are elements of the service that fall short of what they expect.
- 4.2 The fact that this service has not been the subject of review for nearly 20 years suggests that it is time for a better understanding of what the customer gets for their money in this respect.
- 4.3 To this end I have invited our colleague, Andrew Hancock, Street Scene Manager, to present to you their approach to grounds maintenance on Housing land, so that you can make informed judgements on the way forward for the future of this service.

Legal Implications

There are no legal implications contained within the report however should the Board decide to go to tender in the future there will be EU Procurement implications.

Financial Implications

The financial implications are stated in the report.

Consultation on Reports to the Cabinet

This report has been taken to the Estate Management Service Review Group on 29 November and 2012 and the Tenant Representative Group on 18 December 2012. The views of both groups are contained within the report.

Background Papers

None.

Sue Bewes X2200
Housing Landlord Services Manager

Housing Review Board
10 January 2013



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East Devon District Council

Grounds Maintenance

Specification

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GROUPS MAINTENANCE SPECIFICATION CONTENTS

Page No.

Sections marked in RED apply to Housing locations

Preamble

Pesticides

Spring and Summer Bedding

Carpet Bedding and Three Dimensional Carpet Bedding

Tubs and Troughs

Hanging Baskets and Planters

Herbaceous, Dahlia and Ornamental Grass Plantings

Rock Gardens and Alpines

Rose Maintenance

Shrub Maintenance

Wall Shrubs/Climbing Plants

Naturalised Shrub Areas

Hedge Maintenance

Young Tree Maintenance

Grass Maintenance

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Attendance for Leisure Facilities

Paths and Similar Surfaces - Maintenance and Weedkill

Floral Decorations

Display/ Showhouses

Playgrounds

Cemeteries

Water Features

Graffiti, Signs and Handrails

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Rubbish Removal Including Tree Debris and Leaves

Drainage, Stream and Ditch Maintenance

Seats, Benches, Picnic Tables

Allotments

Council Gardens

Pleaching

Pollarding

Cleaning of Buildings

Gates

Walls

Christmas Trees

Refuse Disposal

Storage of Leaves and Bulky Organic Matter

Drains, Services and Statutory Undertakings

Emergency Works

Hazards/Fires

Supply of Water

Watering Systems

Machinery

Access and Speed Limits

Reference Works

Attendance at Location

Special Events

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PREAMBLE

Resources, Materials and Planning

The Street Scene Services will be absolutely responsible for

- timely planning, managing and administering
- ordering of all materials
- execution of all works in a safe and legal manner
- bearing of all costs
- fully resourcing with depots, storage, staff, plant and vehicles
- monitoring and rectification

for the entire service as set out in this specification.

This clause applies comprehensively

- to the entire specification
- for the whole service
- throughout its duration

unless otherwise authorised by the council.

Best Practice

Throughout the period of the Service Level Agreement and in its execution of the Specification, the Street Scene Service will be expected to achieve the highest standard.

- by comparison with other similar services both locally and nationally
- with a high degree of craftsmanship and professionalism
- and careful attention to detail
- using best practice
- through the application of rigorous standards.

Liabilities

The Street Scene Services shall be absolutely responsible and liable for the cost and completion of any rectification works and replacement materials or plants required as a result of their negligence, poor practice or failure to comply with any term, condition or standard within the Specification and Service Level Agreement.

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British and / or European Standards

Street Scene Services will be expected to comply with

- BS 7370 – Grounds Maintenance (parts 1 to 5 inclusive)
- BS 4428 – Code of Practice for general landscape operations and individual standards, where they exist, for specific aspects of the service.

British Standards are continually revised. Furthermore, there are an increasing number of European Standards (EN) and International Standards (ISO)

Compliance with other relevant BS or BSEN standards may also be expected.

From time to time, such standards may be superseded, in which case, the most current standard shall be deemed to be the appropriate standard.

The British Standards Institution is based at

389, Chiswick High Road,
London,
W4 4AL

Tel: 0208 996 9000

to whom reference should be made for clarification or for updated versions.

In cases of ambiguity or conflict, or where it is deemed appropriate by the council, this specification shall take precedence over aforementioned standards.

Membership of Professional / Trade Associations

The Street Scene Service shall maintain its membership of the following Professional and Trade Associations:

- Institute of Leisure and Amenity Management
- PSnet

DISPOSAL OF ARISING

The Street Scene Services has absolute responsibility for the safe and legal disposal of all arisings from all operations described in this specification and for all costs incurred for such disposal of whatsoever nature and this shall normally take place immediately on completion of each task but at the very latest by the end of the same working day.

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RECYCLING

The Council is continually developing policies and strategies for dealing with recycling and the disposal of *green waste*. Under these circumstances, horticultural and arboricultural waste will be separated from other arisings and disposed of in a variety of innovative ways. Alternative disposal sites and methods of disposal may be prescribed within the boundaries of East Devon District Council. The Street Scene Service shall contribute to the development of such policies and strategies and shall adopt operational practices aimed at achieving these ends.

PESTICIDES

DEFINITION:

Any chemical substance, preparation or organism (bacteria, fungi, viruses and mycoplasmas) prepared or used for destroying any pests. Pests include creatures, plants and other organisms and, therefore, the term 'pesticides' encompasses products such as herbicides and 'fungicides'. For the purposes of the Pesticide Regulations, 1986, it also includes other substances such as wood preservatives, plant growth hormones, soil sterilants bird and animal repellents and masonry biocides.

GOVERNMENT AND COUNCIL POLICY AND LEGISLATION ON PESTICIDES

Government and Council Policy is to encourage the minimum use of pesticides necessary for the effective control of pests compatible with "taking all reasonable precautions to protect the health of human beings, animals and plants, to safeguard the environment and in particular, to avoid pollution of water."¹

The following legislation, regulation and guidance applies to all chemical usage within the service, which shall be strictly adhered to, including any revisions, updates and superseding legislation, regulation and guidance:

- The Food and Environment Protection Act 1985 (FEPA)
- Health and Safety at Work Act 1974
- Control of Pesticides Regulations Act 1986 (COPR)
- The Control of Substances Hazardous to Health Regulations 1988 (CoSHH)
- Water Resources Act 1991
- EC Groundwater Directive (80/68/EEC)

Up to date information on approvals is published annually in the *Blue Book* and revisions are published monthly in the *Pesticides Register*.

All staff engaged in the application of pesticides shall be

- fully conversant with the requirements of this specification and of the cited legislation, regulations and guidance
- trained and certified to a minimum of PA1, PA2, PA6A or PA9 as applicable (NPTC)
- competent to carry out the works
- provided with all necessary equipment and personal protective clothing.

Current copies of all relevant legislation, regulation and guidance and any revisions, as

¹ "General Consents" issued under COPR. Consent C(i), paragraph 2.

described above, shall be maintained and be readily accessible.

A current and readily accessible register of all chemicals in use in the service shall be maintained.

Before a new pesticide is introduced and used for the first time, a copy of the safety data sheet for each product shall be entered into the register of chemicals.

Readily accessible and detailed records of pesticide application shall be maintained, in accordance with the legislation.

Where required by legislation, Warning Notices shall be posted.

No spraying shall take place within the area of, or immediately adjoining children's playgrounds in parks when children are in the vicinity. Spraying in such locations shall preferably take place during school term time, but if during school holidays, then between the hours of 08.00 and 09.00 hours.

Secure Pesticide Stores shall be provided that accord with the most current legislation and regulation and no pesticide shall be stored in any other location.

Any damage resulting from contamination, drift, incorrect selection of pesticide, incorrect application rate or other cause, whether within or adjacent to any location, shall be made good at The Street Scene Service's expense.

The council reserves the absolute right to deny the use of any chemical considered to be inappropriate for use in the service.

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SPRING AND SUMMER BEDDING

INTRODUCTION

East Devon District Council has a commitment to the Britain in Bloom Campaign, providing spring and summer bedding schemes from which the public derive much pleasure.

SUPPLY OF PLANTS AND BULBS

The Street Scene Services is absolutely responsible for the supply, delivery, quality, quantity and health of all plants

- from delivery
- throughout the distribution and planting process
- whilst in situ
- until the plants are stripped at the end of the appropriate flowering season,

except in the case of the Free Plant scheme, where the responsibility ends on collection by the end user.

Any plants that are damaged, die, are vandalised, stolen or fail to establish, shall be replaced by the Street Scene Services at their expense within 48 hours of discovery.

Some allowance will be made for the delayed delivery of certain plant varieties beyond the control of the Street Scene Services. It is anticipated, however, that planting of spring or summer bedding plants shall usually be completed within a two week period.

The Street Scene Services shall be fully responsible for the disposal of all containers, boxes and pots, either by returning to the grower by previous arrangement, or by other appropriate means.

BEDDING AND OTHER FLORAL DESIGN SCHEDULES

The Street Scene Services will prepare all bedding and other floral designs schedules, including varieties, numbers and planting densities, within a suitable budget, in consultation with and to the satisfaction of relevant stakeholders, for example, though not exclusively:

- Organisations such as the Britain in Bloom Committee
- Town and Parish Councils
- Community representatives

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- by March in readiness for May/June planting of the following year
- by August in readiness for October/November planting of following year

In certain circumstances, for example crop failure, some alterations and substitutions to the plans may be permissible.

DENSITY OF PLANTING

Densities and designs will vary from bed to bed and year to year.

Bedding plants, including edging plants, carpet plants, specimen or dot plants, corms, bulbs or tubers, shall all be planted in accordance with good horticultural practice.

Typically, a summer bedding scheme would comprise of four or five distinct zones, for example:

- | | | |
|----|--------------------------|--|
| a) | Specimen plants | Few in number, strategically positioned. |
| b) | Dot plants | Smaller forms of specimen plants placed amongst the groundwork plants. |
| c) | Groundwork plants | Planted in densities ranging from 12 - 20 plants per square metre. |
| d) | Edge plants | Typically spaced 12 - 20 cm apart. |
| e) | Trailing plants | Used as edging in troughs, urns or vases. |

CLEARANCE OF BEDDING

The previous season's bedding shall be cleared twice per annum, normally in May and October, when individual spring and summer bedding displays have finished flowering.

Bulbs shall be retained for naturalising purposes, which shall be heeled into ground or open boxes until they are replanted.

Beds shall be cultivated on two occasions per year. Prior to cultivation, all debris shall be removed from the bed and adjacent areas.

Where the grass edges have been damaged, they shall be re-formed in an approved horticultural manner.

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CULTIVATION

Remove all weeds and loose organic matter and cultivate to a depth of 250 mm for spring bedding and 150 mm for summer bedding.

Prior to planting spring bedding, well rotted leaf mould - recycled from the leaf clearance regime and free from pernicious weeds and seed - shall be spread in a 75 mm layer across the entire surface of the bed, which shall then be incorporated throughout at a depth of 250 mm.

Prior to planting all summer bedding, fertiliser with a balanced NPK ratio shall be lightly forked in at a rate recommended by the manufacturer. Appropriate records of this operation shall be maintained.

Following cultivation, the beds shall be levelled, evenly consolidated by treading, and raked to a fine tilth, and the edges shall be evenly sloped to create angled gullies.

Where bedding is planted along the front of existing shrubberies, hedges etc., care shall be taken not to damage or disturb the roots of the shrubs/hedges.

The surrounding lawn areas shall be kept free from all debris by regular sweeping and brushing, and the surrounding sward and lawn edges shall be protected at all times.

Cultivation and planting will cease when soil conditions restrict good horticultural activity.

The correct level of soil shall be maintained in the flowerbeds. This may involve the incorporation or removal of soil. All additional soil shall be weed free and comply with BS 3882. The appropriate disposal or storage of surplus soil is the responsibility of the Street Scene Services.

PLANTING

Planting of all beds shall be carried out within three weeks of clearance of the previous season's bedding.

If weather conditions are dry, all beds shall be irrigated so as to ensure sufficient water reaches the plant roots.

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Plants/bulbs shall be positioned and planted in accordance with the planting schedules and good horticultural practice, in holes large enough to take the rootball, to the same depth as existing growing media, and firmed in place to allow good contact between roots and soil, removing any dead/damaged leaves, flowers, or weeds.

Bulbs will be planted evenly at a uniform and recommended depth for the species (usually 1.5 x size of the bulb) in accordance with good horticultural practice. Spring bedding shall be planted before bulbs up with spring bedding plants, namely those in exposed coastal positions. These areas shall be maintained throughout the unplanted period in a weed free and cultivated condition. Seafront beds in Exmouth and Seaton are generally planted up with Tulip bulbs only in the autumn.

MAINTENANCE

Plants in flower, shall be dead-headed throughout the growing season in accordance with good horticultural practice. This includes the removal of flower stalks on bulbs once these are fully blown.

Beds shall be kept weed-free by appropriate cultivation methods throughout the growing seasons without damaging plants or surrounding grass edges.

Stakes shall be replaced as necessary and ties adjusted throughout the growing season.

Plants shall be maintained in a healthy condition throughout the growing season, free of pests and diseases using, where necessary, pesticides approved for the purpose (see Pesticide Specification).

All reasonable precautions shall be taken to protect plants from birds and squirrels, but not to the extent that wildlife is damaged.

The removal of early flowering bulbs such as Hyacinths and early flowering Tulips shall be undertaken once the flower heads are spent. These shall be lifted carefully so as not to disturb the remaining plants in the beds.

IRRIGATION

Watering shall take place as often as is necessary to maintain active growth during the period May - October inclusive, with adequate water penetration on each occasion throughout the bed. In the event of restricted watering during periods of drought, i.e. hose pipe bans, any additional costs incurred will be negotiable between the Street Scene Services and the end user.

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The Street Scene Services is required to make any necessary arrangements for the implementation of an emergency water contingency plan and to ensure that any prior permission which is required to extract water from any source has been obtained from the appropriate authority.

REMOVAL OF PROPAGATION MATERIAL

Suppliers of bedding plants may be permitted to remove a limited number of cuttings for propagation purposes prior to the clearing of the beds.

TUBS AND TROUGHS

GENERAL

The tubs are provided by the council and are situated in various locations throughout the district.

All of the clauses relating to spring and summer bedding apply to tubs and troughs except where variations are indicated below.

PREPARATION

Prior to the planting of spring bedding plants and bulbs, approved well-rotted organic matter shall be incorporated throughout a depth of 250mm as a 75mm layer.

Where the level of the soil in containers is low, this shall be topped up with John Innes Number 2 Compost, or similar approved, to bring the level of planting media to within 25mm from the top of the container.

FERTILISER APPLICATION

A controlled release fertiliser with a three month release period shall be incorporated in the compost prior to planting at the manufacturer's recommended application rate.

IRRIGATION

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Tubs and troughs are susceptible to drying out and therefore watering requirements will be similar to those for hanging baskets.

HANGING BASKETS AND CONTAINERS

SUPPLY

All of the clauses relating to spring and summer bedding apply to hanging baskets and containers except where variations are indicated below.

At the start of each season (late May) the Street Scene Services shall receive planted hanging baskets, including capillary matting and irrigation piping, from its suppliers to meet the quality, quantity, variety and cost requirements of the bedding and other floral design schedules.

An appropriate controlled release fertiliser shall be applied in accordance with the manufacturer's instructions.

Having ensured that chains are in situ and in good order, the hanging baskets shall be mounted on lamp-posts, shops, etc. in accordance with the requirements of the bedding and other floral designs schedules.

All baskets, containers and plants shall be maintained in a safe and healthy condition throughout the season. All hanging baskets and containers (excluding those provided for shops) shall be tied-in securely to protect them from vandalism or theft.

The Street Scene Services shall replace up to 10 vandalised or stolen baskets, containers and their contents at their expense.

MAINTENANCE

Plants shall be maintained in a healthy condition in accordance with good horticultural practice from late May until flowering ceases, normally in late September.

There are two types of baskets and containers:

- self watering which includes baskets and containers with a water reservoir
- traditional baskets and containers which do not include this feature (to be phased out).

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Dead-heading, trimming, watering and feeding of all plants in hanging baskets and containers shall be carried out in accordance with good horticultural practice and sufficiently frequently to ensure

- robust health and vigorous flowering throughout the designated season.

It is advisable for watering on public thoroughfares to be carried out during early morning in order to avoid traffic congestion.

By agreement, the Street Scene Services shall also water baskets and containers produced and set out by some traders, but only to the extent that this function

- can be reasonably included in the programmed rounds at marginal inconvenience
- is booked in advance and appropriate charge agreed.
- that they fulfil the criteria set out in appropriate risk assessments
- that they are of a self-watering type

The current locations for watering are Honiton, Exmouth, Axminster, Ottery St Mary, Seaton and Sidmouth, although these areas, and the number of baskets and containers involved, may vary from season to season.

REMOVAL

At the end of the flowering season, the hanging baskets and containers shall be safely taken down, emptied and all plants and soil shall be disposed of. The hanging baskets and containers shall be labelled as required and put into storage by the Street Scene Services in readiness for the next growing season.

Great care shall be taken to ensure that wicks and matting in the self-watering containers are not discarded when the containers are emptied, and the Street Scene Services shall be responsible for the replacement of all missing wicks and ensuring these are present when containers are prepared for collection by the nursery for replanting.

ACCESS

The majority of baskets can be watered by a large water bowser. However access to some sites is restricted by the registered landowner i.e. Honiton Lace Walk, Exmouth Magnolia Centre. The Street Scene Services shall take account of this and the need to use appropriate equipment at these sites.

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HERBACEOUS, DAHLIA AND ORNAMENTAL GRASSES
MAINTENANCE AND PLANTING

WEED CONTROL

All herbaceous and grass borders and smaller areas of herbaceous planting shall be maintain free of weeds by appropriate cultivation throughout the year, without damaging plants or surrounding lawn edges.

PESTS AND DISEASES

Plants shall be maintained in a healthy condition, free of pests and diseases by recognised cultural methods and the application of pesticides approved for the purpose.

STAKING (IN ORNAMENTAL PARKS ONLY)

Suitable canes, stakes, support frames and twigs shall be provided for supporting herbaceous plants according to the needs of the individual species and in accordance with good horticultural practice.

Staking shall commence in May and continue throughout the summer, tying being carried out as often as necessary to provide support to new growths.

IRRIGATION

Plants shall be watered whenever necessary during periods of active growth between May and October with adequate water penetration occurring on each occasion.

FERTILISER

Fertiliser with a balanced NPK ratio shall be applied once per annum in April, and shall be lightly hoed into the surface at the manufacturer's recommended rate of application.

DEAD HEADING AND CUTTING BACK

Version Number:.....

Version Date:.....

Throughout the year, herbaceous plants shall be cut back and dead heads removed according to good horticultural practice for the species concerned. Dead or damaged leaves shall also be cut off and removed in the same instance.

AUTUMN / WINTER CLEARANCE

During October/ November, when the current season's growth has finished, all herbaceous plants, with the exception of evergreen species, shall be cut down to just above ground level. All stakes, canes and twigs shall be removed and the ground shall be lightly forked over. During February, ornamental grasses shall be cut back to main clump.

Herbaceous borders shall be mulched with an approved source of well-rotted organic matter, annually, to a depth of 75mm, following autumn clearance. Care should be taken not to exceed this depth to avoid damage to plants.

DIVISION (IN ORNAMENTAL PARKS ONLY)

Certain species of herbaceous and grass plants shall be divided and replanted at regular intervals to maintain vigour in accordance with good horticultural practice.

LEAF, PINE AND CONE NEEDLES REMOVAL

See Rubbish Removal including Tree Debris and Leaves.

NEW HERBACEOUS / GRASS PLANTINGS

Spring Bedding Specification, supply, replacement, cultivation and planting Specification Clauses shall be complied with when carrying out this operation.

ROCK GARDENS

WEED, PEST AND DISEASE CONTROL

All rockeries shall be maintained in a healthy, weed, pest and disease free condition by the application of appropriate cultivation and cultural methods and the use of pesticides approved for the purpose throughout the year without damaging plants or surrounding grass.

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PLANT MAINTENANCE

Throughout the year, rockery plants shall be maintained according to good horticultural practice for the species concerned, for example plants shall be trimmed back after flowering to prevent self-seeding, and excessive growth on trailing plants shall be removed.

NEW PLANTING

Spring and Summer Bedding Specification, supply, replacement, cultivation and planting shall be complied with when carrying out this operation.

ROCKS

Any shrubs or other plants that unduly obstruct the display of rock faces shall be pruned back.

LEAF, PINE NEEDLES AND CONE REMOVAL

See Rubbish Removal including Tree Debris and Leaves.

ROSE MAINTENANCE

WEED CONTROL

All rose beds shall be maintained so that they are free of weeds throughout the year. Cultural methods shall not damage the roots. All beds will be lightly forked over during late February/early March, just before the application of well-rotted organic matter.

The use of residual herbicides will not be permitted on any rose bed.

MULCHING

Rose beds shall be mulched with well-rotted organic matter- usually recycled from the leaf clearance regime and free from pernicious weeds and seed - annually, to a depth of 75 mm, following late February pruning.

FERTILISER

Balanced Rose fertiliser shall be applied at the manufacturer's recommended rate, once per annum, normally in June.

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PESTS AND DISEASES

Roses shall be maintained in a healthy condition, substantially free from pests and diseases, by good cultural methods and the application of pesticides approved for the purpose.

DEAD HEADING

Roses shall be dead headed in accordance with good horticultural practice during flowering.

PRUNING

Bush roses shall be reduced back in height during November, sufficiently to prevent wind rock. This is generally by about one-third to half of their original height.

Hybrid-T (large flowered) roses shall be further pruned according to good horticultural practice in February of the following year and all other roses at the correct time of the year for their type and variety.

Suckers shall be removed at the junction with the root whenever they appear.

TYING IN

Climbing and Rambling roses shall be tied in when the growth of the rose makes it necessary or, when damage has occurred.

Any wires, trellises or similar supports shall be inspected and repaired as necessary.

STANDARD ROSES - STAKING

All stakes shall be sound and sufficiently inserted to prevent lateral movement.

Broken stakes shall be removed and shall be replaced at the Street Scene Services's expense with an appropriate new stake.

DAMAGED ROSES

Roses which have been damaged by whatsoever cause, including accident or vandalism, shall be treated by in such a manner as to restore the plant to its former state by appropriate methods such as tying, pruning and staking, within 24 hours of occurrence.

LEAF, PINE NEEDLE AND CONE REMOVAL

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See Rubbish Removal including Tree Debris and Leaves.

SHRUB MAINTENANCE

INTRODUCTION

Shrub maintenance includes beds of mixed woody and non-woody perennial plants, which do not normally require support. There are various beds within the main parks which include herbaceous plantings which are to be included under shrubs maintenance and do not receive the higher standard of maintenance required by herbaceous borders.

WEED CONTROL

All shrubberies shall be maintained in a weed-free condition throughout the year.

In order to define the term 'weed-free', as a general guide for the purpose of this Service Level Agreement, beds shall be considered to be unacceptably weedy when

- a) any weed has produced ripe seed;
- b) any weed is more than 75 mm high; or
- c) the density of weed cover, where any weeds more than 25 mm high exceeds 10% of an area.

In public park areas, beds are required to be maintained to a higher standard. In these areas, (a) and (b) shall apply but the density in (c) shall be 5%.

BARK AND WOODCHIP DRESSING

The use of bark and woodchip dressing within the district has been an effective method of controlling weed growth and has also served to conserve water in dry summers.

All shrubberies with pre-existing bark dressing shall be 'topped-up' with bark during January to March, of each year, to maintain a depth of 75 mm throughout the beds. All materials used for this purpose shall be of an appropriate grade for the site. Bark dressing used in the main parks and gardens shall be a high grade amenity mix, whilst open space areas shall be of appropriate recycled wood chippings or similar.

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Areas of bark that are compacted by whatsoever cause shall be lightly forked over so that they remain friable throughout the year.

All areas adjacent to barked beds shall be swept clean and the bark returned to the bed throughout the year.

Additionally, all shrubberies with a bark dressing shall be lightly forked over once between January to March, prior to the application of additional bark. This operation shall lightly pierce the soil beneath to help enable free drainage and air movement, and prevent surface compaction.

NON-BARK AREAS

These areas generally consist of high amenity park areas or areas where the gradient of land is too steep to enable successful bark application.

These areas shall be hoed regularly between April and December so that the soil surface remains friable and substantially weed free.

The whole area of shrub beds shall be forked through on one occasion during January to March of each year. Weeds shall be removed from the soil surface. All roots of deep rooted perennial weeds shall be forked out to remove the root systems. Additionally, 75 mm layers of leaf mould - recycled from the leaf clearance regime and free from pernicious weeds and seed - should be spread across selected bed areas in order to recycle excess stocks.

USAGE OF CHEMICALS FOR WEED CONTROL

In general, the use of chemicals as a method of weed control in shrub beds is not permitted.

Application shall only be granted after prior consultation with the Parks Development Officer.

PESTS AND DISEASES

Shrubs shall be maintained in a healthy condition, free from pests and diseases, by recognised cultural methods and the application of pesticides approved for the purpose (see Pesticides Specification).

PRUNING

Shrubs shall be pruned according to good horticultural practice for the species/genera concerned and shall follow the natural shape and inclination of the plant unless circumstance or design dictate otherwise.

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Pruning shall only be carried out by skilled members of staff who understand the principles behind, and reasons for, pruning operations. Generally pruning is undertaken to promote flowering and optimum growth. It should be noted that not all species require annual pruning, though these may require the removal of any dead, dying, weak and diseased wood.

Whilst it is anticipated that the bulk of pruning shall take place between October and March, where particular species flower in the following seasonal patterns, it is advisable that pruning shall conform to the following timetable:

- a) Shrubs flowering in winter and those with coloured barks/stems, shall be pruned in late March.
- b) Shrubs flowering in March to July on previous season's wood shall be pruned immediately after flowering.
- c) Shrubs flowering July to September on current season's wood shall be pruned in February.

Additionally, as and when necessary, any shrubs that overhang paths, impede access to adjacent buildings or block light shall be pruned in accordance with good horticultural practice.

DAMAGED SHRUBS

Shrubs that have been damaged by whatsoever cause, including accident or vandalism, shall be treated in a manner that accords with good horticultural practice, for example tying in, pruning, staking, within 48 hours of occurrence.

INSPECTION AND REPLACEMENT OF DEAD PLANTS

The Street Scene Services shall monitor shrub beds throughout the year and register;

- the presence of dead and diseased plants
- their variety
- and their location.

The Street Scene Services shall;

- Remove diseased plants on observation.
- Remove dead plants to at the earliest available opportunity.
- Annually, between October to March, replace all removed plants with new, in accordance with the pre-existing planting scheme.

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LEAF, PINE NEEDLE AND CONE REMOVAL

See Rubbish Removal including Tree Debris and Leaves.

Holm Oak and Holly are found at certain locations in shrub beds, for example, Connaught and Manor Grounds, and there is a need to ensure that leaves are removed..

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WALL SHRUBS AND CLIMBING PLANTS

GENERAL

All of the clauses relating to shrub maintenance apply to wall shrubs / climbing plants except where variations are indicated below.

Climbing plants include the Laburnum arch situated at Knowle grounds, Sidmouth and the Wisteria arch situated at Elmfield House, Honiton.

MAINTENANCE

Climbing plants shall be inspected on a regular basis and shall be tied in when the growth of the plant makes it necessary. Excess or damaged growth shall be removed and the plants pruned according to their species.

Insecure growth shall be attached to supports using approved tying wire or an approved substitute material.

Any wires, frames or supports, shall be inspected and repaired as necessary.

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NATURALISED SHRUB AREAS

GENERAL

No chemicals are to be used on naturalised shrub areas.

All naturalised shrub borders shall be raked through on one occasion during January to March of each year. Weeds shall be removed from the soil surface. All deep rooted perennial weeds shall be forked out to remove the root system. All brambles, seedling trees or similar plants which are growing through mature shrubs shall be removed.

All other operations, as in shrub maintenance, are to be carried out seasonally.

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HEDGE MAINTENANCE

WORKING ARRANGEMENTS

Hedge cutting shall be carried out at a time of day so as to cause the minimum possible disturbance to road traffic, pedestrians and users of Park facilities.

HEDGE CUTTING

Dimensions indicated in the site Bills of Quantity are for average height and widths. For example, a hedge varying in height from 1.2 to 1.8 metres will be recorded as 1.5 m in the Bill of Quantity.

All formal hedges shall be cut according to species with either hand shears, secateurs, parrot bills or hand held mechanical cutters.

Informal, country style hedges may be cut with a tractor-mounted flail.

Hedges shall have a neat and tidy appearance and shall be cut in such a way as to achieve a straight, level surface along the tops, sides and ends, with a slight taper from the bottom of the hedge to the top (the bottom being wider than the top).

By regular cutting, the existing heights and widths of the hedges shall be maintained unless otherwise instructed. Any additional work required to obtain the maintained size and shape shall be undertaken entirely at the Street Scene Services’s expense.

FREQUENCY OF HEDGE CUTTING

Hedges are generally classified into two categories. Formal and Informal. Formal hedges are to be cut twice annually, informal hedges once. Hedges shall be cut at the time specified for the species as listed in the table below:

SPECIES	FORMAL	INFORMAL	SPECIAL
Beech	June/July Nov/Feb	Nov/Feb	REQUIREMENTS
Berberis	June/July Nov/Feb	Nov/Feb	After flowering
Box	June/July Nov/Feb	Nov/Feb	
Cotoneaster	June/July Nov/Feb	Nov/Feb	
Cupressus	June/July Nov/Feb	Nov/Feb	
Escallonia	June/July Nov/Feb	Nov/Feb	After flowering
Forsythia	June/July Nov/Feb	Nov/Feb	After flowering
Griselinia littoralis	June/July Nov/Feb	Nov/Feb	

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Holly	June/July	Nov/Feb	Nov/Feb	
Hornbeam	June/July	Nov/Feb	Nov/Feb	
Laurel	June/July	Nov/Feb	Nov/Feb	
Lonicera nitida	June/July	Nov/Feb	Nov/Feb	
Privet	June/July	Nov/Feb	Nov/Feb	
Pyracantha	June/July	Nov/Feb	Nov/Feb	After flowering
Rhododendron	---	---		
Thorn	June/July	Nov/Feb	Nov/Feb	
Yew	June/July	Nov/Feb	Nov/Feb	
Misc. hedges	June/July	Nov/Feb	Nov/Feb	
Flailed Hedgerows	---	---	Nov/Feb	

FORMAL HEDGES - WEED CONTROL (INCLUDING BRAMBLES)

All hedges and hedge bases shall be maintained in a substantially weed free condition throughout the year.

It should be noted that some hedges which are generally considered to be informal have been included in the formal maintenance classification where excess growth is likely to impede pedestrian or vehicular access.

DAMAGED HEDGES

Hedges that have been damaged by whatsoever cause, including accident or vandalism, shall be treated in a manner aimed preserving the plants in line with good horticultural practice. For example, tying in, pruning, staking, within 48 hours of being reported.

LEAF, PINE NEEDLE AND CONE REMOVAL

See Rubbish Removal including Tree Debris and Leaves.

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YOUNG TREE MAINTENANCE

DEFINITION

Young trees shall include all trees with a girth of less than 300 mm at 1.2 m or a height of 7 m, whichever measurement is reached sooner.

WEED CONTROL

A cultivated circular area shall be kept around the base of all young trees in ornamental areas (G1, G2 and associated areas) this shall be maintained in a substantially weed and grass free condition throughout the year. The diameter of this area shall not exceed 600 mm or be less than 500 mm. This shall be achieved by cultural methods only with the soil being left with a fine tilth. Extreme care shall be taken not to damage any roots during cultivation, which shall be restricted to the top 50 mm of the soil.

A circular area around the base of all young trees in general amenity areas shall be maintained in a substantially weed and grass free condition throughout the year. The diameter of this area shall not exceed 600 mm or be less than 500 mm. This may be achieved by a combination of cultural and chemical methods, although the use of residual herbicides is forbidden.

Any climbing plants shall be carefully removed from trees before they become established.

PESTS AND DISEASES

Young trees shall be maintained in a healthy condition, free from pests and diseases by recognised cultural methods.

In the case of a severe outbreak of canker or of a notifiable disease, such as Dutch Elm Disease, this shall be reported to the Parks development Officer within 48 hours.

TREE TIES AND STAKES

Tree ties and spacing pads shall be checked once per annum and appropriate adjustments shall be made to allow for growth of the tree.

Missing and broken tree ties and spacers shall be replaced with appropriate replacements in accordance with good silvicultural practice at any time throughout the year as required.

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All young trees shall be staked for a duration that accords with good silvicultural practice. During this period, stakes shall be reduced in accordance with the following stages as soon as the tree is established and wind-firm:

- Stage 1 - Reduce stake by 25% and re-tie stake.
- Stage 2 - Reduce stake by a further 25% and re-tie top of stake.
- Stage 3 - Remove remainder of stake and backfill hole with topsoil, firm and add further top soil.

All stakes shall be sound and remain fully inserted without lateral movement throughout the maintenance period. Additional soil shall be added if necessary which should be firmed around the stake.

Broken and vandalised stakes shall be removed and shall be replaced with an appropriate new tree stake as and when required.

FORMATIVE PRUNING

All dead, dying, diseased, damaged and crossing branches shall be removed from young staked trees to maintain an open well balanced head, having regard for the characteristics of the species concerned and in accordance with recognised silvicultural practice.

SUCKER AND EPICORMIC GROWTH

All suckers arising from the rootstock of grafted trees shall be removed to point of attachment to stem system.

Trees (particularly Tilia, Prunus and Crataegus spp) shall be clear of epicormic growth from ground level up to 2.5 metres in height in April and no epicormic growth shall exceed 200 mm in length during the remainder of the year.

REMOVAL OF LOW BRANCHES

The height of any crown shall not be raised nor hanging branches removed in order to facilitate mowing or other operations without prior permission from the Parks Development Officer.

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WHIPS AND TRANSPLANTS IN LONG GRASS AND CONSERVATION AREAS

All vegetation surrounding each whip or transplant within a radius of 500 mm, shall be cut back to a height of:

Whips (600mm +)	-	100 mm
Transplants (150mm - 600mm)	-	50 mm

All arisings shall remain as a mulch around the base of each tree.

DAMAGED YOUNG TREES

Young trees which have been damaged by whatsoever cause, including accident or vandalism, shall be treated in accordance with good silvicultural practice, aimed at preserving the tree, for example, pruning, staking, tying in, within 48 hours of being reported. If the damage is too great to be repaired the tree shall be removed.

HAZARDS

The Street Scene Services shall bring to the attention of the Parks Development Officer any work which should be carried out to avoid a probable hazard. In particular, any immediate dangers, fallen or unstable trees or limbs shall be reported and dealt with forthwith.

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GRASS MAINTENANCE

GENERAL

The use of growth regulators will not be permitted.

STANDARDS

MOWING

The mowing schedule details standards for each type of grass cutting operation in terms of the;

- maximum permissible height before grass cutting takes place
- minimum permissible height to which the grass can be cut on each occasion
- typical frequencies required to achieve these limits
- special requirements.

On each occasion that grass cutting takes place

- an even sward
- to the requisite height
- across 100% of the surface area
- including all obstacles, grass margins, weed growth and flower spikes

shall be achieved.

Should grass exceed the maximum permissible height, the grass shall be brought back into conformance by frequent repeat mowing. In certain circumstances, for example warden controlled housing, grass cuttings shall be raked up and removed.

On no account will the use of chemicals around obstacles and margins be permitted in G1, G2 and associated grass areas

The use of appropriate chemicals to restrict growth around obstacles and margins in other areas shall be permitted unless otherwise stipulated by the Parks Development Officer.

LITTER (see also Rubbish Removal Specification)

Litter on areas to be mown shall be removed immediately prior to mowing.
Any litter subsequently shredded as a result of the mowing operation, shall be collected.

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MACHINERY

All grass cutting machinery used across the entire range of standards, G1 to G10, shall be appropriate and fit for the purpose of achieving the requisite standard.

DAMAGE

Damage caused to grass or any other surfaces, including tarmac and paving, due to

- using inappropriate equipment,
- using equipment inappropriately
- failing to take account of weather and / or surface conditions
- spilling fuel

shall be rectified by the Street Scene Services within two days.

Spillages shall be cleaned up immediately using a method appropriate to the surface.

MOWING

Any clippings or other mowing arisings which land on hard surfaces, shrub borders or flower beds shall be cleaned up and removed immediately on completion of mowing.

FREQUENCY

The frequency of mowing will depend upon the

- the specified standard
- the specified range of permissible heights
- prevailing conditions.

It is likely that the number of cuts required to achieve the standard will vary from year to year, depending on weather conditions. The number of cuts given against the individual grass schedule, therefore, is a guideline only.

WEATHER CONDITIONS

On resumption of mowing operations after adverse weather conditions have caused them to cease, the Street Scene Services shall ensure that a return to conformance with the requisite standard is achieved within one cutting period for the type of grass concerned.

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In very dry and drought conditions, the height of cut shall be adjusted so as not to cause added stress and damage to the sward. If grass growth is at a standstill, the Street Scene Services remains under an obligation to control grass and weed flower spikes by cutting. Discretion may be exercised as to the appropriate type of machinery used to achieve this end.

EDGING MAINTENANCE

Grass edge types have been classified into three categories:

1. Level Edge

Where the edges adjoin the immediate adjacent hard surface at the same level without a break, including manhole covers, footpaths, kerbstones.

2. Bed Edge

Where the grass edge adjoins the immediate adjacent surface at a lower height than the grass edge ie flower beds, shrub borders, mowing channels.

3. Raised Edge

Where the edges adjoin the immediate adjacent surface which is raised in relation to the grass edge i.e. walls, fence lines, round manhole covers, raised kerb.

Level and Bed Edges

Annually, during the period November to March, all finished bed edges shall be sharp, neat and vertical, straight edges being straightened wherever necessary with the aid of a line and edging iron.

In situations where straightening the edge would cause the removal of more than 20 mm of turf over 25% of the length involved, the edge shall be repaired by cutting turf 300 mm wide along the affected edge, turning it through 180 degrees and relaying to a straight edge on the original line. Any gap between existing turf and the re-laid shall be filled with a good soil compost and shall then be seeded with an appropriate seed mix.

G1, G2 and associated areas - all bed grass edges shall be trimmed using long handled edging shears on the same day as mowing is carried out. Edges adjoining hard surfaces at the same level without a break shall be maintained so that a neat edge is achieved on each occasion that mowing is carried out. All soil channels adjacent to bed edges shall be kept clear of weed growth and litter.

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G3 - G6: All bed grass edges shall be trimmed within 48 hours of mowing being carried out. Level edges shall be maintained with appropriate machinery in order to ensure that grass growth is kept in line with the level edges. A neat edge shall be achieved on one occasion between December and March.

G7 - G10: Edges to be maintained by use of strimmers or hand tools during the routine maintenance programme for these area.

Raised Edges and Mowing Strips

(EXCLUDING G1, G2, Associated Areas and Cemetery/Churchyard Sites)

All mowing strips and raised edges shall be maintained with neat sharp edges and kept clean and free from weeds, using cultural methods or herbicides approved for the purpose.

Raised Edges and Mowing Strips

(G1, G2, Associated Areas and Cemetery/Churchyard Sites)

Raised edge maintenance at any of the above sites which cannot be cut by the stipulated type of mower, shall be trimmed by other means, to the same standard as the surrounding grass area.

LEAF, PINE NEEDLE AND CONE REMOVAL

See Rubbish Removal including Tree Debris and Leaves.

BULBS (G1 TO G10 INCLUSIVE)

Grass over naturalised Narcissus, Galanthus and Crocus bulbs etc, areas shall remain uncut from the commencement of the season to the third week in May, unless the bulb leaves have died down sooner, at which time the grass and bulb tops shall be cut and removed. Subsequently these areas to be maintained to the same standard as the rest of the area.

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GRASS CUTTING SCHEDULE

CODE	MAXIMUM HEIGHT OF GROWTH		MINIMUM HEIGHT OF CUT		INDICATED TIME MOWN SUMMER/WINTER	INDICATED FREQUENCY OF CUTTING PERIOD	ESTIMATED No. CUTS TO REACH REQUIRED STANDARD	
	Summer	Winter	Summer	Winter			SUMMER	WINTER
G1	7mm	16mm	4 mm	10 mm	<u>Summer</u> : Second week March to end November inclusive <u>Winter</u> : End November to Second week March	A minimum of three times per week at peak growing times otherwise twice weekly. Monthly in winter.	90	8
G2	25mm	35mm	10 mm	25 mm	<u>Summer</u> : First week April to mid October <u>Winter</u> : end of November to first week April	A minimum of once a week at peak growing times otherwise weekly in Summer. Monthly in winter.	30	6
G3	100mm	110mm	35 mm	40 mm	<u>Summer</u> : First week April to mid October <u>Winter</u> : end of November to first week April	Once every 2 to 3/4 weeks in the summer season. Every 6 - 8 weeks in the winter period.	12	3
G4	65mm	80mm	25 mm	40 mm	<u>Summer</u> : First week April to mid October <u>Winter</u> : end of November to first week April	Once every 2 to 3/4 weeks in the summer season. Every 6 - 8 weeks in the winter period.	12	3
G5	100mm	110mm	35 mm	40 mm	<u>Summer</u> : First week April to mid October <u>Winter</u> : end of November to first week April	Once every 2 - 3/4 weeks in the summer season. Every 6 - 8 weeks in the winter period.	12	3
G6	100mm	110mm	35 mm	40 mm	<u>Summer</u> : First week April to mid October <u>Winter</u> : end of November to first week April	Once every 2 to 3/4 weeks in the summer season. Every 6 - 8 weeks in the winter period.	12	3
G7	100mm	110mm	50mm	50mm	<u>Summer</u> : First week April to mid October <u>Winter</u> : end of November to first week April	Once every 2 to 3/4 weeks in the summer season. Every 6 - 8 weeks in the winter period.	12	3
G8	N/A		75mm		Twice annually May and November	-	1	1
G9	N/A		75mm		Once annually November	-	-	1
G10	300mm	300mm	50mm	50mm	<u>Summer</u> : First two weeks March, May, July, Sept <u>Winter</u> : November	Five occasions per annum, four summer, one winter as indicated in adjacent column.	4	1

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CONSERVATION AND MEADOW GRASS

General

The actual timing of the cuts may be varied in accordance with the bird and plant species present each year and the nature of the seasons.

Conservation Areas:

Conservation areas shall be cut to a height of 50 mm, cleanly and evenly, once during late summer after all indigenous species and wild flowers have set seed.

Cuttings and arisings shall be left to lie and evenly distributed over the mown area.

Spring Meadows

Areas to be cut to a height of 50 mm, cleanly and evenly in mid March, mid August and late September.

Cuttings and other arisings shall initially be left to lie and shall be removed between 3 and 5 days after an area has been cut.

Summer Meadows

Areas to be cut to a height of 50 mm, cleanly and evenly only when the sward reaches a height of 100 mm between mid March and late May and again on one occasion in late September.

Cuttings and other arisings shall initially be left to lie and shall be removed between 3 and 5 days after an area has been cut.

Floral Grass

Areas to be cut to a height of 50 mm, cleanly and evenly only when the sward reaches a height of 100 mm between mid March and late September.

Areas to be left uncut for a period of between 5 and 12 weeks during the spring/summer. The period during which the sward will be left uncut will be determined by the bird and plant species present each year and the nature of the seasons.

Cuttings and other arisings shall initially be left to lie and shall be removed to the approved disposal site between 3 and 5 days after an area has been cut.

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PATHS AND SIMILAR SURFACES

HARD SURFACE MAINTENANCE

All tarmac, concrete or paved playgrounds including safety surfaces and other areas shall be kept clear.

Sweeping shall be carried out by appropriate methods that do not damage or disrupt the surface.

All paths and hard surfaces in public gardens and parks shall be swept twice per week with an even interval between occasions from May to December inclusive, and once a week from January to April inclusive with an even interval between occasions.

Children's safety surfaces shall be swept whenever the site is visited for other operations, for example, inspections, grass cutting, etc.

All other paths and hard surfaces shall be cleared of grass cuttings following mowing operations and swept as and when required.

SURFACE IRREGULARITIES

Any surface irregularities in tarmac, concrete, paved paths or playgrounds, exceeding 25 mm deviation from the accepted normal surface, shall be isolated by the use of cones or safety bunting, and reported immediately to the appropriate body within the council, in order for the surface to be reinstated.

SLIPPERY SURFACES

All reported slippery surfaces, whether caused by algae, moss or other causes of whatsoever nature, shall be made safe by the removal and / or treatment of the hazard by pesticides or other material approved for the purpose.

WEED CONTROL/WEEDKILL

All hard surfaces shall be maintained in a substantially weed free condition including moss and algae growth by mechanical methods or herbicide application.

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PLAYGROUNDS

SAFETY

The safety of children's playgrounds is of paramount importance, and for both moral and legal reasons. A regular and systematic process of playground inspections shall be carried out. Trained and competent staff, shall carry out all operations in a safe and thorough manner. The prime aim is to detect potential hazards and take immediate action to remove them. Staff undertaking playground inspection shall have attended a recognised course run by the Royal Society for the Prevention of Accidents specifically for that purpose.

All machinery access gates shall be kept locked and secured at all times. All chains and padlocks shall be supplied by the Street Scene Services.

INSPECTIONS AND MAINTENANCE

- i) On a weekly basis, the Street Scene Services shall carry out a detailed, recorded inspection of all play areas.
- ii) All inspections shall cover the whole playground, including play equipment, safety surfacing, other surfaces, fences, gates, seating, signs, litter bins and any other items associated with the site.
- iii) During each inspection, a detailed electronic report (Playsafe) shall be completed which shall be submitted to the Street Scene Services Officer responsible for playgrounds no later than the end of the week.
- iv) Any urgent defects discovered during the course of inspection or on receiving information of the same from whatsoever source will be rectified by the Street Scene Services immediately. If rectification is unfeasible, it must be reported to the officer responsible for playgrounds for action to be taken. Access to the relevant equipment will be denied to the public until such time as the fault has been rectified.
- v) A weekly meeting shall take place between the Playgrounds Officer and the staff responsible for play area inspection to synchronise the Personal Digital Assistant (PDA) with the main 'Playsafe' programme and to discuss issues that have arisen throughout the weekly inspections that need to be addressed.

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Weekly Inspection and Maintenance

General

All sites are defined as being enclosed by dog proof fencing. The site refers to any item of equipment, surface, seats or associated items within and including the boundary fence. (The exception being Allhallows, Honiton and Charles Road, Honiton, where there is no play area boundary fence.)

Inspections shall also take into account site specific issues identified in the risk assessment carried out for each play area.

a) The Site

- i) All signs shall be in a clean, clear and legible condition.
- ii) On the day of inspection, all safety surfaces and general surfaces should be swept and kept in a clean, tidy condition, free of litter, mud, broken glass, excreta and other debris.
- iii) After rain, any persistent standing water should be reported including grass areas becoming worn and puddled.
- iv) Collect all litter from the site, including the contents of all litter bins.
- v) Ensure fencing and gates are secure, operate correctly and all fixings are intact. Fences and gates shall be checked for any loose wires that may cause injury. Where possible, these shall be made safe.
- vi) Erect appropriate type of temporary fencing ('Heras' type is most effective) around items where repairs cannot be effected easily and immediately, or immobilise equipment with padlock and chain if appropriate. Maintain temporary fencing erected around items out of commission in a safe and secure condition until repairs to the equipment have been carried out.
- vii) Ensure that any site drainage gullies are clear with correct gratings properly positioned and secure.

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- viii) Ensure that general surface areas are in a good safe condition, free from any holes or general tripping points.
- ix) Check for damage, compaction or displacement to ineffectual level of safety surfacing. Check for weed growth that may give rise to more permanent damage or displacement. Safety surface should be securely adhered to the general surface of the playground and any holes, raised or loose edges shall be reported to the council.

b) Equipment in accordance with 'Playsafe' data base (list below to be used only as a guide)

- i) Ensure all fittings are correctly positioned and all fixings are properly secure, with no bolts or nuts missing or loose.
- ii) Check that all ground supports are firmly fixed.
- iii) Check for corrosion throughout the equipment, especially at ground level.
- iv) Check that paintwork / preservative is in good condition.
- v) Check for damage from whatever cause to timber components or items. There should be no breaks or splintering or cracked sections.
- vi) Ensure all moving parts are working in a smooth, quiet and efficient manner and check for worn bearings, lack of lubrication, seizure or excessive motion, unduly noisy motion, missing covers, etc.
- vii) Ensure all hooks, links, etc, are closed.
- viii) Check that all platforms and footboards are in good safe condition, to correct levels/height and secure.
- ix) Check that ground clearances under equipment are correct when stationary and in motion
- x) Ensure all safety measures installed around or fixed directly to items of equipment are in good condition and fully effective for the purpose for which they are intended.

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- xi) Look for and remove if possible minor protrusions and sharp edges to ensure normal safe use.
- xii) Ensure that tube plugs, nuts, bolts and other fixings are properly secure.

c) Swings

- i) Check the links of the chains for wear and the security of the fixings at the top and seat ends.
- ii) Check seats for wear or damage.
- iii) Check frame welds and base mounts for security.
- iv) Where swings have been wrapped over top bars, these shall be unravelled and left in a position for safe use.

d) Free Standing Slides

- i) Ensure all steps are securely in place and undamaged.
- ii) Check that handrails and guardrails are smooth, undamaged and securely in place.
- iii) If the chute is in sections check for buckled edges or objects in the joints between sections.
- iv) Ensure the sides are smooth and undamaged.

e) Mound Slides

- i) Same checks as for free standing slides.
- ii) Check also that the mound itself is solid, with no slipping, earth erosion, or possible tripping points or stones.

f) Roundabouts

- i) Check that they are solid in the ground and the underside is kept clear of litter and debris.

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- ii) Ensure that no bolts or other protrusions extend below the platform of the roundabout.
- iii) Check that the timber is sound, smooth and securely in position, especially in the footboards.
- iv) Ensure that the roundabout rotates evenly and all bearings are working in a smooth, quiet and efficient manner. Ensure correct ground clearance under platform (ref: EN 1176 Part 5 Cl 6).
- v) Ensure that the seating platforms, footboards, site panels and handgrips are complete, secure, free from protrusions and obstructions and are in a safe condition for use.
- vi) Ensure that motion restrictors (where fitted) are operating correctly.

g) See-Saws and Other Rocker Play

- i) Check that it moves easily and quietly.
- ii) Check the condition and secure fixing of the plank, footboards, seats, handgrips and guards.
- iii) Check for pinch or crush points caused through exposed mechanisms, junctures or moving components, etc.

h) Climbing Frames

- i) Check that all boards, bolts and welded joints are tightly secure with no projecting sharp edges.
- ii) Ensure the tube ends are safely and securely stopped up (this applies to all equipment of a tubular construction).
- iii) Ensure the structure is securely fixed to the base.
- iv) Ensure that no fixed bars on the structure are able to rotate or move in any way.

i) Multi Activity Structures

- i) Each module or play activity making up the unit should be checked for the same defects as per the individual items of play apparatus mentioned above.

Greasing and Minor Repair

- a) All moving parts of the play equipment where accessible shall be oiled or greased with products previously agreed by the council, in accordance with the manufacturer's recommendations, or at minimum, once in March/April prior to heavy summer use and once in October/November for winter protection.
- b) During the course of the inspections, any minor repairs to equipment, fencing, gates, etc, that can be carried out easily and immediately, for example tightening nuts and bolts, should be done in order to keep the play area in a safe, useable condition. This will not include repairs that require replacement parts or special tools, however none technical repairs are to be carried out by the play inspector normally on Thursdays and Fridays throughout the year following the completion of the weekly inspection. This will include minor repairs to 'wet pour' safety surfaces.

Temporary Fencing

- i) If repairs cannot be made immediately due to the nature of the damage or fault, prevent all use of the item of equipment by immediately signing, fencing off and/or making immobile by use of chain and padlock or other effective means before leaving the site.
- ii) Temporary fencing should be adequate for the purpose of effectively deterring access to the isolated equipment / area ('Heras' type fencing is very often the most effective).
- iii) In all situations where temporary fencing is erected, remove or twist in ends of fencing wires and galvanised fixing wires leaving no protrusions.
- iv) No fencing stakes or pins shall be used where safety surfacing would be in any way disturbed or damaged during erection and dismantling fencing. The use of pins and stakes should be generally avoided as they are easily pulled out and used as missiles.

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- v) In such areas, fencing may be erected around the item of equipment and fixed directly to it using suitable gauge galvanised wire.
- vi) Following the removal of temporary fencing, make good playground surfaces using appropriate approved materials. Backfill post holes in soft landscaped areas with top soil, consolidate and over seed.

Cleaning

Playground equipment and safety surfaces shall be washed down whenever necessary for safety and hygiene reasons. A mild detergent and/or disinfectant shall be used wherever necessary.

Graffiti Removal - see graffiti specification

Hedge and tree pruning – as and when necessary, any potentially hazardous vegetation in or near the play area shall be cut back so as to minimise or remove the hazard. This would include brambles, sharp hedging or overhanging low branches etc.

Skateparks

Metal jointed and plated surfaces shall be checked for warping, unevenness and deformation along joints and plating, and for broken or loose rivets.

All surfaces shall be even, free from wear and erosion, and there shall be no sharp or protruding edges.

Sub-surfaces, normally plywood, shall be checked for splintering and warping.

Frameworks shall be in good order with sound ground anchorage points, joints and welds.

The intersection between ground surfaces (usually tarmac or concrete) and ramps shall be smooth and even, and joining fillets shall be sound with no indication of erosion or cracking.

Tarmac and other surfaces, especially leading up to and surrounding take off areas, shall be smooth and even.

Graffiti of an inoffensive nature - in line with skatepark culture - shall be allowed to remain. Graffiti that is deemed to be offensive shall be dealt with as per the graffiti removal specification.

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Visual inspections of the lighting systems and any related vandalism to be reported to the Officer responsible for playgrounds.

Litter and detritus can be a significant problem in and around skateparks. Attention to its removal on a regular basis is essential.

Ballcourts, Multiple Use Games Areas (MUGAS) and BMX facilities

Tarmac and other surfaces shall be smooth and even.

All surrounding fencing shall be intact, sound and in good order. This also applies to any gates. Ensure paintwork is in good order and no corrosion is becoming evident.

Ensure all walling, basketball hoops and any other associated item of equipment, seating etc. is in good sound order.

Litter and detritus can be a significant problem in and around skateparks. Attention to its removal on a regular basis is essential.

Graffiti of an inoffensive nature - in line with skatepark culture - shall be allowed to remain. Graffiti that is deemed to be offensive shall be dealt with as per the graffiti removal specification.

Other informal play space

It will be necessary to carry out a weekly visual inspection of certain informal areas of play space associated with certain play areas. The type of inspection will be very similar to the general site inspection for the equipped play area. Inspections shall also take into account site specific issues identified in the risk assessment carried out for each area. The aim is to ensure that all hazardous litter such as glass, sharp items and detritus is removed and any potentially dangerous situation is dealt with.

EMERGENCIES

All emergencies and potential dangers (for example, broken glass or equipment) relating to playgrounds, notified to the Street Scene Organisation from whatsoever source, including, though not exhaustively, other council departments, members of the public or their own staff, shall be responded to and made safe immediately. Individual orders will be issued by the Street Scene Organisation Officer responsible for

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playgrounds concerning each emergency call out which is considered additional to the works specified in the Service Level Agreement.

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GRAFFITI & FLY-POSTERS

All features indicated in the Bills of Quantity shall be maintained free from minor graffiti and fly posting, using appropriate methods for the type of surface upon which they have been inflicted.

Where minor graffiti has been inflicted on painted walls, every effort shall be made to remove it by washing or the application of graffiti remover. In stubborn cases, or where the graffiti cannot be removed without damage to the surface, applying paint that either matches the original colour or is as close an approximation as is feasible shall obliterate it.

Where graffiti proves impervious to removal, or is not of a minor nature, the Street Scene Services shall engage a specialist contractor to rectify the damaged area.

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LITTER AND RUBBISH REMOVAL INCLUDING TREE DEBRIS

Litter Collection

This specification details statutory requirements for litter collection in addition to any particular tasks of litter collection which are related to specific operations within the service level agreement.

The Street Scene Services shall be responsible for the collection and removal of all debris, litter, rubbish, excrement, stones, glass, rubble and the like from the sites identified in the service level agreement.

Clearance of Grass Areas

Generally, the final clearance of all autumn leaves from general grass areas shall be by the end of December.

Clearance from Beds

All leaves shall be cleared from general shrub beds, rose beds and flower beds by the end of January in each year. Any leaves that have accumulated into drifts or are considered by the council to be unsightly or damaging to plants and bulbs shall be removed as a priority.

The operation may be carried out more frequently if it eases shrubbery and rose bed cultivation, or if the leaves are at risk of spreading back onto lawns and paths.

In cases where the council does not consider the accumulation to be unsightly or damaging, they may be left until the beds are cleared and cultivated at the requisite time.

After leaf clearance, beds shall be lightly pricked through to remove foot marks.

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DRAINAGE, STREAM AND DITCH MAINTENANCE

All grass and plant growth on the banks of drainage ditches shall be strimmed to a height of 50 - 100 mm on two occasions per year in June and November.

In addition, all accumulated silt down to the bottom of the ditches, shall be removed, in November of each year.

The ditches shall be left in a neat and tidy condition.

Throughout the year, any minor debris reported as causing an obstruction to the flow of water shall be removed.

STREAMS

The streams located at The Glen, Honiton and Glen Goyle, Sidmouth, shall have any large amounts of rubbish and litter removed as and when they occur.

Twice yearly, June and October, the two side streams of the Land of Canaan, Ottery St Mary, shall be strimmed and raked to remove excess growth.

Specialist contractors engaged by the Street Scene Services will undertake the clearance of accumulated silt at the bottom of the streambed.

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SEATS, BENCHES AND PICNIC TABLES

CLEANING

Seats, benches and picnic tables, in parks and other areas included in the general specification, shall be hand washed with clean water and mild detergent solution, whenever necessary, to maintain them in a clean condition.

DAMAGE

Any damage shall be reported to the Parks Office. Any item found to be in a dangerous condition shall be immediately made safe or removed to a store provided by the Street Scene Services as soon as the defect is noticed. Anchorage brackets and any protruding or other hazards left on site shall be visibly isolated by the erection of temporary fencing, safety bunting or the placing of cones.

RELOCATION

Any seat displaced by an unauthorised person shall be replaced in its original location within one day of being noted.

TREATMENT

Every twelve months, between October and March, a wood preservative fit for such a purpose shall be applied to half of all wooden seats, benches and picnic tables, resulting in all seats being treated every two years. During the course of this operation, all plaques shall be protected from staining and damage. Any resultant stains to the plaques shall be removed in an appropriate manner so that no damage is sustained.

FIXINGS

If the seating is secured down by fixings these shall be reinstated on replacement.

RECORDS

Where records of the location of seats/benches are kept, for example Connaught Gardens, these shall be kept up to date.

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ALLOTMENTS

MAINTENANCE

When required, vegetation and rubbish from vacant plots shall cut back and removed at fair and agreed rates of remuneration.

COUNCIL GARDENS SCHEME

GENERAL

East Devon District Council maintains gardens for medically unfit Council tenants. The number of gardens and their locations vary from year to year, as do their sizes and the numbers of maintained features.

For the purposes of

- adding properties to the scheme
- deleting them from the scheme
- deleting aspects of maintenance

an average price per site or feature shall be used to determine appropriate payment to or deduction from the Street Scene Services budget.

Maintenance shall be carried out

- **Grass cutting:** as per G3 and G7
- **Hedge maintenance:** as per miscellaneous formal hedge maintenance.
- **Other maintenance:** as per the specification for that item or at agreed rates.

Before gardens are accepted onto the scheme, the Street Scene Services shall undertake a condition survey and an assessment made of any additional work required to bring it up to the specification standard.

Agreement shall be obtained from the Housing Officer before such rectification works are undertaken. Payment shall be made at agreed rates.

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REFUSE DISPOSAL

GENERAL

The Street Scene Services shall organise a suitable waste disposal and recycling system conforming to all appropriate legislation at their Camperdown and Manstone depots.

Excluding Camperdown depot in Exmouth and Manstone depot in Sidmouth no more than 8 cu m of refuse shall be accumulated at any time at a location and the refuse shall be suitably contained to prevent obnoxious odours, access by animals, or any other nuisance.

Each location shall be completely cleared of all refuse once every two weeks, or whenever 8 cu m has been collected, whichever is the sooner.

No area within a location shall be used for the accumulation of refuse.

In the event of 'portable bins' being used, they shall be kept out of general view from the public, except on the day of collection. As soon as these bins have been emptied they shall be moved back out of sight from the general public.

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STORAGE OF LEAVES AND BULKY ORGANIC MATTER

GENERAL

No leaves or other bulky organic matter shall be stored at a location over a weekend unless previously agreed in writing by the Parks Development Officer.

The designated areas for bulky organic matters to be stored are:

- Camperdown Depot, Exmouth
- Manstone Depot, Sidmouth

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DRAINS, SERVICES AND STATUTORY UNDERTAKINGS

GENERAL

The Street Scene Services shall be responsible for establishing the presence and exact position of all drains, services and statutory undertakings, whether or not shown on the location plans, when carrying out site works in accordance with the Service Level Agreement and associated works.

The Street Scene Services shall immediately inform the Statutory undertakers, etc, when damage is caused and shall bear the cost of making good such damage.

The Street Scene Services shall not interfere with the operation of existing services, for example, buried cables, water mains, gas pipes, drains, sewers or ditches, without the permission of the Statutory Authority or owner as appropriate. In all instances of damage or interference, the Street Scene Services shall also notify the Senior Engineer within 24 hours.

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HAZARDS/FIRES

GENERAL

The Street Scene Services shall not start any fires on Council land unless specifically authorised to do so and under no circumstances shall burning be permitted within 15 metres of any highway. During burning, fires shall be attended at all times and shall be doused and raked over on completion of the working day, leaving the area in a clean and tidy condition.

All arisings that still remain after the fire shall be cleared from the site and disposed of.

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ACCESS AND SPEED LIMITS

GENERAL

Only vehicles authorised by the Parks Development Officer shall be driven along paths and across grass areas. Frequent use of vehicles without grassland or low pressure tyres over grassed areas shall not be permitted. Speed shall at all times be controlled so as not to endanger members of the public, particularly children, disabled and elderly persons, or animals.

N.B. Pedestrianised areas, for example, Lace Walk, Honiton, Magnolia Centre, Exmouth, require the use of lightweight vehicles for access in order to prevent damage to paved surfaces.

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