

## **Environmental Management Plan (EMP)**

### **TENDER - for Ground Maintenance of Hilton 2016 to 2019**

#### **FRAMEWORK**

#### **1 Contracted Parties**

- 1.1 The contract will be HPC (Hilton Parish Council) and the selected contractor. The contract shall begin on 1 April 2016 and will run for a period of three calendar years thereafter. HPC will conduct a review of the contract after 6 months in September 2016. Should there be just cause to cease the contract HPC retain the right to do so at this point. Thereafter should HPC wish to cease the contract a notice period of one month is required. Following the start of the contract, the Contractor will be required to give three months' notice of termination.
- 1.2 Amendments to the schedule of work or indeed any part of the contract will be agreed as required between the HPC and the Contractor.
- 1.3 HPC will appoint an officer responsible for the administration of the contract who will also serve as a point of contact for the contractor. The HPC officer will work directly with the contractor, HPC clerk and warden to ensure the smooth running of this maintenance agreement. All communications between the contractor and HPC will be via the HPC officer.

#### **2 Contract Objective**

- 2.1 The aim of the Contract will be to maintain the designated grassed areas, footpaths and other areas belonging to the Hilton Parish Council to the required standard.

#### **3 Outline of Contract**

- 3.1 The area known as The Green at Hilton is an ancient common with a great diversity of plant life extending to 27 acres. The Village is committed to preserve and extend this diversity. As a result, individual grassed areas within the village are subject to different cutting regimes to satisfy the following objectives:
- (i) Maintain and improve visual impact.
  - (ii) Create amenity use
  - (iii) Encourage growth of specific species.
  - (iv) Promote long-term sustainability of the environment.
- 3.2 This contract should be viewed together with the contract version of the Hilton Parish Council map, (a large format print is available on request).
- 3.3 Within such a diverse and delicately balanced eco-system, the maintenance of the grassed areas cannot be undertaken strictly by the calendar and consideration must be given to

schedule maintenance work to meet the conditions of the weather and of the grasses themselves. The Contractor is required to work flexibly to reflect the physical conditions found on the ground rather than adhere to a strict calendar-based schedule.

**4 Scope of this schedule of work:**

- 4.1
  5. Maintenance of the grassed areas of The Green/Wilderness.
  6. Maintenance of the ditches.
  7. Maintenance of Footpaths.
  8. Maintenance of the Maze.
  9. Maintenance of the Village Garden.
  10. Maintenance of the Playpark.
  11. Maintenance of the Churchyard.
  12. Directed works.
- 4.2 The Contract will cover the complete Schedule of Work but when requested, the Contractor shall be able to advise time spent on items 6, 10 & 11 above, to meet the internal accounting needs of the Parish Council. In addition, for the initial tender the contractor should make clear the estimated time required to complete each item in the schedule of work and the hourly rate to be used in calculating the final tender cost.
- 4.3 The Contractor shall be required, when requested, to show evidence of his Health and Safety policy both towards his employees and the public, and to provide proof of the extent of his public liability insurance.
- 4.4 The Contractor shall be required to meet on site with a representative of Hilton Parish Council at least six times per year to inspect work undertaken and agree directed works.
- 4.5 The Contractor should note that some duties are performed under separate arrangements and are not within the scope of this contract.
  - (i) The annual hay cut of the area shown in yellow on the map.
  - (ii) The mowing of the cricket ground.
  - (iii) The mowing of local authority grassed areas.
  - (iv) The mowing of grass between some property boundaries and the road, shown dark green on the map.
  - (v) The pollarding of the lime trees in the churchyard
- 4.6 The contractor shall remove and dispose of all cuttings and debris in an appropriate manner.
- 4.7 The Contractor should note that payment of all invoices must be agreed by the Parish Council. Payment will be made by Standing Order for a regular monthly amount for the term of the contract.
- 4.8 Any out of pocket expenses incurred by the contractor above normal operating costs should be agreed in advance by HPC. If agreed the contractor should itemise the expense claim accompanied by receipts

## **SCHEDULE OF WORK**

### **5 Maintenance of the grassed areas of The Green**

5.1 For the purposes of grass cutting The Green has been divided into 7 discrete areas numbered on the Hilton Parish Council map and described thus:

- 1 The greater part of The Green between the Town and Main Drain
- 2 The Wilderness, the area south of the Town Drain.
- 3 The area north of the Main Drain up to the road.
- 4 The area south and west of the Churchyard.
- 5 Around the Maze, east to the cricket ground and west and south to Park Farm.
- 6 Around the Village Hall and car park, south-west to the boundary of area 4.
- 7 Around the pump house, along the north bank of Reeve's Ditch up to Brand's Pit.

5.2 Areas 1, 2, 3 & 4, shown in yellow on the map, are designated as meadow. These areas are to be left unmowed ready for the hay cut in July. It may be necessary to tidy areas close to trees by Strimming, around the same time as the hay cut.

5.3 Areas 5, 6 and 7, shown in pale green on the map, are to be mowed to 5 – 7.5cm. It is estimated the frequency will be approximately 8 to 12 times a year. The frequency of the cuts should take into account the two annual growth flushes of grass between late March and late May and again in September.

5.4 Inevitably, grass growth is driven by season and the starting and finishing times may vary year by year. The length of the growing season may also affect the total number of cuts in any one year.

5.5 Where the area to be cut abuts a ditch, the contractor shall cut to the edge of the ditch but the mower should not cut the sides of the ditch.

5.6 The football pitch is also cut for hay so once the football season has finished it should not be cut until after the hay cut has been taken. Thereafter frequency of the cut should accommodate football matches during the season only. Of late this has amounted to approximately 3 cuts per year.

### **6 Maintenance of the ditches.**

6.1 During January each year the Main Drain, from Atticus House to Green End House, is to be cleared of debris and new growth on the ditch sides ensuring no obstructions. To protect wildlife each side will be done on alternate years on the stretch between Brand's Pit and Redwoods. The north ditch side was cleared in January 2016, so in January 2017 it will be the turn of the south ditch side.

6.2 Also in January the north, east and west bank of Reeves Ditch and the connecting ditch to the major Drain, is to be cleared of debris and new growth on the ditch sides ensuring no obstructions.

6.3 Between November and February each year, where applicable the tops of the Major and Town Drains, either side under tree cover (shown dark green on the map), will be cleared of briars, self-sets and new growth with the exception of the thicket bordering the Town Drain, from the Wilderness brow, north and west to the Fenstanton Road.

## **7. Maintenance of Footpaths.**

7.1 There are a number of designated paths across the grassed areas of The Green and wilderness, each path has a number. They fall into one of two categories:

- (i) Paths with a grass base (shown dark green on the map).
- (ii) Paths with a gravel base, (shown pale orange on the map).

7.2 The grass based paths are to be mown once when the first growing flush has started, preferable late April, to give definition. The cut should be no wider than 1.5m or more likely, the width of the mower. Before undertaking this cut, seek advice from the PC officer to confirm timing.

7.3 Should the paths become overgrown, or divided during the growing season then further mowing is possible but again, in agreement with the HPC officer and will be covered under 'directed works'.

7.4 The contractor should remove leaf matter from the gravel paths during the late autumn and early winter period.

## **8. Maintenance of the Maze**

8.1 The grass within the Maze shall be cut approximately 8 to 12 times during the summer months and the bare-earth areas sprayed for weeds in March, July and September, or more frequently if required. The Contractor must demonstrate his ability to monitor the condition of the Maze and to time his maintenance to suit the grass conditions and the increased rate of wear during the summer months.

8.2 The Contractor shall cut the grass walkway and a one metre strip around the circumference from early March to end September, feed, rake and dress the grass as required, cut the walkways when required and keep the gravel area free from weeds and leaves.

8.3 The Contractor shall rope off the Maze from mid-December to end-March and again from mid-August to mid-September to allow the turf to rest. These timings may vary due to weather conditions. Confirm with the PC officer.

## **9. Maintenance of the Village Garden**

9.1 Between March and October each year the Contractor shall:

- (i) Dig, weed and water the garden when required so as to preserve its good appearance.
- (ii) Prune and cut plants as dictated by the season.
- (iii) Assist in planting new plants as required.
- (iv) Remove all cuttings, weeds etc. from site after each visit.

It is anticipated the above will be carried out approximately 8 times during the specified period.

**10. Maintenance of the Playpark.**

10.1 On 12 occasions between March and September each year, the contractor shall:

- (i) Strim around the perimeter fence and the equipment,
- (ii) Mow and sweep the Playground.
- (iii) Remove all cuttings from the site

In addition, the contractor is to draw the Council's attention to an excessive build of Algae within the park.

**11. Maintenance of the Churchyard**

11.1 The limits of the Churchyard are shown on the Plan at area 10. The Contractor shall:

- (i) Cut the grass within the churchyard. The average number of cuts required over recent past is 17 times a year.
- (ii) Strim around gravestones and the boundary walls and fences every second cut.
- (iii) Remove all grass cuttings from the graves, paths and the Church gutter.
- (iv) Remove new growth from the base and sides of the lime trees.

**12. Directed Works**

12.1 The contractor will retain 85 hours, (8.5 hours per month for 10 months), to be used for directed works. This work, and the 10 most suitable months will be agreed with the HPC officer in advance and be completed within the month and will require a degree of flexibility by the contractor and HPC as some months will be more demanding than others.

12.2 These are examples of the type of work the contractor will be asked to complete under directed works:

- (i) To assist with new tree planting, or low level tree pruning.
- (ii) To clear Tithe Lane of summer growth.
- (iii) To mow grass areas of the Village missed by the local authority.
- (iv) To mow paths if they become undefined.
- (v) Reparation work to the football pitch.
- (vi) Spraying to control growth.
- (vii) Clearing and dressing the gravel paths.
- (viii) Clearing work in The Grove and around Playpark
- (ix) Clearing under tree cover bordering The Wilderness

The contractor should be willing to undertake any work deemed by the HPC officer and Warden to be within the contractor's competence.

**On behalf of Hilton Parish Council**.....  
(Chairman)

Date: .....

**On behalf of the contractor**.....

Date: .....

