



## Grounds Maintenance Contact 2014 to 2024

Contract Specification and John O'Conner  
Service Delivery Method Statement

**VOLUME 3**  
**St Albans District Council**  
**Specification for Grounds Maintenance**  
**Contract 2014 to 2024**

**CONTENTS**

<b>1.0</b>	<b>INTRODUCTION TO THE SPECIFICATION</b>	<b>4</b>
	OVERALL PURPOSE	4
	LANDSCAPE CATEGORY AND SITE PLANS	4
	SCOPE OF THE SPECIFICATION	4
	METHOD STATEMENTS	5
	LAND CATEGORIES	6
	LEISURE AREAS	6
	CEMETERIES	7
	HOUSING AREAS	8
	ASSISTED GARDENS MAINTENANCE	8
	WORKING HOURS FOR ASSISTED GARDEN MAINTENANCE	9
	ACCESS FOR ASSISTED GARDEN MAINTENANCE	9
	HIGHWAY AREAS	9
	COMMUNICATION AND MEETINGS	10
	PRELIMINARIES	11
<b>2.0</b>	<b>MAINTENANCE OF GRASS AREAS</b>	<b>12</b>
	GRASS CUTTING	12
	FLAIL AND SIGHTLINE CUTTING	14
	WEED CONTROL (HIGHWAYS)	15
<b>3.0</b>	<b>SHRUB BEDS</b>	<b>15</b>
<b>4.0</b>	<b>ROSE BEDS</b>	<b>16</b>
<b>5.0</b>	<b>HERBACEOUS PLANTS</b>	<b>17</b>
<b>6.0</b>	<b>HEDGE MAINTENANCE</b>	<b>17</b>
	GENERAL	17
	COUNTRYSIDE HEDGES	18
<b>7.0</b>	<b>ANNUAL FLOWER AND SEED BEDS</b>	<b>19</b>
	INTRODUCTION	19
	GENERAL SPECIFICATION	19
	WEED REMOVAL	20
	FLOWER BED PREPARATION	20
	FLOWER BED MAINTENANCE	21
	PLANTERS & CONTAINERS	21

HANDLING & HOLDING OF PLANTS	22
<b>8.0 LITTER AND DEBRIS CLEARANCE</b>	<b>22</b>
BIN EMPTYING	22
STORAGE OF CLEARED LITTER	23
LEAF COLLECTION	24
<b>9.0 HARD SURFACES</b>	<b>25</b>
<b>10.0 ENVIRONMENTAL MANAGEMENT</b>	<b>27</b>
SPRING FLOWERING MEADOWS	27
SUMMER FLOWERING MEADOWS	28
TALL HERB	28
ECO TONES	28
SCRUB MANAGEMENT	28
RURAL FOOTPATHS	29
PONDS AND LAKES AND RIVERS	29
<b>11.0 PLAY EQUIPMENT MAINTENANCE / INSPECTION</b>	<b>30</b>
DAILY MAINTENANCE	31
WEEKLY INSPECTION/MAINTENANCE	31
TWICE YEARLY INSPECTION/MAINTENANCE	31
ANNUAL MAINTENANCE WORK	32
<b>12.0 ALLOTMENTS</b>	<b>33</b>
GRASS CUTTING	33
WATER SUPPLY	33
<b>13.0 PARK FURNITURE</b>	<b>33</b>
CLEANING	33
TREATMENT	34
<b>14.0 OPENING AND LOCKING OF GATES AND PUBLIC TOILETS</b>	<b>34</b>
<b>15.0 PARK AND COUNTRYSIDE RANGERS</b>	<b>35</b>
<b>16.0 SPORTS FACILITIES</b>	<b>36</b>
SPORTS BOOKINGS, MANAGEMENT AND MARKETING	37
SPORTS EQUIPMENT	40
FOOTBALL / RUGBY LEAGUE PITCH OUTPUTS	40
CROQUET LAWN OUTPUTS	41
CRICKET OUTPUTS	42
BOWLING GREEN MAINTENANCE	43
SAND COURTS	43
ARTIFICIAL TURF PITCH	44
MULTI USE GAMES AREA (MUGA)	44
PAVILIONS	44
TOILET FACILITIES	45
ADDITIONAL OPERATIONS	45

SHOWER FACILITIES	45
<b>17.0 SPECIAL EVENTS</b>	<b>46</b>
<b>18.0 CEMETERY GRAVE DIGGING AND DUTIES</b>	<b>47</b>
EXCAVATION OF GRAVES	48
PRE-INTERMENT	49
BACKFILLING THE GRAVE	49
EXHUMATIONS	50
BURIAL OF CREMATED REMAINS	50
TOPPING UP OF SUNKEN GRAVES	51
MEMORIALS/HEADSTONES	51
<b>19.0 TREE INSPECTION AND REPORTING</b>	<b>52</b>
<b>20.0 WINTER WEATHER ARRANGEMENTS</b>	<b>52</b>
<b>21.0 EMERGENCY CONTINGENCY, BUSINESS CONTINUITY AND MASS EPIDEMIC PLANNING</b>	<b>53</b>
<b>22.0 DISTRICT, TOWN AND PARISH COUNCILS SPECIAL REQUIREMENTS</b>	<b>53</b>
ST ALBANS CITY AND DISTRICT COUNCIL	53
HARPENDEN TOWN COUNCIL	54
SANDRIDGE PARISH COUNCIL	55
<b>23.0 APPENDIX 1 - OPERATIONS TABLE</b>	<b>56</b>
<b>24.0 APPENDIX 2 - SPRING AND SUMMER FLOWER MEADOWS</b>	<b>56</b>
<b>25.0 APPENDIX 3 - PUBLIC TOILET OPENING</b>	<b>56</b>
<b>26.0 APPENDIX 4 - SPORTS EQUIPMENT AND MARLBOROUGH PAVILION INVENTORY</b>	<b>56</b>
<b>27.0 APPENDIX 5 - FACILITIES AND INCOME</b>	<b>56</b>
<b>28.0 APPENDIX 6 – ARTIFICIAL SPORTS PITCH, CLARENCE PARK</b>	<b>56</b>
<b>29.0 APPENDIX 7 - VOLLEYBALL ENGLAND’S RECOMMENDATIONS FOR MAINTAINING A BEACH VOLLEYBALL COURT</b>	<b>56</b>
<b>30.0 APPENDIX 8 – TREE SURVEYING</b>	<b>56</b>
<b>31.0 APPENDIX 9 – HARPENDEN TOWN COUNCIL EVENTS</b>	<b>56</b>

## 1.0 INTRODUCTION TO THE SPECIFICATION

### Overall Purpose

The purpose of this Specification is to generally define the Standard to be achieved, rather than define the precise method by which the Contractor will be required to perform the Service. In some situations however a more detailed specification is provided. All Specification items are to be read in conjunction with the Conditions of Contract, the terms of which shall apply where appropriate.

The overall purpose is to provide a clean, tidy and well-maintained Management Area that reflects customer need and good horticultural and environmental practice. All work shall consequently be carried out and timed in such a way as to leave the whole of each site in a well-maintained and tidy condition at all times.

In some cases the frequency of visits will be determined by the Contractor in order to meet the required standard for each of the different types of operation. In other cases frequencies are specified, particularly on Housing areas. The exception to this will be when works are ordered by means of Schedules of Rates. In this case the required timing, within reason, of these works shall be set out in the order.

### Landscape Category and Site Plans

The locations and category of landscape are shown the Councils online Geographical Information System required for each defined category are provided in the Specification.

### Scope of the Specification

The Specification sets out what is required and when these works are to be undertaken in order to guide the Contractor in the production of detailed Method Statements that will become a contractual obligation.

The Specification comprises the management and maintenance of most Council owned green spaces and associated facilities and services in St Albans District, including the following categories of land and functions:

- Leisure areas including parks, public open spaces, natural sites, sports facilities, events, children's play areas, allotments.
- Cemeteries
- Housing areas
- Assisted gardens maintenance

- Highway areas
- Parished areas

### Method Statements

The Council is keen to receive tenders from organisations who can demonstrate innovation, partnership and can deliver a high quality grounds maintenance service. Accordingly tenderers are required to submit comprehensive Method Statements, as set out below, to support their tender.

#### Method Statement 1 - Service Delivery

The Council wishes to know how the Tenderer intends to deliver a quality grounds maintenance service that is efficient, effective and continuously improving. For this Method Statement the Council is seeking comprehensive statements regarding all grounds maintenance operations within the Grounds Maintenance Specification (Volume 3)

Note: An explanation of the approach to the maintenance of grass banks over 15% and the removal of arisings from hard surfaces including roads needs to be addressed in the statements.

#### Method Statement 2 - Contract Development and Investment

The Council wishes to know how the Tenderer intends to deliver a grounds maintenance contract that benefits from investment in new technologies, infrastructure, green technologies and other ways to provide value for money.

#### Method Statement 3 - Customer Service and Communication

The Council wishes to know how the Tenderer intends to deliver a customer focussed grounds maintenance contract that delivers service that our community expects, and is in line with the Council's Customer Service Standard. This includes working to reduce service enquires and improving response times, Contractor branding and the awareness of customer perceptions. The Council's Customer pledge is available in the online Data Room.

#### Method Statement 4 - Environmental Sustainability

The Council wishes to know how the Tenderer intends to provide a grounds maintenance service that is delivered in a sustainable and environmentally sensitive manner through innovative and progressive environmental sustainable practices.

#### Method Statement 5 - Staffing and Training

The Council wishes to know how the Tenderer intends to provide a grounds maintenance team of the right size, well resourced and

with the necessary training and support to contribute to the strategic outcomes of the service. The Method statement shall lay out the types of training qualifications which will be carried out, assessment of current training and a programme for staff training.

#### Method Statement 6 - Health, Safety

The Council wishes to know how the Tenderer intends to provide a grounds maintenance service that is operated in accordance with the appropriate statutory and regulatory health and safety guidelines and best practice for community safety.

#### Method Statement 7 – Social Value

The Public Services (Social Value) Act 2012 came into force earlier this year and Public authorities are now required to consider how any services procured might improve economic, social and environmental well-being. The Council wishes to know how Tenderers intend to provide Social Value as part of the delivery of the services within the Grounds Maintenance Contract.

### Land Categories

This section sets out the Council's vision for each of the land categories within the Specification.

### Leisure Areas

Parks and Public Green Spaces are provided for a combination of reasons:

- Aesthetics
- Recreational
- Ecological

The maintenance of Parks and Open Spaces should be consistent with the good practice as identified in the Green Flag ([www.greenflag.org.uk](http://www.greenflag.org.uk)), and various 'In Bloom' award standards as follows:

- The overall impressions for any member of the community approaching and entering the park or open space should be positive and inviting.
- The facility must be a healthy, safe and secure place for all members of the community to use.
- For aesthetic as well as health and safety reasons, cleanliness and maintenance must be of an adequate standard.

- Methods used in maintaining the park or green space and its facilities should be environmentally sound.
- Particular attention should be paid to the conservation and appropriate management of natural features, wildlife and fauna.
- Community involvement should be encouraged by staff involved in maintenance if approached by members of the public and the facility promoted as a community resource.
- With regard to Sports Facilities the maintenance of playing fields should be consistent with the sports requirements as laid down by the governing bodies of the sport and for recreational use.

The Contractor will be expected to carry out the application and facilitation of the Green Flag Award process for the Districts green spaces on behalf of The Council or its partner organisations

### Cemeteries

The Council manages three cemeteries at Hatfield Road and London Road in St Albans, and Westfield Road in Harpenden. The Council also manages three closed churchyards at St Albans Abbey, St Peter's in St Albans and St Nicholas in Harpenden.

The Contractor will be expected to carry out cemetery duties in accordance with the cemetery regulations and guidelines, the Conditions of Contract and Specification.

In carrying out cemetery duties the Contractor will:

- Conduct himself in the appropriate manner, having due regard to the sensitive nature of the service, and at all times will be helpful and courteous to all persons visiting the cemeteries and churchyards.
- Exhibit a caring attitude, showing respect to both mourners and staff employed by funeral directors, and others visiting the cemeteries.

The Contractor should be aware that due to the nature of soil, water logging can occur in parts of the cemeteries during wet weather. It should be noted that provision for protection of the ground is usually necessary during the winter season, particularly at London Road Cemetery.

The Contractor shall ensure all staff managing and working within the Cemeteries have an intimate knowledge of the Council's cemetery regulations.



To help the Contractor with accounting for the works within this specification the following table gives the average number of burials per year for the period 1st January 2012 to 1st January 2013

**Average Number of Burials Per Year – 1st January 2012 to 1st January 2013**

<b>Type</b>	<b>Hatfield Road</b>	<b>London Road</b>	<b>Westfield Road</b>	<b>Total</b>
New Triple	0	2	0	2
New Double	0	29	4	33
New Single	2	11	3	16
New Single Bricked	0	0	0	0
Re-Open Double	13	2	0	15
Re-Open Single	27	20	11	58
Ashes	31	28	20	79
New Child's Grave	0	4	1	5
Re-Open Child's Grave	1	0	0	1
Exhumation	0	0	0	0
Exhumation (Ashes)	0	2	0	2
<b>TOTAL</b>	<b>74</b>	<b>98</b>	<b>39</b>	<b>211</b>

The Contractor will be expected to carry out the application and facilitation of the Green Flag Award process for the Districts Cemeteries. On behalf of the District Council and its partner organisations

**Housing Areas**

Grounds Maintenance operations on Housing land are frequency based. Frequencies are mentioned throughout this Specification and are summarised in operations table

With regard to Sheltered Housing elderly people often do not have access to car transport and therefore their immediate surroundings are of even more importance. Accordingly:

- The maintenance of such areas should be consistent with their use by the less able bodied.
- Residents must be able to access all corners just as the able bodied. Encroachment pruning is an obvious priority.
- The views from windows are important. Unrestricted views are required.

**Assisted Gardens Maintenance**

The works contained within this Specification are for works on tenanted properties to help people who have difficulties in carrying out such duties themselves. The Contractor will cut all grass and hedges within the listed properties, and should be aware at all times that he is entering into

someone's private space. Consideration to this must be given at all times. All operatives must have a company issued laminated identification card and to carry this at all time and provide it upon request. The card must have the Contractors and Councils logos, contact number of the offices, the persons name and Job Title on the card.

#### Working Hours for Assisted Garden Maintenance

Any operations must be restricted to daylight hours between 08.00 – 18.00 Monday to Friday and 9am and 2pm on Saturdays. The only exceptions shall be emergency and other works where there are overriding considerations of public safety. The Supervising Officer also reserves the right to instruct the Contractor to temporarily suspend work for community or social reasons.

#### Access for Assisted Garden Maintenance

Access will usually be through normal garden gates, which will restrict the size of machinery to be used. Some gates will be kept locked by the tenant and unlocking arrangements must be made through the individual tenant.

There will be occasions when access is not possible on the planned day. For such situations the Contractor must produce a card that will be put through the door notify tenants that they have called and give notification of when they will return, which must be within three days. The style of card and wording must be approved by the Supervising officer

It may be necessary to use neighbouring properties when cutting hedges. Prior approval must be sought from the tenant(s) prior to using any neighbouring properties.

#### Highway Areas

The Highways specification is a mix of frequency and performance based work maintenance.

##### Frequency Specification items

- Flail
- Hedge cutting

##### Performance Specification items

- Hard surfaces
- Urban Highway Grass

- Shrub Beds
- Sight line cutting

In carrying out this specification the Contractor should comply with all the requirements of the highway regulations dealing with warning signs, traffic control and overhead wires. Safety of highway users and the Contractor's staff must be a high priority.

For the avoidance of doubt **no** works to high-speed roads are included within this Contract.

### Communication and Meetings

Good communication between the Supervising Officer and the Contractor is vital for the effective operation of the Contract. The Council also wishes to see good communication between the Contractor and other key stakeholders, and the promotion of partnership working.

The Council operates a computerised contract, asset management and Customer Services systems, this will be the main method for passing day to day operational information between the Supervising Officer and the Contractor, both parties will provide a manned office – the Contractor between 8.00am to 4.00pm Monday to Friday and the Council between 9.00am to 5.00pm Monday to Thursday and 9:00am to 4.30pm on Fridays.

M3 Grounds Maintenance is a Assets Management System which the Council uses to maintain records of its assets and to manage and monitor the Grounds Maintenance Contract. This system enable the Supervising Officer to work remotely using mobile devices. The system will also allow the Contractor Operatives to access live information regarding work schedules and customers enquires.

To monitor and assess the progress of the contract, the Contract Manager will attend a meeting once a month with the Supervising Officer.

To assess the overall contract performance and efficiency improvements the Contractor's Directors and Contract Manager will meet twice per year with the Supervising Officer or his nominated representatives. One of these meetings will be timed to coincide with the presentation of the Annual Plan.

The Council has a formal structure of meetings for its three main parks, which are known as Park Forums. These meet twice per year, in the spring and the autumn and give local residents, sports clubs and Ward Councillors a chance to meet Council officers to discuss matters of

concern and interest. The Contractor will be required to send a member of staff to every Park Forum, which are held on a weekday evening.

There are a growing number of Friends Groups and resident groups who take an active interest in the District's Green Spaces and Housing areas. The Contractor will be required to assist the Council in developing these partnership arrangements, and as appropriate will be invited and expected to attend meetings. These meeting will normally be held during weekdays and occasionally during an evening or at weekends.

### Preliminaries

Litter – 'Litter' shall, for the purpose of this Specification, mean the removal of litter, debris, dog faeces, accident debris, cans, cartons, paper, boxes, timber, metals, plastics, glass, tins, fallen branches, dead animals (removed and disposed of in an appropriate manner), hazardous waste (including Asbestos) and other deposits, which can be removed without sweeping on all sites at all times.

Fly tipping – The Contractor shall, as part of his normal operations, remove from green spaces and dispose of unauthorised major deposits of litter, refuse, builders rubble etc.

Notifiable and Injurious Weeds – All sites will be kept free of notifiable and injurious weeds at all times. Where possible these shall be hand pulled, removed from the contract area and incinerated and not used for recycling. Where notifiable weeds have been removed from a site then the Supervising Officer must be informed within 1 week of their removal. Weeds species included, are identified in The Wildlife and Countryside Act 1981, Part II Schedule 9 and the Weeds Act 1959.

Damage – The Contractor shall protect buildings, fences, gates, walls, landform, vegetation and other site features that are to remain in position during the performance of the Service. Any damage caused to existing features through the Contractor's negligence will be reinstated at the Contractor's expense.

Any damage shall be reported to the Supervising Officer as soon as the Contractor is made aware of it. Any item found to be in a dangerous condition shall be immediately made safe or removed to a store provided by the Contractor as soon as the defect is noticed.

Application of Pesticides – The Council is keen to reduce the use of pesticides by the Contractor and move to more cultural methods. Therefore, as a matter of preference biological controls and naturally occurring pesticides and fungicides are to be used, unless their use proves ineffective; then inorganic chemical alternatives will be allowed subject to the prior approval of the Supervising Officer. The use of residual herbicides will not be permitted.

Where pesticide use is necessary, the Contractor shall apply and store them in accordance with all relevant legislation and shall inform the Supervising Officer in advance of when they are to be applied detailing types of pesticide, the method of application and where they are to be applied. The Contractor shall make arrangements for his own supply of water.

Pests and Diseases – All plants and young trees shall be maintained in a healthy condition, free from pests and diseases by recognised cultural methods. In the case of an outbreak of canker of any disease, this shall be reported to the Council within 48 hours. The Council will then instruct the Contractor of any action that shall be taken.

## **2.0 MAINTENANCE OF GRASS AREAS**

### **Grass Cutting**

All routine grass cutting operations shall be performed in accordance with instructions contained within the Operations Table in Appendix 1.

The Contractor shall provide the frequency and timings of Urban Highway Grass cutting.

Tenderers are required to set out in detail their approach to the Maintenance of Grass in their Method Statement entitled Service Delivery.

The height of first cut of the spring season shall be set in order that the grass is “tipped”. (i.e. in two stages)

The Contractor is expected to provide sufficient manpower, without removing staff from other operations on this Contract, and machinery, to catch up if there is a substantial amount of mowing time lost through bad weather. The Contractor will specify how they will accomplish this in their method statement entitled Service Delivery.

In the area of Muslim graves at London Road Cemetery the grass will be cut with a pedestrian mower. No ride-on machinery is to be driven over existing Muslim graves.

In conditions of drought the Contractor will not commence mowing operations without first obtaining direction from the Supervising Officer on the height of cut to be used. During period of prolonged dry weather condition or extreme wet weather where the ground conditions are such that the ground could be damaged or safety compromised the routine grass cut may be suspended. In the event that a suspension of routine cut is required the supervising officer will give a written instruction to the Contractor.

Where areas are mown and collected, arisings shall be removed before the Contractor leaves the site.

At locations where collection of grass is not stipulated, clippings shall be distributed evenly over the full width of the machine swath and may be left where they lie, except for paths, gulley's and hard surfaces which shall be kept free of cuttings at all time.

The Contractor shall remove grass and debris from all hard surfaces within one hour of the grass being cut. On Highway and Housing areas the Contractor will provide a dedicated operative to carry out this function. The Contractor will explain in their method statement, entitled Service Delivery, how they propose to remove grass deposited on roads

The Contractor shall inspect all grass areas prior to each maintenance operation and shall remove all stones, litter, molehills and other deleterious material to an authorised disposal facility.

The Contractor will be expected to identify locations within the contract area where a bank exceeds 15% and set out in their method statement entitled Service Delivery, how they will cut these areas and meet current health and safety guidelines.

The Contractor shall allow for the cutting off of all seed heads of grasses and bents and weeds during each cut.

From time to time it may not be possible to meet the agreed standards. The contractor is to set out in their method statement entitled Service Delivery, how the will manage such situation. Examples of these are:

- After the first cut at the start of the annual cutting programme.
- Following a cessation of cutting due to weather conditions.
- Where grass has been allowed to fall outside of the specification.
- Following a break in service due to the Contractor not completing the previous cut to timetable or omitting a cut (Housing areas).
- During periods of heavy growth.
- Due to the Contractor not meeting specified standards of work.

Grass areas in which flowering bulbs have been planted or have become naturalised shall not be cut until 6 weeks after flowering, at which time the Contractor shall cut back the bulb foliage in order to return the area to the same standard as the surrounding grass areas. This operation shall be staged over a period of two cuts, with the first cut removing only half

of the sward height. Arisings on both cuts shall be collected and removed to an authorised disposal or recycling facility.

Where an undefined edge forms part of a hedge base or shrub bed all vegetation will cut back up to hedge base, shrub canopy, fence and boundary lines. Arisings shall be left on the grass or removed from bed surfaces.

With the exception of highway areas the Contractor will maintain the grass edges of beds, hedge bases, hard surfaces and channels to their original and defined shape and dimensions. Once every year bed edges, tree pits and hedge bases shall be cut vertically to a depth of 100mm in relation to the surrounding surface, using a half-moon edging tool or an approved machine, retaining the original shape and dimensions. Edges shall be reformed to form clean straight lines or smooth flowing curves. Where possible the soil of beds shall be thrown up at an angle of 65° to form a clear definition between the bed and the adjacent surface. The Contractor's attention is drawn to table Operations Table in Appendix 1 for the frequency of edging on Housing grass areas.

#### Urban Highway Grass

The grass verges with the urban environment will be cut on a performance basis. The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the height of cut. The choice of machinery should reflect the height of cut to be achieved.

#### Flail and Sightline Cutting

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the height of cut, frequency and type of machine to be used.

The purpose is to provide a safety margin on the edge of roads and sightlines. The choice of machinery should reflect that cutting will include long grass, weeds, bramble and roadside hedges.

The work will be carried out on two occasions during the growing season. The area of cut is defined as a minimum distance in from the kerb of one metre, or on banks and hedges up to a height of 2.5 metres.

The Specification also covers sight line areas created where highways meet and various areas found in the built environment or at junctions of roads. The aim is to cut back larger areas on sight lines to allow good visibility in either direction. Sight lines will be cut on a performance basis.

For hedges, new growth should be cut back to last seasons growing point, and any hedging areas where growth is outside the scope of the Contractor's machinery should be reported to the Supervising Officer in order to consider other appropriate action.

Where highway signs and street furniture are positioned within the area of cut the Contractor should ensure that the growth around these obstacles, including branches, is cut back within 1 week of the maintenance visit.

#### Weed Control (Highways)

The Contractor shall keep all paved and metallic surfaces on highways, gullies and footpaths clear of unwanted grass, weeds and moss on each occasion. This includes the removal of both growing and dead vegetation, and will normally require the use of pesticides.

### **3.0 SHRUB BEDS**

The Specification is intended to achieve strong healthy and stable shrubs, cleanly pruned to good horticultural practice and of an appropriate shape and size for their location and to keep all areas weed and litter free at all times. Tenderers are required to set out in detail their approach to the maintenance of Shrub Beds in their Method Statement entitled Service Delivery.

Shrubs and climbing plants shall not be permitted to encroach over footpaths, roadways, sight lines, notice boards, signs, furniture and grass areas and those growing near windows of buildings shall be maintained at window sill height unless otherwise instructed in writing by the Supervising Officer. Pruning will take place in accordance with sound horticultural practice. All arising are to be disposed of at the Contractor's tip or recycling facility.

The Contractor shall remove any self-set tree or shrub including roots. Where the roots cannot be removed, stump killer shall be applied to the stump. At the commencement of the contract existing self sets shall be removed during the first four months of the contract.

The Contractor shall include in his price the supply and mulching of all shrub beds once per year. Bark mulch approved by the Supervising Officer shall be spread evenly over the entire bed to a finished depth of 75mm. The mulch shall be free of metal, plastic, uncomposted paper or paperboard. Mulching material covering or adhering to the shrubs shall be removed from the plants. Care should be taken to avoid damage to plants in this process. However during any period that shrub beds are not mulched they shall be kept in a weed – free condition by cultural means.

Shrub beds shall be kept free of litter at all times and shall be inspected in October of each year by the Contractor and the Council shall be notified, in writing, of the presence of dead diseased or damaged plants that require replacement, with their location and variety where known.



Any wires, trellises or similar supports shall be inspected and repaired/replaced as necessary. All replacements will be at the Contractor's expense. All stakes shall be sound and sufficiently inserted to prevent lateral movement.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of works on Housing shrub beds.

#### **4.0 ROSE BEDS**

The Contractor shall ensure that all rose beds are maintained in an attractive condition, and free from weeds, fallen leaves, dead or dying plant material, litter and debris. The Contractor shall ensure that all roses are healthy, vigorous, pest and disease free, within the period of the Contract. Tenderers are required to set out in detail their approach to the maintenance of Rose Beds in their Method Statement entitled Service Delivery.

All arisings are to be disposed of at the Contractor's tip or recycling facility.

Roses shall not be permitted to encroach over footpaths and roads and those growing near windows or doors of buildings shall be maintained at window sill height so that no interference is caused to light, view, access or operation of the window/door.

Rose beds shall be mulched with an approved source of well-rotted manure, annually, to a depth of 75 mm, following late November pruning.

All types of roses shall be pruned in November in accordance with good horticultural practice and suckers shall be removed at the junction with the root whenever they appear.

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/replaced as necessary. All replacements will be at the Contractor's expense. All stakes shall be sound and sufficiently inserted to prevent lateral movement.

Rose beds shall be inspected in October of each year and the Council shall be notified, in writing, of the presence of dead diseased or damaged plants that require replacement, with their location and variety where known.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of works on Housing shrub beds.

## **5.0 HERBACEOUS PLANTS**

All herbaceous planting shall be maintained free of weeds by appropriate cultivation throughout the year, without damaging plants or surrounding grass edges. Tenderers are required to set out in detail their approach to the maintenance of Herbaceous Beds in their Method Statement entitled Service Delivery.

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

Granular Fertiliser with an NPK ratio of 7:7:7 shall be applied once per annum in April, and shall be lightly hoed into the surface at the manufacturer's recommended rate of application.

Throughout the year, herbaceous plants shall be cut back and dead heads removed.

During October/ November of each year, when the current season's growth has finished, all plants, with the exception of evergreen species and hollow stemmed 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. Hollow stemmed species shall be treated as other species during March to allow insects to over winter.

Any wires, trellises or similar supports shall be inspected and repaired/replaced as necessary. All replacements will be at the Contractor's expense. All stakes shall be sound and sufficiently inserted to prevent lateral movement.

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

Herbaceous plants shall be divided and replanted in October/ November at regular intervals to maintain vigour in accordance with good horticultural practice. The Contractor shall gap up any bare areas using the existing herbaceous species in March/April of each year dividing up and replanting with the vigorous outer plants.

## **6.0 HEDGE MAINTENANCE**

### *General*

The following specification is intended to provide strong healthy and stable hedges, cleanly cut and of an approved shape and size. All arisings shall be disposed of at the Contractor's tip or recycling facility.

Tenderers are required to set out in detail their approach to the maintenance of Hedges in their Method Statement entitled Service Delivery.

The Contractor shall trim and prune all hedges to encourage a stable hedge. The width at the top of the hedge shall be slightly less than at the base. All woody weeds shall be removed and stumps killed as directed by the Supervising Officer. Where hedges obstruct road paths or windows, the Contractor will cut back the nuisance growth at each site maintenance visit. The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife & Countryside Act 1985.

The Contractor shall make all cuts cleanly and remove any ragged edges using a sharp blade except where flails are used.

Unless otherwise agreed with the Supervising Officer, each hedge shall be the same size at the end of the Contract as they were at the beginning.

The Contractor shall cut back the current growth to the point of the previous cut, and the hedge shall be trimmed, pruned back to the same height, width and general shape as that which existed at the completion of the last trim, but shall not exceed the height specified unless instructed by the Supervising Officer.

All hedges shall be cut both sides and top except hedges that abut private land which shall be cut on one side and top.

The Contractor shall remove all suckers, self set trees or shrubs, brambles and ivy which are not part of the hedge, to ground level and treat with stump killer on instruction from the Supervising Officer.

The Contractor shall leave grass edges adjacent to hedges neat, vertical, tidy and weed free at the time of cutting. The Contractor shall ensure sight lines remain unobstructed including encroachment onto pathways, windows and handrails.

The Contractor shall ensure that at the bases are weed free after each visit to hedges.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of hedge works.

#### Countryside Hedges

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of Countryside hedge cutting.

Where mature trees form part of the hedge the Contractor will not trim, prune or cut the trees except under express instruction from the Supervising Officer.

The Contractor shall collect litter from the hedge base prior to cutting, ensuring that litter is not collected with the recyclable trimmings.

## **7.0 ANNUAL FLOWER AND SEED BEDS**

### Introduction

St Albans City & District Council is moving towards a more sustainable and environmentally-friendly methods of maintaining the District's parks and green spaces.

The removal of the high maintenance annual bedding schemes has now been replaced with the annual flower seeding displays.

The annual flower seeding beds currently comprise of the following:-

- Edged with permanent edging, primarily Buxus sempervirens which will require a minimum of two cuts per year to maintain shape and vigour.
- A succession of bulbs:-
  - Galanthus (Winter Flowering Jan/Feb/March)
  - Chionodoxa (Early Spring Flowering Feb/March/April)
  - Narcissus (Early Spring Flowering Feb/March/April)
  - Allium (Early Summer Flowering May/June/July)
  - Nerine (Autumn Flowering Oct)
  - Crocus (Autumn Flowering Nov)
- Annual Flower Seeding will be sown from April to June, as per required manufacturers' specifications.

### General Specification

The Contractor will sow the annual flowering mixes from the end of April to the beginning of June. There may be variations on these timescales due to climate and location. The Councils Supervising Officer and the Contractor will work in conjunction with each other on the seed mix varieties. The Contractor will work with the Council to decide what seed mixes will be purchased on an annual basis by the end of February. The Contractor will be solely responsible for ordering and supplying all the

flower mixes. Tenderers are required to set out in detail their approach to delivery and maintenance of the Annual Flower Seeding Beds in their Method Statement entitled Service Delivery.

The Contractor shall provide the necessary secure holding area for all seed mixes and adhere to the manufacturers' storage requirements.

The Contractor shall allow in his rates for all ground work, the survival and establishment of the annual flower seeding beds. This will include site assessment, seed bed preparation and sowing the seeds to the required manufacturers' specification.

The Contractor has a duty of care to inform the Councils Supervising Officer if at anytime the annual flower seeding bed areas show signs of disease, damage or dying.

For avoidance of doubt sustainable alternative replacement plants will need to be sourced at the Contractors expense.

The rates for maintaining the annual flowering beds shall include keeping them weed, litter and leaf litter free at all times.

#### Weed Removal

The Contractor will, in their Method Statement entitled Service Delivery. give comprehensive details on how they will carry out and complete the "Weed Removal" operation.

#### Flower Bed Preparation

The Contractor will, in their Method Statement entitled Service Delivery give comprehensive details on how they will carry out and complete the "Flower Bed Preparation".

#### **Considerations will need to be made on the following:-**

- On areas where the soil has depleted top soil will need to be added. Great care must be taken when importing soil. The soil must be sterilised to reduce the weed seeds.
- Water granules and crystals. The Council will be looking at a details of

The Contractors method for providing water granules and crystals and for implementing such a process. This shall be provided in their Method Statement entitled Service Delivery.

### Flower Bed Maintenance

#### **Key Considerations will need to be made on the following:-**

- Watering, water as necessary to ensure germination and survival thereafter.
- Remove weeds when they are visible – details of the Contractors method for weed removal shall be provided in their Method Statement entitled Service Delivery In the event of bare patch areas, individual re-seeding may need to be carried out as and when required. In which case work should be carried out manually in the areas concerned by lightly raking, hand seeding and compacting by foot. Water the selected area beforehand and after re-seeding has been completed.
- At the end of the season when the first frosts appear the annual flower seeding will be cut down to ground level at the end of their flowering period. Where necessary the removal of green waste will need to be completed. Considerations for aesthetic appearance and bulb maintenance will need to be adhered to.

### Planters & Containers

#### **Key Considerations will need to be made on the following:-**

- Maintain planters and containers, watering as necessary to ensure establishment and continuity of flower and plant growth.
- Installation will involve the supply and incorporation of:-
  - An approved organic compost and mulch, quantities will vary in accordance with planter/container size.
  - Water granules and crystals should be applied as per the required specification.
  - An approved organic fertiliser, a liquid feed will be applied on a weekly basis, as approved by the Councils Supervising Officer.
  - Control methods to maintain free from pests, disease and animal attack will need to be practised.

The Contractor has a duty of care to inform the Councils Supervising Office if at anytime the planters or containers show signs of disease, damage or dying.

For avoidance of doubt alternative replacement plants will need to be sourced at the Contractors expense.

Best horticultural practises will need to be adopted at all times in accordance with standard horticultural guidelines.

#### Handling & Holding of Plants

As and when required the Contactor shall take delivery at depots of all bulbs and any additional planting requirements. This shall include unloading, unpacking, checking all stock levels, quality levels and varieties. It will be the responsibility of the Contractor to handle, distribute, store appropriately and secure all bulbs and plants. Any neglect by the Contractor will result in the Contractors expense.

### **8.0 LITTER AND DEBRIS CLEARANCE**

The Contractor shall allow in his rates for the collection and removal of litter and all deleterious materials from all Leisure and Cemetery sites keeping them litter free at all times. On Housing sites the full area of all sites shall be de-littered during any and every maintenance visit. On Highways and Assisted Gardens Maintenance sites, removal of litter should be dealt with as per specification for that feature (i.e. grass and hedge maintenance).

For the avoidance of any doubt a litter bin is classified as any receptacle provided by the Council for the storage of litter, dog faeces, and any other matter that is placed into it by the public.

All hard surfaces including paths, paved areas and play surfaces will require the removal of all deleterious and adhered materials using appropriate methods when necessary. Tenderers are required to set out in detail their approach to Litter and Debris Clearance in their Method Statement entitled Service Delivery.

#### Bin Emptying

Within the sites listed below all initial litter collections shall be completed by 10.00 am on the day of each visit, (at Verulamium Park the contractors attention is draw to the fact that the Park can be very busy particularly in the summer. As a result, bins would need to be emptied 4 times during the day as a minimum.) All litter and dog bins shall be emptied daily and as required on additional occasions throughout the day to prevent them becoming more than three-quarters full:

- Clarence Park
- Verulamium Park
- Rothamsted Park
- Municipal Gardens

- War Memorial Gardens
- Quakers Burial Ground
- Waxhouse Gate
- Abbey Orchard
- Vintry Gardens
- Sumpter Yard
- Romeland
- Glossops Memorial
- Harpenden Town Centre (HTC)
- Lydekker Park (HTC)

All other litter and dog bins, including in cemeteries, shall be emptied prior to noon, 3 times weekly – Mondays, Wednesday and Fridays or more frequently as required to prevent them becoming more than three-quarters full.

The Contractor shall be required on each occasion to replace liners with a fresh disposable bin liner bag/sack provided by the Contractor. The collected litter shall be removed immediately from the site to the Contractor's tip/recycling facility. Should a bin be found by the Contractor to have suffered vandalism, damage or become unstable, the Contractor shall make safe and inform the Supervising Officer within 3 hours of discovery.

For the avoidance of doubt all bins should not be allowed to become more than three-quarters full and the Contractors scheduling will need to be adjusted accordingly to accommodate this requirement.

#### *Storage of Cleared Litter*

Where suitable locations exist, the Contractor may hold limited collected and securely bagged litter/debris generated from that individual site for collection and disposal to the Contractor's tip/recycling facility. Such locations must be safe, secure and unobtrusive and approved by the Supervising Officer prior to use. On no account shall litter/debris held be allowed to accumulate for longer than five days. The Contractor should note that the depot at Clarence Park should not be used for the storage of litter, debris, green waste, skips or any other waste.



### Leaf Collection

The following specification is intended to provide complete leaf clearances during the main leaf fall that will leave sites free from leaves. Any subsequent fall should be insignificant and form part of the litter clearance programme. Leaf collection shall be carried out on two occasions in November and one occasion in December at sites listed below

- Clarence Park
- Verulamium Park
- Rothamsted Park
- Hatfield Road Cemetery
- London Road Cemetery
- Westfield Road Cemetery
- Municipal Gardens
- War Memorial Gardens
- Waxhouse Gate
- Abbey Orchard
- Vintry Gardens
- Sumpter Yard
- Romeland
- Glossops Memorial
- Harpenden Town Centre (HTC)
- Lydekker Park (HTC)

At all other sites leaf collection shall be carried out on one occasion in November and one occasion in December. Outside this period leaf collection shall form part of the normal maintenance of sites.

The Contractor shall clear leaves from all paths, hard surfaces, beds, grass areas, hedge bases, pathways, drying areas, garage areas and boundary fence lines and all other areas within the boundary marked on the contract maps. All leaf clearance duties shall be undertaken by the

The Contractor will not carry out leaf clearance operations under adverse weather conditions such as high winds, snow, ice or other weather conditions.

All drain culverts, drain covers and other water outlets and/or drainage systems will be kept clear of leaves on each maintenance visit.

When leaves are collected they shall be removed from site on the same day as collected. There are a number of allotment sites in the District that accept leaves for composting purposes. When applicable, the contractor will supply the allotments with leaves and will liaise with the Supervising Officer regarding quantities.

Tenderers are required to set out in detail their approach to leaf collections in their Method Statement entitled Service Delivery and Development.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of leaf collections

## **9.0 HARD SURFACES**

The maintenance and cleansing of hard surfaces will be carried out to non-cultivated areas including buildings, footings, manhole covers, inspection chambers, all wall bases, pathways, garage and parking areas within the defined boundaries.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of Hard Surface operations. Tenderers are required to set out in detail their approach to Hard Surfaces in their Method Statement entitled Service Delivery.

Twice a week around the lake at Verulamium and weekly at the following sites

- Clarence Park
- Verulamium Park
- Rothamsted Park
- Hatfield Road Cemetery
- London Road Cemetery
- Westfield Road Cemetery
- Municipal Gardens

- War Memorial Gardens
- Waxhouse Gate
- Abbey Orchard
- Vintry Gardens
- Sumpter Yard
- Romeland
- Glossops Memorial
- Harpenden Town Centre (HTC)
- Lydekker Park (HTC)

The Contractor should use a variety of methods to achieve this. Weeds include moss, algae or any other vegetation growing on the surfaces.

The Contractor's attention is drawn to the maintenance of the ramp and steps off Hatfield Road in Clarence Park. The Contractor is required to paint ramp slats every year and include for this operation in their rates. An approved (by the Council) product such Antislip Clear paint is to be applied, painting must be undertaken in dry conditions, and slats must be de-mossed and dry before application.

Tenderers are required to set out in detail their approach to the treatment of the ramp and steps in their Method Statement entitled Service Delivery.

The Contractor shall spray all weeds on hard surfaces including garage areas and roadways with an approved translocated herbicide. Within 14 days the Contractor will visit the sprayed areas and confirm the efficacy of application. Should the application have been unsuccessful the Contractor will re-treat the weeds at his expense.

The Contractor shall treat all moss on hard surfaces, excluding garage areas and roadways, with an approved moss killer. The Contractor shall perform the operation in accordance with the pesticide and fertiliser application general specification. Within 14 days the Contractor will visit the treated areas and confirm the efficacy of application. Should the application have been unsuccessful the Contractor will retreat the moss at his expense

Alternatively the Contractor may wish to mechanically remove moss by scraping or wire brushing without first applying moss killer.

The Contractor shall remove arisings from all operations on hard surfaces to an approved disposal facility.

The contractor shall cut back vegetation to maintain a clearance of 3 metres up from ground level and 2m around the edge of all areas. The contractor should use appropriate equipment suitable to the location and allowances should be made for snow and rain loading.

Tenderers are required to set out in detail their approach to the management of Hard Surface in their Method Statement titled Service Delivery.

## **10.0 ENVIRONMENTAL MANAGEMENT**

St Albans District Council is proud of its environmental management and Tenderers are required to set out in detail their approach to Environmental Management in their Method Statements entitled Service Delivery and Environmental Sustainability.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding timing of Environmental Management. The Supervising Officer can instruct the Contractor to alter the time of the meadow cutting depending on seasonal variations.

Works under this specification cover a variety of sites including Local Nature Reserves, Green Spaces, Woodlands, Parks and Commons. Of particular note is Bricket Wood Common, a Site of Special Scientific Interest where permissions have to be obtained from Natural England .

The machinery used for Meadow and Eco Tone cutting must be fit for the purpose and capable of cutting tall grass near ground level in a single cut. The Contractor shall, cut meadow areas from the centre of the meadow outwards to allow any wildlife present to 'escape'.

Please note that some of the summer meadows only require the autumn cut and therefore the spring and autumn cuts are priced separately.

Nomansland, Bricket Wood Common and Harpenden Common are part of Natural England's Higher Level Stewardship Scheme (Agri-Environmental Scheme) the Agreement places strict conditions on the maintenance and timings of vegetation management of these sites. The contractor will ensure they are familiar with these conditions found on the Natural England web site at <http://www.naturalengland.gov.uk> and carry out these works in line with the Agreements conditions.

### *Spring Flowering Meadows*

Spring flowering meadows will require a mid or late summer cut to 100 mm after plants have set seed. Arisings must be removed from site no

less than three and no more than seven days after cutting, either as hay or forage material. No pesticides or weed killers shall be used unless specifically agreed by the Supervising Officer.

The meadow should then be cut to 50mm on a monthly basis for a further three cuts thereafter, and the arisings may be left on the site. All proceeds shall accrue to the Contractor. The Contractor's attention is drawn to Appendix 2 - Spring and Summer Flower Meadows that illustrates the methodology required for the maintenance of meadows.

#### Summer Flowering Meadows

Summer flowering meadows will require an April cut to 100 mm and again in October cut to 100mm after plants have set seed.

Arisings must be removed from site immediately after the April cut and no less than three and no more than seven days after cutting, either as hay or forage material, on the October cut: all proceeds shall accrue to the Contractor. No pesticides or weed killers shall be used unless specifically agreed by the Supervising Officer. The Supervising Officer can instruct the Contractor to alter the time of the meadow cutting depending on seasonal variations.

#### Tall Herb

Tall Herb areas will require to be cut to 10cm in March; if the arisings are left on the ground they must be finely cut and spread evenly.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of Tall Herb

#### Eco Tones

These are areas that require cutting once every 2 years to prevent succession. So as to afford minimal disturbance to wildlife these areas will be divided into areas marked "A" and "B" on the Contract maps, allowing staged cutting. Cut to 10cm in March; arisings must be removed from site and taken to the Contractor's recycling facility.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of Eco Tones

#### Scrub Management

These are areas that require cutting once every 5 years to prevent succession. So as to afford minimal disturbance to wildlife these areas will be divided into areas marked "A" and "B" on the Contract maps, allowing staged cutting. Cut to 10cm in March; arisings must be removed from site and taken to the Contractor's recycling facility.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of Scrub Management.

### Rural Footpaths

The Contractor shall keep designated paths unobstructed at all times for pedestrian use by cutting back encroaching vegetation.

Vegetation shall be cut off to maintain a clearance of 2 metres from ground level and the full width of the path, using hand tools from ground level. Allowance to be made for snow and rain loading.

Branches that over hang footpaths should be cut off to maintain a clearance of 3 metres from ground level and the full width of the path, using hand tools from ground level.

Any branches coming into contact with overhead services or buildings are to be pruned to give a clearance of at least 1.5 metres.

Arisings should be removed from site to the Contractor's green waste recycling facility or with permission from the Supervising Officer stacked in eco piles (cord wood snedded and brash removed from site). Eco piles should be prevented from roll by appropriately placed stakes.

### Ponds and Lakes and Rivers

The Contractor will maintain lakes, river banks, and ponds in a clean and healthy condition.

Algae is to be prevented from forming and environmental methods to stop algae must be implemented at the Contractor's expense, and agreed with Supervising Officer before implementation begins. At Verulamium Park lakes the Contractor shall carry out an annual treatment of the water to reduce nutrient levels, and to help control algae. The contractor will at their expense purchase a product and apply it to the water as instructed by the supplies and Supervising Officer. Currently this product is being supplied by Symbio ([www.symbio.co.uk](http://www.symbio.co.uk)).

Ponds, lakes and rivers are to be kept 100% free of litter, rubbish, dead animals and dead and/or invasive plants. This includes large build ups of weed and duckweed. In addition scum and debris around the edges of Ver Lake will be netted off daily by the Contractor.

The Contractor is required to deal with injured waterfowl. This may entail putting them into holding cages and calling in the RSPCA.

## **11.0 PLAY EQUIPMENT MAINTENANCE / INSPECTION**

The maintenance of play equipment shall include all children's play areas, associated safety surfacing and other play features including basketball facilities, skate parks and BMX areas.

All persons engaged in the maintenance of play equipment shall be certificated and be familiar with the standards set out in BS EN1176 – BS EN1177 and BS7188. Tenderers are required to set out in detail their approach to the Maintenance of Play Equipment in their Method Statement entitled Service Delivery.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of play area inspection and maintenance

The Contractor should note that worn, defective and damaged parts including bark and sand pit edges, and safety surfaces will be replaced and all materials and parts supplied by the Contractor. The contractor will be required to pay the first £200 (index linked) for any individual part of equipment to be replaced excluding labour.

The Contractor shall maintain and submit a record of all inspections and maintenance work in a form to be agreed with the Supervising Officer. The record shall be submitted at the appropriate frequency.

The Contractor shall inform the Supervising Officer immediately if any fault is found, and shall ensure that access to the relevant equipment or enclosures is made unavailable to the Public, including the supply, installation and maintenance of barriers, warning signs and where appropriate, the immobilisation of equipment as directed by the Supervising Officer until such time as the fault has been rectified.

The Contractor shall allow for the removal of all graffiti from the play area, its equipment and all furniture, washing/cleaning all soiled surfaces with cleaning/disinfectant agents as approved by the Supervising Officer.

The Contractor shall allow, when necessary for the levelling of loose safety surfacing by forking or raking ensuring a minimum uniform depth of 300 mm beneath equipment at all times, the diligent cleaning and removal of all deleterious materials, removing cleansed fill from grass, equipment and footpaths.

Other safety surfaces such as wet pour and matting installed beneath equipment shall be checked to ensure that it is safe, any damaged or missing areas shall be reinstated to its original conditions.

### Daily Maintenance

Cleanse all play areas on a daily basis by removing litter, detritus including broken glass.

### Weekly Inspection/Maintenance

Examination to ensure security of all fixing and integrity of structures, tightening as necessary in strict compliance with the requirements of BS EN1176. In addition

### Twice Yearly Inspection/Maintenance

In addition to Weekly recorded maintenance please allow for the following works to be undertaken on twice yearly basis in February and August. Inspection and maintenance work dates to the supervising officer before work is carried out.

Provide an individual written report for each item to include reporting on the condition of all play structures, the strip down of assemblies, replacement of worn parts and re-assembly (as listed below), condition of safety surfacing, all furniture/footpaths/signs/litter bins, perimeter fencing/gates and landscaped areas to the Supervising Officer.

To carry out painting of all ramps on equipment at the skate parks twice a year. Supply and applying specialist paint. Prior to starting this work agree when it will be carried out with the Supervising Officer

The following duties are required but the equipment list is not exhaustive and the Contractor is expected to carry out the same level of inspection to all play equipment.

Supply oil/grease; lubricate all equipment according to manufacturer's guidelines.

Examples of works to be carried out are:

- Swings, multi-units all types, including any hand grip hanging chain bearing assemblies, and swings attached to multi-units, oil bronze shackle bearings on each unit.
- Merry go rounds all types, access service cover, maintain ground clearance removing all accumulated debris/deleterious materials from around the spindle, oil bearings, adjust and oil speed restrictor if fitted, secure service cover.
- See saw all types traditional/rocking rocket's, access services covers to lubricate bearings as necessary, secure access cover.



- Adventure wooden log units grease rotating log bearings.
- Swings Multi units all types, including any hand grip hanging chain bearing assemblies, and swings attached to multi units, dismantle and check condition of shackle /bolt lock nut and iolite or bush nylon sleeve, reassemble replacing any worn part as required. Reporting to Supervising Officer.
- See saw buck-about units, access service covers, examine rubber pivot block and condition of all parts, and secure access cover. Reporting to Supervising Officer.
- See saw all types traditional, including /Rocking Rocket and spring coiled types, access bearings, check for wear on all moving parts/ bearing and washers. Reporting to Supervising Officer.
- Spring mobiles all types, examine coil spring for fractures and corrosion check security of ground fixings. Reporting to Supervising Officer.
- Multi units all types with a variety of play elements and or slide or clatter bridge or access nets attached, examine all metal structures for fracture or corrosion, examine timbers for security and condition, check for wear on all fixings shackles and ropes for signs off fraying or fractured exposed steel cores. Reporting to Supervising Officer.
- Slides or other freestanding structures examine all metal structures for fracture or corrosion examine timbers for security and condition. Reporting to Supervising Officer.
- Merry go rounds all types, examine all metal structures for fracture or corrosion, examine timbers for security and condition, check for wear on bearings and speed restrictors if fitted, secure service cover. Reporting to Supervising Officer.
- The contractor will be required to notify the Supervising Officer as to when the inspection and work will take place.

#### Annual Maintenance Work

To carry out any repairs and maintenance highlighted in the annual independent play area assessment.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of annual maintenance work.

## **12.0 ALLOTMENTS**

There are 11 allotment sites in the St Albans District and all sites have water supplies and require maintenance to non-tenanted areas. Tenderers are required to set out in detail their approach to the Maintenance of Allotments in their Method Statement entitled Service Delivery and Contract Development and Investment.

### Grass Cutting

Grass paths in allotments shall be mown by the Contractor and maintained at a height of between 20mm and 50mm at all times

### Water Supply

There is water supplied to each allotment site and this needs to be turned off during the winter months to avoid freezing pipes. The Contractor shall turn off the water supply on the 1<sup>st</sup> of November at all sites and turn it back on in the middle of March.

When turning the water on, the Contractor shall check the whole system, turning off the system if there are any leaks and reporting the same to the Supervising Officer.

## **13.0 PARK FURNITURE**

The intention of this specification is to maintain furniture in a clean, sound, safe and attractive condition appropriate to the use. Tenderers are required to set out in detail their approach to the Maintenance of Park Furniture in their Method Statement entitled Service Delivery.

For the avoidance of doubt furniture includes, benches, seats, bollards, picnic tables, bins, notice boards, signs, finger post and public art etc.

The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

### Cleaning

Furniture in Parks and Green Spaces, shall be hand washed with clean water and mild detergent solution.

The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

Graffiti is to remove and from furniture as and when it is identified.

### Treatment

Every twelve months, a wood treatment and metal paint approved by the Supervising Officer, fit for purpose, shall be applied to all wooden seats, benches and picnic tables. During the course of this operation, all plaques shall be protected from staining and damage. Any stains to the plaques shall be removed in an appropriate manner so that no damage is sustained.

## **14.0 OPENING AND LOCKING OF GATES AND PUBLIC TOILETS**

The Contactor shall be responsible for locking and unlocking the gates and toilet facilities at the following sites, dusk and dawn, 365 days per year. When opening and closing the toilets, the contractor is required to undertake a visual inspection for any damage, update the onsite check sheet to show that a inspection has been carried out and if any damage is found report to the supervising officer immediately.

- Clarence Park gates and toilets
- Verulamium Park toilets
- Municipal Gardens gates
- Hatfield Road Cemetery gates and toilets
- London Road Cemetery gates and toilets
- Westfield Road Cemetery gates and toilets
- Vintry Garden gates
- Lydekker Park Gates (HTC)

Tenderers are required to set out in detail their approach to the Opening and Locking of Gates in their Method Statement entitled Service Delivery.

During times of snow and ice, the contractor will be responsible for assessing the safety of, and if necessary, closing Clarence Park ramp and steps (Hatfield Road entrance) until they become safe to use. The contractor will also place notices at every other entrance to notify users that the Ramp and steps are closed. These steps can not be gritted due to the damage this will cause to wood.

The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

## **15.0 PARK AND COUNTRYSIDE RANGERS**

The Council has a duty under section 17 of the Crime and Disorder Act 1998 to work in partnership with a range of bodies, including the Contractor, to reduce crime, disorder and anti-social behaviour in the local area. Tenderers are required to set out in detail their approach to Community Safety in their Method Statement entitled Health, Safety and the Community.

As a way of promoting the community safety in parks and Commons, the Contractor is to provide full time (7 days a week), Park Rangers in Verulamium Park, Clarence Park in St Albans, Rothamsted Park in Harpenden and for a total of 18 hours a week Countryside Rangers, splitting their time equally between Bricket Wood and Nomansland Commons and including weekend working.

The Rangers must be knowledgeable about the sites they are responsible for being able to answer questions on the history, maintenance and facilities of the sites. Rangers must have suitable qualifications and/or experience equivalent to the qualification i.e. Park Rangers NVQ2 Amenity Horticulture, Countryside Rangers NVQ 2 Environmental Conservation.

The Park Rangers will be required to be present from 7.00am to dusk.

To keep costs to a minimum it is accepted that the Rangers will carry out other appropriate ground maintenance duties within the parks, however these duties must not render them unapproachable e.g. tractor driving.

Rangers must wear florescent yellow coats or other highly visible clothing with the words "Park Ranger" and "Countryside Ranger" clearly visible from a distance on their back and must be in clean and tidy condition. Summer and winter clothing bearing these words, and Police Accreditation shall be provided at the Contractor's expense. Within the first six months of the Contract Rangers shall become 'Accredited Persons' with the Hertfordshire Constabulary.

The Rangers shall be approachable by the public, resolve issues if possible, and should report incidents of anti-social behaviour that they cannot resolve to the Supervising Officer e.g. drug dealing and use, bullying, incidents contrary to the byelaws or those that prevent enjoyment of the facilities by other users.

In addition to routine work that the Contractor deems appropriate, the Park Ranger will also do the following:

- Patrolling the Parks regularly throughout each day
- Carry out routine checks of park buildings and equipment

- Provided information to the public about the Park
- Carry out twice per year a documented hard surface inspection
- Keeping notice boards up to date.
- Provided assistance to the public.
- To carry out non routine tasks as directed as and when requested by the Council.
- To promote the public awareness of recycling of rubbish.
- To promote and raise awareness of wildlife in the Parks.
- To assist in Community Events.
- Monitoring the use of the park by the public and by private companies.
- Uphold the byelaws

In addition to routine work that the Contractor deems appropriate, the Countryside Ranger will also undertake the following:

- Patrolling the Commons regularly
- Carry out routine checks
- Check health and wellbeing of Cattle on Bricket Wood common and liaise with the Conservation grazer. Check fencing and equipment which facilitates grazing.
- Attend Events and Commons Management Committee Meetings ( to produce and present a Rangers Report)
- To promote and raise awareness of wildlife in the Commons.
- Keeping notice boards up to date.
- Keep footpaths and desire line clear of obstructions
- Uphold the byelaws

## **16.0 SPORTS FACILITIES**

This specification covers the maintenance and preparation of areas associated with sports and games. Tenderers shall set out in detail their approach and intended operations for each sport and activity in their

Method Statements titled Service Delivery, Customer Service and Communication.

The facilities are summarised in the list below:

- Football Pitches – 22 senior and 6 junior
- Grass Cricket - 5
- Bowling Green - 1
- Grass Croquet - 1
- Artificial Turf Pitch (Hockey and Tennis) - 1
- Multi Use Games Area - 1
- Rugby Pitches – 2
- Temporary athletic track marked out on grass (occasional)
- Temporary marking out sports pitches (occasional)
- Mark out Roman Building in Verulamium Park (occasional)
- Sand court –(1 Official size court that can be split into 3 practice courts and beach tennis courts)

The Contractor will employ annually, an independent specialist approved by the Supervising Officer to provide a written report setting the current condition (including soil analysis), of all sports pitches and this will include an action plan for the coming year. All work arising from the Sports Pitches Action Plan will be carried at the Contractors expense to help deliver the works set out in the specification and the Contractors method statements.

The Contractor will be responsible for setting up meetings prior, during and post season with the supervising officer and club representative to discuss works and condition of playing surface and develop a programme of work to improve the standard.

The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of these operation.

#### *Sports Bookings, Management and Marketing*

The Contractor will be responsible for letting sports pitches, and managing their use. The sports pitches included are:

- Senior Football
- Junior Football
- Football training
- Senior and Junior Cricket
- An ATP that hosts hockey in the winter and tennis in the summer, but can also accommodate other sports such as football
- Croquet green
- Rugby League

The Contractor will provide and maintain a computerised booking service, located at its local contract office. This system should allow members of the public to book pitches and services via a website. An answer phone is to be provided.

The Contractor will note that Special Events held in Verulamium and Rothamsted Parks are controlled and booked by the Council's Leisure Management Contractor. If the Leisure Management Contractor gives over three months notice to the Grounds Maintenance Contractor of a Special Event, this Special Event shall take priority over sports pitch bookings. If however, three months notice is not given then the matter shall be settled by negotiation by the two Contractors.

The Contractor is to provide all hirers, upon confirmation of their booking, with full information about the facility they have hired, including a location map, parking details, pavilion facilities and conditions of use, health and safety and emergency contacts.

Sports bookings will include the letting of sports pavilions which are listed below. The hiring charges for pitches and pavilions are included in the Council's fees and charges. The pavilion hire is usually associated with the hire of a nearby sports pitch, but does not exclusively have to be so. However, priority of pavilion hire must be given to the hirer of the nearby sports pitch. The Contractor will be responsible for opening and closing the pavilions to coincide with the use of the pitch. The pavilion hire time must allow for a reasonable time to change and shower, but the buildings must not be left open unattended outside these times.

- Rothamsted Park : Orchard Avenue Pavilion - Junior Football and Cricket
- Rothamsted Park : Amenbury Lane Pavilion - Senior Football and Cricket

- Verulamium Park : St Michaels Pavilion - Football and Cricket
- Verulamium Park : Cricket Pavilion - Cricket
- William Bird Playing Fields : Pavilion - Football and Cricket
- Cunningham Hill Open Space : Pavilion - Football
- Marlborough Open Space : Pavilion – Football, General Hiring

The Contractor should note that some of the sports pitches being hired will have pavilion capacity from another provider. At Verulamium Park about half the football teams use changing rooms adjacent to the Athletic Track, which is the responsibility of the Leisure Management Contractor. At Clarence Park the Cricket and Hockey clubs use a pavilion which is leased jointly to these two clubs.

Whilst striving to maximise the use of sports pitches, the Contractor should also take into account the playing capacity of the pitches, and the weather conditions at the time of hire. It will be the Contractor's responsibility to regulate the use to avoid over wear which results in serious damage to the sports pitches, and to call off matches.

During the summer the hockey equipment is removed from the ATP at Clarence Park, to be replaced with tennis nets serving a maximum of 6 courts. These are public courts, for people to turn up and play and the Contractor will be expected to make arrangements to manage and market the facilities to maximise community use.

The majority of sports bookings are made by clubs. This is acceptable to the Council, but the Contractor must allow for some spare capacity for casual bookings.

There are peak periods when demand exceeds capacity, and the Contractor will have to prioritise and devise a fair and open way of deciding how to allocate the bookings. The Contractor is required to set up a meeting with local leagues prior to bookings being confirmed for the 2014/15 football season and all subsequent seasons.

The Contractor should be aware that some teams and individuals attempt to use existing pitches unofficially, without paying. The Contractor is responsible for controlling and stopping this unofficial use, and should report all such instances to the Supervising Officer.

Verulamium Park pitches fall within the Scheduled Ancient Monument site. This may restrict certain types of sports pitch maintenance which involves disturbing the underlying heritage. The Contractor will be responsible for familiarising himself with the regulations and obtaining consent from English Heritage for specific works.



### Sports Equipment

The Contractor shall provide sufficient equipment to meet customer's needs and Governing Body standards at all times. The list of equipment that the Contractor will have to provide is given in Appendix 4.

The Contractor shall receive some sports equipment from the Council at the start of the Contract. This equipment is shown as owned by the Council in Appendix 4. The Contractor shall become the owner of this equipment and the Council shall not require the return of this equipment at the end of the Contract.

Moreover the incumbent Contractor owns a range of other sports equipment as shown in Appendix 4 which might be available following negotiation.

The Contractor shall be responsible for the provision, replacement, erection, dismantling and maintenance of all posts, nets, sockets, etc., and all ancillary equipment for the sports and activities listed above (including the Artificial Turf Pitch and Multi-Use Games Area), with the exception of St Albans Bowling Club (Clarence Park) who are responsible for changing the rink markings.

The Contractor shall also ensure that:

- Equipment (including the holes in which the equipment is placed, and the hole covers when equipment is not in position), is at all times safe and suitable for its purpose, properly maintained and decorated, erected and dismantled at the correct time, and kept in a usable condition at all times during the time it is required. Equipment is stored appropriately out of the playing season.
- Any equipment not meeting these requirements is immediately replaced with equipment that does.

### Football / Rugby League Pitch Outputs

On some sports grounds, football and cricket share the same area at the end of the season. In such circumstances, football is to be given priority in April, and cricket is to be given priority in August/September. Grass cutting shall generally be in accordance with the Grass Cutting Specification and

An even sward maintained in a healthy and vigorous condition free from weeds, pests/diseases.

True and flat playing surface maintained with no holes or undulations that are likely to cause injury to players. Adequate soil drainage maintained. Post season renovation to worn areas required and verti-draining required to all pitches every three years.

Pitch markings maintained in accordance with the Federation Internationale de Football Association (FIFA) regulations without the use of additives that may prove detrimental to the sward.

Goal / rugby posts, crossbars and nets supplied and erected in accordance with FIFA regulations and RFL and maintained in sound and secure condition at all times during the playing season.

During the close season goal posts, rugby posts, crossbars and nets removed for storage and sockets capped.

#### References:

- FIFA – The Laws of The Game (2002)
- Groundsman's Field Handbook (Sportsmark 2001)
- Winter Games Pitches: The Construction & Maintenance of Natural Turf Pitches (RDC Evans 1994)

The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

#### Croquet Lawn Outputs

Grass cutting of the croquet lawn in Clarence Park shall generally be in accordance with the Grass Cutting Specification and the Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

All grass cutting operations must be undertaken diagonally across the Lawn. Each cut must commence from adjacent corners to alternate the direction of the cut.

An even sward maintained in a healthy and vigorous condition free from weeds, pests/diseases.

True and flat playing surface maintained with no holes or undulations. Adequate soil drainage maintained.

Roll Lawn regularly as required. The roller is to be used in alternative directions on each occasion. The whole Lawn is to be treated and passes of the roller are to overlap by 150mm.

Drag brushing, scarification, verticutting, top-dressing, spiking, fertilising, irrigation, overseeding will be required in order to produce a high quality surface.

In addition the application of moss killer, fungicide, worm killer and weed killer may be required.

The resident club supply all associated croquet equipment.

### Cricket Outputs

On some sports grounds, football and cricket share the same area at the end of the season. In such circumstances, football is to be given priority in April, and cricket is to be given priority in August/September. All maintenance should be carried out in line with ECB guidelines. The cutting of cricket squares and outfielders should follow the Grass Cutting Specification and the Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

#### **Cricket Tables:**

Firm, flat and even pitches maintained.

An even sward maintained in a healthy, vigorous condition free from thatch, weeds, pests and diseases.

Wicket mown to height of 2mm no earlier than two days prior to matches ensuring no striping effect occurs.

All clippings removed and recycled.

Pitch and boundary markings maintained in accordance with Marylebone Cricket Club (MCC) regulations.

Pre season, Post match and season renovation.

#### **Cricket Outfields:**

True and flat playing surface maintained with no holes, undulations or clumps of cut grass that are likely to cause injury to players.

Regarding pitches in Verulamium Park, there are restrictions on deep slitting/spiking (over 3 inches) because of underlying heritage.

The Clarence Park pitch has 4 large wooden sight screens on wheels, owned by the Council and positioned by the club. The Contractor should store them in their depot during the winter, and repair / paint as required.

The cricket club position training nets in Clarence Park during the summer. The area may need some repair at the end of the season.

#### **References:**

- MCC - The Laws of Cricket (2000 Code)
- Groundsman's Field Handbook (Sportsmark 2001)

- Cricket Grounds: The Evolution, Maintenance & Construction of Natural Turf Cricket Tables & Outfields (RDC Evans 1988)
- <http://static.ecb.co.uk/files/ts4-ecb-groundsmanSHIP-2011-1337.pdf>
- <http://static.ecb.co.uk/files/guidelines-for-rolling-in-cricket-10409.pdf>

### Bowling Green Maintenance

Grass cutting shall be undertaken to the standards set out in the Grass Cutting Specification in Appendix 1. All grass cutting operations must be undertaken diagonally across the bowling green. Each cut must commence from adjacent corners to alternate the direction of the cut.

Flat, uniform and true playing surface maintained.

All clippings removed and recycled.

Drag brushing, scarification, verticutting, top-dressing, spiking, fertilising, irrigation, overseeding will be required in order to produce a high quality surface.

In addition the application of moss killer, fungicide, worm killer and weed killer may be required.

There is an automatic irrigation system installed at the Clarence Park bowling green. The automatic controls and tanks are situated within the Clubhouse and buildings owned and operated by St Albans Bowling Club and whom the Contractor should liaise for access. The Contractor is responsible for maintaining this system in its entirety, in good working order, and to operate it such that it meets the contract requirements for irrigation. The Contractor shall use only a specialist for the servicing, repair and replacement of functional components. The contractor will be required to pay the first £150 (index linked) for any individual part of equipment to be replaced excluding labour.

### References:

- Bowling Greens: Their History, Construction & Maintenance (RDC Evans 1988)

The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

### Sand Courts

There are three beach volleyball courts in Verulamium Park which can be reconfigured and converted in to one Official International sized Beach Volleyball Court. The courts will be open from March to October.

The Contractor shall maintain the courts to provide a level and safe playing surface in accordance with Volleyball England's recommendations for maintaining a Beach Volleyball Facility. The Contractor shall

The Contractor will also be responsible for pre and post season maintenance, locking and unlocking of the gates and for ensure that the area within the courts fencing is litter free at all times.

The contractor is required annually before the playing season begins to check the depth of the sand ensuring that it is no less the 400mm and no more then 500mm and top it up necessary.

The Contractors attention Is drawn to Appendix 8 – Volleyball England's recommendations for maintaining a Beach Volleyball facility

#### Artificial Turf Pitch

This facility shall be maintained in accordance with the manufacturer's instruction as detail in Appendix 6.

#### Multi Use Games Area (MUGA)

The maintenance programme should keep the surface in a safe and useable condition, free from litter, debris, moss. However in extreme conditions the courts will be closed to play.

The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.

#### Pavilions

The Contractor will be required to ensure that pavilion corridors and toilets are clean prior to use by facility users. Such work will be in accordance with the details below and shall be undertaken all year round throughout the contract period. The Contractor shall inform the Supervising Officer of any breakages, vandalism or malfunctions that occur so that repairs can be arranged.

At each pavilion the contractor will thoroughly flush all water systems for a minimum of two minutes each Wednesday and recorded in the legionella site logbook.

#### Cleaning

All mud and other deposits shall be cleared from the walls and furniture and the floors of the whole building shall be swept using a flagged fibre or other similar soft broom, all litter and debris being removed. This operation shall also be undertaken between Saturday and Sunday use.

All litter and debris lying on shelves or ledges shall be removed from site.

All litter bins shall be emptied, and bin liners replaced.

All mirrors shall be kept clean and left free of smears.

The floor area including toilets and showers shall be washed down using a mild disinfectant in the water and all surplus water should be mopped up to leave the area clean and dry.

Brush down and clean all benches around the changing facilities then sweep flagged footpath to remove all arisings.

In addition the following operations shall be undertaken once a week throughout the year.

#### Toilet Facilities

Toilets in the Pavilions should be kept in a clean and tidy condition fit and ready for use.

#### Additional Operations

Wash all tiled surfaces and walls with a cleansing agent and water solution to remove dirt and algae once every three months.

Once a year, wash all tiled surfaces, urinals and toilet pans using an approved de-scaler to control and remove hard water scale.

On a weekly basis all hot and cold water outlets are to be flushed through for a minimum of two minutes per outlet and logged in the on-site log book. On a monthly basis the Contractor will assign a member of the contract management team to check that this procedure is being carried out.

#### Shower Facilities

The following operations shall be undertaken:

- All channels shall be cleared of any solid matter. If any blockage occurs which cannot be cleared immediately, the Contractor must display a warning notice to users.
- Walls and floors shall be cleaned using fresh solutions of hot water and disinfectant.
- Once a year all tiled surfaces and walls shall be washed using an approved de-scaler
- Once during January/February each year the Contractor shall

undertake the following additional tasks, these being timed to coincide with a normal after match cleaning.

- All walls, ledges, benches, paintwork (including marks on ceilings) shall be cleaned completely working over the entire surfaces area using suitable materials, this operation being undertaken after the whole building has been cleaned using a high performance industrial vacuum cleaner to clear all crevices and inaccessible spots.
- All windows and surrounds shall be cleaned internally and externally.

## **17.0 SPECIAL EVENTS**

There will be throughout the year certain regular annual special events held in public Parks and Green Spaces. Tenderers are required to set out in detail their approach to Special Events in their Method Statement titled Service Delivery.

The events vary in size, length of time and the amount of preparatory and clearance work required for each event. It is expected that assistance will be required from the Contractor for 10 events per annum with one operative being required for two days per event. Tenderers shall include for this requirement within their tender sum. As a guide pre and post event assistance, as well as during the event, will be required in terms of:

- Grass cutting
- Marking out and preparation of event areas
- Erection of fencing, signs, provision of litter bins and putting out equipment
- Litter clearance - before, during and after an event
- Patrol duties, car park duties or control of sites and site security
- Ensure event areas are fit for the purpose - free from trip/fall hazards and litter
- Ensure gate access and control the same
- Arrange on-site skips – charged to hirer
- Have a tractor available on call in case of need to tow vehicles
- Any other duties that may be required during an event as requested by the Supervising Officer

## **18.0 CEMETERY GRAVE DIGGING AND DUTIES**

The works will usually be carried out during normal working hours, although work outside normal hours may occasionally be necessary to complete the filling and tidying up of graves and surrounding areas, and preparing a Muslim timber shored grave to ensure there is always one available for the weekend/bank holiday.

Tenderers are required to set out in detail their approach to providing Cemetery Services in their Method Statements entitled Service Delivery and Customer Service and Communication.

The mechanical excavator must be suitable for the prevailing ground conditions. Any damage caused to grass areas and edges by the contractor must be reinstated at the Contractors expense.

50% of reclaim graves in Hatfield Road Cemetery will be dug by hand and occasionally re-open graves in all cemeteries.

The written instruction to dig graves will be issued no less than 2 working days to the interment, except for either a burial of cremated remains and Muslim burials when the notice may be less than 24 hours.

All graves are to be fully dug to the correct dimensions 24 hours before the cortège is due to arrive, except in the case of Muslim interments or other special interments when graves may need to be prepared quickly and effectively in a short space of time, or in agreement with the Supervising officer in excessively wet conditions.

All graves are to be fully dressed and prepared for the burial service no later than 45 minutes before the cortège are due to arrive.

Occasionally Saturday morning burials / cremated remains may take place, for which contractor cover is necessary. Contractors will set out the costs of providing this service in the Schedule of Rates.

The pre-prepared Muslim timber shored grave for weekend use is to be emptied of any water each Friday as and when necessary.

For the avoidance of doubt it is an essential part of this Specification that the Contractor shall carry out the works without fail and complete each order within the specified time whatever adverse weather or other circumstances arise.

The Contractors will be required carry out the cemetery services in cases of a mass epidemic. Attention should be drawn to section 21 of the specification entitled emergency contingency, business continuity and mass epidemic planning.



### Excavation of Graves

All graves are to be excavated following the ICCM Code of Safe Working Practice for Cemeteries, by staff qualified through the Cemetery Operatives Training Scheme.

The Supervising officer will mark each grave to be excavated.

Before carrying out any excavation the Contractor shall examine adjacent memorials to ensure that they are in a safe condition. In the event of any memorial being unsafe the Contractor shall immediately inform the Supervising Officer.

Having first checked the documentation and confirmed the correct position of the grave, the Contractor shall excavate the grave to the dimensions specified by the Supervising Officer, making allowance for the shoring. In carrying out this work the Contractor shall take steps to ensure that no adjoining or underlying remains are disturbed, and during the excavation the Contractor shall ensure that the grave is adequately shored using tools, equipment and materials supplied by the Contractor.

Having completed the excavation the grave should be shaped to provide a regular and uniform opening. Throughout excavations of graves the Contractor shall ensure that for safety reasons at least two staff are in attendance.

Any damage or spoiling of memorials as a result of these operations will be made good by the Contractor at his own expense. All excavated graves must be shored for safety.

Having completed the excavation, the grave shall be covered with a lockable grave cover, to be provided by the contractor, to remove any element of danger to persons entering the cemetery.

In the event that an excavation cannot be completed for any reason, than the partly dug grave must be covered to ensure that it does not constitute a safety hazard. Large amounts of excess spoil must be disposed of at an agreed tip. Uncovered excavated graves must be never be left unattended, except for 30 minutes prior to burial when the Supervising Officer has requested removal of the lockable cover.

Yearly approximately 4 concrete chambers or polypropylene graves and 8 timber shored Muslim graves will be prepared in advance as requested by the Supervising Officer. The timber for the 8 timber shored Muslim graves and approximately 10 single timber rings for West Indian or other family backfills yearly are to be paid for by the contractor.

### Pre-interment

The following key tasks shall be undertaken, the grave being fully prepared no less than 30 minutes prior to the arrival of the cortège.

The grave shall be emptied of any water.

The whole base of the grave shall be covered with a layer of wood chippings or fresh hedge cuttings which will be evenly and uniformly distributed if the grave has needed to be emptied of water, this layer shall be of sufficient depth to mask any water that may collect prior to the cortège leaving the site.

The grave surround shall be fitted with a timber platform two timbers wide, or the purpose made polypropylene grave surround, to give a firm footing for the bearers.

The platform and the grave sides and ends shall be draped neatly and tidily with grass matting, ensuring the surround is covered to an area extending 60 cm beyond the edge of the grave with a sheet for the mourners to stand on, pegged down as required.

Any soil mound or spoil container adjacent to the grave shall now be completely covered with the grass matting.

The area around the grave shall be cleared of any debris or litter, leaving the site in a tidy and presentable condition. A clean pot or box of dry earth is to be left at the graveside.

Lowering ropes and putlogs shall be placed in position, normally two over the grave and two in line with the grave, one spare lowering rope in view.

During the burial the Contractor shall ensure that at least one member of staff is present within sight of the Supervising Officer to provide any assistance that may be required. Any staff not directly required shall remain out of sight of the mourners and no mechanical operations shall be undertaken within the hearing of the mourners. Any tools and equipment on site shall be out of sight of the funeral party if possible.

### Backfilling the Grave

Immediately after the cortège has left the site, but waiting until they are out of sight and earshot, the grave shall be back filled.

The earth is to be consolidated by punning whilst back filling. Soil is then to be banked up to 30cm above the surrounding ground and left neat and tidy. Surplus excavated material shall be disposed of at the Contractors expense. It is to be distinctly understood by the Contractor that on no

account whatsoever may graves be left unfilled after an interment has taken place.

After mounding, floral tributes shall be carried from the laying out area and placed on the grave in a careful and attractive manner.

Any memorial that has been soiled during excavation or backfilling of the grave should be thoroughly cleaned.

All ropes, grass matting and other equipment should be cleaned and returned to the cemetery store or drying area.

The temporary wooden marker provided by the funeral director will be placed at the head end of the grave.

The Contractor shall maintain the graves, by making good settlement as necessary. Old floral tributes are to be removed when requested by the Supervising officer.

After six to 12 months have elapsed following burial, the Contractor shall level the grave by adding or removing the soil as required and grass seeding.

On some occasions the family may wish to back fill the grave themselves. On these occasions the Contractor shall make available sufficient tools for the job and provide two members of staff to be on hand and remove shoring equipment, mats and boards or render any other assistance that may be required.

### Exhumations

From time to time the Contractor may be required to carry out an exhumation.

The Contractor will carry out cremated remains exhumations as part of the Contract. Full body exhumations shall be priced in the SOR function of the Contract.

Removal of remains should take place in accordance with conditions of the licence issued by the Ministry of Justice, the Faculty issued by the Church Authority and the ICCM Exhumation Handbook.

### Burial of Cremated Remains

Having first checked the documentation and identified and confirmed the correct position for the plot, if there is a plaque or vase upon the plot, the Contractor shall carefully remove and place to one side. The plot must be fully prepared 30 minutes prior to the appointment time.

The contractor shall excavate a hole no larger than 35cm square and 40cm in depth, the hole to be both square and with vertical sides, and with a flat and level base, having removed the turf.

In the event of water collecting in the hole, this should be removed and the base covered with fresh hedge clippings or wood chippings. Excavated soil should be placed in a wheelbarrow and stored out of sight of the burial area.

Having completed the excavation the site should be left clean and tidy. The sides and surrounds of the excavation should be covered with grass matting. The plot must be covered with a wooden cover until the Supervising Officer arrives. A clean pot or box of dry earth should be left by the plot.

Immediately after the mourners have left the site, the grave should be backfilled and firmed to the level of the surrounding surface. Any plaque or vase or turf should be replaced and any floral tributes placed on the grave in a respectful manner.

Any memorial that has been soiled during the excavation or back filling of the grave should now be thoroughly cleaned.

Any floral tributes should be removed from the grave when directed by the Supervising Officer.

#### *Topping up of Sunken Graves*

The Contractor shall allow for the reinstatement of up to 600 sunken graves per annum, distributed throughout the three cemeteries. The Contractor will allow in his price for the importation of sufficient topsoil to top up the graves prior to seeding once the grave has finished settling.

#### *Memorials/Headstones*

If any memorials/headstones are damaged, the Supervising Officer must be informed and the Contractor shall be responsible for paying for the repair. If a dangerous memorial/headstone is noted or any other Health and Safety concern, this must be brought to the attention of the Supervising Officer.

A large proportion of the grass cutting in Hatfield Road Cemetery is performed with strimmers due to the large amount of kerb set memorials.

Each year on one occasion the contractor will edge of all Garden of Rest plaques.

## **19.0 TREE INSPECTION AND REPORTING**

The contractor is required to undertake tree surveying and re-survey service of trees in public open spaces and communal council housing land on behalf of the Council and its partner organisations.

The survey is electronic based, gathering both data on the attributes of trees and map data for their location. An essential part of the survey is an assessment of the condition and safety of Council trees. Remedial works are to be entered as actions if required due to the condition of trees surveyed.

All trees are to be surveyed within 3 years of contract commencement and resurveyed on a 3 year cycle thereafter. The contractor's attention is drawn to Appendix 10 for more information.

## **20.0 WINTER WEATHER ARRANGEMENTS**

The Contractor will retain staff during adverse weather to allow the Supervising Officer to direct teams to assist where they are most needed. This could involve working with another service deliverer and/or on sites within the District but outside of the Contract area.

Tenderers are required to set out in detail their approach to providing snow clearance and gritting in their Method Statement entitled Service Delivery.

The Council will provide grit for ad-hoc snow and ice clearance

The Contractor shall undertake snow and ice clearance at the following sites (providing their own grit)

- Clarence park (Areas marked on plans)
- Verulamium park (Areas marked on plans)
- Rothamsted park (Areas marked on plans)
- Westfield Road, London Road and Hatfield Road Cemeteries paths and roads to facilitate Burials
- Sandridge Parish areas Sites (Areas Marked on Maps)
- Harpenden Town Council Sites (Areas Marked on Maps)

In such circumstances, the Contractor shall rearrange schedules so as to catch up any backlog of work as soon as possible and within the same working week where practicable. While the extreme weather prevails and

work is suspended, payments will continue to be made for the normal services.

No additional payments will be made to the Contractor in respect of any additional expenses he may incur in complying with this requirement. In the event that unscheduled weekend working is agreed with the Supervising Officer, then any additional costs will be paid in accordance with the Schedule of Rates.

## **21.0 EMERGENCY CONTINGENCY, BUSINESS CONTINUITY AND MASS EPIDEMIC PLANNING**

St. Albans City and District Council has an emergency plan that is flexible enough to deal with a variety of emergencies as well as being involved in the development of site specific plans.

(Information on the plan and the county-wide multi-agency plan can be found at:

<http://www.stalbans.gov.uk/advice-and-benefits/emergencies/emergency-planning.aspx> )

The Contractor shall on verbal or written instruction from an Authorised Officer of the Council be required to provide resources assigned to the contract to carry out urgent or emergency works at any time.

Tenderers are required to set out in detail their approach to their own Business Continuity Plan in their Method Statement entitled Health and Safety.

## **22.0 DISTRICT, TOWN AND PARISH COUNCILS SPECIAL REQUIREMENTS**

*St Albans City and District Council*

*Supply of Christmas Trees*

Supply, deliver and install a Christmas tree to the following sites:

- 25ft tree to entrance to Alban Area (pit and sleeve supplied)
- 17ft Tree to St Peters Street War Memorial (to provide stand)
- 17ft Tree to Chequers Street (to provide stand)

### Harpenden Town Council

#### *Special Events*

Throughout the year there are a number of regular and annual special events which take place in various locations in Harpenden, namely:

- Monthly Farmers Market
- Christmas Preparations
- Christmas Carnival
- Discovery Day
- Classics on the Common
- Fairs and Circus
- Highland Gathering

The events vary in size, length of time and the amount of preparatory and clearance work required for each event. Further details about the requirements for each event can be found in Appendix 19.

All Items ( i.e. stalls barriers) are owned and supplied by Harpenden Town Council.

Tenderers shall include for these requirements within their tender sum.

#### *Harpenden Town Centre Post Painting*

Bordering the Harpenden Town Centre Greens are white painted concrete posts with chain link hung from each post to prevent vehicles accessing them. These posts are cleaned and painted annually with a good quality weatherproof masonry paint. There are approximately 250 posts in number. Tenderers shall include for these requirements within their tender sum.

## Sandridge Parish Council

### *Hanging Baskets*

At the start of the Contract the Supervising Officer shall supply 10 x 18 inch baskets with water reservoirs for the Contractor to plant and maintain. The locations and colour schemes required will be supplied by the Supervising Officer each year by the end of November. The Contractor shall maintain suspended to avoid plant damage, water until required for installation, deliver to the various locations, supply hoist and hang on existing brackets on lamp columns 3200 mm (maximum) high and secure by wiring or an alternative agreed with the Supervising Officer; maintain for a period 1st June to 30th September; watering as necessary to ensure establishment and continuity of flower, to the satisfaction of the Supervising Officer; supply and apply liquid feed (weekly) as approved by the Supervising Officer; deadheading; removing weeds; replacing any dead or missing plants; subsequently take down; empty; return to secure store until required; remove all arisings.

In addition the Contractor shall carry out safety inspections of hanging basket brackets on an annual basis and before hanging the baskets, the Contractor shall paint all brackets every other year.

### *Sports Pitches*

The sports pitches at Spencer Playing Field are run by the resident sports clubs. The contractor will only be responsible for the maintenance of the grass of the football pitches and cricket outfield. The Contractor's attention is drawn to Operations Table in Appendix 1 for timing of this operation.



- 23.0 Appendix 1 - Operations Table**
- 24.0 Appendix 2 - Spring and Summer Flower Meadows**
- 25.0 Appendix 3 - Public Toilet Opening**
- 26.0 Appendix 4 - Sports Equipment and Marlborough Pavilion Inventory**
- 27.0 Appendix 5 - Facilities and Income**
- 28.0 Appendix 6 – Artificial Sports Pitch, Clarence Park**
- 29.0 Appendix 7 - Volleyball England’s recommendations for maintaining a Beach Volleyball Court**
- 30.0 Appendix 8 – Tree Surveying**
- 31.0 Appendix 9 – Harpenden Town Council Events**

## **Appendix 1**

### **Operations Table**

## Frequency Items

Task	Contract Area	Height of Cut (mm)		Collect y/n	No. Cuts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Min	Max														
Amenity Grass Cut	Housing	20	35	No	16		1	2	2	2	2	2	2	2	1		
AGM Grass Cut	Housing	20	25	No	16		1	2	2	2	2	2	2	2	1		
Flail	All *	50	50	no	4			1		1		1			1		
Highways Flail Cut (2)	Highways	50	250	No	2					1					1		
Spring Meadow Cut	Leisure	50	50	No	4						1	1	1	1			
Summer Meadow Cut	Leisure	50	50	Yes	2			1						1			
Tall Herb	All	50	50	Yes	1		1										
Eco Tone A	Leisure	100	100	Yes	n/a	Years, 1,3,5,7 and 9 (11,13 and 15, subject to extension)											
Eco Tone B	Leisure	100	100	Yes	n/a	Years, 2,4,6,8 and 10 (12 and 14, subject to extension)											
Scrub Management A	Leisure	100	100	yes	n/a	Years, 1,5,10 (14, subject to extension)											
Scrub Management B	Leisure	100	100	yes	n/a	Years, 2, 7, (11 and 15, subject to extension)											

\* with the exception of Highways

[illegible]

## Performance Items

Task	Contract Area	Height		Collect
		Min	Max	
Amenity Grass Cut	Leisure	20	35	No
Urban Highway Grass Cut	Highways	25	150	No
Amenity Grass Cut	Cemeteries	20	35	No
Amenity Collect	Leisure	20	35	Yes
Amenity Collect	Cemeteries	20	35	Yes
Allotment Grass Cut	Leisure	20	50	No
Sightline Grass Cut	Leisure	70	120	No
Sightline Grass Cut	Highways	50	250	No
Senior and Junior Football Pitches	Leisure	20	35	No
Rugby Pitches	Leisure	20	35	No
Croquet Lawn	Leisure	5	10	Yes
Cricket Square	Leisure	8	12	Yes
Cricket Outfield	Leisure	12	25	No
Bowling Green	Leisure	4	8	Yes
Bowling Green Perimeter	Leisure	12	25	Yes
Bowling Green (closed season)	Leisure	8	12	Yes
Croquet Lawn (closed season)	Leisure	10	15	Yes
Sand Courts (depth)	Leisure	400	500	N/A

## Miscellaneous Items

Task	Contract Area	No.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Hard Surface High Profile	Leisure	52	Weekly											
Hard Surface	Housing	12	1	1	1	1	1	1	1	1	1	1	1	1
Park Furniture Cleaning	All													
Park Furniture Treatment	All													

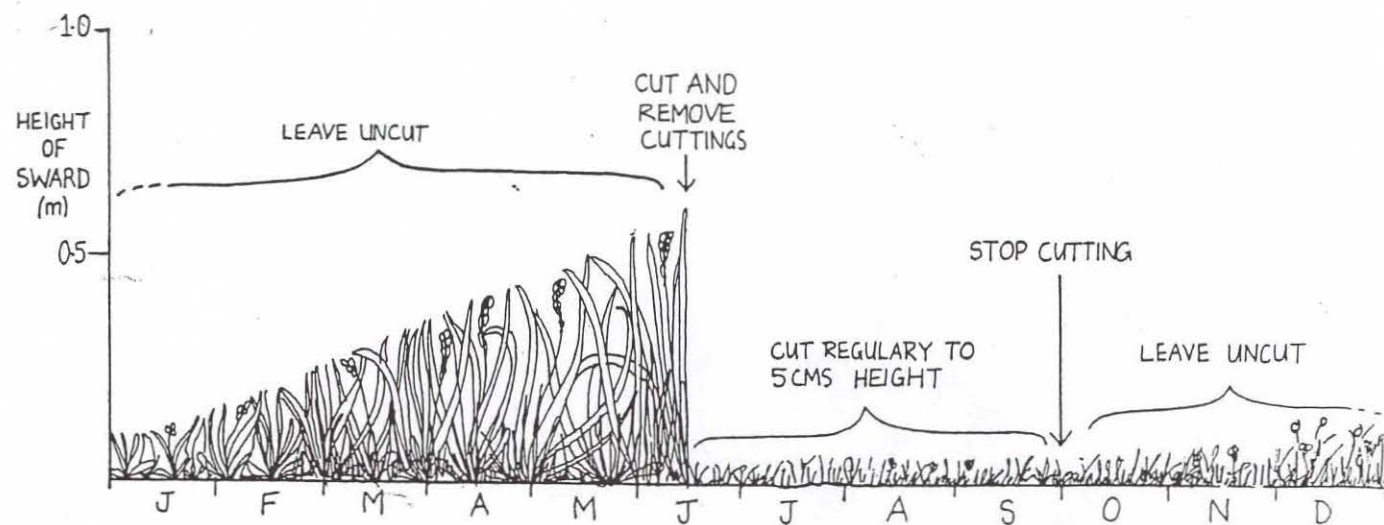
## Sandridge Parish Council

Task	Task	Height	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Football Pitch	spike				1							1		
	Topdress					1								
	Grass Cut Sept-April	25mm - 30mm			2	2					2	2		
	Grass Cut May -August	15mm					4	4	2	2				
	Seed				1									
Cricket Outfield	Grass Cut Sept-April	25mm - 30mm			2	2					2	2		
	Grass Cut May -August	15mm					4	4	2	2				

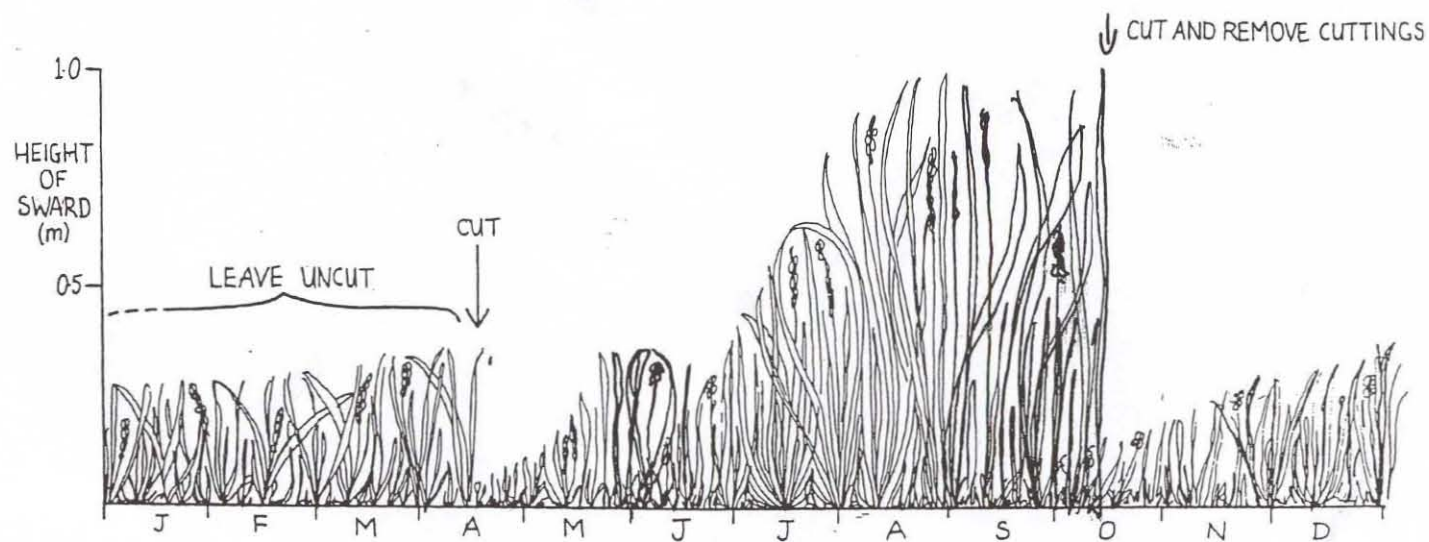
## **Appendix 2**

### **Spring and Summer Meadow**

## MOWING/HAY-CUTTING SPRING FLOWERING MEADOWS



## MOWING/HAY-CUTTING SUMMER FLOWERING MEADOWS





## **Appendix 3**

### **Public Toilet Opening**

## Toilet opening

1	Causeway	Located within Verulamium Park adjacent to the lake, near Fighting Cocks PH Disabled Facilities within m/f
2	Verulamium Changing Rooms	Located at either end of the St Michaels Car Park Disabled facilities within m/f RADAR keyed
3	Westminster Lodge	Located on the end of the running track building, near swimming pool Separate Disabled toilet RADAR keyed
4	Bowling Green	Adjacent to Bowling Green, Clarence Park, York Road, St Albans Separate Disabled unisex toilet RADAR keyed
5	Ornamental Park	Next to Football Ground, Clarence Park Separate Disabled unisex toilet RADAR keyed
6	Hatfield Road Cemetery	Located within grounds of Cemetery Separate Disabled toilet RADAR keyed
7	London Road Cemetery	Located within cemetery building, access separate. No disabled facility – but wide toilet access.
8	Westfield Road Cemetery	Located within grounds of Cemetery Separate Disabled toilet RADAR keyed

## **Appendix 4**

### **Sports Equipment and Marlborough Pavilion Inventory**

## **MARLBOROUGH PAVILION INVENTORY INDEX**

1	KITCHEN
2	LARGE MEETING/FUNCTION HALL
3	CORRIDOR BETWEEN CHANGING ROOMS
4	WC FOR DISABLED
5	FIRST CHANGING ROOM (LEFT HAND SIDE)
6	STORE CUPBOARD ON LEFT
7	CHANGING ROOM 2 ON LEFT
8	LADIES WC
9	MEN'S WC
10	BUILDING (EXTERNAL)

As of 12/01/06 by ABA LDO/PT Estates.

## SCHEDULE OF SPORTS PITCHES AND EQUIPMENT

LOCATION	SPORT	PITCHES	EQUIPMENT	QUANTITY	MEASURE	present ownership
CLARENCE PARK	CRICKET	1	SIGHT SCREEN	4	UNIT	CONTRACTOR
	HOCKEY - ART SURFACE	1	FREE STANDING			CONTRACTOR
			POSTS / NETS / BACKBOARDS	1	SET	CONTRACTOR
	TENNIS - ART SURFACE	6	FREE STANDING POSTS / NETS	6	SET	CONTRACTOR
			CENTRAL DIVIDING NETS	2	UNIT	CONTRACTOR
	ART SURFACE	1	MAINTENANCE POWER UNIT	1	UNIT	CONTRACTOR
ROTHAMSTED PARK	CRICKET	2				
			SCOREBOARD	2	UNIT	CONTRACTOR
			PAVILION CHAIRS	TBC	UNIT	CONTRACTOR
			PAVILION TABLES	TBC	UNIT	CONTRACTOR
			PAVILION TEA URNS	2	UNIT	CONTRACTOR
	FOOTBALL - JUNIOR	4	POSTS / NETS / SOCKETS	4	SET	CONTRACTOR
	FOOTBALL - SENIOR	2	POSTS / NETS / SOCKETS	2	SET	CONTRACTOR
VERULAMIUM PARK	CRICKET	2	SCOREBOARD	2	UNIT	CONTRACTOR
			PAVILION CHAIRS	TBC	UNIT	CONTRACTOR
			PAVILION TABLES	TBC	UNIT	CONTRACTOR
			PAVILION TEA URN	1	UNIT	CONTRACTOR
	FOOTBALL - JUNIOR	1	POSTS / NETS / SOCKETS	1	SET	CONTRACTOR
	FOOTBALL - SENIOR	8	POSTS / NETS / SOCKETS	10	SET	CONTRACTOR
	SAND COURTS	3	POSTS / NETS / SOCKETS/ COVERS	3	SET	SADC
WILLIAM BIRD P/F	FOOTBALL - SENIOR	7	POSTS / NETS / SOCKETS	9	SET	CONTRACTOR
	RUGBY LEAGUE - SENIOR	2	POSTS SOCKETS	2	SET	CONTRACTOR
CUNNINGHAM HILL	FOOTBALL - SENIOR	3	POSTS / NETS / SOCKETS	3	SET	CONTRACTOR
FOXCROFT O/S	FOOTBALL - SENIOR	1	POSTS / NETS / SOCKETS	1	SET	CONTRACTOR
MARLBOROUGH CLUB, SOPWELL	FOOTBALL - SENIOR	1	POSTS / NETS / SOCKETS	1	SET	CONTRACTOR
	PAVILION		SEE SEPARATE INVENTORY			SADC
SADC OPEN SPACES	FOOTBALL KICKABOUT	0	2 POSTS/CROSSBAR/SOCKETS	22	SET	SADC

# **Appendix 5**

## **Facilities for Income**

The Contractor may charge for and keep the income from the following facilities.

**Pavilions**

Amenbury Pavilion	]	
Orchard Pavilion	]	Rothamsted Park
Cricket Pavilion	]	
St Michaels Pavilion	]	Verulamium Park

Cunningham Hill Pavilion  
William Bird Pavilion  
Marlborough Club

**Sports Pitches**

22 Senior Football Pitches  
6 Junior Football Pitches  
2 Rugby Pitches  
5 Grass Cricket Pitches  
1 Grass Croquet Lawn  
1 Artificial Turf Pitch

**3 Year Income for sports bookings and pavilion hire**

2010 £33,936  
2011 £43,355  
2012 £44,938

# **Appendix 6**

## **Artificial Sports Pitch**



## CLARENCE PARK ARTIFICIAL SURFACE MAINTENANCE SPECIFICATION

ITEM	SPECIFICATION
Pitch surface	Brush the surface once per week, on a Friday, (52 weeks per year) The brushing is to be carried out in two directions – across the pitch and down the pitch. The brushing is to be carried out using a tractor towed brush when the pitch is dry, or alternately using a drag mat when the surface is wet.
Areas of intensive use	<p>In specific areas of intensive use, maintenance must be carried out once per week on a Friday, (52 weeks per year) in conjunction with the surface brushing, when the pitch is not in use.</p> <p>Areas of intensive use are identified as :-</p> <ul style="list-style-type: none"> <li>a) Penalty push – out points</li> <li>b) Corner circles – football</li> <li>c) Penalty spots and penalty stroke spots</li> <li>d) Goal mouths – main pitch and five aside</li> <li>e) Tennis service lines</li> </ul> <p>These areas require specific attention to ensure that sand levels are maintained at 2-3mm below the top of the carpet pile. Where the pile shows signs of “turning over” or “flattening” the pile must be lifted by brushing with a stiff brush.</p> <p>The penalty push-out spots, i.e. 10yds from the goal mouth on the goal line, must be treated by hand to ensure sand is evenly placed. Extra sand may have to added to these areas at times.</p>
Line markings	<p>In the early settlement stages of the new surface it will be necessary to mark the half circles on the hockey pitch fairly frequently. The required procedure is to brush the area of the line round the shooting circles, and the 5yd marks outside the circles, to ensure that the lines are cleared of surplus sand and that it is the carpet that is being marked – not the sand. Over a period of time this line will become more prominent and will require marking less frequently.</p> <p>The spray paint that should be used is available from Greenhams of Aldridge, Walsall, West Midlands. ( Tel: 01922 458371 ) A special trolley is used in conjunction with the spray cartridges.</p> <p>During the tennis season the court markings will need to be added to the surface, and maintained so that they are visible enough for play, but using a material that will quickly wear off at the start of the Hockey season.</p>
Removal of litter	<p>Signs advising users as to what is permitted on the pitch area, with regard to refreshments, will be displayed at the entrance gate. However, any litter / rubbish left on site should be removed at the time of brushing the surface.</p> <p>Leaves should be treated as litter.</p>

Sports Equipment	<p>Hockey –</p> <p>During the playing season ensure that the goals / nets / backboards are correctly positioned and maintained as per the requirements of the sport. During the tennis season move the goals etc off site and store. Before the start of the next hockey season ensure that the posts / boards are re-painted in the appropriate colours.</p> <p>Tennis –</p> <p>There are 6 tennis courts, and the nets and posts are provided by JOC. These should be stored off site during the tennis season, and re-positioned on site for the tennis season, with the posts painted where necessary, and the nets maintained in good condition.</p> <p>The surface can be divided into three areas, for tennis or football training, by the use of long nets supported by a cross wire. During the tennis season these nets should be kept drawn across the courts, unless maintenance operations require their temporary removal.</p> <p>During the hockey season the nets and wires should be removed into storage, to avoid being climbed on, and to avoid hockey balls clipping the wires.</p>
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# **Appendix 7**

## **Sand Courts**



## **RECOMMENDATIONS FOR MAINTAINING A BEACH VOLLEYBALL FACILITY**

### **During the season**

#### **Equipment**

Keep components out of the sand to prevent seizing (i.e post). Tape around joints to prevent sand entering facets and causing them to seize.

If taken care of properly, posts (three sets) can last outside all year for ~3 years

Boundary lines have a shorter lifespan, due to fading and fraying.

2 Three foot rake

#### **Maintaining sand quality**

Removal of debris depends on the prevailing winds and how often they blow debris onto the court.

As a minimum, sand courts should be visually inspected daily by walking over the courts surface, removing foreign objects such as stones, litter, leaf or other dangerous particles that could potentially cause cuts or injuries to athletes.

The Courts should be raked frequently with a three foot rake. Players play barefoot and it is vital that the sand is not contaminated with stones, glass, bottle tops, or other debris that could cut or injure them.

The sand should be turned over with a rotovator to prevent it compaction as a minimum once every two months during playing season.

For health and hygiene reasons the sand should not be contaminated -by domestic or wild animal faeces

#### **Maintaining sand levels**

Sand levels are mainly reduced by wind and it is worthwhile in an inland park area seeking management control methods to reduce this as much as possible.

Replenishment of sand will depend on how much the courts are used, local winds and the depth of sand. A sand pit filled to 400-500mm would need to be topped up every 3-5 years.

As athletes play, they are constantly moving sand to the net from other areas of the court. This can tend to leave a high area directly under the net. The sand can easily be levelled with a shovel or rake once a week.

#### **Out of Season Maintenance**

The posts and nets are to be removed and any sand within the mechanisms is to be removed to prevent seizing, the equipment should be stored in a dry location during the winter.

The sand is to be levelled and all litter and debris is to be removed. The winter covers are to be installed so that the entire sand court surface is covered.

Task	No.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Rake Sand Courts	4			weekly									
Safety Inspection/ Maintenance	4			daily									
Sweep Hardsurface surrounds and filter sand to incorporated back onto the courts	3			weekly									
Rotorvate	4			1		1		1		1			
Check net Height/ Lines/ Pads	4			daily									
Remove equipment/ install covers	4										1		
Install Equipment	3												
Change padlock number (Monday)	4												
Top up ( play sand) as necessary	2										1		
Leaf Clearance/ debris clearance ( out of season)	2											1	1
Inspect Covers	3		4	4								4	4
Treat Wooden Surrounds	2			1									
Beach Tennis reconfiguration				AD-HOC throughout season									

Possible maintenance regime for sand court





# facilities strategy

## technical guidelines



## Contents

## Page

Volleyball England Strategic Plan 2009/13.....	4
Volleyball England Facilities And Equipment Specification .....	5
Overview .....	8
Indoor Volleyball .....	10
Sitting Volleyball .....	18
Outdoor Volleyball .....	26
Beach Volleyball.....	28
Appendix 1 Court Diagrams .....	36

## Acknowledgements

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Figures 1,2,5,9,10 courtesy of Federation Internationale de Volleyball (FIVB)

Figures 7,8 courtesy of World Organisation Volleyball for Disabled (WOVD)

Figures 3a,3b,4,6 courtesy of Schelde Sports



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## Volleyball England Strategic Plan 2009/13

We are now entering a new phase for Volleyball in England with the kick off of the new Volleyball England Strategic Plan 2009/13. We have received an increase in funding from Sport England and welcome the additional support given to drive our game forwards. **Our mission - Volleyball England is committed to leading the growth of, and excellence in all disciplines of volleyball in England.**

### The vision towards 2013

- Volleyball England will lead by creating innovative, exciting new opportunities for people to enjoy volleyball.
- Volleyball England will respect the diverse communities within the game and will be ethically driven.
- Volleyball England will develop world class structures and events to enable those with the potential to succeed.
- Volleyball England will celebrate, support and develop staff and volunteers through all levels of the game.
- Volleyball England's image will be recognised and respected by stakeholders.

### Our values Active Inclusive Innovative Positive Competitive Supportive

- Volleyball is an Active, exciting game played by all ages.
- Volleyball is Inclusive in all opportunities that are offered.
- Volleyball initiatives and programmes are Innovative in their approach.
- The Volleyball experience is Positive for all who take part in or contribute towards it.
- Volleyball is Competitive in all its forms, sitting, beach, outdoor and indoor.
- Volleyball England is Supportive of all our staff and volunteers.

### And what will success look like for Volleyball England in 2013?

- Over half a million people experiencing volleyball for the first time.
- 4 world class CEV/FIVB events delivered.
- 10 permanent beach volleyball facilities established.
- 8,000 young people enjoying volleyball in clubs.
- 10,100 more adults competing weekly in volleyball.



## VOLLEYBALL ENGLAND FACILITIES AND EQUIPMENT SPECIFICATION

### EXECUTIVE SUMMARY

Volleyball is one of the most popular sports in the world for both men and women and has a universal appeal at all ages. It is an established Olympic sport since 1964, with indoor, grass and beach versions of the game as well as a sitting version for disability sport, included in the paralympics since 1980.

- Volleyball is played worldwide and along with football and basketball is ranked in the top three most popular sports
- Volleyball is played in 30% of schools (Dept. of Education)
- Beach Volleyball has an increasingly high profile and a financially lucrative professional World Tour
- Sitting volleyball exists as a version for persons with disabilities

The sport was established in Britain in 1955 and is now established in all versions throughout Great Britain. In common with other major indoor sports such as basketball, the growth of the sport has been limited by the availability of both suitable facilities and equipment in British sports halls.

The standard sports hall currently\* recommended by Sport England is 18m x 33m x 7.6m and designed around the minimum playing space required for Badminton of 18m. While this suits the demands of that sport it is a very unproductive use of space for other ball court sports such as volleyball and basketball. The effect of this is to severely limit the development of these sports both within schools and the adult community. For badminton it is also an inefficient use of space.

Allied to the development of more appropriate size facilities is the installation at the time of construction of integrated volleyball equipment.

\* Sport England due to review guidance (2009)

## Recommendations

- All volleyball equipment should comply with the requirements of BS EN1271:2004(E)
- All volleyball equipment should be marked as complying with BS EN1271:2004(E)
- All new build facilities should incorporate socketed posts for match play and provision for teaching volleyball using either wall or socketed nets down the length of the hall.
- Current design standards for sports hall sizes are a major barrier to the development of volleyball and other indoor ball sports. The minimum width of standard sports halls should be raised to 20m from the current 18m, to allow two practice courts in a single hall. This increase also benefits basketball and netball.
- Larger sizes of halls should be based round 20m wide modules to enable multiple courts to be installed for tournament play.
- All retrofit equipment provision should have bolt down match play posts and wall mounted teaching nets.
- Indoor posts kept upright by weights or guys must not be used and are banned by Volleyball England.
- Specialist official's stands must be provided for game play.
- Posts should be capable of being used to provide nets at sitting volleyball height.
- Permanent posts should be installed wherever practical on public beaches and parks.
- Consideration should be given to the provision of indoor and inland beach courts.

**The objectives of the Technical Guidelines are:**

- to provide advice on the facility specifications required for the playing of volleyball at various levels, including suggesting ways of making best use of space.
- to provide advice on the equipment required for the playing of volleyball at all levels and in all formats.
- to encourage the building of new facilities to build up a network of provision.
- to encourage venues to upgrade their facilities to make them compatible with volleyball usage.
- to encourage management arrangements to increase access and usage to the community.
- to identify requirements for specific centres - mass participation, tournament play, spectator venues, indoor and outdoor beach, and high performance.
- to ensure that requirements for the safe playing of the sport are met.

**This technical guidance particularly identifies**

- alternative sports hall sizes and layouts that will encourage the development of ball court sports and at the same time provide increased facilities for badminton. These facilities are more cost effective and will generate greater usage and income than current recommended sizes.
- the equipment requirements for new build facilities and suggests ways of providing safe and versatile volleyball equipment in existing facilities.

## OVERVIEW

### THE GAME CHARACTERISTICS

Volleyball is a sport played by two teams on a playing court divided by a net. There are different versions available for specific circumstances in order to offer the versatility of the game to everyone.

#### Essential rules

- The object of the game is to send the ball over the net in order to ground it on the opponent's court, and to prevent the same effort by the opponent.
- The team has three hits for returning the ball. The ball is put in play with a service; hit by the server over the net into the opponents court.
- The rally continues until the ball is grounded on the playing court, goes "out" or a team fails to return it properly.
- In Volleyball, the team winning a rally scores a point (Rally Point System). When the receiving team wins a rally, it gains a point and the right to serve, and its players rotate one position clockwise.

#### Key elements

- The nature of volleyball is such that the game is not bounded by the dimensions of the court and sufficient space must be allowed around the court to retrieve the ball whilst still in play.
- Indoors, the other major factor is that of uninterrupted clear space above the court i.e. the height of the lowest part of the hall. The parameter of height can vary according to the standard of play but for general competition and training it should be a minimum of 7.6m.
- Players frequently have to look up to judge the flight of the ball. Both the positioning and type of lamps are critical.

#### Safety

For safety reasons and to comply with the international rules of the game indoor posts must

- preferably be socketed, or
- when fitted into an existing hall be bolted to floor anchors through a small base plate which needs to be covered with padding or
- for teaching purposes bolted directly to the wall.



**Posts supported by weights or tensioned by ropes or wires to the floor or wall are unsafe, do not comply with the rules and must not be used.**

- Moving the weights to and from the posts poses risks to those handling them and can damage the floor.
- Posts supported in this way are not stable and can be pulled down during play causing injury to players.
- The weights themselves cause an obstruction to players chasing balls during play and can trip and injure them.

**In the event of injury during play or setting up/taking down, caused through the use of posts or fittings of this type Volleyball England will refer plaintiffs and defence to this statement.**

***Playground type posts inserted in large plastic bases filled with water or sand are acceptable for primary teaching of small sided games.***

Volleyball is a contact sport in so far as players will fall or dive onto the floor to play balls as part of the normal game. They also will jump and land frequently during the attacking phase of the game. In sitting volleyball contact with the floor by the buttocks is a central element of the rules. It is therefore important that the flooring in the sports hall is compatible with this use.

**It follows that the games prerequisites are;**

- adequate space around the marked court;
- an adequate ceiling height;
- non glare light sources;
- a suitable floor surface and
- socket, floor or wall fixings allowing for different court layouts to be used safely without resort to portable posts.



# INDOOR VOLLEYBALL

## The match court and its equipment

## DIMENSIONS

The playing area is a rectangle measuring 18 x 9 m, surrounded by a free zone which is a minimum of 3 m wide on all sides. For Volleyball England national league fixtures a 5m free zone at the end of the court is recommended. (see *fig 1*).

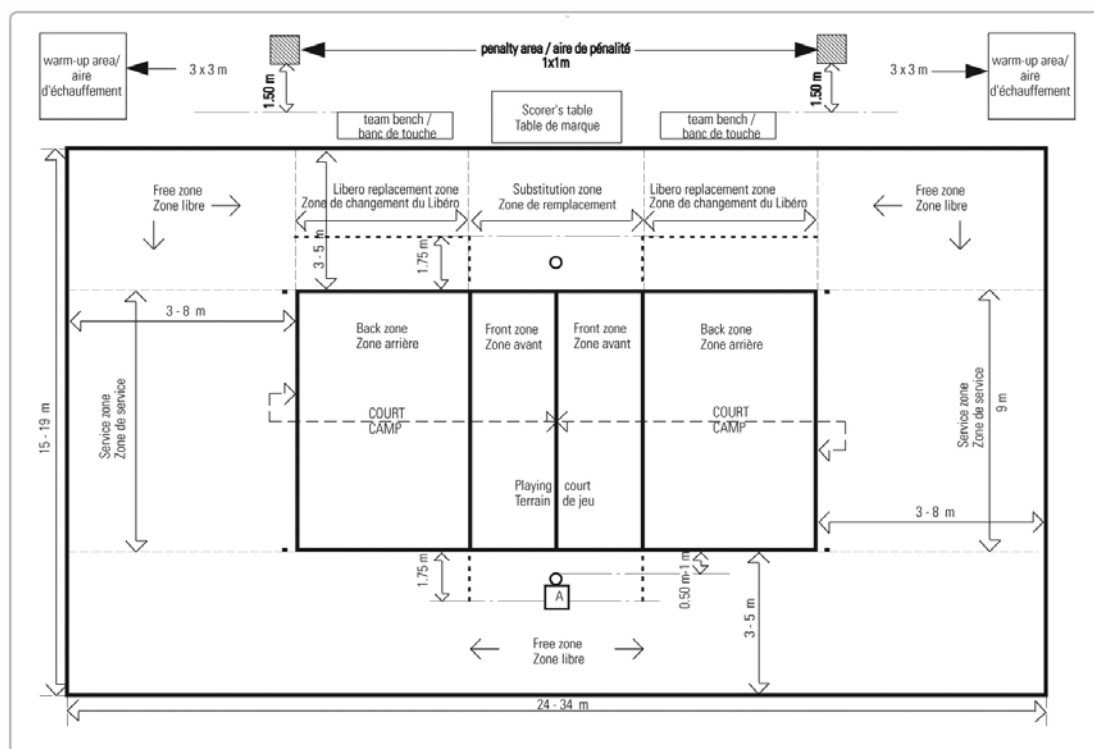


Figure 1.

The free playing space is the space above the playing area which is free from any obstructions. The free playing space shall measure a minimum of 7.6 m in height from the playing surface.

## LINES ON THE COURT

The markings on a playing court are shown in figure 2. All lines are 5 cm wide. They must be of a light colour which is different from the colour of the floor and from any other lines. (*The standard colour for volleyball is green*). Where volleyball usage is likely to be high there is a preference to lay down markings over others so that lines are continuous and uninterrupted.



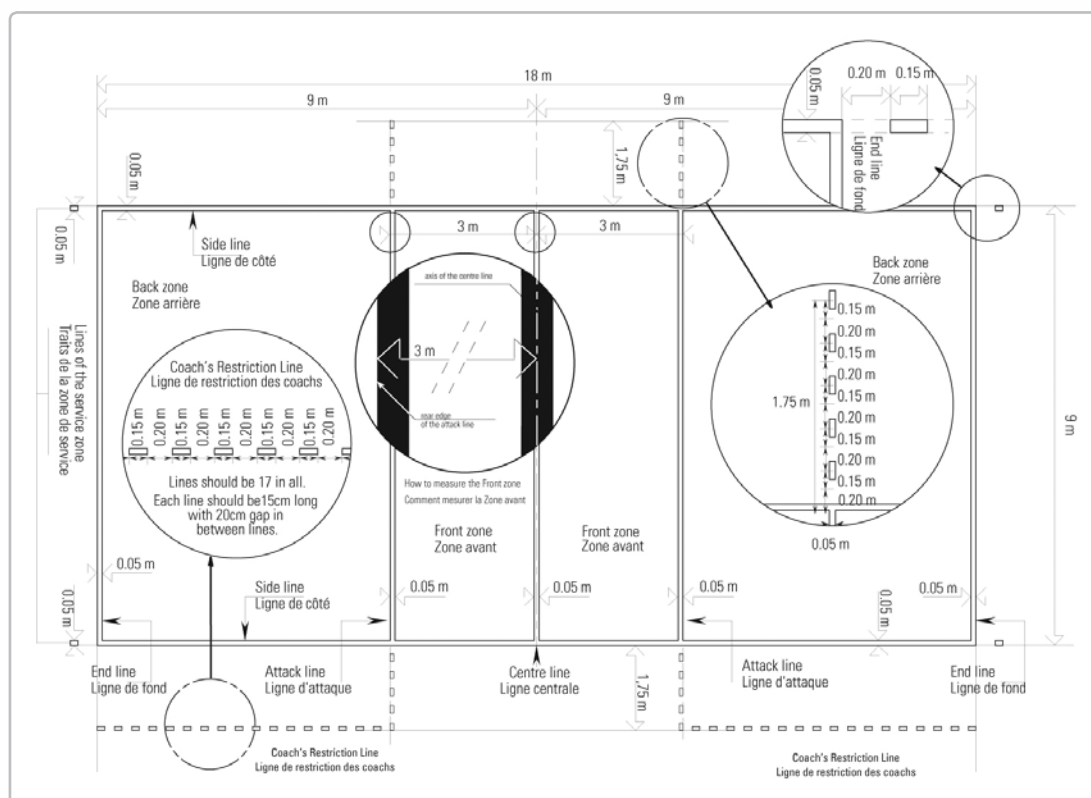


Figure 2.

## Boundary lines

Two sidelines and two end lines mark the playing court. Both sidelines and end lines are drawn inside the dimensions of the playing court. In matches balls contacting the lines are considered “in court”.

## Centre line

The axis of the centre line divides the playing court into two equal courts measuring 9 x 9 m each; however the entire width of the line is considered to belong to both courts equally. This line extends beneath the net from sideline to sideline.

## Attack line

On each court, an attack line, whose rear edge is drawn 3 m back from the axis of the centre line, marks the front zone.

## Substitution Zones

The attack line is extended beyond the normal boundary lines using a dashed line (1.75m) and marks the substitution zone.

## Service zone

The service zone is a 9 m wide area behind each end line.

It is laterally limited by two short lines, each 15 cm long, drawn 20 cm behind the end line as an extension of the sidelines. Both short lines are included in the width of the service zone.



In depth, the service zone extends to the end of the free zone (3-8m as highlighted above).

For training and local league purposes the rear free zone may be reduced subject to this zone being free of obstructions. These would be applicable in the hall sizes shown on page 35.

Space requirements at varying levels of play are shown in **Table 1** (page 22).

## POSTS

The provision of equipment that is both safe to use and fit for purpose is essential. All volleyball equipment must conform to the following standard **BS EN 1271:2004 (E) Volleyball equipment - Functional and safety requirements, test methods.**

To assist purchasers, manufacturers should mark their equipment to show that it conforms to this standard. Purchasers should obtain written confirmation of conformation where this is not stated in sales literature or marked on the equipment.

In brief, the key points in the standards for volleyball posts are;

TYPE	DESCRIPTION OF POSTS	METHOD OF FIXING
1A	International events conforming to FIVB requirements	Ground sockets
1B	National competitions conforming to Volleyball England and other national volleyball federation requirements. These include national, regional and local leagues, cup competitions, age group events and tournament	Ground sockets or floor fixings
2C	Practice and school sport	Floor fixings

It is important that architects, specifiers and purchasers consider what level of volleyball will be played. In the vast majority of cases the minimum requirement will be Type 1B

### Type 1A equipment must have the following components:

- One post with a means of tensioning the top net and an attachment point for the bottom line of the net
- One post with an attachment point for the headline and one for the bottom line of the net.
- 2 post pads
- Both posts must be inserted into sockets in the playing surface.
- A maximum mass of 20kg

### Type 1B equipment must have the following components

- One post with a means of tensioning the top net and an attachment point for the bottom line of the net
- One post with an attachment point for the headline and one for the bottom line of the net.
- 2 post pads
- Both posts must be either inserted into sockets in the playing surface or have a base with floor fixing devices.
- A maximum mass of 20kg or if equipped with wheels 30kg

### Type 2C equipment must have the following components:

- One post with a means of tensioning the top net and an attachment point for the bottom line of the net
- One post with an attachment point for the headline and one for the bottom line of the net.
- 2 post pads
- The base plate shall be protected with padding because of the risk of hazards during the game.
- A maximum mass of 20kg or if equipped with wheels 30kg

BS EN 1271 2004(E) provides manufacturers with further details on tensioning devices, post deflection and testing procedures.

Volleyball posts are subject to considerable strain when the net is fully tensioned for play. It is vital that the method of floor fixing used, whether with sockets or floor anchors, meets the testing requirements of BS EN 1271 2004(E) so that the posts will not deflect or damage the floor while in use.

Drop in floor sockets are the recommended choice for all new build projects and a structural engineer should be consulted during the design phase for the sports hall floor (figure 3a).

### Match play

The posts supporting the net must be placed at a distance of 1.00 m outside the sidelines.

Posts are to be no higher than 2.55 m and preferably adjustable.

The posts are rounded and smooth, and preferably insert into floor sockets or fixed to the ground without wires. There shall be no dangerous or obstructing devices.

For safety reasons and to comply with the international rules of the game indoor posts must

- preferably be socketed, (figure 3a) or
- when fitted into an existing hall be bolted to floor anchors through a small base plate which needs to be covered with padding or
- for teaching purposes bolted directly to the wall. (figure 4)

**Posts supported by weights or tensioned by ropes or wires to the floor or wall are unsafe, do not comply with the rules and must not be used.**

- Moving the weights to and from the posts poses risks to those handling them and can damage the floor.
- Posts supported in this way are not stable and can be pulled down during play causing injury to players.
- The weights themselves cause an obstruction to players chasing balls during play and can trip and injure them.

**In the event of injury during play or setting up/ taking down, caused through the use of posts or fittings of this type Volleyball England will refer plaintiffs and defence to this statement.**

Playground type posts inserted into large plastic bases filled with sand or water are acceptable for primary teaching with small sided games.

Sports halls are used for teaching, training and competition. Providing for these needs requires posts or fittings in several positions.

The ideal provision for a new build facility is a combination of socketed competition posts and a wall slider or, where socketed netball posts are installed, a post using the netball socket for teaching purposes.

All sockets or covers must be flush fitting when closed so that they do not injure players through tripping or when they contact the floor during a game.

### Teaching volleyball

A single match play court does not provide sufficient net space for class teaching. Volleyball is taught using small sided games and courts. A net set up down the length of a sports hall is the ideal teaching layout. By using bands and markers small courts can be set out for teaching.



Figure 3a.



Figure 4.

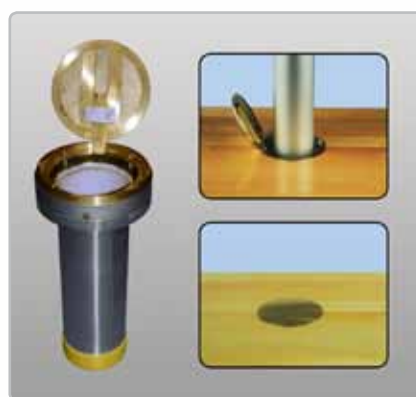


Figure 3a.



A wall slider also offers the opportunity to put the net at the correct height for sitting volleyball, short tennis and badminton. A multi purpose provision for a sports hall that aids all-round teaching.

If netball is to be provided in a new build hall the ideal provision is with socketed posts rather than wheel away. Using a specialist volleyball post these sockets can be used to attach a full length net. An additional socket half way down the hall will help reduce net sag.

Wall sliders should preferably be recessed in blockwork during construction or can be wall mounted with padding in existing halls or gymnasias (figure 4).

## HEIGHT OF THE NET

Placed vertically over the centre line there is a net whose top is set at the height of 2.43 m for men and 2.24 m for women. Lower heights are used for young people and are shown in Table 1 (page 22).

The height is measured from the centre of the playing court. The net height (over the two sidelines) must be exactly the same and must not exceed the official height by more than 2 cm.

## NET STRUCTURE

The standard match play net is 1 m wide and 9.50 to 10 metres long (with 25 to 50 cm on each side of the side bands), made of 10 cm square black mesh. (figure 5).

At its top a horizontal band, 7 cm wide, made of two-fold white canvas, is sewn along its full length. Each extreme end of the band has a hole, through which passes a cord fastening the band to the posts to keep the top taut.

Within the band, a flexible cable fastens the net to the posts and keeps the top taut. At the bottom of the net there is another horizontal band, 5cm wide, similar to the top band, through which is threaded a rope. This rope fastens the net to the posts and keeps its lower part taut.

During play the ball can hit the net and still be played provided not all the three touches have been used. It is essential that the net is both constructed and tensioned to allow the ball to rebound from the net during play.

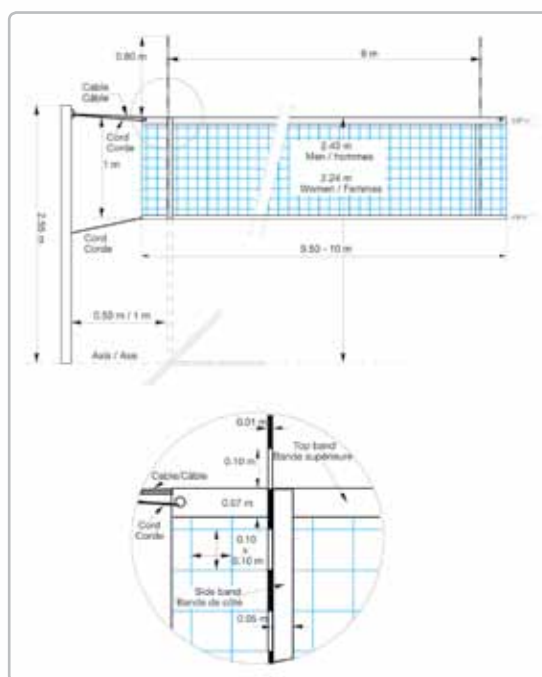


Figure 5.

## SIDE BANDS

Two white bands are fastened vertically to the net and placed directly above each sideline.

They are 5 cm wide and 1 m long, and are considered as part of the net.

These indicate to the match officials and players the boundary of the court.

## ANTENNAE

An antenna is a flexible rod, 1.80 m long and 10 mm in diameter, made of fibreglass or similar material.

An antenna is fastened at the outer edge of each side band. The antennae are placed on opposite sides of the net.

The top 100 cm of each antenna extends above the net and is marked with 10 cm stripes of contrasting colour, preferably red and white.

The antennae are considered as part of the net and laterally delimit the crossing space. Contact with the antennae by ball or player is a fault.

## POST PADS

The posts can be protected with removable PVC covered foam padding attached with Velcro strips. (figure 6)

Should a player make contact during play with the net he/she will not be injured by the net tensioning device or attachments.

If the post has a base plate through which it is attached to the floor the manufacturers should supply a protective pad to cover the base plate and fixings.

## MATCH OFFICIAL'S STANDS

The first official is positioned on a stand above the court and directly perpendicular to the centre line/net. From this elevated position they can see all the court and determine touches of the top net band by players and the ball.

It is not acceptable or safe to expect the official to stand on a chair, table or piece of gymnastic apparatus in order to officiate the game. There will be times when players chasing or playing a ball may be close to the net and the official has to be protected from collision.

Wheel away specialist stands are made by a number of manufacturers and should be supplied as part of the volleyball equipment package.

## ENVIRONMENTAL CONDITIONS

**Lighting** - these recommendations apply equally to Indoor and Sitting volleyball. Volleyball as with all indoor sports requires consistent, glare free lighting. This can only be achieved within a "black box" environment. Although it is recognised that for sustainability reasons the use of natural light is advantageous, it is unable to provide the correct playing conditions. Modern compact fluorescent lighting systems with switchable illumination levels are able to provide a low cost lighting system that meets the requirement of indoor sports.

Volleyball is particularly sensitive to direct overhead lighting, especially over the net area. Players need to look up to watch the descent of the ball and lighting



Figure 6.

in the net area can be blinding if badly placed or inappropriate light sources are used.

### Compact fluorescent lighting is preferred

It is essential to consider lighting early in the design stage so that layout and lamp type can be co-ordinated with the courts and background colours. If used, fluorescent lighting should be set up out of phase to reduce stroboscopic effects of the ball passing before lights.

The current recommended lighting levels are

- 1,000-1,500 lux for play at international level,
- 500 lux at club and county level and
- 300 lux for recreational play.

In each case the uniformity (minimum to average) ratio should be a minimum of 0.7. Technical guidance notes produced by the English Sports Council recommend that the levels for multi-purpose halls should also be increased to 500 lux, and the fittings switched to provide for 2 or 3 lower levels of illumination.

All lighting must be protected against ball impact.

### Heating and Ventilation

The temperature should not be below 10°C for any level of play with the minimum for International competitions being no lower than 16°C and the maximum no higher than 25 °c.

### FLOORING

Volleyball is a contact sport in so far as players will fall or dive onto the floor to play balls as part of the normal game. They also will jump and land frequently during the attacking phase of the game.

Selection of a suitable flooring material for volleyball is important at the design phase.

The composition and surface of the floor is a key element in the sport and its importance must not be underestimated. The floor may be made of wood or synthetic material.

Shock absorption in the floor construction is critical in the prevention of injuries, as is a high degree of elasticity and energy restitution. Point elasticity as well as area elasticity is important. The very minimum requirement would be the New European Sports Flooring Standard - EN 14904 which supersedes BS 7044.

The main aims in volleyball are to hit the ball down into the opponents' court and defensively to prevent the ball from touching the floor. In so doing the players will come into contact with the floor with more than one part of the body when retrieving the ball. It must, therefore, provide not only a shock absorbent platform but also a safe surface which is designed to take into account contact with skin and playing uniform.

The floor should not be slippery or abrasive, and if wooden it must be splinter proof. The frictional qualities of the floor need to be such that it will allow for



firm footing, but also for diving, sliding without abrasive skin contact. The floor will require flush-fitting sockets to receive and secure the posts and no other intrusions into the playing surface should be allowed.

Roll down polymeric sheets are used when setting up temporary courts in large arenas for National and International matches. Special care and training is required in the laying of temporary courts for major events to ensure a secure even surface, and account must be taken of the weight of the flooring, to minimise risk to the floorlayers.

Volleyball England is conscious of the need for good facilities and equipment for Volleyball competition and training. It wishes to improve playing conditions and recommends that suitable flooring materials are used. Taraflex Sport M and Taraflex Sports Performance flooring are approved by the FIVB and are recognised by Volleyball England as providing a suitable surface.



# SITTING VOLLEYBALL



## SITTING VOLLEYBALL

Sitting volleyball is a Paralympic sport but is also a popular game for teams of all physical abilities.

### Essential rules

**Sitting volleyball is played between two teams of six players.**

At all times during playing actions the players must contact the court with some part of the body between the buttocks and shoulders. However, a short loss of contact with the court is permitted when playing the ball unless it is a service hit, a block or an attack hit when the ball is completely higher than the top of the net. The basic structure of the sitting game in relation to the number of touches and point scoring are the same as the standing game.

### The court and its equipment

The playing court is a rectangle measuring 10 m x 6 m, surrounded by a free zone which is a minimum of 3 m wide on all sides. The court is divided into two halves 5 m x 6 m.

The free playing space is the space above the playing area which is free from any obstructions. The free playing space shall measure a minimum of 7 m in height from the playing surface.

For World Organisation Volleyball Disabled (WOVD), World Competitions and Zonal Championships, the free zone shall measure a minimum of 4 m from the sidelines and 6 m from the end lines. The free playing space shall measure a minimum of 10 m in height from the playing surface. (figure 7).

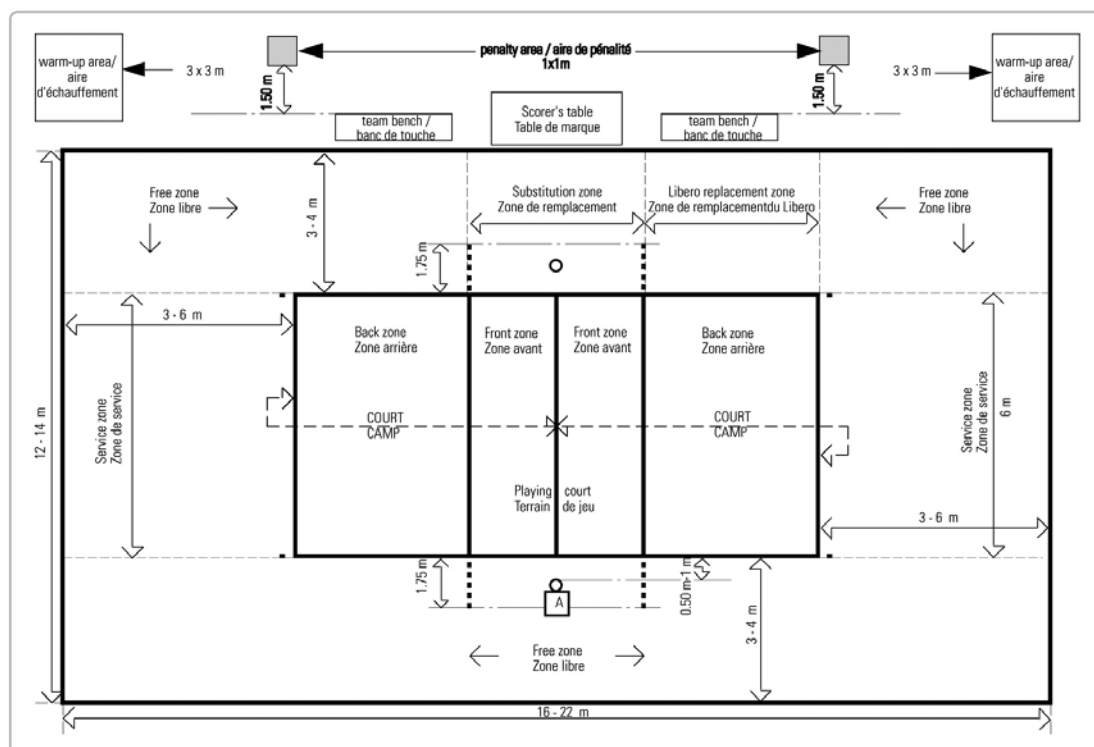


Figure 7.

## LINES ON THE COURT

All lines are 5 cm wide. They must be of a light colour which is different from the colour of the floor and from any other lines. Where volleyball usage is likely to be high there is a preference to lay down markings over others so that lines are continuous and uninterrupted.

### Boundary Lines

Two sidelines and two end lines mark the playing court. Both sidelines and end lines are drawn inside the dimensions of the playing court.

### Centre line

The axis of the centre line divides the playing court into two equal courts measuring 6 m x 5 m each; however the entire width of the line is considered to belong to both courts equally. This line extends beneath the net from sideline to sideline.

### Attack line

On each court, an attack line, whose rear edge is drawn 2 m back from the axis of the centre line, marks the front zone.

### Substitution Zones

The attack line is extended beyond the normal boundary lines using a dashed line (1.75m) and marks the substitution zone.

### Service zone

The service zone is a 6 m wide area behind each end line. It is laterally limited by two short lines, each 15 cm long, drawn 20cm behind the end line as an extension of the sidelines. Both short lines are included in the width of the service zone. In depth, the service zone extends to the end of the free zone ie. 3m.

## TEMPERATURE

The minimum temperature shall not be below 10° C (50° F).

**For WOVD, World Competitions and Zonal Championships, the maximum temperature shall not be higher than 25° C (77° F) and the minimum not lower than 16° C (61° F).**

## NET AND POSTS

### POSTS

The posts supporting the net are placed at a distance of 0.50 - 1.00 m outside the sidelines. They are 1.25 m high and preferably adjustable.

For WOVD, World Competitions and Zonal Championships, the posts supporting the net are placed at a distance of 1 m outside the sidelines.

The posts are rounded and smooth, fixed to the ground without wires. There shall be no dangerous or obstructing devices.

For safety reasons and to comply with the international rules of the game indoor posts must:

- preferably be socketed or
- when fitted into an existing hall be bolted to floor anchors through a small base plate which needs to be covered with padding or
- use an existing set of standard posts that can lower the net to the correct height.

## HEIGHT OF THE NET

Placed vertically over the centre line there is a net whose top is set at the height of 1.15 m for men and 1.05 m for women.

The height is measured from the centre of the playing court. The net height over the two sidelines must be exactly the same and must not exceed the official height by more than 2 cm.

## STRUCTURE

The net is 0.8 m wide and 6.50 to 7 metres long (with 25 to 50 cm on each side of the side bands), made of 10 cm square black mesh. See figure 8.

At the top a horizontal band, 7 cm wide, made of two-fold white canvas, is sewn along its full length. Each extreme end of the band has a hole, through which passes a cord, fastening the band to the posts for keeping the top taut.

Within the band, a flexible cable fastens the net to the posts and keeps its top taut.

At the bottom of the net there is another horizontal band, 5 cm wide, similar to the top band, through which is threaded a rope, or only a rope threaded through the meshes. This rope fastens the net to the posts and keeps its lower part taut.

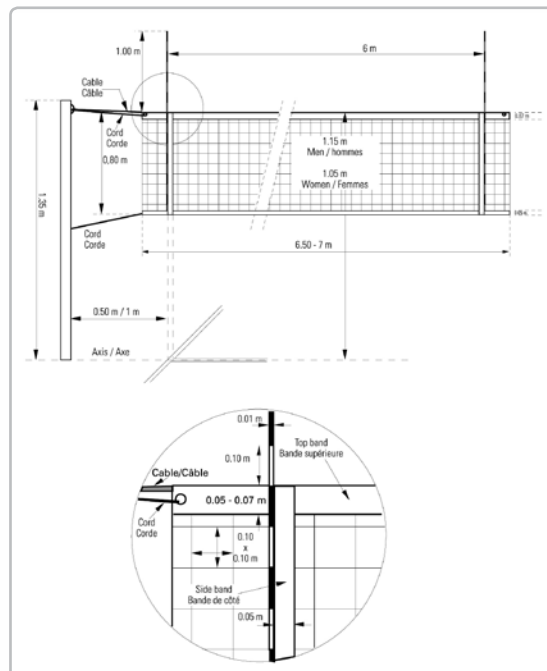


Figure 8.

## SIDE BANDS

Two white bands are fastened vertically to the net and placed directly above each sideline.

They are 5 cm wide and 0.8 m long, and are considered as part of the net.



## ANTENNAE

An antenna is a flexible rod, 1.80 m long and 10 mm in diameter, made of fibreglass or similar material.

An antenna is fastened at the outer edge of each side band. The antennae are placed on opposite sides of the net.

The top 100 cm of each antenna extends above the net and is marked with 10 cm stripes of contrasting colour, preferably red and white.

The antennae are considered as part of the net and laterally delimit the crossing space.

## ENVIRONMENTAL CONDITIONS

Lighting and flooring requirements are as Indoor Volleyball . See pages 14 and 15.

## THE IMPORTANCE OF SPORTS HALL SIZE

The capital investment in an indoor sports hall is substantial and it is appropriate to examine the “sports return” per sq metre. Major retailers set great store by the potential earnings capacity of every sq m of a store. Given their high capital and operational costs the same principle should be applied to Sports Halls.

The very first sports centres built in Britain in the 1960’s were 60’ x 120’ and with metrication became 18m x 36m. At the time they were designed, virtually the only indoor sport in Britain that was played on a large scale was badminton. The requirements of badminton therefore dictated the size of the sports hall. Indeed hall sizes are still described by Sport England in terms of badminton courts accommodated. As Sport England hall sizes increase they are still based around the 18m width module.

Sports such as volleyball and basketball can be accommodated within the 18m module but this is not particularly suitable for developing and playing these sports. Considering the worldwide popularity of these games the relatively slow progress made in establishing them in Britain is largely due to facility restrictions.

Volleyball England in conjunction with RH Partnership Architects of Cambridge, have developed proposals for hall sizes and layouts that offer increased development potential for indoor sports and improve operational sustainability, these are shown in appendix 1.

The majority of sports halls are built in schools where the limitations of the size are very noticeable. An increased module width of 20m would mean a single hall becomes a double hall in PE lessons with a teaching court for volleyball and basketball in each half.

A small increase in overall size and capital investment that is not only justified by the additional flexibility but it also provides a better return on the initial capital employed.

In recent years the length of the hall has reduced from 36m to 33/34m. Again this reduction has been driven by the needs of badminton. Four courts with the spacing required to play County badminton matches can be fitted into 33m. However, not every sports hall will be used for county badminton. By increasing the hall length by 4.5m to 37.5m and using the minimum permitted spaces between courts five courts can be laid out.

Badminton is the most sought after activity in community sports centres and this change increases the capacity by 25%. The revenue effect from this change is considerable.

**Combining the two changes a hall 20m x 37.5m will have a 25% capacity increase for badminton and a 50% increase for volleyball and basketball training/teaching. A much better return on capital employed and advantageous for sports development.**

The provision of volleyball and basketball training courts that only use two badminton courts transforms the economics of those sports making them much more affordable. In the standard Sport England 18m x 34m hall these sports have to hire the whole hall for an activity that may only involve 10 - 12 players. With ball court charges based on badminton courts occupied that makes it cost prohibitive to start up these activities. The training courts not only become affordable they will enable hall operators to increase the diversity of sports and users hiring the space.

Volleyball England suggests that the case for revising a 50 year old size standard can be made on cost effective, sports development and increasing sports diversity grounds. It recommends that the standard hall module should be 20m.

Table 1 shows the court requirements for play at varying levels.

Table 2 shows the courts that can be provided in various hall sizes and the equipment that would be required.

## Tournament Play

A feature of volleyball is day or weekend tournaments with multiple courts and teams. Facilities such as the Sportspark at the University of East Anglia have shown that with good design, multiple courts can be provided in larger halls that will drive both local and regional participation through tournaments and central leagues.

Each region of the country needs at least four halls with a minimum of two courts (e.g. minimum 37m x 40m) and one facility (e.g. minimum 54m x 33m) with 4 - 6 courts. This would have a major impact on the development of the sport in Britain.

**TABLE 1 SPACE - MINIMUM REQUIREMENTS**

	Internat- ional	National	Local	Training	Sitting Volleyball	U/16	U/15	U/13	U/11
Court Length	18m	18m	18m	18m	10m	18m	14m	12m	12m
Court Width	9m	9m	9m	9m	6m	9m	7m	6m	4.5m
Clearance Height	12.5m	7.6m	7.6m	7.6m	7m	7.6m	7.6m	7.6m	7.6m
Free space - side	5m	3m	3m	3m	3m	3m	3m	3m	3m
Free space - end	8m	3m	3m	1m	3m	3	2m	2m	2m
Overall dimension	34mx19m	24mx15m	24mx15m	24mx15m	16mx12m	22mx15m	18mx11m	16mx10m	16mx8.5m
Net height - male	2.43m	2.43m	2.43m	2.43m	1.15m	2.35m	2.15m	2.15m	2.15m
Net height - female	2.24m	2.24m	2.24m	2.24m	1.05m	2.24m	2.15m	2.15m	2.15m





**TABLE 2 Courts available and equipment required for various sports hall sizes**

Size	Sport England Descriptor	Sq Metres	Wall slider & Net	Match post pairs	Volleyball Courts			Net	Antennae (pairs)	Post padding (pairs)	Officials Stand
					Local	National	Intl				
33m x 18m	4 court	594	1	1		1		1	1	1	1
33m x 20m		660	1	2	2	1		1	2	2	2
37m x 20m	5 court	740	1	2	2	1		2	2	2	1
34m x 27m	6 court	918	1	2	2	1		2	2	2	2
37m x 34m	8 court	1258	2	2		2	1	2	2	2	2
40m x 37m	10 court	1480	2	4	4	4	1	4	4	4	4
51m x 27m	9 court	1377	3	3		3	1	3	2	2	2
54m x 33m	12 court	1782	3	4	4	3	1/2	4	4	4	4
60m x 37m	15 court	2220	3	6	6	3	2	6	6	6	6

■ A wall slider need not be provided if one of the posts on each of the training courts was "a centre post" These posts have net attachment points that would support a net strung between two courts to provide net along the full length of the hall.

■ Volleyball England recommended hall sizes are shown in grey. These represent the potential best sports provision per sq m. All sports not just volleyball benefit from these adjustments to the traditional sizes.



# OUTDOOR VOLLEYBALL



## OUTDOOR VOLLEYBALL

### Grass Volleyball

In order to encourage the spread of the game throughout the year Volleyball can be played in parks or on grass pitches using portable temporary posts and nets. Grass Volleyball provides an excellent outlet for participation especially during the summer period. It can be a summer pastime for either the recreational player or the more serious volleyballer taking a break from the indoor winter season.

In most cases the rules governing grass volleyball are similar to those utilised for the indoor game. In Britain various game formats are used with the most popular being 4v4 and 6v6. The Volleyball England Whole Sport Plan highlights a number of initiatives designed to promote the internationally recognised 4v4 outdoor game.

Grass Volleyball requires a flat grassed area without undulations, preferably enclosed to the extent that the ball can easily be retrieved if it goes beyond the playing area, and sheltered from the wind. Line marking can be done by pegged down cloth tape or chalk line marking as on tennis courts. If the court is of more permanent status - then care must be taken to restore the areas worn away, especially near the net, at the end of each summer season. Care must be taken about access to the area and unwanted objects on the ground e.g. glass, sharp stones, dog faeces. Changing space and showers in the locality is also an advantage.

The posts by the nature of the format have to be portable. Posts are usually made in sections so they can be dismantled easily for storage and removal. They are kept upright using guy ropes staked into the ground. For safety reasons metal or plastic stakes that can be hammered flush with the surface should be used. Wooden tent stakes remain proud of the ground and are too dangerous to use.

The match officials are normally at ground level and remain in the post area and can provide some safety support if a player gets too close to the guy ropes.

Commonly nets are integrated with the posts which when initially placed in the ground and set at full width provide the initial tension for the net. A secondary tightening of the net headline using a clamp on the post is then carried out.

Grass Volleyball tournaments provide outlets for a large number of competitive, recreational and casual players. They can vary in size from single court events to ones which have over 50 courts. Venues include local authority parks, rugby club playing fields and other open spaces.

Volleyball England coordinates a nationwide series of mass participation grass tournaments called "Volleyfest" that are nominated regionally. They are a combination of well established tournaments some of which have been running for over 25 years attracting up to 2000 players each weekend. These events are attended by a wide range of ages and both genders. For a two day event players will use local or special camp sites as well as B&B/Hotels.

The Association is looking to invest heavily in the expansion of grass tournaments and seeks to develop some at major visitor attractions such as stately homes and music festivals.



# BEACH VOLLEYBALL

## BEACH VOLLEYBALL

The popularity of the beach version of volleyball has increased markedly. The first representation at Olympic level in Volleyball by this country was in the inaugural beach event at Atlanta in 1996.

Organised Beach Volleyball activity in England takes place mainly on coastal areas in the south, with established Volleyball England Beach Tour venues at Weymouth, Bournemouth, Brighton, Poole, Great Yarmouth and Margate.

A commercial permanent outdoor Beach Volleyball centre, Yellowwave, has operated successfully since 2007 on the foreshore at Brighton. This venue hosted the World U21 Championships in 2008 and a round of the European Beach tour was played in a specially constructed temporary stadium on Blackpool beach also in 2008.

Permanent courts already exist at various locations inland and on the coast at Shoreditch Park, London; Canterbury; Bournemouth, Brighton and Croyde, North Devon. A number of commercial operators are investigating the development of permanent indoor venues in major cities.

Beach Volleyball is also played at inland venues often in City Centres on temporary courts. This pattern has been followed for the Urban Beach Tour which has visited Birmingham, Milton Keynes and Portsmouth. Central venues in London are also being examined, though the footprint required for a CEV or FIVB tournament incorporating up to six courts is large.

### Essential rules of Beach Volleyball

- The Olympic version of Beach Volleyball is a sport played by two teams of two players each on a sand court divided by a net. There are different versions available for specific circumstances in order to offer the versatility of the game to everyone. 3v3 and 4v4 are popular recreational formats.
- The object of the game is to send the ball over the net in order to ground it on the opponent's court, and to prevent the same effort by the opponent.
- The team has three hits for returning the ball (including the block touch).
- The ball is put in play with a service: hit by the server over the net into the opponent's court. The rally continues until the ball is grounded on the playing court, goes "out" or a team fails to return it properly.
- In Beach Volleyball, the team winning a rally scores a point (Rally Point System). When the receiving team wins a rally, it gains a point and the right to serve. The serving player must be alternated every time this occurs.





## LINES ON THE COURT

Two sidelines and two end lines mark the playing court. Both side and end lines are placed inside the dimensions of the playing court.

There is NO centre line.

All lines are 5-8 cm wide.

The lines must be of a colour, which contrasts sharply with the colour of the sand.

Court lines should be ribbons made of a resistant material, and any exposed anchors should be of a soft, flexible material.

## SERVICE ZONE

The service zone is the area behind the end line and between the extensions of the two sidelines. In depth, the service zone extends to the end of the free zone.

## NET AND POSTS

### NET

The net is 8.5 m long and 1 m (+/- 3 cm) wide when it is hung taut, placed vertically over the axis of the centre of the court. (figure 10)

It is made of 10 cm square mesh. At its top and bottom there are two 7-10 cm wide horizontal bands made of two-fold canvas, preferably in dark blue or bright colours, sewn along its full length. Each extremity of the upper band has a hole through which passes a cord fastening the upper band to the posts to keep the top of the net stretched.

Within the bands, there are: a flexible cable in the upper one and a cord in the bottom one for fastening the net to the posts and keeping its top and bottom taut. It is permissible to have advertising on the horizontal bands of the net.

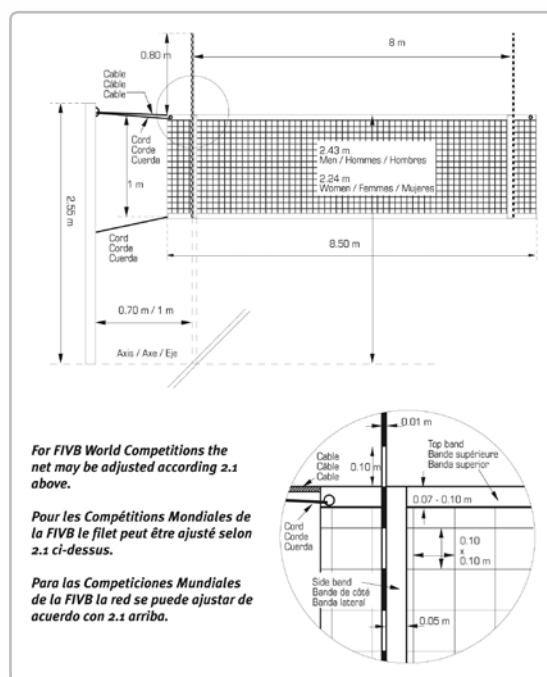


Figure 10.

## SIDE BANDS

Two colour bands, 5-8 cm wide (same width as the court lines) and 1 m long, are fastened vertically to the net and placed above each sideline. They are considered part of the net. Advertising is permitted on the side bands.

## ANTENNAE

An antenna is a flexible rod, 1.8 m long and 10 mm in diameter. It is made of fibreglass or similar material. Two antennae are fastened to the outer edge of each side band and placed on opposite sides of the net (Diagram 2).

The top 80 cm of each antenna extend above the net and are marked with 10 cm stripes of contrasting colours, preferably red and white.

The antennae are considered part of the net and laterally delimit the crossing space.

## HEIGHT OF THE NET

The height of the net shall be 2.43 m for men and 2.24 m for women. It is measured from the centre of the playing court with a measuring rod. The two ends of the net (over the side lines) must both be the same height and may not exceed the official height by more than 2 cm.

Note: The height of the net may be varied for specific age groups as follows:

### Age Groups Females / Males

16 years and under 2.24 m / 2.24 m

14 years and under 2.15 m / 2.15 m

12 years and under 2.15 m / 2.15 m

## POSTS

The posts supporting the net must be rounded and smooth, with a height of 2.55 m, preferably adjustable. They must be fixed to the ground at an equal distance of 0.7-1 m from each sideline to the post padding. Fixing the posts to the ground by means of wires is forbidden. All dangerous or obstructing devices must be eliminated. Posts must be padded.

The technical details for constructing a beach facility, including quality and depth of sand can be found by visiting [www.volleyballengland.org](http://www.volleyballengland.org).

Specialist posts and nets are manufactured for Beach Volleyball. One variety is heavy duty and uses sockets kept in place under the sand by using stabilising lengths of heavy timber. Otherwise portable posts similar to those used for grass volleyball are used.

In all cases the court should be enclosed or demarcated to prevent easier retrieval of the ball, separating the area from sunbathers and eliminating dog fouling. Changing space and showers in the locality is also an advantage. In coastal areas tides and other warnings must be noted. Areas of shade should also be provided to prevent ill effects from continuous exposure to the sun.

The provision of beach courts in inland locations can be relatively easily achieved with minimal outlay. Some local authorities have replaced redundant tennis courts with beach volleyball courts. The rising popularity of Beach Volleyball needs to be accommodated throughout the country with the provision of outdoor court(s) in all counties, linked to existing volleyball clubs.



## **GUIDELINES FOR CONSTRUCTING AN OUTDOOR BEACH VOLLEYBALL FACILITY**

### **Orientation**

The courts should be positioned on a North/South, axis to minimise the impact of the sun on player's vision.

### **Size**

Minimum dimensions for a Beach Volleyball court are 22m x 14m. This includes playing court of 16m x 8m and a free zone of 3m each side and end.

It is advantageous to link beach volleyball facilities with other beach sports such as soccer, rugby and badminton. A 52m x 36m area will accommodate 4 volleyball courts plus space for soccer and rugby.

### **Playing surface**

The terrain must be composed of levelled sand, as flat and uniform as possible, free of rocks, shells and anything else, which can represent risks of cuts or injuries to the players.

The playing surface must not present any danger of injury to the players.

The sand variety is of high importance to the overall quality of the facility: too fine and it will stick together and dry hard as it compacts, builders' sand is too coarse and could cause injuries.

A minimum depth of 400mm of sand is required.

Artificially crushed material is unacceptable.

During the winter and periods when the court is not in use a cover (such as those used to cover swimming pools) will prevent wind blown migration and contamination of the sand.

### **Drainage**

When a competition court is constructed on an existing beach natural drainage should be adequate.

For all constructed courts a geotextile membrane should be laid below the top playing surface. This has the dual purpose of preventing the growth of vegetation and preventing the downward migration of the top playing surface. All seams should be overlapped and sewn in conjunction with instructions from a structural engineer. The sides of the membrane should be brought up to surface level behind the court retaining surround.

It is important that the court does not become sodden as this adversely affects player movement and play. Advice from a suitably qualified engineer should be taken on the provision of a drainage system on a court not constructed on an existing beach.

## Safety

The sand must be kept clean and free of stones, all forms of litter and animal droppings. In some areas this may necessitate surrounding the court with boundary netting. The netting must be outside the free zone area. Netting height should be a minimum of four metres.

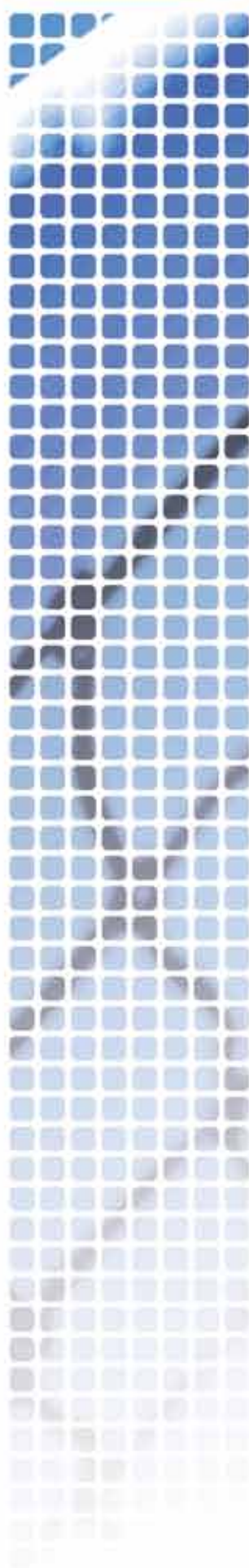
On a constructed court the boundary kerbing/edging should preferably be rubber topped to prevent injury.

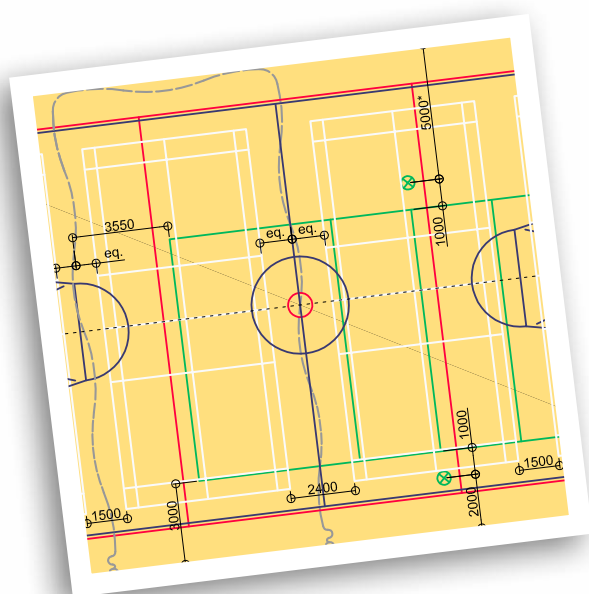
## Indoor Beach

Weather conditions in this country, even in the height of summer, are not always conducive to this activity! In order to compete internationally indoor training facilities need to be provided. This would preferably accommodate two courts with adequate heating and lighting as well as the normal facilities – showers, etc. Such facilities exist extensively on the continent. The location of indoor facilities is not encumbered by geography and could be provided at an economic cost in any region. Similar height, lighting and environmental requirements apply to indoor beach volleyball as for indoor volleyball.

A network of indoor Beach courts is an aspiration of Volleyball England in order to complement the playing of the sport outdoors in the summer months and by providing specialist facilities during the winter. Other countries with similar or harsher climates have achieved this e.g. Norway and Sweden.







# Appendix 1

# COURT

# DIAGRAMS

## COURT DIAGRAMS

### HALL SIZES AND COURT LAYOUT

Volleyball England has produced these recommended sports hall sizes and court layouts. These layouts maximise the teaching, development and playing opportunities for indoor sports as well as increasing the potential revenue stream.

They detail the positioning of sockets for drop in volleyball posts and also for netball posts as these sockets can be used instead of wall sliders to support full hall length netting.

The positioning of basketball court marking and backboards is also shown. Badminton courts and the layouts for netball are shown for illustrative purposes.

### SPORT ENGLAND BASIC MODEL - 33M X 18M

The positioning of the volleyball court has been adjusted to provide space for courtside officials (page 39).

### VOLLEYBALL ENGLAND RECOMMENDED MODELS

#### MODEL 1 - 33M X 20M

This adds 2 training courts for both volleyball and basketball as well as one match court (page 40).

#### MODEL 2, BASIC MODULE - 37M X 20M

This model has the increased width of Model 1 plus a slight increase in length to add an extra badminton court. This is the most efficient of the three single hall modules in terms of usable and income generating space (page 41).

#### MODEL 3, DOUBLE MODULE - 37M X 40M

Linking two basic modules provides four tournament or two match or one international court or 10 badminton courts (page 42).

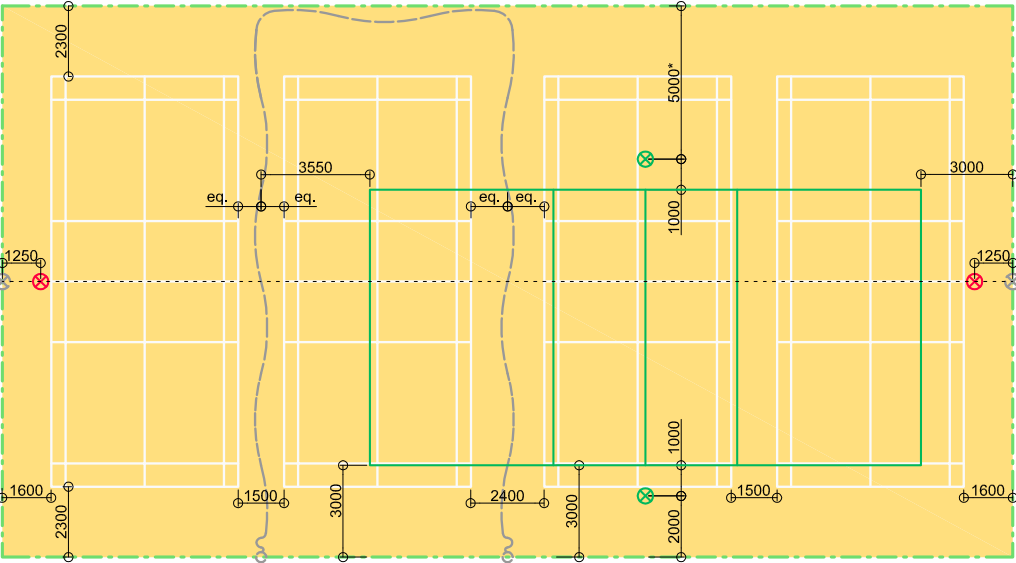
#### MODEL 4 - 54M X 33M

This arrangement of volleyball court markings provides the option of four match courts for tournaments when the rebound boards are removed and the division netting is rearranged (page 43).

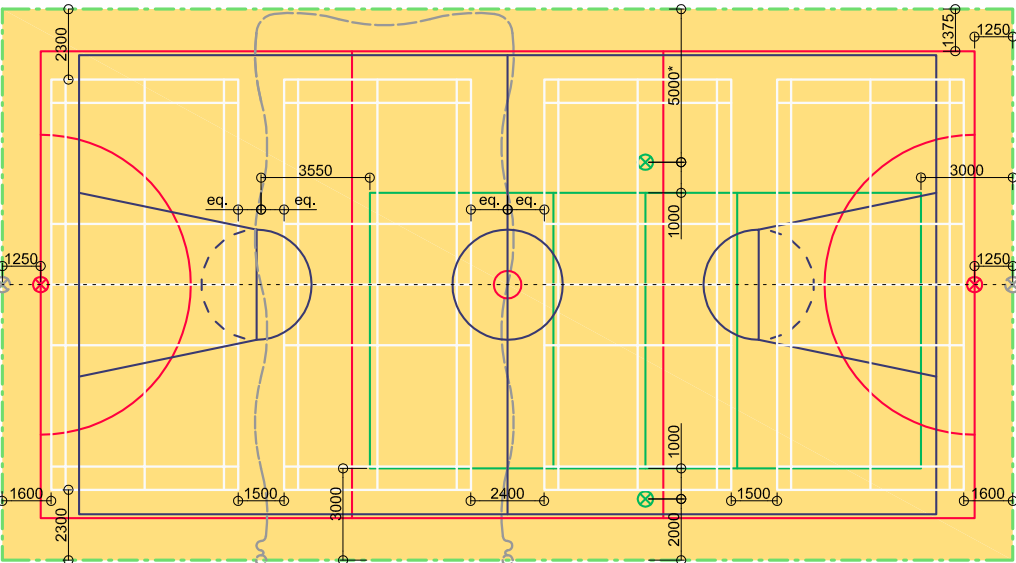
#### MODEL 5, TRIPLE MODULE - 37M X 60M

The relatively small increase in size from the Sport England Model 5 provides six tournament courts or 15 badminton courts. A much improved option for sustainable and efficient use of space (page 44).

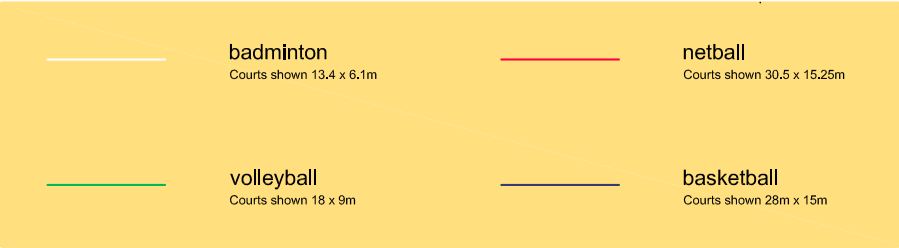
Current Sport England recommended size 33m x 18m 594sq m



Badminton, volleyball & netball posts  
(\*Volleyball court off centre to make space for scoring officials and team benches)



Badminton, basketball, netball & volleyball  
(\*Volleyball court off centre to make space for scoring officials and team benches)

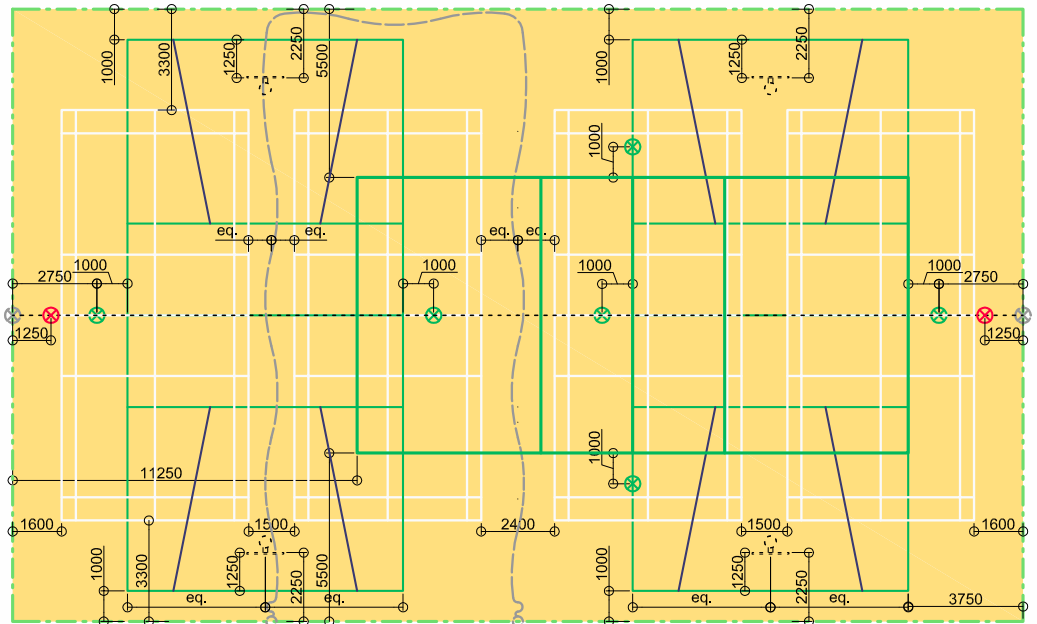




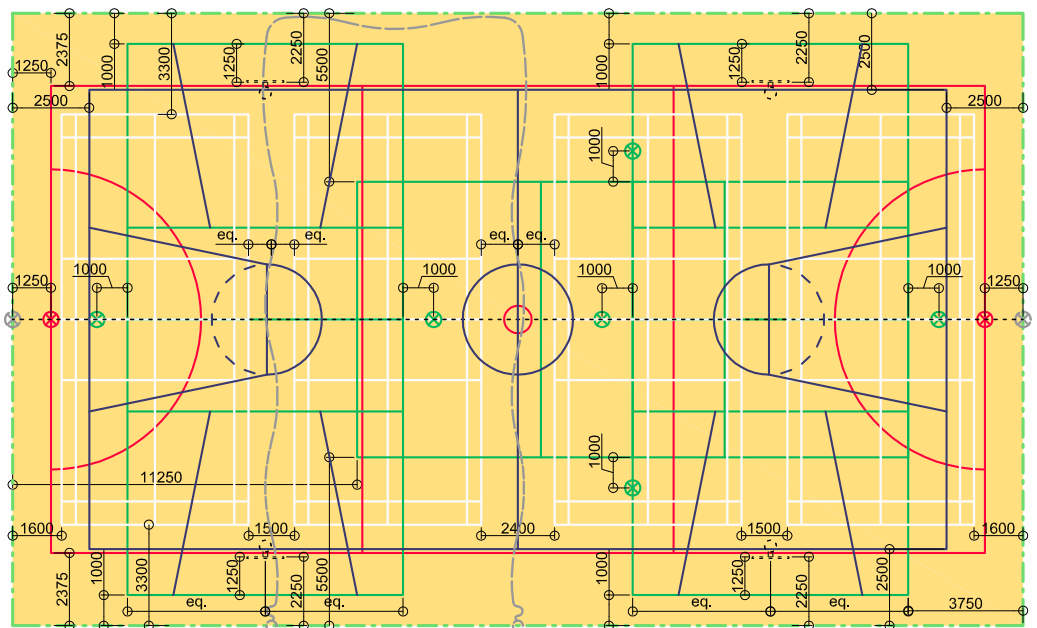
## VOLLEYBALL ENGLAND RECOMMENDED - MODEL 1

This adds two training courts for both volleyball and basketball as well as one match court.

### 33m x 20m Hall 660sq m



Badminton, volleyball, basketball half courts & netball posts

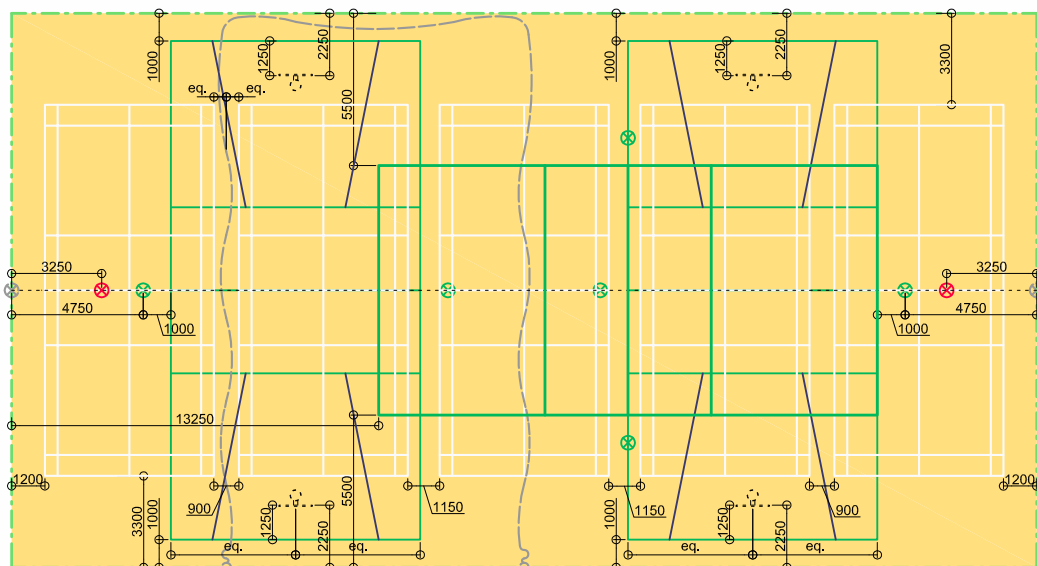


Badminton, basketball, netball & volleyball

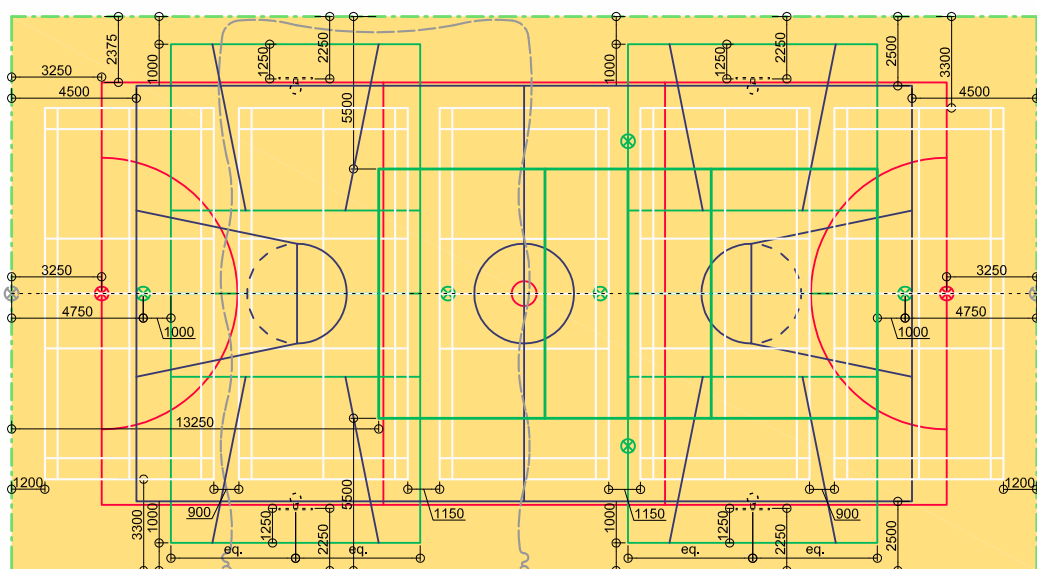
## VOLLEYBALL ENGLAND RECOMMENDED - MODEL 2

This model has the increased width of model 1 plus slight increase in length to add an extra badminton court. This is the most efficient of the three single hall modules in terms of usable and income generating space.

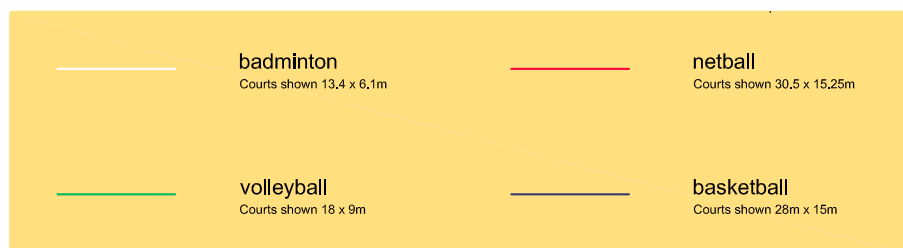
### The proposed basic module 37m x 20m 740sq m



Badminton, volleyball, basketball half courts & netball posts



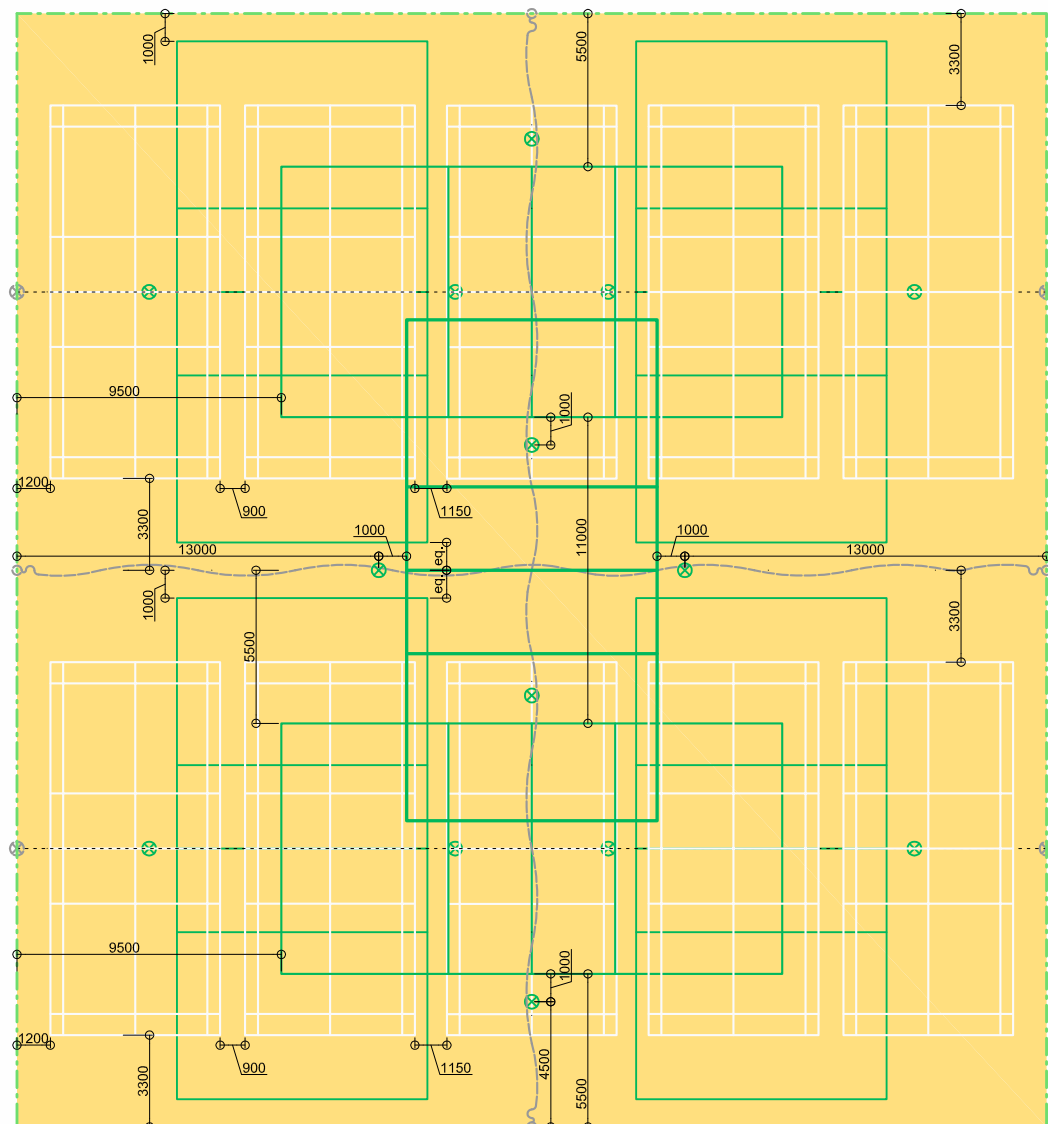
Badminton, basketball, netball & volleyball



## VOLLEYBALL ENGLAND RECOMMENDED - MODEL 3

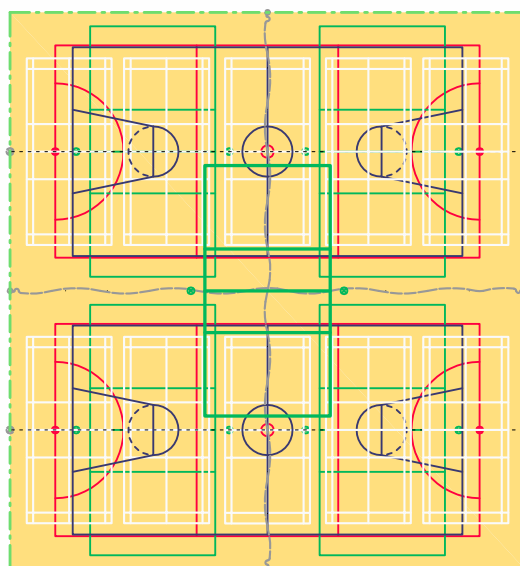
Linking two basic modules provides four tournament or two match or one international court and ten badminton courts.

### Double module hall 37m x 40m 1480sq m



Badminton & volleyball

An international volleyball court is shown in the centre of the hall.



Badminton, basketball, netball & volleyball - Scale 1:400

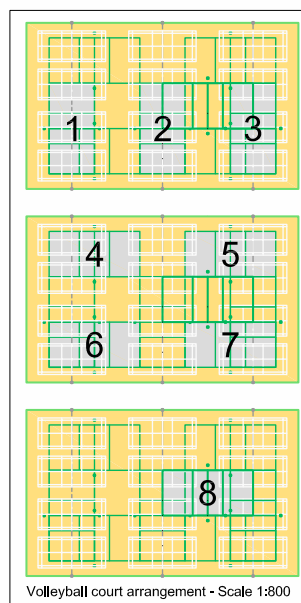
For clarity, training basketball courts not shown.

Training BB goals need to be suspended.

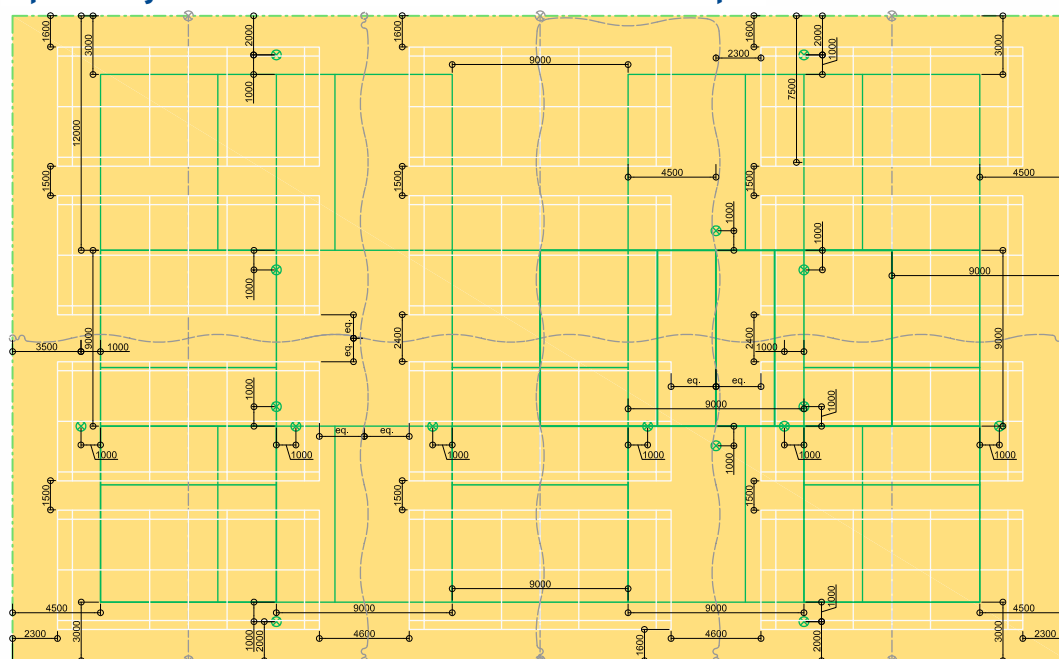


## VOLLEYBALL ENGLAND RECOMMENDED - MODEL 4

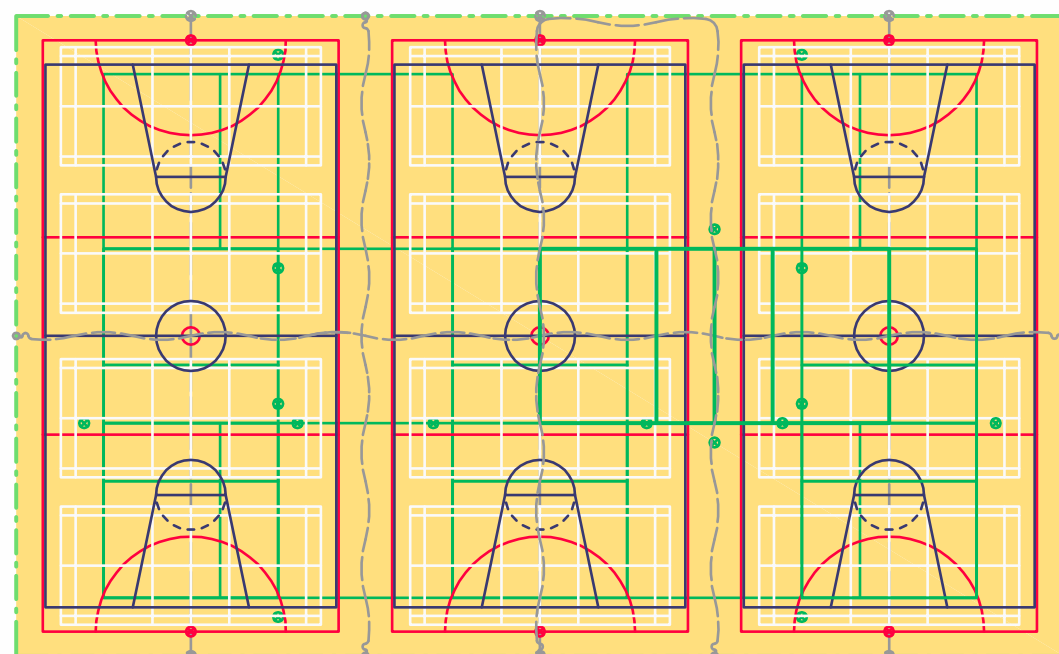
This arrangement of volleyball court markings provides the option of four match courts for tournaments when the rebound boards are removed and the dividing netting is re-arranged.



### Sport England standard size 54m x 33m 1782sq m



Badminton, & volleyball  
For regional tournaments, 4 courts can be provided; one International court is provided in the centre.



Badminton, basketball, netball & volleyball - Scale 1:400

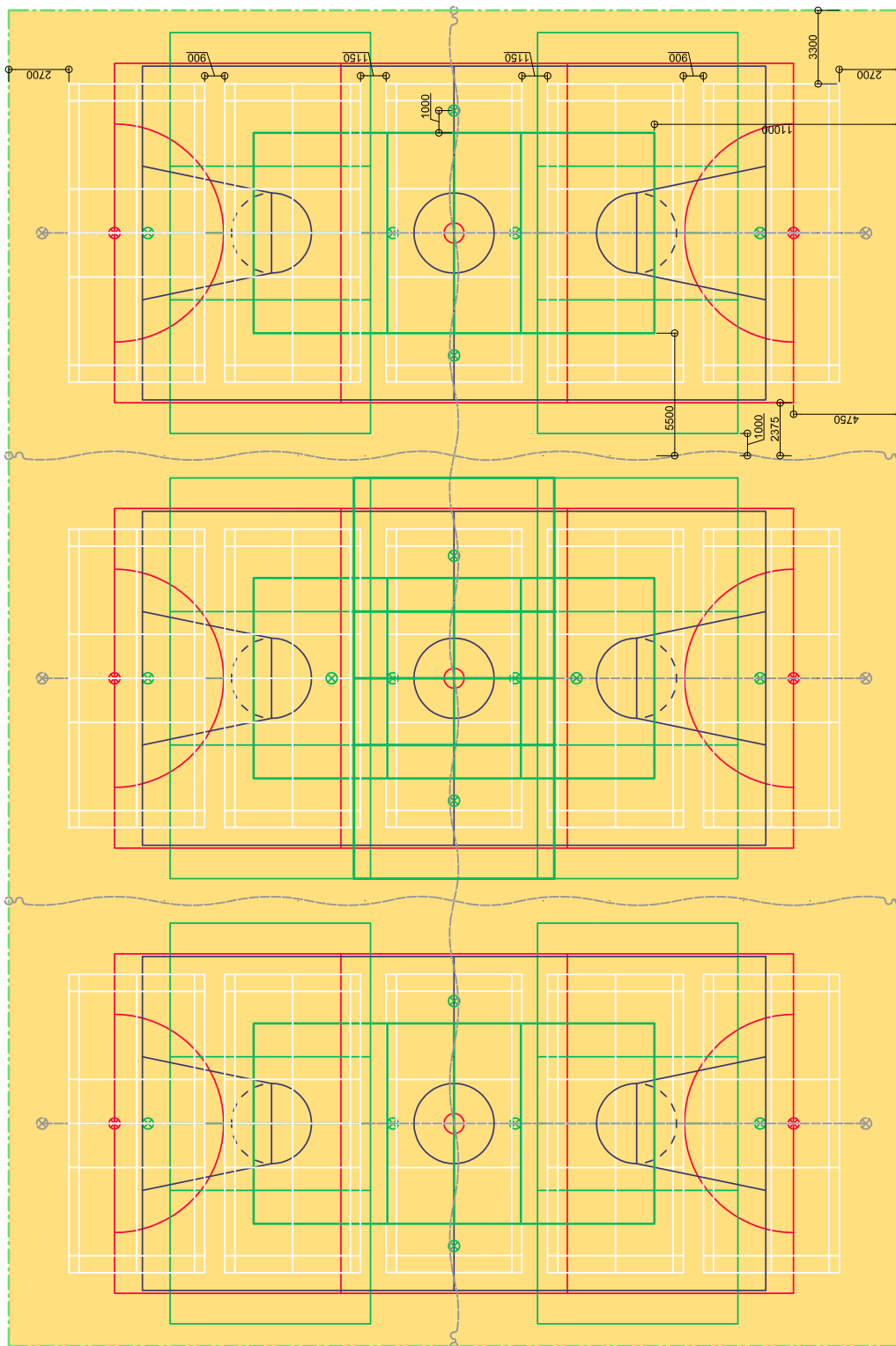


## VOLLEYBALL ENGLAND RECOMMENDED - MODEL 5

The relatively small increase in size from the standard Sport England model provides six tournament courts or fifteen badminton courts.

### Triple module hall 37m x 60m 2220sq m

For clarity, training basketball courts not shown. Training BB goals need to be suspended.



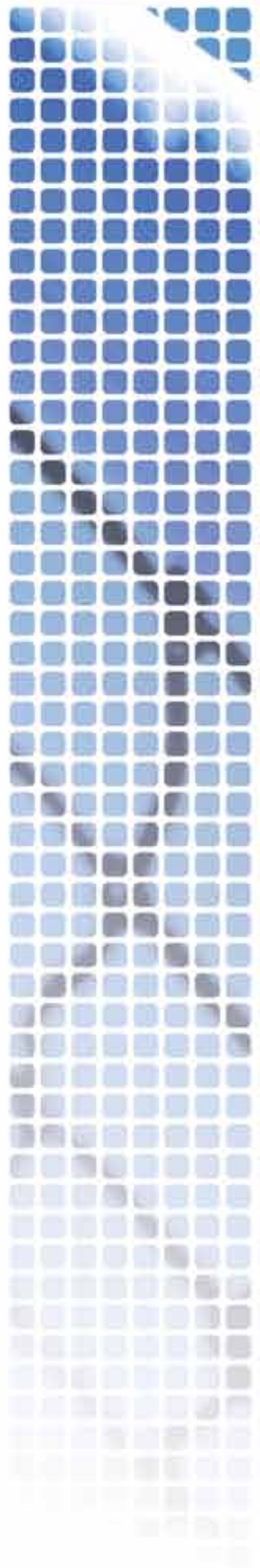
badminton  
Courts shown 13,4 x 6,1m

netball  
Courts shown 30,5 x 15,25m

volleyball  
Courts shown 18 x 9m

basketball  
Courts shown 28m x 15m

## NOTES









[www.volleyballengland.org](http://www.volleyballengland.org)

## **SURVEY OF COUNCIL TREES.**

### **Introduction**

The contract includes a requirement for a tree surveying and re-survey service of its trees in public open spaces and communal council housing land.

The survey is electronic based, gathering both data on the attributes of trees and map data for the their location. An essential part of the survey is an assessment of the condition and safety of Council trees. Remedial works are to be entered as actions if required due to the condition of trees surveyed.

The Council currently uses Ground Control's Woodplan Amenity Tree Management software which is be used for data capture, tree inventory and tree management tool. The Council may choose to change the software to another provider at any point for the duration of the contract. The data capture aspect of the survey will currently require the use of Woodplan software on tablet pcs to enable an electronic transfer of information back to the Council. Contact information for Ground Control is given later in this document.

### **Duration of the tree survey.**

All trees are to be surveyed within 3 years of contract commencement and resurveyed on a 3 year cycle thereafter. The survey will commence within 6 weeks of the commencement of the contract and is to be completed 6 weeks before the end of the contract and or contract extension period.

### **The tree survey area.**

The tree survey is to take place within all public open spaces and communal council housing land within district in areas to be specified by the Council during the course of the contract. The current priorities for surveying are listed in appendix 1 of this tree survey document.

### **Data to be collected as part of the tree survey.**

The following survey data is to be collected in addition to the positioning of trees on electronic maps. Please note that additional data fields may be specified during the course of the contract and that some fields may be removed:

Note: For previous users of Woodplan, some fields have been deliberately excluded from the survey.

#### **Location data** (the majority of locality names and Council wards will already be present)

	Tree reference number	
	Locality (e.g. Park name or road name)	(drop-down table)
	Nearby house number	
	Ownership	(drop-down table)

#### **Tree data** (add new trees if not present on survey)

	Species	(drop-down table)
	Size category	(drop-down table)
	Estimated height	
	Number of stems (defaults to 1)	
	DBH (Measured by tape) <i>for multi-stem trees</i>	

	<i>measure basal diameter</i>	
	Estimated crown diameter (average)	
	Suckers (if tree exhibiting significant amount)	(drop-down table)
	Number in group (groups only)	
	Age class	(drop-down table)
	Context (type of local environment)	(drop-down table)
	Management type (i.e. appears to be regularly lift/thinned or pollarded etc.	(drop-down table)
	Nearby object	(drop-down table)
	Distance (to nearby object)	
	Site hazard class	(drop-down table)
	<i>Accessibility</i>	<i>(drop-down table)</i>
	<i>Visibility</i>	<i>(drop-down table)</i>
	Ground type	(drop-down table)
	Bat Roost Potential	(drop-down table)

**Inspection data** (requires new inspection to be added for each tree)

	Inspector's initials	(drop-down table)
	Risk category (see safety priorities below)	(drop-down table)
	General condition	(drop-down table)
	Root heave (to pavement etc)	(drop-down table)
	Stem physical	(drop-down table)
	Stem disease	(drop-down table)
	Angle to vertical (estimated degrees)	
	Crown physical	(drop-down table)
	Crown disease	(drop-down table)
	Crown foliage	(drop-down table)

**Action data** (requires new action record to be added for each tree)

	Work details	(drop-down table and free text)
--	--------------	---------------------------------

**Notes**

1. Where urgent work is found to be needed (i.e categories 6 & 7), then this is to be reported separately to the client by telephone or email.
2. The SC will be briefed by the Council regarding work specifications in event actions are added to inspections.
3. Details of all surveyors will be required for inclusion into the relevant drop-down table.
4. The veteran tree initiative part of Woodplan is not being used at this stage of the survey.

**Tree tags**

Tree tags are to be used on all trees except for all trees making up a group where a single tag is appropriate. The tag number is to be recorded with the tree location data. Where tags have to be replaced, the original tag number is to be recorded in the tree record remarks or other field specified by the Council. Tags are to be fixed to trees between 2-2.5m above ground level without driving nails fully into trees to allow room for growth expansion. The council may specify that tags be fixed on a specific side of trees e.g. north, east etc. Tags and fixing nails will be supplied by the Council.

## Tree survey methodology.

*Liaison with Client.* The surveying contractor (hereinafter referred to as the SC) will liaise with the Council's Arboricultural Section on a regular basis to report progress and to deal with any areas of uncertainty e.g highway boundaries etc.

*Survey boundaries.* The SC must ensure that individual surveyors compartmentalise their survey areas in order to prevent overlapping of survey data.

*Resurveyed trees.* The SC must report any trees that cannot be located when interrogating existing survey data. New tree records and inspection records are to be made if any existing survey data cannot reliably be used.

*Individual / group classification.* In the majority of cases the survey will identify trees as individuals rather than as part of groups. Trees will need to be surveyed as groups where they fit the following criteria:

- The spacing is too dense i.e. less than 5m apart and the number of trees too high to make individual plotting impractical e.g. former hedgerow trees & dense wooded groups.
- The characteristics of the trees require them to be managed as a group, e.g. close growing trees forming a single canopy or crown, which are too close to plot as individuals.

It should be noted that any large dominant or unusual trees that can be identified separately within a group are to be surveyed as individuals.

*Safety priorities to be used within the survey.* When assessing the safety priority of the tree the SC needs to be aware that the following actions will result:

No	Table Description	Action
1	Insignificant	Re-assess within 5 years
2	Minimal	Re-inspect within 3 years
3	Slight	Re-inspect annually
4	Moderate	Carry out remedial works within 3 months
5	Significant	Arrange for work within 1 month
6	Serious	Isolate risk (if possible) arrange work within 7 days
7	Extreme	Immediate action required

NB. Regarding the above table, the SC must note that the survey data is to remain valid for a period of up to 5 years subject to the specified re-inspection date and extreme weather conditions.

The above criteria require a reliable and defensible system for their correct use. It is therefore important that any such system takes the following into consideration:

- The most significant hazardous feature within the tree
- Probability of failure
- The significance of any 'target' that could be affected by the hazard
- The level of impact that may be experienced by the target

There are a number of systems in current use for establishing safety priorities. An example of one is given under Contact / Additional information.

## Management and handling of data

The SC will be responsible for the security of data until its receipt has been acknowledged by the client. The SC must not share the data with any other party or discuss their findings with them



without permission from the Client. Any survey data and/or mapping errors found following receipt of the data will be corrected by the SC.

Data is to be transferred in the council offices St Peters Street St Albans or other designated location as a tablet transfer once or more per a weekly basis. Initially data is to be transferred after the first day's surveying to ensure systems are working correctly.

The SC will be responsible for the purchase/hire of Woodplan or other software, all hardware and any training. The SC must also check with Ground Control that their existing surveying hardware is compatible with Woodplan. The map data supplied by the Council for the tree survey is not to be used for any other purpose and is to be deleted from all computer files when the work is completed.

### **Minimum qualifications and criteria to be met by the SC.**

The SC must be able to demonstrate that they are able to meet the following criteria:

- a) The SC must be able to carry out large scale tree surveys, and so employ sufficient staff to deal with the corresponding large number of trees involved over the shortest possible time.
- b) All surveying personnel must be qualified to a minimum of City and Guilds level in a recognised Arboricultural subject so that they can identify tree species, recognise defects (physical & disease related) from an external inspection from ground level, and prescribe any necessary remedial action.
- c) The SC must have suitable professional indemnity insurance cover to a minimum of £5 million.
- d) The SC should ideally be a registered consultant of the Arboricultural Association.
- e) The surveying staff must carry identification for the duration of the tree survey providing their name, the company name / address / contact telephone number.
- f) If the SC subcontracts any part of the tree survey work, the sub-contractor should preferably be Arboricultural Association approved and/or be agreed by the Council.

The following information must therefore accompany the tender:

- 1. A price (net of VAT) per tree surveyed inclusive of labour, materials, software and hardware, and any other costs associated with the work.
- 3. A price (net of VAT) per square metre for tree groups based on stem distribution not crown coverage surveyed inclusive of labour, materials, software and hardware, and any other costs associated with the work.
- 2. Contact information for references of organisations for whom tree surveys have been completed.
- 4. Details of SC's qualifications including that of those employees who would be employed on the contract (SC to notify SADC of any staff changes)
- 5. A copy of existing professional indemnity insurance and public liability insurance certificates.  
A method statement describing the following:
  - a) How the SC would execute the tree survey including quality control measures.
  - b) The system to be used for assessing, quantifying and categorising the failure risk of trees (see contact information for example of such a system).
  - c) Health & safety measures to be used for the duration of the survey.

## **Contact / additional information.**

Queries regarding the survey specification should be made to Andrew Branch Arboricultural Officer  
Tel: 01727 819363 (direct line) or 07939 075702 (mobile phone the number of which is not given to the public)

Queries regarding the Woodplan software to be used for the survey and any training should be made to Ground Control Ltd. 1st Floor, Kingfisher House, Radford Way, Billericay, Essex, CM12 0EQ. Tel: 01277 650697 Email: [info@ground-control.co.uk](mailto:info@ground-control.co.uk)

## **System for assessing, quantifying and categorising the failure risk of trees.**

St Albans District Council uses THREATS (Tree Hazard Rating Evaluation And Treatment System). Some of the survey data uses THREATS' descriptions within Woodplan's lookup tables THREATS is owned by Julian Forbes-Laird, Director, Forbes-Laird Arboricultural Consultancy Ltd who can be contacted via Tel: 01767 641648 or email [jfl@flac.uk.com](mailto:jfl@flac.uk.com)

It is stressed that there are other systems that operate to achieve a similar outcome to THREATS. Any SC using these systems will not be excluded from this contract but they must be able to demonstrate the working of their system and provide the seven re-inspection safety priorities listed in the above table unless an alternative is agreed to by the Council.

## **Appendix 1**

### **Sites to be surveyed in priority order (subject to change).**

Rothamsted Park Harpenden.

Parks containing play areas - all trees within 20m of play area.

Parks with highway boundaries – all trees within 20m of highway boundary

### Details requiring completion by contractor

Cost net of VAT per tree to be surveyed	£
Cost net of VAT per square metre for surveying tree groups including wooded areas.	£
Method statement: How the SC would execute the tree survey including quality control measures?	
Contact information for references of organisations for whom tree surveys have been completed.	
Details of SC's qualifications including that of those employees who would be employed on the contract (SC to notify SADC of any staff changes during the course of the contract)	
Details of existing professional indemnity insurance and public liability insurance certificates (copies to be supplied with tender documents)	
The system to be used by the SC for assessing, quantifying and categorising the failure risk of trees (see contact information for example of such a system)	
Health & safety measures to be used by the SC for the duration of the survey	

## **Appendix 9**

### **Harpenden Events**

## Harpenden Town Council Groundwork Contract – Events

No	Instructions	Location	Frequency and Time (no, year)	Quantity and Unit (m, m2, no)
<b>1</b>	<b>FARMERS MARKET</b>			
1.1	Store, erect and dismantle signs including frames.	Harpenden Common alongside A1081 outside Rothamsted Research entrance Redbourn Lane Cooters End Lane	12 (once a month) Erect on the Monday before a market, remove on the Monday morning after a market	3 banners
1.2	Close off Lower High Street.	Erect signage a couple of days before market advising of closure From Sainsbury's to Zaza's Restaurant at 6.00pm on Saturday before Market using plastic barriers (Contractors own).	12 (once a month)	
1.3	Store, erect and dismantle stalls *	Lower High Street - from Sainsbury's to ZaZas restaurant. Consult Market Plan for definitive detail	12 (once a month) Erected by 07.00hrs. Dismantle from 14.30 hrs to finish by 16.00 hrs	64 stalls
1.4	Litter clearance including traders refuse.	Lower High Street area along the length of the stalls	12 (once a month) Start clearing from 14.30hrs	