

# HEREFORDSHIRE PUBLIC REALM CONTRACT 2023/24

## ANNEX 6 – PARKS, OPEN SPACES, LANDSCAPING & TREES



### ANNUAL PLAN FINAL APPROVAL

BBLP: Simon Robinson 11/10/2022

HC:

### SERVICE OVERVIEW

#### SERVICE SUMMARY

Balfour Beatty Living Places will manage Herefordshire's Parks, Open Spaces, Landscaping, Verges and Trees to ensure the Public Realm is accessible, safe, clean and well-maintained. Core grounds maintenance related services include: Grass Cutting and Maintenance, Sports Pitch Maintenance, Arboriculture Maintenance (including tree surveys), Chemical Applications, Bereavement Services (Cemeteries Maintenance and Grave Digging) & Playgrounds.

**COMMISSIONED WORKS**

The annex shall deliver all activities and works as set out in Schedule 4 – Service Information Annex 07 - Service Information Parks and Open Spaces, Landscaping, Verges and Trees V1.4 unless deemed out of scope as detailed below

**THE SERVICE****HIGH LEVEL SERVICE DELIVERY**

SERVICE	RESOURCES	DIRECT/SUB CONTRACT	DELIVERY	COST
FEE				£159,462.00
LMO				N/A
Supervision & Management	Operations Manager, Supervisor, Grounds Team, Commercial Support,	Direct Employed	All year-round Supervision, QS & Planner support when required	£
Verge cutting & Strimming to programme	3 x Contractors & Grounds Maintenance Team	Direct Employed & Sub-Contractors.	2 x programmed planned cuts based on growth to highway verges, visibility splays, vis fencing and strimming to ensure safety of highway network, where necessary, supplemented with additional work as identified in the Highways Maintenance Plan 2020. The programme includes maintenance to known accident cluster sites (identified and recorded in confirm) in conjunction with growth, environmental conditions and feedback from locality steward (Highway Inspect).	£ 198,597.02
Amenity Grass Cutting	Subcontractor	Direct Employed & Sub-Contractors.	6 cuts a year (April – September / October subject to grass growth) website schedules to be published by 2-week blocks.	£ 342,250.71

Open Spaces & Sports Pitch Maintenance/ Bowling green/tennis court & Sports pitch maintenance	Grounds Maintenance Team	Direct Employed & Sub-Contractors.	Programmed Weekly (April – Sept) As per schedules identified in the appendices. Reactive marking of known (within schedule). Reactive basis as and when required.	£ 64,167.73
Vis Splays/Reactive Maintenance (Summer)	Grounds Team	Direct Employed & Sub-Contractors.	2 x programmed planned cuts based on growth to highway verges, visibility splays, vis fencing and strimming to ensure safety of highway network. Maintaining accident cluster sites and visibility locations in a safe condition	£ 138,882.68
Vis Splays/Reactive Maintenance (Winter)	Grounds Team	Direct Employed & Sub-Contractors.	Reactive service	£105,849.99
Grounds Maintenance to Cathedral Close	Grounds Team	Direct Employed & Sub-Contractors.	Standard grounds maintenance as per extract management plan regarding those ground maintenance activities only. Additional scope via Capital funding, if available (See appendix C)	£
Bereavement Services (Crematorium, Cemeteries Maintenance and Grave Digging)	4 x Operatives	Direct Employed & Sub-Contractors.	As per maintenance plan for Bereavement Services	£ 364,227.05
Noxious Weed Spraying	Grounds Team	Direct Employed	Programmed Noxious Weed Spraying & Reactive basis (safety related/noxious weeds).	£ 6,875.12
Tree Maintenance	4 (2) x Operatives Tree Team with Traffic Management Team (x2)	Subcontractor	Safety works on a reactive basis (CAT 1 & CAT2 (P4 & P5)) Surveying of high-risk trees (identified by locality stewards) Historical surveys 5 Year Tree Survey cycle – South Herefordshire (Ross-On-Wye, Ledbury & surrounding Towns/Villages) Remedial works to be identified following survey. Designated Tree team for survey works. Not including ADB works.  Tree replacement – only in conservation areas and when a Tree Preservation Order (TPO) is in place, as required.	£ 268,596.68

Playgrounds Maintenance	RoSPA Inspector, Locality Stewards, Minor Maintenance Team, Grounds Team	Direct Employed & Sub-Contractors.	Reactive - Ensuring playground remains in a safe and serviceable condition	£ 40,278.51
May Fair	Internal contract team (8+)	Direct Employed & Sub-Contractors.	Removal & reinstatement of street furniture	£ 24,162.60
Planter Maintenance	External Contractor	Sub-contractor	SLA for Planter maintenance	£39,912.22

### OUT OF SCOPE ACTIVITIES

The activities or works are out of scope:

Service/Activity Removed	Reason
Verge cutting	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>• 2 x programmed cuts of road verges and strimming of verges including visibility splays; signage, fencing barriers, markers that are situated within known programme of accident cluster sites and visibility splays.</li> <li>• Reactive works based on risk assessment carried out through inspection (to assist in the process all known treated accident cluster sites are in confirm)</li> <li>• A49 Trunk road as per planned programme through city centre</li> <li>• Spraying of visibility fencing</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>• Flailing of riverbank (Restriction imposed with Natural England &amp; EA)</li> <li>• Flailing entire width unless Accident/Vis site (1mtr/Flail width Limitation)</li> <li>• Signage outside of Acc/Vis sites not cut annually, risk-based approach.</li> <li>• Cutting of wildflower/botanical areas including those on designated highway verges)</li> <li>• Trunk roads (outside of the City of Hereford limits)</li> <li>• Strimming of signage (non-safety related)</li> <li>• Strimming of Balancing Ponds (Annex 7)</li> </ul>

<p>Re-Wilding of sites, ie Wild flowers, Wild Meadows, Native sites.</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>Continuation trail of 3 x Wildflower designated areas on entrance to Hereford City limits to receive 1 x cut at end of season.</li> <li>Explore additional sites, if resources allow</li> <li>Assist Community groups in identifying new sites, cutting regimes, if resources allow.</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>Weeding of designated Wildflower areas.</li> <li>Prolonged watering of designated Wildflower areas.</li> <li>Cut &amp; collecting at end of season unless resources/equipment available</li> </ul>
<p>Amenity cuts</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>Cutting of amenity sites as per schedules (6 cuts per season / 1 per month)</li> <li>Sports pitches as per current standard (excluding assets transferred from HC to sports clubs etc.)</li> <li>Greenway Cycleway (Rotherwas Enterprise Zone Link) From Holme Lacy Road to Canary Bridge.</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>Additional cuts above the agreed planned 6</li> <li>Area 5m outside of sports pitches</li> <li>Devolved sports pitches/open spaces</li> <li>Balancing Ponds – (Annex 7)</li> <li>Leominster &amp; Bromyard grass cutting – Transferred to Town Councils</li> </ul>
<p>Tree maintenance</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>Reactive tree works (safety works only, CAT1/CAT2 (P4 &amp; P5))</li> <li>Planned Programmed work as above (Tree Survey Remediation Works)</li> <li>Epicormic growth (Safety Only)</li> <li>Works to dead/dying/diseased trees within budget and resources.</li> <li>Re-Planting of Trees in Conservation areas/TPO where required, within budget.</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>Pollarding (unless for safety)</li> <li>Additional work associated with Ash die back</li> <li>Large scale Epidemic diseases</li> <li>Site Specific Tree Management Plans</li> <li>Planned Periodic Pollarding</li> <li>Regular reduction of Epicormic Growth</li> <li>Non removal of overhang, only safety related.</li> <li>Lifting of low tree branches/formative pruning to aid mowing.</li> <li>Collection of dropped Fruit and leaf collection.</li> <li>CCTV – Clearing vegetation around CCTV equipment – Subject to additional funding</li> <li>Replanting of Trees, unless funding is made available.</li> </ul>

<p>Shrubs</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>• Reactive safety maintenance/clearance (following safety inspection)</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>• Shrub bed bi-annual activities.</li> <li>• Shrub bed Half mooning, weeding, mulching and residual weed killer.</li> <li>• Planting &amp; Pruning</li> <li>• Work not covered in annual plan.</li> <li>• Perennial plants maintenance</li> <li>• General shrub bed maintenance for non-safety reasons</li> <li>• CCTV – Clearing vegetation around CCTV equipment</li> </ul>
<p>Spraying</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>• Playgrounds</li> <li>• Reactive safety related (noxious weeds)</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>• Non safety related (following inspection)</li> <li>• Amenity and/or Highways weed spraying</li> <li>• Footpaths, Cycle ways, Hard Surfacing, Kerb lining, etc</li> </ul>
<p>Bereavement services</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>• In line with maintenance plan</li> <li>• Grave digging, in accordance with the grave digging specification &amp; process agreement</li> <li>• Ground's maintenance</li> <li>• Gritting of Car park &amp; main Access in accordance with Winter Service Plan.</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>• Work not included in maintenance plan</li> <li>• Hazardous Tree Surveys (Property)</li> </ul>

<p>Playgrounds</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>• Safety inspections (playground assets in appendix C)</li> <li>• Maintenance only - to ensure safety of equipment</li> <li>• Spraying</li> <li>• Maintenance of replaced equipment on existing footprint externally funded</li> <li>• Prioritisation for improvements to Destination Parks (Ranked Asset Register)</li> <li>• Section 106 Allocation on existing Asset Spend.</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>• Betterment (work not included within the Ranked Asset Register)</li> <li>• Devolved areas (playgrounds devolved to Parishes)</li> <li>• Maintenance of new equipment added to existing playgrounds within warrantee*</li> <li>• Cleaning of Play equipment and surfacing.</li> <li>• Regular painting, cleaning of Park equipment.</li> <li>• Removal of Severe weather/flood debris.</li> <li>• Addition of new equipment to existing playgrounds (unless agreed between HC and BBLP)</li> </ul> <p>*consideration will be given to additional requirements of inspection prior to potential adoption</p>
<p>Events, Mayfair – Hereford &amp; Leominster, Remembrance Parade (Hereford)</p>	<p><b>Commissioned</b></p> <ul style="list-style-type: none"> <li>• Temporary removal and reinstallation for Mayfair, within allocated Budget.</li> <li>• Grounds works associated with Remembrance Parade as per appendix D</li> </ul> <p><b>Not Commissioned</b></p> <ul style="list-style-type: none"> <li>• High Town Planters, subject to additional funding</li> <li>• Cleaning &amp; maintenance of Memorial Monuments</li> <li>• Additional work outside of Appendix D unless funded.</li> </ul>

## APPENDICES

### APPENDIX A: BBLP POLICY & PROCESSES TO BE USED IN THE DELIVERY OF THE ANNEX

Bereavement Services Grounds Maintenance

Preparations on War Memorials for Remembrance Parades

HC Tree Guidance

Tree Process Flow Chart

Cathedral Close Maintenance Plan

Rospa Play Area Process Flow Chart

### APPENDIX B: PROGRAMME OF WORKS

#### WORK PROGRAMMES

Tree Survey 5 Year Cycle

Noxious Weeds Treatment 2022-23

Parish Verge Wildflower Area Cutting

RVNR Survey Report

HC Owned Play Areas V10

#### ACTIVITY SCHEDULES

Grounds Activity Schedule 2022 -23

### APPENDIX C: BUDGET BREAKDOWN

Supervision & Commercial	
Verge Cutting	
Amenity Grass Cutting	
Open Spaces	
Vis Splays/Reactive Maintainance (Summer)	
Vis Splays/Reactive Maintainance (Winter)	
Cemetary and Crematorium Maintainance	
Noxious Weed Spraying	
Tree Maintainance	
Playgrounds Maintainance	
May Fair	
Cathedral Close	



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<b>Total</b>	£
Capital Plant Purchase	£
Ash Die Back	£
<b>Total</b>	£

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**APPENDIX D – LIST OF NOMINATED SUBCONTRACTORS**

ACER Tree Services – Tree works

OTM – Grass Cutting

TV Environmental Services – Verge Cutting

D Williams – Verge Cutting

Future Arbor – Tree Survey