

# Hilton Green Spaces – Environmental Management Plan (EMP)

## TENDER DOCUMENT

Issue -04, 1<sup>st</sup> October 2021

### 1. FRAMEWORK OF EMP

#### 1.1 Contracted Parties

This contract (Environmental Management Plan-EMP) is a working agreement between the contract parties of Hilton Parish Council (HPC) and the supplier of contracted services, referred to here as 'the Contractor'.

The EMP shall begin on 1st April 2022 and will run for a period of 36 months thereafter. Following the start of the EMP, the Contractor will be required to give three months' notice of termination. Hilton Parish Council may terminate the contract with one months' notice. Amendments to the schedule will be agreed as required between the Parish Council and the Contractor.

During this period the Contractor/s will provide services as described below.

#### 1.2 EMP Conditions

The aim of the EMP will be to maintain the designated grassed areas, footpaths and other areas belonging to the Hilton Parish Council to the required standard. The schedule of work in the EMP is in two parts which can be awarded separately to individual contractors or combined.

Part A – Maintenance of grassed areas, grass paths, cricket & football pitch

Part B – Maintenance of other designated tasks and directed works.

- a Maintenance of gravel footpaths.
- b Maintenance of the Grove.
- c Maintenance of the Maze.
- d Maintenance of the village garden.
- e Maintenance of the playpark.
- f Maintenance of the Churchyard.
- g Maintenance of ditches

1.3 The Contractor shall advise the individual cost of item 'f' above, to meet the internal accounting needs of the Parish Council.

1.4 The Contractor shall be required, when requested, to show evidence of their Health and Safety policy both towards their employees and the public, and to provide a copy of the extent of their public liability insurance.

1.5 The Contractor shall be required to meet on site with a designated officer of HPC at least four times per year to inspect the work undertaken in the first year of the contract and at least twice per year thereafter.

1.6 The Contractor may be required to meet on site with a designated officer of HPC to discuss additional tasks covered by directed hours. Likewise, should the Contractor wish to meet an officer of HPC, the officer will endeavour to be available in a timely manner.

- 1.7 The timings given for all cutting regimes are approximate and the Contractor shall time their work to meet the needs of the grass rather than a fixed schedule.
- 1.8 The Contractor should note that payment of all invoices must be agreed by the Parish Council. Payment will be made by Standing Order for a regular monthly amount calculated as the value of the EMP divided by 12.
- 1.9 The Contractor should note that although HPC do not object to work being undertaken on a Sunday, however any such work is conditional that no noise is generated by mowers and other power tools.
- 1.10 HPC retain the right to modify the EMP tasks at any time within the working hours of the contract.
- 1.11 The Contractor will quote for each part of the EMP identifying an hourly rate and number of hours.
- 1.12 The Contractor will provide their own machinery and equipment. The cost of consumables such as fuel should be included in the hourly rate.
- 1.13 The Contractor will only use chemicals following approval for their use by the HPC officer.
- 1.14 Where applicable debris created by the Contractor during maintenance work are to be removed from site and disposed of in a way agreed with the HPC officer.
- 1.15 HPC has operated a similar contract to this EMP for many years and expects the tasks outlined below to take approximately 30 to 35 hours per month.

## **SCHEDULE OF WORK**

### **2. PART A - Maintenance of Grassed Areas**

- 2.1 Within such a diverse and delicately balanced eco-system, the maintenance of the grassed areas cannot be undertaken strictly by the calendar and consideration must be given to schedule maintenance work to meet the conditions of the weather and of the grasses themselves. The Contractor is required to work flexibly to reflect the physical conditions found on the ground rather than adhere to a strict calendar-based schedule.

The area of The Green at Hilton is an ancient common with a great diversity of plant life. The Village is committed to preserve and extend this diversity. As a result, individual grassed areas within the village are subject to different cutting regimes to satisfy the following objectives:

- a Maintain and improve visual impact.
- b Create amenity use
- c Encourage growth of specific species.
- d Promote long-term sustainability of the environment.
- e Maintain or increase biodiversity

- 2.2 For grass cutting purposes, The Green has been divided into 11 discrete areas as described below and highlighted in red on the village map:
- 1 Roughly the area between the Major Ditch to the north and the Town Drain to the south.
  - 2 The area known as The Wilderness.
  - 3 Area to the north of the Major Drain between Bram's Pit in the west to The Limes in the east.
  - 4 Area to the south and west of the Church up to the Churchyard brow.
  - 5 Area around the Sparrow Monument up to the cricket pitch to the east.
  - 6 Area from the Churchyard brow west and north to the Village Hall.
  - 7 Area around Reeves Ditch up to the road.
  - 8 The cricket pitch outfield
  - 9 The area around the playpark known as The Grove
  - 10 The football pitch
  - 11 The Churchyard
- 2.3 The Contractor should note that areas 1 & 2, shown in yellow on the HPC village map are cut for hay under separate arrangements and are specifically excluded from the EMP.
- 2.4 The timings given for all cutting regimes are approximate. Inevitably, grass growth is driven by season and the starting and finishing times may vary year by year. The length of the growing season may also affect the total number of cuts in any one year.
- 2.5 Areas 3 to 7 to be cut 11-12 times per year to 5 - 7.5 cm. The frequency of the cuts should consider the two annual growth flushes of grass between late March and late May and again in September.
- 2.6 The grass paths identified as 1, 2, 3a, 10, 12, 13a, 14, 15, 17, and 18, shown in dark green on the HPC village map. These paths shall be cut to a width of one metre using the same cutting frequency as the grassed areas in 2.4 above but to a height of 3-5cm.
- 2.7 If the paths are showing sign of wear, with bare earth starting to show through mowing must cease until the path has recovered.
- 2.8 Where the area to be cut abuts a ditch, the Contractor shall cut to the edge of the ditch, but the mower should not cut the sides of the ditch.
- 2.9 In areas 1, 4 & 6 evidence of activity by water voles has been found. Because the escape holes for water voles are protected by law, the grass within one metre of the ditch shall be

cut no shorter than 15-20 cm (6-8 inches). The exact areas to be left to this length will be highlighted to the Contractor before the commencement of the contract.

- 2.10 The Contractor shall leave a 0.5 metre strip of uncut grass around each tree.
- 2.11 The Contractor should note, strimming around benches is the responsibility of the HPC and is outside the scope of the EMP
- 2.12 **Football Pitch**  
Shown on the HPC village map as 10, this area is also cut for hay so once the football season has finished (May), it should not be cut until after the hay cut has been taken. Thereafter frequency of cut should be as in 2.5 above but may need extra cuts to accommodate football matches and recreational use. These extra cuts will be covered by directed works. Of late this has amounted to approximately 3 extra cuts per year. The boundary of the pitch varies from year to year. A definition of the current boundary can be obtained from the HPC officer.
- 2.13 **Cricket Pitch**  
Shown on the HPC village map as 14, this area is maintained as a cricket pitch outfield. Cut 12 to 15 times per year to 3-5cm between May and October. The maintenance of the cricket square is outside the scope of the EMP.

### **3. PART B - Maintenance of other designated tasks and directed hours.**

- 3.1 **Maintenance of gravel footpaths**  
The gravel paths shown on the HPC village map as 9, 11, 13, 15, 16 & 19. The Contractor should ensure that the paths remain free of cuttings, and leaf debris. The top dressing of fine gravel should be inspected annually and renewed if necessary. Surface dressing will be provided by HPC. Spraying for weeds may be required. Permission for use of chemicals be arranged in advance with the HPC officer. (See item 1.13).

- 3.2 **Maintenance of the grove**  
This area lies to the north, south and west of the playpark and is indicated by the number 9 on the HPC village map.

The sight splays from the play park are to be cut 11 to 12 times per year to 5 to 7.5 cm.

The area between the trees is to be strimmed annually to maintain sight lines north and south of the playpark.

#### **Maintenance of the Maze**

- 3.3 The Maze is an ancient monument and should be treated with appropriate care and respect.
- 3.4 The grass within the Maze shall be cut 11-12 times during the summer months and the bare-earth areas sprayed for weeds as and when needed.
- 3.5 The cutting height to be approximately 2-4cm. The Contractor must monitor the condition of the Maze and time their maintenance to suit the grass conditions and the increased rate of wear during the summer months.

- 3.6 The Contractor shall cut the grass walkway and a one metre strip around the circumference from early March to end September, feed, rake and dress the grass as required, cut the walkways when required and keep the gravel area free from weeds and leaves.
- 3.7 The Contractor shall rope off the Maze from mid-December to end-March and again from mid-August to mid-September to allow the turf to rest.
- 3.8 **Maintenance of the Village Garden**  
Between March and October each year the Contractor shall:
- a Weed and maintain the garden when required to preserve its good appearance.
  - b Prune and cut plants as dictated by the season.
  - c Assist in planting new plants as required.
  - d Remove all cuttings, weeds etc. from site after each visit.
- 3.9 It is anticipated the above will be carried out approximately 6-8 times during the specified period.
- 3.10 **Maintenance of the Jubilee playpark (situated in the Grove)**  
On approximately 12 occasions between March and September each year, the Contractor shall:
- a Strim around the perimeter fence and the equipment, using a plastic blade.
  - b Mow and sweep the Playground.
  - c Remove all cuttings from the site
- 3.11 In addition, the Contractor is to draw the Council's attention to the equipment or surface.
- 3.12 **Maintenance of Churchyard**  
The limits of the Churchyard are shown as area 11 on the HPC village map.
- The Contractor shall:
- a. Cut the grass within the churchyard. Average number of cuts over recent past = 17 times a year, 3cm to 5cm in height.
  - b. Strim around gravestones and the boundary walls and fences every second cut.
- 3.13 Remove all grass cuttings from the graves, paths, and the Church gutter.
- 3.14 **Maintenance of Ditches**  
There are three main drainage channels serving Hilton:
- a The Major ditch which runs from the southerly point of the village past the village hall and leaves the Green at the north easterly point.
  - b The Town drain runs from Monarch Farm across The Green and joins the Main Drain at the north easterly point of the village.
  - c The drain and ponds which includes The Ware running along Gravely Way.
- 3.15 The greater amount of work is required on The Major ditch. Bi-annually the North side of the drain is to be cleared of growth to the height of 15cm to 20cm from the ford at Hollowdene

House to Green End House. The following year the southern side is to be cleared. Cutting just one side each year allows vole habitat to be maintained. The exception being the section from the Churchyard to Bram's Pit which is to be cut both sides each year.

- 3.16 This work takes place in January. All material is to be removed from site.
- 3.17 The Town Drain and other waterways are to be inspected regularly for blockages including the culverts under roads and driveways.
- 3.18 Tithe Lane – Annual cut to keep growth back and keep ditch clear.

**4. DIRECTED WORKS**

- 4.1 The Contractor is to reserve 30 hours each year available to HPC for incidental maintenance tasks that might be required during the year.
- 4.2 These hours will be invoiced to HPC in addition to the monthly payment on an as used basis.

**END**