



City of York Council

Invitation to Tender for York's Park and Ride Service

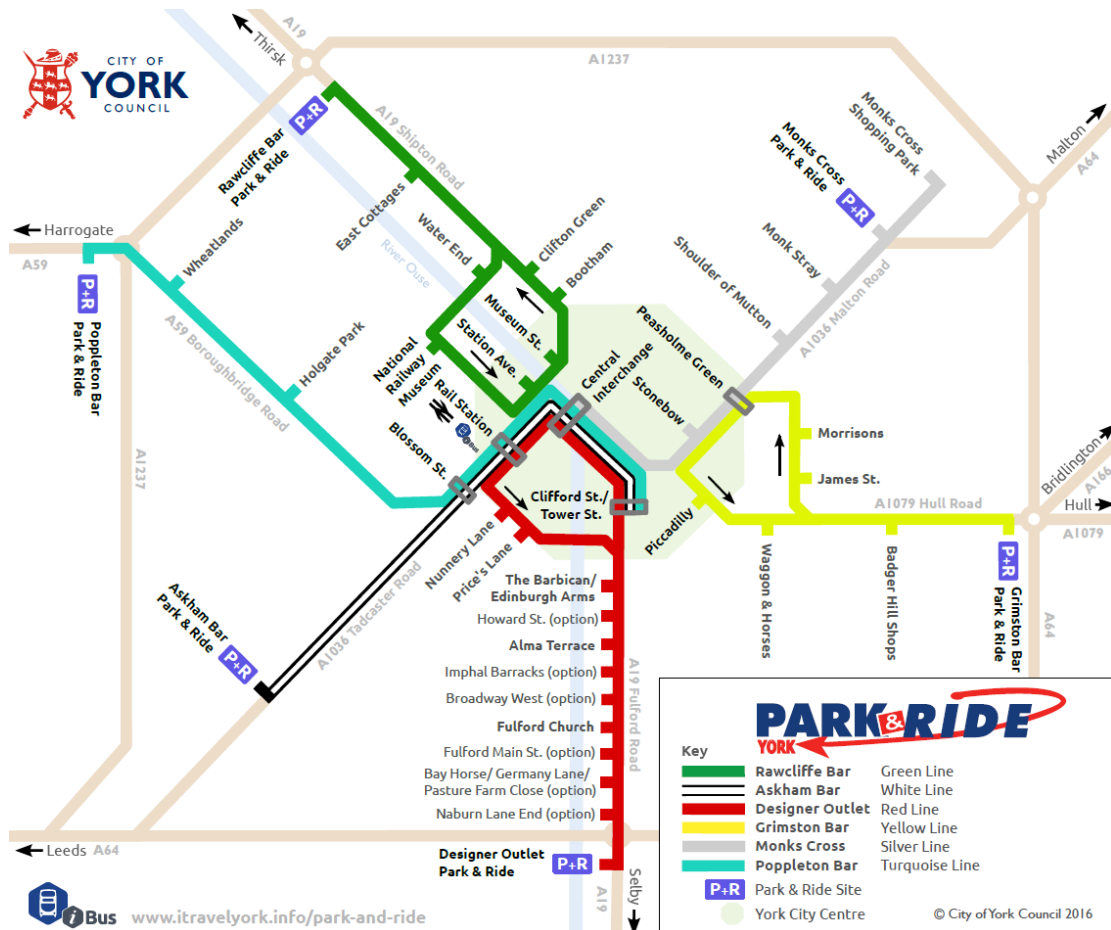
PART 2: SPECIFICATION

ANNEX VOLUME 1

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SPECIFICATION ANNEX 1

ROUTE PLANS



SPECIFICATION ANNEX 2

SITE PLANS

GENERAL

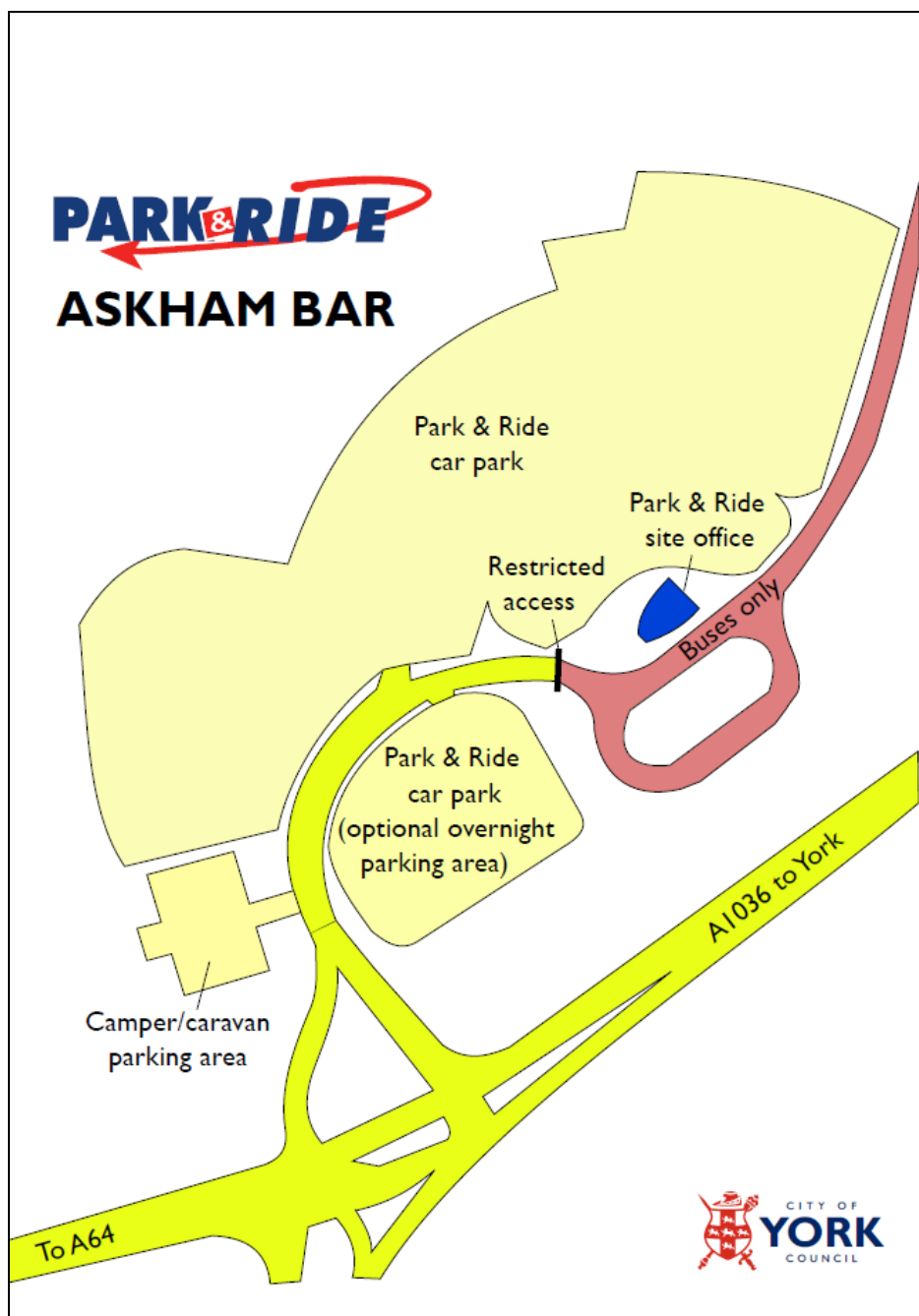
The following plans show the layout of the sites for access by the public to use the sites.

- Askham Bar Park & Ride: Site Layout
- Grimston Bar Park & Ride: Site Layout
- Rawcliffe Bar Park & Ride: Site Layout
- Designer Outlet Park & Ride: Site Layout
- Monks Cross Park & Ride: Site Layout
- Poppleton Bar Park and Ride: Site Layout

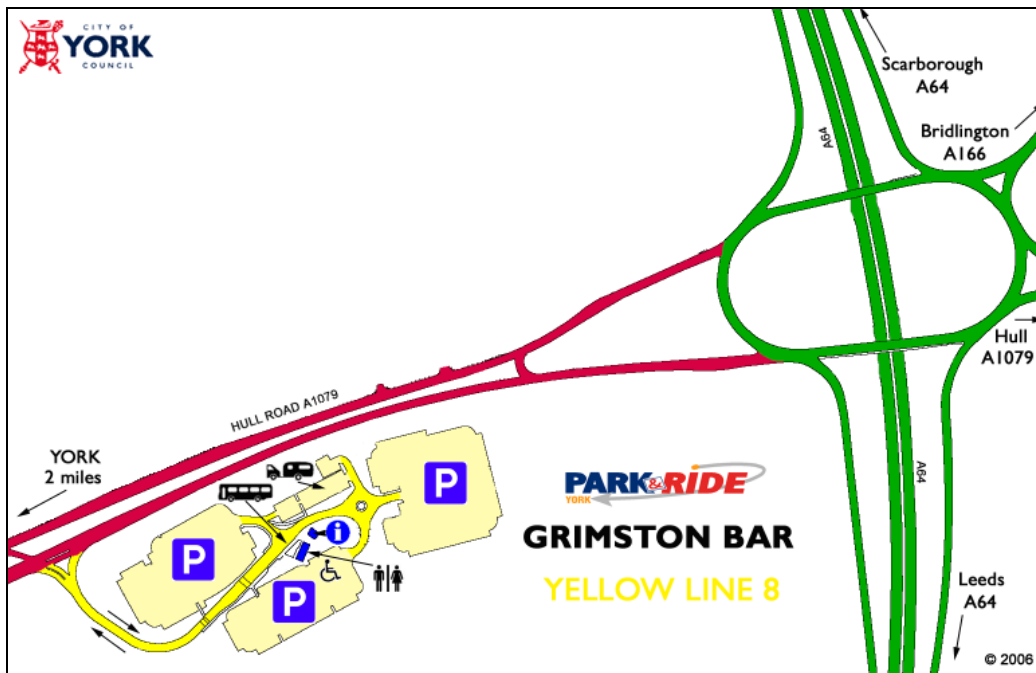
The following plans provide the boundaries to the site areas (see separate document).

- Askham Bar Park & Ride: Site boundary
- Grimston Bar Park & Ride: Site boundary
- Rawcliffe Bar Park & Ride: Site boundary
- Designer Outlet Park & Ride: Site boundary
- Monks Cross Park & Ride: Site boundary
- Poppleton Bar Park and Ride: Site boundary

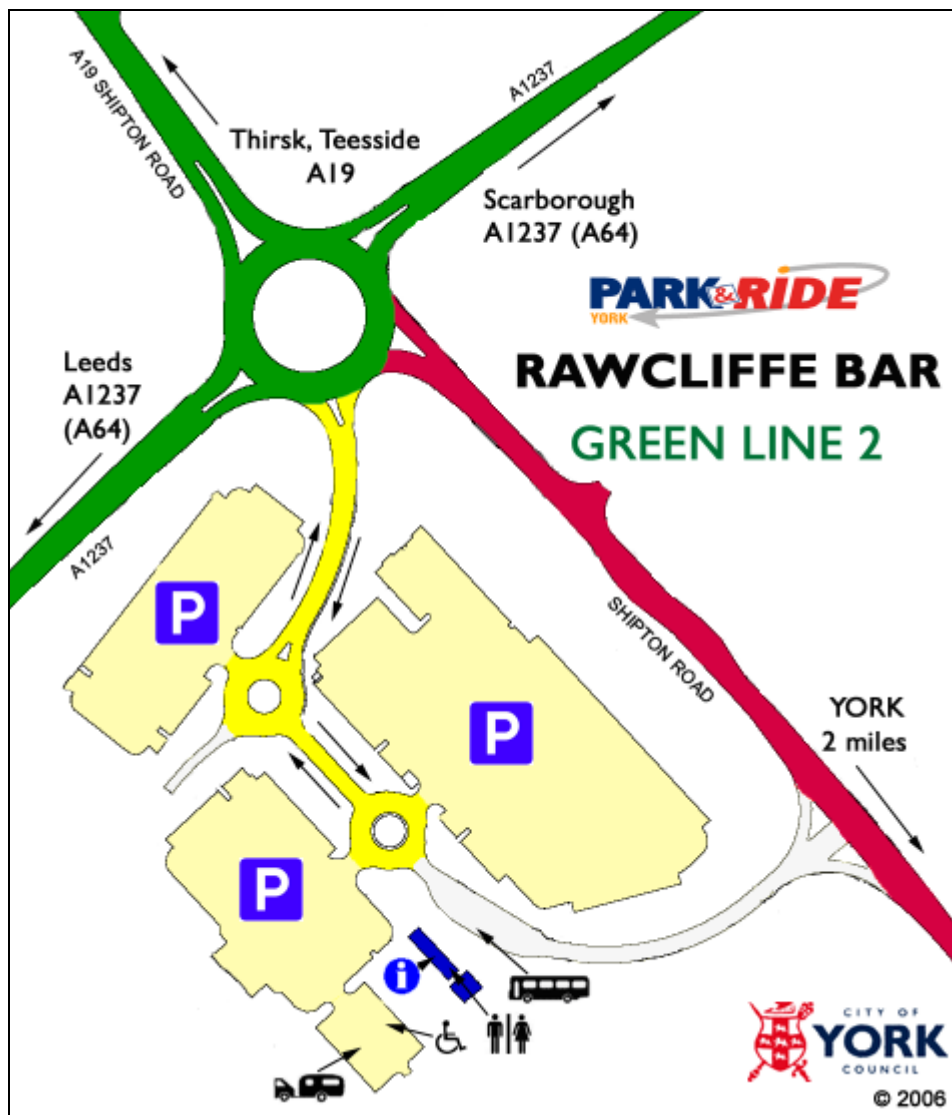
Askham Bar Park & Ride: Site Layout



Grimston Bar Park & Ride: Site Layout

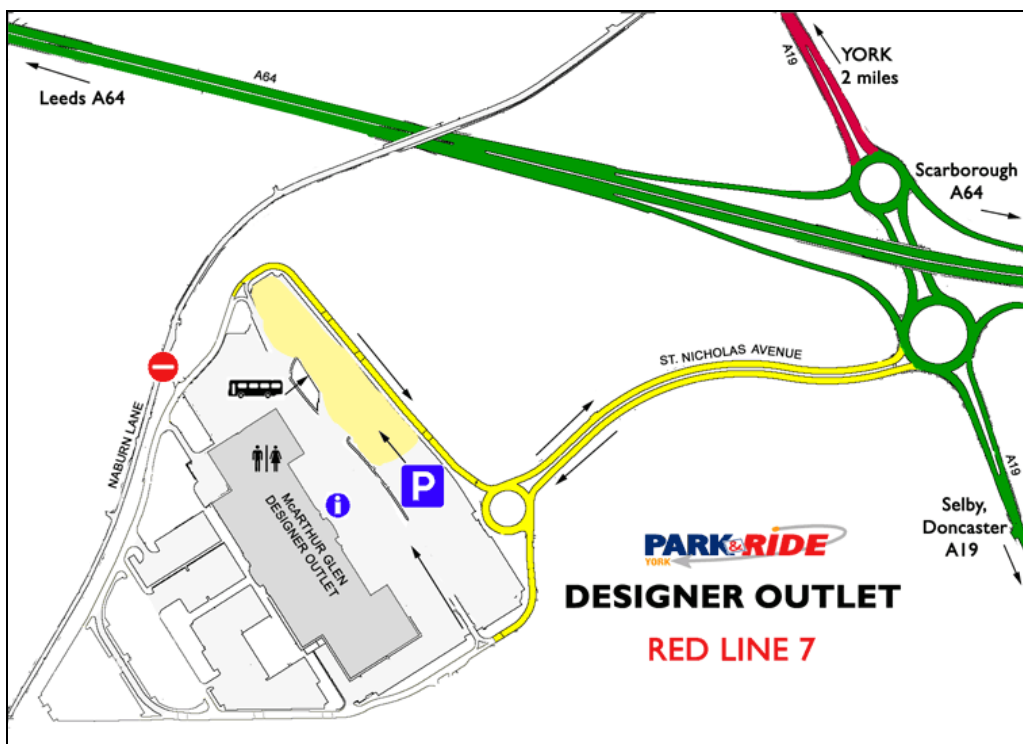


Rawcliffe Bar Park & Ride: Site Layout



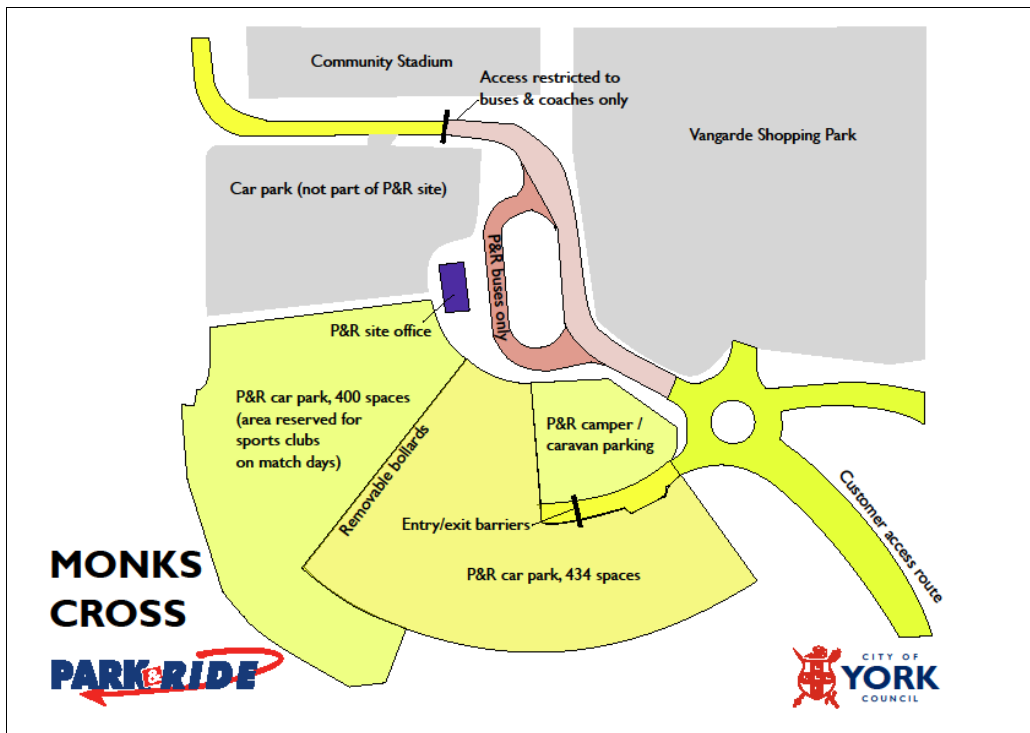
PARK & RIDE SPECIFICATION ANNEX 2

Designer Outlet Park & Ride: Site Layout

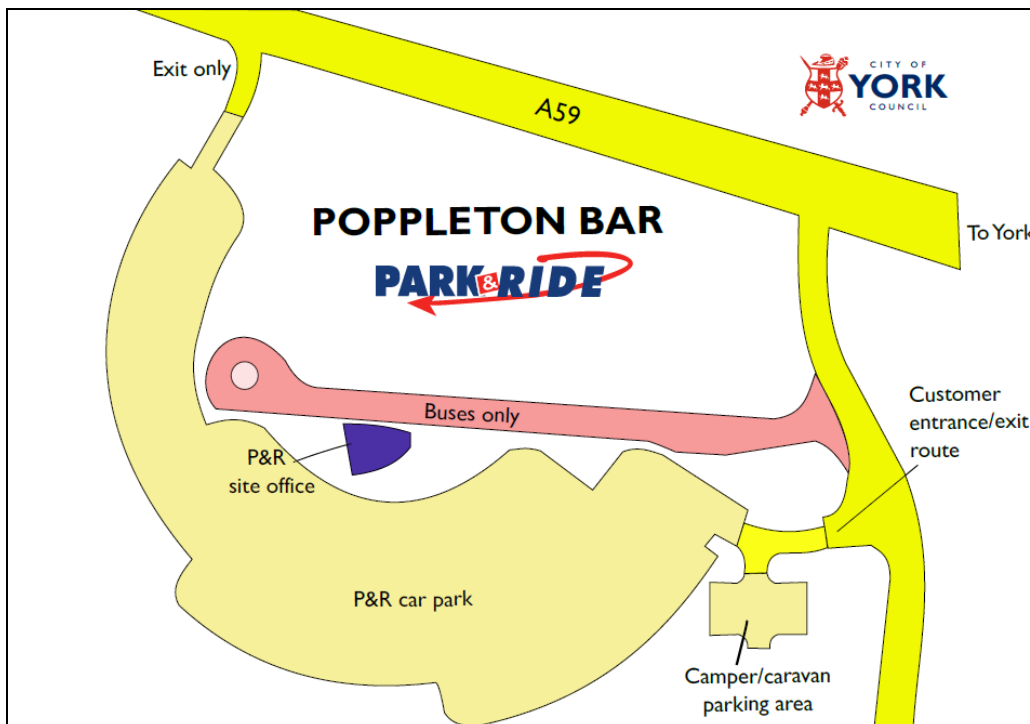


PARK & RIDE SPECIFICATION ANNEX 2

Monks Cross Park & Ride: Site layout



Poppleton Bar Park & Ride: Site layout



SPECIFICATION ANNEX 3

SITE DETAILS

GENERAL

The Council operate 6 Park & Ride sites around the city with the following capacities.

	Car Parking Spaces
Askham Bar	1,100
Grimston Bar	920
Rawcliffe Bar	1,000
Designer Outlet	1,000
Monks Cross	830*
Poppleton Bar	600
Total	5,450

(*) Only 430 Park & Ride spaces available on Stadium match days. 400 spaces to be available for use by York City FC or York City Knights RLFC.

SITE OWNERSHIP

The Council owns, leases, or has a licence to operate Park & Ride services on the sites as detailed in the following table.

Site	Type of Holding	Terms
Askham Bar	Freehold	
Grimston Bar	Lease	99 years from 1994
Rawcliffe Bar	Lease	250 years from 1998
Designer Outlet	Lease	9 years from 2017
Monks Cross	Freehold	
Poppleton Bar	Freehold	

PROPOSED LEASES

Management leases between the operator and the Council shall be prepared, using a standard commercial form, for all sites except for the Designer Outlet. Details for each site are provided in the following sections.

The operator should note:

- The leases to be entered into shall be excluded from the provisions of sections 24 – 28 of the Landlord and Tenant Act 1954.
- The Council may require sub leases for council operations which may include the construction of new buildings or the use of some of the existing buildings on the site.

PARK & RIDE SPECIFICATION ANNEX 3

- It is proposed that the maintenance requirements currently included in the specification will be transferred to the lease. In principle all internal and external works of a non structural nature including decoration will be identified as being the responsibility of the Operator in the lease.
- The rent will be on a peppercorn basis.

ASKHAM BAR

The Council is the freehold owner of the site at Askham Bar. The operator should provide access to Network Rail (or any of its successors) for the purposes of maintenance of the East Coast main-line as required.

GRIMSTON BAR

The Council leases the land for use as a Park & Ride site. A sub lease agreement will need to be prepared for the operator to use and maintain the site.

RAWCLIFFE BAR

The Council has lease with the Secretary of State for Health for the use of the land as a Park & Ride site. A sub lease agreement will need to be prepared for the operator to use and maintain the site.

DESIGNER OUTLET

The Council has a lease agreement with the owner of the Designer Outlet site which permits operation of part of the car park as a Park & Ride site.

MONKS CROSS

The Council is the freehold owner of the site at Monks Cross.

POPPLETON BAR

The Council is the freehold owner of the site at Poppleton Bar.

SPECIFICATION ANNEX 4

ROUTE DETAILS AND BUS STOPS

Route Details

ASKHAM BAR

From Askham Bar Park & Ride site via Bus only road between Tesco and the East Coast railway line, Tadcaster Road, Mount Vale, The Mount, Blossom Street, Queen Street, Station Road, Station Avenue, Rougier Street, George Hudson Street, Micklegate, Bridge Street, Skeldergate, Bishopgate Street, Tower Street, Clifford Street, Nessgate, Low Ousegate, Bridge Street, Micklegate, George Hudson Street, Rougier Street, Station Road, Queen Street, Blossom Street, The Mount, Mount Vale, Tadcaster Road, Bus only road between Tesco and the East Coast railway line, Askham Bar Park & Ride site. Approved alternative routes may be permitted on days of exceptional traffic on Tadcaster Road providing no stopping points are missed.

GRIMSTON BAR

From Grimston Bar Park & Ride site via Hull Road, Lawrence Street, James Street, Foss Islands Retail Park, Foss Islands Road, Peasholme Green, The Stonebow, Pavement, Piccadilly, Merchantgate, Walmgate, Lawrence Street, Hull Road to Grimston Bar Park & Ride site.

RAWCLIFFE BAR

From Rawcliffe Bar Park & Ride site via Shipton Road, Water End, Salisbury Road, Salisbury Terrace, Kingsland Terrace, Leeman Road, Station Avenue, Museum Street, St. Leonards Place, Bootham, Clifton and Shipton Road to Rawcliffe Bar Park & Ride site.

DESIGNER OUTLET

From Designer Outlet Park & Ride site via the A19, then, Main Street, Fulford Road, Fishergate, Tower Street, Clifford Street, Nessgate, Low Ousegate, Bridge Street, Micklegate, George Hudson Street, Rougier Street, Station Road, Queen Street, Nunnery Lane, Prices Lane, Bishopgate Street, Fishergate, Paragon Street, Fulford Road, Main Street and A19 to Designer Outlet Park & Ride site.

MONKS CROSS

From Monks Cross Park & Ride site via Martello Way, Malton Road, Heworth Green, Foss Bank, Peasholme Green, The Stonebow, Pavement, Coppergate, Nessgate, Low Ousegate, Bridge Street, Micklegate, George Hudson Street, Rougier Street, Station Road, Station Avenue, Rougier Street, George Hudson Street, Micklegate, Bridge Street, Low Ousegate, Nessgate, Coppergate, Pavement, The Stonebow, Peasholme Green, Jewbury, St. Maurices's Road, Monkgate, Heworth Green, Malton Road, Martello Way, Monks Cross Park & Ride site, Kathryn Avenue, Jockey Lane, Monks Cross Drive, Monks Cross Shopping Park (from 9.00).

MONKS CROSS STADIUM DIVERSION

In the event that the Monks Cross Stadium building work necessitates a diversion, the route shall be:

From Monks Cross Park & Ride site via Martello Way, Malton Road, Heworth Green, Foss Bank, Peasholme Green, The Stonebow, Pavement, Coppergate, Nessgate, Low Ousegate, Bridge Street, Micklegate, George Hudson Street, Rougier Street, Station Road, Station Avenue, Rougier Street, George Hudson Street, Micklegate, Bridge Street, Low Ousegate, Nessgate, Coppergate, Pavement, The Stonebow, Peasholme Green, Jewbury, St. Maurices's Road, Monkgate, Heworth Green, Malton Road, Martello Way, Monks Cross Park & Ride site, Martello Way, Jockey Lane, Monks Cross Drive, Monks Cross Shopping Park (from 9.00).

POPPLETON BAR

From Poppleton Bar Park & Ride site, via Boroughbridge Road, Poppleton Road, Holgate Road, Blossom Street, Queen Street, Station Avenue, Station Road, Rougier Street, George Hudson Street, Micklegate, Bridge Street, Skeldergate, Bishopgate Street, Tower Street, Clifford Street, Nessgate, Low Ousegate, Bridge Street, Micklegate, George Hudson Street, Rougier Street, Station Road, Queen Street, Blossom Street, Holgate Road, Poppleton Road, Boroughbridge Road, Poppleton Park & Ride site.

PARK & RIDE SPECIFICATION ANNEX 4

Park & Ride Bus Stop Locations

Rawcliffe Bar P&R	
Rawcliffe Bar P&R	Timing Point
East Cottages Shipton Road A19	
Water End	Timing Point
NRM Leeman Road	
Station Avenue	Timing Point
Museum Street	Timing Point
Bootham Ingram House	
Clifton Green	Timing Point
East Cottages Shipton Road	
Rawcliffe Bar P&R	Timing Point
Askham Bar P&R	
Askham Bar P&R	Timing Point
Moor Lane car park	
<i>Mount Vale (race days only)</i>	<i>Set down only</i>
Blossom St	Set down only
Rail Station	Set down only
Rougier St	Timing Point Set down only
Micklegate	Set down only
Tower Street	Timing Point
Rougier St	Timing Point
Rail Station	
Blossom St	
<i>Mount Vale (race days only)</i>	<i>Pick up only</i>
<u>Moor Lane car park</u>	
Askham Bar P&R	Timing Point
Designer Outlet P&R	
Designer Outlet P&R	Timing Point
Naburn Lane End	
Pasture Farm Close	
Fulford Main Street	
Fulford Church	
Broadway West	Timing Point
Imphal Barracks	
Alma Terrace	
Howard St	
Edinburgh Arms	
Clifford St TC	Timing Point
Rougier St Stop CC	Timing Point
Rail Station Stop RH	Timing Point
Nunnery Lane Car Park	
Price's Lane	

PARK & RIDE SPECIFICATION ANNEX 4

The Barbican	Timing Point
Howard St	
Alma Terrace	
Imphal Barracks	
Broadway Top	Timing Point
Fulford Church	
Fulford Main Street	
Pasture Farm	
Naburn Lane End	
Designer Outlet P&R	Timing Point
Grimston Bar P&R	
Grimston Bar P&R	Timing Point
Badger Hill Shops	Timing Point
James Street	
Foss Islands Retail Park	
Peasholme Green	
Piccadilly PB	Timing Point
Walmgate Student Castle	
Waggon and Horses	
Badger Hill Shops	Timing Point
Grimston Bar P&R	Timing Point
Monks Cross P&R	
Monks Cross P&R	Timing Point
Sainsburys Monks Cross	
Monks Cross Drive	
Monks Cross Shopping Park	Timing Point
Monks Cross P&R	Timing Point
Monk Stray	
Shoulder of Mutton	Timing Point
Peasholme Green	
Stonebow SD	Set down only
Rougier St (drop-off) CA	
Rougier St (pick-up) CH	Timing Point
Micklegate	
Stonebow SA	Timing Point
Peasholme Green	
Shoulder of Mutton	Timing Point
Monk Stray	
Monks Cross P&R	
Poppleton Bar P&R	
Poppleton Bar P&R	Timing Point
Wheatlands	
Holgate Park	Timing Point
Blossom Street	
Rail Station RE	Set down only

PARK & RIDE SPECIFICATION ANNEX 4

Rougier Street	Timing Point Set down only
Micklegate	Set down only
Clifford Street TD	Timing Point
Station Road CD	Timing Point
Rail Station RF	
Blossom Street	
Holgate Park	Timing Point
Wheatlands	
Poppleton Bar P&R	

SPECIFICATION ANNEX 5

ROUTE CAPACITIES

GENERAL

The passenger capacities of the current service, measured per hour from each Park & Ride site, is stated in the following table.

PARK & RIDE SPECIFICATION ANNEX 5

	Approx. Current Capacity per Hour															PVR	
															Late Night Shopping		2000 - 2100
	0600 - 0700	0700 - 0800	0800 - 0900	0900 - 1000	1000 - 1100	1100 - 1200	1200 - 1300	1300 - 1400	1400 - 1500	1500 - 1600	1600 - 1700	1700 - 1800	1800 - 1900	1900 - 2000	1900 - 2000		
Askham Bar																	
Weekday	250	450	450	450	450	450	450	450	450	450	450	450	450	300	300	250	5
Holiday Weekday	250	450	450	450	450	450	450	450	450	450	450	450	450	300	300	250	5
Saturday	250	450	500	500	500	500	500	500	500	500	500	500	500	300			5
Sunday					350	350	350	350	350	350	350	350					4
Peak Saturday	250	450	450	550	550	550	550	550	550	550	550	500	500	300			6
Boxing Day		250	250	250	250	250	250	250	250	250	250	250	250				3
Grimston Bar																	
Weekday		300	400	400	400	400	400	400	400	400	400	400	400	300	300	250	4
Holiday Weekday		300	400	400	400	400	400	400	400	400	400	400	400	300	300	250	4
Saturday		300	400	400	450	450	450	450	450	450	450	450	400	300			4
Sunday					300	300	300	300	300	300	300	300					4
Peak Saturday		300	500	500	500	500	500	500	500	500	500	500	400	300			5

PARK & RIDE SPECIFICATION ANNEX 5

Approx. Current Capacity per Hour																	PVR
															Late Night Shopping		
	0600 - 0700	0700 - 0800	0800 - 0900	0900 - 1000	1000 - 1100	1100 - 1200	1200 - 1300	1300 - 1400	1400 - 1500	1500 - 1600	1600 - 1700	1700 - 1800	1800 - 1900	1900 - 2000	1900 - 2000	2000 - 2100	
Rawcliffe Bar																	
Weekday		300	450	450	450	450	450	450	450	450	450	450	450	300	300	250	4
Holiday Weekday		350	500	500	500	500	500	500	500	500	500	500	500	300	300	250	5
Saturday		350	500	500	500	500	500	500	500	500	500	500	500	300			5
Sunday					350	350	350	350	350	350	350	350					4
Peak Saturday		350	550	550	550	550	550	550	550	550	550	550	550	300			6

Approx. Current Capacity per Hour																	PVR
															Late Night Shopping		
	0600 - 0700	0700 - 0800	0800 - 0900	0900 - 1000	1000 - 1100	1100 - 1200	1200 - 1300	1300 - 1400	1400 - 1500	1500 - 1600	1600 - 1700	1700 - 1800	1800 - 1900	1900 - 2000	1900 - 2000	2000 - 2100	
Designer Outlet																	
Weekday		300	450	450	450	450	450	450	450	450	450	450	450	300	300	250	6
Holiday Weekday		300	500	500	500	500	500	500	500	500	500	500	500	300	300	250	6
Saturday		300	500	500	500	500	500	500	500	500	500	500	500	300			7
Sunday					350	350	350	350	350	350	350	350					4
Peak Saturday		350	600	600	600	600	600	600	600	600	600	600	600	300			8
Boxing Day		250	250	250	250	250	250	250	250	250	250	250	250				3

PARK & RIDE SPECIFICATION ANNEX 5

	Approx. Current Capacity per Hour															PVR	
	0600 - 0700	0700 - 0800	0800 - 0900	0900 - 1000	1000 - 1100	1100 - 1200	1200 - 1300	1300 - 1400	1400 - 1500	1500 - 1600	1600 - 1700	1700 - 1800	1800 - 1900	1900 - 2000	Late Night Shopping 1900 - 2000		2000 - 2100
Monks Cross																	
Weekday		250	350	350	350	350	350	350	350	350	350	350	350	250	300	200	6
Holiday Weekday		250	350	350	350	350	350	350	350	350	350	350	350	250	300	200	6
Saturday		250	400	400	400	400	400	400	400	400	400	400	400	250			6
Sunday					350	350	350	350	350	350	350	350					5
Peak Saturday		250	450	450	450	450	450	450	450	450	450	450	450	250			7
Boxing Day		200	250	250	250	250	250	250	250	250	250	250	200				4
Poppleton Bar																	
Weekday		200	300	300	300	300	300	300	300	300	300	300	300	200	200	150	6
Holiday Weekday		200	300	300	300	300	300	300	300	300	300	300	300	200	200	150	6
Saturday		200	300	300	300	300	300	300	300	300	300	300	300	200			6
Sunday					300	300	300	300	300	300	300	300					6
Peak Saturday		200	400	400	400	400	400	400	400	400	400	400	400	200			7

SPECIFICATION ANNEX 6

PARK & PEDAL ADMINISTRATION

1. A 'Park & Pedal' service shall be provided at all six Park & Ride sites.
2. City of York Council representatives shall be responsible for the administration of rental and maintenance of lockers following the procedure outlined in the 'Park & Pedal Information Sheet' below.
3. Supervisors shall conduct a visual check of the lockers on a daily basis. They shall check that the locks are working freely on a monthly basis.
4. The spare locker keys should be stored in a secure environment (e.g. key cabinet) on the Park & Ride site.

PARK & PEDAL SCHEME INFORMATION SHEET

Please keep this sheet in the file with the blank and completed rental agreement forms

For any queries about Cycle Lockers, Keys, or Forms please contact Andy Vose at City of York Council to discuss.

Tel. 01904 551608 or e-mail andy.vose@york.gov.uk

Scheme Description : Rentable cycle locker scheme at Park & Ride sites to enable drivers to drive to the site, park up and then cycle the remainder of the journey.

Rental Charges (until further notice):

£15 refundable deposit for the locker key, plus

- **either £10 per month**
- **or £100 per year paid as a lump sum (the equivalent of two free months).**

All payments are collected by Direct Debit by City of York Council (including deposits).

New Customer

- Please direct any new customer who is interested in renting a locker to Andy Vose, Cycling Officer at the Authority in the first instance (contact details above). **Please do not issue them with any forms at this point. The only blank forms you should keep on site are the Rental Agreement Forms (PPRAF1).**
- He will send them out an application form and Direct Debit form for them to complete and return to him. Once the forms have been returned and the Direct Debit is set up he will then issue them with a Key Authorisation Letter to bring with them to the Park & Ride site office.

The site office staff should then follow the procedure below.

1. **Check the authorisation letter has the correct name**
2. **Get the applicant to fill out the relevant sections of the Rental Agreement Form, PPRAF1** (an example of which is stapled to the back of this information sheet) , spares of the Rental Agreement form should be kept on site at all times, if stocks run low please arrange to get some more photocopied. Please note if you have any other old application forms or Direct Debit forms please destroy these. Forms are now only sent out from the council offices to enable us to keep track of applications and amend the forms as and when needed.
3. **Check the applicant's proof of name and proof of address.** For proof of name applicants need to show some form of official photo ID with their name on it such as a driving licence photo-card, passport or staff ID card. For proof of their address they can again show their driving licence or a recent bill or official letter in their name with their address on it. **Once checked the supervisor should fill out the "office staff only" section of the form and allocate the applicant one of the remaining lockers, the locker number should be noted on the form.** The applicant should read the terms of the agreement on the back of the form and sign at the bottom to agree to abide by the terms of the agreement. The site supervisor should also sign to approve the rental on behalf of the owner (City of York Council) at the bottom.
4. **Only after all this has been done should the applicant be given a key for their allocated locker.** Please inform the applicant that if they lose their key they will lose their deposit and will have to pay another deposit (£15) for a replacement by direct debit. Please also inform them that if they decide they want to stop the lease on their locker they need to return their key to the Park & Ride site office and that the supervisor will then contact the council to arrange for the Direct Debit to be stopped and the key deposit refunded.
5. The completed form should then be filed at the Park & Ride office together with the key authorisation letter.

Lost Locker Key

If a customer reports that they have lost their locker key please inform them that they will lose their original key deposit and another £15 will be deducted by Direct Debit as a further deposit for the new key (they will receive an invoice confirming this). **Please let Andy Vose at the Authority know a key has been lost so he can arrange for the additional £15 to be collected.**

Please check how many keys you still have for that particular locker. If there are two issue them with one of the keys. If only one key remains because either someone has lost a key in the past or a past customer has ceased their rental but not returned the key then there are two options available.

1. If there are spare lockers available on the site please allocate them a new locker and amend the existing paperwork you have for them in the file with the new locker number and make a note that they have switched lockers and the date.
2. If there are no spare lockers available please contact Andy Vose at the Authority as he will have to arrange for a new lock to be fitted. In the meantime the customer will need to report to the site office as and when they need to access their locker and get the supervisor to lock and unlock it for them until the new lock has been fitted. They will need to show you proof of their ID.

Please do not issue a customer with the last remaining key as we need to keep a key for each locker on site at all times in case of emergencies and to enable us to check the lockers are in good working order and are not being misused.

If a customer subsequently finds their original key then please add this back to your key box on site and let Andy Vose know so he can reimburse the additional deposit they will have paid.

Returned Locker Key

If someone decides they no longer want to rent their locker they need to return the locker key to the site supervisor. Please add this to the other keys held for this locker and make a note on the paperwork that the key has been returned plus the date the key was returned. Let the customer know that their £15 deposit will be paid back to them by Direct Debit. **Contact Andy Vose at the Authority to let him know the key has been returned so he can arrange for the deposit to be refunded.**

SPECIFICATION ANNEX 7

LANDSCAPE MAINTENANCE SPECIFICATION

GENERAL

The Landscape specification is based upon the Manual of Contract Documents for Highway Works Volume 1 Specification for Highway Works as amended below and with the Appendices at the end of this annex.

SERIES 3000 (05/01) LANDSCAPE AND ECOLOGY

Contents

Clause	Title
3001	General
3002	Weed Control
3005	Grass Seeding, Wildflower Seeding and Turfing
3007	Grass, Bulbs and Wildflower Maintenance
3008	Watering
3009	Establishment Maintenance for planting
3010	Maintenance of Established Trees and Shrubs
3011	Management of Waterbodies

LANDSCAPE AND ECOLOGY

3001 GENERAL

NOTICE AND LIAISON

1 If required in Appendix 30/1, the Operator shall give at least 48 hours notice to the Authority of the intention to commence any of the following operations, or other operations stated in Appendix 30/1:

- (i)** Planting
- (ii)** Mulching
- (iii)** Application of pesticides
- (iv)** Any works within, adjacent to, or which may affect any site of nature conservation or archaeological interest stated in Appendix 30/1.

This notice shall be repeated subsequent to periods when the operations have been temporarily suspended. If required in Appendix 30/1, the Operator shall liaise directly with other landowners to give notice and arrange precise access dates for works outside the road boundary.

PEAT

2 Peat or peat-based products shall not be used, except:

- (i)** where peat is excavated on site; or
- (ii)** where peat is required in Appendix 30/1.

PESTICIDE APPLICATION

3 A 'Pesticide' shall be any agent exerting biological control over living organisms and as such, shall include herbicides, pesticides, lumbricides, fungicides, algaecides, moss killers and all such similar products or materials.

4 All pesticides, methods of application, materials and tank mixes, methods of working, transportation, storage and records shall be strictly in accordance with current legislation and codes of practice. The Operator shall make available to the Overseeing Organisation evidence of competency in the use of pesticides.

5 The pesticides shall be fit for the purpose for which they are intended. Only pesticides intended for horticultural applications (not agricultural applications) shall be used. All pesticides shall be used in strict accordance with the manufacturer's instructions.

PARK & RIDE SPECIFICATION ANNEX 7

6 The method of application and the undertaking of the work shall not lead to the pollution of any watercourse or water supply. The Maintenance Provider shall comply with current advice pertaining to the application of pesticides near watercourses. Such advice is given as follows:

In England and Wales, the Maintenance Provider shall comply with current MAFF and Environment Agency guidelines for pesticides application near watercourse. Before each pesticide application near a watercourse, the Maintenance Provider shall notify the Environment Agency and obtain any necessary consent forms. The Maintenance Provider shall be responsible for the return of completed consent forms to the Environment Agency.

7 All pesticides shall be securely and safely stored and transported. All used or partly used containers shall be removed from Site immediately after use. Application equipment and containers shall not be rinsed out on Site under any circumstances.

8 The Maintenance Provider shall ensure that all machinery and equipment used in the application of all pesticides is properly cleaned, maintained, serviced and repaired in accordance with the manufacturer's instructions to ensure correct application and to prevent malfunction and leakage at times.

9 Water used for dilution of pesticides shall be from a clean supply.

10 The pesticide is to be applied during the season and weather conditions favourable to the effective control of the targeted species. The method of application shall minimise spray drift. No pesticide shall be applied when wind speeds are high enough to cause spray drift. The Maintenance Provider shall postpone, cancel or suspend the application of pesticides at any time when it is considered that conditions have become unsuitable.

11 Prior to commencement the Maintenance Provider shall publicise, in accordance with current regulations, that pesticides applications are to be undertaken.

12 A record of all pesticide use shall be maintained by the Maintenance Provider on a form as detailed in Appendix 30/1. It shall contain such information as the pesticide, name of operative, location of Site and weather conditions. A copy of the record form shall be submitted to the Authority at intervals to be stated in Appendix 30/1.

BIRD NESTING SEASON

13 For the purposes of this Specification, the bird nesting season shall be the period 1st March – 31st July..

INSPECTION REPORTS

14 If required in Appendix 30/1, the Maintenance Provider shall provide Inspection Reports for the activities carried out under Clauses 3007, 3009 and 3010. The reports shall identify the level of work activities undertaken for each operation on a form as detailed in Appendix 30/1.

3002 WEED CONTROL

GENERAL

1 Weed control shall be required in the locations and at the frequencies given in Appendix 30/2, for infestations of injurious weeds as follows:

- (i)** Broad leafed dock
- (ii)** Curled dock
- (iii)** Common ragwort
- (iv)** Creeping thistle
- (v)** Spear thistle
- (vi)** Himalayan Balsam
- (vii)** Giant hogweed
- (viii)** Japanese knotweed.

Other species which may be a nuisance locally that require control in accordance with this sub-Clause shall be stated in Appendix 30/2.

2 Weed killing shall achieve total die-back of weeds and in the case of total weed control shall not allow any significant re-growth (less than 5%) within six months of application. In the case of selective weed control there shall be not more than 5% re-growth during the season.

TOTAL WEED CONTROL

3 On hardstandings, gravelled or paved areas and around street furniture, contact, translocated and residual herbicides approved for total weed control shall be applied in accordance with the manufacturer's instructions, at the locations and frequency stated in Appendix 30/2.

5 In open ditches, lagoons, watercourses and filter drains a contact or translocated herbicide approved for use in or near water shall be applied in accordance with the manufacturer's instructions, at the locations and frequency stated in Appendix 30/2.

SELECTIVE WEED CONTROL IN GRASS

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6 At the locations and frequency stated in Appendix 30/2, weeds in verges, central reserves, planted areas and other grassed areas shall be controlled using a selective translocated herbicide. The herbicide shall be applied during a period of active growth in accordance with the manufacturer's instructions.

Weed Control by Spot Application of Herbicide

7 Where described in Appendix 30/2, weed control shall be carried out to control the target species listed, using spot treatment with a translocated herbicide, i.e. applied with a device that ensures that the herbicide touches weed species only. The herbicide shall be applied in accordance with Clause 3001, at the season and frequency stated in Appendix 30/2.

Weed Control by Pulling/Handweeding

8 Handweeding shall be carried out at the locations and frequency stated in Appendix 30/2. Handweeding shall consist of the removal of the entire weed, including roots, by digging, forking, hoeing or pulling. Weeds shall be removed prior to flowering and the arisings removed in accordance with sub-clause 10 of this Clause.

WEED CONTROL BY CUTTING

9 Weeds shall be cut at the locations and frequency stated in Appendix 30/2. The weeds shall be cut prior to flowering to a height of between 50 and 75mm or as otherwise stated in Appendix 30/2.

Arisings from Weed Control Operations

10 Where described in Appendix 30/2, all arisings from weed control operations shall be removed from Site. Injurious weed arisings shall be destroyed.

3005 Grass Seeding, Wildflower Seeding and Turfing

Season

1 **Where required.** Grass seed shall be sown during the period 1 March to 31 May or 1 September to 31 October, unless otherwise stated in Appendix 30/5. Wildflower seed shall be sown during the period stated in Appendix 30/5.

Final Cultivations

2 Where stated in Appendix 30/5, immediately prior to sowing or hydraulic seeding or laying turf the upper 50mm of soil shall be reduced to a fine tilth by use of a chain harrow or other suitable plant.

3 If required in Appendix 30/5, fertiliser or other soil ameliorants shall be evenly incorporated into the upper 50mm of soil during final cultivations at the rate stated in Appendix 30/5.

Seed

- 4** Seed shall comprise the mixture(s) stated in Appendix 30/5.
- 5** Grass seed shall comply with BS 4428.
- 6** Grass seed shall be a tested mixture and certificates of germination and purity obtained from an Official Seed Testing Station not more than six months prior to sowing shall be provided to the Authority.
- 7** The Maintenance Provider shall provide written evidence to the Authority that seeds comply with any provenance requirements described in Appendix 30/5.

CONVENTIONAL SOWING

- 8** Unless otherwise stated in Appendix 30/5, sowing shall be carried out by evenly distributing the seed at a rate of not less than 20g/m² for side slopes of embankments and cuttings and not less than 15 g/m² elsewhere.
- 9** Sowing shall be immediately followed by lightly raking the surface of the soil to cover the seeds, by use of a chain harrow or other suitable plant.

HYDRAULIC SEEDING

- 10** **Where required**, hydraulic seeding shall be applied in the locations stated in Appendix 30/5. The hydraulic seeding mixture, any special process requirements and the rate of application shall be as described in Appendix 30/5.

The mixture shall be kept constantly stirred during application to maintain homogenous slurry.

Grass Seed Germination

- 11** The seeding shall be repeated as necessary until an evenly distributed sward is established over the seeded area. The Maintenance Provider shall allow for maintenance of all grass areas in accordance with Clause 3007 until this has been achieved. Establishment shall be regarded as achieved when at least 80% of quadrant sub-divisions are recorded as 'filled' when tested in accordance with Annex A3 of BS 3969.

Turf

- 12** Turfing shall be carried out in accordance with BS 3969 and BS 4428.
- 13** When it is stated in Appendix 30/5 that turf arising on Site shall be used, such turf shall be stripped as follows or as otherwise described in Appendix 30/5:
 - (i)** Grass shall be mown before lifting to no more than 35mm high.
 - (ii)** Turves shall be cut using plant or tools designed for the purpose.

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(iii) Turves shall not be cut from soil that is frozen, waterlogged, as defined in Clause 618, or excessively dry.

(iv) Turves shall be of uniform thickness, in accordance with BS 3869.

(v) Turves shall be rectangular, with the shorter sides not less than 300 mm.

14 Where stated in Appendix 30/5, imported turf shall be used. All imported turf shall comply with BS 3969 and BS 4428. Imported turf shall contain the grass and/or herb mixture stated in Appendix 30/5.

15 The source of turf shall be notified in writing to the Authority and a sample of not less than 6 no. 300 mm x 300 mm turves provided for approval in accordance with Clause 106, not less than one week prior to commencing turving.

16 Imported turf shall be delivered to the Site within 24 hours of lifting. Care shall be taken in transport to avoid deterioration due to inadequate covering or overheating.

17 Turf shall be laid within 18 hours of delivery between 1 April and 30 September and within 24 hours of delivery between 1 October and 31 March. If this is not possible, turf shall be temporarily laid flat on topsoil and kept moist.

18 Turves shall not be stored in stacks over 1.4m in height.

19 Turf shall be laid on soil that is moist but not frozen or waterlogged, as defined in Clause 618. Turf shall not be laid during periods of drought or onto soil that is excessively dry, or during heavy rainfall.

20 Turf shall be placed working from planks laid on previously laid turves.

21 Levels shall be adjusted by raking out or infilling with fine soil under the turves. When laid, turf shall be lightly tamped in place with clean wooden beaters. The use of rollers shall not be permitted.

22 After laying turf the surface shall be dressed with finely sifted topsoil/sand which shall be brushed in to completely fill all joints.

23 Whole turves shall be used at edges and trimmed to a clean line. Turf shall be neatly cut away to a diameter of 800mm around individual trees.

24 If required in Appendix 30/5, turf shall be secured in position using either:

(i) Softwood pegs, 200mm long x 25 mm square; or

(ii) Galvanised wire pins, 200 mm long x 4 mm diameter, bent or hairpin pattern.

25 Where stated in Appendix 30/5, immediately after laying, turfed areas shall be watered at a rate of 15 l/m².

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26 Newly sown or turfed grass shall be watered as necessary to ensure establishment. When grassed areas require irrigation, water shall be applied at the rate of 15l/m² using low pressure hose sprinkler or spray evenly over the entire area.

Established Cuts

27 Any opening of joints or uneven levels in turf areas caused by shrinkage of turves or settlement shall be made good by top-dressing with 50% sieved topsoil/50% fine sand mix.

28 For the number of cuts stated in Appendix 30/5, newly-established grass, whether newly-sown or turfed, shall be mown to leave a nominal 50mm height. The first mowing shall be carried out once the grass has reached a height of 100mm, the second and any subsequent establishment cuts when it has re-grown to 100mm. The plant used for mowing shall comply with any requirements of Appendix 30/5. Any turves disturbed by mowing shall be re-firmed into their original position and watered to their full depth.

29 Unless permitted otherwise in Appendix 30/5, all areas shall be left clear of grass cuttings following each mowing by raking or other suitable method, and arisings disposed of off Site.

3007 Grass, Bulbs and Wildflower Maintenance

General Grass Maintenance

1 The grass and wildflower areas to be maintained are scheduled in Appendix 30/7. Prior to any cutting operation all stones or other harmful material from whatever source which may damage grass cutting plant or create a possible hazard to persons or property shall be removed off Site.

2 Tractors mounted with grass cutting equipment shall comply with manufacturer's recommendations regarding the fitting and operation of attachments. Grass cutting equipment fitted to tractors shall comply with manufacturer's recommendations regarding the fitting and operation of such attachments. All dedicated grass cutting machines shall have an effective silencer of the type originally fitted on manufacture. All grass cutting equipment, whether self-propelled or attached to a tractor, shall comply with the following:

- (i)** All cutters and blades shall be sharpened and set according to the manufacturer's recommendations to ensure a consistent cleanly mown sward and the height of cut determined as the height above ground level to the cutting blade measured with the machine standing on a hard level surface.
- (ii)** All guards shall be in place and in good condition and all safety devices shall be operational and of a type originally fitted on manufacture.
- (iii)** For grass and vegetation cutting on slopes, the grass cutting equipment manufacturer's recommendations relating to safe gradients for cutting shall be observed.

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3 Grass shall be cut cleanly and evenly, at the frequencies and to the heights specified in this Clause, without damage to the existing surface. Soft vegetative growth such as clover and other broad-leaved vegetation shall be deemed to be part of the cutting operation where it falls within areas of grass.

4 Mowing shall take place over the whole grass area up to its boundaries which may be fencing, paving or similar, leaving no areas uncut and producing an even sward height across the whole area.

5 The grass cutting operation shall include cutting around all obstacles such as trees, posts and signs. Strimmers may be used where appropriate. Areas around obstacles shall be cut to the same height as specified for the surrounding grassed areas, but no cutting shall be carried out within the distance from individual plants given in Appendix 30/7.

6 Mowing operations shall avoid spillage of debris such as stones onto carriageway or footways. Grass clippings and arisings lying on roads, footpaths, car parks, drains and other hard surfaces shall be immediately swept up and removed off Site. Grass clippings and arisings on all other areas shall be dispersed evenly over the sward, unless specified otherwise in this Clause or in Appendix 30/7.

7 During periods when ground conditions are so wet as to prevent grass cutting without causing damage to the surface or producing divots, operations shall cease and shall recommence only when ground and weather conditions are suitable.

8 Bulb foliage in areas where grass is cut shall not be cut down as a separate operation. The first cut of grass areas containing bulbs shall, as far as is possible, be timed to coincide with the commencement of bulb foliage die-back, not earlier than six weeks after flowering and normally early June for Narcissus spp.

GRASS CUTTING: HIGH FREQUENCY

9 In the locations stated in Appendix 30/7, cutting requirements for close mown grass shall be as follows, or as otherwise stated in Appendix 30/7:

- (i)** First cut after Winter/Spring. The areas shall be cut when the grass reaches a height of 50-75 mm to a height between 25-40 mm and the cuttings removed off Site.
- (ii)** Subsequent cuts. The areas shall be cut to a height between 25-30mm, at least 12 times per year during the growing season.

10 The edges of planted areas adjoining kerbs, hard surfaces and structures shall be cut with edging shears or a mechanical equivalent, at least four times per year during the growing season. Clean straight or curved lines as determined by the original shape of the grass area, or the adjacent structure or hard surface shall be produced. Herbicide treatment in lieu of edging will not be permitted.

11 The edges of planted areas adjoining kerbs, hard surfaces and structures shall be re-formed at least twice per year to produce clean straight or curved lines as

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determined by the original shape and dimension of the grass area. Where edges abut planted areas, re-forming shall include drawing back the soil from the edges so that edging shears can be used.

12 Where edges abut hard surfaces, re-forming shall include the removal of any soil or vegetation growing on or through the hard surface.

Wildflower Areas and Areas of Nature Conservation

26 Where cutting of wildflower areas or areas of nature conservation value is required, one or more of the following operations, or any other operations, shall be carried out, as directed in Appendix 30/7.

29 Where directed in Appendix 30/7, weed control in wildflower areas shall be carried out using spot treatment with a translocated herbicide applied in accordance with sub-Clause 3002.7, at the frequency stated in Appendix 30/7. Herbicide shall be applied to undesirable broadleaved species such as the thistles listed in Clause 3002, nettle and bramble unless they are stated in Appendix 30/7 to be of nature conservation value.

30 Where directed in Appendix 30/7, any weed growth that cannot effectively be controlled by chemical means without risk of damage to wildflowers shall be hand-weeded in accordance with sub-Clause 3002.8, at the frequency stated in Appendix 30/7.

3008 Watering

General

1 The Maintenance Provider shall ensure that there is no delay in the execution of watering by obtaining all necessary licences and permissions from water companies for the efficient execution of watering on any particular Site, including stand pipes, pressure reducing valves, hoses, bowsers, pumps, sprinklers and ascertaining the availability of second class water from sewage works or other approved sources in the event of a Hose Pipe Ban.

2 Watering grass, shrubs, hedges and trees shall be temporarily suspended in areas where ponding occurs or where there is a risk of surface run-off. Once any surface water has soaked away, repeated applications shall be applied until the watering operation has been completed.

3 Water to individual trees shall be applied either by low pressure hose or through irrigation hoses to the base of the plants ensuring thorough soaking of the ground occupied by the root system of the plant. Where necessary a depression shall be formed around the stem base of the plant to ensure that water reaches the root zone and does not run off at the surface onto the surrounding ground.

4 Any damage caused by a result of watering operations shall be reinstated including the replacement of any soil lost from pits or beds due to washing off. Following watering, bed and pit surfaces shall be left even and all plants firm and root

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systems not exposed. Particular care shall be taken not to damage plants when handling hoses in planted areas.

ESTABLISHMENT WATERING

5 The Maintenance Provider shall water all planting undertaken under the Contract, in accordance with this Clause, at the frequency necessary to ensure establishment and survival, until all planting works are completed.

6 For the establishment period stated in Appendix 30/8, the Maintenance Provider shall water all planting undertaken under the Contract, in accordance with this Clause, at the frequency necessary to ensure establishment and survival.

Additional Watering

7 Where required in Appendix 30/8, additional watering shall be instructed by the Authority in the locations stated in Appendix 30/8, during periods of abnormally dry weather. When instructed, water shall be applied at the following rates or as stated in Appendix 30/8:

- (i)** Grassed areas: water shall be applied at the rate of 15 l/m² using low pressure hose sprinkler or spray evenly over the entire area.
- (ii)** Shrubs, hedges and ornamental beds: water shall be applied at the rate of 25 l/m² to shrub beds and 25 litres per linear metre to hedgerows by low pressure hose sprinkler or spray evenly over the entire area. Careful forking of sealed or compacted surfaces shall be carried out to facilitate percolation.
- (iii)** Trees: the minimum quantity of water specified in Appendix 30/8 shall be applied by low pressure hose to each tree. Before the first application of water and after any break of more than five weeks, the ground surface around the tree for a radius of 500mm shall be loosened with a fork to aid penetration into the soil. The water shall be applied at a steady rate to avoid run-off to and erosion of the surrounding area.

3009 Establishment Maintenance for Planting

1 Plants and planting areas shall be maintained in accordance with this Clause in the locations and over the time periods stated in Appendix 30/9.

FIRMING

2 Plants shall be inspected during each visit to undertake maintenance operations and any which have been subject to frost heave or wind rock shall be straightened to an upright position and the ground re-firmed.

Stakes, Tubes, Guards and their Ties

3 Stakes, tubes, guards, and their ties shall be inspected twice per year in October and March, and adjusted to allow for the growth of each plant. Any damaged items

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shall be removed off Site and replaced with new items in accordance with Clause 3006.

4 Stakes, tubes, guards and ties shall be removed from plants where they are no longer required and either disposed of off Site or returned to the Authority for re-use, as required in Appendix 30/9.

Pruning

5 All pruning shall be undertaken in accordance with the requirements of Clause 3010, using secateurs and handsaws. Stems shall only be removed so as to retain the natural appearance of the individual plant species in accordance with the guidance in BS 7370. Arisings from pruning shall be disposed of in accordance with Clause 3010.

6 All broken and badly damaged branches from the plants shall be pruned by cutting back to within 10 mm of the parent branch or trunk or to a suitable bud/node. The cut shall be angled correctly in accordance with BS 7370.

7 At the edges of planted areas, branches and stems shall be cut back to a minimum of 300 mm behind the kerbline, fence, wall or other edge demarcation.

Organic Mulch

8 Any mulch which has fallen onto adjoining hard surfaces and grassed areas shall be swept up and, if not contaminated by weeds or rubbish, returned to the planted area and spread to original depth. Any mulch which has been contaminated by weeds or rubbish shall be removed off Site.

Weed Control: Young Trees and Shrubs in Grass Plots

9 Plant circles shall be defined as the area within a 500 mm radius of an individual tree or shrub, within which weed control operations are carried out.

10 At the locations and frequency stated in Appendix 30/9, where mulch mats are not used, translocated herbicides shall be applied to the plant circles around individual trees and shrubs in accordance with Clause 3001 and sub-Clause 3002.2, using a shield to protect the plants from the herbicide. The operation shall include the clearance of vegetation by hand from within shelters and guards.

11 At the locations and frequency stated in Appendix 30/9, where mulch mats are not used, a residual herbicide shall be applied to the plant circles around individual trees and shrubs in accordance with Clause 3001 and sub-Clause 3002.2, whilst protecting the trees and shrubs from the herbicide. Prior to application, the ground surface shall either be free of grass or weeds, or any grass present shall be no more than 50 mm height.

Weed Control: Young Trees and Shrubs in Cultivated Beds

15 Ornamental planted areas shall be cleared of all litter and debris prior to weed control operations and the arisings removed off Site.

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16 Where required in Appendix 30/9, planting areas shall be visited monthly to carry out specified weed control operations. Any grass and weed growth within the planted beds shall be removed by hand or chemical means as stated in Appendix 30/0. Herbicides shall be used in accordance with Clause 3001. The roots and foliage of weeds and grass shall be removed off Site once die back is complete.

17 The use of herbicide will not be permitted in planting beds containing perennial plants even when the leaves of these plants have died down and they are dormant.

18 Where organic mulch has been applied, the depth shall be maintained at an even depth of 75 mm by the addition of fresh mulch in accordance with sub-Clause 3006.55 at least once during the maintenance period.

WEED CONTROL: HEDGES

20 Where required in Appendix 30/9, the hedge base and an area of 300 mm width on either side of the hedge plants shall be kept free of weeds by herbicide treatment or handweeding. Herbicides shall be applied in accordance with Clause 3001.

21 Where organic mulch was applied after planting, the Maintenance Provider shall inspect the depth of mulch once per year in March. If the mulch is less than an even depth of 75mm, new mulch to sub-Clause 3006.55 shall be laid to restore the depth to 75mm.

INDIVIDUAL TREES IN PAVEMENTS

24 Individual trees shall be defined as feathered, standard and extra heavy standard trees planted as single specimens rather than as part of a planted group. Street trees in pavements, tree grilles and those planted as specimens within a plot are defined as individual trees, as well as any other existing young or semi-mature trees identified in Appendix 30/9 or by the Authority.

25 The individual trees in the locations stated in Appendix 30/9 shall be inspected annually during the growing season and maintained as follows:

- (i)** All weeds around the base of the tree shall be removed, to a radius of 500 mm in grass or to a whole tree station if in the pavement or a tree grille. Removal shall be by hand and/or chemical means as directed in Appendix 30/9. When using herbicide the requirements of Clause 3001 and sub-Clause 3002.2 shall apply.
- (ii)** Tree supports, stakes, ties and anchoring systems shall be inspected and adjusted.
- (iii)** When trees can stand unsupported, stakes and/or ties shall be removed, back-filling stake holes with topsoil and compacting topsoil.
- (iv)** Formative pruning shall be carried out in accordance with Clause 3010, including removal of epicormic shoots and the removal of deadwood.

- (v) The Maintenance Provider shall report to the Authority any defects requiring further action.

3010 Maintenance of Established Trees and Shrubs

1 Plants shall be maintained in accordance with this Clause in the locations and over the time periods stated in Appendix 30/10.

Weed Control: Trees and Shrubs in Cultivated Beds

2 Cultivated beds shall receive weed control treatment four times per year during the growing season or at the frequency stated in Appendix 30/10. Any grass and weed growth within the bed shall be removed by hand or chemical means, as required in Appendix 30/10. Herbicides shall be used in accordance with Clause 3001 and Clause 2002. The roots and foliage of weeds and grass shall be removed off Site when die back is complete.

Arisings from Pruning, Cutting or Felling of Woody Plants

3 Any infected (diseased or pest) prunings or timber arisings shall be removed off Site immediately after cutting and burned or buried at a depth of no less than 2.0m in a location to be approved in writing by the Authority, except diseased arisings affected by diseases described in Arboricultural Research Notes or Arboriculture Research and Information Notes issued by the Arboricultural Advisory and Information Service, which shall be dealt with in accordance with the advice published in these Notes.

4 Healthy arisings shall be dealt with in one or more of the following ways, as required in Appendix 30/10:

- (i) Removed off Site without chipping first.
- (ii) Chipping. All arisings shall be processed immediately using a woodchipper. All remaining arisings from thinning/coppicing that cannot be chipped shall be removed off Site.
- (iii) All arisings from chipping shall be removed off Site.
- (iv) Where chippings are to be retained on the Site, the chipper shall produce chippings in the size range 0-75 mm.
- (v) Where chippings are to be spread back onto the Site within areas of existing vegetation, without intending to suppress or kill the existing ground vegetation, the chippings shall be returned to within the boundary of the areas stated in Appendix 30/10 and spread to an even consolidated depth of 25 mm maximum.
- (vi) Where chippings are intended to act as a weed-suppressant mulch, they shall be spread over the pruned or coppiced plantations stated in Appendix 30/10 to a depth of 75mm.

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- (vii)** Chippings which are excess to the requirements specified in Appendix 30/10 shall be removed off Site.
- (viii)** Arisings of greater than 150mm diameter shall be securely placed on Site in the locations stated in Appendix 30/10 for nature conservation purposes.
- (ix)** Where directed in Appendix 30/10, the arisings from thinning and coppicing shall be windrowed on the centre of embankments or cuttings within the boundary of the area in which the work has taken place. Material shall not be dragged from one area to another. With cross-cutting and cut branches only the timber shall be windrowed. All side branches from the cut timber shall be removed and the timber reduced to 1m lengths. Windrows shall be formed in one of the following patterns, as required in Appendix 30/10, keeping the arisings at least 500mm away from the retained trees and shrubs:
 - (a)** For younger plantations windrows shall be 7m apart and a minimum of 3m from the edges of the plantation. The windrows shall be secure, with the material tightly packed and stacked to a height and width of between 0.5 and 1m.
 - (b)** For older plantations, windrows shall be 7m apart and a minimum of 10m from the edges of the plantation. The windrows shall be secure, with the material tightly packed and stacked to a height and width of between 1 and 1.5m.

Shrub Pruning

5 All pruning cuts shall be made in accordance with BS 7370.

6 Pruning shall be undertaken using secateurs and handsaws. Mechanical hedgecutters may only be used on compact small-leaved species which have dense foliage. Pruning shall be undertaken to promote flowering and fruiting in accordance with the species and age of the plant. Stems shall only be removed so as to retain the natural appearance of the individual plant species.

7 All broken and badly damaged branches shall be pruned from the plants.

8 Species shall be pruned in accordance with the following categories:

- (i)** Shrubs grown for coloured stems.

All stems shall be cut down to 50mm above ground level, or to 50mm above the coppice stool if cut down previously, at a frequency to maintain a succession of coloured stems, as stated in Appendix 30/10. This shall be carried out during the dormant season but outside the bird nesting season.

- (ii)** Shrubs which flower on Current Season Wood

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All wood which has borne flowers shall be removed immediately after flowering and all young wood retained to bear flowers in the following year.

(iii) Shrubs which flower on Previous Season Wood.

All the previous season wood shall be cut back to within two or three buds of the old wood.

(iv) Shrubs which flower on Old Wood.

One or two of the oldest stems from each plant shall be removed completely, crowded and weak growth shall be thinned out and the young shoots shall be cut back to fresh growth in the main stems.

(v) Roses

For modern varieties of groundcover and bush roses, all growth shall be pruned back to the point of the previous cut. Hedge trimmers may be used on these modern varieties. For other varieties of groundcover and floribunda roses, all growth shall be pruned back to an outward facing bud, 5 buds from the base of the previous season wood in March. For hybrid teas, all growth shall be pruned back to an outward facing bud, 3-5 buds from the base of the previous season wood in March. For Rugosa cultivars, all growth shall be pruned back to an outward facing bud, 3-5 buds from the base every five years, in March.

(vi) Shrubs which require trimming.

Pruning shall be undertaken back to the flowering heads, but not into the old wood, immediately after flowering.

(vii) Overgrown shrubs

Where stated in Appendix 30/10, shrubs shall be coppiced back to within 300mm of the base in later winter. The final wound surface shall be smooth and angled to allow water run-off.

9 All growth which extends over the footway or carriageway which is dead, dying or hazardous shall be removed. All shrubs that are encroaching upon, or obscuring visibility of adjacent signs, structures, electrical equipment, gates or visibility splays shall be pruned. All suckers shall be removed from rootstocks.

Climbing Plants

10 Climber growth which extends over the footway or carriageway which is dead, dying or hazardous shall be removed. All shrubs that are encroaching upon, or obscuring visibility of adjacent signs, structures, electrical equipment, gates or visibility splays shall be pruned. All suckers shall be removed from rootstocks.

Hedge Maintenance

11 The Maintenance Provider shall liaise with adjacent landowners regarding the access arrangements and working hours described in Appendices 1/7 and 1/9 in order to carry out hedge maintenance. All arisings shall be disposed of by the Maintenance Provider.

12 No trimming, laying, or clipping shall take place during the bird-nesting season. The frequency and timing of cutting shall be as given in Appendix 30/10.

13 All cutters and blades shall be sharpened and set according to the manufacturer's instructions.

15 Growth shall be reduced to the point of the previous cut and on completion, both sides of the hedge shall be perpendicular and the top shall be level and at right angles to the sides. Exceptions to this shall be as described in Appendix 30/10.

16 All clippings lodged in the top or sides of the hedge shall be removed off Site. During the cutting operations all litter and debris within the structure of the hedge shall be removed off Site.

17 All hedge laying works shall be carried out in a manner to ensure that the newly laid hedge possesses a neat, uniform appearance of density. The work shall be carried out ensuring that the cut hedge plants are able to re-grow vigorously.

Individual Established Trees in Pavements

32 Individual trees shall be defined as feathered, standard and extra heavy standard trees planted as single specimens rather than as part of a planted group. Street trees in footways, tree grilles and those planted as specimens within a group shall be defined as 'individual trees' as well as any other young or semi-mature trees identified in Appendix 30/10.

33 The individual trees shall be inspected annually during the growing season, and maintained as follows:

- (i)** All weed around the base of the tree shall be removed, to a radius of 500mm in grass or to a whole tree station if in the footway or a tree grille. Removal shall be by hand and/or chemical means as appropriate. When using herbicide the requirements of Clause 3001 and sub-Clause 3002.2 shall apply.
- (ii)** Tree supports, stakes, ties and anchoring systems shall be inspected and adjusted.
- (iii)** When trees can stand unsupported, stakes and/or ties shall be removed. Stake holes shall be backfilled with topsoil which shall be lightly firmed.
- (iv)** Pruning shall be carried out in accordance with sub-Clauses 3010.5,6 and 7, including removal of epicormic shoots and the removal of deadwood.

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Competing secondary leader shoots, and closely spaced, duplicated branches with potentially weak or tight forks shall be removed.

- (vii)** The Maintenance Provider shall report to the Authority any defects requiring further action.

3011 Management of Waterbodies

- 1** The following operations shall be undertaken where required in Appendix 30/11.
- 2** All rubbish and debris shall be removed from the entire surface of the waterbody, including any partially submerged items.
- 3** Inlets and outlets as detailed in Appendix 30/11 shall be inspected twice per year usually in February and October and their condition reported to the Authority.

Weed Control

- 4** Undesirable species or areas of vegetations to be subject to weed control shall be as described in Appendix 30/11.
- 5** Herbicide applied to weeds in or near waterbodies, including banks adjacent to ditches, shall be used in accordance with Clause 3001 and sub-Clause 3002.5.
- 6** Where required in Appendix 30/11, weeds in the waterbodies shall be removed by handweeding in accordance with sub-Clause 3002.8 or by mechanical means.

Reedbeds and Marginal Plants

- 9** Where required in Appendix 30/11, reedbeds shall be inspected twice per year in February and October or at other times stated in Appendix 30/11, and their condition reported to the Authority.
- 10** The timing and methodology of inspection and operations shall avoid affecting habitats of birds, fish and invertebrates. The presence of protected or rare species shall be reported to the Authority.

APPENDIX 30/1: GENERAL

- 3001.1 The Maintenance Provider shall give the Authority notices (v), (viii) and (x) as listed under sub-clause 3001.1, plus notification of the following operations:
(xi) Each site visit during the maintenance period
- 3001.2 Peat may be used where it is a constituent of recycled materials e.g. mushroom compost, for use within the soil ameliorant/compost.
- 3001.12 A copy of the record forms noting the use of pesticides (herbicides) are to be submitted to the Authority within one week after each operation.
- 3001.13 The bird nesting season for this contract shall be from the end of March to the end of July.
- 3001.14 The Maintenance Provider shall provide Inspection Reports, as specified under clause 3001.14 at monthly intervals.

APPENDIX 30/2: WEED CONTROL

- 3002.1 Weed control shall be required in all planted and seeded areas at frequencies recommended by the manufacturer in order to prevent the specified injurious weeds from seeding and perennial weeds from becoming established. Herbicides containing Atrazine will not be permitted. Other weeds that are a nuisance within the scheme include (ix) Mare's tail (x) Nettle (xi) Creeping buttercup.
- 3002.3 Twice during the maintenance period as agreed with the Authority.
- 3002.5 Herbicide shall only be used on the banks of ponds for site preparation and for the control of injurious weeds stated in sub-Clause 3002.1.
- 3002.6 Weed control shall be required in all grassed areas at frequencies recommended by the manufacturer in order to meet the requirements of the specification by preventing weeds from seeding and perennial weeds from becoming established. Herbicides containing Atrazine will not be permitted.
- 3002.7 Spot application of herbicides shall be used within grass and wildflower seeded areas four times during the maintenance period to prevent injurious weeds listed in sub-clause 3002.1 from seeding and becoming established.
- 3002.9 Weeds shall be cut in the areas that are not mulched, within areas of whip planting at 2m and 1.5m centres (tree mixes A, B and C) prior to flowering, and at least three times during the maintenance period and the cuttings evenly dispersed, without damage to guards or plants.
- 3002.10 The Maintenance Provider is required to remove arisings from weed control operations from all areas, except areas of whip planting at 2m and 1.5m centres. Removal of dead weeds shall take place 3-4 weeks after herbicide application.

APPENDIX 30/7: GRASS, BULBS AND WILDFLOWER MAINTENANCE

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- 3007.1 All grass and 'wildflower areas' are to be maintained as Clause 3007.
3007.5 Grass cutting shall be taken up to the edge of planting beds, mulched areas and individual tree circles.
3007.9 Sub-clause 3007.9 'high frequency' shall apply to all 'grassed areas'.
3007.26 Sub-clause 3007.26 (ii) 'Annual Summer/Autumn Cut' to a height of 40-50mm shall apply to all 'wildflower areas'. The arisings shall be removed from site.
3007.29 Sub-clause 3007.29 shall apply to all 'wildflower areas'; to be carried out four times during the growing season as required.
3007.30 Weed control on the banks of all ponds shall be by hand where necessary to fulfil sub-clause 3007.30.

APPENDIX 30/8: WATERING

- 3008.6 The establishment period shall be the maintenance period.
3008.7 During periods of abnormally dry weather the Maintenance Provider shall carry out additional watering in order to meet the requirements of sub-clause 3008.6 except when water supply is or is likely to be restricted by emergency legislation in which case the Maintenance Provider shall obtain instructions on watering. The Maintenance Provider shall provide the Authority with maintenance reports, which shall note all watering operations.

APPENDIX 30/9: ESTABLISHMENT MAINTENANCE FOR PLANTING

- 3009.1 Clause 3009 shall apply to all planted and seeded areas for the maintenance period.
3009.4 Stakes, tubes, guards and ties shall be disposed of off Site.
3009.10 Sub-clause 3009.10 shall apply for weed control in summer months to all transplants, shrubs and trees within 'Tree mixes A, B and C', applied as necessary in strict accordance with the manufacturer's instructions to maintain the required level of weed control.
3009.11 Sub-clause 3009.11 shall apply for weed control in winter months to all transplants, shrubs and trees within 'Tree Mixes' applied as necessary in strict accordance with the manufacturer's instructions to maintain the required level of weed control.
3009.16 Sub-clause 3009.16 shall apply to all planting beds at a spacing of 1.0m centres or denser.
3009.20 Sub-clause 3009.20 shall apply to all hedges.
3009.25 Sub-clause 3009.25 shall apply to all individual trees.

APPENDIX 30/10: MAINTENANCE OF ESTABLISHED TREES AND SHRUBS

- 3010.1 Sub-clause 3010.1 shall apply to all trees and shrubs during the maintenance period.
3010.2 Weed control treatment shall be applied as necessary in strict accordance with the manufacturer's instructions to maintain the required level of weed control; which shall be a minimum of four times during the maintenance period.

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- 3010.4 Sub-clause sections (i), (ii), (iii) shall apply.
- 3010.8 Buddleia spp.: Do not prune immediately after flowering, coppice in March.
Cornus spp.: Leave the previous season stems to flower and cut down the remaining old stems to 50mm above ground level in April.
Genista tinctoria / Lonicera nitida 'Maigreen' / Prunus 'Zabelliana' / P.laurocerasus 'Cherry Brandy': where required, lightly trim after flowering to avoid competition with neighbouring plants.
Symphoricarpus spp.: where required, lightly trim and thin out in February to avoid competition with neighbouring plants.
- 3010.9 Lonicera periclymenum has been planted as a climber and should be allowed to climb up trees.
Hedera colchica 'Arborescens' has been planted as a ground cover and should be trimmed back from trees.
- 3010.12 Hedges shall be trimmed once within the period between September and December.
- 3010.15 All hedges shall be maintained at a height of between 1.1 and 1.4m. The main leaders shall be left to grow until the required hedge height has been attained.

Appendix 30/11: Management of water bodies

- 3011.1 Sub-clauses 3011.2/4/6/10 shall apply to all ponds.
- 3011.3 Sub-clause 3001.3 shall apply to the balancing pond.
- 3011.4 The banks to all the ponds shall be subject to weed control, in particular to remove the following undesirable species listed in 3002.1, especially Japanese knotweed.
- 3011.6 Invasive weeds shall be removed from all the ponds by hand.
- 3011.9 Sub-clause 3011.9 shall apply.

SPECIFICATION ANNEX 8

TOILET CLEANING

1.0 General Description of Works

- a) The Authority owns Public Conveniences at all of the Park & Ride sites except the Designer Outlet. The public conveniences shall be opened and closed by the operator with the same opening hours as the Park & Ride sites.
- b) This Specification calls for both cleaning and the supply of some consumables and equipment.
- c) The Operator may deploy operatives of either sex in order to undertake the Scheduled works, provided that where work of any nature is being undertaken at any Convenience for any one sex, an appropriate notice shall be displayed to the satisfaction of the Authority to warn the public. The Operator must also ensure that all operatives are screened in accordance with Criminal Records bureau procedures.
- d) Subject to any other restrictions which may be imposed by any other paragraph in this Specification, cleaning work will proceed during normal opening hours. The Operator will be expected to organise his work to the satisfaction of the Authority, so as not to interfere with or obstruct or cause injury to users of the Conveniences. Warning notices must be displayed as appropriate.
- e) The Operator shall supply the following materials during the performance of the Contracts:

Liquid soap dispensing machines.

Soaps (liquid soaps are to be of a viscosity as recommended by the manufacturers of the equipment).

Soft tissue toilet rolls or flat packs as appropriate with appropriate anti-vandal design holders.

Refuse receptacles with lids.

Cleaning fluids and disinfectant.

Paper hand towels (where electric dryers are not fitted or not working).

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Tools and/or equipment necessary for the proper performance of the Contract as to the satisfaction of the Authority.

Containers specifically designed for sanitary towel/tampon disposal and servicing of same at all female toilet sites.

Deodorisers. The Operator shall supply and service deodorisers at all sites.

The quality and quantity of the materials supplied shall be to the entire satisfaction of the Authority and under no circumstances should materials containing Chlorofluorocarbons be used, nor any other product the use of which may cause injury or discomfort to users of the facilities. All relevant substances must be accompanied by satisfactory COSHH assessments. All cleaning operatives must have evidence of relevant training in the use of hazardous substances likely to be encountered. The Operator must show evidence of having carried out risk assessments where necessary on the use of all materials.

- f) The Operator must use his best endeavours to conserve water and electricity, but not so as to place users/employees at risk, or cause inconvenience.
- g) The Operator will also facilitate access to the service ducts by representatives of the statutory undertakers for the purpose of inspecting, reading and maintaining their equipment and by other Operators for similar purposes, to the satisfaction of the Authority.
- h) Limited storage and welfare facilities are available at certain sites and these will be available to the Operator. Only materials and equipment relevant to this Contract shall be stored at any one time. All materials and equipment stored at these locations shall be stored in a safe and tidy manner to the satisfaction of the Authority and the Operator will keep these store areas free from debris. The Operator is to supplement these facilities as necessary to ensure proper execution of the Works.
- i) One set of keys will be provided by the Council. Any further keys required will be the responsibility of the Operator, and must be returned to the Authority upon termination of the Contract.
- j) The nature of the work is such that it involves weekend, Bank and Public Holiday working and the Operator is to include for all additional costs relating there from. All facilities will be closed on Christmas Day and New Years Day unless the Park & Ride service is instructed to be operated.

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- k) The disposal of all waste, including Clinical Waste, from the buildings shall be the responsibility of, and at the expense of, the Operator. Waste is to be taken to a disposal site on a daily basis as approved by the Authority. In the case of clinical waste the Operator will be required to comply fully with the statutory obligations and best practice methods prevailing.

2.0 Operator's Responsibility

- 2.1 The overriding responsibility of the Contract will be to ensure that all rooms and areas including service ducts within the premises and the adjoining land are kept clean and in functional condition for the duration of the Contract to the satisfaction of the Authority.
- 2.2 The Operator shall take all reasonable steps to discourage and prevent vandalism, including installation and repair, where necessary, of vandal proof fittings and in the event of the Operator's employees witnessing any acts of vandalism or improper conduct on the part of any person within or immediately adjacent to the conveniences, the facts must be reported forthwith to the Police and the Authority.
- 2.3 Discarded sharps e.g. syringes are sometimes found in the public toilets. The Operator should make all employees aware of this fact in order that they may exercise due care when undertaking the duties required of them under this Contract. The Operator will, to the satisfaction of the Authority, make such arrangements including the provision of specialist equipment as necessary so as to ensure the safe collection and disposal of such items and any other items that also fall within the legal definition of clinical waste. The Operator is to ensure that appropriate recognised training is to be provided for operatives who may come into contact with these items. Training records will be audited. The Authority should be notified of all such occurrences.
- 2.4 Some conveniences are fitted with time clocks for the lighting system. It will be the Operator's responsibility to ensure that the equipment is adjusted as necessary so as to provide for adequate lighting at all times when the facilities are available for public use, and that all lights are extinguished when the facilities are closed.
- 2.5 It is the responsibility of the Operator to ensure that all personnel involved in the operation of this Contract are fully conversant with procedures appertaining to the handling and disposal of clinical waste and associated materials and should be certificated to this effect. Training records must be retained and available for inspections by the client.

3.0 Periods, Time and Frequency of Visits

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3.1 The toilets shall be cleaned twice per day seven days per week with a frequency of not less than four hourly.

4.0 Cleansing/Other Tasks Upon each Programmed Visit

4.1 The following tasks are to be carried out on each programmed visit, to the satisfaction of the Authority:

- a) Remove all litter, refuse and other arisings from the operations listed below from the site of each convenience and dispose of on a daily basis in an appropriate manner.
- b) Empty, clean, sanitise and replace as necessary sanitary dressing containers.
- c) With clean water containing a suitable cleansing agent wash, sanitise and dry all hand basins, taps, mirrors, sanitary fittings and tiles.
- d) Clean and sanitise all urinals, lavatory pans and seats, leaving the latter dry.
- e) Clean and sanitise as necessary all soiled areas of walls, door ledges, sills and other surfaces and remove graffiti including all obscene and offensive graffiti.
- f) Thoroughly sweep all floors, wash with clean water containing suitable cleansing agents so as to remove all dirt and stains and remove excess moisture with clean mop.
- g) Replenish toilet tissue, paper towels and soap. The provision of these items to each facility must be adequate to last until the next scheduled visit. Each provision must, therefore, be checked and additional supplies provided as necessary to ensure compliance with this requirement.
- h) Clear accumulated rubbish from external paths and areas adjoining the premises and sweep so as to leave the area in a tidy condition.
- i) Remove cobwebs at all levels.
- j) Before leaving the premises the Operator must take all practicable steps to make safe any apparatus which is found to be damaged or defective by turning off the water in the case of bursts or turning off electricity in the case of a damaged electrical apparatus or by other appropriate action; damaged or defective apparatus must be reported immediately to the Authority, and in all cases where an appliance cannot be left in operational condition, an "Out of Order" notice supplied by the

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Operator must be posted on the appliance and maintained in that position until it has been repaired.

- k) If it is found necessary to close down the convenience completely, this must be immediately reported to the Authority, and an appropriate "Out of Order" notice supplied by the Operator must be posted to the external door, and this notice maintained in that position until the facility can be re-opened.

5.0 Cleansing Weekly

5.1 The following tasks are to be completed, to the satisfaction of the Authority, within one week of the commencement of the Contract and thereafter at once weekly intervals in accordance with a programme to be agreed with the Authority:

- a) Descaling, cleansing and removing all deposits from fittings, including flushing rims, seat covers, hinges, S & P traps, outlet traps, pipework, domical grating, sparge pipes and exterior flushing tanks of urinals and WC bowls.
- b) Descaling, cleaning and removing all deposits from the entire surface area of washbasins and sinks, including the underneath.
- c) Refilling of any open joints revealed by the removal of deposits when necessary.
- d) Remove any graffiti or offensive markings not capable of being removed during the daily programme.
- e) Clean internal and external windows.

6.0 Toilets for the Disabled

6.1 All such facilities are for the exclusive use of registered disabled persons of either gender and the Operator is to use his best endeavours to ensure only such persons are able to avail themselves of these facilities.

6.2 All units are equipped as part of the National Key Scheme, with locks to a standard pattern. The R.A.D.A.R. Key scheme therefore operates at such units.

6.3 The Operator is to use sensitive discretion to enable disabled persons not in possession of such a key to avail themselves of the facilities.

6.4 All enquiries concerning the supply of keys or the use of the facilities are to be directed to the Authority.

7.0 Standards of Performance

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7.1 All works or services shall be performed to the highest standard and ultimately to the satisfaction of the Authority whose decision is final. Any work not carried out in accordance with the approved Schedules or to the required standard will be rectified within the periods shown in Paragraph 7.2. A rectification instruction may be given verbally to the Operator or any of his employees in order to effect such remedy. It will subsequently be confirmed in writing.

7.2 Any work not carried out in accordance with the approved Schedules or to the required standard will be rectified as follows:

For works scheduled more than once daily – within one hour of an instruction to rectify.

For works scheduled once daily – within two hours of an instruction to rectify.

For other works – within 24 hours.

8.0 Programmes of work

8.1 The Operator shall submit to the Authority for approval as part of a programme of work, plans detailing the routes and areas to be visited on each working day for all Services required by this Specification.

8.2 Details of any issues arising from the cleaning programme shall be identified in the monthly progress report and raised at the quarterly progress meetings.

SPECIFICATION ANNEX 9

SMART TICKETING SPECIFICATIONS

1. Service Level Agreement for smart ticket kiosks (Cammax) – *PDF separate*
2. ITSO specification for Park & Ride smart ticketing products – *PDF separate*

SPECIFICATION ANNEX 10

GREEN BUS FUNDING

- 1.0 The Authority successfully secured **£186,125** from the Government's Green Bus Fund (round 4) in 2013.
- 2.0 The grant was awarded to fund the difference between the cost of two fully electric buses and their diesel alternatives. Developer funding was to be used to fund the residual capital value of the buses which were to be used to provide a service to link the development and York city centre.
- 3.0 Due to a decision on behalf of the developer not to proceed with the investment, The Authority is keen to use this funding to accelerate the adoption of Ultra Low Emission buses on the York network.
- 4.0 This funding, currently resting with the Authority, is therefore made available to operators on the basis that:
 - 4.1 The finance is used to fund up to eighty percent (80%) of the difference between the cost of two (2) Ultra Low Emission buses and Diesel variants of the same model.
 - 4.2 The routes on which the buses are used serve York City Centre.
 - 4.3 The buses are operated on local bus services in the City of York area for a period of not less than five (5) years from their initial deployment.
- 5.0 Operators are not compelled to use this funding and any decision about whether to use this funding or not will not influence the scoring criteria employed for the Park & Ride procurement.