

## STRATEGIC PLANNING & PLACE BUILDING CONTRACT DIRECTIVE

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### REFERENCE

### PLAYING FIELD AND LANDSCAPING PROCUREMENT PROCEDURES – EDUCATION SITES

#### Glossary of Terms

West Sussex County Council Grounds Maintenance & Development Officer (GMDO) or authorised deputy

Grounds Maintenance Framework Contractor (GMFC) (West Sussex County Council)

Playing Fields – Grass area which can include: fencing, artificial surfaces, games facilities, throwing circles, cricket wickets, drainage and associated planting works

#### (A) PLAYING FIELDS ( NEW)

##### 1. Process and Principles

- 1.1 The minimum period for development of a new grass playing field is between 18 months and two years (two full seasons) given ideal climatic conditions, unless otherwise stated in the scheme specific brief.
- 1.2 The playing field works shall wherever possible be programmed such that the practical completion date is set during the end of September or the start of June each year. Practical completion shall be defined as when the grass sward is free of weeds, healthy, forms an even cover over the field surface and has received the appropriate number of cuts ensuring cuttings are not left on the surface in clumps or swathes as this will kill the underlying new grass. All contracts should define PC in this way and require that the appropriate amount of cuts is included in the tender.
- 1.3 Where a playing field is part of a new school build, the playing field works should preferably commence in the year preceding building works. Where this is not practical it shall commence at the earliest stage possible in the development and be considered on the critical path.
- 1.4 The work maybe undertaken as a separate contract where site conditions permit and the requirements of the Construction Design and Management Regulations 2015 can be met.

NOTE:

*THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.*

- 1.5 Where a separate contract is envisaged the appropriate consultant will be appointed using the WSCC Framework of Consultants.
- 1.6 Planting of trees and shrubs associated with the playing field construction shall be completed between November and February each year once the playing fields are established.
- 1.7 The main building project should be at the feasibility stage before any playing field footprint can be determined. It may be determined that the playing field work cannot be worked up until the building project has entered full design stage. This would be the case where substructure works such as drainage and site levelling must be co-ordinated.
- 1.8 In all cases, impact statements/surveys for bio diversity, ecology, contamination and ground conditions including topography and land drainage surveys must be sought before any design work commences.
- 1.9 Where levels are to be adjusted noise and sound insulation issues for adjacent residents must also be considered.
- 1.10 Where new playing fields are incorporated into a building contract due regard for the difference in practical completion dates shall be made and stage completions incorporated into tender /contract documents.
- 1.11 Grounds maintenance access with a minimum width of 3m should be provided via a dropped kerb and with adequate turning room for maintenance vehicles.
2. **Procedure**
- 2.1 The GMDO and Sports Advisor should be given an opportunity to comment as necessary about all design work at RIBA work stages 3 and 4. Early liaison is recommended. Reference to the Strategic Planning and Place General Policy Brief for Education Buildings Sections 1 and 2 regarding playing fields and fencing around playing fields are to be complied with.
- 2.2 At an early stage consultation must take place with the Planning Authority and their landscape advisors.
- 2.3 The Environment Agency (and local water authority) and Sport England should be consulted and approval sought before submitting a planning application.
- 2.4 The consultant shall incorporate clauses into the Form of Contract requiring the Building Contractor to be responsible for providing a suitable new playing field that is level and has healthy grass swards free from weeds and hazardous materials. The work shall include:
1. Preparing ground and levels as necessary.
  2. Importing of suitable topsoil as required.
  3. Rotovation and levelling of the soil
  4. Stone picking where necessary.
  5. De-weeding as necessary

6. Seeding or turfing as specified
  7. Provide land drainage as necessary
  8. Periodic cutting and feeding including watering
  9. Carry out all maintenance including top dressing and applying fertilizer until Practical Completion.
  10. Practical completion shall be defined as when the grass sward is free of weeds, healthy, forms an even cover over the field surface and has received the appropriate amount of cuts.
- 2.5 The consultant shall arrange a pre-inspection where where practical with the GMDO just prior to seeding and on a regular basis thereafter until Practical Completion at which time a formal handover takes place and the responsibility for grounds maintenance transfers to the school.
- 2.6 Grounds maintenance access with a minimum width of 3m should be provided via a dropped kerb.
- 2.7 Pitch markings shall remain the responsibility of the school. A site plan showing the pitch layout strategy including running tracks, cricket wickets, throwing circles etc to be presented at Design stage to the school for the school's contractor to follow.

### 3. **Procurement**

- 3.1 Contractors from the WSCC Framework or Select List to be appointed to undertake works of this nature.

### (B) **PLAYING FIELDS (EXISTING)**

#### 4. **Process and Principles**

- 4.1 Where a playing field is to be relocated, extended or repaired following damage (e.g. following the provision of an access road or builders compound or removal of buildings), the reinstatement works must be identified at pre tender stage.
- 4.2 The main contractor responsible for the original construction project shall retain responsibility for all such works.

#### 5.0 **Procedure**

- 5.1 The consultant shall incorporate clauses into the Form of Contract requiring the Building Contractor to be responsible for providing a suitable playing field that is level and has healthy grass swards free from weeds and hazardous materials. The work shall include:
1. Removal of all debris, stones, cables and services
  2. Rotovation and levelling of the soil
  3. De-weeding
  4. Importing of suitable topsoil to fill soft spots or make up levels as necessary.
  5. Seeding or turfing as specified
  6. Periodic cutting and feeding including watering
  7. Carrying out of all maintenance including top dressing and applying fertilizer until Practical Completion.

8. Practical completion shall be defined as when the grass sward is free of weeds, healthy, forms an even cover over the field surface and has received the appropriate amount of cuts.
- 5.2 Where practical The consultant shall arrange a pre-inspection with the GMDO just prior to seeding above and on a regular basis thereafter until Practical Completion at which a formal handover takes place and the responsibility for grounds maintenance transfers to the school.
- 5.3 Grounds maintenance access with a minimum width of 3m should be provided via a dropped kerb for the completed playing field scheme. Grounds Maintenance access must be preserved to any other parts of the school fields during the works.
- 5.4 Pitch markings shall remain the responsibility of the school.

### **(C) LANDSCAPING AND PLANTING**

#### **6. Process and Principles**

- 6.1 The proposed scheme shall have consideration to the maintenance and upkeep required and coincide with the revenue budget for such works.
- 6.2 The proposed scheme shall have due regard for security and safe lines of sight.
- 6.3 The selection of plants and species shall have due regard for the users, shall wherever possible be native, and shall be non-toxic. The planting and landscaping scheme shall be used to enhance biodiversity of the area.
- 6.4 The Strategic Planning & Place General Policy Brief for Education Buildings Section 2 contains a list of Dangerous Plants to be avoided when specifying plants. Consultation with a specialist will be required in the case of specifying plants for schools with special education needs.
- 6.5 Where a school expresses interest in developing its own scheme especially over a number of years, it shall be assisted in this aim and provided with the basic structures and facilities to achieve this.
- 6.6 Schemes presented to the planning authority at the time of the full planning application should be as fully developed as possible so as to remove the need for conditions.
- 6.7 Tree surveys where not already undertaken will be required and the felling or lopping of any tree shall not be undertaken without consultation with stakeholders and other interested parties.

7. **Procedure**
- 7.1 Pre tender: The Consultant or Contractor shall produce a planting and landscaping scheme with capital and revenue costs and maintenance plans. The client and the GMDO should be given an opportunity to comment as necessary.
- 7.2 Post tender: The consultant/ Contractor shall produce a planting scheme acceptable to and sufficient to discharge the planning condition, having due regard to the building user, the client and the GMDO. A formal sign off of any proposal is required before submission to the planning authority.
- 7.3 In any contract requiring planting and landscaping works, the consultant shall ensure that the name of the GMFC is included in the tender documentation so that a building contractor may seek quotes for the work from that source should he so wish.
- 7.4 At practical completion of the building works the consultant responsible shall arrange a site meeting with the GMDO to agree that the landscaped surfaces are acceptable for handover. Maintenance and upkeep will then revert to the premises. Where planting is delayed several handovers may be necessary. It must be included in any building contract that where such delays occur the contractor is responsible for maintaining the ground conditions free of weeds for the period in question.

**CONCLUSION**