

# Grounds Maintenance Contract

## Wellesbourne & Walton Parish Council

1<sup>st</sup> January 2020 - 31<sup>st</sup> December 2022

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This contract relates to all areas of amenity land owned or managed by Wellesbourne and Walton Parish Council and all verges cut by Wellesbourne and Walton Parish Council. All areas are indicated on map enclosed (not to scale and all boundaries are approximate).

### 1. Grass

- 1.1 This section deals with the service operation required for the cutting, treatment and regular maintenance of grass.
- 1.2 The Contractor shall maintain the highest standard of grass cutting and maintenance on land owned or maintained by Wellesbourne and Walton Parish Council during the Contract duration.
- 1.3 Unless otherwise stated herein the Contractor may use such machinery and plant and methods as he thinks best to achieve the standard of grass cutting and maintenance.
- 1.4 The Contractor shall supply a schedule of grass maintenance, which, unless specified differently elsewhere in this document, shall normally commence on the first Monday in March and continue to the last Friday in October each year. It shall be the responsibility of the Contractor to carry out the appropriate number of mowings during the season as per the attached schedule, but the Contractor may be asked to provide additional cuts, should they become necessary.
- 1.5 Grass clippings from the first cut of the year shall be completely removed from all areas for disposal unless otherwise indicated.
- 1.6 Grass clippings shall be removed from all paths, drives, car parks, play equipment and safety surfaces or other such similar areas, in such cases grass clippings shall be swept from the surface before the Contractor leaves the site.
- 1.7 Mowing will take place over all areas of grass up to paving, fencing and other boundaries or obstacles.
- 1.8 The Contractor shall adapt grass cutting operations as may be necessary to suit climatic and soil conditions and the rate of grass growth, which may vary from season to season. The Contractor will be expected to provide, at his own cost, sufficient manpower and machinery to catch up if there is a substantial amount of mowing time lost through bad weather.
- 1.9 Cutting shall be deferred whenever weather conditions are such that it is not possible to cut the grass without damaging the grass, the ground surface and the contours and levels of the grounds.
- 1.10 The Contractor must ensure that the movement of any machine, whether mowing, turning or in transit, does not damage the sward or its visual appearance. Particular care must be taken to avoid skidding, 'balding' or the effects of fast turns.

- 1.11 In weather conditions that inhibit the growth of grass to negligible amounts the Contractor shall cease all grass cutting on such areas as necessary until such time as grass growth continues to reach the maximum height.
- 1.12 The Contractor shall ensure that he has adequate machinery to cover for any breakdown or failure which prevents the Contractor from complying with the required frequency of cut.
- 1.13 If the Contractor is prevented from carrying out the programme because of any special event the Contractor will be expected to catch up to accord with the requirements of the Contract.
- 1.14 All persons operating grass cutting machinery must be trained and the Parish Council reserves the right to ask the Contractor to provide proof that his operators are trained, conversant with Health and Safety and Disabled Access legislation and are competent in their operating methods.

## **2. Obstructions**

- 2.1 Grass must be cut as close as possible up to and around fixed obstructions without causing damage to plants and other features.
- 2.2 Mowing around and under fixed obstructions shall be undertaken to the same standard and frequency as that applied to the main area, using methods, tools and machines as appropriate. The cutting of such areas shall be undertaken within the same day of the cutting of main areas.
- 2.3 At each mowing visit, the Contractor will ensure that tree bases and other obstacles are clean, tidy and weed free.

## **3. Maintenance and Service**

- 3.1 Any attendance to or checking, servicing of mowers must take place on paved or hard standing areas, not grassed areas.
- 3.2 Refuelling should not occur on bitumen, grass, tarmac areas or block paved areas.
- 3.3 Spilled fuel oils etc shall be cleaned up immediately with suitable solvents.
- 3.4 During servicing or refuelling the engine must be switched off and the machine immobilised.
- 3.5 All mowers shall be immobilised or removed from the site when the Contractor's staff leave the site.

## **4. Steep Banks**

- 4.1 Areas to be cut on steep banks of any gradient shall be cut leaving no areas uncut between rows and producing an even height across the whole area.
- 4.2 The Contractor is reminded that when he has to carry out work on slopes he must take special care and employ such methods of work to ensure no danger is caused to the public, any personnel of the Council or any employee of the Contractor.

## **5. Shelter Belts**

- 5.1 The Contractor shall operate a weed clearance operation and a herbicide treatment to control all weeds throughout each growing season.
- 5.2 The application of a slow release fertiliser to the areas (as deemed necessary) and any pruning and shaping requirements on trees and shrubs should be carried out.
- 5.3 Any requirement to replace dead or diseased trees or shrubs to maintain the nature of the planting should be advised to the Council. Any replacement work of this nature required by the Council will be quoted for and invoiced separately by the Contractor.

## **6. Hedges**

- 6.1 The Contractor shall be required to carry out hedge cutting, trimming and pruning operations in order to maintain the hedges in a neat and tidy condition with a pleasing appearance. It shall be ensured by the Contractor that the width of the hedges do not present a hazard or obstruction to pedestrian or vehicular traffic.
- 6.2 In carrying out the work the Contractor shall time the operations so as to cause as little disturbance to pedestrians and vehicular traffic as possible. Where work is to be carried out on roadways and streets and likely to cause traffic congestion, the Contractor shall make all arrangements with the Police and the local Highway Authority as may be necessary.
- 6.3 When carrying out any operations on hedge cutting and summer pruning the Contractor shall ensure all arisings including debris and vegetation are removed. The Contractor shall clear paths, drain gullies and ditches of cuttings.
- 6.4 Annual growth from the previous year should be cut back once annually each winter (see 6.7 below). All clippings to be removed from site and disposed of unless otherwise specified. All cut faces to be left clear and battened with no jagged ends or tears.
- 6.5 Where a boundary hedge adjoins a fence the face of the hedge on the fence side should be trimmed up vertically flush with the fence.
- 6.6 **Summer Pruning**  
Any hedge growing over the paths or road edge or obscuring any feature shall be pruned back to 100mm behind paths or round edges etc, using suitable equipment. All arisings to be removed from site.
- 6.7 *Timing of Works*  
All management operations to hedges should be carried out during the winter months (November/March) (excluding 6.6 above) unless otherwise specified. This is to reduce disturbance to wildlife, particularly nesting birds.

## **7. Trees**

- 7.1 The Contractor shall, when instructed, carry out clearance pruning, removing all necessary branch and side growth to ensure a clearance of 2.4 metres over footpaths and access sites to Parish Council owned amenity land. All branches removed should be cut flush to the main stem or parent branch. Large cuts should give a clean and smooth surface which will allow rapid callusing. All cuts should be made in such a manner as to prevent the formation of moisture holding pockets. Pruning should always be carried out around the

complete circumference of the tree to the specified height to ensure a balanced appearance of the tree.

- 7.2 Each tree requiring the above pruning shall be visited once to carry out the necessary pruning between November and March (except for Acer, Betula, Carpinus and Juglans which shall be pruned between July and September). All arisings shall be removed from the site.
- 7.3 The Contractor shall prune trees and hedges to prevent them from obstructing the use of road signs, traffic signals and street lights.
- 7.4 Whilst the Contractor is carrying out maintenance operations any substantial pockets of decay or suspected unsoundness observed in any tree must be pointed out to the Parish Council so that action can be taken.
- 7.5 Annual maintenance generally consists of inspection, trimming, securing and light pruning of young and immature trees.
- 7.6 The Contractor shall be expected to attend on site in an emergency situation and, subject to having the necessary training/qualifications and equipment to carry out work in accordance with current legislation, remove, provide temporary repair or take other measures (such as erection of temporary fencing) until a proper assessment or repair can be made to any tree or part thereof which could result in a danger to life, limb or property. Such works to be agreed with the Clerk to the Council, Chairman or Chairman of the Community Facilities Committee and invoiced separately.
- 7.7 Subject to the Contractor and his staff having the necessary training/qualifications and equipment to carry out the work in accordance with current legislation, in August of each year the Contractor shall inspect 10% of the Parish Council's managed trees and prepare a programme. The Contractors prices shall include all costs including labour, materials, travelling expenses etc to provide the complete works.
- 7.8 The Parish Council reserves the right to agree to undertake only those works essential to safety.
- 7.9 The Parish Council may order additional works at prices to be negotiated. All costs to be invoiced separately.
- 7.10 The Contractor shall report any dangerous or other urgent works that he notices to the Clerk of the Council while carrying out his routine grounds maintenance duties. The Contractor shall have allowed in his tendered rates for such reporting costs.

## **8. Relations with the Public**

- 8.1 The Contractor's staff are permitted to ask members of the public to move to allow all aspects of contract work to be carried out. Failure to get members of the public to move will not be accepted as a reason for not fulfilling contractual obligations.
- 8.2 If members of the Public refused to move, the Contractor's staff shall return as soon as the Location/Area is clear and it is possible to complete the job.
- 8.3 The Contractor's staff shall be polite and courteous on all occasions.

## **9. Payment and Dispute Procedures**

- 9.1 Payment will normally be made monthly, being authorised at the Parish Council meeting on the first Tuesday of the month, following receipt of an invoice detailing work during the previous month.
- 9.2 Any complaint shall be made to the Contractor in writing. The Contractor will have 5 working days to rectify the problem (at his own cost) or make written representation to the Parish Council giving reasons why he/she should not do so.
- 9.3 If the Parish Council consider that the Contractor has not conformed to the requirements of the Contract the Parish Council reserve the right to reduce payment to the Contractor.
- 9.4 If the terms of the Contract are breached on more than 3 occasions the Parish Council reserve the right to terminate the contract without notice.

## **10 General**

- 10.1 It is the responsibility of the contractor to arrange insurance liabilities against damage to person or property in the course of carrying out this contract and to provide the Parish Council with copies of all such insurances.
- 10.2 The contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974, and any subsequent Acts or amendments as apply.
- 10.3 The following should be reported to the Clerk to the Parish Council:-
- Finding of sharps
  - Damage to trees or boundaries
  - Fly tipping
  - Oil or any fuel spillage
  - Incidents involving members of the public.

## **Grass Cutting**

### **Fortnightly (Areas as indicated in green on the map on page 9)**

The following all to be fortnightly cuts, the number of cuts to be between 15 (minimum) and 18 (maximum) (subject to 1.5 above), dependant on growing conditions and arisings from the first cut to be removed.

#### **A) Mountford Sportsfield**

grass cutting      the whole field excluding the cricket and football pitches inside the inner railings and the Bowls Club green but including the Bowls Club verge and hedge.

strimming      under all rails at side and centre of field (including Cricket field rails), around and under all play equipment, around and under all play area fencing and at the base of all trees and hedges and at the edges of the whole perimeter of the field.

#### **B) Dovehouse Sports Field and Community Land**

grass cutting      the whole of the land, including the football pitch as indicated on the map

strimming      around the base of trees, hedges and fences

#### **C) Dovehouse Play area**

grass cutting      on most of the grounds, but not in shrub areas

strimming      around and under such play equipment as needs it, around the base of trees, near shrubs and hedge.

Coppice and shrub area strimming to take place every other month

#### **D) Willow Drive Amenity Land and Verge Area Opposite at Linden Avenue**

grass cutting      all grass within the area

strimming      at base of fence and around trees

#### **E) White Bridge Amenity Land**

grass cutting      all grass within the area

strimming      base of fence and obstructions alongside the River Dene and adjoining land

The grass area shall, as necessary, be cleared of any silt and flood debris.

Repairs to the riverside fence shall be made as necessary. Such works to be agreed with the Clerk to the Council, Chairman or Chairman of the Community Facilities Committee and invoiced separately.

#### **F) Land by underpass off Loxley Close**

grass cutting      all grass within the triangular area to the west of the underpass footway and a band along the eastern edge of that footway leading down to the underpass to be cut to verge standard ensuring that all suckers are removed

strimming      at base of hedge and around shrubs

### **G) St. Peter's Churchyard**

grass cutting      the eastern end of St Peter's Churchyard comprising of burial ground between the row of yew trees and the metal boundary fence with the adjacent Glebe Field and the burial ground extension.  
Garden of Remembrance to be cut shorter to create a smoother sward  
NB arisings from Garden of Remembrance to be removed at every cut

strimming      around the base of gravestones, kerbstones, trees, shrubs, hedges and pathways.

### **Monthly (Areas as indicated in yellow on the map on page 9)**

The following to be monthly cuts, the number of cuts to be no fewer than 7 or more than 9, (subject to 1.5 above), dependant on growing conditions:

### **H) Newbold Road field**

grass cutting      Monthly cut of all grass within the field

### **As required (Areas as indicated in blue on the map)**

The following to be cut as required:

### **I) Chestnut Square**

grass cutting      as required on request from the Clerk to the Parish Council

### **Roadside verges as indicated on the map**

**in green – fortnightly**

**in yellow – monthly**

**in blue – as required**

Fortnightly cuts, the number of cuts to be between 15 (minimum) and 18 (maximum) (subject to 1.5 above), dependant on growing conditions

Monthly cuts, the number of cuts to be no fewer than 7 or more than 9, (subject to 1.5 above), depending on growing conditions.

To cut grass, being mainly the edges of roads and footways, including strimming around trees and other objects, the grass to be left, not cleared, but paths left as free from grass as possible.  
Strimming near obstacles to keep tidy.

### **Shelter belts** (see 5 above)

### **A) Mountford Sportsfield**

Areas along western and northern boundaries as necessary to control growth

### **C) Dovehouse Play area**

All boundaries as necessary to control growth

### **Hedges** (see 6 above)

### **A) Mountford Sportsfield**

Sportsfield side of hedges adjacent to Constance Harris Close and Westfield Crescent  
Sportsfield facing hedge on access road adjacent to Bowls Club  
Outside (facing to road) of Bowls Club hedge on Loxley Close  
Inside and outside of WSCC hedge on Loxley Close

**B) Dovehouse Sports Field and Community Land**

Hedges and trees around whole perimeter

**C) Dovehouse Play area**

Whole perimeter

**F) Land by underpass off Loxley Close**

Hedges adjacent to Loxley Road and Co-op Store plus all shrubs to be cut back annually to the hedge line on triangular area of land to west of path and strip to the east of path.

**H) Newbold Road field**

Roadside hedge both sides and inside of field boundary hedge

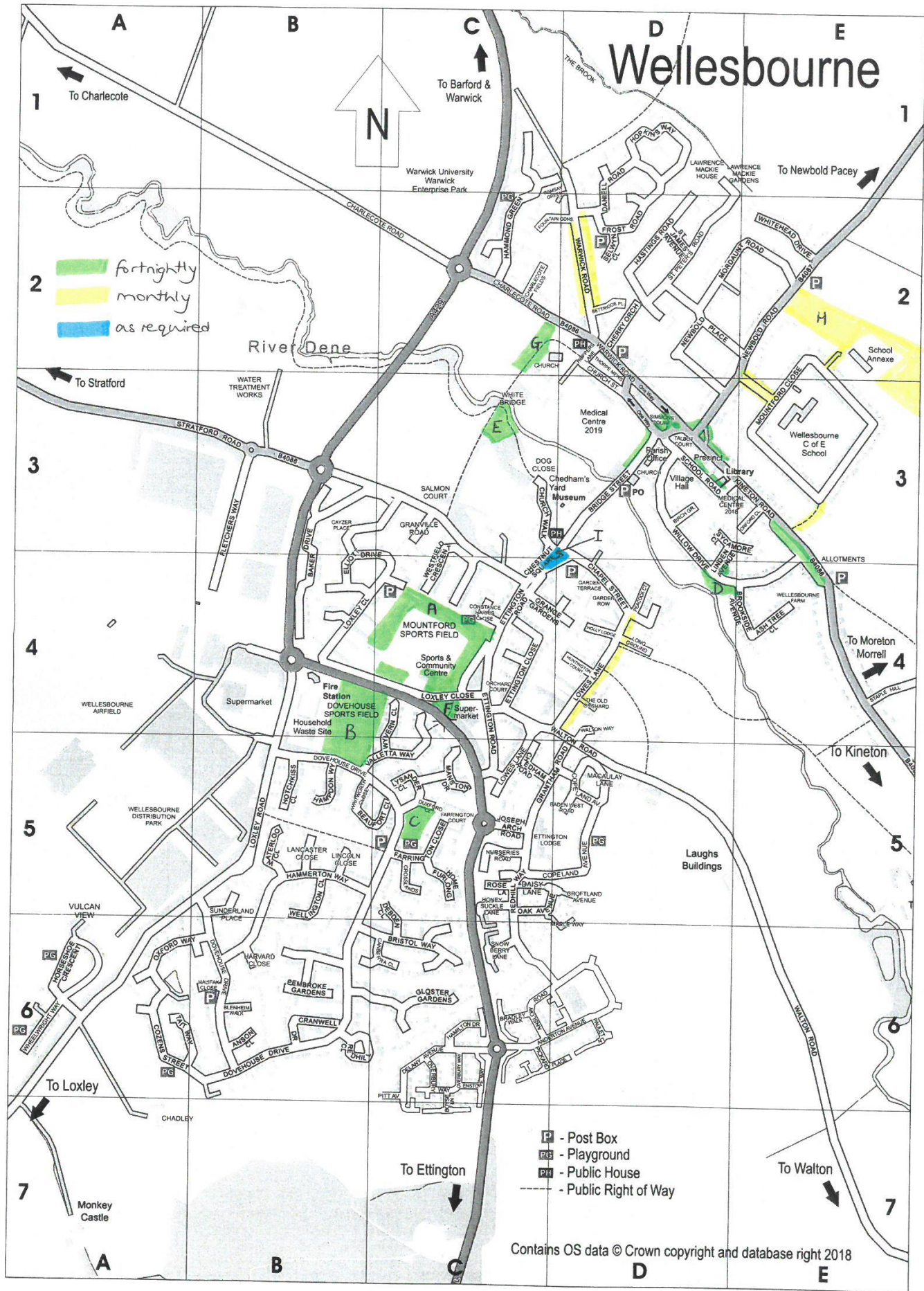
**NB**

Frequency of all or some areas of Newbold Road field cutting may alter during the life of the contract.

Other areas (grass, hedges and trees) to be added during the life of the contract at an agreed rate.



# Wellesbourne



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**To Wellesbourne and Walton Parish Council**

Firm price tender for the Contract of grounds maintenance for Wellesbourne and Walton Parish Council for 1st January 2020 to 31st December 2022



I/We .....

Of .....

Address.....

.....

Having examined the specification for the above work and read the enclosed conditions under which contracts are made, offer to complete the work for the sums specified below:

**Section 1 – Grass**

Fortnightly work on recreation areas at	Mountford Sportsfield (A on map) Dovehouse Sportsfield (B on map) Dovehouse Play Area (C on map)	£..... per cut
Fortnightly work on Amenity areas at	Willow Drive (D on map) White Bridge (E on map) Loxley Close Underpass (F on map) St Peter’s Churchyard (G on map)	£..... per cut
Fortnightly work on verges shown in green on the map		£..... per cut
Monthly work on verges shown in yellow on the map		£..... per cut
Work as required at Chestnut Square shown in blue on the map		£..... per cut

**Section 5 - Shelter Belts**

Mountford Sportsfield and Dovehouse Play Area to be carried out as required

£.....per annum

**Section 6 – Hedges**

Mountford Sportsfield	£.....per annum
Dovehouse Sportsfield and Community Land	£.....per annum
Dovehouse Play Area	£.....per annum

**Section 7 – Trees**

See attached schedule

Annual Maintenance - General (in accordance with Contract Item 7)

Work as agreed between council and contractor at an hourly rate

£.....per hour

**Collection and removal of grass cuttings**

**A separate quote is required for the collection and removal of cuttings for one cut only in each of the following areas (except at \*):**

Mountford Sports Field	£..... per removal
Dovehouse Community Land	£..... per removal
Newbold Road field	£..... per removal
Willow Drive amenity land	£..... per removal
White Bridge field	£..... per removal
Loxley Close underpass	£..... per removal
Church grounds – Garden of Remembrance *	£..... per removal

\* Removal of arisings to be after each cut

VAT is / is not (*delete as applicable*) payable in addition to all the above figures.

**This tender, together with the written acceptance of it by the Parish Council, shall constitute a binding contract.**

**Signed** .....**Date**.....

Of (address if different from above) .....

.....

.....

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**Signed** .....**Date**.....

Of 2 School Road, Wellesbourne, CV35 9NH

On behalf of **Wellesbourne and Walton Parish Council**