



## **GROUND MAINTENANCE CONTRACT COMMENCING 1st March 2025**

### **GENERAL CONDITIONS**

1. Any injury to members of the public or to workers while carrying out this contract must be reported to Lydiard Millicent Parish Council by phone at the time of the incident.
2. All losses, damage or breakages of fences, gates, equipment and other property to be reported immediately, or no later than 24 hours after, to Lydiard Millicent Parish Council.
3. All work to be carried out during Monday to Friday, 8.00am to 6.00pm, exceptions to these times are by the prior agreement of Lydiard Millicent Parish Council.
4. The contractor will provide and maintain all necessary equipment at their own expense.
5. The contractor shall arrange Public Liability Insurance, Method Statements and Risk Assessments at their own expense and shall provide copies to the Clerk at the commencement of the contract and annually thereafter as appropriate.
6. This contract is for three years from 1<sup>st</sup> March 2025 to 29<sup>th</sup> February 2028. The contract may be terminated by either party, subject to 3 months' written notice delivered to the Contractor or the Council respectively.
7. Payment for these contract services shall be paid in arrears, in 36 equal monthly instalments.
8. Day to day communications with Lydiard Millicent Parish Council will be via the Council's Handyman. A plan of works to be given to the Handyman detailing when work to be carried out so that this can be checked afterwards. No invoices will be paid without sign-off from the Handyman
9. Any further negotiations after the contract has been awarded must be conveyed to the Clerk of the Council only. The Clerk will either refer back to

the next Lydiard Millicent Parish Council meeting or, if appropriate, give a decision after consultation with members.

## SCHEDULE OF WORKS BY AREA

### Cemetery (Location G)

1. Cut the grass and strim all edges at beginning of April and then **every week** from the beginning of May to the end of September each year. All cutting and strimming to be completed in one visit. Strim around Memorials as necessary. Clear grass cuttings and strimmings.
2. Maintain and trim the fir hedge to the rear of the Cemetery **at least once per year, in the autumn**, to prevent encroachment onto graves or interments.
3. At same time as mowing, remove or cut back brambles or other vegetation growing over the cemetery walls and hedge, and trim trees **as necessary**.
4. At same time as mowing, keep the path, entry drive and noticeboard area neat and clear of weeds and moss.

### Recreation Field (Location J)

1. Strim the grassed area in the Children's Play Area **every 2 weeks** from the beginning of March to the end of October each year.
2. Cut the hedge along the approach road (from gate to end of play area) **biannually** in the autumn and spring (before bird nesting).
3. Remaining field hedges to be quoted for cutting on an ad-hoc basis.
4. Cut entire field during the growing season to maintain a height not exceeding 25mm. As a **minimum** this shall be no later than the first week of April and until the end of October.
5. During the cricket season (May to September) cut the marked outfield to maintain a height not exceeding 10mm. All grass cuttings to be removed.
6. Maintenance of the cricket square does not form part of this contract.
7. During the football season (September to April) white line marking is required for up to 5 pitches. Pitches are Youth and Junior sizes; notification will be provided weekly by Lydiard Millicent Parish Council as to which pitches need marking.

### **Mews Play Area (Location H)**

1. Cut the grass **every 2 weeks** from the beginning of March to the end of October each year.
2. Keep footways clear of weeds on approaches and through middle of this area.

### **Bus Stops (Location A)**

1. Strim the surrounding grassed areas at both the stops at Holborn, at Greenhill crossroads and at the junction with The Beeches to a distance of one metre from the slabbed area or shelter, and removing any overhanging vegetation, **monthly** from the beginning of March to the end of October.

### **Grassed Area Opposite the Parish Hall (Location B)**

1. Cut and remove grass surrounding the flower beds from the beginning of May to the end of September **every week**.
2. Remove weeds from the rear wall as necessary taking care not to damage spring bulbs that have been planted against the wall.

### **Grassed Area between “Greensend” and the Greenhill Crossroads (Location C)**

1. Maintain the shrub beds by pruning and weeding as necessary, but **at least annually**.
2. Cut the grass from the beginning of March to the end of October and remove any litter, **monthly**.
3. Cut a one-metre-wide strip on the verge on the opposite side of the road to the shrub beds and cut the splays either side of the road on the Lydiard Green side of the junction, **monthly**.
4. Cut or strim the verge opposite the bus shelter from the Greenhill Road junction to opposite the bus shelter, **monthly**.
5. Cut or strim the verge towards Greatfield from Greenhill Road **monthly** to ensure visibility for traffic leaving Greenhill.

### **Footpaths / Public Right of Way joining The Close to Buryfields (Location D)**

1. Cut bushes to prevent encroachment onto the footpath and damage to fence behind.
2. Area under bushes to be kept weed and litter free.
3. Contractors should be mindful of the wildlife (insects) this area attracts, whilst ensuring the area is safe to use by residents who may be infirm or nervous for any reason.

### **Grassed Verges from Field Gate near Badger's Brook to the Bus Stop at Holborn and from the "White Gate" after Holborn Corner to the path at Washpool Road. (Location E)**

- 1 Cut the grass verge to the edge of the hedge from the beginning of March to the end of October and remove any litter, **every two weeks**. This must be suitable for walkers at all times

### **Footpath from Holborn to Tewkesbury Way (Location F)**

1. From the beginning of March to the end of October strim either side of the field path and trim brambles etc. from the hedge **every 2 weeks**.
2. Repairs to be reported to the Handyman for attention.

### **Lydiard Green (Location I)**

1. Cut and strim the grass on the area surrounding the pillbox from the road to the hedge **every 2 weeks** from the beginning of March to the end of October each year.
2. Ensure a 1m width of the footpath is cleared for walkers **monthly** from the beginning of March to the end of October.

**Summary** (to be used in conjunction with map and contract)

<b>Location</b>	<b>Frequency</b>	<b>From</b>	<b>To</b>	<b>Activity</b>
A	Monthly	1 Mar	31 Oct	Strim Grass, remove overhanging vegetation.
B	Weekly	1 May	30 Sep	Cut/strim Grass. Remove weeds from back wall (do not damage bulbs)
C	Monthly As required (at least annually)	1 Mar	31 Oct	Cut Grass and remove litter. Prune/weed Shrubs
D	Spring/Autumn As required	1 Mar	31 Oct	Cut shrubs as required Trim bushes to clear fences and footpath. Remove weeds and litter.
E	Two-weekly	1 Mar	31 Oct	Strim grass/cut hedge as required, remove litter
F	Two-weekly	1 Mar	31 Oct	Strim verges. Maintain field path, trim brambles/hedge for walkers
G	One-off	April		Cut grass/strim grass
	Weekly	1 May	30 Sep	Cut and strim grass. Remove weeds from drive. Remove vegetation from walls. Trim trees as required.
	One-off	1 Sep	31 Oct	Trim fir hedge
H	Two-weekly	1 Mar	31 Oct	Cut grass. Clear weeds from footpath
I	Two-weekly	1 Mar	31 Oct	Cut/strim Grass around pillbox
	Monthly	1 Mar	31 Oct	Clear footpath
J	Two-weekly	1 Mar	31 Oct	Strim grassed area playground
	All year			Maintain height of grass on field to not exceed 25mm
	Weekly (during cricket season)	1 May	Sep	Cut marked outfield to maintain height not exceeding 10mm
	Weekly (during football season)	1 Sep	30 Apr	White line mark football pitches
	Bi-annually			Cut hedge on approach road in Autumn and Spring (before bird nesting)