

**The Old Sorting Office
Chapel Street
Bishop's Itchington
Southam
CV47 12RB**

**Provision of Grounds Maintenance Services
1 March 2026 to 28 February 2029**

CONTRACTUAL AGREEMENT BETWEEN:

“Draft Contract”

and

Bishop's Itchington Parish Council

1. DEFINITIONS:

“The council,” means Bishop’s Itchington Parish Council

“The contractor,” means any person employed by the contractor to carry out the functions defined in this contract.

2. DETAILS OF WORK TO BE CARRIED OUT:

Verges, Greens and Footpath areas are highlighted in green on the associated map. Other related maps & location details provided.

Village Greens

- Cut grass fortnightly from 1 March to 31 October each year,
- Trim edge of grass,
- Strim, carefully so as not to damage wood, around base of telegraph poles, planters, litter bins and benches,
- Remove and dispose of litter and debris,
- Check for and remove any glass and other sharp objects.

Roadside Verges

- Cut the grass fortnightly from 1 March to 31 October each year,
- Strim around base of telegraph poles, planters, litter bins and benches,
- Remove and dispose of litter and debris,
- Check for and remove any glass and other sharp objects,
- Cut the hedge on the wide verge opposite the school in Ladbroke Road twice a year.
- Please note that there is a slight addition to prior years which is shown in dark green on the map – location Starbold Road next to the footpath in front of the houses owned by Orbit.

Playing Field

- Cut the grass every 7 to 10 days as required by growing conditions from 1 March to 31 October each year,
- Remove and dispose of litter and debris,
- Check for and remove any glass and other sharp objects,
- Cut round perimeter of playing field to prevent vegetation encroaching at the end of May, July, and October each year.

Play Area and Entrance to Playing Field

- Cut the grass around play equipment fortnightly from 1 March to 31 October each year,
- If a strimmer is used, care should be taken so as not to damage any play equipment, wooden fences and around base of litter bins and benches,
- Cut the grass adjacent to the car park and to the left side of the pavilion fortnightly from 1 March to 31 October each year,
- Keep the area surrounding the car park, i.e., along the hedge and immediately in front of the pavilion, free from weeds,
- Keep the kissing gate entrance to the playing field clear of overhanging branches and any other vegetation,
- Cut back the hedge at the side of the car park from the kissing gate to the play area as necessary,

- Strim strip of ground at rear of tennis courts monthly from 1 March to 31 October each year,
- Remove and dispose of litter and debris,
- Check for and remove any glass and other sharp objects,
- All grass cuttings to be collected and deposited at far side of playing field in the compost bins provided.

Footpaths

- Strim the footpaths bi-monthly from 1 March to 31 October each year,
- Check Pellett's Lane for fallen leaves weekly from 1 October to 31 December each year and clear as necessary,
- Remove and dispose of litter and debris,
- Check for and remove any glass and other sharp objects.

Churchyard

- Cut grass weekly from 1 March to 31 October each year except in drought conditions when grass should be cut fortnightly,
- Grass is to be cut before weddings at the request of the vicar,
- Strim grass around base of monuments and benches,
- Blow grass off monuments after mowing,
- Trim edges of paths,
- Cut **all** hedges twice a year i.e., including the hedges on the north side of the churchyard,
- All hedge cuttings to be removed from site,
- Strim weeds along maintenance strip between north hedge and boundary fence,
- Remove and dispose of litter and debris,
- Check for and remove any glass and other sharp objects.

Cemetery

- Cut grass weekly from 1 March to 31 October each year except in drought conditions,
- Grass to be cut before bank holidays, in particular Easter weekend,
- Grass to be cut before interments at the request of the cemetery manager,
- Strim grass around base of monuments and benches,
- Blow grass off monuments after mowing,
- Trim edges of paths,
- Keep gravel paths free of weeds, particularly within the reflective area/under the semi-circular bench located at the rear of the cemetery,
- Remove weeds from the perimeter of the Chapel walls,
- Cut all hedges twice a year including beech hedge at rear of cemetery,
- Level any sunken graves with soil and grass seed,
- Remove and dispose of litter in the bin provided,
- Check for and remove any glass and other sharp objects,
- Remove Christmas wreaths from graves at the end of February and place in bin provided,
- Remove dead flowers from graves throughout the year and place in the bin provided,
- All grass cuttings to be collected and placed in the spinney as mulch,
- All hedge trimmings to be removed from site i.e., no bonfires,

Knightcote Grange - Maintenance

- Keep shrub borders free of weeds,
- Prune trees/shrubs in buffer zone as required in winter,
- Strim/mow buffer zone in early spring followed by further cuts in May, July, and October each year,
- Strim area beneath old hedgerow monthly,

Hidden Green & Public Open spaces including Central Drive and Old Road:

- Cut grass fortnightly from 1 March to 31 October each year except in drought conditions,
- All grass cuttings to be removed,
- Green waste to be removed from site as and when requested.

Potential Additional Requirement – Lawn at the Community Centre

- Cut grass fortnightly from 1 March to 31 October each year except in drought conditions,
- All grass cuttings to be removed,
- Green waste to be removed from site as and when requested.
- Please price this as a stand-alone option (Highlighted in yellow on the map)

3. EQUIPMENT

The contractor is responsible for the provision of their own equipment, tools, and machinery to enable them to carry out their duties as described in this contract.

4. HEALTH AND SAFETY

The contractor shall observe all relevant health and safety regulations while carrying out their duties and carry out risk assessments, as necessary. The contractor shall always have regard to the health and safety of the public. The contractor must hold the relevant certificates for spray operating and the use of machinery.

5. STANDARDS

The contractor shall adhere to the standards of work specified in the separate document entitled “Standards and Quality of Work.”

6. OTHER WORK

The council may from time to time ask the contractor to carry out additional work not described in this contract. The contractor shall provide a written quotation prior to beginning work. The council reserves the right to seek alternative quotations from other qualified people and may award the work to them accordingly.

7. INSURANCE

The contractor must provide evidence of a current insurance policy against any claims of whatsoever nature arising from the discharge of their duties in a sum of not less than £2,000,000.

8. PRICES

The Ground Maintenance Contract Pricing Schedule states the visit prices for each activity at each location and frequency.

The visit prices are fixed for the 3-year contract period 1 March 2026 to 28 February 2029

9. PAYMENTS

The contractor shall provide an invoice detailing all the work carried out. Payment shall be made by BACS on the second Tuesday of the month subject to the invoice having been received by the council no later than Thursday of the preceding week. Any invoices received after this will be paid on the second Tuesday of the following month.

10. GRIEVANCES

If the contractor has a grievance relating to this contract, the council's standard grievance policy shall be followed.

11. OTHER MATTERS

- The contractor shall attend the meeting of the council if requested to do so
- The contractor shall report to the clerk to the council
- The contractor shall show due consideration and respect to members of the public when carrying out their duties
- If the contractor is unable to carry out their duties for any reason, they shall inform the clerk to the council without delay
- The contractor shall arrange cover for their duties while they are on holiday and shall advise the clerk to the council of the relevant details
- The contractor shall not sub-contract any part of this contract without prior agreement of the council

12. TERMINATION OF CONTRACT

Three months written notice shall be given by either party to terminate this contract prior to the agreed expiry date except that the council may terminate the contract without notice if the council considers the contractor's standard of work does not meet the terms of the contract or if the contractor's behavior brings the council into disrepute.

The contract shall run for a period of 3 years as follows:

1 March 2026 to 28 February 2029

On termination of the contract all keys shall be returned to the council within 7 days of the termination date.

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SIGNED – CONTRACTOR **Date** 30 January 2026

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SIGNED – CLERK TO THE COUNCIL **Date** 30 January 2026