



ODIHAM PARISH COUNCIL

GROUND MAINTENANCE CONTRACT 2025-2028

Covering Odiham Cemetery

King Street, Odiham, Hampshire, RG29 1NH

TECHNICAL SPECIFICATION



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1 GENERAL INTRODUCTION

1.1 Introduction

- 1.1.1 Odiham Parish Council owns and manages the Odiham Cemetery which is accessed along a narrow driveway from King Street. The Council is committed to maintain this space to a high quality for local people and in a manner which respects those interred there and their families.
- 1.1.2 This specification includes the number of expected maintenance visits throughout the annual cycle to be undertaken as a minimum. Contractors should however allow for additional maintenance visits that they consider necessary to achieve the standards set out in this specification.

1.2 Performance maintenance

- 1.2.1 This specification is based on a performance model and sites will be regularly inspected by the Council staff.

1.3 Works to be undertaken

- 1.3.1 The work to be undertaken is fully described in the Specification and Schedule.
- 1.3.2 All Services as specified are to be provided by the Contractor within the Annual Sum except where otherwise provided in this specification or elsewhere in the Contract Documents.
- 1.3.3 The whole of the work shall be carried out in accordance with the principles and practices of accepted and recognised horticultural standards.
- 1.3.4 The Contractor shall ensure that the Employer's property is protected against accidental or negligent damage likely to be occasioned through undertaking the works specified.
- 1.3.5 Any damage occasioned by the Contractor in carrying out the works of this contract shall be immediately made safe and repaired to the satisfaction of the owner or agent of the property at the earliest convenient time, or as directed, and at the sole cost of the Contractor.
- 1.3.6 The Contractor shall be responsible for acquiring the necessary permits and paying charges and fees for the utility services needed to complete the works.
- 1.3.7 Any proposals relating to tree surgery on any site are to be referred to the Parish Office for their consideration and prior agreement.

1.4 Waste disposal

- 1.4.1 The Contractor shall ensure that all waste collected, produced or arising from the undertaking of the Services is correctly and properly disposed of making use of licensed and approved tips or incinerators as appropriate.

1.5 Access

- 1.5.1 The Contracts shall be provided with keys and access codes to enter the land.
- 1.5.2 The Contractor should be sensitive to the nature of the cemetery and its visitors and be prepared to pause works when an interment or memorial service is taking place. The Council will endeavour to give prior notification of cemetery bookings.
- 1.5.3 The Contractor is encouraged to undertake their works on the same weekday and provide a schedule of planned work days to the Parish Office.



- 1.5.4 Public access must not be denied or impeded by contract activity unless previously approved by the Employer but the Contractor shall have the right to ask members of the public to move so that works can be undertaken.
- 1.5.5 At all times, the entire sites right up to boundaries shall be kept in a clean and tidy

1.6 Ground and weather conditions

- 1.6.1 The Contractor shall make due allowance for climatic variations which may impact on a scheduled programme of operations.
- 1.6.2 Work shall not be carried out with any machinery when ground conditions are such that puddling, deep rutting, or any other detrimental effects may occur.

1.7 Environmental ethics

- 1.7.1 Odiham Parish Council is committed to the environment. The Council will expect the Contractor to work in a collaborative partnership and ensure environmentally friendly practices are adopted in the application of their contract.
- 1.7.2 The Contractor is required to respect the Council's Climate Change declaration and pledge to consider Climate Change in all decision making and delivery of services and activities.
- 1.7.2 The Contractor is required to respect the Council's legal duty to consider measures to conserve and enhance biodiversity and respect the Council's adopted Biodiversity Action Plan through working in a collaborative partnership in the delivery of the Plan, including making recommendation for additional works which fall outside of the scope of the normal specified works.
- 1.7.3 The Contractor is required to provide an Environmental Statement or Policy.

1.8 Health and Safety

- 1.8.1 The Contractor is required to provide a Health and Safety Policy demonstrating a strong and clear commitment to maintaining a safe and healthy working environment for employees, sub-contractors, working practices and public safety.
- 1.8.2 The Contractor is required to evidence assessment of risk covering the activities required to fulfil this contract by providing method statements.
- 1.8.3 The Contractor is required to provide appropriate measures for its employees in providing a safe and healthy working environment eg PPE, handwashing and changing facilities – the Council cannot routinely provide these facilities.

1.9 Insurance

- 1.9.1 The Contractor must evidence public liability insurance cover of £10 million or above.

1.10 Contract value and payment

- 1.10.1 The total value of this contract requires the Council to follow the Public Contract Regulations 2015.
- 1.10.2 The Contractor should provide a price per annum and total price for the 3 years, indicating any annual increment.
- 1.10.3 The Contractor is permitted to invoice for works monthly and reserves the right to invoice for equal monthly instalments regardless of the tasks specified on the Schedule.



2 GRASSED AREAS

2.1 General Conditions (Grass Cutting)

- 2.1.1 The Contractor shall make full provision within the Tendered Rates for all costs that the Council shall incur in maintaining the areas specified for Grass Cutting and for the periodic tasks that are stipulated in the Schedule.
- 2.1.2 The general conditions will apply to each type of cutting regime and should be allowed for in items referring to grass cutting. Some locations may have a mix of regimes which must be noted when cutting the site.
- 2.1.3 Grass cutting shall take place whenever required to ensure standards are met throughout the full calendar year.
- 2.1.4 A rota of grass cutting will be agreed between the Parish Clerk and Contractor at an annual review meeting and, once agreed, the Contractor will keep to the rota (where possible).
- 2.1.5 Grass shall be cut up to all boundaries or obstacle except hedging where an ecotone boundary will be left. All obstacles shall be cut around and beneath to the same height as the majority of the site at each visit.
- 2.1.6 All temporary obstacles that can be moved, will be moved to facilitate cutting and replaced immediately the grass beneath has been cut.
- 2.1.7 Allow for any temporary obstacle on the site eg mounded soil from recently dug graves and allow for returning to site to cut such sites when the vehicles or obstacles have been removed.
- 2.1.8 Ensure that the bases of all seating, signs, play area posts and fencing are clear of vegetation.
- 2.1.9 Extreme care shall be taken when cutting around tree bases to avoid damage to tree or plant material.
- 2.1.10 Prior to grass cutting, inspect all areas to be mown and remove litter, including dog faeces and all items and obstructions as may cause damage or injury to people, property or machinery. Where hypodermic needles are encountered, take all necessary handling and disposal precautions.
- 2.1.11 All grass will be cut cleanly and evenly to the same height as per clause 2.2.
- 2.1.12 In periods of lush growth, where arisings are not removed, the arisings shall not be allowed to accumulate or be deposited in heaps or bands, but will be evenly distributed over the area mown. Should the arisings prove difficult to distribute they shall be collected and removed from the site at the Contractors expense. Soft vegetative growth other than grass will be deemed to be part of the agreement where it falls within the sites of grass.
- 2.1.13 All non-grass areas will be kept free from arisings created by any grass cutting operation and any arisings deposited on non grass areas will be removed immediately.
- 2.1.14 Where arisings are thrown or spill onto roads, footpaths, grave plots and memorials, they shall be swept or blown back onto the grassed areas forthwith to prevent unsightly conditions.
- 2.1.15 In the open section of the cemetery, clear all soil arisings where moles are active prior to cutting of site. Areas which present mowing difficulties or become potentially injurious to members of the public must be communicated to the Council staff.



2.2 Grass Areas – Performance Standard for Grass Maintenance Guide

- 2.2.1 Odiham Cemetery includes a mix of general (Zone 1) and low amenity grassed areas (Zone 2). No high amenity (eg fine quality turf areas) are included in this contract.
- 2.2.2 General (medium) amenity areas are defined as nonornamental areas of formal parks and urban spaces where the general standard of cut is 30mm or less during the main grass cutting season March to November.
- 2.2.3 Low amenity areas are defined as rough grass or meadow grass and wildflower areas situated in areas of amenity grass in formal parks. The general standard is one to three cuts per year including removal of arisings.

2.3 Variation to Grass Cutting Schedules

- 2.3.1 In normal weather conditions the Contractor will be expected to keep to the schedule and programmes which has been submitted and which he has determined will enable the required standards to be achieved. However, variations to these schedules/ programmes for grass cutting may arise:
 - a. During very wet conditions, all grass cutting operations shall cease until conditions improve sufficiently to allow operations to continue without damaging the surface or creating divots from rollers, cutters or wheels.
 - b. During periods of drought Council staff may instruct that grass cutting operations be suspended and may require the omission of a planned cut or cuts.
 - b. If inclement weather prevents the Contractor from meeting the required standard.
- 2.3.2 Should the Contractor cause damage to the surface or levels of the ground, during grass cutting operations, the Contractor shall make good such damage to the satisfaction of the Council staff.

2.4 Vegetation control and use of herbicides and pesticides

- 2.4.1 The Contractor shall make full provision within the tendered rates for all costs that the Council shall incur in maintaining vegetation control.
- 2.4.2 No growth regulators of any form shall be applied to any area of grass without the Council staff sanctioning such applications.
- 2.4.2 The Council would prefer to avoid use of pesticides and herbicides on any of its open areas. Non-chemical methods of weed control are preferred.
- 2.4.3 This contract permits use of permitted herbicide in certain areas eg in and around the Garden of Remembrance interment beds and paths, so long as the decision can be justified and the Contractor can demonstrate responsible application.
- 2.4.4 When the Contractor chooses to use a permitted herbicide for weed control, the Contractor is responsible for ensuring compliance with all relevant legislation and best practices. This includes COSH assessment and ensuring all personnel are adequately trained and experienced. The Council has the right to inspect and request copies of the Contractor's related policies, risk assessments, evidence of training, safe storage and transportation, method statements and the records of glyphosate applications.
- 2.4.5 The timing of works shall be such that no spraying takes place during inclement weather.



- 2.4.6 The Contractor shall ensure that the method of application and the undertaking of works does in no way lead to the pollution of any water course or water supply. Any such pollution shall be held to be the responsibility of the Contractor.

3. HEDGE AND SHRUB MAINTENANCE

- 3.1 The Contractor shall make full provision within the Tendered Rates for costs that the Council shall incur in maintaining hedges & shrubs as specified in the Schedule of Works.
- 3.2 All hedge and shrub maintenance should fall outside the months to March to September.
- 3.3 The Contractor shall remove all cuttings, debris from site and dispose under the Contractor's own waste carrier licence.

4. LITTER PICKING AND WASTE DISPOSAL

- 4.1 The Contractor shall make full provision within the Tendered Rates for the costs that the Council shall incur in litter picking the sites as specified in the Schedule of Works.
- 4.2 The Contractor may dispose of collected litter in the bins at each site.
- 4.3 The Contractor shall empty each specified bin weekly, remove from site and dispose of said waste in accordance with the Contractor's own waste carrier licence.
- 4.4 The Contractor shall provide all equipment associated with costs of litter picking and plastic bin liners.

5. ADDITIONAL WORKS

- 6.1 The Council may from time to time request additional works outside of the specification.
- 6.2. No additional works should be undertaken until a price has been agreed.
- 6.3 For work outside the Schedule of Charges, the Contractor may wish to provide an hourly rate or separate quote for each request.

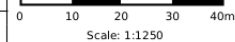


Odiham Cemetery grounds maintenance specification map 2025-2028

Odiham

Author:

Date:



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