

CHOBHAM AND WEST END JOINT BURIAL COMMITTEE

BURIAL GROUND MAINTENANCE SCHEDULE

Area	Requirement	Timing	Other Notes
Grass	Close cut mowing.	Once a week between April to September, and as and when necessary to maintain a tidy appearance at other times.	Be particularly careful to avoid damage to gravestones and trees. Grass clippings to be collected and disposed of from site.
Grass	Strim between and around headstones.	Once a week April to September and as and when necessary to maintain a tidy appearance at other times.	Be particularly careful to avoid damage to gravestones and trees ensuring that stones are clear of any grass trimmings.
Grass	Cut path edges in line with natural boundaries and pathways.	Once a year	
Graves	Remove dead flowers, and other debris, being sensitive to new burials.	Weekly	As a lawned cemetery, no tributes should be allowed outside the immediate area of the headstone.
Graves	Build up and/or level surfaces and repair or replace turf.	Twice a year	The first year after the interment date is the funerals director's responsibility
Discarded Floral Tributes and Debris	To be removed from the site.	Weekly	
Litter	Clear all litter from the area and empty litter bins. Report excesses and incidents to the Clerk.	Weekly	
Entrance, Car Park and Paths	Clear debris, rake and level uneven shingle.	Weekly	
Entrance, Car Park and Paths	Keep pathways clear of weeds with a suitable weed killer.	Weekly	
Hedges-Holly on northern and eastern boundaries	Cut back hard all holly hedges - top and side, removing clippings.	Once yearly between July and August.	Should be cut back hard to previous year's growth
Hedge – Conifer on southern boundary with new cemetery	Cut back hard once a year- top and sides, removing all clippings	Once yearly between July and August	Should be cut back hard to previous year's growth

Area	Requirement	Timing	Other Notes
Central hornbeam new hedge	Clear all weeds from the hedge as it becomes established, remove all debris Trim top and sides, removing all clippings	Monthly Yearly between July and August	Maximum height 4 foot Maximum width 2 foot
Western boundary Trees	Clear underneath trees, remove all weeds, leaves and debris	Monthly	
Leaves	Clear and remove.	In Autumn on a weekly basis	
Benches	Clean and apply Teak Oil.	In Spring.	
Signage	Clean and ensure signage remains visible at all times.	As and when necessary.	

NEW BURIAL GROUND MAINTENANCE SCHEDULE

Area	Requirement	Timing	Other Notes
Grass area within paths	Rough cut mowing	6 times between April to September, and as and when necessary to maintain a tidy appearance at other times.	Grass clippings to be collected and disposed of from site
Grass area on top western boundary	Rough cut /strim area under the tree, from western boundary and path of new cemetery	6 times between April to September, and as and when necessary to maintain a tidy appearance at other times.	Grass clippings may be left unless they become too long (over 5cm).
Grass area on southern border	Rough cut /strim area south of the bottom path on southern boundary	6 times between April to September, and as and when necessary to maintain a tidy appearance at other times.	Grass clippings may be left unless they become too long (over 5cm).
Hedge along western, eastern and southern boundaries	Clear all weeds from hedges as they become established, remove all debris Trim top and sides and removing all clippings	Monthly Yearly by year end	

In addition, it is expected the successful contractor to competitively quote for other cemetery work that may arise including laying down unstable memorials, burying unstable memorials, sourcing and distributing additional shingle etc

Please note:

The contractor to provide their own machinery and tools.

The contractor must hold the relevant insurances required for works to public grounds and for their own staff.

The contractor to take all necessary measures to comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety which may apply.

The contractor to notify the Clerk immediately in the event of any incident occurring on the Burial Ground where that incident causes any personal injury or damage to property.

All arisings to be removed from the Cemetery immediately.

16th August 2018

AWARD CRITERIA: the following weightings will be applied

Experience of public ground maintenance contracts – two references required 50%

Value for money 30%

Local contractors – 10 miles radius from Chobham 20%