



## **Grounds Maintenance Contract & Specification**

**Contract start date:** 1<sup>st</sup> April 2025

**Term:** 4 years

### **Contents**

1.	Introduction .....	2
2.	Definition of Terms .....	3
3.	Timetable for tendering process.....	3
4.	Sending instructions.....	4
5.	Overview of Areas.....	5
6.	Miscellaneous.....	8
7.	Grass Cutting Area Maps and Specifications .....	9
8.	Hedge Cutting .....	20
9.	Footpaths .....	20
10.	Waste Bins & Dog Bins.....	20
11.	Pitch Marking .....	20
12.	Street Cleaning.....	21
13.	Health and Safety .....	21
14.	Payment Terms .....	21
15.	References.....	21
16.	Terms & Conditions .....	22
17.	The Contract .....	22

## 1. Introduction

- 1.1. Haddenham Parish Council is inviting tenders for a four-year ground's maintenance contract. The contract is to maintain Haddenham Parish Council's open spaces, including recreation grounds/sport pitches, play areas, cemeteries, footpaths and general open space, as well as regular litter picking and bin empties.
- 1.2. Details and maps of the areas to be included in the contract are supplied within this specification, along with the work required in each area. A full cost breakdown, including price per cut/task, is required and should be entered into the excel workbook entitled "**Landscape Pricing Schedule**" which must be fully completed and returned for a tender to be valid. provided. Copies of all documents are available on our website [www.haddenham-pc.gov.uk](http://www.haddenham-pc.gov.uk)
- 1.3. It should be noted that all areas covered by the contract receive significant use by residents and procedures for ensuring their safety, as well as that of employees, during any work carried out for the council are essential. The appointed contractor will be required to furnish the council with risk assessments for all tasks.
- 1.4. The successful contractor will be appointed, not simply on the basis of value for money, but also on their ability to attend regularly and maintain the quality of parish grounds. We will look for the ability to provide a service for all of our landscape needs including grass cutting, upkeep of sports pitches and other landscape maintenance work.
- 1.5. The council is keen to leave small areas uncut where possible without detriment to safety considerations, where this helps to promote wildflowers and wildlife diversity. For example, if cutting a 1.5m verge with a 1m mower, the inner 0.5m could be left uncut.
- 1.6. Attention is drawn to the terms within sections 13-18.
- 1.7. Contractors are advised that all the grounds included within this contract are open to the public and may be visited at any time. Please contact the Clerk to arrange accompanied visits.
- 1.8. All enquiries should be directed to:

**Victoria Taylor**  
**Clerk & RFO**  
**61 Cherry Orchard**  
**Haddenham**  
**Ely**  
**Cambridgeshire**  
**CB6 3UF**

[clerk@haddenham-pc.gov.uk](mailto:clerk@haddenham-pc.gov.uk)  
**01353 749919**

## 2. Definition of Terms

Item	Deadline
Adj	Adjacent to
Contractor	The contractor appointed, and within contract to the council for the period April 2025 – Mar 2029
Council	Haddenham Parish Council
Dispose	Transfer to the parish council owned wheelie bin
Mark-out	Use a machine to leave white lines on the grass
O/S	Outside

## 3. Timetable for tendering process

Item	Deadline
Opening Date:	6 <sup>th</sup> August 2024
Closing date for receipt of tenders:	25 <sup>th</sup> September 2024
Tenders opened by council:	w/c 30 <sup>th</sup> September 2024
Appointment made by council:	9 <sup>th</sup> October 2024
Notification made to applicants:	10 <sup>th</sup> October 2024
Induction visits to take place:	Feb-Mar 2025
Contract to commence:	1 <sup>st</sup> April 2025
Contract end date:	31 <sup>st</sup> March 2029

## 4. Sending instructions

4.1. The following must be included with all tenders

- Covering letter introducing the company/contractor including relevant history
- Landscape Tender Pricing schedule (using the supplied excel workbook)
- Contact details for two references<sup>1</sup>, ideally local authorities
- Public<sup>2</sup> and Employers' Liability Insurance certificates
- Health and Safety Policy

4.2. Tenders will be accepted both by email and via post.

4.3. Tenders and accompanying information can be emailed to [tenders@haddenham-pc.gov.uk](mailto:tenders@haddenham-pc.gov.uk)

**Note – this email address is not monitored, and emails sent to this address will not be opened until after the deadline has passed.**

**All enquiries should be directed to [clerk@haddenham-pc.gov.uk](mailto:clerk@haddenham-pc.gov.uk)**

4.4. Please send paper tenders and accompanying information in a sealed envelope marked:

**PRIVATE and CONFIDENTIAL – LANDSCAPE TENDER ENCLOSED**

Parish Clerk  
Haddenham Parish Council  
61 Cherry Orchard  
Haddenham  
Ely  
Cambridgeshire  
CB6 3UF

4.5. The email/envelope should arrive no later than 5pm on Wednesday 25<sup>th</sup> September 2024. Any tenders received after the deadline will be discounted.

---

<sup>1</sup> References will only be sought for the appointed contractor and the council will notify the contractor before contact is made with the supplied referees.

<sup>2</sup> cover level minimum of £5,000,000

## 5. Overview of Areas

- 5.1. The areas to be covered by the contract are set out below. Please see full requirements for each area, including maps on the relevant page of this document. More detailed maps can be provided on request.
- 5.2. Number of cuts for each area are specified but the appointed contractor will be required to determine the timing, frequency and height of these cuts according to season and growth. The aim is to maintain a uniform standard.
- 5.3. Grass clippings may be left unless otherwise specified or if grass has been left particularly long by the contractor.

<b>Grass Cutting (to include strimming, hedge trimming and general clearance)</b>	<b>Anticipated No. of cuts per annum</b>
Closed Cemetery, Church Lane, CB6 3TB (maintain a figure of 8 path and an area of short grass) With two full cuts per annum to the wildflower area, in accordance with map. Cuttings to be removed.	Eight/One
Aldreth Road, Pond Site, Aldreth Road o/s No. 58 CB6 3PW	Eight
Station Road Pond Site, o/s No.43 Station Road, CB6 3XD	Eight
Haddenham Cemetery, Chewells Lane CB6 3SS	Sixteen
Allotment Roadway at Cemetery Site, Chewells Lane CB6 3SS	Eight
Around and alongside Bier House, Hop Row CB6 3SR	Eight
Church Yard, Holy Trinity Church, Station Road CB6 3XD	Sixteen
Non-Conformist Burial Ground (adj Doctors Surgery) The Green CB6 3TA	Sixteen
The Green CB6 3TA – to include removal and disposal of poppy wreaths from War Memorial in April each year	Sixteen
Feast's Green, West End CB6 3RF (to include grass bank verge and area to right hand side of entrance to Great Mill View)	Sixteen
Newtown Pocket Park, Newtown Road CB6 3TF	Sixteen
Haddenham Play Area, Hop Row CB6 3SR	Sixteen
Millennium Green at junction of Duck Lane & The Rampart CB6 3UE/CB6 3ST	Sixteen
Aldreth Recreation Field, School Lane Aldreth CB6 3PL	Sixteen
Aldreth Play Area, High Street Aldreth CB6 3PQ	Sixteen
School Lane verges off Aldreth High Street CB6 3PL	Sixteen
Haddenham Recreation Field, Hop Row CB6 3SR (Including allotment roadway & highway verges on Hop Row and The Rampart)	Twenty-six
Holly Fairchild Playing Fields, Newtown Road, CB6 3TF	Twenty-six
Council owned areas of Ovins Rise, CB6 3LH	Sixteen

<b>Hedge cutting</b>	<b>Anticipated No. of cuts per annum</b>
Haddenham Recreation Field, Hop Row CB6 3SR	One
Aldreth Recreation Field, School Lane Aldreth CB6 3PL	One
Newtown Pocket Park, Newtown Road CB6 3TF	One
Haddenham Cemetery, Chewells Lane CB6 3SS	One
Aldreth Play Area, High Street Aldreth CB6 3PQ	One
Ovins Rise, CB6 3LH (parish owned areas)	One
Holly Fairchild Playing Fields	One

<b>Footpaths (keeping clear of weeds/brambles and grass cutting verges)</b>	<b>Anticipated No. of cuts per annum</b>
Green Lane footpath adj to Mill Yard CB6 3SZ (footpath runs down to kissing gate into field)	Six
Green Lane footpath off Aldreth Road adj Barn @ 10 Aldreth Road CB6 3UB (footpath runs down to kissing gate into field)	Six
Hinton Hall Lane footpath CB6 3SZ (runs through to Wilburton)	Six
Bull Lane footpath off Haddenham High Street adj to Spar Shop CB6 3XA	Six
Merricks Lane footpath off Station Road CB6 3XD (runs through to the Cemetery)	Six
Chewells Lane CB6 3SS (footpath runs through from Fairchild's Meadows to Station Road)	Six
Stocking Lane, Aldreth (Aldreth Playing Field to the Cut)	Six

<b>Waste Bins:</b>	<b>Frequency per week (Mon + Fri)</b>
Aldreth Recreation Field x 1	Twice
Aldreth Play Area x 1	Twice
Haddenham High Street x 3 (Spar Shop, Butchers & end of Camping Close)	Twice
Haddenham Recreation Field x 6 (Car park, Pavilion, MUGA Court, skatepark, play area & shelter)	Twice
The Green x 2	Twice
Duck Lane end of footpath from Camping Close x 1	Twice
Millennium Green (junction of The Rampart + Duck Lane) x 1	Twice
Holly Fairchild Playing Fields (near pavilion)	Twice
Ovins Rise Play Area	Twice

<b>Dog Bins:</b>	<b>Frequency per week (Mon + Fri)</b>
Haddenham Recreation Field x 3 (end of footpath from Camping Close, The Rampart and near car park)	Twice
Closed Cemetery, Church Lane x 1	Twice
Fairchild's Meadows x 1	Twice
Guppy's Pond, Station Road CB6 3XG x 1	Twice
Non-Conformist Burial Ground (bottom end) x 1	Twice
Tinkers Lane, Aldreth x 1	Twice

<b>Pitches:</b>	<b>Frequency per week</b>
Marking up of upto 3 pitches at Haddenham Recreation Field, Hop Row CB6 3SR	Weekly
Marking up of upto 3 pitches at Holly Fairchild Playing Fields, Newtown Road, CB6 3TF	Weekly
General small-scale wear and tear repair including, repairs to goal mouths, small areas of top dressing/grass seeding	As required

<b>Litter picking/street cleaning:</b>	<b>Frequency per week</b>
Haddenham High Street from junction at The Green down to Camping Close on both sides of the road.	Once
Haddenham Recreation Field, shelter, play areas and skatepark	Once
Aldreth Play Area	Once
Holly Fairchild Playing Field	Once

## 6. Miscellaneous

6.1. The appointed contractor will also be required to undertake some occasional miscellaneous work outside the contracted tasks. It is expected that these tasks will be invoiced separately but priced at the same hourly rate as the main contract. Instruction for any of this additional work will be given by the Clerk.

<b>Miscellaneous to include:</b>	<b>Frequency</b>
Clearing leaves	As instructed
Weed unattended graves and ashes plots @ Haddenham Cemetery	As instructed
Make up sunken graves @ Haddenham Cemetery	As instructed
Keep main roadways edged @ Haddenham Cemetery + Recreation Field car park	As instructed
Clear allotments	As instructed
Litter picking on specified areas of grass verge	As instructed
Watering new trees and hedges throughout the parish	As instructed
Application of fertiliser to sport pitches	As instructed
Other miscellaneous work	As instructed



## 7. Grass Cutting Area Maps and Specifications

### 7.1. Closed Cemetery

Address: Church Lane, Haddenham, CB6 3TB

- This area is managed to enhance biodiversity in collaboration with Haddenham Conservation Society (HCS).
- A figure of eight path and an adjoining area of grass to be cut eight times per annum with remaining areas left long for ecological benefits.
- Two full cuts per year are required, timing of cuts to be agreed with the council and HCS.
- Cuttings to be removed



## 7.2. Pond Sites

- Cut eight times per year

### **Station Road:**

Address: Station Road, Haddenham, CB6 3XD (O/S No. 43)

1 metre inner perimeter to be left uncut around central tree



### **Aldreth Road:**

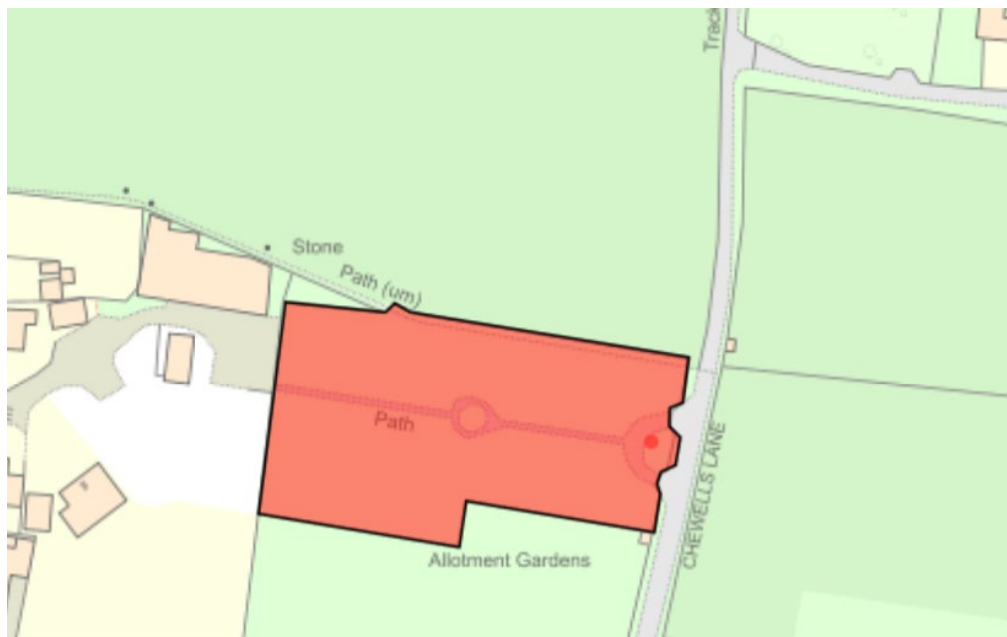
Address: Aldreth Road, Haddenham, CB6 3PW (O/S No. 58)



### 7.3. Haddenham Cemetery

Address : Chewells Lane, Haddenham, CB6 3SS

- Cut 16 times per year, including footpath to the right-hand side of the area.
- Contractor should also allow for general upkeep including weeding/weed spraying around graves.
- Cut grass should be removed in this area.



### 7.4. Allotment Roadway

Address – Chewells Lane, Haddenham, CB6 3SS

- Cut 8 times per annum



### 7.5. Around and alongside Bier House

Address: Hop Row, CB6 3SR (O/S No. 2b)

- Cut 8 times per year
- Contractor should also allow for occasional tidying of vegetation/brambles on the plots



### 7.6. Holy Trinity Churchyard

Address – Station Road, Haddenham CB6 3XD

- Cut 16 times per year





### 7.7. Non-Conformist Burial Ground

Address – The Green, Haddenham, CB6 3TA (adj to Doctors Surgery)

- Cut 16 times per annum



### 7.8. The Green

Address – The Green, Haddenham, CB6 3TA

- Cut 16 times per annum
- Cut grass should be removed



### 7.9. Feasts Green

Address – West End, CB6 3RF

- Cut 16 times per annum
- To include grass bank, verge and area to right hand side of the entrance to Great Mill View
- Bee Orchids are present in this area and on occasion parts of it will be marked for no mowing to enable them to thrive.



### 7.10. Newtown Pocket Park

Address – Newtown Road, Haddenham, CB6 3TF

- Cut 16 times per annum.



### 7.11. Haddenham Play Area

Address – Haddenham Recreation Ground, Hop Row, Haddenham, CB6 3SR

- Cut 16 times per annum



### 7.12. Millenium Green

Address – At junction of Duck Lane & The Rampart, CB6 3UE/CB6 3ST

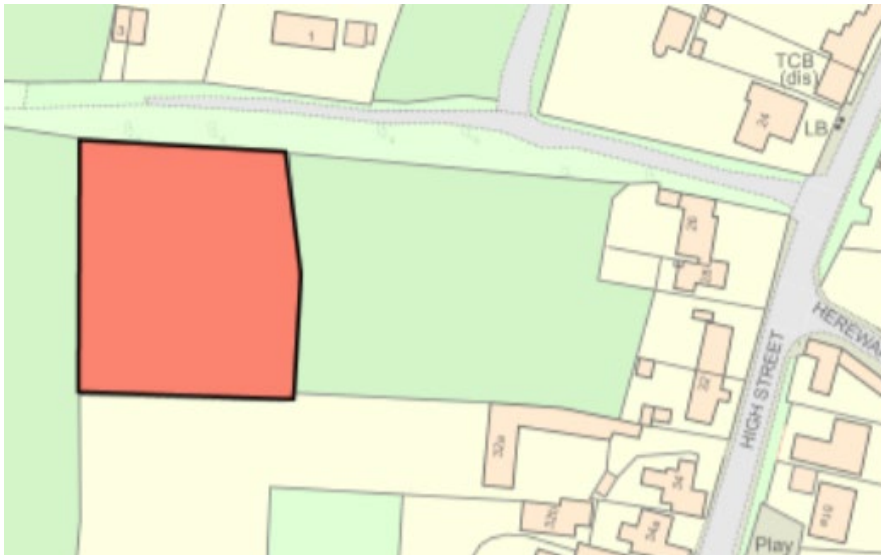
- Cut 16 times per annum
- 1 metre inner perimeter to be left uncut around central tree



### 7.13. Aldreth Recreation Field

Address – School Lane, Aldreth, CB6 3PL

- Cut 16 times per annum
- One cut will be on a specified few days in May to ensure the grass is short for the annual Aldreth Fair



### 7.14. Aldreth Play Area

Address – High Street, Aldreth, CB6 3PQ

- Cut 16 times per annum





#### 7.15. School Lane verges, Aldreth

Address – School Lane, Aldreth, CB6 3PL

- Cut 16 times per annum
- One cut will be on a specified few days in May to ensure the grass is short for the annual Aldreth Fair.



#### 7.16. Haddenham Recreation Ground

Address – Hop Row, Haddenham, CB6 3SR

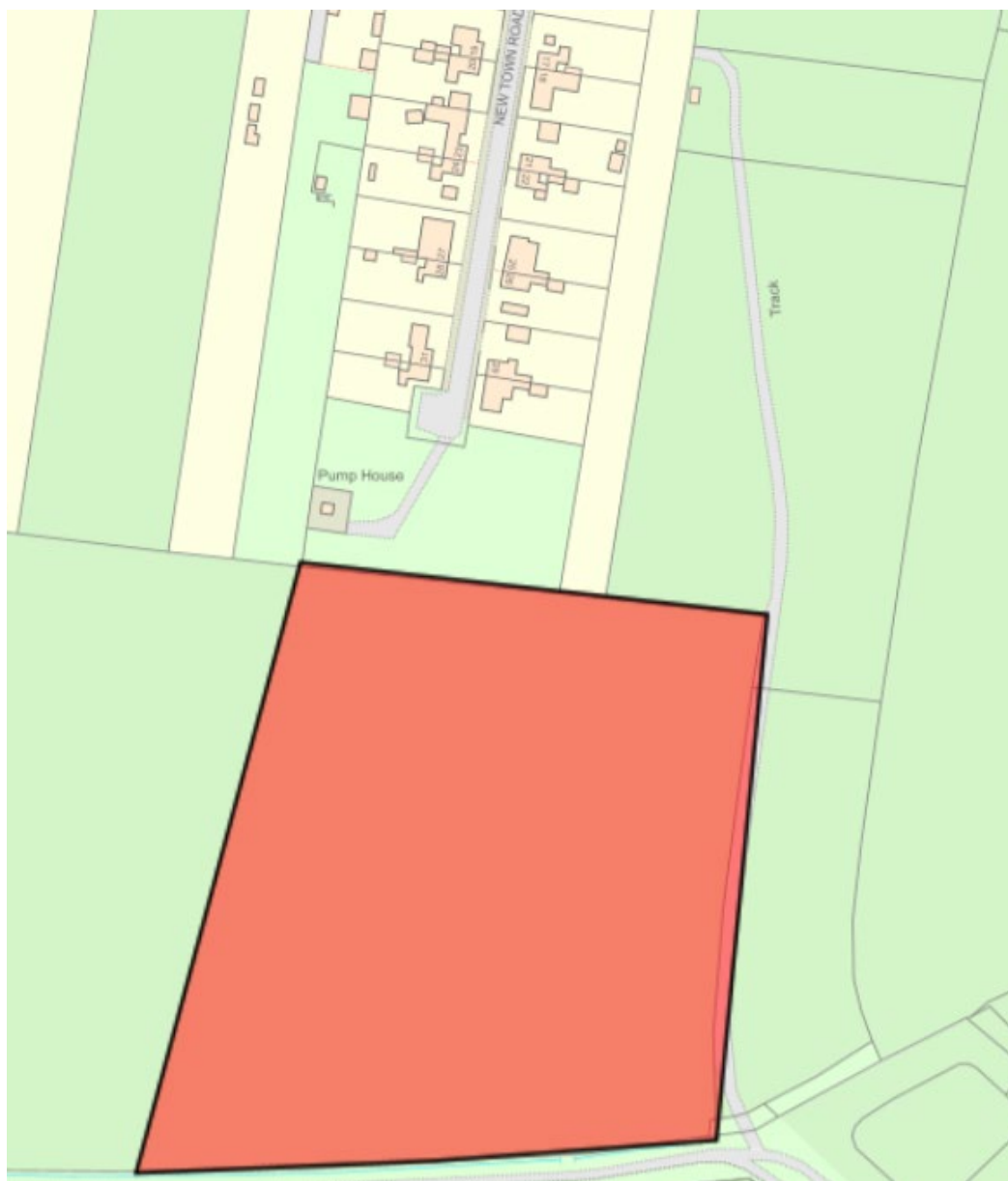
- Cut 26 times per annum with particular attention paid to ensuring grass is cut in preparation for weekend sports.
- One cut must be within a specified few days in June/July to ensure the grass is short for the annual Beer Festival.
- Contractors should include the highways verges on Hop Row and The Rampart.



### 7.17. Holly Fairchild Playing Fields

Address – Newtown Road, Haddenham, CB6 3TF

- Cut 26 times per annum with particular attention paid to ensuring grass is cut in preparation for weekend sports.
- Strimming around the fenced off swale area will be required once a year.
- It should be noted that a pavilion has recently been built on this site (not shown on the map) and a section of it has been given over to car parking.
- Some of the car parking areas are grass matting which will require cutting with the rest of the field.
- There are new trees and hedging at this site which will require watering in summer 25/26 and possibly beyond. This will be paid separately from the contract.



### 7.18. Ovins Rise

Address: Ovins Rise, Haddenham, CB6 3LH

- Cut 16 times per annum
- Areas to be cut are shown in GREEN (avoiding wildflower area on left hand side)



## **8. Hedge Cutting**

- 8.1. Hedges are to be cut annually between September and February.
- 8.2. Contractors will be responsible for erecting signage in advance of cutting verges near pavements or in the recreation ground car park on Hop Row.
- 8.3. Cut material should be removed from site and disposed of.

## **9. Footpaths**

- 9.1. Footpaths are to be strimmed six times per annum.
- 9.2. Contractors should include provision to cut back overgrown plants and brambles in these areas to ensure a clear path is maintained.
- 9.3. Maps can be provided on request, but contractors may find it beneficial to visit these area.

## **10. Waste Bins & Dog Bins**

- 10.1. Bins are to be emptied twice weekly on Mondays and Fridays.
- 10.2. Replacement bin bags to be supplied by the contractor on each occasion of emptying.
- 10.3. The contractor should remove all litter and dog fouling from the bins and deposit into the parish council wheelie bin.
- 10.4. The council will settle invoice for emptying the wheelie bin directly with Thalia Waste Management.

## **11. Pitch Marking**

- 11.1. Marking up of the football pitches at Haddenham Recreation Ground and the Holly Fairchild Playing Fields will be required.
- 11.2. The council will fund robot marking at the start of each season with the contractor maintaining the marking throughout the year.
- 11.3. Contractors will be required to liaise with the football team managers on occasion to ensure the pitches are correctly prepared for matches.
- 11.4. The lining equipment should be supplied by the contractor, but the council will supply paint.
- 11.5. Likewise, equipment for top dressing, goal mouth repairs and grass seeding

should be supplied by the contractor. The council will supply materials.

## **12. Street Cleaning**

- 12.1. Weekly litter picking is required in the areas named. The council does not specify which day of the week this should take place but would expect it to be the same day each week.
- 12.2. Collected litter should be disposed of in the council's wheelie bin.

## **13. Health and Safety**

- 13.1. The appointed contractor will need to supply:
  - Risk assessment for all activities
  - Health & Safety Policy
  - Public Liability and Employers Liability Insurance annually
- 13.2. The appointed contractor will be responsible for ensuring safe systems of work for all tasks.
- 13.3. The appointed contractor will be responsible for the provision of all PPE for use by its employees.
- 13.4. All equipment must be supplied and suitably maintained by the contractor.
- 13.5. The contractor shall comply with applicable laws, regulations and safety standards related to grounds maintenance.

## **14. Payment Terms**

- 14.1. Invoices are to be submitted monthly by email to the Parish Clerk.
- 14.2. Ideally invoices should be received by 1st of each month for the previous month.
- 14.3. Payments to contractors will be authorised at the monthly full council meeting and made by BACS payment the following day.
- 14.4. Invoices received after the agenda deadline, generally around 5th of each month may be subject to payment the following month.

## **15. References**

- 15.1. References will be taken up prior to the start of the contract.

- 15.2. References from other local authorities are preferred but under no circumstances should references be from members of the contractor's family.
- 15.3. The council reserves the right to re-evaluate tenders received if references are deemed to be unsatisfactory.

## **16. Terms & Conditions**

- 16.1. It is for the contractor to satisfy themselves that they are aware of the location, size and condition of the site of work and are in possession of sufficient information to offer a tender.
- 16.2. The council does not accept liability for any costs incurred in the preparation and submission of any tender.
- 16.3. The council is not bound to accept the lowest or indeed any tender.
- 16.4. The council reserves the right to remove elements from the contract in advance of it being signed by all parties.

## **17. The Contract**

- 17.1. A contract will be drawn up and signed by both parties in advance of the contract start date.
- 17.2. Within this contract, the contractor will be required to indemnify and hold the council harmless from any and all losses arising.
- 17.3. The signed contract shall be governed by and construed in accordance with the law.
- 17.4. The contract will include termination terms for both parties.