

NEWNHAM ON SEVERN PARISH COUNCIL

Invitation to tender for grass cutting and Hedge maintenance contract at various sites belonging to, or managed by, the Parish Council

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NEWNHAM ON SEVERN PARISH COUNCIL

GRASS CUTTING AND MAINTENANCE CONTRACT

Scope of work

The tender is for cutting (or strimming) grass and weed killing for sites in the parish of Newnham on Severn from 1st March 2025 to 28th February 2028. The sites are of varying sizes, contour and nature, and the cutting and maintenance requirements are different for each site. A map, indicating each of the sites is attached at Appendix I and a schedule which summarises the requirements for each site is shown at Appendix 2. Two specific types of site are involved, one being of relatively large area (the playing fields), where there is the need for large equipment and the other smaller and more disparate sites that require a more respectful approach, as well as smaller machinery.

Assumptions and Constraints

Grass comprises many varieties which have differing growth requirements and patterns. In addition to this, Council managed land is far from level so that the use of large equipment often results in differing heights of grasses. It is, therefore, not possible to be too prescriptive within this tender but the objectives should be to meet, where possible, the stated requirements over a general and reasonable area of the identified space.

Where a measurement is stated here it is an average level rather than a measure of a length of a particular grass. It is the length from the ground – including underlying moss, weed and grass.

Some parts of the Council's managed land are particularly well known for their display of crocuses and daffodils during early and late spring and in order to maintain this display it is important to cut grass around the bulbs of these flowers at or around the right time. There cannot be a specifically defined date for the cutting around the bulbs because of inconsistent weather patterns. Professional advice suggests that the first cut can take place in the area of the bulbs a minimum of six weeks after flowering of the bulbs. Since there is always controversy over the cutting in these areas, the Clerk will liaise with the contractor of the Council's agreement on when these areas can be cut.

Throughout this document, there are references to Mid November being the latest (or end of season) cut. This naturally varies year to year and therefore may well not dictate the actual end of the cutting season. Agreement to the actual end and length of season will be made with the Clerk, who will work with the successful contractor to propose to the Council and agree any additional cuts that are required.

General information and terms and conditions of contract

- 1 The cutting and clearing of grass and foliage must be carried out to meet all boundary walls, pavements, highways, hedges, fences, tree trunks, stumps, posts and bollards and beneath all fences, seats and the like. All areas must be left tidy at the end of every visit. Unless specified for a particular area, the contractor will be responsible for either mulching or removing all grass cuttings and foliage, sweeping, and removing the same for safety and aesthetic reasons from paths, pavements, steps and property walls after every cut. An early initial cut followed by regular cutting will avoid the removal of some of the cut grass. It should be noted that several of these areas are used by local children as play areas and as such they should be cut as short as possible at each cut so that the grass does not grow to excessive lengths between cuts. **With respect to "The Chains" and "The Beeches" it is a requirement that the first cut be removed from site within 24 hrs of the cut taking place.**
- 2 The contractor is to complete each cut within (3) days of its commencement, the Clerk to be notified of the date of commencement. Ongoing cuts will be approximately two weeks apart depending on weather conditions and variations to the growing season
- 3 In each area when cutting has commenced, completion is required before another area is attempted.

- 4 This is a fixed price contract and as such the Contractor must visit the sites to ascertain exact areas, and borders of cutting areas. Should there be any queries the contractor should contact the Clerk prior to submitting the tender.
- 5 Any communication with, or from, the Parish Council should be made via the Clerk.
- 6 The Contractor must inform the Clerk within 24 hours should they, in the course of cutting; uncover any holes or other items that may cause problems in fulfilling the works, including parked vehicles, so that efforts can be made to get them moved.
- 7 The Contractor must supply all machinery and guarantee that it is suitable and efficient for the work required.
- 8 The Contractor must provide evidence to the Council of adequate public liability insurance as follows:
Employers Limit of Indemnity - £10,000,000, Public Liability - £10,000,000 and applicable method statements, certifications/risk assessments for Equipment, staff and process required to fulfil this contract
- 9 Invoices for payment should be presented to the Clerk within seven days after completion of each total cut.
Invoices must clearly state the cut number and dates of cuts for which the invoices apply. All payments will be made following monthly Council meetings to any invoice received in no less than five working days prior to the meeting. The clerk will supply the contractor with a list of meeting dates at the beginning of each year. Payments are made by cheque or BACS issued on the last day of the calendar month for cheques and on the 2nd working day of the following month for BACS
- 10 Although weather conditions may dictate variations in the time between cuts, the tender must be based on two cuts per calendar month, up to a maximum of 16 cuts per year for general grass cutting and 24 cuts for the playing field. In extreme circumstances where the grass doesn't grow during excessively dry spells, up to two cuts may be suspended and added to the end of the season (if additional cuts are required). If no additional cuts are required, payment will be subject to negotiation between the Parish Council and the contractor (as will the decision to suspend one of both cuts).
- 11 The weedkiller used as outlined in the following sections should be glyphosate free and safe for animals and children.
- 12 The contractor is obliged to advise the council of any outbreaks restricted noxious weeds such
- Giant hogweed.
 - Japanese knotweed.
 - Himalayan balsam.
 - Rhododendron ponticum.
 - New Zealand pigmyweed
- Actions relating to any findings are to be agreed with council or referred by council to a specialist contractor
- 12 Either party may terminate this contract by written notice to the other at any time if that other party:
- (a) commits a breach of this contract and, in the case of a breach capable of remedy, he fails to remedy the breach within 14 days of being required to do so in writing; or
 - (b) becomes insolvent, or has a liquidator, receiver, manager or administrative receiver appointed. ”
- 13 Either party may terminate the agreement before the termination of the agreement, with 60 days written notice.

Part 1 - Large Site

The Playing Field – Map Reference A

Location and general information

The site is positioned adjacent to Station Road. It is basically flat and level with one full size football pitch, in regular use during the football season, two hard tennis courts and a small area for skateboarders. Unfortunately the grass does not grow evenly. The whole length of the football pitch, for about half of its width on the tennis court side, grows at about twice the rate as on the Station Road side. The site is also used by children of all ages and by dog walkers. There is a clear and stated requirement for dog litter to be removed by owners. This does not always take place.

Access for larger cutting equipment can be obtained via East View.

Cutting requirement

Although the area has clearly defined sections which relate entirely to their use, for maintenance purposes, there is no difference between them. The grass is to be cut using the appropriate large cutting equipment to create a surface adequate for use as a competitive football pitch. The grass is to be cut every 10 days (weather depending). Minimum and maximum lengths of grass during the cutting period are 30mm and 60mm (1 and 2 inches) respectively for all areas. The level area is to be cut using the appropriate large cutting equipment, taking account of the fact that the height of the cut will have to be adjusted to take account of the varying growth rate on the Station Roadside of the football pitch. Careful strimming will be required in the surrounding areas: A small strip outside the fence between Station Road, is to be strimmed three times annually with a first cut in June. The bank inside the playing field running along the hedge line on Station Road is to be left as a wildflower sanctuary. Cuts only to be made once at the beginning of the season and once at the end, when flowering is complete, and seeds have fallen. The Orchard area created by the Harmony project will, as part of this contract, be machine mowed between the trees, however, final strimming around the trees will no longer be managed by the Harmony project team. The area behind the changing rooms adjacent to the Masons carpark will be strimmed as will the area in front of the gas building on the boundary of the Masons carpark. Vegetation must also be removed from the front and side door to the changing rooms to ensure access.

Part 2 – Other Sites

(a) Children's Play Area – Map reference B

The site is adjacent to the playing field and can be accessed via East View. It is basically a flat area containing play equipment, with a grassed mound for a slide. The area is contained on three sides by a fence.

Cutting requirement

Careful strimming or mowing is required in all areas, including along the boundary fencing.

(b) The Green – Map Reference C

The site is accessed via the church end of the High Street or via Dean Road. It is adjacent to a road called The Green. This is an uneven piece of land of historic interest, consisting of a medieval ringwork castle and associated Civil War earthwork defence. There is an avenue of trees and a variety of trees planted in and around the ringwork. Most of the grass site is flat but there is a steep bank on the opposite side to the road. Some planting of crocuses has occurred and should be avoided during flowering.

Cutting requirement

Careful strimming and mowing is required in all areas, including the removal of foliage around the base of trees and down the steep bank.

(c) The Pound – Map Reference D

This small site is at the junction of The Green and the Dean Road and contains a walled compound.

Cutting Requirement

The area around the compound needs to be strimmed at the same time as work on the Green. (Ensuring that all street signs are visible at all times)

(d) High Street the Chains – Map Reference E

The “Chains” are mainly grassed and populated with lime trees and are renowned for the display of crocuses and daffodils. Up-lighters are installed in this area, to enable the trees to be lit at Christmas time. In addition, some trees have Christmas lights wrapped in them and as a result some electrical cables might be vulnerable when strimming. (The uplighters and vulnerable cabling will be pointed out to the successful contractor, in advance of the cutting process). Approximately halfway along the Chains a Christmas Tree has been planted next to the War Memorial.

Cutting Requirement

Careful strimming and mowing is required in all areas, inc. . The first cut of the grass in “The Chains” and the areas where daffodils have been planted should not take place until (approximately) the last week of June. Prior to this, an area no wider than the line of the bollards shall be strimmed around the perimeter of the chains commencing with the first general cut in mid March.

Careful strimming and mowing is required in all areas as per general notes 1 including the removal of all waste from first cuts

Upper High Street (the Church end) there is a narrow strip of grassed area planted with trees (mainly silver birch), running from the zebra crossing to the corner of Dean Road. This strip of continues beyond Dean Road widening into what is called the “Chains

Cutting Requirements

All banks to be strimmed fortnightly after the initial flower die off of the daffodils.

Lower High Street (Below the Clock Tower) grassed banks on both sides and some lime trees by the bus stop.

Cutting Requirements

All banks to be strimmed fortnightly after the initial flower die off of the daffodils.

Snedding/Ivy new growth removal of foliage around the base of the lime trees will be conducted in June and again in October

When any of the areas in the High Street are strimmed it is advisable to issue notices to residents to inform them, so that they are able, if they wish, to move themselves or their vehicles to avoid damage from objects flying from the trimmers. **The parish council will post signs at the top middle and bottom of the Chains and post on Facebook if notified by contractor”**

Weedkilling

The pavements along both sides of the High Street are to be kept weed free. This will require the pavements to be sprayed using environmentally friendly and safe weed killing chemicals. The area between the railings and Dean Road will also need to be weed killed.

Weedkilling should take place at least twice per year, with the initial treatment being in early June and the second treatment at the end of the growing season (October??) Should weather conditions dictate a change in these dates it is to be agreed by the Clerk at the prescribed time. Additional spraying may also be agreed as necessary with the Clerk to prevent growth and a process for additional sprayings advised as part of the tender.

Georgie's garden- The steps and around the Bench should also be weed killed against the same schedule

Clock Tower inside the walled area – Weed killed against the same schedule

Railings area approaching the Armoury Hall entrance

Located just off the junction of the A48 and Dean Road in the direction of Littledean

Weed killed against the same schedule

Cobbled banks on A48 roadsides Lower High Street – Weed killed against the same schedule

Steps in Chains A48 to Service Road – Weed killed against the same schedule

MUGA Playing field fencing – Weed killed against the same schedule

Play Park – Soft play surfaces & edges of surfaces (to prevent strimmer damage)

(e) Unlawater – Map Reference F

As you enter Newnham on the A48 from Gloucester this small piece of mainly flat land is on the bend on the right hand side. The area is mainly grassed.

Cutting Requirement

Mostly mowing, with some strimming along the boundary wall of Unlawater House and the small parcel of and to the left of the driveway to Unlawater house

(f) Beeches Corner (including Memorial Garden) – Map Reference G`

Cutting Requirement

Mostly mowing, with strimming around shrubs and trees. Some crocuses and daffodils are planted in the grassed areas and these should be mowed around whilst they are in bloom.

(g) Georgie's Garden and adjacent areas

Cutting Requirement

Strimming regularly from the start of the cutting season with care to be taken around wildflowers areas.

(h) The Cliff – Map Reference H 1

As you enter Newnham on the A48 from Gloucester this area is on the left-hand side and runs along the edge of the river. It starts at the small building, called the fish hut, and continues to and around the car park and toilet block. . The area is mostly grassed with boundary hedges

Cutting Requirement

Mostly mowing with strimming below hedging, under and around benches and shrubs.

(i) Riverside path - Map Reference H2

Adjacent to the Cliff , the path runs from the fish hut to the Silver Fox Café, this path should be strimmed **quarterly** from the first cut in March to enable a path width of (1.8).

Bracken and other overgrowth on to the path area should be cut back in June and October to ensure free passage for walkers. **At the end of the growing season bramble and other growth to the roadside of the pathway should be cut back as far as practical and to the riverside towards but not reaching the reed bed.**

(j) Churchyard and Burial Ground – Map Reference I

The churchyard and burial grounds are at the church end of the High Street. The burial grounds are split into two areas. The area beyond the church going down the hill towards Ruddle and the burial grounds immediately around the church up to Church Road. All the areas are either contained by a wall or fencing.

Cutting Requirements

Both the areas of the churchyard require careful strimming and mowing around graves and up to the wall or hedge line. In the area going down the hill towards Ruddle any shrubs or weeds growing within the graves should be removed or strimmed. (Before each cutting season every effort will have been made by the Parochial Church Council to remove and apply appropriate weed killer to vegetation growing within graves). The old part of the churchyard will be cut depending on the wildflower die back - probably around the middle of June increasing in size as the wildflower reduces from die back. A pathway as defined by the PCC (Map attached) will be maintained around the churchyard at all times.

In the Desk vase tablet area of the churchyard strimming of the flagstones will be to stone depth so that the profiles of the stones and future burial plots are clear to see. In this area strimming waste should be blown off the existing stones on each cut.

(k) Dean Road – Map Reference K

There are two small cutting areas in Dean Road. The first is a small (triangular) section of grass on the right hand side as you enter Dean Road from the High Street Continuing up Dean Road, just beyond the junction of the Green there is a small grassed area the High Street side of the junction with Orchard Rise.

Cutting Requirement

Mowing and strimming required

(l) Ferry Point Map reference L

The ferry point is accessed from a pathway off church road, opposite Severn Street

Cutting Requirement

Mowing, strimming & Bracken removal required

The pathway to the ferry point and area around the bench is to be strimmed in June, August and October.

In June and October the bracken in front of the bench area shall be trimmed to enable visibility of the river.

(m) Hyde Bank shrubbery maintenance M

The site is to the left-hand side of Hyde Lane when leaving Station Road and covers the area each side of the steps to Sheens Meadow from the roadside to the footpath and Open Space

Maintenance Requirements

Weeding and general maintenance between the shrubbery and any strimming requirements necessary to promote growth and general spread to increase ground cover

Please see attached location maps to assist in locating areas within the village

Appendix 1

Grass contract activity table

Note: Dates below are a guide only. Cuts times may be variable depending on growing season and shall be negotiable with the Clerk, as will any requirements for additional cuts / weed killing

Area	map reference	activity	start date	Finish date	number of cuts/actions	remarks
Playing Field						
Open areas & Football Pitch	A	Mowing	Mid March	October	26	Additional cuts may be requested by Football club at their expense
Strip outside fence Station Road	A	Strimming	June	October	3	
Bank Station Road	A	Strimming	Mid March	October	2	End of season cut after wildflowers are over
Orchard area	A	Strimming	Mid March	October	26	Area within trees to be managed by Harmony project team – no longer !!
Play Park	B	Strimming	Mid March	October	18	
General						
The Green	C	Mowing & Strimming	Mid March	October	18	
The Pound	D	Strimming	Mid March	October	18	Street signs to be kept visible
Dean Road - Orchard Rise	K	Strimming	Mid March	October	18	
Dean Road - A48 corner	K	strimming	Mid March	October	18	
The Chains	E	Strimming	Mid June	October	13	First cut when Daffodils are over. Waste removal on first cut
The Chains- Perimeter	E	strimming	Mid March	October	18	Strim from road edge & side of steps to bollards from season start
The Chains – Snedding/Ivy New growth	E	Strimming	June	Oct/ Nov	2	First cut depending on growth over winter
Upper High Street	E	Strimming	May	October	15	First cut after Daffodil flowering
Lower High Street	E	Strimming	May	October	15	First cut after Daffodil flowering
Lower High Street-Snedding	E	Strimming	March - May	October	2	First cut depending on growth over winter

Unlawater Inc outside House	F	Mowing & Strimming	Mid March	October	18	
Beeches corner	G	Mowing & Strimming	Mid March	October	18	Waste removal on first cut
Georgie's Garden	G	Strimming	Mid March	October	18	
The Cliff	H1	Mowing & Strimming	Mid March	October	18	
Riverside path	H2	Strimming	Mid March	October	6	
Riverside path + Bracken	H2	Strimming & hard cut		October	1	Final cut plus hard cut on bracken at pathside
Churchyard	I	Mowing & Strimming	Mid March	October	18	Wild flower area opposite church left until dieback.
Churchyard - DVT area	I	Strimming	Mid March	October	18	Hard cut to maintain profile of flag stones. DVT memorials to be blown off when strimmed
Ferry Point- Pathway	L	Strimming	June	October	3	Mid point cut - June
Ferry Point- Bracken	L	Strimming	June	October	2	
Hyde Bank Shrubbery	M	Weeding / General maintenance	June	October	2	
Weedkilling						
High Street pavements	E		June	October	2	additional spray may be required
Georgie's garden	E		June	October	2	additional spray may be required
Clock Tower inside wall	E		June	October	2	additional spray may be required
Railings Armoury Hall	K		June	October	2	additional spray may be required
Lower High Street- Cobbled banks	E		June	October	2	additional spray may be required
Steps in Chains A48- service road	E		June	October	2	additional spray may be required
MUGA Playing Field - around fencing	A		June	October	2	additional spray may be required
Play Park	B		June	October	3	additional spray may be required

Appendix 2

Tendering document for grass cutting and weed killing at various sites belonging to or maintained by Newnham on Severn Parish Council

Name of Company or Person Name of Applicant (if different from above) Type of Company (Sole Trader/Partnership/Association/Other)

Address of CompanyPost code.....

I have been supplying services of this type for.....years and am qualified to perform the work for which I am now tendering. I comply with the requirements for a contractor performing the work stated in the invitation to tender document:

Signature.....

Date.....

Sites	Cut Price	Annual Price
Playing Field (Map reference)	£	£
All Other Sites (Map reference)	£	£
Weedkilling (Map reference B)	£	£

Total Price of Bid

£

Please provide the names, addresses and contact details of 2 people who are familiar with your work in this context and who we can contact for references:

Name
Organisation
Address/ Contact details

.....
.....Post Code..... Telephone No..... Email.....

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.....Post Code..... Telephone No..... Email.....

HEDGE CUTTING AND MAINTENANCE CONTRACT

Scope of work

Hedges cutting in Station Road , Hyde Road and at the Cliff Car Park. The Hedges are to be cut during the first week of August each year.

With respect to Station Road, a preliminary light cut on the pavement side will be conducted prior to the nesting Season to alleviate growth over the pathway.

General information and terms and conditions of contract

- 1 Station Road hedging will be hand cut on the pavement side and flailed on the top and Playing Field side. Cliff Carpark, hand cut sides, flailed top. Hyde Lane flailed only.
- 2 Playing field perimeters (Headland) to be flailed back to boundary at ground level. Including along the bank leading to the Hedge on the Station Road side.
- 3 The contractor will be responsible for removing all arisings from site, sweeping and removing same for safety and aesthetic reasons from paths, pavements, steps and property walls. The contractor is to notify the clerk when each cut will be performed.
- 4 This is a fixed price contract and as such the Contractor must visit the sites to ascertain exact areas, and borders of cutting areas. Should there be any queries the contractor should contact the Clerk prior to submitting the tender.
- 5 Any communication with, or from, the Parish Council should be made via the Clerk.
- 6 The Contractor must inform the Clerk should they, in the course of cutting; identify items that may cause problems in fulfilling the works.
- 7 The Contractor must supply all machinery and guarantee that it is suitable and efficient for the work required.
- 8 The Contractor must provide evidence to the Council of adequate public liability insurance as follows:
Employers Limit of Indemnity - £10,000,000, Public Liability - £10,000,000.
- 9 Invoices for payment should be presented to the Clerk within seven days after completion of each total cut. All payments will be made following monthly Council meetings to any invoice received in no less than five working days prior to the meeting. The clerk will supply the contractor with a list of meeting dates at the beginning of each year. Payments are made by cheque, issued on the last day of the calendar month

Appendix 3

Quotation for Hedge as defined in the scope of this document

Name of Company or Person Name of Applicant (if different from above) Type of Company (Sole Trader/Partnership/Association/Other)

Address of CompanyPost code.....

I have been supplying services of this type for.....years and am qualified to perform the work for which I am now tendering. I comply with the requirements for a contractor performing the work stated in the invitation to quote document:

Signature.....

Date.....

This section is only required if the referees for hedge cutting differ from those for the general grass maintenance.

Please provide the names, addresses and contact details of 2 people who are familiar with your work in this context and who we can contact for references:

Name

--

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Organisation

--

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Address/ Contact details

.....Post Code..... Telephone No..... Email.....
--

.....Post Code..... Telephone No..... Email.....
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See over for additional information:

NOTE:

You may also supply up to five A4 sheets of additional information. This may include assumptions you have made and any constraints of your quotation. It may also help you if you include details on how you would expect to manage the sites for which you have quoted. We would expect to see some evidence of visits to those sites as well as detail of how you would approach each.

You may also attach your normal terms of reference which will inform, but not dictate the contractual terms of any agreement made as a result of your quotation.

Appendix 4

Tender evaluation process

At the closing date of the tenders, tenders will be reviewed by members of the Employment and Finance Committee with a recommendation made to the following full council meeting.

Tenders will be considered against the following criteria:

- Quality of tender in terms of care, approach and detail to the sites and their regimes.

- Price of bid.

- Assumptions and constraints stated.

- Proof of certifications and licenses relevant to industry standards

- References obtained: relevance and customer experiences.

Depending on the decision made by the Council, the chosen company/individual will be notified within one following the Council meeting. At that time, a draft contract will be drawn up based upon the submission and the Council's acceptance of the terms therein. This will be sent out at the time and the contractor will be given two weeks to agree or to dispute and resolve with the Clerk, the terms therein.

After two weeks the contract will be signed between the parties and other parties submitting tenders will be informed of the situation.