

**WITLEY & MILFORD PARISH COUNCIL  
CONTRACT FOR GROUNDS MAINTENANCE  
FOR THE PERIOD 1<sup>st</sup> MARCH 2025 – 28<sup>th</sup> FEBRUARY 2026**

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**SPECIFICATION OF WORKS**

**1. Grass Cutting**

- 1.1** The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut without damaging the existing surface. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance must be made good by the Contractor at his own expense and to the satisfaction of the Council.
- 1.2** The Contractor will follow and keep to an approved system of cut to ensure that all sites are cut on a rota basis, (e.g., open spaces, parks, recreation grounds, etc.). These rotas must be approved by the Council, before work commences. All deviations from the previously agreed rotas, requested by the Contractor, must be approved by the Council, in advance.
- 1.3** The Contractor will ensure that all grass clippings/hedge trimmings etc and other waste is cleared from all mowing margins, channels, hard and paved areas, playgrounds, playground equipment safety surfaces, paths and public highways, etc and all such waste will be taken away from site.
- 1.4** Soft vegetative growth such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.5** Mowing will take place on the full area of grass at the site, up to the paving, fencing, obstacles and any other boundaries.
- 1.6** Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
- 1.7** During periods when ground conditions are so wet as to prevent grass cutting occurring without causing damage to the surface or levels of the ground, or producing divots, the Contractor will cease his grass cutting operations, notifying the Council immediately of its actions. The Contractor will ensure that all areas will subsequently be brought up to the required standard within 3 working days of being informed that cutting may commence. The Contractor will provide sufficient manpower and machinery to "catch up" if there is a substantial amount of mowing time lost through bad weather.
- 1.8** Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at its own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.9** Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions will be removed to facilitate cutting, and replaced before the Contractor leaves the site.
- 1.10** (i) Mowing around obstructions including seats, trees, fence lines, posts, gravestones, kerbs and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location. Care must be taken when strimming around wooden structures – any damage caused by strimming will be replaced at the contractors expense.  
(ii) Particular attention will be paid at each mowing visit to ensure that tree and headstone bases are clean, tidy and weed free. Cutting of grass and other vegetation around the bases of trees must be done so that no tree is damaged, i.e. bark ringed fully or partially. The Contractor will have, therefore, included this associated work in his rates.
- 1.11** In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until the flower leaves have yellowed.
- 1.12** (i) Prior to cutting any area, the Contractor will ensure that is its free of significantly large stones, paper, tins, bottles and other debris.  
(ii) The Contactor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- 1.13** The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of the operations. The Contractor will provide their staff with all safety

equipment, (boots, reflective vests, ear defenders etc), and will ensure that staff use these at all times they are engaged in work for the Council.

- 1.14** All persons operating grass cutting machinery must be competent, licensed or appropriately trained. The Council reserves the right to ask the Contractor to provide adequate proof that any operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

**2. Hedge Cutting and Pruning**

- 2.1** Hedges shall be cut, depending upon the hedge as indicated in the Schedule of Works. The cut shall take place in February and September/October in order to ensure that nesting birds are not disturbed. Hedge heights and widths shall be maintained to the previous cutting heights and widths. The Contractor shall ensure that hedge widths and heights do not present a hazard or obstruction to pedestrian or vehicular traffic at any time. The Contractor shall ensure that 'formal' hedges gradually taper towards the top.
- 2.2** Hedges shall be cut by hand shears, secateurs, parrot bills, motorised cutting equipment or tractor mounted cutting equipment which is appropriate to the type of hedge to be pruned. Large leafed species, such as laurel, shall only be cut using secateurs or similar equipment in order not to damage leaf surfaces. The Contractor shall not use tractor mounted cutting equipment within urban areas.

Signed on behalf of Witley & Milford Parish Council

Sarah Nash  
Parish Clerk

Date:

Signed for and on behalf of:

Title:

Date: