

CASTLE CARY TOWN COUNCIL

Grass Cutting and Grounds Maintenance Contract

Schedule of Works

Revised Oct 2017

1. Cemetery and Vicinity

Throughout year: Weeds to be kept to a satisfactory standard at all times on pathways, roadways and around the chapel perimeter, and on graves, using appropriate weedkiller.

Twice per month: Grass on main drive to be cut and strimmed
(in the growing season, Grass on main drive border (rhs) to be cut and strimmed

minimum of 20 cuts per Grass in cemetery to be cut to boundaries

Year)

Grass to be strimmed at boundaries

Bank running from main cemetery gates to the phone box to be strimmed

Bank running from the main cemetery gates towards

Galhampton must be strimmed and mirror opposite gates must be kept clear at all times

Hoe around graves (tidying 40 graves per month) selecting those most in need of attention

Hoe entrance borders clear of weeds during growing season (paying attention not to disturb wild flowers when in season) (to be cordoned off at appropriate time)

Tend flowers and deadhead roses as necessary

All cutting and strimming must run concurrently

Any dead flowers found on graves when strimming will be removed and any Christmas wreaths to be removed on or after 7th February or at the discretion of the contractor throughout the year

When full: Compost bins x 3 to be emptied into compost silo

Every two months: Hedge on main drive to be trimmed and the gap on the

left hand side entering must be kept clear between the field hedge and the cemetery from the entrance gate

and

the Garden of rest

cemetery Hedges along the cemetery boundary, on the side, to be trimmed

Every three months: All mature bushes to be trimmed for old and new growth and remove any brambles and new tree growth

Twice per year: Clean headstones on war graves and tidy surrounding area (the second clean must be completed for Remembrance Day)

Clean all signage and notice boards in cemetery

Clean the "Garden of Rest" sign set into the wall at the top of the cemetery

Once per year: Prune roses

Fork in well rotted manure in entrance borders (Autumn)

As required: All pathways and roads to be kept clear and safe at all times

All blown branches to be cut on trees and disposed of.

New or reopened graves to be carefully replenished with top soil from material on site rolling back the turf where possible until the levelling of graves has occurred. Grass seed should be sown where there are bare areas of soil.

Where subsidence has occurred on old graves, remove turf, refill with soil and replace turf.

Additional Notes

At no time shall any maintenance be allowed on the day a funeral takes place. The Contractor will be given prior notice of funerals by the Town Clerk or Deputy Clerk – where possible one week's prior notice will be given.

On no account must soil or any waste material be placed in the ditches around the boundary.

All loose grass cuttings must be removed from gravestones. All loose cuttings on pathways and roadways must be brushed up and disposed of in compost silo.

Hedge clippings and branches to be disposed of in compost silo where suitable; where not suitable for composting, the contractor is responsible for disposing of them at the local tip in the proper manner.

Report urgently to the Town Clerk of any gravestones found to be in a dangerous condition.

The contractor to check hedge and weed growth around the composting toilet area and keep clear at all times

2. Children's Play Area

- Throughout year:** Weeds to be kept under control at all times
All paths to be kept clear and safe at all times
- Twice per month:** Grass to be cut to boundaries and a 2 metre strip along
the track adjacent to the cricket pitches from the entrance gate to the Pavilion
- around Grass to be strimmed on all boundary edges and play area equipment
All cutting and strimming must run concurrently
- Every three months:** Hedges around pensioners' bungalows to be trimmed
Hedges and shrubs around boundaries to be trimmed, including the Florida Street side. Deal with nettles as necessary.
- Every six months:** Trees to be trimmed for old and new growth.
Blown branches to be cleared where necessary

Additional Notes

All hedge trimmings, weeds etc. to be taken and disposed of by the contractor in a proper manner.

When undertaking work in the Children's Play Area, any litter or glass should be cleared

The contractor should report any damage observed to the play equipment to the Clerk

3. Donald Pither Memorial Field

As required All walking areas to be kept clear and safe at all times

Bi-Monthly Hedge near bungalows on left hand side approaching toilet block sides and top must be trimmed

Twice per month: Grass from toilets to main gate to be cut
Bank outside sports field to be cut
Edge of sports field to be strimmed (detailed requirement can be shown to contractor)
Florida Street entrance to playing field to be strimmed

Every four months: Shrubs on bank outside sports field to be strimmed

Additional Note

If dog fouling is witnessed, please inform SSDC Dog Warden with details (01935 462462) 0797 1972393

4. Market House & Surrounding Area

Every six months: Holly Bush and other shrubs outside the Market House to be trimmed.

Twice per month: Remove weeds from Undercroft, steps and cobbled area

Once per month: Clean and hose out rubbish bin; bag up loose rubbish for trade refuse collection

Twice per year Plant troughs, hanging baskets and bedding area by holly bush with Summer/ Autumn bedding plants, Spring bulbs; remove spent bedding compost and dead plants from site.

Fork over bedding area by holly bush and dig in compost and well rotted manure every Autumn before Autumn planting

As required: All external areas to be kept clear and safe at all times Maintain a high standard of floral and plant displays throughout the year and specifically for special events

that

will be notified by the Booking & Promotions Manager and/or Clerks & Weeds around the Market House

and just

inside the Undercroft to be removed/sprayed with appropriate weedkiller (name/type to be notified to the Clerk/Council)

5. Entrances to Castle Cary (Cary Hill, South Street)

Fortnightly During growing season, tidy flower beds and cut grass 1 metre around beds (water as necessary)

Twice per year: Clean Cary Hill stone in Spring (before summer bedding is planted) and Autumn (after it is removed)

Clean the "Welcome to Castle Cary" signs at Station Road and Cary Hill

Spring: tidy flower beds after spring bulbs have gone over and fork in well rotted manure and compost. Repaint Cary Hill Stone with good quality enamel paint of suitable colour. Plant summer bedding and water in.

Autumn clear summer bedding and plant Spring bulbs

6. Horse Pond

Once per year: Clean the War Memorial (in such a manner so as not to damage the lettering) in late October or early November for Remembrance Day.

7. Additional Works

Other non-routine works to be undertaken as requested by the Town Clerk, to be paid at an agreed hourly rate for additional works, including (but not exclusively):

Laying new grave markers in the cemetery at the request of the Town Clerk or price quoted

8. Contract conditions

The contractor will be liable for any damage caused to fences gates graves/structure with their equipment

Please provide a copy of your public liability with your tender and we also require a copy at the time of commencing the contract and each time the insurance is renewed

We would wish to know if you hold arboricultural insurance

Please supply a copy if held, This will not impact on the decision of the contract as to whether you have this insurance

We expect your staff to be fully trained in all aspects of this contract including competence for spraying

We would also expect copies of risk assessments for this contract that need to be renewed annually