

# SPECIFICATION OF WORKS

**Contact details:** Gemma Hughes, Acting Town Clerk

**Address:** Town Hall, Market Square, Crewkerne, TA18 7LN

**Telephone:** 01460 74001

## **1. Introduction**

- 1.1. Crewkerne Town Council and West Crewkerne Parish Council jointly own Townsend Cemetery, Mount Pleasant, Crewkerne. Together, elected representatives of both Councils form the Crewkerne and West Crewkerne Joint Burial Committee which oversees the management and maintenance of the cemetery. The 'host' authority is Crewkerne Town Council and the Town Clerk to Crewkerne Town Council is also the Clerk to the Joint Burial Committee.
- 1.2. The Council is seeking tenders for the grounds maintenance of our cemetery. The Joint Burial Committee is committed to maintaining the cemetery to a high standard for the benefit of residents.
- 1.3. The specification includes details of the number of expected maintenance visits throughout the year as a minimum but may request additional visits depending on the weather.
- 1.4. It is suggested that tenderers visit the site to assess the work required, view the topography and layout before the tender is submitted.
- 1.5. Crewkerne Town Council officers will visit the site regularly to inspect the work carried out.

## **2. Works to be undertaken**

- 2.1 The required work is fully described in the schedule of works and specification of works.
- 2.2 The Contractor is to carry out all the work in the specification within the sum quoted.
- 2.3 All works should be carried out in accordance with the principles and practices of accepted and recognized horticultural standards.
- 2.4 The Contractor shall ensure that the Council's property is protected against accidental or negligent damage likely to be caused through undertaking the works specified.
- 2.5 Any damage caused by the Contractor will be immediately made safe and repaired to the satisfaction of the Council at the Contractor's expense.
- 2.6 Any suggested work regarding Tree Surgery will be referred to the Town Clerk.

## **3. Access**

- 3.1 The Contractor will be provided with the necessary keys and access codes to access all areas of the cemetery.

- 3.2 Public access shall not be impeded or denied by the Contractor unless previously approved by the Town Clerk, but the Contractor may ask members of the public to move so that works can be undertaken.
- 3.3 The Contractor will need to accommodate funerals by stopping works at times previously notified to them by Town Council staff.
- 3.4 At all times the site will be kept clean and tidy.

#### **4. Insurance**

- 4.1 The Contractor is required to annually send to the Town Clerk evidence of their Public Liability insurance which must be for £10 million or above.

#### **5. Health and Safety**

- 5.1 The Contractor's Health and Safety Policy should be sent to the Council at the start of the contract and when updated thereafter.
- 5.2 The Contractor shall ensure that employees working on the site are suitably qualified and assessed and provided with all protective clothing (PPE) applicable to the materials being applied and shall be given access to handwashing facilities as necessary.
- 5.3 The Contractor shall ensure that all materials are properly stored and transported, providing secure storage as required under current legislation.
- 5.4 The Contractor shall ensure that all machinery used shall be carefully maintained whilst the contract is in place.
- 5.5 The Contractor shall ensure that the methods of application and the undertaking of such works proceeds in such a manner as to cause no damage or injury to any desirable plants or vegetation, animals, machines or items of equipment. Any such damage will be held to be the responsibility of the Contractor, and they will be required to make good any damage and will be responsible for any claims for compensation arising from these actions or omissions.

#### **6. Contract value and payment**

- 6.1 The Contractor should provide a price per annum (growing season) and a total price for the 3-year contract showing any annual increases.
- 6.2 The Contractor will invoice the Council monthly for works carried out. The Council may permit the Contractor to invoice the annual cost in equal monthly installments regardless of the tasks carried out.

- 6.3 The total value of the 3-year contract requires the Council to follow the Procurement Regulations 2024.

## **7. Disposal of Waste**

- 7.1 The Contractor shall ensure that all waste collected, produced or arising from the undertaking of the works is correctly and properly disposed of, making use of licensed and approved tips or incinerators as appropriate.

## **8. Weather and ground conditions**

- 8.1 Works shall not be carried out with any machinery when ground conditions are such that detrimental effects may occur such as deep rutting.
- 8.2 The Contractor shall make allowance for climatic variations which may impact on the schedule.

## **9. General conditions**

- 9.1 The grass will be cut up to the paths, fencing, hedges or other boundary, except at specific locations identified as areas for biodiversity, or for seasonal flowers to grow e.g. primroses.
- 9.2 The Contractor shall ensure that the bases of all seating, signs, fencing and graves are clear of vegetation. The Contractor will be required to trim around obstacles within the grassed areas – this will include graves.
- 9.3 Additional care shall be taken when cutting around the bases of graves and trees to prevent damage.
- 9.4 Prior to cutting the area should be inspected for obstructions such as litter and dog fouling, which shall be removed and placed in the waste bins. If hypodermic needles are encountered, all necessary precautions shall be taken when removing them.
- 9.5 All grass areas shall be cut evenly and cleanly to the same height without damaging the existing surfaces.
- 9.6 All arisings shall be removed or blown from non-grass areas before leaving the site.
- 9.7 During very wet conditions all grass cutting will cease until conditions improve sufficiently to allow the work to continue without damaging the surface or creating divots.
- 9.8 During periods of drought, the Town Clerk may instruct that grass cutting is suspended.

9.9 The scope of the works will include, but not be limited to:

- Grass cutting and strimming
- Blowing paths and graves free of grass clippings, brush headstones clear where conditions permit.
- Hedge cutting
- Topiary hedge cutting
- Weeding untended graves
- Spraying weeds on graves
- Clearing paths of weeds
- Weed killing paths
- Clearing untended graves
- Tree surgery work – crown raising, dead wooding, reductions, removal of fallen branches, cable bracing etc.
- Supply of woodchip as needed
- Any other duties as agreed by mutual consent with Joint Burial Committee and/or Crewkerne Town Council
- All insurance, fuel, personnel, PPE and machinery necessary for work.

## **10. Pesticide Application**

- 10.1 If herbicides, pesticides or growth regulators are used, they should be suitable for use in public areas.
- 10.2 The Contractor shall ensure that all legislation is followed when using chemical applications and that members of staff are trained accordingly.
- 10.3 The Contractor shall ensure that the use of chemical applications does not lead to any pollution of any water course or water supply. The Contractor is responsible for any pollution.

## **11. Hedge and Shrub Maintenance**

- 11.1 All hedge and shrub maintenance should fall outside the bird nesting season.
- 11.2 The Contractor shall remove all debris and cuttings from the site and dispose of them in accordance with their Waste Carrier License.

## **12. Litter**

- 12.1 Litter may need to be collected before works are carried out. Litter may be disposed of in the bins on site.

### 13. Additional Works

13.1 The Council may request additional works to be carried out and will request a quotation for these works.

