

# LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP

Telephone: 01488 72400

Clerk: Gary Wyatt-Hawkins

Deputy Clerk: Rachael Burns

email: [info@lambourn-pc.gov.uk](mailto:info@lambourn-pc.gov.uk)

## INVITATION TO QUOTE

### GRASS CUTTING AND GROUND MAINTENANCE CONTRACTS

Lambourn Parish Council hereby invites quotes for Grass Cutting and Ground Maintenance services in accordance with the details below.

### CONTENTS

Standard Conditions of Contracts .....	2
Contact.....	2
Workmanship and Equipment .....	2
Health and Safety .....	2
Insurance.....	3
Complaints .....	3
Damage .....	3
Weather .....	3
Terms of Contracts.....	4
Duration of Contracts .....	4
Invoicing .....	4
Payment.....	4
Reporting and Inspections.....	4
Break Clauses, Terminations and Extensions.....	4
Required documents .....	4
Quote Information.....	5
Commercial Information .....	5
Specification of Works.....	6
Contract 1 – Churchyards Grass and General Maintenance.....	6
Contract 2 – Open Spaces Grass and General Maintenance .....	8
Contract 3 – Hedge/Vegetation Cutting.....	10
Contract 4 – Maintenance at Fulke Walwyn Way .....	12
Appendix MAPS.....	13

## STANDARD CONDITIONS OF CONTRACTS

1. Quotes can be submitted for all contracts or for only one of the contracts.
2. The Prices submitted must indicate the rate for carrying out each Contract individually. They should identify separately any discount which may be attributable if the Contractor is awarded more than one of the Contracts.
3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations they will assume if their quote is accepted.
4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Lambourn Parish Clerk's Office by no later than one week before the closing date.
5. The successful quote, together with the Council's written acceptance, shall form a binding agreement in the terms of the Contract documents.

## CONTACT

The Clerk's Office  
Lambourn Parish Council,  
Memorial Hall,  
Oxford Street,  
Lambourn,  
RG17 8XP  
Tel: 01488 72400  
Email: [info@lambourn-pc.gov.uk](mailto:info@lambourn-pc.gov.uk)

## WORKMANSHIP AND EQUIPMENT

1. The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

## HEALTH AND SAFETY

1. The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations with respect to the work comprised in the contracts and shall submit a copy of its Health & Safety Policy to the Clerk's Office.
2. The Contractor shall ensure all staff are fully trained and qualified to operate equipment and in the use of herbicides and chemicals appropriate to the tasks they will be performing.
3. The Contractor shall ensure all staff are provided with relevant safety equipment (PPE), conforming to Current "British Standards Specifications" and shall be provided at all times by the Contractor and worn by the Contractor's staff when carrying out works.
4. If you employ five or more employees, please enclose a copy of your current Health and Safety Policy.
5. If you employ fewer than five employees, please tell us how you ensure that your Health and Safety measures are implemented and practised within your organisation.

---

---

---

6. Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please provide details on how your organisation complies with environmental legislation.

---

---

---

---

7. Please ensure a copy of your Risk Assessments in relation to the work you are quoting are available on request.

## INSURANCE

1. The contractor shall be appropriately insured to cover potential claims against the Parish Council resulting from carrying out the work. The Contractor will ensure that a current Employers' and Public Liability Insurance policy with an indemnity limit of a minimum £10 million for public liability insurance is in place. A copy of the insurance certificate(s) must be presented to the Clerk's Office, and proof of renewal must be provided throughout the term of the contract thereafter.

## COMPLAINTS

1. The contractor is required to report to the Clerk's Office outlining any complaints they receive from the public.
2. The Clerk's office will inspect and monitor the works periodically and record any issues under the complaints procedure.
3. Any resultant actions will be mutually agreed upon and must include a timescale for resolution.
  - a. In general terms, where work has been missed or is incomplete, it would be expected to be addressed within a maximum of fourteen days.
4. Agreed resolutions will be confirmed to the contractor in writing.
5. The Clerk's office will record all complaints and their ultimate resolution.
6. The Clerk's Office will provide the contractor with all complaint records in writing upon request.
7. Repeated failure to comply with agreed complaint resolutions can result in the termination of the contract.

## DAMAGE

1. Any damage to fixtures, fittings, equipment, structures or grounds and paths found on arrival at the site of the works must be reported (with photographs) to the Clerk's Office before commencing work.
2. Any damage to fixtures, fittings, equipment, structures, grounds, or paths caused during the works must be reported (with photographs) to the Clerk's Office, and the contractor is responsible for any remedial costs accordingly.

## WEATHER

1. Work may be suspended when inclement weather causes work to be impracticable (e.g. risks damage to grass area or would make weedkilling ineffective).
2. The contractor must inform the Clerk's Office of the inability to work for extended periods and ensure all practicable efforts are made to maintain the required levels of service.

## TERMS OF CONTRACTS

### DURATION OF CONTRACTS

1. The duration of the Contract will be three years
2. Quotes are to be priced on an annual basis.
3. There will be no provision to alter the rates quoted during the term.

### INVOICING

1. The Contractor will submit a monthly account and invoice in arrears for all work carried out.

### PAYMENT

1. Payment will be via BACs once the invoice is received.

### REPORTING AND INSPECTIONS

1. A schedule of completed works will be required to be submitted with each invoice.
2. Lambourn Parish Council may perform random inspections of completed works.
3. Lambourn Parish Council reserves the right to request Review Meetings by arrangement, the same being available to the contractor by special request to the Clerk's Office.

### BREAK CLAUSES, TERMINATIONS AND EXTENSIONS

1. Either party may, without reason, terminate the Contract in writing, giving three months' notice.
2. If terminated by Lambourn Parish Council, all outstanding invoices will be paid except where the reasons for termination include failure to complete the stated invoiced works or there is an unresolved dispute regarding specific elements of an invoice.
3. On satisfactory completion of the contract, the potential to extend the contract beyond the initial three years may be available.

### REQUIRED DOCUMENTS

1. Equipment List
2. Health and Safety Policy.
3. Any environmental management certification
4. Risk Assessments
5. Method Statements
6. Insurance Policy

## QUOTE INFORMATION

## COMMERCIAL INFORMATION

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone number (landline & mobile) \_\_\_\_\_
4. Email address: \_\_\_\_\_
5. Contact Name and Position in Company/Organisation: \_\_\_\_\_
6. Nature of Business: \_\_\_\_\_
7. If the Business is a Company/Organisation: \_\_\_\_\_
  - a. Is it a Subsidiary of another Company/Organisation? \_\_\_\_\_
  - b. If yes, please give details: \_\_\_\_\_
8. Date of Business/Organisation formation: \_\_\_\_\_
9. Are you VAT registered? \_\_\_\_\_
10. Please state the number of grounds maintenance employees: \_\_\_\_\_
11. Please state which branch the Contract will be serviced from (if applicable): \_\_\_\_\_
12. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc: (using a separate sheet if necessary). \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### CONTRACT 1 – CHURCHYARDS GRASS AND GENERAL MAINTENANCE

#### Period of Works:

1. Grass cutting from 1<sup>st</sup> March to 31<sup>st</sup> October
2. Autumn Leaf and general clearances immediately prior to Remembrance Sunday and on or around the 1<sup>st</sup> of December.

#### Grass Cutting - General Requirements:

1. Grass “Cut and Leave” method is to be employed unless specified “Cut and Collect” in the details of works below.
2. Grass is to be cut as short as possible with consideration given to terrain and to the avoidance of the risk of “scalping” any areas to be cut.
3. Cutting will be performed on the full area of grass at the site, up to the paving, fencing, railings, obstacles, and all other boundaries.
4. Any weed growth, such as nettles and brambles, that overhangs the grass area indicated must be cut back flush to the boundary.
5. Grass within 100mm of permanent obstructions is to be strimmed at every visit.
6. Strimmers must not damage trees, shrubs, or permanent or removable fittings; particular attention must be paid to the bases of play equipment and memorials.
7. Moveable obstructions (e.g., items on graves) may be moved during the works and should be replaced as found after the works are completed.
8. Grass edges adjacent to hedges are to be cut neatly.
9. The grass cut for any given area cannot be deemed “complete” until all strimming and edging have been undertaken.
10. The use of chemicals to control grass around obstructions is permitted in agreed locations.
11. No growth regulators of any form are permitted to be applied to any areas of grass being maintained in the contract.
12. The Contractor shall inform the Clerk’s Office if site access is restricted or blocked.

#### Herbicide Spraying

1. Gravel and tarmac pathways and other tarmacked areas are to be treated with herbicide to control weed and moss growth.

#### Removal of Debris - General Requirements:

1. Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
2. Efforts should be applied to clear pathways, playground equipment, safety surfaces, memorial stones, etc., of grass clippings and debris by sweeping or using a blower at every visit.

#### Autumn Leaf and General Clearance - General Requirements:

1. Moss, silt, leaves, and windblown branches are to be cleared and removed from site.

**Details of the works:**

Works	Location	Required Works
Grass Cutting	St James' Churchyard, Eastbury	24 cuts (No more than 10 Days between cuts) <i>Please note the rear area of the churchyard is not included in the works (see map)</i>
Grass Cutting	Upper Lambourn Cemetery (old and new areas)	24 cuts (No more than 10 Days between cuts) Old area: Cut and leave New area: Cut and leave (Cut and collect first cut)
Grass Cutting	St Luke's Churchyard, Upper Lambourn	24 cuts (No more than 10 Days between cuts)
Grass Cutting	St Michael's Churchyard, Lambourn	24 cuts (No more than 10 Days between cuts) Cut and collect.
Grass Cutting	Three Post Lane (adjacent to St Michael's Church)	24 cuts (No more than 10 Days between cuts)
Grass Cutting and General Clearance	St Michael's Churchyard, Lambourn	The week immediately prior to Good Friday
Grass Cutting and General Clearance	Three Post Lane (adjacent to St Michael's Church)	The week immediately prior to Good Friday
Autumn Leaf and General Clearance	St Michael's Churchyard, Lambourn	Immediately prior to Remembrance Sunday and on or around the 1 <sup>st</sup> of December
Autumn Leaf and General Clearance	Three Post Lane (adjacent to St Michael's Church)	Immediately prior to Remembrance Sunday and on or around the 1 <sup>st</sup> of December
Herbicide Spraying	St James' Churchyard, Eastbury	Bi-annually. Early spring and autumn
Herbicide Spraying	Upper Lambourn Cemetery (old and new areas)	Bi-annually. Early spring and autumn
Herbicide Spraying	St Luke's Churchyard, Upper Lambourn	Bi-annually. Early spring and autumn
Herbicide Spraying	St Michael's Churchyard, Lambourn	Bi-annually. Early spring and autumn
<b>Price for Full Contract:</b>		
<b>Year 1:</b>		
<b>Year 2:</b>		
<b>Year 3:</b>		
<b>Price for Ad-Hoc/One-off supplementary cut:</b>		

---

## CONTRACT 2 – OPEN SPACES GRASS AND GENERAL MAINTENANCE

### Period of Works:

1. Grass cutting from 1<sup>st</sup> March to 31<sup>st</sup> October
2. Autumn Leaf and general clearances immediately prior to Remembrance Sunday and on or around the 1<sup>st</sup> of December.

### Grass Cutting - General Requirements:

1. Grass “Cut and Leave” method is to be employed unless specified “Mow and Collect” in the details of works below.
2. Grass is to be cut as short as possible with consideration given to terrain and to the avoidance of the risk of “scalping” any areas to be cut.
3. Cutting will be performed on the full area of grass at the site, up to the paving, fencing, railings, obstacles, and all other boundaries.
4. Any weed growth, such as nettles and brambles, that overhangs the grass area indicated must be cut back flush to the boundary.
5. Grass within 100mm of permanent obstructions are to be strimmed at every visit.
6. Strimmers must not damage trees, shrubs, or permanent or removable fittings; particular attention must be paid to the bases of play equipment and memorials.
7. Moveable obstructions (e.g., items on graves) may be moved during the works and should be replaced as found after the works are completed.
8. Grass edges adjacent to hedges are to be cut neatly.
9. The grass cut for any given area cannot be deemed “complete” until all strimming and edging have been undertaken.
10. The use of chemicals to control grass around obstructions is permitted in agreed locations.
11. No growth regulators of any form are permitted to be applied to any areas of grass being maintained in the contract.
12. The Contractor shall inform the Clerk’s Office if site access is restricted or blocked.

### Herbicide Spraying

1. Gravel and tarmac pathways and other tarmacked areas are to be treated with herbicide to control weed and moss growth in the event that alternative methods are insufficient.
2. Where specified, herbicide may be used at the base of play equipment to mitigate the risk of strimmer damage to wooden fixtures and shaded matting areas (see: Eastbury Play Area and Mill Lane Play Area).
  - a. Note: Herbicides should only be used around play equipment/surfaces when other methods of clearance fail, as per RoSPA chemical safety advice.

### Removal of Debris - General Requirements:

1. Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
2. Efforts should be applied to clear pathways, playground equipment, safety surfaces, memorial stones, etc., of grass clippings and debris by sweeping or using a blower at every visit.

### Autumn Leaf and General Clearance - General Requirements:

1. Moss, silt, leaves, and windblown branches are to be cleared and removed from the site.

**Details of the works:**

Works	Location	Required Works
Grass Cutting	Grass Island Station Road/Newbury Street junction	24 cuts (No more than 10 Days between cuts)
Grass Cutting	Grass Island Crowle Road	24 cuts (No more than 10 Days between cuts)
Grass Cutting	Grass Island Bockhampton Road	24 cuts (No more than 10 Days between cuts)
Grass Cutting	Grass Island Goose Green	24 cuts (No more than 10 Days between cuts)
Grass Cutting	Grass Island Mill Lane	24 cuts (No more than 10 Days between cuts)
Grass Cutting	Old Cricket Field, Lambourn	24 cuts (No more than 10 Days between cuts)
Grass Cutting	Eastbury Furze Play Area, Eastbury	24 cuts (No more than 10 Days between cuts)
Grass Cutting	Mill Lane Recreation Ground, Lambourn	24 cuts (No more than 10 Days between cuts)
Grass Cutting and General Clearance	Old Cricket Field Car Park, Lambourn	The week immediately prior to Good Friday
Autumn Leaf and General Clearance	Grass Island Goose Green	On or around the 1 <sup>st</sup> of December
Herbicide Spraying	Old Cricket Field, Lambourn	Bi-annually. Early spring and autumn
Herbicide Spraying	Eastbury Furze Play Area, Eastbury	Bi-annually. Early spring and autumn
Herbicide Spraying	Mill Lane Recreation Ground, Lambourn	Early spring Right-hand side boundary only
<b>Price for Full Contract:</b>		
<b>Year 1:</b>		
<b>Year 2:</b>		
<b>Year 3:</b>		
<b>Price for Ad-Hoc/One-off supplementary cut:</b>		

---

## CONTRACT 3 – HEDGE/VEGETATION CUTTING

### Period of Works:

During the months of September and February, as below.

### Hedge/Vegetation Cutting - General Requirements:

1. Hedges specified on the plans are to be cut to form a neatly trimmed hedge.
2. Hedges are to be cut back to the point of the previous cut to maintain the previous height and width of the hedge. Ensure that the width of the hedge does not present a hazard or obstruction to pedestrian or vehicular traffic.
3. If there is no top to the hedge, cut back to a height of 2.4m. Cut back any overhang to the boundary of the grass. Road and footpath hedges and vegetation cut back 300mm beyond the boundary to any path or road.
4. The Contractor must ensure that once work has started along a given road section, that wherever possible, work continues on that section until finished. Where a break is unavoidable, they shall make all efforts to return to restart no later than three working days thereafter.
5. During hedge cutting, the contractor must ensure that all appropriate precautions are taken to protect and cause the minimum disturbance to pedestrian and vehicular traffic.
6. All cuttings from hedges and vegetation are to be removed from sites upon completion of cutting works.

**Details of the works:**

Works	Location	Required Works
Machine/Hand Cutting	Upper Lambourn Cemetery New and Old	September Only Perimeter hedges on both sides and top to keep to 1.0m wide and 2.4m height. Machine Outside/Hand Inside
Hand Cutting	Upper Lambourn Cemetery New and Old	September Only Cut within the grounds to keep to 1.0m width and 2.4m height.
Machine Cutting	St Luke's Cemetery, Upper Lambourn	September Only Roadside and top hedges/vegetation.
Hand Cutting	St Luke's Cemetery, Upper Lambourn	September Only Back hedges/vegetation to be cut back to 2.4m above the fence. Perimeter overhanging trees are to be cut back to 2.4m.
Hand Cutting	St James's Churchyard, Eastbury	September Only Right-hand side mixed hedges/vegetation from neighbour. Left-hand side beech hedge.
Machine Cutting	Old Cricket Field	September Only Roadside vegetation x 2, B4000 and Drain Hill. September and February Horse track, both left and right sides along the full length. September Only Car park and play area on both sides. Perimeter vegetation of the grassed park.
Machine Cutting	Mill Lane Recreation Ground, Lambourn	September and February Roadside hedge to be cut both sides to 1.2 m above height of ground at centre of hedge.
Hand Cutting	Mill Lane Recreation Ground, Lambourn	September Only River boundary behind the fence. Any growth through/over the fence line to a height of 2.4m is to be cut back to the line of the fence. September Only Right-hand boundary, new hedging is to be hand trimmed until mature.
Machine Cutting	Eastbury Furze Play Area	September Hedge/vegetation as per plan annually. Interior front and side perimeter hedge to 2.4m September and February Hedge/vegetation as per plan annually. Interior rear perimeter hedge to 2.4m
Hand Cutting	Eastbury Furze Play Area	Beech hedges along two public rights of way into the park area. (N.B. The hedges are NOT owned by LPC. Trimming cuts to be sufficient to permit public access).
Machine Cutting	Allotments, Lambourn	September only Hedges as per plan, annually Hedge adjacent to the footpath from Hungerford Hill to allotments.
<b>Price for Full Contract:</b>		
<b>Year 1:</b>		
<b>Year 2:</b>		
<b>Year 3:</b>		
<b>Price for Ad-Hoc/One-off supplementary cut:</b>		

## CONTRACT 4 – MAINTENANCE AT FULKE WALWYN WAY

### Grass Cutting - General Requirements:

1. Grass “Cut and Leave” method is to be employed unless specified “Mow and Collect” in the details of works below.
2. Grass is to be cut as short as possible with consideration given to terrain and to the avoidance of the risk of “scalping” any areas to be cut.
3. Cutting will be performed on the full area of grass at the site, up to the paving, fencing, railings, obstacles, and all other boundaries.
4. Any weed growth, such as nettles and brambles, that overhangs the grass area indicated must be cut back flush to the boundary.
5. Grass within 100mm of permanent obstructions are to be strimmed at every visit.
6. Strimmers must not damage trees, shrubs, or permanent or removable fittings; particular attention must be paid to the bases of play equipment and memorials.
7. Moveable obstructions (e.g., items on graves) may be moved during the works and should be replaced as found after the works are completed.
8. Grass edges adjacent to hedges are to be cut neatly.
9. The grass cut for any given area cannot be deemed “complete” until all strimming and edging have been undertaken.
10. The use of chemicals to control grass around obstructions is permitted in agreed locations.
11. No growth regulators of any form are permitted to be applied to any areas of grass being maintained in the contract.
12. The Contractor shall inform the Clerk’s Office if site access is restricted or blocked.

### Removal of Debris - General Requirements:

1. Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
2. Efforts should be applied to clear pathways, playground equipment, safety surfaces, memorial stones, etc., of grass clippings and debris by sweeping or using a blower at every visit.

### Culvert Grating and Ditch

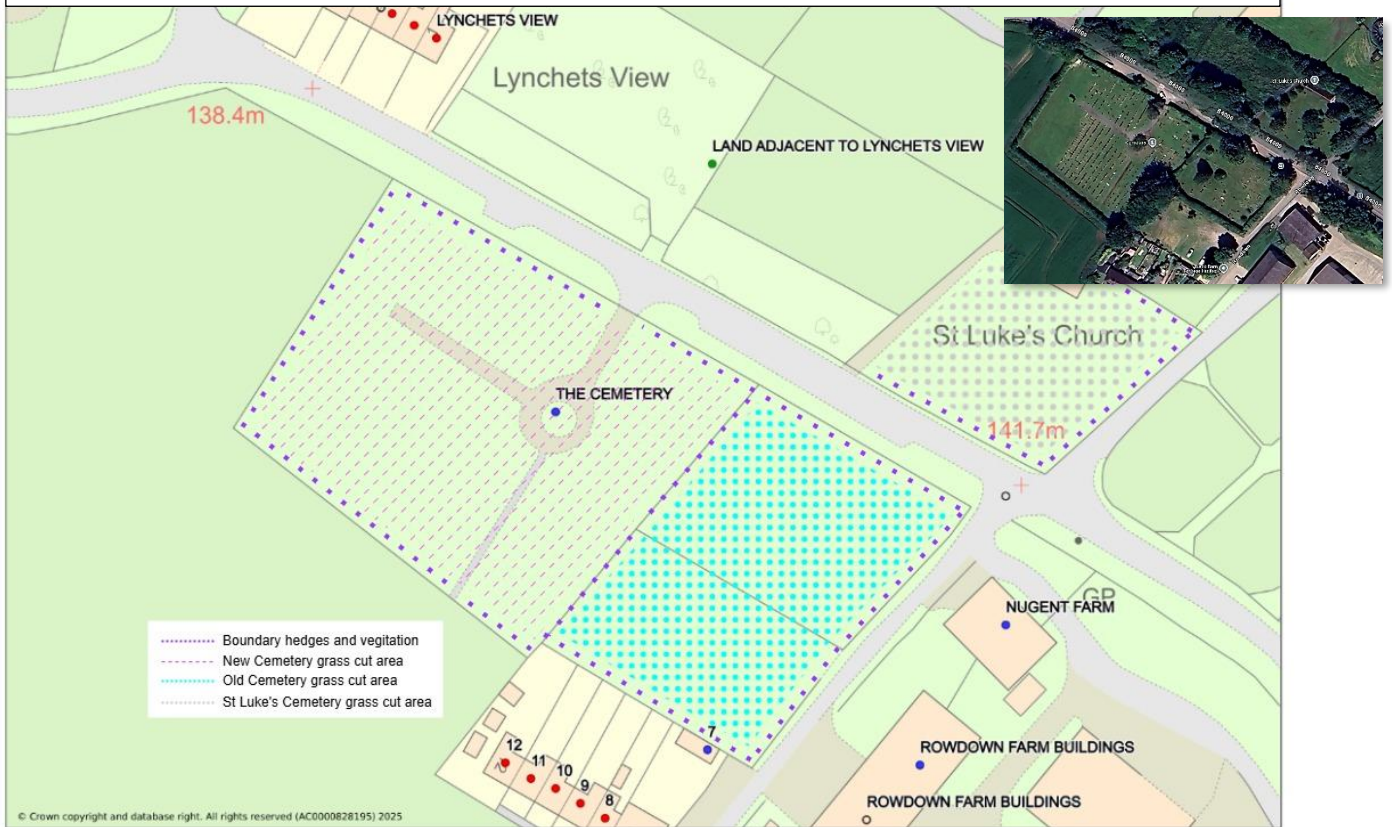
1. To be cleared at each site visit, and the area to be kept clear of fallen branches.
2. All cleared materials are to be removed from the site.

### Details of the works:

Works	Location	Works Required
Grass Cutting	Fulke Walwyn Way	17 Cuts. Every two weeks from 1st March to 31st October.
Shrubs and small trees	Fulke Walwyn Way, footpath and horse track	Keep lower branches maintained minimum height of 2.4m throughout the year.
Grating Clearance	Fulke Walwyn Way Culvert	At each site visit
Nettle Clearance	Fulke Walwyn Way Culvert and Side of Horse Track	Strimmed of nettles, etc., three times a year in May, August and the end of November.
Ditch Clearing	Fulke Walwyn Way Ditch	At each site visit Remove windblown branches as required to keep the ditch clear.
<b>Price for Full Contract:</b>		
<b>Year 1:</b>		
<b>Year 2:</b>		
<b>Year 3:</b>		
<b>Price for Ad-Hoc/One-off supplementary grass cut:</b>		

1

Upper Lambourn Cemetery and St Luke's Churchyard (///begun.prowling.fitter)



2

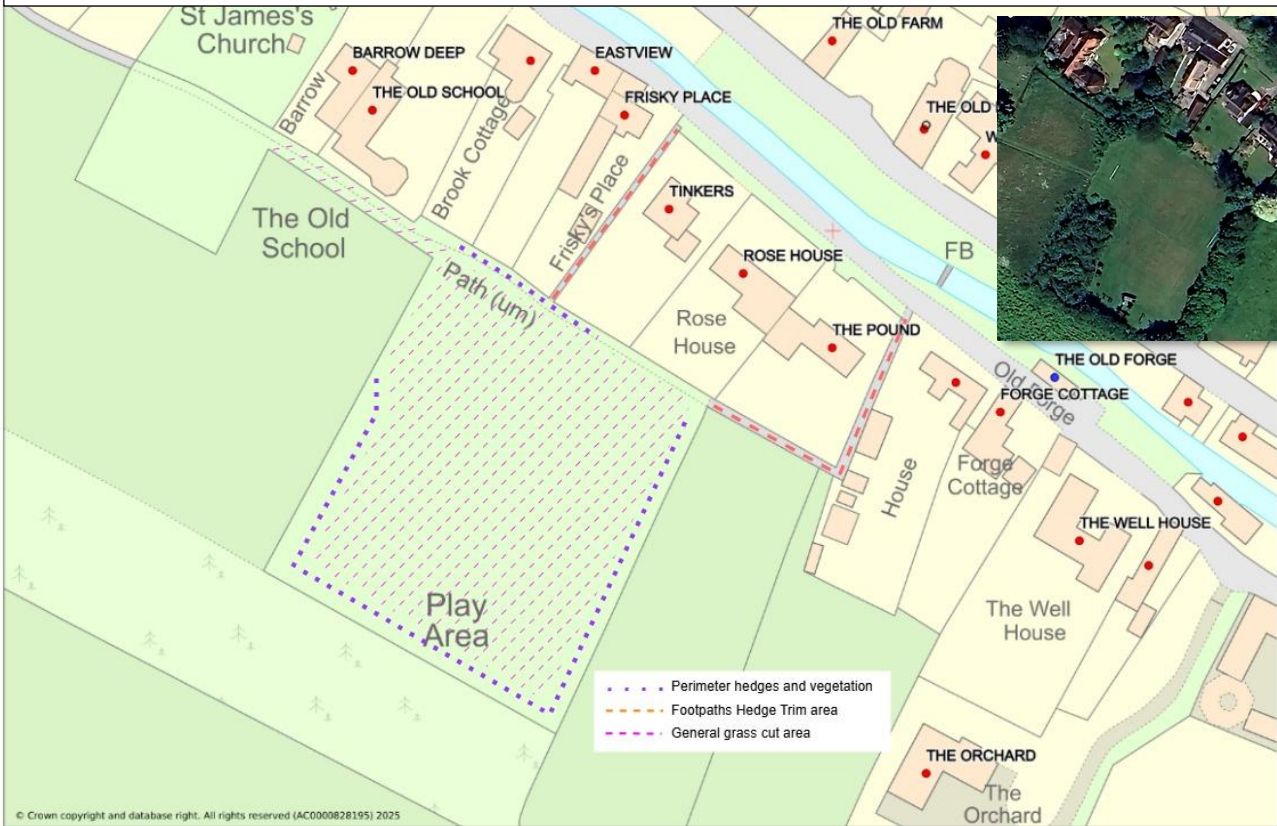
St Michael's Churchyard, Lambourn and Three Post Lane adjacent to St Michael's Church (///bounty.boast.crowned)





5

## Eastbury Furze Play Area (///buzzards.shunted.buzz)

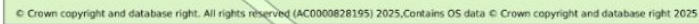


6

## Old Cricket Field, Lambourn (///edit.treaty.eased)



Allotments, Lambourn (///outdoor.motor.tinny)



Grass Islands, Various Locations

