

**GROUNDS MAINTENANCE TENDER SPECIFICATION**

*for provision of services from*

**01.01.2026 – 31.12.2029**

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**Invitation to tender**

Wellow Parish Council is seeking tenders in order to provide a high standard of maintenance of its green spaces and other areas from 01.01.26 to 31.12.29

Further to your expression of interest, please find the relevant details in the following document. Maps of the areas have been included for your reference, but you are strongly advised to visit the sites prior to submitting your quote.

Within the document is the specification for each of the areas. Please provide the costs (excluding VAT) associated with the required items.

Depending on the quotes received, the final offer may be amended.

As part of their bid, applicants must provide copies of current Public Liability and Employers’ Insurance (£10million)

In addition, the Parish Council expects the contractor to demonstrate proven financial stability and a commitment to Health and Safety, including good safety practices.

The Parish Council is not obliged to take the lowest tender offer, or any tender offer. Decisions on which contractor to appoint will be taken based on quality of work and available skills as well as pricing. The Council will require suitable references for the type of work being considered in this tender.

It is anticipated that the Parish Council will approve the appointment of the contractor at its meeting on Monday 1st December 2025 and the successful contractor will be advised shortly after this meeting.

**Please ensure the completed form is sent to the below address by 9am on Monday 27th October 2025.**

Your tender submission can be made by email or post using the contact details below. Please ensure your submission is places in a sealed envelope and is clearly marked “Tender for Grounds Maintenance Contract”

Submissions to: Angie Stuckey, Clerk & Responsible Financial Officer to Wellow Parish Council

Address: Parish Office, Village Hall, Buttons Lane, West Wellow, Hants. SO51 6AR

Email: [clerk@wellowparish.org.uk](mailto:clerk@wellowparish.org.uk)

If you have any questions or would like to arrange a site visit, please contact the Parish Clerk, Angie Stuckey, via email or on 01794 323275 (office hours: Mon-Thurs, 9am-2pm)

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| **Clerk to the Council** | **Mrs Angie Stuckey**  **Wellow Parish Council**  **Parish Office, Village Hall**  **Buttons Lane, West Wellow**  **Romsey, Hampshire SO51 6BR**  **Telephone: 01794 323275**  **Email: clerk@wellowparish.org.uk** | **Chairman of Council** | **Ms Sue Thomas**  **40 Gurnays Mead, West Wellow**  **Romsey, Hampshire.**  **SO51 6AR**  **Telephone: 07799 264061**  **Email: cllrthomas@wellowparish.org.uk** |

This document relates to the provision of general grounds maintenance services to Wellow Parish Council, for the period 1st January 2026 – 31st December 2029, covering the Council’s two recreation grounds, the Parish burial ground and various highway verges as listed below. It also includes the general tidying up of four wooden bus shelters located in the Parish, and maintenance of areas around parish notice boards and village gateways.

Wellow Parish takes great pride in its appearance, and the Council strives to maintain a high standard of neatness in the Village. General responsibilities include grass cutting, strimming, hedge trimming and minor tree works in addition to any special requests or instructions listed below or as issued from time to time by the Parish Council.

Particular care and attention need to be taken at all times, specifically in the maintenance of grass verges, being mindful of wild flowers and flowering bulbs.

As the appointed contractor, you will be expected to provide a high-quality service and be capable of reacting to ad-hoc requests for extra work and queries in a timely and professional manner.

In addition

**The appointed contractor will ensure that:**

* they have a current Employers and Public Liability Insurance policy with an indemnity limit of a minimum £10 million for public liability insurance*. Proof of cover and an up-to-date PL Insurance Certificate is required to be submitted as a part of the tender bid*
* attention is paid to appropriate health and safety procedures, and PPE is worn
* upon award of the contract site specific risk assessments/method statements are produced
* COSHH risk assessments are completed for chemical spraying
* gang mowers are road legal
* when accessing Council property, they are responsible for its’ safekeeping and safety of the public
* facilities are closed to the public as required during maintenance operations
* buildings and gates etc are closed and locked after every visit
* they are mindful that they always represent the Council,when on Council owned/managed land and undertaking maintenance work on behalf of the Council
* they are always helpful and courteous to members of the public
* they observe the bird nesting season from April to July
* they may be required to reschedule planned maintenance if the land/verge is otherwise in use
* all areas will be left neat and tidy, with all cuttings and trimmings being removed
* a high standard of workmanship is provided as is expected by the Council
* in the event of an incident occurring the Parish Clerk is advised immediately

**AREAS/SITES INCLUDED IN THE CONTRACT**

**(see individual location maps attached):**

1. Recreation Ground, Lower Common Road, including play area and community garden
2. Hatches Farm Sports Ground, Romsey Road
3. Parish Burial Ground, St Margaret’s Church, East Wellow
4. Wooden bus shelters
5. Verge and hedge at the Hollies/Gurnays Mead in Lower Common Road, licensed site\*\*
6. Verges in Lower Common Road (see below for further information)
7. Verges at the junction of Buttons Lane and Romsey Road
8. Verges around the War Memorial and the junction of Romsey Road and Foxes Lane
9. Verges at the junction of Romsey Road and Whinwhistle Road (Carlo’s corner) licensed site\*\*
10. Verges on the triangle at the junction of Woodington Road with Ryedown Lane
11. Verges at the junction of Whinwhistle Road and Lodge Vale
12. Verges at the junction of Fielders Way and Whinwhistle Road licensed site\*\*
13. Verges either side of A36/Canada Road/Lower Common Road roundabout (NOT central reservations, and NOT the roundabout, as these are the responsibility of the Highways Agency.) Attend to areas behind and under any benches and hedges near to Nisa shop
14. Verge on A36 opposite Hatches Garage containing bus shelter
15. Verges in Slab Lane/A36 and the copse and verge- licensed site\*\*
16. Verges in Maurys Lane/A36 and Triangle
17. Verges and land at the junction of Barnes Corner and Romsey Road licensed site\*\*
18. Verges and Land in Nightingale Close licensed site\*\* and Arun Way
19. Parish Notice Boards
20. Village Gateways (white signs)

**GENERAL RESPONSIBILITIES**

**Areas and specific work required:**

1. **Recreation Ground, Lower Common Road, including play area and community garden:**

During the summer months, mid-March to November final cut:

Fortnightly - 20 cuts:

* grass cutting all areas not accessible to gang mower (undertaken by TVBC) except the Cricket Square (undertaken by the Cricket Club). Avoid driving over disabled access pathway to the pavilion
* strimming of grass areas inaccessible to the gang mowers or ride-on mower
* grass cutting/strimming in the play area
* strimming around three sets of entrance gate posts
* strim the bank behind the community Garden , take care not to strim if in flower (yellow wildflowers in spring)
* strim around the edges of the Community Garden

Monthly:

* strimming of grass in Slab Lane access track to the Lower Common Road Recreation Ground and weeds around gate posts

As required:

* trim roadside and clear base of hedge in Lower Common Road to maintain safe pedestrian access
* weed and moss killing around play area fencing and community garden, to keep paving and underneath benches weed free. Also to include: all footpaths, the soft surface inside the play area, the hard surface in the MUGA and Youth shelter/skate area
* keep circular plant bed in the community garden tidy and weed free
* weed and moss kill on Slab Lane access track

July:

* trim and tidy the top and sides of boundary hedges to maintain sight lines in July after the nesting season (hedges topped & fronted by contractor in October by tractor)

Twice per year:

* clearance of ditches to rear of Gazing Lane and the Gazings to maintain water flow

Autumn:

* clearance of leaves

Annually

- Attend to kerb stones on path edges to leave a neat and tidy finish



**2) Hatches Farm Sports Field**

During the summer months, mid-March to November final cut:

Fortnightly - 20 cuts:

* grass cutting all areas not accessible to gang mower (undertaken by TVBC) except the Football Pitches and around Tennis Courts (undertaken by the Clubs); including the verge along Romsey Road between the vehicle access and pedestrian gateway
* strimming of grass areas inaccessible to the gang mowers or ride-on mower including in and around the Trim Trail equipment, the pétanque terrain and the bank adjacent to the car park

July:

* trim and tidy the top and sides of boundary hedges at main entrance to maintain sight lines in July after the nesting season (hedges topped & fronted by agricultural contractor in October by tractor)

Twice Yearly (May and September)

* Clear ditch of overgrowth between far boundary hedge and football pitch in May and September

During the year (as required):

* trimming of boundary trees/hedges to maintain sight lines and height hazard clearance (where applicable)
* keep pedestrian access tidy and free from overgrowth
* ensure brown sign opposite vehicular access remains visible, by cutting back overgrowth
* Treatment of weeds, including car park edging, gravel footpaths and Pétanque area.

Autumn:

* clearance of leaves



**3) Parish Burial Ground, adjacent to St Margaret’s Church, West Wellow**

During the growing season mid-March to November final cut:

Fortnightly - 20 cuts:

* Grass cutting, complemented by strimming around gravestones and grass areas inaccessible to mowers, taking care around headstones and memorials. Blow grass from headstones after cutting.

During the year (as required):

* Trim and tidy boundary hedges (insides only)
* Clear and tidy paths
* Clear vegetation on borders
* Flatten molehills
* Dispose of dead wreaths/flowering memorials on new graves
* Maintain trees and hedges around Main Gate entrance to burial ground to ensure safe passage of the Funeral Cortege.
* Clear overhanging branches from trees, maintaining 2.4m head clearance
* Clear wall between Church and burial ground of ivy.
* Treat all paths with weed killer

Autumn:

* clearance of leaves – 4 visits November/December

Annually

* Attend to kerb stones on path edges to leave a neat and tidy finish

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**4) Bus Shelters**

Monthly

– weed killing around shelters, strimming of nettles and brambles to allow safe access, collection and disposal of leaves and other debris found inside bus shelters, removal of fly posting, report vandalism to Clerk.

* Keep surrounding hedges cut back sufficiently to maintain sightlines from bus shelters, allowing users to clearly see buses without stepping into the road.

Parish Bus Shelters included in this contract are situated at the following locations: -

i) Lower Common Road, adjacent to Recreation Ground

ii) A36 opposite Hatches Garage

iii) A36, opposite junction of Slab Lane with A36 – Canada side

iv) A36, corner of Slab Lane junction – Wellow side, to include verges & hedges.

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**5– 18) Highway verges nos. 5,6,7,8,9,10,11,12,13,14,15,16, 17 & 18 and land at 18**

**Applicable to all verges during growing season and summer months, mid-March to November final cut, fortnightly grass cutting and strimming and footpath edging to a very neat and tidy specification x 20 occasions.**

*\*\* see also additional schedule of specific care for the Highways licensed sites below.*

**Description of areas and specific work required:**

**5) Land adjacent to the Hollies, Gurnays Mead\*\***

Description: Holly and beech hedge planted by TVBC; red hawthorn tree; Gelder rose on end (in Gurnays Mead); grass verge.

Grass: mow every two weeks during growing season; keep edged and tidy.

Hedge: Spring – light trim, keeping berries for the birds; weed under hedging; transfer beech/holly from other site\* to fill in gap in hedge in Gurnays Mead.

Oct/Nov - Hard prune down to fence height, weed under hedging.

Trees: Keep branches trimmed back from encroaching on pavements.



**6) Verges Lower Common Road on South Side from Goddards Close towards Country View and on North Side from Wheatears Drive past Reeves Close as far as Esterel, to include frontage between Country View and Kingsmead flats**

– strim around the tree opposite Wheatears Drive taking care not to strim the bark.



**7) Verges at the junction of Buttons Lane and Romsey Road**

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**8) Verges around the War Memorial and the junction of Romsey Road and Foxes Lane –** as required, but please ensure they are always done prior to Remembrance Sunday.



**9) Verges on both sides of the road at junction of Romsey Road and Whinwhistle Road (Carlo’s Corner) \*\***

Description: This corner was originally a road and subsequently, there is ‘road’ underneath the area, although disintegrated. Therefore, the area is not particularly fertile.

Trees – 1 large willow, oak, field maple. Spring flowers – daffodils.

Two shrub beds – a) Cornus, Gelder rose, mountain ash, under planted snowdrops; b) holly, dogwood, Gelder rose, Cornus.

Specific work:

Shrub beds: weeding and edging; trim back shrubs to edges.

Shrubs: Spring – trim Cornus.

Autumn – prune all.

Grass: mow every two weeks during growing season, including under and close to trees, being mindful of the need to protect the wildflowers and not to strim the bark on the trees.

Trees: Autumn - prune off all lower branches and side growth back to trunk

Keep branches trimmed back and clear of public footpaths. Hook out debris from the centre of the willows



**10) Verges on the triangle junction Woodington Road with Ryedown Lane**

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**11) Verges at the junction Whinwhistle Road and Lodge Vale along to the Drove.**

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**12) Land at junction of Fielders Way and Whinwhistle Road\*\***

Description: there are two areas either side of this junction.

**Right HS**: Laurel, holly, oak and beech. Variegated shrub – Elaeagnus, rhododendron. Under planting of snowdrops and bluebells.

**Specific work**: Sweep out the cul-de-sac area. General weeding.

Autumn: Thorough pruning/weeding/expose edge of pavement

**Shrubs**: Spring – light pruning.

Autumn – hard pruning. Control all height and size over the pavement. Laurel needs controlling/clearing out. Laurel hedge to be trimmed back to the wire fence.

**Left HS:** Beech, hazel, Cornus, spotted laurel and privet.

**Specific work**: Expose pavement corners; keep height under control; need to ensure that the pathway along the back of the fence is kept clear, so can access from the Whinwhistle Road end. Regular thinning out to allow the light in. Clear ground debris. Pull out ivy and weeding regularly to keep clear.

**Shrubs:** Spring – light pruning.

Autumn – hard pruning.

Keep the hazel as ‘shrub’. Keep privet under control.



**13) Verges either side of A36/Canada Road/Lower Common Road roundabout** (NOT central reservations, and NOT roundabout, as these are the responsibility of the Highways Agency.) Attend to areas behind and under any benches and hedges near to the Nisa shop. Cutback bushes coming out of Lower Common Road, Salisbury bound to maintain sightlines.



**14) Verge on A36 opposite Hatches Garage containing bus shelter –** mow and strim around bus shelter. Kill weeds under seats and remove, maintain sightlines.



**15) Verges in Slab Lane either side of the junction with the A36 and the Copse (land at junction of Gazing Lane) and verge from Copse past Warwick Place to the end by Walberswick \*\***

Description: Stand/group of trees – field maple and silver birch, planted approx.25 years’ ago; under planted snowdrops, daffodils, blue bells and orchids.

**Specific work:**

**Grass:** mow every two weeks during growing season, including under and close to trees, being mindful of the need to protect the wildflowers, white flowers in Spring and not to strim the bark on the trees. Cut back edge footpath as and when required to keep footpath clear of overgrowing grass.

**Trees**: Autumn - prune off all lower branches and side growth back to trunk

Keep branches trimmed back from encroaching on road and pavement, maintain sight lines.



**16) Verges in Maurys Lane either side of junction with A36 and the Triangle (just before Brookfields outside Bottom Lane Farm)**

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**17) Verges and Land at Barnes Corner\*\***

**Description**: Bank and ‘flat’ to natural walkway on verge from Barnes corner to telegraph pole. Spring flowers – snowdrops, primroses, blue bells, wood anemone; orchids in May/June; summer wildflowers; trees – silver birch, hazel, holly, field maple, ash, oak. Spindle – flowers in May with berries in the Autumn; dog rose.

**Specific work**:

**Bank**: Spring – clear debris;

Autumn – clear debris.

mow every two weeks during growing season, keep tidy against fence – difficult as on slope. Be mindful of the need to protect the flowers; (hand) weeding as required, including pulling out of field parsley.

**Trees/dog rose**: Cut back from natural walkway and keep branches trimmed back from encroaching on pavements.



**18) Verges both sides of junction with Slab Lane and Nightingale Close and Land in Nightingale Close\*\* (plus verge at the entrance to Arun Way)**

Description: Area around footpath at the end of the cul-de-sac/Brookfields

Specific work: Maintain the trees and shrubs on the verge immediately behind the Red Rover public house and keep the area tidy & clear of debris.

As required: Cut back/reduce pyracanthas

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**19) Parish Noticeboards**

As required – clear vegetation (include weed killing as necessary) around noticeboards and strim taking care not to damage posts. Keep free of overhanging branches so that noticeboards are accessible and clear to view.



**20) Village Gateways**

Strim around Village Gateways situated at Canada Road, Lower Common Road, Romsey Road (Carlo’s end), taking care of spring flowering bulbs at base



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**OTHER INFORMATION**

All fees will be in accordance with the priced schedule returned as part of the tender exercise. Requests for extra work or variations to the contract must only be accepted from the Parish Office (the Clerk or Admin Assistant). Undertaking work without the proper authorisation may lead to delay in payment.

The appointed contractor will provide a proposed schedule of works to the Parish Council at the beginning of each contract year. Your priced bid includes allowance for attendance at quarterly face to face meetings with the Clerk at the Parish Office for the purpose of review and evaluation.

The contract period will run from 1st January 2026 and cease on 31st December 2029 except:

1.1 Without affecting any other right or remedy available to it, either party may terminate this agreement with immediate effect by giving [written] notice to the other party if:

(a) either party commits a material breach of any term of this agreement which breach is irremediable or (if such breach is remediable) fails to remedy that breach within a period of 30 days after being notified in writing to do so;

material breach means a breach (including an anticipatory breach) that is serious in the widest sense of having a serious effect on the benefit which the terminating party would otherwise derive from:

(i) a substantial portion of this agreement; or

(ii) any of the obligations set out in the General Responsibilities clauses above,

In deciding whether any breach is material no regard shall be had to whether it occurs by some accident, mishap, mistake or misunderstanding.

1.2 Without affecting any other right or remedy available to it, either party may terminate this agreement on giving not less than 3 months' written notice to the other party.

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| PRICES FOR WELLOW PARISH COUNCIL GROUNDS MAINTENANCE CONTRACT 2026-2029 | | | | |  |  |  |
| September 2025 |  |  |  |  |  |  |  |
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|  |  |  | Year 1 | Year 2 | Year 3 |  |  |
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| Lower Common Road, Recreation Ground |  |  |  |  |  |  |  |
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| Hatches Farm Sports Ground, Romsey Road |  |  |  |  |  |  |  |
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| Burial Ground |  |  |  |  |  |  |  |
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| Bus Shelters |  |  |  |  |  |  |  |
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| Highways verges and Licensed sites |  |  |  |  |  |  |  |
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