

NORTH TAWTON TOWN COUNCIL

GROUNDS MAINTENANCE CONTRACT

Tender Specifications

As amended September 2025

To be read in conjunction with the Service Agreement

General

- 1. The Contractor must have Public Liability Insurance. (Minimum £5 million), a copy of which must be supplied to the Clerk.**
- 2. The Contractor must have a Health & Safety Policy. Appropriate protective clothing and safety equipment will be worn at all times.**
- 3. The Contractor must ensure that employees involved in chemical spraying have City and Guilds Based Services (NPTC) Certificate of Competence for chemical spraying, Modules: PA1 – Foundation and PA6A – Hand held applicator – Knapsack.**

Photocopies of these documents must be included with the application form.

Photocopies of Certificates of Competence of any new employees engaged by the Contractor must be supplied to the Clerk, prior to any work being carried out by that new employee.

- 4/5 Monthly accounts to be submitted for jobs completed, and this must be itemised.**

Council Meetings are held on the first Tuesday of every month, (except January when the Town Council meeting is held on the second Tuesday of the month). Accounts and reports must be submitted to the Clerk one week before these meetings.

Failure to submit the monthly accounts will result in payment having to be deferred until the following month.

The Contractor must note any damage/vandalism in any of the areas and report to the Chairman or Clerk as soon as possible.

- 6. Pricing to be shown per operation multiplied by the expected maximum number of operations.**

7. **The Contractor will be expected to attend occasional site meetings with Members of the Council, and regular day time meetings with the Members of the Council if needed to discuss any complaints or problems that may arise.**
8. **Contractor will be expected, prior to commencement of work, to check the churchyard, cemetery and Memorial Park for litter and remove from site on each visit.**
9. **Should the Town Council require works to be undertaken that are additional to the contract a price will be sought individually for such works as and when they arise. The contractor shall liaise with the Town Clerk as to the cost and timing of any such works.**
10. **The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates regarding the frequency of collection of grass clippings, as this will depend on the growth rate of the grass and activities taking place on the cut areas.**
11. **All the sites are in the public eye, and therefore a high standard of service, skill and behaviour will be required of the Contractor.**

Introduction

1. It is envisaged that grass shall be cut regularly in order to keep the amenity areas looking neat and tidy, **dependent on growth rates**. See schedule. If extra cuts are required, these may be requested by the clerk on a per cost basis.
2. During the months of April to the end of September (depending on the rate of growth) grass clippings may be required to be collected (apart from strimmed areas) and to be removed from site. The Contractor shall consult with the Town Council Clerk or whoever the Town Council nominates. When grass clippings are not collected it is vital that the mowing machinery used spreads the clippings evenly. If cut grass forms a dense mat, clumps or rolls on the surface, the Contractor shall remove and dispose of it within two working days of any request to do so at no additional cost to the Council.
3. All grass clippings are to be removed from paths and safety surfacing, particularly from agriflex surfacing in the Memorial Park.
4. Grass margins, edges, walls, kerbs and slopes etc. which cannot be cut by mowing machinery shall be strimmed or cut by other means. The Contractor shall cut up to the base of and around all trees, posts and other items of furniture at each operation, by hand cutting methods where necessary and shall ensure that no damage is caused to trees, furniture and other items by such work.

5. At the **start** of each maintenance visit to the churchyard, cemetery and Memorial Park the Contractor shall ensure that all litter of a reasonable size is picked up and disposed of. It is not acceptable for litter (particularly cans and bottles) to be cut up and left in a dangerous condition by mowing equipment.
6. The Contractor shall avoid damage to turf, shrubs etc. during the cutting operations. **Any damage to furniture, fencing, drainage systems and the like caused during the execution of the work shall be rectified at the Contractor's expense.**
7. Damage to trees of all ages, caused by mechanical cutting methods, shall be avoided at all cost. Even minor damage affects the life span of trees and therefore the Contractor shall be required to plant a new tree for each tree judged by the Town Council to be damaged, during the following planting season. The species, specification and planting location of replacement trees shall be instructed by the Town Council.
8. Spring bulbs occur in a small number of the amenity areas. Where they are found, the bulbs are to be cut around until they have flowered and allowed to die back, and then the area shall be cut without any undue delay.
9. Areas to be maintained as wildflower meadows / for wildlife (see schedule) should be cut twice per year – once in early spring (usually March) and once in September. In September, the cuttings are to be removed / put in compost bins provided. Care should be taken to avoid injuries to hedgehogs / other wildlife from strimming by walking through the area first.
10. The use of chemical herbicides should be kept to a minimum. Where used, any chemical herbicides shall be of an approved type, non-corrosive, of low-toxicity to humans, animals, fish and bees and non-inflammable. These chemicals shall be used strictly in accordance with the manufacturer's recommendations, COSHH Regulations 1988 and any subsequent regulations introduced to govern such usage.

The contractor must inform the Council which weed spray chemical they will be using, and if the contractor changes the weed spray chemical during the contract period they should notify the Council of the change.
11. Precautions shall be taken to protect the public during spraying operations.
12. Pesticides shall be applied using only equipment designed for that purpose. The Contractor shall ensure that a good treatment technique is adopted and the contamination of surrounding areas, plantings, grass, watercourses and drainage

systems shall be avoided. Any damage to adjacent planted areas caused by drift shall be made good at the Contractor's expense.

13. No hedge cutting work may take place during the bird nesting season (Nominally 1st March to 21st August).
14. Any debris resulting from the contractor's work shall be removed from site by the contractor or placed in the compost bins provided.

Memorial Park - High Street/Barton Street

1. Mow the park as necessary, over path edges and around play equipment, trees, shrubs etc., up to a frequency of once a fortnight in peak growth periods, and an anticipated maximum of 14 cuts pa.
2. Strim up to base of surrounding boundary banks, walls (including entrance visibility splays) etc., tree bases, around shrubberies, play equipment and edges of paths. Strim paths as necessary to curb weed growth, including path going from the Pavilion to Barton Street. Edges to be trimmed annually to prevent grass growth over the tarmac. Grass clippings must not be left to lie on paths or safety surfacing. **[Refer to Item 3&4 in the introduction section of this document]**.
3. Cut surrounding banks twice a year in July and December, on both sides along Barton Street up to the junction with Moorview and at rear of electricity sub-station in Moorview including the small grass triangle. Trim low overhanging tree branches etc. to a minimum height of 2 metres from the ground. All debris to be removed from site. At this time the Park must also be cleared of major litter items and debris from trees including vandalised branches etc. On each visit to carry out mowing major litter picks are to be undertaken (see Introduction, section 5).
4. Strim the wildflower area under the Monkey Puzzle Tree twice per year – once in early spring (usually March) and once in September. In September, the cuttings are to be collected (see introduction no. 9).
5. Cut a path to and around the bench under the Monkey Puzzle Tree as needed once a month during the growing season, up to 6 times pa.
6. Cut hedges round park on an annual basis including the Southside adjacent to Moorview outside the bird-nesting season and remove all debris from site.
7. Shrubs and trees are to be trimmed to shape and tidied in December or the early New Year, debris to be removed from site. Brambles and ivy are to be

removed, when required, and removed from site. **The contractor should inform the Town Clerk as to when this is necessary, as there is only allowance for clearance once per year in the contract.**

8. Prior to commencement of work litter shall be collected and removed from site.

NOTE: The use of weedkillers etc. is not normally undertaken in this area, although it may occasionally be required as an extra to the Contract, as may additional clearance work etc. If chemicals are used the actual operator must be properly qualified i.e. hold the appropriate National Proficiency Certificate.

Cemetery - Exeter Street

SPECIAL NOTE: A liaison procedure must be set up so that in the event of a funeral taking place there is no work being undertaken.

1. Mow as necessary around and between graves as far as practicable up to a maximum of 12 cuts pa. Grass clippings must not be left on the paths and must be removed from the surfaces of gravestones.
2. Strim graves, mounds, headstones, surrounds etc., path edges up to base of banks and any other areas not cut by normal mowing. There is an expected maximum annual total of 12 operations. Any clippings which get onto paths and onto gravestones must be removed.
3. The Garden of Remembrance tablet edges to be trimmed using an edge trimmer up to 4 times per year. Tablets to be kept clear of grass clippings.
4. Cemetery area B is to be managed for wildflowers and cut twice a year (see introduction no. 9).
5. Boundary banks, hedges, slopes and paths etc. Work in this section consists of:
 - cutting boundary banks and slopes (including outside road bank and stone wall), of grass, weed and brambles twice a year (in June and September) and removing debris from site.
 - raking up all leaves from Autumn leaf fall, keeping paths clear, plus any branches, twigs etc., and remove from site (see Introduction, section 14). This is usually carried out in November/December. Raking is also necessary in March to clear deadwood etc. prior to commencement of mowing.
 - Hedges trimmed. Specimen trees and shrubs are to be trimmed to shape and tidied, in December or the early New Year, debris to be removed from site (see Introduction, section 14). Brambles and ivy to be removed

from yew trees and other specimen trees and shrubs (including those on the roadside bank), when required. All debris to be removed from site.

- paths need to have weeds and moss controlled three times a year. If chemicals are used the operator must be properly qualified i.e. hold the appropriate National Proficiency Certificate.
- appropriate material should be composted, the remaining debris to be removed from site (see Introduction, section 14).

Refer to item 9 in the tender specification.

6. Removal of wreaths and dead flowers should be undertaken when withered. Christmas wreaths should be removed by the end of February. Appropriate material should be composted in the bins on-site, the remaining debris to be removed from site. The council will put a notice in the notice boards and Roundabout in February to advise residents that faded and withered wreaths will be removed at the end of the month.
7. Prior to commencement of work litter shall be collected and removed from site.

St. Peter's Churchyard - Market Street

1. Mow all grass as necessary up to 10 cuts pa. All grass slopes and paths are included.
2. Strim around headstones, path edges, up to boundary walls, boundary banks, around trees and shrubs, and against church walls.
3. Twice a year (Spring and Autumn) all paths and boundaries are to be tidied. Paths cleared of leaves. Leaves, twigs etc. raked up, headstones and walls cleared of ivy, brambles etc. Lower branches of all trees, including the ones to the rear of Church Cottage/7 Exeter Street, cut to a minimum height of 2 metres from the ground. The collected debris is to be removed (see Introduction, section 14).
4. Paths need to have weeds and moss controlled three times a year. If chemicals are used the operator must be properly qualified i.e. hold the appropriate National Proficiency Certificate.
5. Strim areas left long (around gravestones to the back of the churchyard close to the boundary with Exeter Street) twice per year - once in early spring (usually march) and once in September, checking first for wildlife (particularly hedgehogs). In September, cuttings are to be collected (see introduction no. 9).

6. Prior to commencement of work litter shall be collected and removed from site.

Sustainable Urban Drainage Pond [SUDS]

The Town Council is only responsible for the area bounded by the fence and the area surrounding this. The surrounding land and the path is not owned by the Town Council and free access is permitted by vehicle. The pond accepts water runoff from Strawberry Fields and is sited to the South of the town with vehicle access through an unlocked metal field-gate and track to the site. The pond is designed so that deep water will not collect in the base but if water *is* present operatives may not enter the perimeter unaccompanied. The pond gate is kept locked and the contractor will be provided with the code.

1. Cut – *in April and September* (once in each month) - – the surrounding and internal flat areas and slopes and ensure that debris does not enter the drainage area.

NOTE: During certain months sheep are kept in the adjoining field (which is not under the control of the Town Council) and electric fencing is in use. It is essential that suitable precautions are in place to avoid disturbance, for example, and to ensure that access for machinery is safe.

Strawberry Fields

The Town Council is responsible for a roughly rectangular area of grass and a hedge at the far end of Strawberry Fields (Durant Close):

1. Mow grassed area twice a year.
2. Outside the bird-nesting season cut back brambles or other such weeds, trim hedges and shrubs as appropriate, and remove arisings from site – the hedge should be cut twice a year.

The approach to the town from the South, grassed areas at the mini roundabout at the junction of the main road and Strawberry Fields/ Moor view:

1. Grass is to be cut up to 10 times per year.
2. With reference to the area of land fronting Strawberry Fields which is owned by the Council, this area is to be maintained by pruning of shrubs and control of weeds as necessary and appropriate – this maintenance work will be subject to a separate works order outside of this contract. The area should be checked at 3 monthly intervals to assess necessary work. Refer to item 9 in tender specification.

WEED CONTROL

1. The Town Council wish to control weeds on pavements, kerb edges and paved areas within the 30 mile an hour limit. Weed control should be undertaken three times a year, between March and October:

- First between March and May;
- Second between May to July; and
- Third between July and September.

The contractor should first consider weed control by hoeing and removal of the weeds. If the contractor is of the opinion that, due to the growth of weeds for a particular season, spraying is required, then the contractor should contact the Clerk.

Following weed spraying the areas should be inspected to check the effectiveness of the spraying.

All work is to comply with Notes 10, 11 and 12 in the introduction.

Other –

1. Four times per year clear grass, brambles, shrubs and foliage from around bus shelters at Fore Street and near Rugby Club.