

LYDIARD MILLICENT PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT – COMMENCING 1st APRIL 2021

GENERAL CONDITIONS

1. All losses, damage or breakages of fences, gates, equipment and other property to be reported immediately to Lydiard Millicent Parish Council.
2. All work to be carried out during Monday to Friday, 8.00am to 6.00pm, exceptions to these times are by prior agreement of Lydiard Millicent Parish Council.
3. The contractor will provide and maintain all necessary equipment at their own expense.
4. The contractor shall arrange public liability insurance, Method Statements and Risk Assessments at their own expense and shall provide copies to the Clerk at the commencement of the contract and annually thereafter as appropriate.
5. This contract is for three years from 1st April 2021 to 31st March 2024. The contract may be terminated by either party, subject to 3 months' written notice delivered to the Contractor or the Council respectively.
6. Payment for these contract services shall be paid in arrears, in 36 equal monthly instalments.
7. Any further negotiations or problems, after the contract has been awarded, must be conveyed to the Clerk of the Council only.
8. The Clerk will either refer back to next LMPC meeting or if appropriate give a decision after consultation.

Schedule of Work

Attached is the schedule of work shown by area and also by monthly tasks.

SCHEDULE OF WORK BY AREA

Cemetery

1. Cut the grass **every week** from the beginning of March to the end of October each year. Strim around graves as necessary.
2. Maintain and trim the fir hedge to the rear of the Cemetery **at least once per year**, to prevent encroachment on graves or internments.
3. Remove or cut back brambles or other vegetation growing over the cemetery walls and hedge, and **trim trees as necessary**.
4. Keep the path and entry drive neat, and clear of weeds and moss.
5. Maintain the spoil heap in a neat and tidy state.

Commented [DCB1]: Should this be taken out to monitor separately?

Commented [DCB2]: Should this be separately monitored together with other trees in ownership of LMPC

Commented [DCB3]: Can be taken over by Handyman

Recreation Field

1. Remove any litter and weeds from the approach road, the car park, the surrounds of the Clubhouse, the Play Area, and the field **every 2 weeks**.
2. Empty the litter bin in the Play Area as necessary, but at least **every week**.
3. Strim the grassed area in the Children's Play Area **every 2 weeks** from the beginning of March to the end of October each year.
4. Cut the hedge along the approach road **annually in the autumn**. (Cutting of the remaining field hedges to be subject to a separate contract).
5. Cut entire field during the growing season to maintain a height not exceeding 30mm.
6. During the cricket season (May to September) cut the marked outfield to maintain a height not exceeding 25mm.
7. Maintenance of the cricket square does not form part of this contract.
8. During the football season (September to April) white line marking is required for up to 5 pitches. Pitches are Youth and Junior sizes, notification will be provided weekly by LMPC as to which pitches need marking.

Commented [DCB4]: Handyman has been carrying out these tasks since March.

Commented [DCB5]: There is currently no litter bin within the Recreation Field

Commented [DCB6]: As Cemetery should this be separate?

Mews Play Area

1. Remove litter and empty the litter bin **every week**. (Grass cut by NWDC)

Commented [DCB7]: This area should be added to contract. Unlikely WC will continue to cut next year.

Notice Boards

1. Strim surrounds and keep clear from overhanging vegetation the Notice Boards at Greatfield, Common Platt, and Nine Elms, from the beginning of March to the end of October, **monthly**.

Commented [DCB8]: Currently x3 new Noticeboards: Cemetery, The Street, & JCH

Commented [DCB9]: What is council position on these boards?

Bus Stops

1. Maintain the parish bus stops by:
 - i. Strimming the surrounding grass areas at both the stops at Holborn, at Greenhill crossroads and at Lydiard Green to a distance of 3 feet from the slabbed area or shelter, and removing any overhanging vegetation, **monthly** from the beginning of March to the end of October.
 - ii. Sweeping out the enclosed bus stops at the Church and at the Greenhill crossroads **monthly**.
 - iii. Removing any litter **monthly**.
 - iv. Report any graffiti to the Lydiard Millicent Parish Council.
 - v. Cleaning the glassed bus shelter windows at Holborn, Chestnut Springs roundabout and at The Beeches in April and September each year.

Commented [DCB10]: ?At The Beeches junction??

Commented [DCB11]: Is this something the Handyman could monitor??

Grassed Area Opposite the Parish Hall

1. Cut (and remove if necessary) grass surrounding the flower beds from the beginning of March to the end of October **every week**.
2. Remove weeds from the rear wall as necessary taking care not to damage spring bulbs that have been planted against the wall.

Grassed Area between "Greensend" and the Greenhill Crossroads

1. Maintain the shrub beds by pruning and weeding as necessary, but at least annually
2. Cut the grass from the beginning of March to the end of October and remove any litter, **every 2 weeks**.
3. Cut a one-metre-wide strip on the verge on the opposite side of the road to the shrub beds and cut the splays either side of the road on the Lydiard Green side of the junction.
4. Cut or strim the verge opposite the bus shelter from the Greenhill Road junction to the flag stone area.

Commented [DCB12]: At present area between Grit Bin & junction not included.

Grassed Area at the Top of Manor Hill on the Left Hand Side before the Junction with Stone Lane

Commented [DCB13]: Not sure of location maybe should read **bottom** of Manor Hill?

1. Cut the grass from the beginning of March to the end of October, and remove any litter, **every 2 weeks**.

Footpath joining The Close to Buryfields

1. Keep bushes from encroaching onto the footpath.
2. Contractors should be mindful of the wildlife (insects) this area attracts, whilst ensuring the area is safe to use by residents who may be infirm or nervous for any reason.
3. Kkl
- 4.

Grassed Verges from the Field Gate near Badger's Brook to the Glassed Bus Stop at Holborn and from the "White Gate" after Holborn Corner to the path at Washpool Road.

- 1 Cut the grass verge to the edge of the hedge from the beginning of March to the end of October and remove any litter, **every 2 weeks**.

Footpath behind Park View Drive and Forge Fields

1. From the beginning of March to the end of October strim the ditch to the field hedge and the fence lines and hedges of adjoining properties, **every month** and mow the path between the stiles at the ends of the path, **every 2 weeks**.

Commented [DCB14]: Who owns this area? Is this Landowners responsibility?

Grassed Verges on both sides of Tewkesbury Way from the Village Sign to the White Gates

1. From the beginning of March to the end of October every 2 weeks mow the grass verge from the edge of the road to the fence line from the white gate to Washpool Road path
2. Cut one-metre-wide on the opposite side from the village sign to the white gate

Footpath from Holborn to Tewkesbury Way

1. From the beginning of March to the end of October strim either side of the field path and trim brambles etc. from the hedge every 2 weeks.
2. Roadside Hedge

Commented [DCB15]: As LMPC is responsible for pathway behind hedge on bend at Holborn is LMPC responsible for maintenance of hedge??

SCHEDULE OF WORK BY MONTH

Commented [DCB16]: Is this needed??

March to October inclusive	Cemetery	Cut grass. Empty the dustbin of floral rubbish. Strim grassed graves. Control brambles etc on hedge and cemetery walls. Maintain paths clear of weeds and moss. Maintain the spoil heap.	Weekly Every 2 weeks]]] As necessary.]]]
	Recreation Field	Empty Play Area litter bin. Strim Play Area. Remove litter and weeds from the approach road, car park, clubhouse surrounds, boules area, play area and field.	Weekly]]]] Every 2 weeks.]
	Mews Play Area	Remove litter and empty litter bin.	Weekly
	Notice Boards (Common Platt, Greatfield and Nine Elms)	Strim surrounds and keep clear of overhanging vegetation.	Monthly
	Bus Stops	Holborn x 2, Lydiard Green and Greenhill Crossroads - strim surrounds for 3 feet and keep clear of overhanging vegetation, remove litter.	Monthly
		Church and Greenhill Crossroads - sweep out bus shelters. Report any graffiti to the Chairman or Clerk. Clean bus stop windows at Holborn x 2, Chestnut Springs roundabout and The Beeches	Monthly As necessary Monthly in April and September
March to October inclusive	Grassed area opposite the Parish Hall	Cut grass. Weed rear wall.	Weekly As necessary
	Grassed Area between "Greensend" and	Cut grass including a one metre strip on the verge on the opposite side of the	Every 2 weeks

	Greenhill Crossroads	road to the shrub beds and cut the splays either side of the road on the Lydiard Green side of the junction, and cut the verge opposite the bus stop to the flag stones; remove litter. Maintain shrub beds by pruning and weeding	Annually in appropriate season.
	Grassed Area at the Top of Manor Hill on the Left Hand Side before the Junction with Stone Lane	Cut the grass from the beginning of March to the end of October and remove any litter,	Every 2 weeks.
	Grassed Verges from the Field Gate near "Badger's Brook" to the glassed Bus Stop at Holborn.	Cut the grass from the beginning of March to the end of October and remove any litter,	Every 2 weeks
	Footpath behind Park View drive and Forge Fields	From the beginning of March to the end of October strim the ditch to the field hedge and fence lines and hedges of adjoining properties. Mow the path between the stiles.	Monthly Every 2 weeks
	Verges on both sides of the road from the village sign to the White Gates at Holborn.	From the beginning of March to the end of October mow from the edge of the road to the fence line on the side towards the Washpool Road and one metre wide on the opposite verge.	Every 2 weeks
	Footpath from Holborn to Tewkesbury Way.	Strim either side of the path and trim brambles etc. from hedge.	Every 2 weeks .

November to February inclusive	Cemetery	Empty the dustbin of floral rubbish. Maintain the spoil heap.	Every 2 weeks As necessary
		Trim conifer hedge.	Annually
	Recreation Field	Empty Play Area litter bin. Remove litter and weeds from the approach road, car park, clubhouse surrounds, boules area, play area and field.	Weekly]]] Every 2 weeks]
		Cut hedge on approach road	Annually
	Mews Play Area	Remove litter and empty litter bin.	Weekly
	Bus Stops	Church and Greenhill Crossroads - sweep out bus shelters.	Monthly
		Report any graffiti to the Chairman or Clerk.	Monthly

Signed:

Signed:

For

For LMPC

Date

Date