

CASTLE CARY TOWN COUNCIL

Grass Cutting and Grounds Maintenance Contract

Schedule of Works

Revised February 2025

1. Cemetery and Vicinity

Throughout year:	Weeds to be kept to a satisfactory standard at all times on pathways, roadways and around the chapel perimeter and on graves, using appropriate environmentally compatible weedkiller (no glysohates)
Twice per month:	Grass on main drive to be cut and strimmed
(in the growing season, minimum 20 cuts per yr)	Grass on main drive border (right hand side) to be cut and strimmed
	Grass in cemetery to be cut to boundaries
	Grass to be strimmed at boundaries
	Bank running from main cemetery gates to the phone box to be strimmed
	Bank running from the main cemetery gates towards Galhampton must be strimmed and mirror opposite gates must be kept clear at all times
	Tidy around graves (tidying 40 graves per month) selecting those most in need of attention
	Tidy entrance borders clear of weeds during growing season (paying attention not to disturb wildflowers when in season) (to be cordoned off at appropriate time)
	Tend flowers and deadhead roses as necessary
	All cutting and strimming must run concurrently
	Any dead flowers found on graves when strimming will be removed and any Christmas wreaths to be removed on or after 7 th February or at the discretion of the contractor throughout the year
Every two months:	Hedge on main drive to be trimmed and the gap on the left hand side entering must be kept clear between the

	field hedge and the cemetery from the entrance gate and the Garden of rest
	Hedges along the cemetery boundary, on the cemetery side, to be trimmed
Every three months:	All mature bushes to be trimmed for old and new growth and remove any brambles and new tree growth
Twice per year:	Clean headstones on war graves and tidy surrounding area (the second clean must be completed for Remembrance Day) Clean all signage and notice boards in cemetery Clean the “Garden of Rest” sign set into the wall at the top of the cemetery
Once per year:	Prune roses Fork in well rotted manure in entrance borders (Autumn)
As required:	All damaged branches to be cut off trees and disposed of. New or reopened graves to be carefully replenished with top soil from material on site rolling back the turf where possible until the levelling of graves has occurred. Grass seed should be sown where there are bare areas of soil. Where subsidence has occurred on old graves, remove turf, refill with soil and replace turf.

Additional Notes

At no time shall any maintenance be allowed on the day a funeral takes place. The Contractor will be given prior notice of funerals by the Town Clerk or Deputy Clerk – where possible one week’s prior notice will be given.

On no account must soil or any waste material be placed in the ditches around the boundary.

All loose grass cuttings must be removed from gravestones. All loose cuttings on pathways and roadways must be brushed up and disposed of in compost silo.

Hedge clippings and branches to be disposed of in compost silo where suitable; where not suitable for composting, the contractor is responsible for disposing of them at the local tip in the proper manner.

Report urgently to the Town Clerk or Deputy Clerk if any gravestones found to be in a dangerous condition.

The contractor to check hedge and weed growth around the composting toilet area and keep clear at all times

2. Childrens' Play Area

Throughout year:	Weeds to be kept under control at all times
Twice per month:	Grass to be cut to boundaries and a 2 metre strip along the track adjacent to the cricket pitches from the entrance gate to the Pavilion Grass to be strimmed on all boundary edges and around play area equipment All cutting and strimming must run concurrently
Every three months:	Hedges around pensioners' bungalows to be trimmed Hedges and shrubs around boundaries to be trimmed, including the Florida Street side. Deal with nettles as necessary.
Every six months:	Trees to be trimmed for old and new growth. Damaged branches to be cleared where necessary

Additional Notes

All hedge trimmings, weeds etc. to be taken and disposed of by the contractor in a proper manner.

When undertaking work in the Childrens' Play Area, any litter or glass should be cleared

The contractor should report any damage observed to the play equipment to the Town Clerk.

3. Donald Pither Memorial Field

Twice per month:	Grass from toilets to main gate to be cut Bank outside sports field to be cut Edge of sports field to be strimmed (detailed requirement can be shown to contractor) Florida Street entrance to playing field to be strimmed
Every three months:	Hedge by the pensioners bungalows on left hand side approaching toilet block sides and top must be trimmed
Every four months:	Shrubs on bank outside sports field to be strimmed

Additional Note

If dog fouling is witnessed, please inform Somerset Council with details

4. Catherines Close

Once per month: Maintain grass area in front of Blackberry Hill and the pathway on the opposite side of the road. Maintain vision splay at junction of Coombe Close/Ansford Road.

5. Market House & Surrounding Area (including The Pitching)

Once per month: Remove weeds from Undercroft, steps, cobbled area and The Pitching.

Twice per year Supply and plant 12 troughs and bedding area by holly bush with Summer/ Autumn bedding plants, Spring bulbs; remove spent bedding compost and dead plants from site.

Fork over bedding area by holly bush and dig in compost and well rotted manure every Autumn before Autumn planting

Holly Bush and other shrubs outside the Market House to be trimmed.

As required: Weeds around the Market House (including the Pitching) and just inside the Undercroft to be removed/sprayed with environmentally compatible weedkiller (name/type to be notified to the Clerk/Council)

6. Entrances to Castle Cary (Cary Hill, South Street)

Monthly During growing season, tidy flower beds and cut grass 1 metre around beds (water as necessary)

Twice per year: Clean Cary Hill stone in Spring (before summer bedding is planted) and Autumn (after it is removed)

Clean the "Welcome to Castle Cary" signs at Station Road and Cary Hill

Spring: tidy flower beds after spring bulbs have gone over and fork in well rotted manure and compost. **Repaint Cary Hill Stone with good quality enamel paint of suitable colour.** Plant summer bedding and water in.

Autumn clear summer bedding and plant Spring bulbs

7. Horse Pond

At least once per year: Clean the War Memorial (in such a manner so as not to damage the lettering) in late October or early November

for Remembrance Day and for any other commemorative events.

8. Additional Works

Other non-routine works to be undertaken as requested by the Town Clerk, to be paid at an agreed hourly rate for additional works.

9. Contract conditions

The contractor will be liable for any damage caused to fences, gates, graves or structures with their equipment

Please provide a copy of your public liability insurance with your tender and we also require a copy at the time of commencing the contract and each time the insurance is renewed

We would wish to know if you hold arboricultural insurance

Please supply a copy of your arboricultural insurance if held. Whether or not you have this insurance will not impact on the decision of the contract

We require a copy of your Environmental Policy.

We require you to use peat alternatives for all bedding purposes

We require you to look at battery operated tools as an alternative to petrol and diesel machinery.

We require you to use environmentally sound weed control systems.

We expect your staff to be fully trained in all aspects of this contract including competence for spraying using environmentally compatible products.

We require copies of risk assessments for this contract that will be renewed annually