



Parish Council Office
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Web: www.stratfield-mortimer.gov.uk

CEMETERY & PILLBOX GROUNDS MAINTENANCE CONTRACT SPECIFICATIONS

Ref: 24/007 3b

The contract is for three years from 1st January 2025 to 31 December 2027 with the option to break at the end of each year.

A price for each of the items listed below for the two sites should be given.

A schedule of rates to cover labour and equipment and an indication of the annual uplift in price should also be given.

General requirements in respect of specification

1. Normally between March and October.
2. Tasks specified to be carried out 2 or 3 times a year, must be suitably spaced and meet with the Clerk's approval.
3. The contractor will be responsible for reinstating any areas of grass, plants or property that are damaged.
4. During periods when ground conditions of any part of the site are too wet to cut without causing damage the contractor shall cease grass cutting and inform the Clerk. The contractor to resume work as soon as possible and bring the grass to the specified standard.
5. Where moles are present, the contractor shall brush the mole hills into the sward before grass cutting commences.

Works specification for the SMPC Cemetery at St Mary's Church

Before a site visit contact the Clerk (0118 9331955) to make sure the cemetery is not in use.

- **Grass cutting**

Mow the grass areas as often as required to ensure the grass length is between 25mm and 50mm. Temporarily remove any obstructions, returning to position when finished. Strim around the headstones. All arisings to be removed from site.

- **Weed Control**
On at least three occasions each year treat the Cemetery paths to control the weeds and moss growth.
- **Hedge Maintenance**
Trim the hedge between the Churchyard and Cemetery, twice a year, avoiding the nesting season, cutting back to last year's growth. On completion remove from site all cuttings, brambles, weeds and litter from the base of the hedge.

Works specification for the Pillbox, The Street, in field at Wheats Farm

- **Vegetation and Grass cutting**
Individual cut to tidy up at the end of winter, and 4 maintenance cuts carried out during the year. All arisings removed.

Option of on-demand cuts as requested by the Clerk and to be quoted for separately.

IMPORTANT:

For information about contracting terms with SMPC:

<https://www.stratfield-mortimer.gov.uk/contracting-with-us>

Together with your quotation, the Parish Council will also require:

- details of staff qualifications (NPTC certification)
- confirmation of your employers and public liability insurance
- a method statement of how the works would be carried out in a safe manner, considering the nature of the site
- confirmation that the works would be complete within agreed timeframe
- relevant experience and references from people in the local area would be useful.

Quotations to be sent to: admin@stratfield-mortimer.gov.uk

Queries can be directed to email above or calling the office on 0118 933 1955.

A copy of the Council's Procurement Terms may be found at [Procurement Terms v2.0 Adopted 08-02-2024.pdf \(stratfield-mortimer.gov.uk\)](#)