

# Spratton Parish Council

## Invitation To Tender: Grounds Maintenance Contract



Spratton Parish Council ("the Council") is inviting tenders for its Grounds Maintenance contract as detailed below.

1. The Contract will commence from 01-April-2026 for a period of two years (until 31-March-2028), with the option to extend for one further year (until 31-March-2029)
2. Invitations are invited by companies that can demonstrate experience, required hardware and necessary knowledge and compliance with relevant H&S, employment requirements and Public Liability insurance.
3. Tenders should be submitted for all works detailed here.
4. Prospective Contractors should provide quotations on the attached form (page-6) and supporting information (page-7).
5. A cost per 'cut' including strimming or other activities for all areas marked on the map detailed below at the frequencies and timings specified, is required. The prices submitted must indicate the rate for cutting / strimming etc each area individually and should be identified separately.
6. Cost submissions are required to show costs (excluding VAT), VAT (if the contractor is registered for VAT) and Totals (as set out in the Proposed Tender on page-6).
7. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligation to be accepted by them, if their tender is accepted.
8. Any queries regarding the interpretation of any part of the Contract document or areas included should be addressed to the Parish Clerk by email no later than five days before the closing date (as 12.c).
9. Prospective Contractors should note that the Council is not bound to accept the lowest tender and that the Council's decision is final.
10. The successful tender, together with the Council's written acceptance and the scope detailed here, shall form a binding agreement in the terms and conditions of the Contract document.
11. Tenders need to be returned by no later than 17th January 2026 via email to the Parish Clerk - [clerk@sprattonpc.org.uk](mailto:clerk@sprattonpc.org.uk)

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### 12. The process of tender and dates and deadline are:

|                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| a. Issue of Tender Documents          | : | 23rd November 2025             |
| b. Tender question deadline           | : | 16 <sup>th</sup> December 2025 |
| c. Deadline for submission of tenders | : | 17th January 2026              |
| d. Evaluation of Tenders              | : | 3rd February 2026              |
| e. Notifications to applicants        | : | 10 <sup>th</sup> February 2026 |
| f. Date of commencement of contract   | : | 1 <sup>st</sup> April 2026     |
| g. Date of completion of contract     | : | 31 <sup>st</sup> March 2028    |

### 13. Extent of Work: As set out in Appendix 1 Grounds Maintenance Contract Specification. The scope of the work may vary during the Contract period which will be discussed and agreed with the Contractor.

### 14. Frequency of Work:

- a. The frequency and timing of each cut is detailed in the Cutting Calendar on page 4.
- b. In event of sustained drought period the council, with 1 weeks' notice, reserves the right to delay cuts.
- c. Additional cuts may be requested at the discretion of the Council.
- d. In the event that the works are not carried out within 14 days of the agreed cutting dates and without prior agreement from Spratton Parish Council reflecting adverse weather and ground conditions, then the Council will consider that there has been a breach of Contract, for which the Council may seek remedy.
- e. Any additional cuts must be agreed in advanced with the Council.

### 15. Workmanship and Equipment

The workmanship must be of an acceptable standard, which will be agreed by a Council member on the first cut of the season. The Contractor is responsible for providing all relevant equipment and maintaining it to a good, safe and legal standard in order to carry out the works and to clear away cut grass from the foot paths

### 16. Insurance

The Contractor is required to have professional insurance and Public Liability insurance of at least £10,000,000 for Contracts. A current Certificate of Insurance to this effect must be produced to the Parish Clerk, prior to the commencement of the Contract. The Contractor shall indemnify the Council against

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any claim or proceedings for any injury or damage to any property or persons or animals, as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### 17. Health & Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1999 and all other relevant Acts and Regulations in respect of the work comprised in this Contract.

18. The contractor will be required to confirm on or before the first Monday of each month the areas and dates that each area has been cut for the previous month. This will allow updates to be reported to each monthly Council meeting.

### 19. Payment to Contractor

The Contractor will submit invoices monthly in arrears throughout the grass cutting season for all works carried out. The Council will aim to settle accounts submitted, within 5 days of the invoice being approved at the next available full Council meeting (meetings take place on the 3<sup>rd</sup> Tuesday of every month).

### 20. Duration of Contract

- a. The duration of the Contract will be two years from the date of this Contract, April 2026 to March 2028. There will be no opportunity to alter the rates tendered during the contract.
- b. During the second year the Council may opt to extend the contract by a further year and will advise the contractor no later than 31-December-2027 for the year April 2028 to March 2029.

### 21. Termination of Contract

Either party may, without reason, terminate the Contract in writing, giving three months' notice.

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## 22. Cutting Schedule.

The following breakdown shows the areas to be cut, description of these areas, the cutting frequency and calendar for 2026 (2027 will follow a similar schedule):

[illegible]

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23. Spratton Map: Cutting Areas (A-H): The map shows the eight areas of the village included within this Contract. If you require further information and/or would like to visit the village to be shown these areas please contact the Clerk ASAP.



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### PROPOSED TENDER

#### 24. Grass Cutting Tender: Pricing

Please complete the following form with your proposed costs for each area detailing VAT separately and all totals.

| Areas  |                                               | No of Cuts /<br>activities per<br>Season | Price per cut /<br>strim / activity | Total Price per<br>season | Total VAT (if<br>applicable) | All Totals |
|--------|-----------------------------------------------|------------------------------------------|-------------------------------------|---------------------------|------------------------------|------------|
|        |                                               |                                          | £                                   | £                         | £                            | £          |
| A1     | East View Cemetery approx. 2621 m2            | 16                                       |                                     |                           |                              |            |
| A2     | East View Cemetery trees and hedges           | 2                                        |                                     |                           |                              |            |
| B1     | Roly Banks Access Road grass verges           | 7                                        |                                     |                           |                              |            |
| B2     | Roly Banks overhanging trees                  | 1                                        |                                     |                           |                              |            |
| C1     | Spratton Churchyard, Mowing approx. 2838 m2   | 16                                       |                                     |                           |                              |            |
| C2     | Spratton Churchyard, trees and hedges         | 1                                        |                                     |                           |                              |            |
| D1     | Village verges and borders approx. 14654 m2   | 16                                       |                                     |                           |                              |            |
| D2     | Yew Tree Lane to East Fields footpath         | 1                                        |                                     |                           |                              |            |
| D3     | Inspect village trees                         | 1                                        |                                     |                           |                              |            |
| E      | Millenium Garden                              | 16                                       |                                     |                           |                              |            |
| F      | Footpath between Sandhills and High Street    | 4                                        |                                     |                           |                              |            |
| G      | Bank, corner of High Street with Smith Street | 7                                        |                                     |                           |                              |            |
| H      | Brixworth Road Cemetery / Pocket Park         | 1                                        |                                     |                           |                              |            |
| TOTALS |                                               |                                          |                                     |                           |                              |            |

#### 25. Contractor's Declaration

- The Proposed tender reflects the Scope of the Grass Cutting Contract, as detailed in this Tender document.
- I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

**Signed:**  
(By the Contractor)

**Date: 28/10/25**

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### 26. Supporting Information & Background

Please complete the following providing information that helps the Council understand your experience, capabilities, etc.

|                                                                                                  |
|--------------------------------------------------------------------------------------------------|
| <b>a. Please give brief details of any relevant experience and any similar works undertaken.</b> |
| <br><br><br><br><br><br><br><br><br><br>                                                         |
| <b>b. Please specify the make, model, age and specification of equipment.</b>                    |
| <br><br><br><br><br><br><br><br><br><br>                                                         |
| <b>c. Please confirm if the equipment is leased or owned?</b>                                    |
| <br><br><br><br><br><br><br><br><br><br>                                                         |

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**d. Please confirm how the equipment is maintained and how often?**



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### APPENDIX 1 – GROUNDS MAINTENANCE CONTRACT SPECIFICATION

#### A. EAST VIEW CEMETERY

1. **16 times a year, as per calendar:** Mow, remove cuttings, sweep and weed the pathways using moss/weed killer if necessary, as per the calendar, including the inside of the skip storage area. Earlier mowing by agreement. Take particular care when strimming to avoid both damage to headstones and flying debris being deposited on headstones. If debris is deposited on headstones, remove immediately. Remove all waste materials from the site.
2. **Twice a year, as per calendar:** Allow young trees in the surrounding hedges to grow to a “tree shape”, shaping them twice per year. Trim inside and top of hedges to a good shape and approx. 1.5m in height in February and October. Ensure the width of the hedge is cut back so it does not cover any graves. Avoid damaging any young trees growing in the hedgerow, and avoid trimming hedges during nesting season. Remove all waste materials from the site.

#### B. ROLY BANKS (LEADING UP TO EAST VIEW CEMETERY, SMITH STREET)

1. **7 times a year, as per calendar:** Ensure that grass on both sides does not encroach onto the roadway, as per the calendar, strimming 500mm each side of the road along its length in line with the calendar. Side out the edges annually to maximise tarmac width for hearses to use. Remove all waste materials from the site.
2. **Once a year, as per calendar:** Trim and shape overhanging trees once per year, to ensure high hearses can access the cemetery. Remove all waste materials from the site.

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### C. ST ANDREW'S CHURCHYARD

1. **16 times a year, as per calendar:** Mow grass as per the calendar. Annually remove unsightly weeds, saplings and ivy throughout, including those rooting in the walls and monuments, and annually side out edges of pathways to maximise width and remove moss and weeds from the pathway using moss/weed killer if necessary, but taking care not to spray the adjacent grass. Remove all waste materials from the site.
2. **Once a year, as per calendar:** Trim and shape all trees and hedges as appropriate to include obtaining approval/complying with any Tree Preservation Order (TPO) requirements, and Remove all waste materials from the site. In particular:
  - Trim growth on all Weeping Ash to 2m above ground level each autumn.
  - Clear growth from trunk of Lime trees each autumn.
  - Advise on any growth fouling telephone lines.
  - Trim and shape English Yews and weed around the bases each autumn – the 4 Irish Yews by the footpath need no attention.
  - Trim and shape Holly bushes and maintain height at approx. 2m, this work to be done by July each year.
  - Check ties on young Holm Oaks and see advise if necessary.
  - Remove any dead, broken or fallen branches as required throughout the year.

### D. VERGES, TREES AND HEDGES AROUND THE VILLAGE

1. **16 times a year, as per calendar:** Cut all verges and greens in all parts of the village as per the attached plan and in line with the attached calendar, the last cut to ensure the verges are tidy in readiness for winter. Daffodils should be allowed to flourish on entry points into the village. Remove all waste materials from the site.
2. **Once a year, as per calendar:** Each autumn, strim overgrowth encroaching onto the footpath that runs East from 9A Yew Street lane into fields to the East of the village.
3. **Once a year, as per calendar:** Each autumn, inspect the trees on the attached list **(NEED LIST ADDING TO THE PACK)**, prepared by NCC, for which the Parish Council is responsible and recommend/quote for maintenance as required. Pay particular attention to the Cedar in St Andrew's Churchyard. Remove all waste materials from the site.

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### E. MILLENNIUM GARDEN, BRIXWORTH ROAD

1. **16 times a year, as per calendar:** Mow/strim/weed as per the calendar, minimising ivy growth in the rear bank and up tree trunks. Side out paths annually. Remove all waste materials from the site.

### F. FOOTPATH BETWEEN SANDHILLS AND HIGH STREET

1. **4 times a year, as per calendar:** Strim and weed as per calendar, using weed killer if necessary. Maintaining this footpath is in line with the "Safe routes" to schools initiative. Remove all waste materials from the site.

### G. THE BANK ON THE CORNER OF HIGH STREET AND SMITH STREET

1. **7 times a year, as per calendar:** Strim as per calendar, and trim any growth overhanging adjacent pathways. Remove all waste materials from the site.

### H. BRIXWORTH ROAD CEMETERY / POCKET PARK - Once a year, as per calendar:

1. **GENERAL:** During each visit remove excess moss and weeds from pathway using weed killer if necessary. Remove ivy and weeds from both sides and top of the wall on the boundary with Brixworth Road. Remove any rubbish that may have accumulated each side of the entrance or elsewhere.
2. **GRASS CUT:** Cut short and remove the grass and other growth from the main areas of the cemetery at the end of September/early October, with completion by mid-October, after flowers have seeded. Include Ash, Elder and Elm suckers/saplings and brambles. To avoid cutting hedgerow plants growing in the bottom of the hedges leave 400 mm margin although Nettles, Willowherb etc in the hedgerow should be cut to a height of about 300 mm. This strip provides refuge for small mammals etc. Leave the cut materials for a few days to allow seeds to drop and small mammals and insects to escape. All cuttings are to be raked up and cleared from the site within ten days before it starts to decompose and nutrients leak back into the soil. Do not cut beyond the bottom path near the stream. Do not allow stimmers or other cutters to damage the base of Trees.
3. **HEDGE:** Cut hedges and remove debris from the site between October and mid-December but ideally at the same time as the grass is cut. Both sides and top of the hedge on the village side are to be cut but top and inside only on the Brixworth side so far as is practicable. Maintain the height to not more than 1800mm. (It could be less than this if it will help future cutting). Do not damage hedgerow trees and try to avoid climbers. It is not to be cut later than mid-December when spring bulbs will be emerging. If the cutting has not been completed by then it is to be left until the following year. Do not use a tractor mounted flail.

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Access will be needed to the field adjacent to the Park on the Village side. It is owned by Graham Smith who lives in the first house towards the village next to the field.

4. **HOLLY BUSHES:** The holly bushes at the north end near the stream will be dealt with by the Parish Council as necessary (subject to bird nests).
5. **OTHER MATTERS:**
  - Chemicals must not be used without the prior consent of the Parish Council which is unlikely in this area other than for path clearing. Take care to leave the path edges unsprayed and to avoid green areas.
  - All cuttings must be removed between two and ten days after the cut so allowing time for insects to escape. These should be taken from site to a disposal point. Burning shall not take place in the Pocket Park. All cuttings must be disposed of in accordance with current legislation
  - Ensure finished work is left tidy after each attendance.
  - Contact the Parish Clerk on any matters requiring clarification.
  - This work pattern is detailed to comply with current Codes of Practice to encourage wild life and allow wild flowers to seed and reproduce naturally. Most wild flowers require low soil fertility hence top growth must be removed from site when cut, not allowed to rot back into the soil. Grass and nettles require fertile soil to thrive so in time they should be starved into submission. Nettles will die back if subjected to regular cutting

### GREEN WORKS CONTRACT GENERAL NOTES

1. Works will be in line with the annual calendar. Earlier or later works will be by prior agreement.
2. Minimal weed spraying is permitted at the contractor's discretion where it will enhance the final appearance. The Parish Council reserves the right to stop the use of weed killers in specific parts of the village where its use is causing unnecessary damage; the contractor will have to use less invasive alternative methods in such areas.
3. All waste materials must be removed on the day, or in exceptional circumstances by the end of the following day.
4. All waste materials must be responsibly disposed of in line with current legislation – this may include disposal on a local manure heap if the Council has identified such a disposal site.
5. Ensure finished work is sufficiently attractive as to attract compliments from residents.
6. Contact the Parish Council Clerk on any matters requiring clarification