



BOROUGHBRIDGE TOWN COUNCIL
1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE. YO51 9AN
www.boroughbridge.org.uk
Email: info@boroughbridge.org.uk
Tel: 01423 322956

GRASS CUTTING AND GROUNDS MAINTENANCE CONTRACT 2025 and 2026

1. Boroughbridge Cemetery, Wetherby Road, Boroughbridge – YO51 9HS
2. Aldborough Cemetery, Chapel Hill, Aldborough, Boroughbridge – YO51 9HG
3. Boroughbridge Car Park Picnic Area, Back Lane, Boroughbridge - YO51 9AT
4. Boroughbridge Hall square YO51 9AW

CONTRACT TERMS

Schedule of grass cutting & weed control (A1)

Through experience the period for grass cutting starts on the first of March till the end of October with a schedule of fortnightly cuts (16 in total). Should extra cuts be considered necessary during prolific growing conditions this to be costed by the Contractor and authorised by the Council prior to the extra work being carried out.

The grass shall be cut with approved, appropriate grass cutting equipment that is fit for purpose, and maintained to a high standard. All operators shall wear appropriate PPE have received training and be in possession of appropriate authorisation.

With regards to the spraying of weed killing applications work shall only be carried out to the latest health and safety guidance for use in public places and comply with the latest COSH regulations. As part of this tendering process all relevant health and safety documentation, method statements and risk assessments, including a proposed schedule of cuts shall also be submitted.

Specification 1 and 2 above – Boroughbridge & Aldborough Cemeteries

- a) Where obstructions/obstacles occur including headstones, plinths, wreaths, flower vases or any other memorial items, and kerbs, the grass shall be controlled up to the edge of the obstacle using a strimmer. As appropriate, but with consideration some items may be temporarily moved and replaced after cutting has been completed.
- b) Following every cut, all grave headstones, grave surrounds, benches, and pathways are to be fully cleared of any grass cuttings. This is a very important part of the maintenance specification and must be strictly adhered to.
- c) Pathways to be maintained free of weeds by use of weed killer. Other areas will be so treated where necessary to control weed growth. In past experience this application shall be required three times a year. Should extra treatments be considered necessary during prolific growing conditions, additional

treatments will be costed by the Contractor and applied only when authorised by the Council prior to the extra work being carried out.

- d) The Contractor will trim obstructive, overhanging small branches and any overgrown shrubs, when necessary, to ensure that the grass cutter can safely carry out the required cut. In addition the same removal/trimming of obstructions such as branches, shrubs, must take place to allow members of the public safe access to graves and monuments at all times.
- e) The grass/weeds on all family/kerbed plots to be controlled using a strimmer and a weed killer.
- f) The Contractor will remove all litter and debris on each visit leaving each site in a safe, neat, tidy and respectful condition.
- g) Aldborough Cemetery Hedge Cutting – There is one hedge that will require a trim once a year. This is alongside the York Road extending for the full length of Aldborough cemetery. This shall be carried out as permitted after the bird nesting season, usually late September/October. Once cut the arisings/brash shall be left even and tidy.
- h) The Contractor will report to the Town Clerk any occurrences which may require remedial action by the council, e.g., mole and rabbit infestation, evidence of damage caused by vandalism or any other unusual/unforeseen occurrence. Also the contractor must report any damage to gravestones/monuments.
- i) The contractor must always ensure the safety of members of the public and no work shall be carried out whilst an interment is taking place.
- j) If for any reason the contractor can not carry out a scheduled cut, they must inform the Town Council straight away.
- k) The contractor must inform the Town Council of any health and safety issues.
- l) Any extra work carried out by the Contractor at the request of the council to be costed by the Contractor, authorised by the council and invoiced accordingly on completion of each task.
- m) The Contractor will provide an authorised copy of Certificate of Insurance. Insurance cover must be maintained to indemnify the contractor, his/her workforce and the council against all claims arising from work completed as per this contract. A minimum of £5,000,000 cover is required.
- n) The Contractor will provide and maintain certification of suitable equipment, application. and use of herbicides and training of all operatives in their use (PA1 /PA6)

Specification 3 above- Back Lane Car Park and picnic area

This area requires the same scheduled of cutting as the two cemeteries. The only obstructions/obstacles are picnic benches and trees.

Hedge Cutting – There is one hedge that will require a cut once a year. This is indicated on the attached site information This shall be completed after the bird nesting season, usually late September/October. Once cut the arisings/brash shall be left tidy

Specification 4 above- Hall Square – Weed Control only

Experience has determined this application shall be required three times a year. Should extra treatments be considered necessary during prolific growing conditions this must be costed by the Contractor and authorised by the council prior to any extra work being carried out.

Please refer above to the site information attached.

If further information is required or a site visit is preferred prior to submission of a Tender, please contact the town council clerk team at 1 Hall Square.

Payment

Invoices will be submitted by the Contractor at each month end after completion of works scheduled. Subject to the agreed standards for works completed, invoices will be paid during the month following submission.

Ratification of payment of invoices is agreed at the Full Council Meeting held each first Tuesday of every calendar month.

Termination of Contract

This agreement may be terminated at any time subject to a prior notice period of 4 weeks in writing, being given by either side.