

**CASTLETON PARISH COUNCIL - INVITATION TO TENDER FOR ANNUAL VILLAGE GRASS CUTTING and GROUNDS MAINTENANCE**  
**1<sup>st</sup> January -31<sup>st</sup> December 2022**

To carry out the following ground maintenance works in order to keep neat and in good condition certain areas of land for the benefit of the residents of Castleton.

There are five areas in total; the Burial Ground, and four smaller areas within the village centre (the War Memorial and a piece of Common land, both on the Market Place; Goosehill Green; and an area to the side of Three Roofs café. These all have grassed areas which require cutting, removal of cuttings and trimming of edges each time. As necessary, feeding and raking are also required to keep the grassed areas in good condition.

As it is impossible to predict weather conditions affecting e.g., the growth rate of grass and weeds, the precise timing of the work required to fulfil the terms of the contract cannot be forecast. As a general guide, the Council anticipates that one cut per week in May, June, July, and August is likely to be needed, and one cut per fortnight in March, April, September, and October. Applications of feed to grassed areas, and raking to remove moss and weeds, are likely to be required twice a year.

Any additional maintenance work required is described below under each of the five areas.

**A BURIAL GROUND**

1. Maintain the grassed area as above. A compost bin is available for grass cuttings.
2. Around the boundary, cut back overhanging branches and hedges once a year, removing cuttings each time. Strim under hedges and remove as necessary during the growing season.
3. Remove, respectfully and sensitively, old/dead plants and flowers and, where appropriate, wreaths and similar from graves, plaques and planters. Tidy around and where appropriate remove weeds and grass from and around grave, plaque and headstone areas in a tidy, sensitive and respectful manner.
4. Remove unwanted active or dead vegetation from paths and walls as required to maintain continuing good visual appearance.
5. Check all fixed items (seats, planters, gate, steps, railings, wooden and concrete structures etc.) on each visit and report any safety/ repair issues immediately to the Parish Council.
6. Plant up existing planters with suitable low-maintenance winter/spring bulbs and summer and autumn bedding plants when weather and planting times are suitable to ensure year-round interest and otherwise to remove old/dead planting/foliage and weeds when appropriate and maintain planters' visual appeal to a reasonable standard.

**B MARKET SQUARE (AREA AROUND THE WAR MEMORIAL)**

1. Maintain the grassed area as above.
2. Remove weeds from the kerbs, paths, and cobbled area as necessary.
3. Rake/suck up leaves every few days during the autumn when the tree is shedding and clear leaves and fallen debris after any periods of high wind, storm etc. when safe to do so.
4. Check all fixed items (seating, railings, steps, concrete and wooden structures) on each visit and report any safety/repair issues immediately to the Parish Council.

**C MARKET SQUARE (TRIANGLE OF COMMON LAND TO NORTH)**

1. Maintain grassed area as above, taking special care around planted borders.
2. Report any safety/ repair issues to the Parish Council immediately.

**D THE VILLAGE GREEN, GOOSEHILL**

1. Maintain grassed area as above.
2. Prune plum trees after fruiting and remove all cuttings. Cut back and remove any overhanging or obstructing branches on other trees or shrubs.
3. On each visit clear away any leaves and silt from steps.
4. Report any safety/ repair issues to the Parish Council immediately.

**E AREA TO THE SIDE OF THREE ROOFS CAFE**

1. Maintain grassed area as above.
2. Report any safety/ repair issues to the Parish Council immediately.

### **Terms**

*Appropriate transport, equipment and third-party insurance is required to be provided by the successful applicant, and copies of insurance policies and schedules must be given to the Council before work commences. The successful applicant will be engaged on a self-employed basis and expected to deal with and account for his or her own taxes and all other similar statutory and fiscal affairs.*

*The Council can provide a powered grass mower which if used, the contractor must store, transport, care for and operate with reasonable care. The Council will meet reasonable costs for fuel, maintenance, and repair costs for their grass mower (receipts must be provided).*

*A compost bin on the Burial Ground can be used to dispose of grass cuttings and other suitable vegetation. Any compost produced is available to spread on planted areas in the village.*

### **Terms of payment:**

*Invoices to be submitted to the Clerk by email or post at least one calendar week before the next Parish Council meeting (normally held on the last Thursday of the month, excepting August and December). Receipts for purchases of materials to be supplied with invoice. Any significant purchase or hire must be previously approved by a Parish Councillor and will normally be invoiced by the supplier direct to the Parish Council.*

*Invoices will be paid by posted cheque following approval at Castleton Parish Council meetings. Contractors are reminded that any breach of Standing Orders regarding canvassing etc., will immediately disqualify any tender submitted. Copies of Standing orders will be supplied on request.*

*The Council reserves the right to cancel any contract at any time, without compensation, should the above specification or expected quality and timeliness of work not be adhered to.*

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### ***Tenders may be submitted:***

- *for the entire works as described above*
- *for the burial ground (A) only*
- *for the other village areas (B – E) only*

***Tenders may be submitted on the basis of an hourly rate and number of hours required.***

***Please submit details and tenders by e-mail to the Council's Clerk by 5pm on Thursday 21<sup>st</sup> October (for decision at the Council's meeting on Thursday 25<sup>th</sup> November 2021).***

*A postal address can be supplied upon enquiry if required.*

***Clerk to Castleton Parish Council: Mrs T. Dale - [clerkrfocpc@gmail.com](mailto:clerkrfocpc@gmail.com)***