

GRASS CUTTING & MAINTENANCE CONTRACT

St. Giles Church

5 Church Walk, Leigh on Mendip, Radstock, Somerset, BA3 5QQ

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1. INTRODUCTION

This document outlines the requirements and standards for grass cutting and grounds maintenance at St. Giles Churchyard. The Contractor will be responsible for delivering all work described in this specification.

2. GENERAL REQUIREMENTS

2.1 Contractor Responsibilities

- Maintain the churchyard throughout the contract period.
- Provide all necessary labour, equipment, tools, and materials.
- Ensure staff conduct themselves respectfully on site.

2.2 Insurance & Health and Safety

The Contractor must:

- Hold public liability insurance of no less than £5 million and provide proof to the Parish Council.
- Comply with all current Health and Safety legislation, including the Health and Safety at Work Act.
- Maintain a written Health & Safety Policy.
- Complete a task-specific risk assessment for each activity and supply copies to the Parish Council.
- Indemnify the Council against all claims arising from negligence, poor workmanship, or failure to report hazards.

2.3 Waste & Environmental Compliance

- Comply with Control of Waste Regulations.
- Hold a valid registration under the Control of Pollution Act 1989.
- Dispose of all waste at a licensed facility.
- Burning or burying waste on site is prohibited.

3. TENDER CONDITIONS

- Contractors must fully understand the scope prior to submitting a tender.
- Queries must be submitted to the Parish Clerk no later than three days before the tender deadline.
- The Council is not obliged to accept the lowest tender; its decision is final.
- The successful tender, combined with written acceptance, forms a binding contract.

Tender submission deadline: [Insert date]

Email subject line:

“Tender for Grass Cutting – Leigh on Mendip Parish Council”

4. OBJECTIVES

This contract aims to implement a sustainable and biodiversity-focused management plan that:

1. Maintains safe and respectful access for all visitors,
2. Enhances biodiversity within the churchyard,
3. Preserves and strengthens the site’s heritage value,
4. Reduces the environmental impact of grounds maintenance.

5. SCOPE OF WORK

(Refer to Figures 1 and 2 for mapped zones.)

5.1 Mowing Zones

Blue Zones — Regular Short Grass

- Maintain grass at 3–7 cm year-round.
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Yellow & Red Zones — Flowering Meadows

- Manage as wildflower meadows.
- After each main cut, leave arisings for 3–7 days to allow seed drop.
- Machinery must be capable of cutting tall meadow grass cleanly and close to the ground.
- Cut from the centre outward (or side-to-side) to allow wildlife to escape.

Green Zones — Winter Habitat Areas

- Leave uncut over winter to provide hibernation cover.
- Cut once every two years on a rotating cycle:
 - Year 1: Light green
 - Year 2: Dark green
 - Year 3: Light green
 - Year 4: Dark green
 - Repeat cycle thereafter
- This prevents encroaching succession and protects species diversity.

Other Areas

- Maintain grass below 20 cm at contractor discretion to encourage flowering species.

Chemical Use

- No pesticides or herbicides may be used anywhere on site.

6. DETAILED MAINTENANCE SPECIFICATIONS

6.1 Site Preparation (Prior to Each Visit)

- Inspect the entire site.
- Remove litter, bottles, cans, stones, animal waste, syringes, broken glass, and any hazardous items.
- Dispose of all waste off-site at a licensed facility.

6.2 Grass and Meadow Maintenance

- Frequency of mowing may be adjusted during extreme weather with written approval from the Client's Representative.
- All areas must be cut cleanly and evenly without damaging soil or ground levels.
- Avoid damage to gravestones, trees, shrubs, fences, and structures.
- Bulb areas must not be cut until foliage has naturally died back.

Arisings (Cuttings)

- Meadow areas: Collect and remove to a licensed green waste facility.
- Paths & short-grass areas: Mulch and spread where appropriate; remove clippings from all hard surfaces.
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6.3 Weed & Pest Management

- Maintain the site so it is substantially free from problematic weeds such as bramble and nettle.
- Chemical weed control is not permitted.

7. REPORTING & COMMUNICATION

- Provide a quarterly progress report to the Parish Clerk.
- Report any issues (damage, vandalism, defects, hazards) immediately.

- Maintain open and reliable communication throughout the contract.

8. TERMINATION

Either party may terminate this contract with two months' written notice, without needing to give a reason.

9. APPENDICES

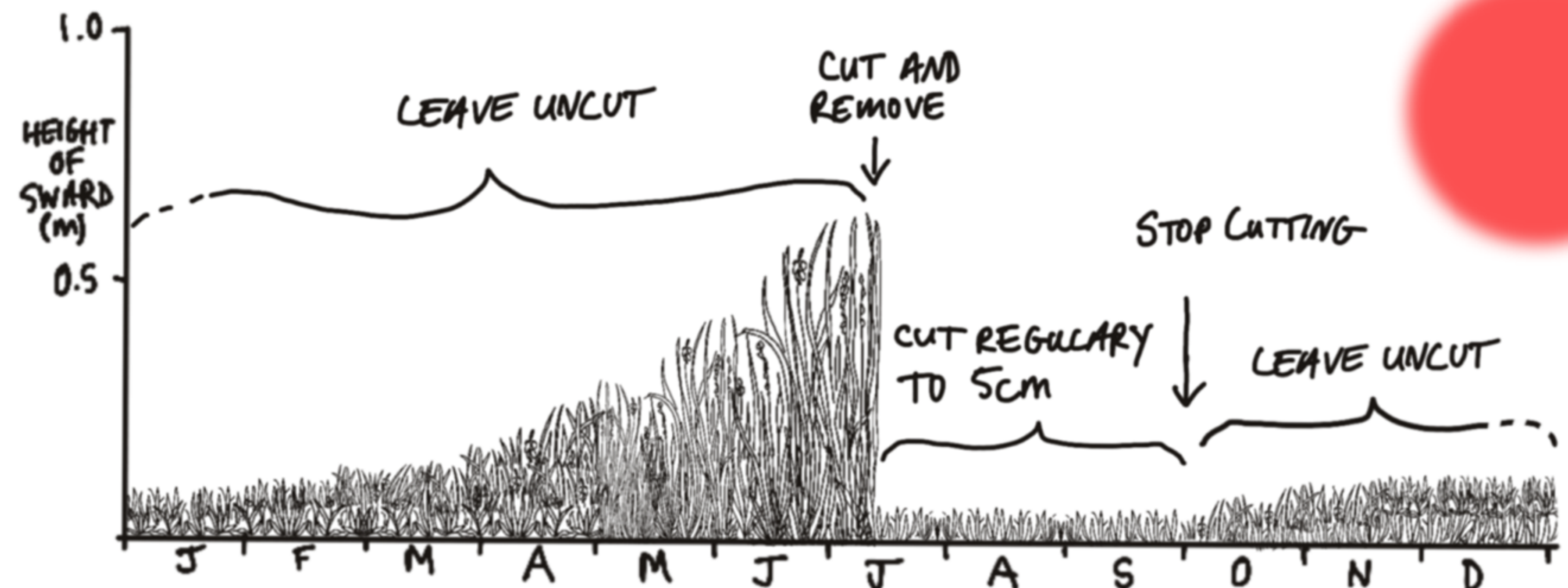
- Figure 1: Site Map – Mowing Zones
- Figure 2: Biodiversity Management Regime

Fig 1.

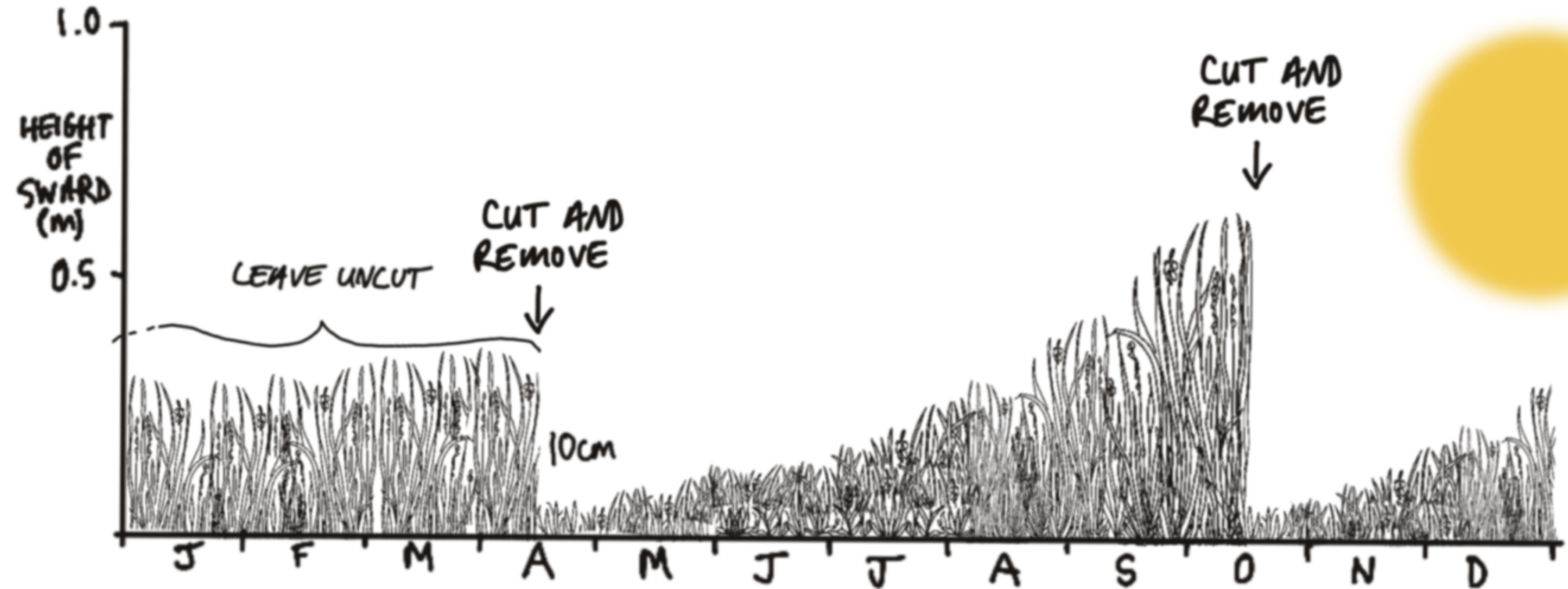


Fig 2.

MOWING/HAY-CUTTING SPRING FLOWERING MEADOW



MOWING/HAY-CUTTING SUMMER FLOWERING MEADOW



MOWING/HAY-CUTTING OVER WINTERING MEADOW

