



TOTNES TOWN COUNCIL
GROUND MAINTENANCE SPECIFICATION 2027/28

The contract is for Grounds Maintenance at Totnes Cemetery and Castle Meadow.

Maintenance shall include the removal from the site of all cuttings which are to be disposed of legally.

Hedge and shrub cutting must comply with seasonal restrictions relating to bird nesting.

Grass cutting will include maintaining the grass and any other growth around headstones /monuments/ benches / boundaries to the same height as the surrounding grass. Grass to be cut up to boundary fences or walls.

The Contractor will comply with all relevant Health and Safety legislation in respect of both the Contractor's employees and the general public. Suitable and sufficient risk assessments on all work processes must be provided. Machinery and equipment used must be subject to the necessary servicing and safety inspections.

The Contractor will give consideration to the area of work and noise levels when funerals are in progress and not start before 0800 hours given the proximity of residential properties.

The Contractor must hold adequate and current Public Liability Insurance.

The Contractor must comply with the Council's policy banning any use of Glyphosate on Town Council owned land.

Totnes Cemetery

The Cemetery is shown on the enclosed map A and consists of approximately 7.01 acres.

Grass cutting - 17 cuts per annum, as close to the ground as practicably possible, on the following frequency

- 1 cut in January or February (prior to wild flower blooming)
- 1 cut in March (before Easter or Mothering Sunday if Easter is in April)
- 2 cuts per month April to September
- 1 cut per month October and November
- 1 cut in December by the 15th of the month

Grass cutting to take place only on the perimeter of wild areas on the circle (plus paths through the middle) and on the island containing the Chapel to one mower width.

Raised graves – growth on raised graves to be kept below 30cm as part of the monthly grass cutting schedule.

Garden of Rest – area to be cut/strimmed and grass blown off the memorial stones/tablets.

Hedge cutting – 1 cut per annum. To be cut on internal sides and tops only.

Shrubs and bushes (see plan provided) – to be trimmed/cut back tight once a year between September-November to form rounded shapes and to remove the year's growth.

Roadside dry stone wall bank – to be kept trimmed and tidy on top and both sides. Any shrubs or brambles on the bank or overhanging the wall to be kept trimmed and cleared so as not to cause an obstruction to the public footpath.

Pathways – to be kept clear of any up growing and overhanging vegetation. Weeds to be strimmed. All debris to be blown off paths.

Itemised quote requested for annual maintenance of the Wild Areas on the circle and the Chapel – to be cut back annually in late summer, cuttings left for up to two weeks for seed to drop and then cleared.

Winter leaves and debris from trees to be cleared before Easter and before Christmas.

Castle Meadow

Castle Meadow is shown on the enclosed map B and the hedge runs along Collins Road and Lower Collins Road as highlighted in pink.

Hedge cutting - 1 cut per annum. To be cut on both sides and on top. In the area enclosed by allotments only outside to be cut.

Grass Cutting – 2 cuts per annum of Castle Meadow to be carried out in June and October, with the exception of the trial meadow area, to be marked by stakes and roped off prior to these cuts.

Term of contract

The initial contract will be for two years from 1st April 2027 to 31st March 2029.

If both parties are satisfied with the conduct of the contract during the first two years', the contract will continue into subsequent years with a review after five years.

The Contractor is expected to provide and pay for their own tools, machinery, equipment, materials, transport and support staff.

Either party shall have the right at any time to terminate this contract by giving not less than 3 months' notice in writing to the other party.

Contract monitoring

The contractor will be required to co-operate in meeting with the Town Council's appointed officer to review progress with the contract, and to promptly address any failure in service identified at those meetings. Contract monitoring meetings will be held as required either on site at Totnes Cemetery or in the Town Council offices.

Pricing and payment

The agreed cost of the contract, together with VAT (if applicable), will be paid in equal monthly payments in arrears by the 30th day of the month immediately following the month in which the Services have been performed.