



TOTNES TOWN COUNCIL
GROUNDS MAINTENANCE SPECIFICATION 2025/26

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)
- 2 cuts per month April to September
- 1 cut per month October and November
- 1 cut in December by the 15th of the month

No grass cutting to take place on the wild areas on the roundabout or on the island containing the Chapel.

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 roundabout 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. [Paths on the roundabout to be cut monthly.]

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.

Term of contract

The initial contract will be for the year from 1st April 2025 to 31st March 2027.

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.