

West Rainton Parish Council

Maintenance Schedule for West Rainton Cemetery

West Rainton Cemetery is an operational cemetery burying approximately 15 to 20 people per annum.

The site is located off Chantry Place and is approximately 2 acres in size of which approximately 1.4 acres is memorialised.

The memorials approximately 800 vary from traditional kerb sets to lawn memorials rarely exceeding 1 metre tall. A number of memorials are unstable and these should be reviewed through a regular testing programme.

The site has a number of mature trees 12 up the spine road and an equal amount along the northern section of the site. The remaining cemetery is designed as a lawn cemetery.

1.0 General Requirements of Contractor

All work will be performed in a professional and workmanlike manner by experienced and well trained, uniformed personnel, utilising clean, well-maintained equipment of the latest and most efficient design.

- The practices and procedures employed will be according to accepted industry standards (e.g. BSI, BALI); installations and applications will be made with technical expertise; all vehicles and equipment will be operated both skilfully and safely within the cemetery grounds.
- Work performance will comply with the Health and Safety at Work Act. All applications of pesticides classified for restricted use will be made by certified applicators only.
- All original product packaging may be inspected by the cemetery's representative prior to use.
- All mechanised equipment (mowers, strimmers, hedge trimmers, etc.) must be turned off if you encounter the public (within 20 feet).
- No mechanized equipment (mowers, strimmers, hedge trimmers, etc.) will be used whilst a funeral is in progress.
- The Contractor will train crew members to respect not only the solemn dignity of the cemetery, avoiding loud talking, running, etc., but will also train all employees concerning the provisions of this agreement and the need to prevent damage to graves stones, and other monuments.

2.0 Grass Cutting

There should be a minimum of 16 cuts per annum starting in early March with the typical spread of cuts as shown

Month	March	April	May	June	July	August	September	October	November	January
Cut Frequency	2	2	2	2	2	2	2	2	1	Clearing of leaves

- Paper, trash, branches, flowers not associated with a grave, and other debris will be collected prior to each mowing.
- Contractor will mow turf areas [as needed according to seasonal growth/on the following schedule:
- No more than 1/3 of the leaf blades will be removed per mowing – Contractor will be expected to adjust the mowing height as appropriate and, if necessary, for different sections of the cemetery.
- Mowing height will be according to grass type and variety per the following chart:

	Winter	Spring -Autumn
Grass Type	Mowing Height	
Fescue, fine	6 cm	4 cm
Fescue, tall	8 cm	5 cm
Ryegrass, perennial / Italian	5 cm	2.5 cm

- During periods of excessive rain and tall grass growth, the mower cut height may be raised.
- All mowing will be conducted with a [reel/rotary/mulching] mower. [Under no circumstance will any equipment larger than an intermediate walk-behind mower be used in the cemetery. Given the spacing of stones and potential for damage, the largest acceptable equipment is a 21-inch push mower.]
- Mower blades will be sharp at all times to provide a quality cut and prevent tearing of the grass blades.
- Alternate directions each cutting where possible shall be employed to permit recycling of clippings were possible and present a neat appearance.
- Contractor will leave clippings on the lawn as long as no readily visible dumps remain on the grass surface 36 hours after mowing. Otherwise, Contractor will distribute large dumps of clippings by mechanical blowing or by collecting and removing them. In the case of fungal disease outbreaks, Contractor will collect clippings until the disease is undetectable.
- All plots with coping surrounding grass will require special treatment and consideration.
- No kerb sets are to be damaged by turf maintenance or removed to make maintenance "easier."
- Mowers may not be operating when passing over coping.
- Only 50 cm push mowers may be used in plots with kerb sets.

3.0 Strimming

- Grass adjacent to fixed objects, such as tombs, grave stones, monuments, etc., shall be strimmed to the same height as the general turf.
- Strimming is to be done so that turf areas are not scalped.
- Contractor will edge tree rings and plant beds, and all buildings, pathways, fences, driveways, parking bays, and other surfaced areas bordered by grass will be edged every other mowing during the growing season.
- No mower will be operated within 150 mm of any, headstone, footstone, or other memorial. All turf between these markers and mown areas must be strimmed using a filament line trimmer equipped with line no heavier than 2 mm.
- The Contractor's employees will be expected to know the length of their trimmer line at all times to prevent this line from coming into contact with the headstones and monuments. Any line damage other than pre-existing (defined as documented by the Contractor at the beginning of this agreement) is the responsibility of the Contractor.
- When strimming near headstones and monuments, the Contractor is responsible for ensuring that the rotation of the string causes the grass to be thrown back towards the operator. This will assist in preventing any objects thrown by the trimmer, such as stones, sticks, etc., from being thrown toward fragile memorials, thereby minimizing the potential for accidental damage.
- The cemetery's headstones will be strimmed every other mowing during the growing season.

- Isolated trees and shrubs growing in lawn areas will require mulched areas around them (minimum 2-foot diameter, maximum 3-foot diameter) to avoid bark injury from mowers and filament line trimmers and to reduce root competition from grass. Establishment and maintenance of such mulched areas will be charged to the cemetery.
- Contractor will clean all clippings from pathways, kerbs, roadways and headstones or monuments immediately after mowing and/or edging. Contractor will not sweep, blow or otherwise dispose of clippings in sewer or storm drains.
- Contractor will ensure that grass clippings do not build up in the corners of plots with kerb sets – otherwise over time there is a build-up of unsightly dead grass in these areas.
- Under no circumstance will herbicides be used in lieu of appropriate edging and strimming, especially adjacent to monuments and fences.

4.0 Shrubs

The Specification is intended to achieve strong healthy and stable shrubs, cleanly pruned to good horticultural practice and of an appropriate shape and size for their location and to keep all areas weed and litter free at all times. Tenderers are required to set out in detail their approach to the maintenance of Shrub Beds in their Method Statement.

Shrubs and climbing plants shall not be permitted to encroach over footpaths, roadways, sight lines, notice boards, signs, furniture and grass areas and those growing near windows of buildings shall be maintained at window sill height unless otherwise instructed in writing by the Client. Pruning will take place in accordance with sound horticultural practice. All arising are to be disposed of at the Contractor's tip or recycling facility.

The Contractor shall remove any self-set tree or shrub including roots. Where the roots cannot be removed, stump killer shall be applied to the stump. At the commencement of the contract existing self-sets shall be removed during the first four months of the contract.

The Contractor shall include in his price the supply and mulching of all shrub beds once per year. Bark mulch approved by the client shall be spread evenly over the entire bed to a finished depth of 75mm. The mulch shall be free of metal, plastic, uncomposted paper or paperboard. Mulching material covering or adhering to the shrubs shall be removed from the plants. Care should be taken to avoid damage to plants in this process. However during any period that shrub beds are not mulched they shall be kept in a weed – free condition by cultural means.

Shrub beds shall be kept free of litter at all times and shall be inspected in October of each year by the Contractor and the Council shall be notified, in writing, of the presence of dead diseased or damaged plants that require replacement, with their location and variety where known.

Any wires, trellises or similar supports shall be inspected and repaired/replaced as necessary. All replacements will be at the Contractor's expense. All stakes shall be sound and sufficiently inserted to prevent lateral movement.

5.0 Rose Beds

The Contractor shall ensure that all rose beds are maintained in an attractive condition, and free from weeds, fallen leaves, dead or dying plant material, litter and debris. The Contractor shall ensure that all roses are healthy, vigorous, pest and disease free, within the period of the Contract. Tenderers are required to set out in detail their approach to the maintenance of Rose Beds in their Method Statement.

All arisings are to be disposed of at the Contractor's tip or recycling facility.

Roses shall not be permitted to encroach over footpaths and roads and those growing near windows or doors of buildings shall be maintained at window sill height so that no interference is caused to light, view, access or operation of the window/door.

Rose beds shall be mulched with an approved source of well-rotted manure, annually, to a depth of 75 mm, following late November pruning.

All types of roses shall be pruned in November in accordance with good horticultural practice and suckers shall be removed at the junction with the root whenever they appear.

Climbing and Rambling roses shall be tied in when the growth of the rose makes it necessary or, when damage has occurred.

Any wires, trellises or similar supports shall be inspected and repaired/replaced as necessary. All replacements will be at the Contractor's expense. All stakes shall be sound and sufficiently inserted to prevent lateral movement.

Rose beds shall be inspected in October of each year and the Council shall be notified, in writing, of the presence of dead diseased or damaged plants that require replacement, with their location and variety where known.

6.0 Herbaceous Plants

All herbaceous planting shall be maintained free of weeds by appropriate cultivation throughout the year, without damaging plants or surrounding grass edges. Tenderers are required to set out in detail their approach to the maintenance of Herbaceous Beds in their Method Statement.

Staking shall commence in May of each year and continue throughout the summer, tying being carried out as often as necessary to provide support to new growths.

Granular Fertiliser with an NPK ratio of 7:7:7 shall be applied once per annum in April, and shall be lightly hoed into the surface at the manufacturer's recommended rate of application. Throughout the year, herbaceous plants shall be cut back and dead heads removed.

During October/ November of each year, when the current season's growth has finished, all plants, with the exception of evergreen species and hollow stemmed species, shall be cut down to just above ground level. All stakes, canes and twigs shall be removed and the ground shall be lightly forked over. Hollow stemmed species shall be treated as other species during March to allow insects to over winter.

Any wires, trellises or similar supports shall be inspected and repaired/replaced as necessary. All replacements will be at the Contractor's expense. All stakes shall be sound and sufficiently inserted to prevent lateral movement.

Herbaceous borders shall be mulched with an approved source of well-rotted manure, annually, to a depth of 75mm, following autumn clearance. Care should be taken not to exceed this depth to avoid damage to plants.

Herbaceous plants shall be divided and replanted in October/ November at regular intervals to maintain vigour in accordance with good horticultural practice. The Contractor shall gap up any bare areas using the existing herbaceous species in March/April of each year dividing up and replanting with the vigorous outer plants.

7.0 Hedge Maintenance

The following specification is intended to provide strong healthy and stable hedges, cleanly cut and of an approved shape and size. All arisings shall be disposed of at the Contractor's tip or recycling facility.

Tenderers are required to set out in detail their approach to the maintenance of Hedges in their Method Statement entitled Service Delivery.

The Contractor shall trim and prune all hedges to encourage a stable hedge. The width at the top of the hedge shall be slightly less than at the base. All woody weeds shall be removed and stumps killed as directed by the Client. Where hedges obstruct road paths or windows, the Contractor will cut back the nuisance growth at each site maintenance visit. The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife & Countryside Act 1985.

The Contractor shall make all cuts cleanly and remove any ragged edges using a sharp blade except where flails are used.

Unless otherwise agreed with the client, each hedge shall be the same size at the end of the Contract as they were at the beginning.

The Contractor shall cut back the current growth to the point of the previous cut, and the hedge shall be trimmed, pruned back to the same height, width and general shape as that which existed at the completion of the last trim, but shall not exceed the height specified unless instructed by the Client.

All hedges shall be cut both sides and top except hedges that abut private land which shall be cut on one side and top.

The Contractor shall remove all suckers, self-set trees or shrubs, brambles and ivy which are not part of the hedge, to ground level and treat with stump killer on instruction from the Client.

The Contractor shall leave grass edges adjacent to hedges neat, vertical, tidy and weed free at the time of cutting. The Contractor shall ensure sight lines remain unobstructed including encroachment onto pathways, windows and handrails.

The Contractor shall ensure that at the bases are weed free after each visit to hedges.

The Contractor's attention is drawn to the Operations Table in Appendix 1 regarding the timing of hedge works.

8.0 Flower Bed Maintenance

Key Considerations will need to be made on the following:-

- Watering, water as necessary to ensure germination and survival thereafter.
- Remove weeds when they are visible – details of the Contractors method for weed removal shall be provided in their Method Statement.
- In the event of bare patch areas, individual re-seeding may need to be carried out as and when required. In which case work should be carried out manually in the areas concerned by lightly raking, hand seeding and compacting by foot.
- Water the selected area beforehand and after re-seeding has been completed.
- At the end of the season when the first frosts appear the annual flower seeding will be cut down to ground level at the end of their flowering period. Where necessary the removal of green waste will need to be completed. Considerations for aesthetic appearance and bulb maintenance will need to be adhered to.

Planters & Containers

Key Considerations will need to be made on the following:-

- Maintain planters and containers, watering as necessary to ensure establishment and continuity of flower and plant growth.
- Installation will involve the supply and incorporation of:-
- An approved organic compost and mulch, quantities will vary in accordance with planter/container size.
- Water granules and crystals should be applied as per the required specification.
- An approved organic fertiliser, a liquid feed will be applied on a weekly basis, as approved by the Councils Client.
- Control methods to maintain free from pests, disease and animal attack will need to be practised.

The Contractor has a duty of care to inform the client if at any time the planters or containers show signs of disease, damage or dying.

For avoidance of doubt alternative replacement plants will need to be sourced at the Contractors expense.

Best horticultural practises will need to be adopted at all times in accordance with standard horticultural guidelines.

9.0 Trees

Trees should be inspected bi-annually in the spring and winter to check for any dead branches or potential diseases. This should be undertaken by a certified arboriculturalist or tree surgeon. If required then:

- Pruning should only be done to remove dead or diseased branches, reduce foliage density or crossing branches, to improve the beauty of the plant through selective removal of a few branches, or to ensure safety of monuments and visitors.
- Shrubs will be pruned with hand shears as needed to provide an informal shape, fullness and blooms.
- All trees should be trimmed so a mower can get under and around them.
- No pruning will be done during or immediately following growth flushes, branches will be pruned just outside the branch collar, and pruning paint will not be applied.
- Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.
- The Contractor will remove all off-cuts and chippings from the cemetery.
- The cemetery requires that any tree pruning be conducted only by a certified arborist or tree surgeon.

10.0 General Maintenance

- Monthly the Contractor will be responsible for manually pulling of any and all weeds in landscape beds (barked, stoned, and flower beds, including family plots), around kerb sets and pathways, parking areas, and around trees that are barked or landscaped, fence lines, retaining walls, property lines – anywhere that weeds are growing.
- Monthly the Contractor will be responsible for removing all rubbish from bed areas and other high visibility areas, including pathways, parking lots, and family plots.

- All turf areas and planting beds (including shrubbery and planting areas) will be cleaned of leaves, weeds, trash, and any other winter debris during the first visit in the late winter [January] and early spring [March].
- The contractor will be responsible for spring scarifying and spring fungicide and herbicide application if requested.
- The Contractor should use a variety of methods to achieve this. Weeds include moss, algae or any other vegetation growing on the surfaces.
- The Contractor shall spray all weeds on hard surfaces including with an approved translocated herbicide. Within 14 days the Contractor will visit the sprayed areas and confirm the efficacy of application. Should the application have been unsuccessful the Contractor will re-treat the weeds at his expense.
- The Contractor shall treat all moss on hard surfaces, excluding garage areas and roadways, with an approved moss killer. The Contractor shall perform the operation in accordance with the pesticide and fertiliser application general specification. Within 14 days the Contractor will visit the treated areas and confirm the efficacy of application. Should the application have been unsuccessful the Contractor will retreat the moss at his expense
- Alternatively the Contractor may wish to mechanically remove moss by scraping or wire brushing without first applying moss killer.
- The Contractor shall remove arisings from all operations on hard surfaces to an approved disposal facility

11.0 Inspection and Acceptance of Work

- The Contractor shall be responsible for notifying the cemetery's representative as soon as practical after all work.
- An inspection will be made by the cemetery's representative within 24 hours of notification by the Contractor that work has been performed.
- The cemetery will notify the Contractor, in writing, of any work that is not deemed acceptable. The Contractor will have 72 hours to repair, replace, or redo the specified work.
- Any damage to headstones or other, memorials, infrastructure or fences may require professional repair work undertaken by a mason who is a member of NAMM or BRAMM and who is approved by the cemetery. The Contractor will be responsible for all charges incurred.
- All work must meet the specifications of this agreement. The cemetery's representative will be the final authority on acceptance, as well as any damage to cemetery property, markers, monuments, fences, etc.

12.0 Insurance and Warranties

- The Contractor will carry public and employers liability insurance and require the same of any sub-Contractors and provide proof of same to the cemetery.
- The Contractor will carry professional indemnity insurance in the amount of £1,000,000.
- The Contractor is also responsible for obtaining any licenses and/or permits (not limited to business licenses, pesticide licenses, etc.) required by law for activities on cemetery's property.
- All work will be performed in a workmanship-like manner.
- Areas Considered the Responsibility of Contractor Include
 - Any damage due to the operation of his equipment in performing the contract, to include damage to memorials, monuments, fences, walkways, plantings, or any memorial device in the cemetery.
 - Failure to comply with all laws pertaining to protected plant species.
 - Damage to plant material due to improper horticultural practices.

- Improper replacement or retrofitting of irrigation system components.
- Injury to non-target organisms due to application of pesticides.
- Any pollution to the cemetery or its groundwater caused by waste oil, herbicides, or pesticides used by the Contractor.

Situations which the Contractor may deem are not his/her responsibility include:

- Death or decline of plant materials due to improper selection, placement, planting or maintenance done before the time of this contract.
- Exposed cables/wires or sprinkler components/lines normally found below the lawn's surface.
- Flooding, storm, wind, fire or frost damage.
- Damage caused by or to any item hidden in the landscape and not clearly guarded or marked, excluding however, all headstones, monuments, markers, fences, pathways, kerbs, or memorial devices.
- Damage due to vandalism.

13.0 Contract Period

This contract is for the maintenance of property at: West Rainton Cemetery

- The contract term is for a period of 1-year with a beginning date of
- and an ending date of
- The contract may be cancelled by either party without cause with 60-days written notification. Upon such cancellation the Contractor remains responsible for any damages as outlined in 7.0.
- This contract will be governed by the laws of England and Wales. Should the cemetery be required to engage the services of a solicitor in connection with this agreement or to enforce its provisions, the cemetery shall be entitled to reasonable legal fees.