

# **Contract for Grass Mowing, Hedge Cutting and General Maintenance Work - 2 March 2022 to 1<sup>st</sup> March 2025**

This contract is made on 02 March 2022 between:

**Berkswell Parish Council,  
PO Box 6379,  
Coventry,  
CV6 9LP and**

**James Hickin  
JMH Home and Garden Services  
Flat 3,  
Oaklands,  
128 Station Road,  
Balsall Common,  
COVENTRY,  
CV7 7FF**

## **1. Overview of Scope**

- 1.1. Mow/strim the areas listed below and shown the photos in appendix 1
- 1.2. Undertake hedge cutting and minor work on trees as required
- 1.3. Sweeping up of leaves in the autumn and depositing them in the spinney
- 1.4. Odd job maintenance work requiring garden type carpentry skills, brick/pavement slab repairs
- 1.5. Litter picking

## **2. Overview and Performance Standards for grass/hedge cutting**

- 2.1. The aim of the contract is to provide attractive cut grass and hedges within the Parish of Berkswell (Solihull Borough), including Balsall Common, rural areas and the Conservation area of Berkswell Village.
- 2.2. It is expected that grass cutting will be conducted during the grass growing season that is generally late March/early April to early November but this will vary from year to year and the Contractor will vary its work schedule to take account of growing conditions
- 2.3. Mown areas to be edge strimmed. Vegetation around street furniture, posts etc will also to be strimmed
- 2.4. Hedges to be cut at least once a year in accordance with section 4.1 below. Other hedge work will be on specific instruction and the contractor will be paid on the basis of quoted day work rates.

### **2.5. Weekly mowing and edge strimming - category A**

This category is for the most visually important areas. The target is to achieve lawn quality appearance with grass lengths generally between 25 and 40 mm.

- Berkswell Village Green

### **2.6. Two weekly mowing and edge strimming – category B1**

This category is for where visual appearance is important but longer grass length is acceptable or desirable. The target is to achieve a "playing field" standard of appearance with grass lengths generally between 25 to 60 mm through mowing with occasional edge strimming.

- Berkswell Well area
- God cake on Lavender Hall Lane Berkswell
- The verge by the telephone box.
- Grass triangle at junction of Waste Lane and Hodgett's Lane
- Around "Berkswell Stone pillars" on Lavender Hall Lane to a distance of 1 metre.
- Inside of bank to right of entrance and weeding the Car Park island to keep them under control
- The Pound on Coventry Road. Mowing the verge to the front to create a "lawn effect"; Manual weeding and litter picking inside to keep weeds down and maintain a neat appearance; and strimming/brush cutting for about 1 metre to each side to keep neat

#### **2.7. Three weekly mowing and edge strimming – category B2**

- Strimming of the Spencer's Lane roundabout and it's 3 splitters on a 3 weekly basis.
- For the first cut rake and dump the grass on the verge opposite the roundabout to make it look good
- This work will be carried out during the grass growing season, that is generally late March/early April to early November but this will vary from year to year and the Contractor will vary its work schedule to take account of growing conditions

#### **2.8. Out of scope mowing and edge strimming – Responsibility of Solihull MBC**

The following work will be carried out by SMBC and is not the responsibility of the contractor:

- Verges on Lavender Hall Lane out of the village towards Hallmeadow Road
- Verges from Rose Cottage to Meriden Road
- Verge opposite Pound Close on Coventry Road
- Verges from Lavender Hall Road/ Coventry Road up to Butchers House/ Priory
- Small verges outside some residential properties on Lavender Hall Lane.
- Verges out of the village on both Spencer's Lane and Meriden Road
- Verges at entrance to Pound Close, off Coventry Road

### **3. Litter Picking and Sweeping – Category C**

Non-hazardous litter may be disposed of in public waste bins where available. Hazardous litter must be reported to the Parish Clerk and only removed if the correct precautions are taken,

- Spinney Car Park and Spinney - Litter pick every month throughout the year.
- Kelsey Lane bus shelter - Litter pick when needed, but as a minimum every 2 months throughout the year
- Kelsey Lane bus shelter - sweep and clean the floor inside the bus stop every 2 months

- Kelsey Lane bus shelter - annually clean down the inside of the shelter to stop the build-up of cobwebs etc.

#### **4. Hedge cutting and other work – Category D**

4.1. Cut the following hedges at least once a year:

- Along Lavender Hall Lane from the entrance to the spinney car park to the junction with Meriden Road
- Along Meriden Road from the junction with Lavender Hall Lane for the entire length of the car park on the west side of Meriden Road.
- Kelsey Lane Bus Shelter – Cut back hedges and ground vegetation around the bus stop and at the entrance to the footpath annually.

The Parish Council may issue a 'request for quote' for additional hedge/sapling cutting and other work via email. The contractor should respond to this request within 3 working days giving a quote confirming the scope of work, when the work could be undertaken, the man hours required, any additional materials required and the price, based on the "day work rates". A sapling is a tree of less than 9 cm in diameter.

4.2. The additional cutting of hedges, the occasional additional vegetation removal and general maintenance work, will be undertaken on "day work rates" (fixed for the duration of the contract).

4.3. The following day works apply:

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>2 hours</b>	£50.00	£52.50	£55.13
<b>½ day (4 hours)</b>	£100.00	£105.00	£110.25
<b>1 day (8 hours)</b>	£175.00	£183.75	£192.94

Day work rates to include equipment for strimming, mowing, hedge cutting, sapling removal and other general gardening style work. The removal and disposal of all cut grass/vegetation resulting from day work is also included in these rates.

#### **5. Removal of cut vegetation**

- The contract price includes provision for the removal and disposal of all cut grass/vegetation resulting from the regular strimming/mowing.
- It is the responsibility of the contractor to identify hazardous vegetation before removal and take appropriate measure to protect themselves and the public during and after the disposal.

#### **6. General Care during work**

The Contractor shall:

- 6.1. Demonstrate that all the specified work in this contract can be undertaken safely and without risk to health of their employees and the general public.

- 6.2. Ensure all equipment is appropriate for use and is regularly maintained to ensure safe operation.
- 6.3. Provide protection to employees and the public to ensure that injury and damage to property are avoided. The Contractor shall provide a risk assessment to demonstrate that the issue of protection has been fully addressed
- 6.4. Not cut bulb leaves until one month after the flowering has ceased and shall take care to mow around flowering and recovering bulbs.
- 6.5. "Litter pick" areas before mowing/strimming in all areas and deposit detritus collected in nearest convenient public waste bin. Litter should not be mowed/strimmed.
- 6.6. Take suitable and sufficient action to avoid damaging wood/ stone/ paint of street furniture, fencing, cars and other objects and property of others.

## **7. Requirements of the Contractor during the Contract**

- 7.1. The contractor will respond within 48 hours to messages sent by representatives of the Parish Council via text, voicemail or email
- 7.2. The contract may be terminated by the Parish Council giving 3 months' notice at any time and with no notice if the contractor has consistently failed to perform to acceptable standards
- 7.3. The Parish Council will leave to the contractor the choice of the exact days for carrying out mowing, within any two weekly period when grass is due to be cut. This is to maximise the contractor's efficiency and provide for professional judgement regarding the mowing needs of the grass areas covered by the contract.
- 7.4. If, in the opinion of the Parish Council, the grass cutting has not met the required standard at any time during the contract, the contractor may be requested to notify the Parish Council one week in advance of the days that the Contractor plans to perform the grass cutting service for a period of 4 weeks at a time and will then be required to cut the grass on the days specified.

## **8. Payment**

- 8.1. All prices in this contract are quoted excluding VAT
- 8.2. All invoices will show if VAT is payable and shall, where appropriate, include the Contractors VAT registration number
- 8.3. The successful Contractor can invoice the Parish Council by 25<sup>th</sup> March for the full years cost of the annual mowing/strimming activities defined in the contract. Subject to the work being undertaken in a satisfactory manner, the Parish Council will pay the contractor 1/8<sup>th</sup> of the annual sum in each month April to November inclusive for each year of the contract. As an alternative, the contractor may submit 8 invoices for the

## Berkswell Parish Council

standard mowing/trimming work commencing in March each year with each invoice representing 1/8<sup>th</sup> of the total annual quoted price.

8.4. If the Parish Council does not consider that the work is being completed satisfactorily the Parish Council will advise the Contractor accordingly and suspend payment until the work is completed to the standard required

8.5. The Contractor will invoice the Parish Council for work undertaken on day work rates after the work is completed. The Parish Council will pay in accordance with the Contractor's Standard Terms and Conditions.

### 9. Duration of Contract

9.1. The Contract is for a fixed term 2<sup>nd</sup> March 2022 to 1<sup>st</sup> March 2025.

9.2. The Contract may be terminated by the Parish Council in the event that the Contractor fails to perform the services defined in the Contract to an adequate level.

### 10. Additions to schedule of regular work

The Parish Council may increase the volume (area to be mowed) or frequency of regular grass mowing during the course of the Contract. In the event of such a change the Contractor may make an increase in charge proportionate to the increase in costs incurred in performing the additional work.

**Signed on Behalf of Berkswell Parish Council**

**Name:** R Wilson

**Position:** Parish Clerk

**Signed**

**Date:**

**Signed on Behalf of JMH Home and Garden Services**

**Name:** J Hickin

**Position:**

**Signed**

**Date:**

**Appendix 1**

Photos to define the areas for mowing and hedge trimming within the village of Berkswell

These photos exclude the triangle of land at the junction of Waste and Hodgett's Lane which is also covered by the contract

	
The village green	Well area1
	
Well area 2	Well area 3
	
God cake Lavender Hall Lane	Bank to right inside of car park entrance – view 1



Berkswell Parish Council

 <p>Bank to right inside of car park entrance view 2</p>	 <p>Island in car park</p>
 <p>The Pound on Coventry Road including the verge in front and about 1 metre to the sides and rear is included</p>	 <p>The area 7round the telephone box from the adjacent house drive to the bin is included</p>
 <p>Green at the junction of Waste and Hodgett's Lanes</p>	 <p>Hedges alongside Meriden Road Car Park</p>

**Appendix 2**

J Hickin	Grass - hedge cutting and general Maintenance Work			
Category	Assumed Cuts per	Cost per cut	Total cost	Unit cost per
	Per annum			additional
<b>Year 1.</b>				
A. Weekly mowing/edge trimming	32	£25	£800	£25
B1. Two weekly mowing/Strimming	16	£80	£1,280	£80
B2. Two weekly mowing /strimming	16	£30	£480	£30
C. Litter pick & Sweeping	per specification			
C1. Spinney & Car Park	8	£40	£320	£40
C2 Kelsey Lane Bus shelter litter pick	4	£10	£40	£10
C3. Kelsey Lane Sweeping and clean floor	4	£10	£40	£10
C.4 Kelsey Lane Bus Shelter Annual Clean	1	£20	£20	£20
D. Annual Hedge Trimming	1	£320	£320	£320
<b>Total Annual Fee ex Vat</b>		£535	<b>£3,300</b>	£535
<b>Year 2</b>				
A. Weekly mowing/edge trimming	32	£26.25	£840	£26.25
B1. Two weekly mowing/Strimming	16	£84	£1,344	£84
B2. Two weekly mowing /strimming	16	£31.50	£504	£31.50
C. Litter pick & Sweeping	per specification			
C1. Spinney & Car Park	8	£42	£336	£42
C2 Kelsey Lane Bus shelter litter pick	4	£11	£44	£11
C3. Kelsey Lane Sweeping and clean floor	4	£10.50	£42.00	£10.50
C.4 Kelsey Lane Bus Shelter Annual Clean	1	£21.00	£21	£21.00
D. Annual Hedge Trimming	1	£336	£336	£336
<b>Total Annual Fee ex Vat</b>		£561.75	<b>£3,467</b>	£562.25
<b>Year 3</b>				
A. Weekly mowing/edge trimming	32	£27.56	£881.92	£27.56
B1. Two weekly mowing/Strimming	16	£88.20	£1,411.20	£88.20
B2. Two weekly mowing /strimming	16	£33.07	£529.12	£33.07
C. Litter pick & Sweeping	Per specification			
C1. Spinney & Car Park	8	£44.10	£352.80	£44.10



Berkswell Parish Council

C2 Kelsey Lane Bus shelter litter pick	4	£11.03	£44.10	£11.55
C3. Kelsey Lane Sweeping and clean floor	4	£11.03	£44.10	£11.55
C.4 Keseley Lane Bus Shelter Annual Clean	1	£22.05	£22.05	£22.05
D. Annual Hedge Trimming	1	£352.50	£352.50	£352.50
<b>Total Annual Fee ex Vat</b>		£589.53	<b>£3,638</b>	£590.58

Category	Assumed Cuts per	Cost per cut	Total cost	Unit cost per
	Per annum	Average		additional
<b>TOTAL CONTRACT</b>				
A. Weekly mowing/edge trimming	32	£26	£2,522	£26
B1. Two weekly mowing/Strimming	16	£84	£4,035	£84
B2. Two weekly mowing /strimming	16	£32	£1,513	£32
C. Litter pick & Sweeping	per specification			
C1. Spinney & Car Park	8	£42.03	£1,009	£42.03
C2 Kelsey Lane Bus shelter litter pick	4	£10.85	£128	£10.85
C3. Kelsey Lane Sweeping and clean floor	4	£10.85	£126	£10.85
C.4 Keseley Lane Bus Shelter Annual Clean	1	£21.00	£63	£21.00
D. Annual Hedge Trimming	1	£336	£1,009	£336
<b>Total Annual Fee ex Vat</b>			<b>£10,405</b>	

Day work rates	Yr 1	Yr 2	Yr 3	
2 hours	£50	£52.50	£55.13	
1/2 Day - 4 hrs	£100	£105.00	£110.25	
1 day - 8 hrs	£175	£183.75	£192.94	
<b>All prices are VAT exempt</b>				

**Third Party Liability Insurance**

**5,000,000**