



STOTFOLD
TOWN COUNCIL

SPECIFICATION OF WORKS

Grass Cutting & Grounds
Maintenance Contract for
Stotfold Town Council

Contract period: 1st April 2023 to 31st March 2026

Item 1 - Cutting of Highway verges

The area of highway (verge) grass in Stotfold to be cut is approximately 50,000 square metres. This does not include any new estates, and the contractor should provide a separate quotation per square metre to cover these areas in case they are to be cut at any time during the contract period. The limits to be cut are as follows:

Arlesey Road	- Etonbury Academy
Astwick Road	- 30 mph sign
Baldock Road	- to stub end of road
Hitchin Road	- 30 mph sign
Norton Road	- county boundary
Mill Lane	- full length, to include Wrayfields triangle
Malthouse Lane/Wrayfields	- 30 mph sign

Verges to be cut, as per attached plan. These measurements are not exact, and a site visit should be carried out by the tenderer to determine sizes.

Verges to be cut 18 times during the year, March to November, (with the exception of Mill Lane and Malthouse Lane/Wrayfields – explained below). A price per cut is to be provided, together with a separate price for any additional cuts over 18, which may be required depending on weather, and additional areas which may be added during the contract period following adoption of new housing developments.

Where cutting beside a path, price should include blowing paths clear of cuttings. All obstacles, such as lighting columns, planters, bollards, etc are to be strimmed around, rather than weed sprayed, unless advised by Council. Grass must be taken to include all verbiage including weeds and must be cut back to the perimeter of each area. Areas underplanted with bulbs are to be cut after flowering has finished.

A507 underpasses to be cut, as per attached plan:

Hitchin Road – to be cut annually in September to encourage wildflower growth, ensuring brambles are kept back.

Norton Road – to be cut, as per plan, 16 times during the year, except the wildflower areas which should be cut twice a year, March and September. Brambles are to be kept back.

Malthouse Lane/Wrayfields/Mill Lane are to be cut:

Malthouse Lane – 1m strip on Millennium Green side (from junction with The Green to Ford Bridge) to be cut four times a year, narrow strip on opposite side of the road from junction with The Green requires regular strimming. Verge along frontage to Riverside Playing Field requires 16 cuts per year. Malthouse Lane from Ford Bridge to Wrayfields 30 mph sign to be cut four times a year, both sides of the road.

Mill Lane verges from bridge outside Stotfold Mill to, and including, the Wrayfields triangle are to be cut four times a year.

Item 2 – Grass cutting of recreational and municipal areas (to include all verbiage, nettles, etc around all boundaries)

Combined area to be grass cut (Item 2) and grounds maintained (under Item 3) – recreational and municipal, is approximately 200,000 square metres.

The following areas are to be cut:

Area	Number of cuts per year
Hitchin Road Recreation Ground	16
The Green	16
Riverside Playing Field, football pitch and adjoining verge	16
Arlesey Road playing field	16
Hallworth Drive, areas around Memorial Hall and Simpson Centre	16
Greenacre Centre	16
Heron Way and Waters End	16
Olivers Lane	16
Prince Charles Avenue play area and entrance	16
Pix Brook Play Area	16
Common Road Allotments x2 grassed areas	8
The two public footpaths numbered 14 and 6	1 with flail in July

Where cutting beside a path, price should include blowing paths clear of cuttings. All obstacles, such as lighting columns, planters, bollards, etc are to be strimmed around, rather than weed sprayed, unless advised by Council. Grass must be taken to include all verbiage including weeds and must be cut back to the perimeter of each area. Areas underplanted with bulbs are to be cut after flowering has finished.

A price per annum is to be provided, together with a price for any additional cuts over those indicated above. A separate price is to be provided for any additional areas which may be added during the contract period following adoption of new open spaces, calculated on a per square metre basis.

Arlesey Road playing field – drained pitch area and whole playing field

Aeration of drained pitch to be carried out Oct/Nov and Feb/March

Fertiliser (for root growth) to be applied autumn/winter

Fertiliser (for top growth) to be applied spring – April/May

Weed spray whole playing field – April/May

Areas to be cut, as per attached plan. These measurements are not exact, and a site visit should be carried out by the tenderer to determine sizes.

Item 3 – Grounds maintenance specification

Areas to be maintained, as per attached plan. These measurements are not exact, and a site visit should be carried out by the tenderer to determine sizes.

To carry out general maintenance of the hedges and the removal of all foreign growth at The Green, Hitchin Road Recreation Ground, Riverside Playing Fields, Prince Charles Avenue, the Memorial Hall and The Greenacre Centre, as per attached plan, and to trim the hedges in their entirety twice a year. To remove all clippings from site.

To maintain all trees contained within the curtilages of Hitchin Road Recreation Ground, Riverside Playing Field, Prince Charles Avenue play area, Heron Way/Waters End and The Green that are currently maintained by the council and remove all resulting debris. The exception being where major tree surgery involving lopping or cutting down of large trees would necessitate the assistance of specialist contractors – which shall be arranged by the council.

To trim shrubberies within the town, twice yearly throughout the year to maintain size and shape according to species and remove all trimmings. Remove all self-set tree saplings and epicormic growth as necessary. Edge, fork over and remove all weeds from all shrub beds and flower beds and tubs, and dead head flowering plants as necessary, remove all debris from site.

Shrubberies are located at:

- Regent Street/High Street junction
- High Street at the top of The Avenue
- The Haven, High Street
- Greenacre Centre
- Prince Charles Avenue
- Pix Brook Play Area
- Simpson Centre
- Memorial Hall
- Greenacre Park
- Baldock Road
- Arlesey Road car park
- Brook Street car park

To plant up floral displays in planters on the High Street, Brook Street and Brook Street car park, twice a year with seasonal plants. Displays are to be monitored, deadheaded, and watered as necessary.

To advise the Clerk of any damage to plants in shrubberies or planters, and of any replacements.

To stake, plant and water (when necessary) trees as required.

To carry out annual chemical weed spraying of all footways and tarmacked footpaths throughout the residential curtilage of the town, using Roundup Pro Biactive, approved local authority chemical. Cost to be provided for additional areas which may be added during the contract period.

To keep car parks free of weeds and overhanging trees/shrubs – Brook Street car park, Arlesey Road car park, Memorial Hall car park, Simpson Centre car park, Greenacre Centre car park, Riverside Playing Field car park.

To treat moss with appropriate chemical, in all car parks listed above, cemetery footways and roadways and on paths around the Greenacre Centre, Memorial Hall and Simpson Centre buildings.

Carry out twice yearly (autumn and spring) cuts of the shrubs, overgrowth, weeds and grass away from the footpaths in Olivers Lane and into Mowbray Crescent, and remove all resulting debris.

Carry out twice yearly (autumn and spring) cuts of the shrubs, overgrowth, weeds and grass away from the footpath between Rook Tree Lane and St Mary's Churchyard, and remove all resulting debris.

Carry out twice yearly (autumn and spring) cuts of the shrubs, overgrowth and weeds and grass along the bank in Rook Tree Lane opposite St Mary's Academy, between Rook Tree Close and Brayes Manor, and removal of all resulting debris.

Carry out twice yearly (autumn and spring) cuts of the shrubs, overgrowth, weeds and grass at the stub end of Upperstone Close.

Carry out twice yearly (autumn and spring) cuts of the shrubs, overgrowth, weeds and grass at the stub end of Pix Road/Hazel Grove.

Strim 4 times a year (in growing season), a strip of verge leading up to the black 'Stotfold' sign on Norton Road.

Keep clear of weeds, brambles and grass, the area immediately surrounding the town entrance 'gates' at Norton Road and Arlesey Road.

Allotments

Norton Road Allotments – strim and keep clear central path and track, areas in front of plots by the track, two grass sections either side of the gate inside front boundary, pathways leading to the rear of plots, paths along rear of plots, turning circle and maintaining archway to lower plots. Annual trimming of front boundary hedge – exterior, top and interior sides.

Common Road Allotments – strim and keep clear central path and track, areas in front of plots by the track, two grass areas at the entrance (one is an orchard), pathways leading to rear of plots and along the rear of plots, communal grassed area around Oak tree, keeping car park weed free and boundaries maintained, keeping car park free of overhanging branches.

Item 4 – Cemetery grounds maintenance & grass cutting

To cut all grass within the cemetery 18 times per year and verge outside the cemetery.

To cut between all graves, strimming, and avoiding causing damage to headstones and kerb sets.

To carry out general maintenance and cutting of all hedges twice yearly including the outside of the perimeter hedge as needed (when the crop in adjacent fields has been harvested) including front boundary hedge, removal of all foreign growth and keep the cemetery in a clean and debris free condition. Maintain arched hedge for pedestrian access from car park to cemetery.

To maintain all trees and shrubs in the cemetery that are maintained by the council, except where major tree surgery involving lopping or cutting down of large trees would necessitate the assistance of specialist contractors – which the council will arrange.

Carry out leaf clearance and large twig collection during the autumn months to keep path and roadways clear and safe, and to keep the grassed areas clear of leaves.

To maintain and keep weeded all flowerbeds maintained by the council.

Keep all paths within the cemetery in a tidy and weed free condition and to edge paths and roadways.

Weed spray unkempt memorials and kerb sets twice yearly (May/June and Sept/Oct).

Weed spray the stone chippings in the memorial plaque sections of the Lower, Walled and Beacon Garden of Rest areas, twice a year in conjunction with hand weeding as necessary.

To cut branches on weeping ash at cemetery entrance to approximately 12ft (3.65m), prior to November's Remembrance Sunday event, and cut and tidy grassed area around war memorial in readiness for ceremony.

When requested, to plant memorial trees with mesh guards.

During visits to the cemetery, to note any memorials or trees which could be considered unsafe, and report immediately to the clerk.

Item 5 - Increasing biodiversity

See attached location plan and images.

5.1 Creation of new areas for biodiversity

New wildflower meadow areas, as per attached plan. Clear old shrubbery, leaving a 1.5m grass (seeded) strip to the edge of the footway – area A, and a 2.5m grass strip for area B, and applying a meadow grass/flower mix to the cleared areas. In area B, maintain rear shrub boundary.

Grassed areas bounding Campion Avenue to be cut as verge maintenance levels to the top of ditch banks. On the Buttercup Road grassed area and to rear of school, cut to the top of the ditch banks, leaving two 'wild' managed areas, as per attached plan.

Creation of a new wildflower area to the right of the Walled Garden of Rest in Stotfold Cemetery, meadow/wildflower mix, with mown paths leading to two memorial benches (to be purchased and installed by the council). Wildflower area will be marked as such by the council.

Work to be completed within six months of start of contract, unless otherwise agreed with the Town Clerk/council.

5.2 Biodiversity maintenance

The following maintenance is to be carried out, following council's wish to increase biodiversity in areas within the town:

Arlesey Road – no herbicides to be used around the edges of the playing field, as per plan. No herbicides to be used in the swale or Vaughan Road bank. Grass cuts are to be reduced in these areas to x 6 per year.

Riverside Playing Field – the 'pond' area is to have a managed 'wild' area surrounding – specifics to be determined once project plan and initial set up work completed.

Stotfold Cemetery - allowing existing identified areas of primroses and bluebells in the Old Section to grow and flower and then cut after they have died off.

Greenacre Park – maintain existing wildflower area at Gentian Gardens/Valerian Way junction – area D.

Corner of Gentian Gardens, strim around wooden posts and 0.5m behind. Leave wildflowers on steep part of bank – area E.

Cornflower Crescent/Gentian Gardens – strim around wooden posts and 0.5m behind. Leave wildflowers on steep part of bank – area F.

Area G – cut grass as verge on the flat surface to edge of footway. Leave bank to base of slope as wildflower and strim twice a year.