

Cottingham Parish Council



Grounds Maintenance Specification – Memorial Gardens

1. Scope of Works

This specification covers routine grounds maintenance for the Memorial Gardens, including:

- Grass cutting and edging
- Hedge trimming and shrub maintenance
- Remove old bedding plants from central circle, and replant with new
- Weed control on paths, borders, and around memorials
- General tidiness and waste removal

2. Service Schedule

Task	Frequency
Grass cutting	Every 10–14 days (Mar–Oct)
Grass edging	Every visit during growing season
Replant central circle	Twice each year (summer/autumn)
Hedge trimming	Twice annually (Jun & Sep)
Shrub pruning	As required to maintain shape and health
Weeding (manual/herbicide)	Every visit during growing season
Litter removal	Every visit

3. Performance Standards

- Grass maintained at 25–40 mm height.
- Edges neat and clearly defined.

- The central circular bed shall be **replanted twice yearly** (Spring and Autumn) with seasonal bedding plants to maintain a vibrant and respectful appearance.
- Plants should be appropriate for the memorial setting, with consideration for colour schemes and durability.
- All old plants and debris must be removed before replanting, and soil refreshed as necessary.
- Hedges and shrubs trimmed to maintain original design and sightlines.
- All paths, paved areas, and memorial surrounds free from weeds, moss, and litter.
- No damage to memorials, plaques, or flower arrangements.
- All waste removed from site after each visit.

4. Health & Safety Requirements

- Operatives must wear appropriate PPE (gloves, boots, eye protection).
- Machinery must be maintained and operated safely.
- Herbicides must be applied in accordance with UK pesticide regulations and COSHH requirements.
- Public safety: Work areas to be cordoned off if necessary; avoid disruption to visitors.

5. Environmental Considerations

- Minimise use of chemicals; prioritise manual weeding.
- Avoid harm to wildlife and pollinator habitats.
- Dispose of green waste responsibly (composting or recycling where possible).

6. Reporting & Record Keeping

- Maintain a log of visits, tasks completed, and any issues observed.
- Report vandalism, damage, or hazards immediately to the Parish Clerk.

7. Key Performance Indicators (KPIs)

- Grass and hedges maintained within specified height and shape.
- No visible weeds or litter after each visit.
- Positive feedback from visitors/community.
- Compliance with health, safety, and environmental standards.

*Please provide quotes for 1 year and 3 years.

Quotes to be sent to deputyclerk@cottinghamparishcouncil.gov.uk by Monday 5th January 2026*