

**Contract for Graveyard Maintenance within Mawnan Parish Cemeteries –
1st August 2021 to 31st July 2026**

This contract is between:

Mawnan Parish Council [REDACTED]

COST: [REDACTED]

Agreement made 9.3.23 to increase by [REDACTED] to cover contract amendments (backdating to October 2022) and to extend contract period to finished 31st July 2026.

Detail of agreed specification:

Mawnan Church Graveyard: General conditions

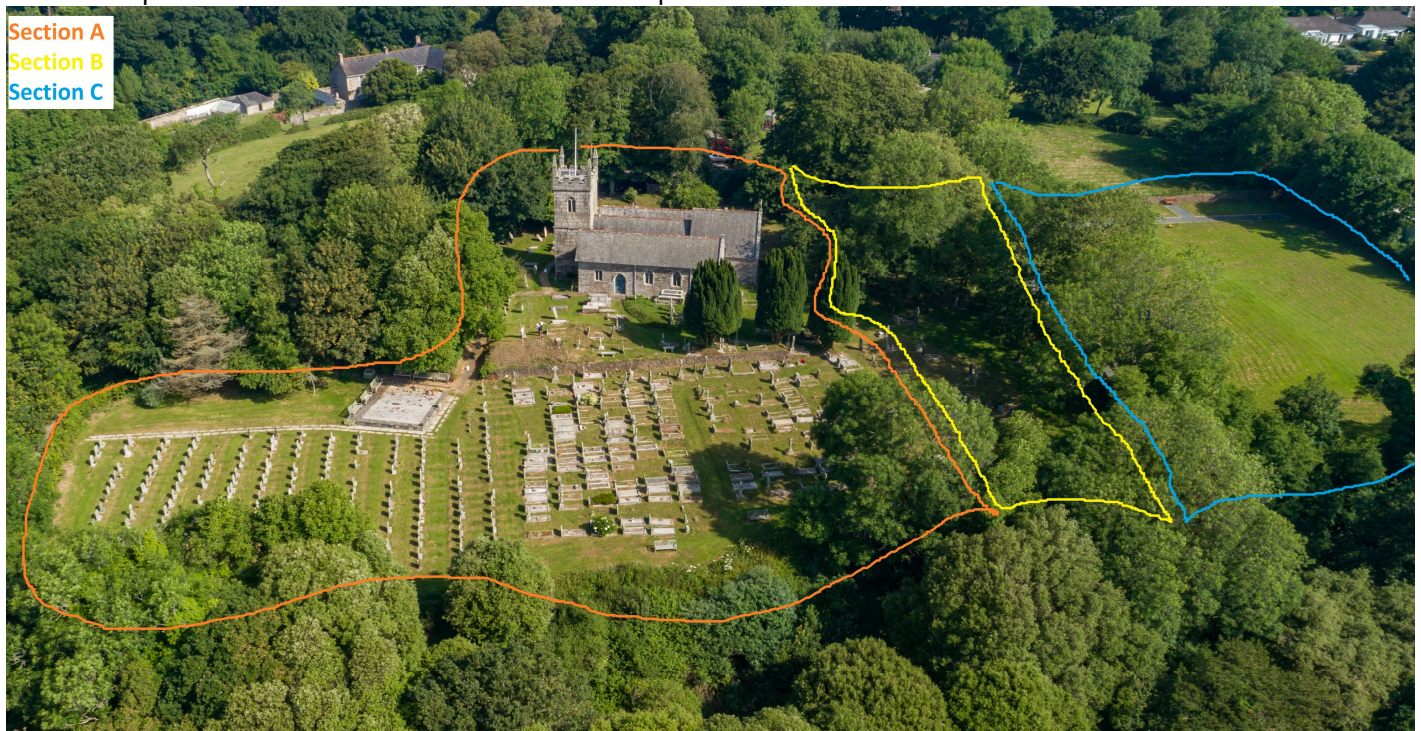
The area is in 3 sections, each being maintained to a separate but similar standard.

All clippings/ cutting and detritus are to be removed from the site by the contractor and disposed of (with the limited exceptions in Section B)

Equipment cannot be left on site and regular cutting schedules need to be maintained as the site will remain open at all times - it is therefore essential that Health & Safety is of paramount importance when works are taking place. There is limited access to the New Graveyard for large equipment, and neither site currently has any storage areas.

2022 additions/amendments in red:

Note – map of sections has been revised to 2018 specification.



Section A: Established Graveyard

The majority of this area is established graveyard of a "lawn" type.

This is all to be maintained as a short lawn at a height of 2-3". There needs to be an initial cut before the end of March, followed by fortnightly cuts beginning in April through to the end of September & with a final regular cut expected in October. Dependent on weather and growth, 2 or 3 maintenance cuts may be required during the winter months to ensure the graveyard appearance is maintained.

During the period of primrose growth (between March-June), cutting in areas where there is significant growth of these should be limited to above the plants height.

Hedges/ boundaries within this area are to be kept trimmed back as much as possible with minimal 'wild growth' . A large beech stump sits by the lychgate and this needs to be trimmed round and maintained in tidy state.

Paved & gravelled areas should be sparingly treated with herbicide during periods of significant growth as necessary.

Please note: cutting of grass around memorials will be required but any damage to them is completely unacceptable.

A length of beech hedge of approx 25m lies on the south west boundary of the graveyard and will need trimming to maintain form once a year. There have been minor incursions of sycamore into this hedge which will need to be addressed and removed. The planting of supplementary plants may be necessary. Beech hedge to be cut back with all other bramble/ ash growth removed at lower end of the site adjacent to the SWCP to allow attempts to thicken up the beech growth. If necessary new whips to be obtained to add in. Additional beech whips will also be needed to replace the missing section of the beech hedge at the top of the site to finish this off (replacing the strung wire).

A portion of this area contains a significant number of kerbed or edged graves and will therefore require works to ensure that plant growth does not overtake these areas. Paths between these graves are very limited, but still require cutting. You will **NOT** be expected to cut within the borders of the graves themselves unless specifically requested.

Southern boundary at the end of the Churchyard site to retain a *rewilding strip of 2m (level with the oak stump) with annual clearance of growth as necessary to maintain safety & allow seaward views.

Section B: Meadow

This portion of the graveyard contains a number of the oldest memorials. This area will be maintained to a natural meadow style – allowing flowering bulbs to mature and provide an environment for wildlife without becoming overgrown and unmanaged. This area contains a significant growth of Three Cornered Leeks (*Allium Triquetrum*) which we are trying to remove - grass to be cut to a height of 3-4". As such this area below the trees should be cut early (Feb/ Mar) then have regular monthly maintenance cuts until October, avoiding cutting flowering plants where possible. There are also small areas of primroses, cyclamen, bluebell and snowdrops that should be managed appropriately, with cutting limited to outside of their flowering periods.

The area outside of the treeline to be cut as per Section A with the exception of a 2m wide strip (excluding the area around a newly placed bench) adjacent to the dividing boundary wall to be left to *rewild. Unmade grass paths to be cut in April and remain accessible through the year. Cuttings here to be left for seeds to fall naturally.

The full length of the boundary hedge will need to be trimmed back of all overhanging growth in June & October on both sides. We hope that these cuts should allow the perennial flowering within this area to go ahead to its fullest extent.

Section C: New Graveyard

This area is the active graveyard for the parish. The current section for burials will need to be maintained as a short lawn at a height of 2-3" and be cut fortnightly from mid March to the end of October with additional maintenance cuts once a month between October & March as necessary to keep in good order. Areas not actively being used for burial need only be cut on a monthly basis to a height of 3-4".

A 1m strip along the east side is to be left for rewilding with an annual autumn cut to keep it in check. Cutting are to be left on the ground. Similarly the bottom of the site is to be left with a 2m strip from the soil berm, the top of which is to be trimmed to allow the views to be retained throughout the year.

There is a Cornish stone boundary wall along the northern edge of the site, which needs to be treated with herbicide on the front facia and top to be kept vegetation/weed free. The back of the hedge wall will also need to be cleared twice a year (May & September – specific dates to be arranged with the parish clerk as access will need to be established).

The three five-metre strips at the base of this Cornish hedge need to be cut to a height of 2-3" twice a month (early March to October). This area will be used to provide space for the interment of cremated remains so will over time begin to include memorial stones.

We will also require the hardcore paths (in the new graveyard) to be free of vegetation/weeds growth, either by manual removal of weeds or by herbicide spraying on a regular basis.

Grassed access paths – These will be marked out but will need to be cut in such a way that they begin to form natural access pathways.

*Rewilding in this instance means allowing the growth of natural, site specific plants to provide for insects & pollinators.

Additional tree works:

It should also be noted that there will be the occasional need for works to manage the existing trees. This is usually done after consultation with the contract holder, as it may be within their scope. Works will always be discussed first and it may be that these works, if of significant scope, will be put out to tender.

No works can be authorised by any individual councillor and all changes to the scope of the contract need to be verified with the Parish Clerk before they are undertaken.

TERMS & CONDITIONS

The Parish Council will not be responsible for any maintenance to equipment or any damage caused to contractor's equipment.

All materials, machinery, plant, expertise and health and safety precautions are to be provided by the contractor as part of this contract

No chemicals, equipment or plant is to be left unattended and appropriate arrangements for the safe storage and supervision need to be put in place by the contractor prior to and during the course of the fulfilment of this contract. Safety is of primary importance to the Parish Council and appropriate care needs to be taken to enact this contract with safety in mind as most areas where work is undertaken are open to the public.


Complaints from the public about the working practices or conduct of contractors are dealt with seriously and investigated; if found to be true and of a sufficiently serious nature, may result in the immediate termination of the contract.

We rely on the observances of the contractor to bring up instances where additional works are required outside of the normal scope of this contract to ensure the suitable & safe completion of contracted works. These works should be brought to the attention of the clerk as soon as possible to be assessed and should not be commenced without her agreement.

It is a condition of this contract that the contractor carrying out the work must hold a valid (minimum £1 million) public liability insurance and a (minimum £5 million) Employers liability Insurance policy. A copy of these must be attached to this tender and updated annually.

Invoices for work completed should be supplied **monthly** (to arrive no later than the 10th of the month) and should include a full list of works undertaken and the work completed. These will be paid around the third week of each month (excepting August). Periodic and random assessments of compliance will be undertaken to ensure that contracts are being fulfilled to an acceptable standard.

Where there are any issues, problems or concerns with the fulfilment of the contract the first point of contact with the Parish Council shall be the clerk.

Signed on behalf of Mawnan Parish Council : 

Dated : 13.3.23

Signed by Contractor :

Dated :