



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: [clerk@poringland-pc.gov.uk](mailto:clerk@poringland-pc.gov.uk)  
Web: [www.poringlandparishcouncil.gov.uk](http://www.poringlandparishcouncil.gov.uk)  
Clerk to the Council: Mrs Faye LeBon *FdA*

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Dear Contractor,

Please find attached the contract specifications for the 'Areas of Sensitivity' part of the Poringland Parish Council grounds maintenance contract.

The price should be broken down between the two areas, but the contract will be let for both together.

It is intended that this part of the grounds maintenance contract will be let over three years. There will be a review at the end of each season, and should the works of the successful contractor be satisfactory, then the contract will continue each season to the 31<sup>st</sup> March 2025 at the latest. Should the works of the successful contractor not be satisfactory, then the Parish Council reserves the right to cancel the contract.

In addition to this, as part of the contract, the Parish Council would like to be notified of works completed at every visit. An example spreadsheet has been provided for this purpose. This should be completed and emailed to [clerk@poringland-pc.gov.uk](mailto:clerk@poringland-pc.gov.uk) a maximum of two days after each village.

If you have any queries about any aspect of these works, please do not hesitate to contact me.

The tender document is enclosed on the final page and this should be returned to me by **TUESDAY 14<sup>th</sup> DECEMBER**

Yours sincerely

*Faye LeBon*

Faye LeBon

Clerk to Poringland Parish Council



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## **Poringland Burial Ground Grounds Maintenance 2022, 2023 and 2024 Season**

### **Site address:**

Burial Ground  
Rectory Lane  
Poringland  
NR14 7SL

**Duration of contract:** 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025

### **Poringland Burial Ground – General Maintenance**

1. Top and trim all boundary hedges twice annually. The first cut is to be completed by the end of July and, being mindful of nesting birds, is to tidy all boundary hedges. The second cut is to be completed by the end of February and is to be a hard cut in preparation for the growing season. Please note that the hedge to the east of the burial ground extension belongs to the adjacent landowner so only requires trimming of the side.
2. Keep full width of the paths weed free and clear of overhanging vegetation. All paths to be kept tidy with grass not encroaching on the edges. Paths to have herbicide applied and all arisings to be removed from site. Type of herbicide to be notified to Parish Clerk prior to commencement of contract.
3. Cut whole grass area 17 times during the growing season and remove clippings from site following each cutting. Extension area is to be cut at the same time as existing area to ensure uniformity. An additional cut is to be done during the winter period to keep the area tidy. Care is to be taken to avoid damage to memorial stones. All grassed boundary banks also to be cut and maintained as are the grassed areas either side of the gate near the road.
4. Strim around slab bases, memorial plaques and concrete grave markers at each cut.
5. Apply weed feed and moss killer and scarify the area to remove as much moss as possible. This is to be done before the end of May. Treat with broadleaf spray as required.
6. Shape and maintain yew hedge, ensuring arch shape is maintained at an appropriate height and width for funeral equipment and processions, and that the height of the hedge is around 7ft once fully established.
7. To cut back any tree branches that are overhanging graves and making it difficult to attend graves.

Contractors are requested to raise any matters of concern in the contract area, whether part of the maintenance contract or not, directly to the parish clerk.

### **Poringland Burial Ground – Ad Hoc Maintenance (price per grave)**

1. Level and turf graves at least six months after interment (to be requested by Clerk).
2. Level sunken graves, as notified by the clerk, within 2 weeks of notification

3. To attend site within 5 hours of a request to fill in a collapsed grave. (this work would be carried out during daylight hours but may include weekends if health and safety dictates).

**Note:** All infilling and levelling works can be completed using the spoil heap located at the bottom of the burial ground.

Contractors will be required to provide evidence of:

- Public Liability Insurance prior to commencement of work
- Risk Assessments
- PA1 and PA6 spray certificates
- COSHH sheets for any chemicals used
- Waste carrier license as all arisings should be disposed of offsite

Any contractor that has not previously worked for Poringland Parish Council should supply name and address details of two similar organisations that they have worked for within the last 2 years.





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## **Poringland Memorial Garden Grounds Maintenance 2022 , 2023 and 2024 Season**

### **Site address:**

Memorial Garden  
Adjacent to All Saints Church  
The Street  
Poringland  
NR14 7RP

**Duration of contract:** 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025

### **Poringland Leisure Garden**

1. Cut grass and collect clippings every 17 times during the growing season, including grass on sloping sides of pond. This will allow for a fortnightly cuts, plus extra if growing conditions require it. This will also include the highway verge to the north of the post and rail fence, to ensure tidiness and uniformity of the area
2. Keep borders and areas around trees and shrubs weed free.
3. Trim all boundary hedges twice annually. The first cut is to be completed by the end of July and, being mindful of nesting birds, is to tidy all boundary hedges. The second cut is to be completed by the end of February and is to be a hard cut in preparation for the growing season. Please note that the hedge to the east of the burial ground extension belongs to the adjacent landowner so only requires trimming of the side. Northside hedge to be trimmed on inside and top.
4. Prune shrubs and trees annually in the autumn.
5. Take away from site all grass cuttings, hedge trimmings and other garden refuse.
6. Supply and apply granular weed feed and moss killer. Scarify area removing as much moss as possible. This is to be done before the end of May.
7. Clear weeds from footpath regularly.
8. Clean War Memorial every quarter (with one scheduled for the week before Remembrance Sunday, together with leaf clearance and general tidy up)

Contractors are requested to raise any matters of concern in the contract area, whether part of the maintenance contract or not, directly to the parish clerk.

Contractors will be required to provide evidence of:

- Public Liability Insurance prior to commencement of work
- Risk Assessments
- PA1 and PA6 spray certificates
- COSHH sheets for any chemicals used
- Waste carrier license because all arisings should be disposed of offsite

Any contractor that has not previously worked for Poringland Parish Council should supply name and address details of two similar organisations that they have worked for within the last 2 years.









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## Poringland Parish Council Grounds Maintenance Season 2022, 2023 and 2024

The Contractor hereby offers to execute the following works, as detailed in the contract documents. All prices should exclude VAT:

Description of Works	Price 2022 (£)	Price 2023 (£)	Price 2024 (£)
Burial Ground (General Maintenance)			
Burial Ground (ad hoc Maintenance)			
Memorial Garden			
Contractor Comments			

Signature

Company

Date