

Agenda Item 6. To consider a request relating to Kingshill Cemetery memorial application on grave 717.

The Council considered a request at its Green Spaces committee meeting on 6.2.2024, to remove an earthen mound on grave 717 in Kingshill Cemetery.

There have been three family burials in the plot, which was originally dug to a depth of 10ft. The interments took place in 1963 (10ft), 1968 (8ft) and 1972, a re-opening to 6ft.



The mound is grassed over. Please see these recent photographs.

At the time of the original request it was noted that any remains should not be disturbed and 3ft of earth must be allowed above the final burial.



Extract from the minutes of the Council's Green Spaces Committee meeting on 6<sup>th</sup> February 2024

***' 9. ENQUIRY RELATING TO EARTHEN MOUND AT KINGSHILL CEMETERY The Committee considered the report provided on the earthen mound. IT WAS RESOLVED that the mound could be removed by the Council's grounds staff on the condition that the owner of the plot arranges for the grave to be rodded to confirm that the minimum depth of 3 feet can be maintained.'***

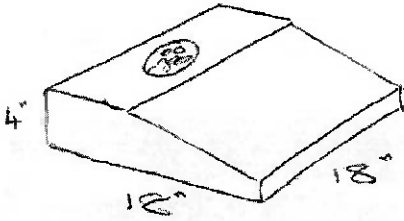
The following advice was received from the grave digging contractor for Kingshill Cemetery:

***'I don't think the mound would have been included in any measurements taken for the depth of the grave in 1962. Being 60 years ago there won't be any structural integrity of the coffin left for me to feel with the bar if I were to Rod the grave.'***

The Council consequently advised the ERB Grant holder that ***'as the rodding of the grave will not give any certainty regarding the position in the grave of the three burials, the Council is not able to agree to the removal of the mound'***.

Agenda Item 6. To consider a request relating to Kingshill Cemetery memorial application on grave 717.

The ERB Grant holder has now submitted an application for a memorial tablet to be installed on the grave. Details as sketch below. This will necessitate the removal of the mound.



9<sup>th</sup> September 2024

Inspection Programme for Green Spaces

	Type of Inspection	Frequency	Type of Record	Highfields Play Area	Kingshill Play Park	WMRG	Allotment	Kingshill Cemetery	St Mark's Burial Ground
1	Ground Staff Visual Check	Daily	On Timesheet	✓	✓	✓			
2	Ground Staff Visual Check	Weekly	On Timesheet				✓	✓	
3	Playground Routine Inspection Checklist (RPII - Level 2)*	Monthly	Written Checklist	✓	✓	✓			
4	Councillor Inspection *	Monthly	Written Checklist	✓	✓	✓		✓	
5	Independent RPII Check	Annually	Written Report	✓	✓	✓			
6	Staff Inspection	Every 3mths min.	Written Checklist				✓		
7	Independent Visual Tree Assessment Survey	Every 2 Years	Written Report	✓	✓	✓		✓	
8	Visual Walk Round Tree Assessment	Annually/ S Weather	A diary or log book	✓	✓	✓		✓	
9	Ground Staff Memorial Inspection	Every 2 Years	Written Survey Report					✓	

Notes:

\* Work is required to ensure the agreed frequency is managed & maintained.

The BMX surface was resurfaced in 2017. A contractor check would be arranged on an 'as and when' basis, should the Council's routine play inspections highlight any issues with the surface. The manufacturers advice on relation to testing the Harrod goal posts at Highfields, based on installation dates, is that a test would be due in 2027.

## DURSLEY TOWN COUNCIL FORM OF TENDER

Contract: **Maintenance of Green Spaces in Dursley, Gloucestershire**

Period: **1st April 2025 to 31st March 2028**

Description of Works: **Grass cutting/maintenance of Recreation Ground and Play Areas**

To: **Dursley Town Council, Jacob's House, Castle Street, Dursley, Glos. GL11 4BS**

Dear Sirs,

I/We having read the Conditions of Contract and Specification for the works and do hereby offer to execute and complete the whole of the works described for the sums of:

<u>SITE</u>	<u>PERIOD</u>	<u>Price</u>
<b>War Memorial Recreation Ground (WMRG).</b>	1st April 2025 to 31st March 2026.	_____
	1st April 2026 to 31st March 2027.	_____
	1st April 2027 to 31st March 2028.	_____
	<b>3 Year Total (WMRG)</b>	_____
Additional cut of football pitches on WMRG. (Clause 1f)	Only on receipt of special instruction by Town Clerk.	£ _____
<b>Highfields Play Area, Dursley.</b>	1st April 2025 to 31st March 2026.	£ _____
	1st April 2026 to 31st March 2027.	£ _____
	1st April 2027 to 31st March 2028.	£ _____
	<b>3 Year Total (Highfields Play Area)</b>	£ _____
<b><u>SITE</u> Kingshill Play Area, Dursley.</b>	<b><u>PERIOD</u></b> 1st April 2025 to 31st March 2026.	£ _____
	1st April 2026 to 31st March 2027.	£ _____
	1st April 2027 to 31st March 2028.	£ _____
	<b>3 Year Total (Kingshill Play Area)</b>	£ _____

This tender is open for your consideration and acceptance for a period of 120 days from the date that the tender is received by.

I/we understand that the Council does not bind itself to accept the lowest or any tender received.  
Dursley Town Council.

I/we confirm that all staff employed to work on the project will be paid a living wage.

I/we enclose: Evidence of public (minimum £5m) and employer's liability insurance

I/We agree to honour all the terms and conditions set out in the said Conditions of Contract and Specification and to sign a formal contract embodying these Conditions if required so to do and until such a contract is entered into, the Quotation with the unconditional acceptance thereof in writing shall be the Contract.

I/We will be able to complete the Works between ..... and ..... (insert dates).

Dated this ..... day of .....2018

Signature .....

Name (printed) .....

Company .....

Address: .....

.....

..... Tel No: .....

This Form of Tender, shall be delivered to the Council on or before: **12 Noon on TBC**

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Denotes New Clause

## 1. Grass Cutting

### 1 (a) General

The Contractor may use the machinery and methods as he thinks best to achieve the Standard of Grounds Maintenance required by Dursley Town Council “the Council”.

The frequency of the mowing’s will depend on conditions and it is the responsibility of the Contractor to carry out mowing during the normal growing season (1<sup>st</sup> April to 31<sup>st</sup> October) to maintain the required standard even when the frequency of mowing exceeds that which might be regarded as normal. Additional mowing’s required will be at the Contractor’s expense.

In view of the climatic conditions that may prevail in the town it is possible that some mowing’s may be necessary in March and may need to continue until November. The Contractor will, therefore, start earlier and finish later if the season and growth dictates. Additional mowing’s required will be at the Contractor’s expense.

The Contractor will complete the mowing, strimming etc of one area before moving onto the next. Wherever possible mowing work shall be carried out systematically from area to area.

As a general guide mowing would normally take place on a fourteen day calendar day cycle for all areas but climatic and soil conditions will influence the speed of grass growth and more frequent mowing’s at the Contractor’s expense may be necessary to maintain the standard required.

Without prejudice to other remedials to the Council, if the Contractor fails to carry out sufficient mowing’s to maintain the standard throughout the season and has omitted one cut, his payment will be reduced by the proportion deemed appropriate by the Town Clerk.

The Contractor should note the different and alternative types of grass cutting machinery may be required on the same area to deal with dissimilar areas and to cut grass bents that will naturally occur during the growing season.

Prior to carrying out any grass cutting operation the Contractor shall inspect on each occasion all areas to be mown and shall remove all items of litter, stones, dog faeces and similar obstructions which might cause damage or injury and all such items collected shall be removed from area for proper disposal.



1 (b) Standards

The basis of cutting and maintaining the grassed area is that all grass inclusive of all boundaries and edges are cut cleanly and evenly to the same height without damaging the existing surfaces. The standard for all areas in terms of the maximum height the grass may be allowed to reach before cutting must take place is 50mm and the minimum allowed height to which grass will be cut on each occasion is 25mm.

1(c) Extent of Works

Mowing will take place over all areas of grass up to paving, kerbs, fencing, walls and other boundaries or obstacles. All soft vegetation growth such as clover and the like shall be deemed to be part of the grass covering the areas to be mown under the contract.

1 (d) Climate and Soil

The Contractor shall adapt grass cutting operations as may be necessary to suit climatic and soil conditions and the rate of the grass growth which may vary from season to season and during any season.

Cutting shall be deferred whenever weather or ground conditions are such that it is not possible, in the opinion of the Town Clerk, to cut grass or gain access to it without damaging the grass, the ground surface or the contours or levels of the ground.

Should the Contractor cause damage to the surface or levels of the ground or create divots during grass cutting operations whether or not the Town Clerk has agreed to such operations take place, the Contractor shall reinstate such damage to the satisfaction of and within the time period stipulated by the Town Clerk. In failing to do so, the Town Clerk may instruct other persons to carry out such work with the cost of so doing being deducted from monies due to or becoming due to the Contractor or recovered as a debt.

After any long period of wet weather and/or ground conditions unsuitable for grass cutting, the Contractor shall make additional cuts to areas of exceptional growth in order to restore areas to the required standard and such shall be taken at the Contractor's expense.

In drought conditions, the Town Clerk may instruct the cutting heights be raised on all areas. In such conditions, mowing will only be required when the grass reaches the maximum permitted height. When, in the Town Clerks opinion the drought conditions no longer have an effect upon grass growth, the Town Clerk will instruct



the resumption of the normal cutting heights and frequency and the Contractor will cut all grass areas to conform to the required standards of the Contract. There will be no variation of payment which would normally been due to the Contractor from the Council for the maintenance of such grassed areas.

1 (e) Machinery Breakdown

In the event of machinery breakdown so that mowing cannot take place in accordance with the programme, the Contractor shall report the breakdown to the Town Clerk immediately. Payment will not be made for cutting the relevant area(s) until normal working can be resumed and is completed.

1 (f) Special Instruction

The Town Clerk may instruct the Contractor to cut the grass more or less frequently than specified if this should be necessary because of a special occasion or to meet the requirements of a sports club's official body e.g. The Football Association. Where an additional cut is required for a special occasion or other requirement and the grass has not yet grown to a maximum of 50mm height, then the council shall pay for such a cut as an extra in accordance with the schedule of Rates.

1 (g) Relations with the Public

The Contractors staff are permitted to ask members of the public to remove their belongings to allow mowing to be carried out. Failure to get members of the public to do so will not be accepted as a reason for not cutting grass.

If members of the public should refuse to move and/or remove their belongings, the Contractor's staff shall return as soon as the site area is clear and it is possible to complete the works. In dealing with the public the Contractor's staff shall observe common courtesy and politeness even though such may not be reciprocated and take all reasonable steps to ensure good relations between the public, the Council, and the Contractor's staff.

1(h) Liaison with regular users of the War Memorial Recreation Ground (WMRG)

Dursley Town Council request that the contractor has regular communication with the sports clubs and any other regular users of the WMRG . Contact details of the relevant groups/individuals will be provided by Dursley Town Council.

Currently Dursley Town AFC have permission from Dursley Town Council to carry out additional cutting and maintenance of the football pitches outside of this contract. All parties are encouraged to share information on routine maintenance of the pitches to prevent duplication and/or conflict.

1 (i) Cutting Methods

All grass shall normally be mown in parallel straight lines so that areas are left with a neat and tidy appearance giving a high visual standard. All grass should be cut with the minimum of overlap. On successive cuts the direction of cut will, where appropriate, be at right angles to the previous cut.

The mowing speed must be controlled so as to achieve the best standards of finish. The operator must ensure that all movement of the machine, whether mowing, turning or in transit, does not damage the sward or its visual appearance. Particularly care must be taken to avoid skidding, balding or the effects of fast turns. Should damage occur, the Town Clerk will instruct the Contractor to reinstate the area promptly at this own expense.

A cut or cutting shall consist of as many passes in as many directions with the appropriate machinery or equipment as is necessary to cut all the grass cleanly and evenly to the standard required by the Council and the satisfaction of the Town Clerk. This is of particular application when during wet weather the grass is “laid down” by machinery or any other course giving the appearance of having been cut evenly but subsequently “springs up”. In such instances, the area will have been deemed not properly cut and the Contractor will be required to re-cut or take such action at his expense so as to provide the required standard of finish.

Grass edges will be clipped back to the turf in a clean and even manner using shears and other suitable equipment. Where grass abuts obstructions e.g. playground equipment or paved areas, it will be clipped back or strimmed back to the turf line to the same height as the main cut.

Any mowing’s landed on any paved areas will be swept off and any mowing’s landing on planted areas, shrub beds, rose beds etc will be completely removed, by the Contractor before proceeding to the next site.

1 (j) Obstructions

Grass must be cut as close as possible up to grave memorials, paving, kerbs, walls, fences, benches, play equipment, goal posts etc and around obstructions without causing damage to plants, trees or other features and other equipment.

Any accidental damage must be reported to the Town Clerk as soon as possible.

Cutting as aforementioned shall be undertaken as the same standard and frequency as that applied to the main area using methods, tools and machines as appropriate. The cutting of such areas shall be undertaken on the same day as the main area.

Growth regulators and contact herbicides are not allowed except around obstacles on certain grassed areas as permitted by the council, detailed within the contract and approved by the Town Clerk. In such cases the width of spray is to be no more than 25mm and all applications are to be carried out when possible during January, February and by no later than the 31<sup>st</sup> March in any year. Extreme care must be taken to prevent damage to trees, shrubs etc.

1 (k) Machines

Ride-on machinery will be acceptable but pedestrian operated machinery will also be required on some areas and will be essential on smaller areas.

Guards and other protective devices must be fitted on all machines and remain fitted at all times (except when maintenance is being undertaken) and all Codes of Practice observed.

Machines must be of an appropriate type, well maintained, correctly adjusted and set to the heights specified to give a clean even cut without causing damage.

1 (l) Machines – Maintenance and Service

The refuelling, cleaning and minor servicing e.g. blade changing of rotary motors must take place on paved areas, not grassed areas. Only simple maintenance operations shall be carried out on areas approved by the Town Clerk. Such areas used must be thoroughly cleansed on completion of the day's work on that area.

Refuelling should not occur on bitumen or tarmac areas.

Spilled fuels, oils etc. shall be cleaned up immediately with suitable solvents.

During servicing or refuelling engines must be switched off and machines immobilised (e.g. disconnect spark plugs).

All mowers shall be immobilised or removed from areas when the Contractor's staff leave the area and no equipment is to be stored at any area nor left overnight thereon.

The Contractor shall ensure that his staff are familiar with and adhere to the Codes of Practice relating to mowers and the safe storage and handling of petroleum spirit/diesel oil and standard operating procedures for individual makes of mowers.

**2. Herbicide, Pesticide and Fungicide Application on Grass**

**2 (a) General**

The Contractor will allow for the cost of supplying and applying selective herbicide, pesticides and fungicides to grassed areas to control weeds, pests, fungi and in some cases to control grass edge growth and the relevant Codes of practice must be adhered to.

Details of all applications must be recorded on Controlled Products Application Record Sheets which should be returned to the Town Clerk weekly along with plans marked to show all the areas treated.

**2 (b) Extent of Herbicide Applications**

Each year approximately one third of the total grass areas shall be treated with herbicide, the aim being to treat all grass areas over a three year programme.

The Contractor shall provide the Town Clerk, two weeks in advance, a programme of the scheduled herbicide works.

**2 (c) Timing of Herbicide Applications**

The Contractor will agree with the Town Clerk not less than twenty-four hours (sixty hours at weekends and longer at Public and Bank holidays) in advance of the time of application.

The manufacturer's instructions must be followed as to the delay between application and the mowing operations.

The Contractor will phase the application in conjunction with grass cutting so as to give maximum effect and control.

Generally grass shall not be cut three days before or five days after herbicide treatment. No containers or bags of herbicide or applications shall be left unattended on any areas.

**2 (d) Unsatisfactory Application of Herbicide**

If it is apparent that any part of the area of grass treated with herbicide has been missed or the herbicide has been ineffective, the Contractor is responsible for repeating at this own expense the applications to the satisfaction of the Town Clerk.

2 (e) Pesticides

Occasionally, and upon the instructions of the Town Clerk, it will be necessary to apply pesticides to control worms or other pests and diseases of the turf. The pesticides to be used in the undertaking of such works shall be supplied by the Contractor. All control aspects detailed for herbicides shall apply.

2 (f) Fungicides

Occasionally, and upon instruction of the Town Clerk, it will be necessary to apply fungicidal treatments for prevention of Fusarium and Cortisum (fairy rings) though such will not be done in periods of drought unless well-watered in. The fungicides to be used in the undertaking of the works shall be supplied by the Contractor. All control aspects detailed for herbicides will similarly apply.

2(g) Alternatives to Pesticides/Herbicides

The Town Council are willing to consider alternatives proposed by the successful contractor to traditional chemical pesticides and herbicides which would be more environmentally friendly as part of their tender submission.

3. **Fertiliser**

3 (a) General

The Contractor shall supply a spring dressing of fertiliser to areas requiring attention. The extent is to be agreed annually by the Town Clerk.

The type of fertilizer the Contractor intends to use must first receive prior approval of the Town Clerk and the method of spreading must be approved by the Town Clerk in advance.

All fertilizer spreaders must be correctly calibrated. Fertiliser shall not be put into the spreader whilst it is standing on non-turf areas, any spillages shall be swept up immediately.

No fertilizer will be applied without prior approval of the Town Clerk.

3 (b) Extent and Distribution

Fertiliser will be applied methodically and evenly in an orderly manner over the whole of the specified area.

No overlap shall occur in the passes over the grass so as to cause uneven growth or colour. Fertiliser shall be applied during showery weather or if necessary

subsequently irrigated. The fertiliser shall be applied at the manufacturers' recommended rate per square metre in two passes in agreement with the Town Clerk.

Special care must be taken to ensure the fertiliser does not scorch or damage the grass area, particularly at edges, turning areas etc.

Care must be taken to remove any spillage of fertiliser and to ensure that none is allowed to fall on areas of paving or planted areas.

Any areas of grass which subsequently show symptoms of fertiliser scorch shall be thoroughly watered to revive the grass.

Without prejudice to other remedies available to the Council, if in the opinion of the Town Clerk permanent damage has been caused, the contractor shall at his own expense either re-turf or re-seed the areas in question as instructed by the Town Clerk.

No containers or bags of fertiliser or applications shall be left, unattended on any areas.

3 (c) Mowing and Fertilising

The grassed areas (except for areas planted with bulbs) shall be mown three days before application of fertilizer and shall remain unmown for five days afterwards. Normal grass mowing shall then be resumed and the Contractor shall make allowance for additional costs which may be required to bring the sward back to the standard of the contract.

3(d) Environmental Management Plans

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity. Dursley Town Council are in the process of developing Environmental Management Plans for the Green Spaces areas in town with the aim to work towards conserving and enhancing the biodiversity of the Council's Green Space areas.

These plans may include additional and/or new hedges, wildflower areas or areas where the grass will be left uncut to enhance a more environmentally friendly area. The successful contractor will be issued with relevant plans and requested to reduce cutting as required when the plans are fully adopted by the Council.

**4. Edging of all Grassed Areas.**

4 (a) General

All finished edges on grass areas will be sharp, neat and slightly off vertical so as to undercut the grass edge. Edges which may occasionally have to be straightened shall be prepared with a line.

All arising from edgework shall be collected, removed and suitably disposed by the Contractor.

Grass edge trimmings shall be collected and removed on every occasion when edging is carried out.

4 (b) Channels

The Contractor may be required to form, re-form or maintain any necessary channels to provide suitable mowing margins and keep them free of weeds.

The width and depth of the channels will be agreed with the Town Clerk.

4 (c) Kerbing/Paths

Except where growth regulators are permitted the Contractor will be required to cut a clean edge to all grass edges where they meet kerbing, paths or paved areas.

Each year all the relevant edges on all areas will be half mooned, the cuttings removed and disposed by the Contractor.

4 (d) Areas Adjacent to Walls, Fences, etc.

Mowing must be carried out as close as possible to all walls fences, railings, etc and trimmed then carried out as necessary on the same day as the mowing is done so as to equally reduce grass growth.



## **STANDARD CONDITIONS OF CONTRACT**

### **Contract Documents**

The Contract Documents will comprise:

Standard Conditions of Contract  
Specification of Works  
Site Plans  
Form of Tender  
Procurement Policy – including Approved Contractor application form.

### **Officer**

The Lead Officer will be the Town Clerk.

### **Extent of Work**

The works will include the regular grass cutting and associated maintenance of the War Memorial Recreational Ground playing fields, including football pitches, Kingshill Play Area and Highfields Play Area.

Dursley Town Council reserve the right to offer contracts to more than one tenderer based on a decision to split the site locations.

### **Site Details**

War Memorial Recreation Ground, Kingshill Road, Dursley, GL11 4BJ

APPROX. AREA            5 hectares

The playing fields are located alongside the A4135 in central Dursley immediately to the south of Rednock School. The site currently has two tennis courts, football pitches, pentanque court, a pavilion with changing facilities, workshops for Council employed grounds staff, two play areas and a small skatepark.

Vehicular access is possible for staff and contractors via an entrance from the A4135. There is limited parking for users of the site in the neighbouring Sainsbury's and swimming pool car parks which adjoin the site. The entire site is surrounded by trees and hedges. Most of the mature trees are on the boundary to the north west of the site. The maintenance of the trees and hedges are **NOT** included within this contract.

### **Highfields Playing Field**

APPROX. AREA            1.3 hectares

This site is leased to Dursley Town Council from Stroud District Council until 2041.

The site includes a fenced infants playground, informal play areas, a BMX track, a zip wire and an informal football area. Vehicle access is available from either end via School Road or Second Avenue, with parking available at the School Road access lane.

Dursley Town Council  
Grounds Maintenance – Standard Conditions Of Contract

Kingshill Play Area

APPROX. AREA            1 hectares

The site is a popular green space enjoyed by local residents. It includes play equipment and informal play areas. Vehicular access to the site and parking is accessed by an agreement with neighbouring Kingshill House.

**Workmanship and Equipment**

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

**Additional Erection/Installation**

The Council could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

**Duration of Contract**

The duration of the Contract will be from 1<sup>st</sup> April 2025 until 31<sup>st</sup> March 2028, with the final decision on the extent of the Contract to be made by the Council after the tenders have been received.

Tenders are to be priced as per the dates shown on the form of tender. There will be no opportunity to alter the rates tendered during the term.

There will be an opportunity to extend the contract for a period of two years until 31<sup>st</sup> March 2030, subject to approval of the Council and the agreement of successful tenderer. This decision will be confirmed on or before December 2027.

The successful tenderer will be invited to revise the rates for the two-year extended period (if offered) prior to the agreement of the extension.

**Payment to Contractor**

The Contractor will submit a six-monthly account, in arrears, throughout the duration of the contract.

**Termination of Contract**

Either party may, without reason, terminate the Contract, in writing, giving three months' notice.

**Insurance**

The Contractor is required to have a minimum of £5,000,000 public liability insurance for Contracts. A current Certificate of Insurance to this effect must be produced to the Town Clerk prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Dursley Town Council

Grounds Maintenance – Standard Conditions Of Contract

**Health and Safety**

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

**Notes to Tenderers**

Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works and site plans. Contractors are advised to carefully read all documentation.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.

A price shall be inserted against each item on the Form of Tender for which the tenderer wishes to be considered for.

No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.

A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.

Invoices presented for payment must include a schedule of the works completed.

# DURSLEY TOWN COUNCIL

## DRAFT SCHEDULE OF FEES AND CHARGES

Fees will apply from 1<sup>st</sup> April 2025– 31<sup>st</sup> March 2026

(Note: Fees in bold have not been subjected to an increase. Non-resident's fee = resident's fee times two and a half rounded up to nearest £1)

### Burial Ground Fees

Item	Current Residents fees & Charges (Current Non-resident's fee)	3% Increase - Rounded up to nearest £1 (Non-residents fee)	5% Increase - Rounded up to nearest £1 (Non-resident's fee)
Exclusive Right of Burial 30yrs (Grave 6ft 6ins x 2ft 6ins)	£343.00 (£858.00)	£354.00 (£885.00)	£361.00 (£903.00)
Exclusive Right of Burial 30yrs (Grave 3ft x 2ft 6ins - ashes)	£193.00 (£483.00)	£199.00 (£498.00)	£203.00 (£508.00)
Exclusive Right of Burial of cremated remains in an ashes plot in the Garden of Rest, Kingshill Cemetery (30 year period)	£81.00	£84.00	£86.00
Transfer of existing Exclusive Right of Burial	£60.00	£62.00	£63.00
Issuing a replacement Exclusive Right of Burial	£60.00	£62.00	£63.00
Renewal of Exclusive Right of Burial (10 year period)	£53.00	£55.00	£56.00
Surrendering an Exclusive Right of Burial (refer to Regulations)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Calculation used in relation to the surrender of an ERB.</b>	Payment by the Council will be proportional to the number of complete years remaining at the date of request. i.e. Cost of original grant divided by the number of years for which grant was issued, multiplied by number of complete years remaining.		
*Interment of the body of a child or person in any grave	£279.00 (£698.00)	£288.00 (£720.00)	£293.00 (£733.00)
*Interment of a child aged one year or less	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<p><b>*Children's Funeral Fund for England (CFF).</b> In relation to the interment fees for children under the age of 18 years or stillborn after the 24<sup>th</sup> week of pregnancy, the Council as a burial authority can claim from the Children's Funeral Fund for England so that the burial of a child, or the interment of the cremated remains of a child, can be provided free to the parent(s), guardian or carer of the child, at the point of need. This also includes fees charged for ERB purchase and renewal of the right of burial and memorial permission fees. <b>Note: Certain eligibility criteria apply, for technical guidance see <a href="https://www.gov.uk/government/publications/childrens-funeral-fund-for-england">https://www.gov.uk/government/publications/childrens-funeral-fund-for-england</a></b></p>			
Interment of a casket in any grave space	170.00 (£425.00)	£176.00 (£440.00)	£179.00 (£448.00)
Interment of ashes in a grave (pouring)	£153.00	£158.00	£161.00
+For the interment of ashes in the Garden of Remembrance (Kingshill) pouring only	£153.00	£158.00	£161.00

Item	Current Residents fees & Charges (Current Non-resident's fee)	3% Increase - Rounded up to nearest £1 (Non-resident's fee)	5% Increase - Rounded up to nearest £1 (Non-resident's fee)
<b>+In the case of the Garden of Remembrance at Kingshill Cemetery, the area is closed for the interment of cremated remains, unless there is a strong case presented by a family and accepted by Council.</b>			
Interment of ashes in the Garden of Rest (Kingshill) pouring only	£153.00	£158.00	£161.00
Interment of ashes in St Mark's	£147.00 (+ Rectors fee)	£152.00 (+ Rectors fee)	£155.00 (+ Rectors fee)
15 minutes penalty on start time	£71.00	£74.00	£75.00
Penalty for over-running hours	£158.00	£163.00	£166.00
Headstone	£168.00 (£420.00)	£174.00 (£435.00)	£177.00 (£443.00)
A tablet	£100.00 (£250.00)	£103.00 (£258.00)	£105.00 (£263.00)
A vase	£83.00 (£208.00)	£86.00 (£215.00)	£88.00 (£220.00)
Replacement of any memorial with no additional inscription	£30.00	£31.00	£32.00
Subsequent inscriptions	£71.00 (£178.00)	£74.00 (£185.00)	£75.00 (£188.00)
Replacement memorial with additional inscription	£93.00 (£233.00)	£96.00 (£240.00)	£98.00 (£245.00)
Re-fixing a memorial	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
A simple temporary wooden cross, in situ for less than 1 year pending the erection of a permanent memorial (including inscription)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
A simple wooden cross – fee payable following the first anniversary of the installation of the cross (incl. inscription).	£48.00	£50.00	£51.00
xPurchase/installation of memorial plaque 6"x4" (Garden of Remembrance and Gardens of Rest)	Cost of Plaque tbc Admin Fee £60.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £62.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £63.00 Total +vat (+ Rectors fee for St Mark's)
xPurchase/installation of memorial plaque 12"x4" (Garden of Remembrance and Gardens of Rest)	Cost of Plaque tbc Admin Fee £60.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £62.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £63.00 Total +vat (+ Rectors fee for St Mark's)
<b>xCost of Plaques are set by the supplier and may be subject to change. Supplier to confirm costs for 2025 supply. Plaques for installation in the Garden of Rest at St Marks and the Garden of Remembrance at Kingshill have a cast bronze stem welded on the reverse.</b>			
◇Purchase/installation of plastic spiked vases	Cost of vase £4.17 +vat	Cost of vase £tbc +vat	Cost of vase £tbc +vat
<b>◇Cost of plastic spiked vases are set by the supplier and may be subject to change.</b>			
Certificated copy of an entry in the Register of Burials	£71.00	£74.00	£75.00
Exhumation (in addition to any license/faculty fee)	£593.00	£611.00	£623.00

Item	Current Residents fees & Charges (Current Non-resident's fee)	3% Increase - Rounded up to nearest £1 (Non-residents fee)	5% Increase - Rounded up to nearest £1 (Non-resident's fee)
Failure to deliver interment documentation within given timescale = cancellation fee	<b>Half the anticipated fee will be charged</b>	<b>Half the anticipated fee will be charged</b>	<b>Half the anticipated fee will be charged</b>
Admin fee for additional enquiries/corrective work (per hour)	£83.00	£86.00	£88.00

### Recreational Fees

Item	Current Fee	3% Increase - Rounded up to nearest £1	5% Increase - Rounded up to nearest £1
<b>Use of Football Pitches (per match)</b>			
Senior Match (incl. showers)	£73.00 per match	£76.00 per match	£77.00 per match
Senior Match during Covid19 restrictions (no changing room facilities & no showers)	£46.00 per match	£48.00 per match	£49.00 per match
Junior Match (incl. showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of showers- senior training session	£28.00 per session	£29.00 per session	£30.00 per session
Senior training session (no showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of showers- junior training session	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Junior training session (no showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Senior "friendly" matches (incl. showers)	£28.00 per match	£29.00 per match	£30.00 per match
Dursley Town AFC Home Cup Matches (men's and ladies teams)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
"friendly" matches on training nights – no shower/majority under 16 years of age	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of Ground by Sports Clubs located outside of Dursley – training sessions only (no showers)	£36.00 per session	£38.00 per session	£38.00 per session
Use of Ground by Sports Clubs located outside of Dursley – training sessions only (inc. use of showers)	£63.00 per session	£65.00 per session	£67.00 per session
Additional fee for the Pavilion being left in an unacceptable condition after use	£50+vat	£52.00+vat	£53.00+vat

<b>Item</b>	<b>Current Fee</b> <i>(amount + VAT @20%)</i>	<b>3% Increase -</b> Rounded up to nearest £1 <i>(amount + VAT @20% where applicable)</i>	<b>5% Increase -</b> Rounded up to nearest £1 <i>(amount + VAT @20% where applicable)</i>
<b>Use of Tennis Courts</b>			
Public use	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Use of Boules Court</b>			
Public use	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Use of War Memorial Recreation Ground</b>			
Use of Pavilion	<b>With regard to events held on the Recreation Ground, the Pavilion may be made available to the organiser / hirer under certain conditions, and if so, must be kept locked at all times. Dursley Town Council cannot offer the Pavilion as an unregulated facility open to the general public.</b>		
Circus / Fair / Event per day	£248.00+vat <i>(£297.60)</i>	£256.00+vat <i>(£307.20)</i>	£261.00+vat <i>(£313.20)</i>
Circus / Fair/ Event per week	£1212.00+vat <i>(£1454.40)</i>	£1249.00+vat <i>(£1498.80)</i>	£1273.00+vat <i>(£1527.60)</i>
Commercial Aerobics/Fitness per class	£1.00 per head (to be capped at £23.00)	£1.00 per head (to be capped at £24.00)	£1.00 per head (to be capped at £25.00)
Use of showers – Commercial Aerobics/Fitness per class	£27.00	£28.00	£29.00
Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
<b>Use of Kingshill House Play Park (community events only)</b>			
Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
<b>Use of Highfields Play Area</b>			
Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
Commercial Aerobics/Fitness per class	£1.00 per head (to be capped at £23.00)	£1.00 per head (to be capped at £24.00)	£1.00 per head (to be capped at £25.00)

### Allotments

<b>Item</b>	<b>Current Fee</b>	<b>3% Increase -</b> Rounded up to nearest £1	<b>5% Increase -</b> Rounded up to nearest £1
Standard large plot	£29.00	£30.00	£31.00
Smaller plots in proportion (half)	£17.00	£18.00	£18.00



**DURSLEY TOWN COUNCIL  
GREEN SPACES - PROPOSED BUDGET 2025/26 TO 2027/28**

**Green Spaces Expenditure**

Code	Title	Previous		Current		Proposed		
		2023/24 Budget	2023/24 Final	2024/25 Budget	2024/25 Actual	2025/26 Budget	2026/27 Budget	2027/28 Budget
300	Staff	115507	79631	111878	105450	136119	140202	147213
310	Gas and electricity	6000	3659	6300	4723	6300	6946	7293
311	Pavilion (security)	500	490	525	490	525	579	608
312	Pavilion (water)	1000	655	1050	930	1103	1158	1216
320	Land and buildings maintenance	10000	7013	10500	11144	11025	11576	12155
321	Tree work (including planting)	3000	696	4000	696	4200	4410	4631
322	Waste & Recycling	4000	4126	5775	5399	6064	6367	6685
330	Rates	2700	2866	3150	2867	3308	3473	3647
331	Cemetery (water)	300	394	735	395	772	810	851
350	Safety equipment	600	209	630	208	662	695	729
360	Telephones	550	454	550	546	578	606	637
370	Transport	2000	1924	2100	2445	2205	2315	2431
371	Fuel	1750	1121	1838	1303	1929	2026	2127
372	Grass cutting	8000	5573	8400	5572	8820	9251	9724
380	Facilities improvements	5000	0	5000	0	5000	5000	5000
385	Play areas	1000	2669	1000	3494	1000	1000	1000
new	Play Equipment - Contribution to reserves	2000	2000	2000	2000	2000	2000	2000
395	Green Spaces - Projects	0	0	0	0	20000	20000	20000
396	Machinery/vehicle fund	10000	10000	1000	1000	1050	1103	1168
399	Consumables	250	488	400	918	420	441	463
914	WMRG Pavilion Project	150000	5693	100000	5693	0	0	0
917	Memorial Plaques	0	384	0	384	0	0	0
927	Kingshill Play Equipment Upgrade	10000	0	0	0	0	0	0
<b>TOTAL</b>		<b>334,157</b>	<b>130,448</b>	<b>266,831</b>	<b>155,757</b>	<b>213,419</b>	<b>219,968</b>	<b>229,566</b>

\*Actual at 27/08/2024

Expected  
111,074

**Green Spaces - Projects**

Green Space Project	Code	2024/25	2025/26	2026/27	2027/28	Total 3 Year Expenditure	Use of reserves	Reserve	3 Year Budget/ Precept	Comments
Alignments - New Site	390	0	0	0	0	0	0	0	20000	Subject to land availability.
WMRG - Pavilion Upgrade	914	100000	0	0	0	100000	0	0	0	
New Electric Vehicle	396	0	0	0	0	0	0	26000	26000	
Green Spaces Projects	395	0	20000	20000	20000	60000	0	0	80000	Project - TBC by GS Committee
<b>Total</b>		<b>100000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>60000</b>	<b>0</b>	<b>0</b>	<b>108000</b>	

**Notes**

Inflationary 5% added across future budgets (where appropriate)

## Dursley Town Council - Reserves

Earmarked (Named) Reserve	Responsible Committee	Confirmed Balance at 31/3/24	Transfers during 2024/25	Balance at 31/3/25	Notes
Town Centre Upgrade Fund	TI	2440		2440	
Festive Dursley	TI	10271	2500	12771	Contribution to reserve
Tourism	TI	4625		4625	
CCTV	TI	5792	-5792	0	CCTV - Improvements agreed at TI meeting on 9th July 24
<b>Total Town Improvements</b>				<b>£ 19,836</b>	
Cemetery Extension	GS	16000		16000	
Additional Allotments	GS	20000		20000	
Noticeboards, bins	GS	2796		2796	
Machinery/Vehicle Fund	GS	26000		26000	
Play areas/equipment	GS	10000		10000	
Tennis Court (S106/Grant)	GS	1834		1834	
Pavillion Improvements	GS	174807		174807	
Pentanque Court	GS	2844		2844	
Sculpture Trail	GS	694		694	
Highfields Play Area	GS	6018	-6018	0	Contribution to BMX track improvements agreed at GS committee on 21st May 24
<b>Total Green Spaces</b>				<b>£ 254,975</b>	
Jacobs House	Policy & Finance	1,390		1,390	
Election costs	Policy & Finance	3,000		3000	
Youth Centre Reward Fund	Policy & Finance	1,120		1120	
Community Infrastructure Levy (CIL)	Policy & Finance	41,997	33209	75206	Received in April 24
<b>Total Policy &amp; Finance</b>				<b>£ 80,715.61</b>	
<b>Total Earmarked Reserves</b>		<b>£ 331,628</b>		<b>£ 355,527</b>	

Difference £ 23,899