GREAT MISSENDEN PARISH COUNCIL

Parish Office, Memorial Centre, Buryfield, Link Road, Great Missenden, Bucks. HP16 9AE
Tel: 01494 864792: email: clerk@greatmissendenpc.co.uk: Web: www.greatmissendenpc.co.uk
Jane Hennessy - Clerk to the Council

OPEN SPACES MAINTENANCE CONTRACT FOR THE THREE YEAR PERIOD COMMENCING 1ST APRIL 2019 AND TERMINATING 31ST MARCH 2022.

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GREAT MISSENDEN PARISH COUNCIL
("the Council")

OPEN SPACES MAINTENANCE CONTRACT ("The Contract") FOR THE THREE YEAR PERIOD COMMENCING 1ST APRIL 2019 AND TERMINATING 31ST MARCH 2022.

The Council owns approximately 31 acres of land given over to allotment gardens, playing fields and play areas, and gives a lot of time and attention to these areas as a great source of leisure for the local population and visitors to the parish. Consequently all work carried out is subject to regular scrutiny not only from a value for money point of view but also to ensure that our open spaces are maintained to a high standard.

Tenders are invited from suitably equipped and qualified persons or companies ("the Contractor")for The Contract. References are to be supplied, together with evidence of suitability for carrying out this work. Should those tendering be doing so on the basis of any form of sub-contracting then the Council must be advised and will require suitable verifiable references on the sub-contractor(s) to be employed. The contractor/sub contractor must have appropriate PLI insurance to the value of £10 million and copies must be supplied.

In general, maintenance of all the areas is carried out with varying frequency, depending upon the seasons, and sometimes on weather conditions (e.g in very dry weather the number of grasscutting sessions may be reduced at the discretion of the Council) and includes:-

Mowing of approximately 11.5 acres of grass and attendant strimming as required, together with blowing / tidying up areas after strimming and mowing.

Cutting of approximately 2,500 yards of hedging and clearance of weeds where hedges border footpaths. Hedges to be cut and areas left tidy and cleared of cuttings (cut and clear). Hedges to be cut to / maintained to existing heights. Bird nesting season to be avoided.

Litter collection (from sites as specified) and litter disposed of.

Inspection of play equipment on 7 facilities. (Simple inspection sheets have to be completed for the latter and submitted to the parish office weekly)

Weedkilling various areas as specified – all done to conform to current regulations and health and safety guidance.

Garden maintenance of three areas including shrub bed maintenance, edging, trimming shrubs and pruning

All work to be correctly risk assessed and to conform to health and safety guidance.

N.B. Any lengths / areas are approximate and for guidance and should be verified as necessary by the contractor – the council is not responsible for its accuracy or completeness.

In addition, those tendering for the Contract may be asked to carry out what we refer to as "additional work" from time to time which consists mainly of one-off jobs such as the strimming back of vacant allotment plots, occasional mending of fences/gates/posts, trimming back of overhanging branches/undergrowth where they impinge on footpaths and occasionally felling of small trees.There is no regular pattern to this type of work and each job has to be quoted for separately for approval by the Council.

Full details of all works required are given on the attached schedules, which should be read in conjunction with the site maps provided, together with a summary schedule which must be used to price the contract. All prices must be itemised.

An aggregate figure for the whole contract will not be acceptable.

Contract pricing and content will be subject to review on 31st August in each year of the life of the Contract to take account of financial pressures and any other items which might be raised by either party to the Contract. Any price increase requested by the Contractor which exceeds RPI (Retail Prices Index) will not be acceptable and the Council's decision on any increase or otherwise of whatever nature will be final.

Contract Termination will only be effected by the giving of 3 months notice by either party to the Contract.

Payment.One invoice per month will be required to cover the previous calendar month's work, showing the number of visits made under the various headings as listed in the summary schedule, and the price per visit as agreed, together with any "additional work" as previously approved. The invoice must be received latest by the Wednesday prior to the second Monday of each month, for payment the following week and invoices submitted at any other time will not be accepted.The Council reserves the right to withhold payment if any aspect of the work carried out is not of a standard acceptable to the Council, but all efforts will be made to settle any dispute promptly to avoid further disruption.

In view of the **timetable** the Council has to adhere to in submitting its Precept requirement, all Tenders, must be addressed to the clerk and **received in the Parish Office in a sealed envelope marked 'Open Spaces Tender'**, by not later than **12 noon on Friday 30th November 2018.** Any Tender received after that date will be rejected. Tenders will be opened by the clerk in the presence of at least one councillor after the deadline for submission has passed. The council may at its own absolute discretion extend the deadline.

The Tenders will be considered in Council at the December Council meeting.

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

Any questions about the enclosed papers should be directed to the Parish Office as soon as possible and, if necessary, prospective contractors can be accompanied to any of the sites to aid clarification of any points raised.

NB This contract may be subject to changes although the basic stipulations will not change.

ANNUAL OPEN SPACES MAINTENANCE CONTRACT

1st APRIL 2019 TO 31st MARCH 2022

	Grass-cutting visits No.	Price per visit	Cost	Hedge-cutting visits No.	Price per visit	Cost	IPE visits No	Price per visit	Cost	L/C visits No	Price per visit	Cost
Ballinger allotments 1	**Nil**			**2**			**Nil**			**Nil**		
Ballinger Common 2	**15**			**2**			**52**			**41**		
Buryfield 3	**30**			**2**			**52**			**82**		
Chequers Lane Allotments 4	**Nil**			**2**			**Nil**			**Nil**		
Greenlands Lane Field 5	**15**			**1**			**Nil**			**Nil**		
Lovell Estate 6	**15**			**2**			**Nil**			**26**		
Nairdwood Lane Allotments	**Nil**			**2**			**Nil**			**Nil**		
Prestwood Common 7	**15**			**2**			**52**			**82**		
P'wood Rec Grd-play area only	**Nil**			**Nil**			**52**			**82**		
Potter Row 8	**Nil**			**2**			**Nil**			**Nil**		
Sibley's Rise 9	**15**			**Nil**			**52**			**41**		
Spurlands E.Rd. Allotments 10	**Nil**			**2**			**Nil**			**Nil**		
Totals	**105**			**19**			**260**			**354**		
Sub-total												
Weed control	**2**											
Buryfield, Greenlands Lane &												
Nairdwood Ln/Prestwood Com.												
Lovell Estate - Garden Maintenance												
Greenside - 9 visits per year												
Tetherdown - 9 visits per year												
Westrick Walk - 2 visits per year												
Grand Total												

5 Greenlands Lane Field
4 Chequers Lane Allotments
6 Lovell Estate
7 Nairdwood Lane Allotments and Common
10 Spurlands End Road Allotments
3 Buryfield
8 Potter Row Allotments
1 Ballinger Allotments
2 Ballinger Common
9 Sibleys Rise
GREAT MISSENDEN CP
LITTLE MISSENDEN CP
HUGHENDEN CP
Great Missenden
Prestwood
Ballinger Common
Lee Common
South Heath
Little Kingshill
Great Kingshill
Heath End
Holmer Green
Hughenden Valley
Spurlands End
Little Missenden
Cryers Hill
Widmer End

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OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Site: Ballinger Allotments-site map attached

Location: Number 1 on the Area Map.

Work to be carried out:

a)Grasscutting
Nil

b)Hedgecutting: totalling approximately **128 yards** coloured green on the attached site map.
i)Hedge to the rear of the plot:top and both sides
ii)Hedge bordering the main road: top and road side.

c)Inspection of play equipment.
Nil

d)Litter collection.
Nil

e)**Sundry works**- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided

BALLINGER - ALLOTMENTS 6.

Land Registry
Official copy of title plan

Title number **BM342060**
Ordnance Survey map reference **SP9103SW**
Scale **1:1250** enlarged from 1:2500
Administrative area **Buckinghamshire: Chiltern**

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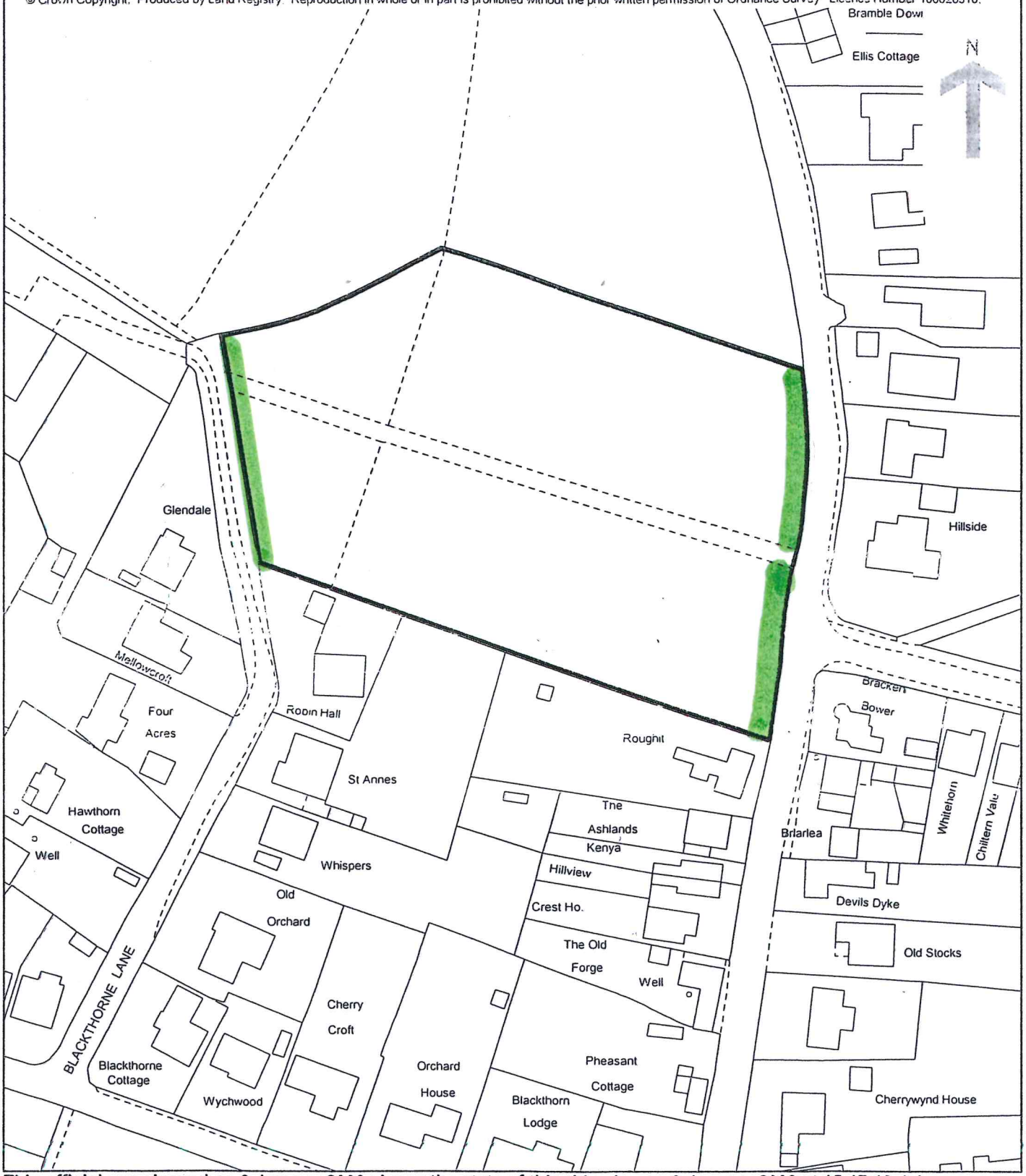

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This title is dealt with by Land Registry, Leicester Office.

Ballinger, Great Missenden, HP16, UK
© 2010 Europa Technologies
© 2010 Tele Atlas
Image © 2010 Getmapping plc
Google
218 ft
Imagery Date: Mar 5, 2008
51°43'16.77" N 0°40'53.10" W elev 0 ft
Eye alt 752 ft

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OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Site: Ballinger Common-site map attached

Location: Number 2 on the Area Map

Work to be carried out:

a)Grasscutting
15 fortnightly visits during the period 1st April-31st October.
Area **(approx.1.23 acres)** coloured yellow on the attached site map together with all grass in and around the childrens play area, plus strimming round all the boundary poles including those adjoining the car park. NB The cricket club cut the cricket field.
All hedge areas, car park and childrens play areas to be strimmed.

b)Hedgecutting-totalling approximately **310 yards** coloured green on the attached site map:-
i)Hedge extending from the end of the footpath behind the Memorial Hall, along the main road to its junction with Blackthorne Lane. Top and both sides.
ii)Along Blackthorne Lane to the end (Next to pedestrian access gate). Top and both sides.

c)Inspection of play equipment
As marked on the attached site map
Weekly – all year round
Total **52** visits

d)Litter collection
Limited to the area mown under the contract, the car park and the play equipment area
1st April to 30th September-weekly
All other months-fortnightly
Total **41** visits

e)Sundry works
As instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided

BALLINGER COMMON

9.

Land Registry
Official copy of title plan

Title number **BM338834**
Ordnance Survey map reference **SP9103SW**
Scale **1:2500**
Administrative area **Buckinghamshire: Chiltern**

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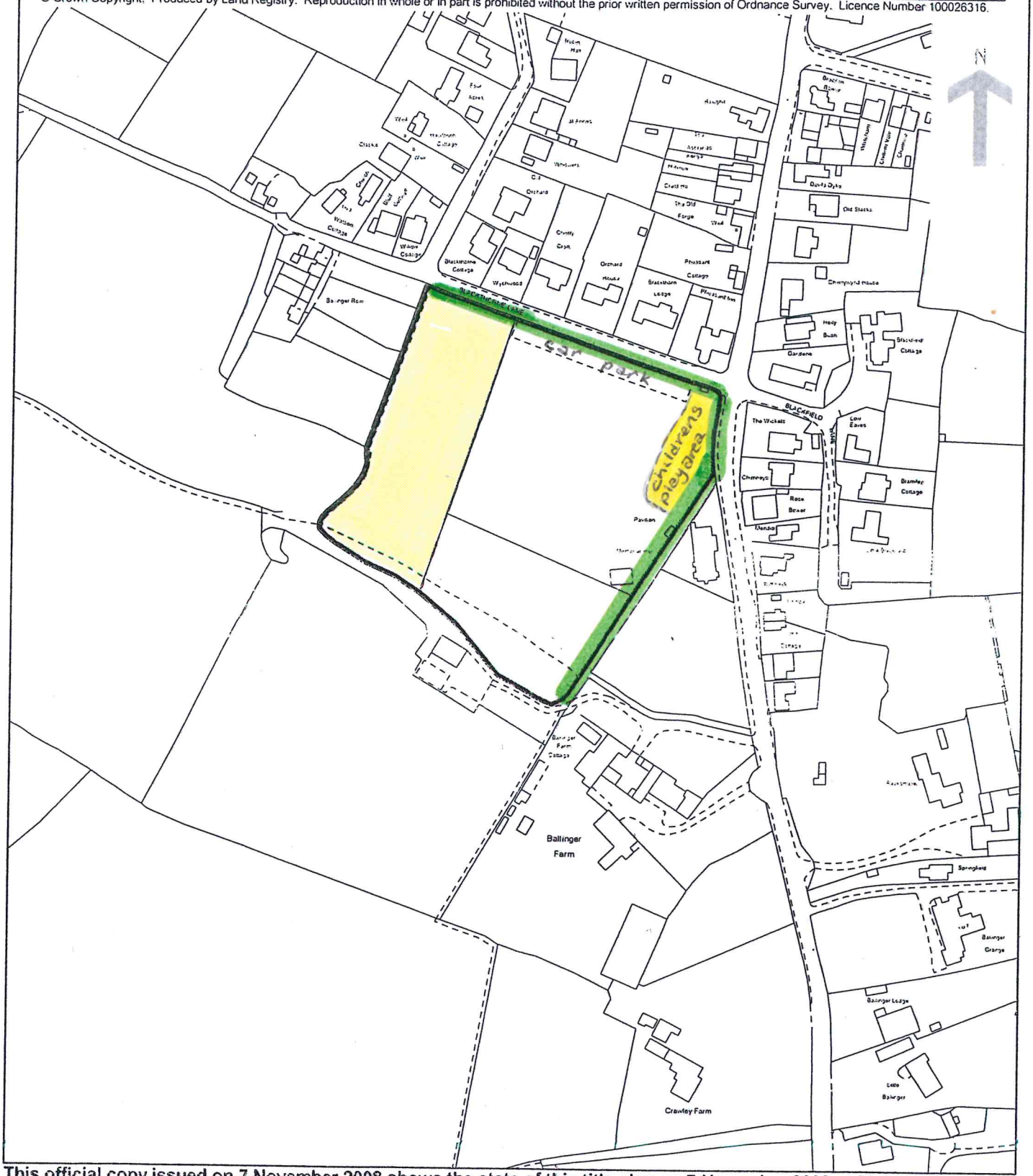

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BALLINGER COMMON

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OPEN SPACES MAINTENANCE CONTRACT- SPECIFICATION
1st April 2019 to 31st March 2022

Site: Buryfield, Link Road,Great Missenden-site map attached

Location: Number 3 on the Area Map

Work to be carried out:

a)Grasscutting:
30 weekly visits during the period 1st April-31st October
Whole area (**approx. 4.9 acres**)as coloured yellow on the attached site plan including all banking plus strimming around all boundary poles. Strimming also to include edges of tennis courts and skatepark.

b)Hedgecutting-totalling approximately **288 yards,** coloured green on the attached site map.
i) Boundary with Link Road from the main entrance to Buryfield up to the trees opposite the skatepark-**top and both sides**
ii) Rear of Memorial Centre-**top and both sides**
iii)Along the tarmac footpath from the school gates down to the boundary of the school premises-**side only to a height of approx 8 feet**

c)Inspection of play equipment:
i)Main playground adjacent to main entrance to Buryfield, plus Skatepark Area.
ii)Toddler playground at the far end of of the field.
All marked on the attached site map.
Weekly-all year round
52 visits

d)Litter collection
Whole area
Period 1st April-31st October-twice weekly-**60** visits
All other months-weekly -**22** visits
Total **82** visits

e) Weed control
Spraying **twice yearly** of all pavement areas and hard surface areas around the Memorial Centre, car parks, edges of play areas, tennis courts and skate park – see separate map.

e)Sundry works
As instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided and approved.

BURYFIELD 12.

Land Registry
Official copy of title plan

Title number BM338916
Ordnance Survey map reference SP8901SE
Scale 1:2500
Administrative area Buckinghamshire: Chiltern

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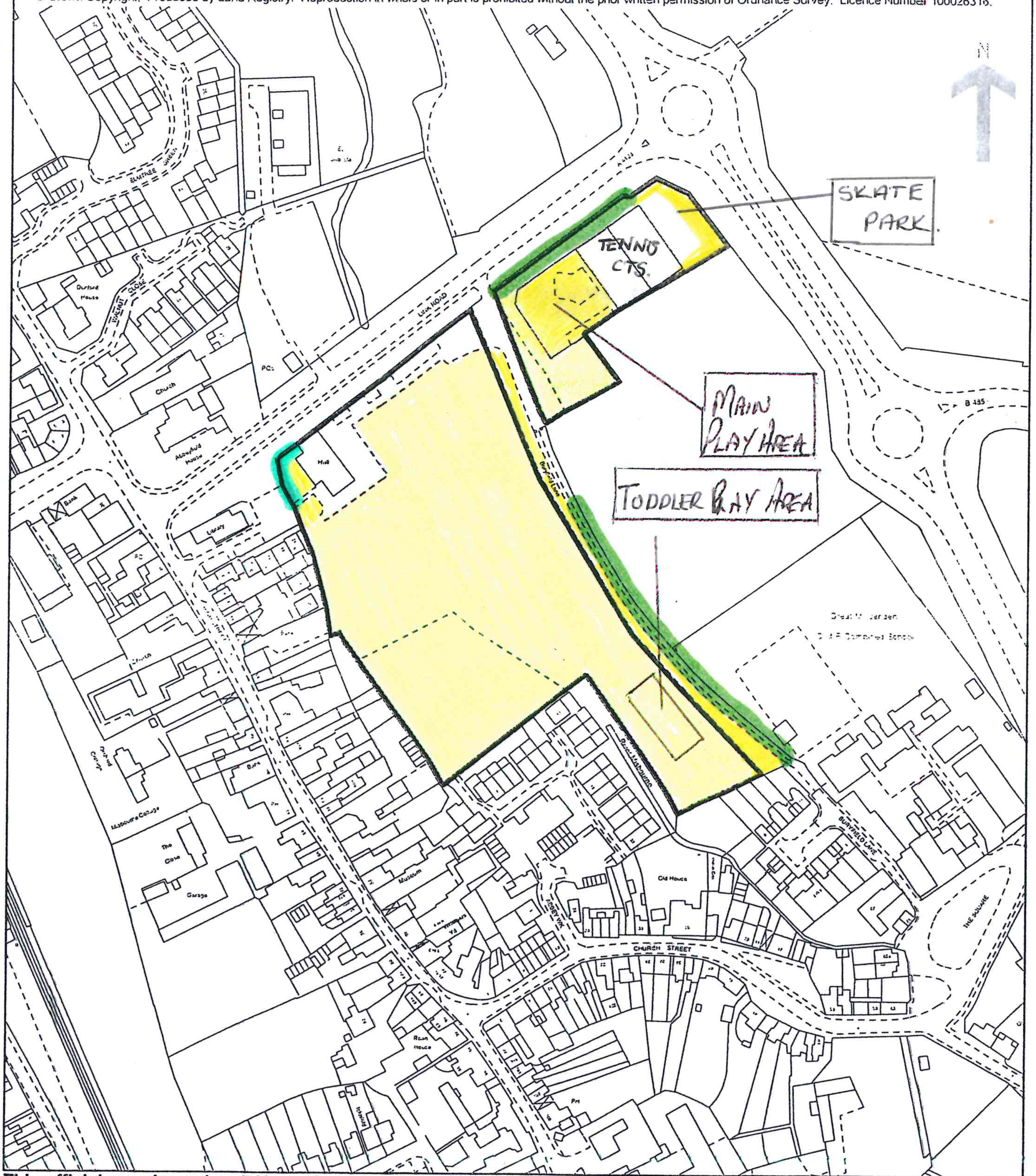

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BURYFIELD GT. MISSENDEN

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OPEN SPACES MAINTENANCE CONTRACT- SPECIFICATION
1st April 2019 to 31st March 2022

Site: Chequers Lane Allotments, Prestwood-site map attached

Location: Number 4 on the Area Map

Work to be carried out:

a)Grasscutting
Nil

b)Hedgecutting-totalling approximately **425 yards** coloured green on the attached map.
i) bordering Chequers Lane-**top and road side only**
ii) right hand side hedge (as viewed from the gate on Chequers Lane)-**top and front only**
iii) left hand side hedge (as viewed from the gate on Chequers Lane)-**top and both** sides
iv) hedge to the rear of the plot-**top and front**

c)Inspection of play equipment
Nil

d)Litter collection
Nil

e)Sundry works- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided

CHEQUERS LANE - ALLOTMENTS

15.

Land Registry
Official copy of title plan

Title number **BM342053**
Ordnance Survey map reference **SP8701SW**
Scale **1:1250** enlarged from 1:2500
Administrative area **Buckinghamshire: Chiltern**

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CHEQUERS LANE – ALLOTMENTS

16

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OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Site: Greenlands Lane Field (allotments & open space), Prestwood-site map attached.

Location: Number 5 on the Area Map

Work to be carried out:

a)Grasscutting
15 fortnightly visits during the period 1st April to 31st October.
Area, approximately **0.9 acres**,coloured yellow on the attached site map.
To include strimming around all paths and car parking area.
Note – Prestwood Nature cut grass around orchard area.

b)Hedgecutting-totalling approximately **315 yards** coloured green on the attached site map
Once a year, in July (outside bird nesting season), all boundary hedges-**side only to a height of approx. 8 feet.**

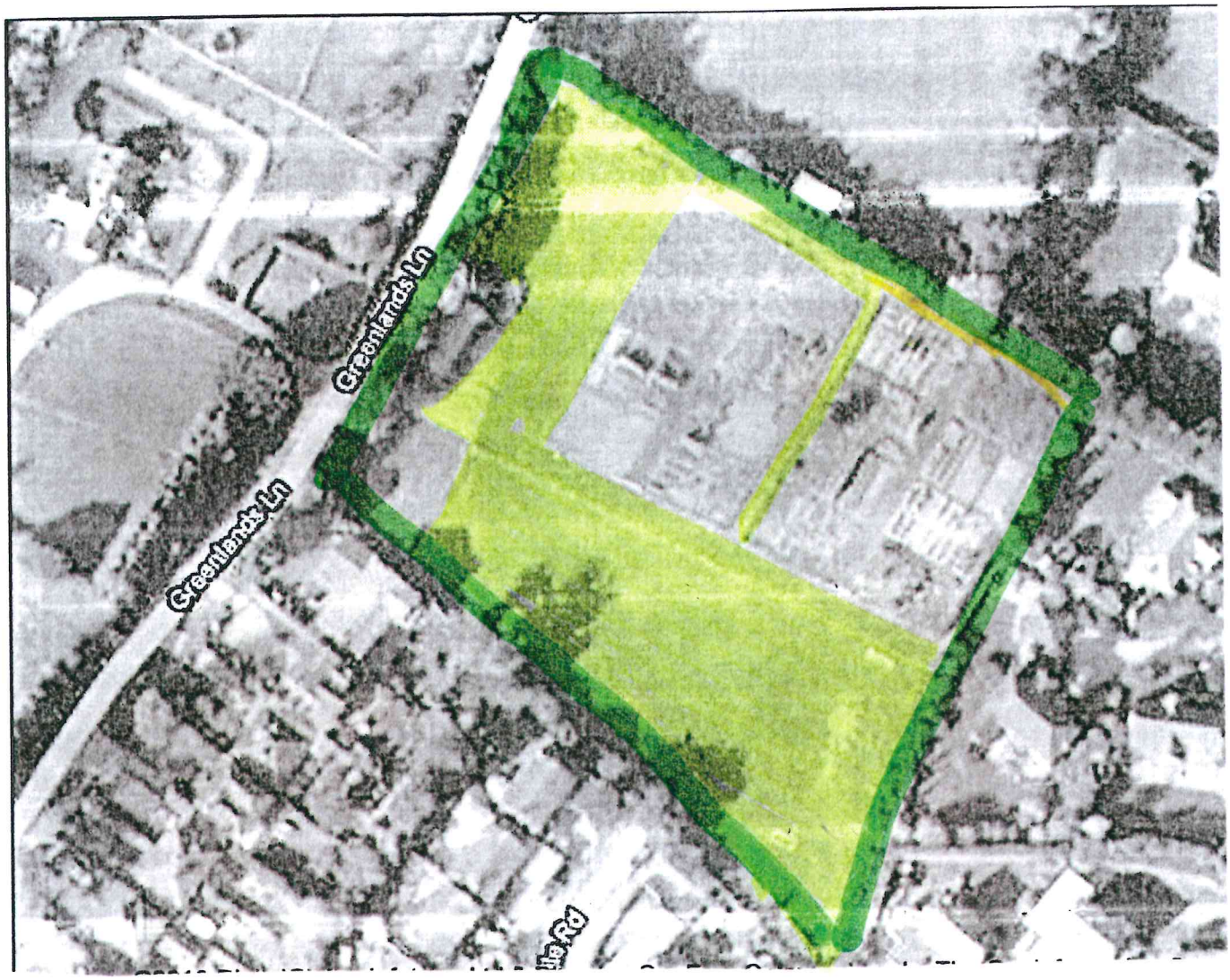
c)Inspection of play equipment
Nil

d)Litter collection
Nil

e) Weed control
Spraying **twice yearly** of all hard surface areas around the car park, building, central fence and outside fences of allotment fields (care not to damage allotment plots) - see separate map.

f)Sundry works- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided

GREENLANDS LANE FIELD



GREENLANDS LANE - ALLOTS + OPEN SPACE

A

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OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Site: Lovell Estate, Prestwood-site map attached

Location: Number 6 on the Area Map

Work to be carried out:

a)Grasscutting
All areas coloured pink on the attached site map
Fortnightly during the period 1st April-31st October
15 visits

b)Hedgecutting-totalling approximately **40 yards.** This hedge is on the pink area of the map on Peppard Meadow on the attached site map
Two sections of hedge in Peppard Meadow-**all sides and top to a height of about 10 feet**

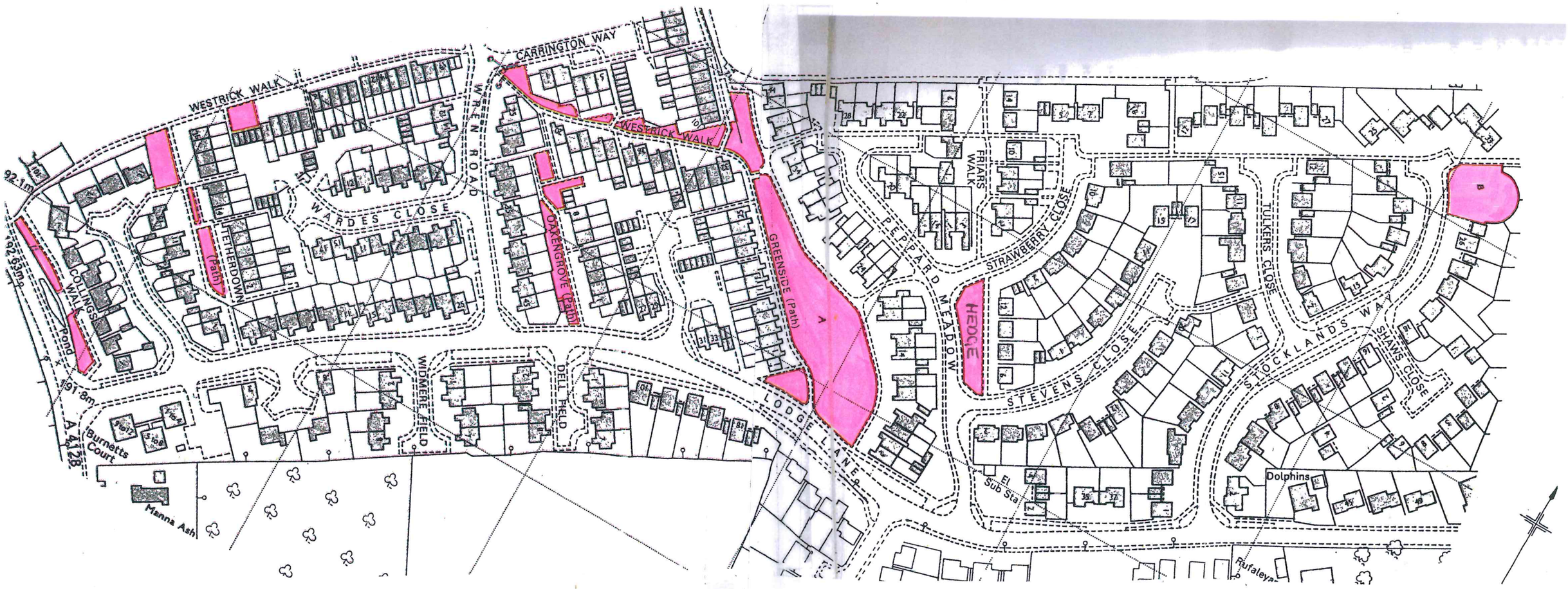
c)Inspection of play equipment
Nil

d)Litter collection
(Greenside only)-fortnightly
26 visits

e)Sundry works- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided

LOVELL ESTATE

PRESTWOOD.



Lodge Ln, Prestwood, Great Missenden,
A4128
Carrington Way
Warden Glebe
Bellfield
Wrights Ln
Image © 2010 Getmapping plc
© 2010 Tele Atlas
Google
Imagery Date: Mar 5, 2008
51°41'36.61" N 0°44'07.55" W elev 0 m
Eye alt 745 m

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OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Site: Nairdwood Lane-allotments and Prestwood Common-site map attached

Location: Number 7 on the Area Map.

Work to be carried out:

a)Grasscutting
15 fortnightly visits during the period 1st April-31st October on Prestwood Common, approximately **4 acres** coloured yellow on the attached site map.
To include strimming for whole area of Prestwood Common.

b)Hedgecutting-totalling approximately 540 yards
i)Prestwood Common
Boundary hedge between Common and Allotments-**top and Common side to a height of 6 feet.**
Hedge bordering Nairdwood Lane and Honor Road-**top and both sides**
Hedge between Prestwood Common and Recreation Ground - **top and both sides** (NB – cost is shared between CDC who own the recreation ground)
ii) Allotments
Hedge bordering Nairdwood Lane- **top and road side only**

c)Inspection of play equipment
Sportswall and teen shelter on Prestwood Common and the childrens play areas on the recreation ground - as marked on the attached map
Weekly-all year round

d)Litter collection-Prestwood Common and Childrens Play Area on Recreation ground only
Twice weekly during the period 1st April-31st October (**60 visits**)
Once weekly remainder of year (**22 visits**)
Total **82** visits

e) Weed control
Spraying **twice yearly** of all hard surface areason Prestwood Common - around the youth club and scout hut buildings and the car park and drive - see separate map.

f)Sundry works- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided and approved.

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Title number **BM340716**
Ordnance Survey map reference **SP8700NE**
Scale **1:2500**
Administrative area **Buckinghamshire: Chiltern**

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NAIRWOOD LANE ALLOTMENTS + PRESTWOOD COMMON

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OPEN SPACES MAINTENANCE CONTRACT- SPECIFICATION
1st April 2019 to 31st March 2022

Site: Potter Row-allotments-site map attached

Location: Number 8 on the Area Map

Work to be carried out:

a)Grasscutting
Nil

b)Hedgecutting-totalling approximately 225 yards- all as coloured green on the attached site map.
i) From the driveway into "Beeway"for a distance of approx. 18 yards to the junction with the boundary hedge-**top and roadside only**
ii) Remainder-**top and roadside only**

c)Inspection of play equipment
Nil

d)Litter collection
Nil

e)Sundry works- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided and approved.

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Ordnance Survey map reference **SP9002NW**
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Administrative area **Buckinghamshire: Chiltern**

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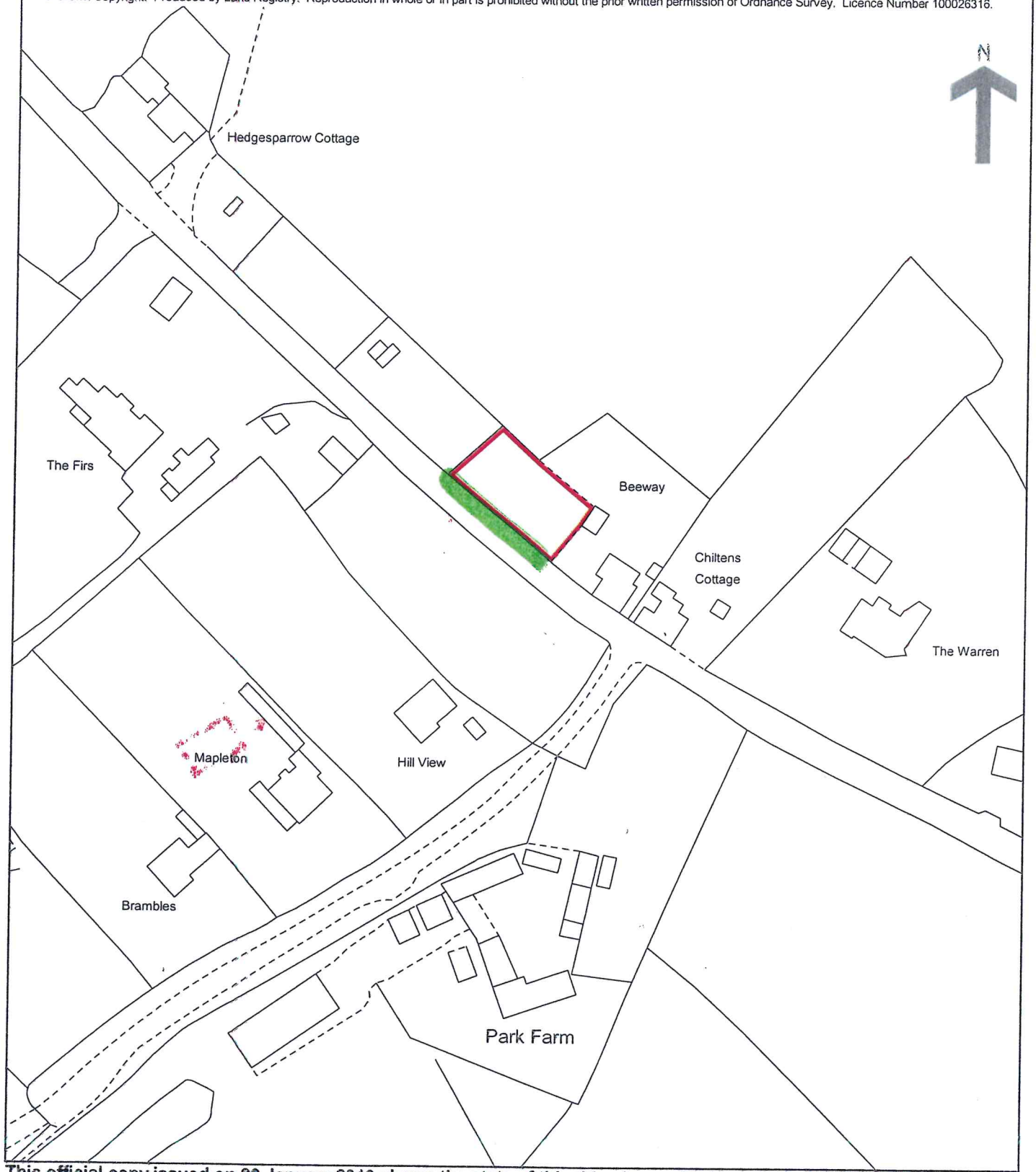

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28.

POTTER ROW.

Land Registry
Official copy of title plan

Title number **BM349848**
Ordnance Survey map reference **SP9002NW**
Scale **1:1250** enlarged from 1:2500
Administrative area **Buckinghamshire: Chiltern**

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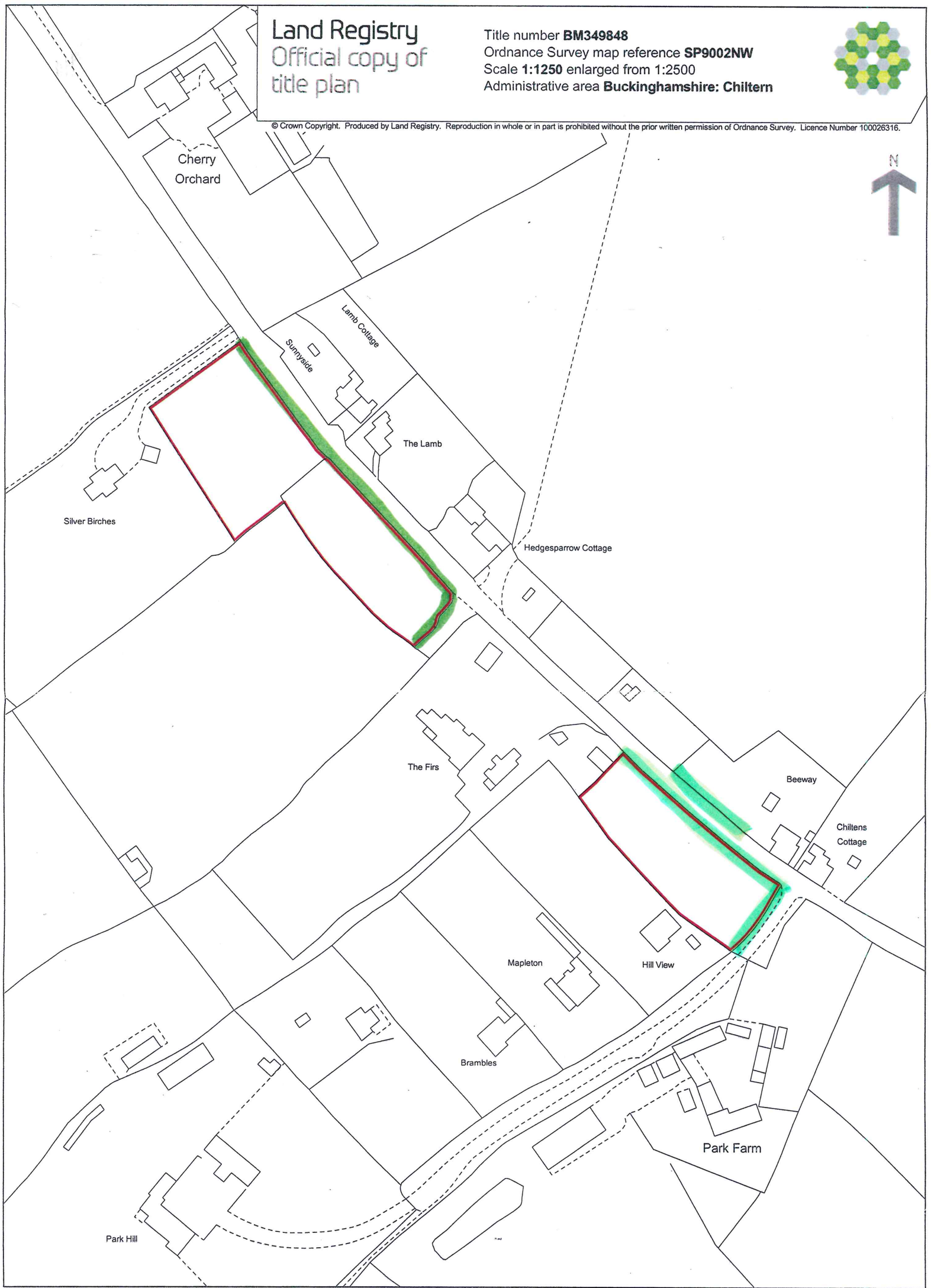

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POTTER ROW

Potter Row, Great Missenden, HP16, UK
Potter Row
© 2010 Europa Technologies
Image © 2010 Getmapping plc
© 2010 Tele Atlas
©2008 Google
Imagery Date: Mar 5, 2008
51°42'54.30" N 0°41'45.04" W elev 0 m
Eye alt 219 m

GREAT MISSENDEN PARISH COUNCIL

Parish Office, Memorial Centre, Buryfield, Link Road, Great Missenden, Bucks. HP16 9AE
Tel: 01494 864792: email: clerk@greatmissendenpc.co.uk: Web: www.greatmissendenpc.co.uk
Jane Hennessy - Clerk to the Council

OPEN SPACES MAINTENANCE CONTRACT- SPECIFICATION
1st April 2019 to 31st March 2022

Site: Sibley's Rise-site map attached.

Location: Number 9 on the Area Map

Work to be carried out:

a)Grasscutting
Area round the swings coloured pink on the attached site map
Fortnightly period 1st April to 31st October
15 visits

b)Hedgecutting
Nil

c)Inspection of play equipment (swings)
Weekly – all year round
Total-**52 visits**

d)Litter collection
1st April-31st October-weekly
All other months-fortnightly
Total **41visits**

e)Sundry works- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided and approved.

Sibleys Rise, South Heath, Great Missend
Sibleys Rise
© 2010 Europa Technologies
Image © 2010 Getmapping plc
© 2010 Tele Atlas
Google
Imagery Date: Mar 5, 2008
51°42'27.73" N 0°41'14.55" W elev 0 m
Eye alt 214 m

32

This product includes mapping data licensed from Ordnance Survey

Click here for a larger map

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Jane Hennessy - Clerk to the Council

OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Site: Spurlands End Road allotments-site map attached.

Location: Number10 on the Area Map

Work to be carried out:

a)Grasscutting
Nil

b)Hedgecutting-totalling approximately **175 yards-**coloured green on the attached site map
i) Bordering Spurlands End Road-**top and roadside only**
ii) Left hand side (as viewed from the gate)-**top and inside only**
iii) Hedge to rear of plot-**top and inside only**

c)**Inspection of play equipment**
Nil

d)**Litter collection**
Nil

e)**Sundry works**- as instructed from time to time to be managed under the "Additional work" section of the Contract qv and subject to prior quotes being provided and approved.

SPURLANDS END ROAD ALLOTMENT 54.

Land Registry
Official copy of title plan

Title number **BM342057**
Ordnance Survey map reference **SU8898SW**
Scale **1:1250** enlarged from 1:2500
Administrative area **Buckinghamshire: Chiltern**

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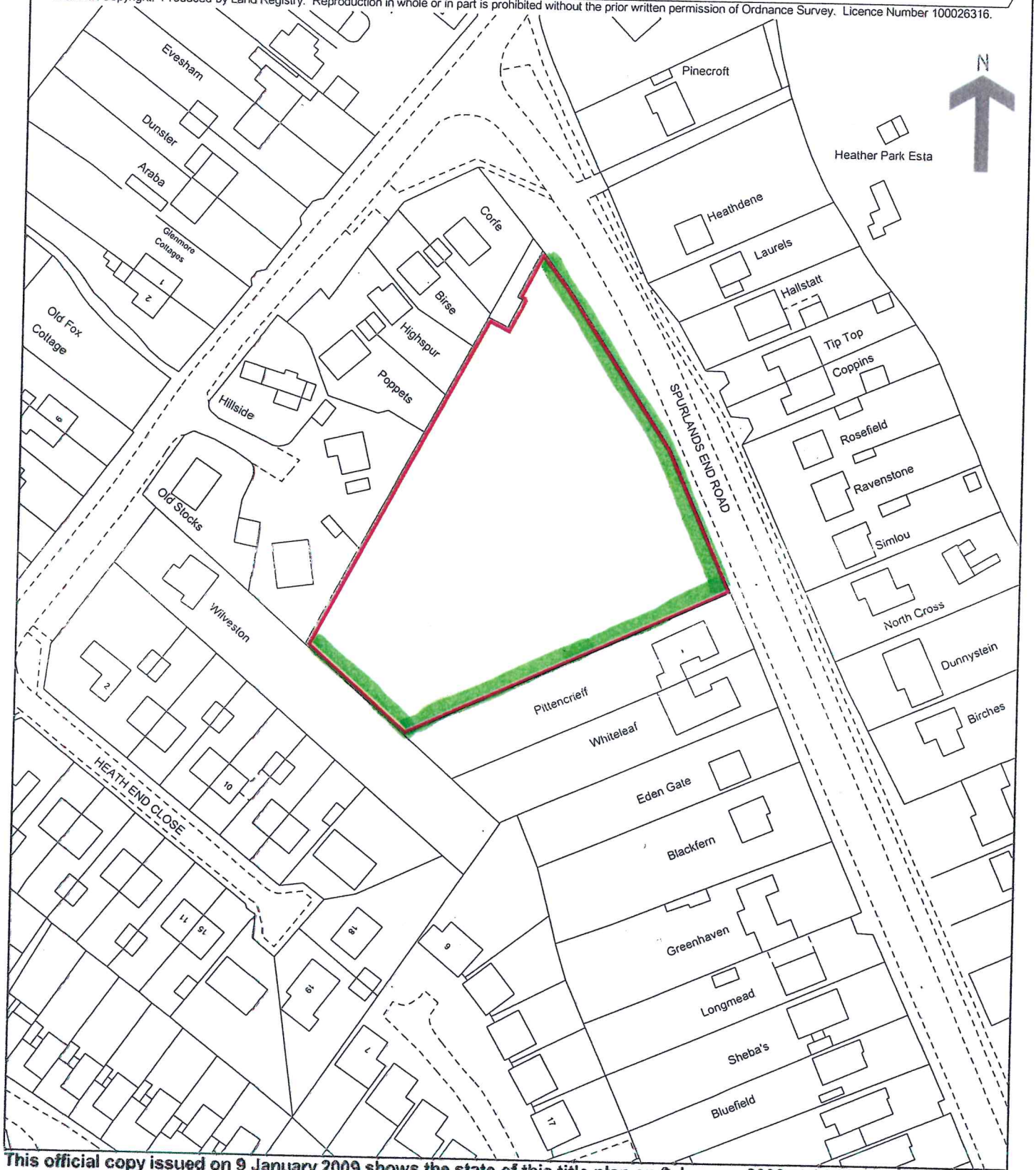

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SPURLANDS END ROAD

TO GREAT MISSENDEN
A.4128

ALLOTMENT SITE
NR JUNCTION OF
SPURLANDS END RD
& HEATH END RD

SPURLANDS END ROAD ALLOTMENTS 36

GREAT MISSENDEN PARISH COUNCIL

Parish Office, Memorial Centre, Buryfield, Link Road, Great Missenden, Bucks. HP16 9AE
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Anne Mitchell - Clerk to the Council

OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Sites: Buryfield, Greenlands Lane and Nairdwood Lane/Prestwood Common

Work to be carried out:

WEED CONTROL / KILLING
Twice per year – spring and autumn

Buryfield
Spraying **twice yearly** of all pavement areas and hard surface areas around the Memorial Centre, car parks, boundaries / edges of play areas, tennis courts and skate park – see separate map.

Greenlands Lane allotments
Spraying **twice yearly** of all hard surface areas around the car park, building, central fence and outside fences of allotment fields (care not to damage allotment plots) - see separate map.

Nairdwood Lane/Prestwood Common
Spraying **twice yearly** of all hard surface areas on Prestwood Common - around the youth club and scout hut buildings and the car park and drive - see separate map.

BURYFIELD. WEED CONTROL 38

Land Registry
Official copy of title plan

Title number **BM338916**
Ordnance Survey map reference **SP8901SE**
Scale **1:2500**
Administrative area **Buckinghamshire: Chiltern**

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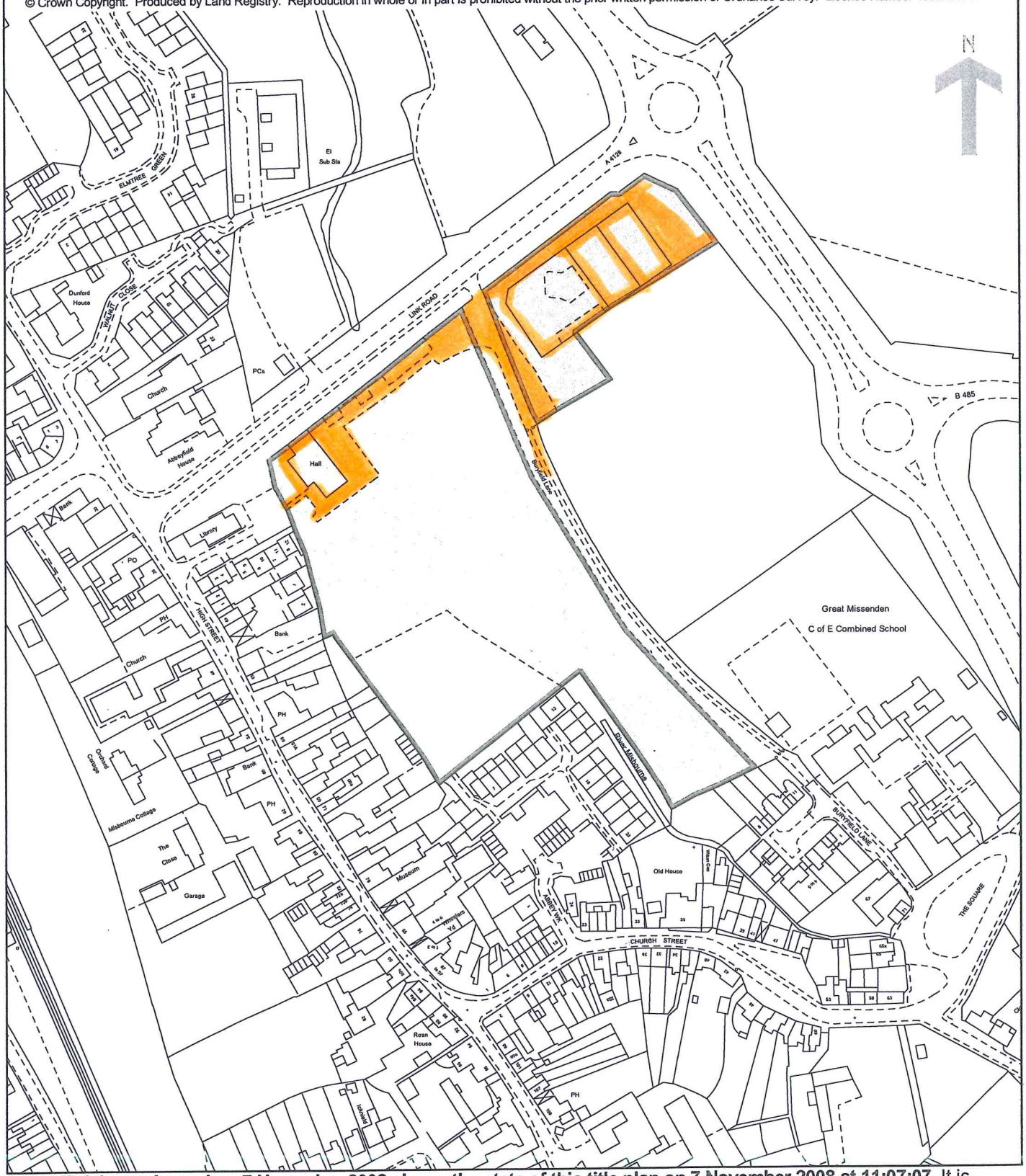

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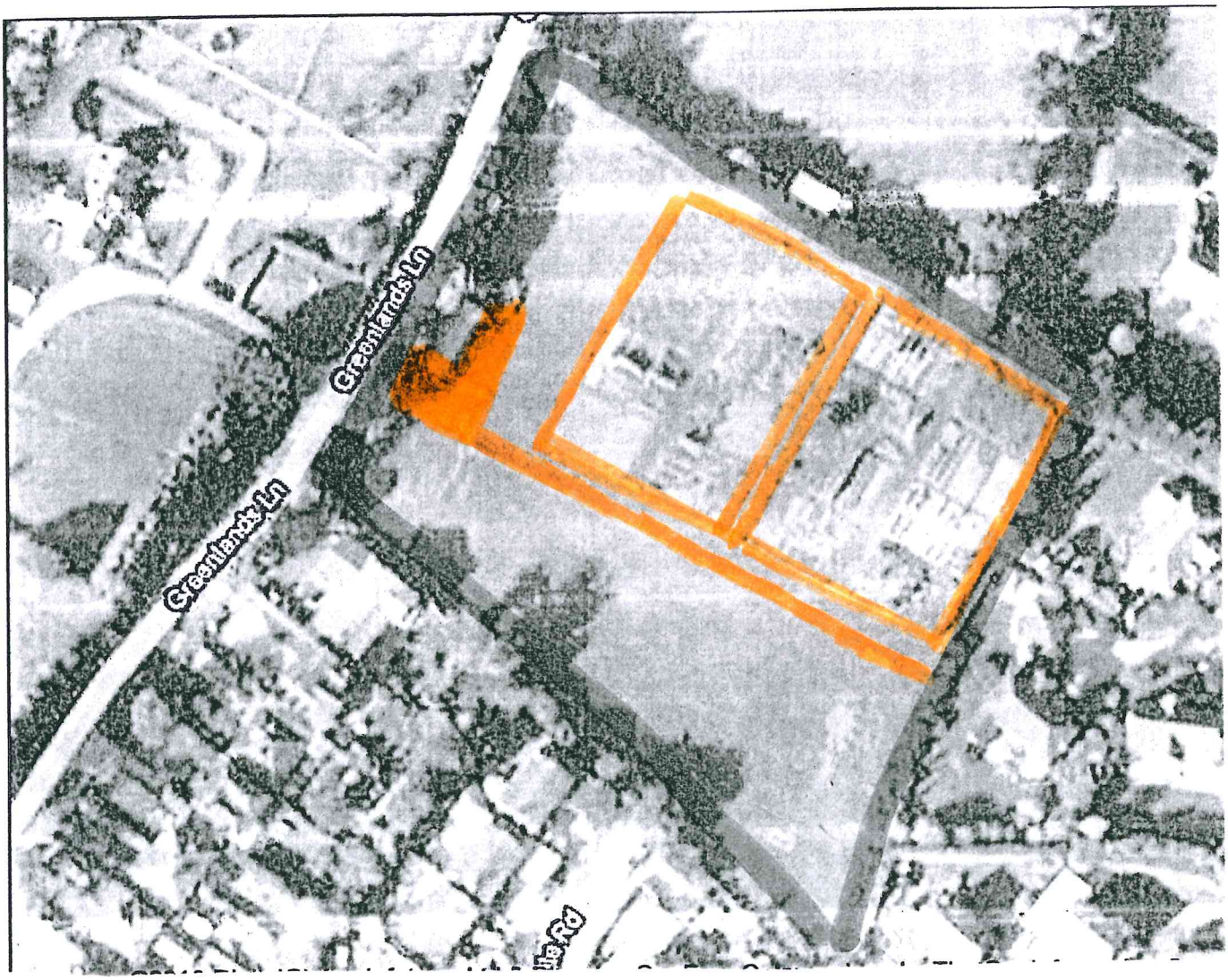
GREENLANDS LANE FIELD

WEED CONTROL.



NAIRDWOOD LANE / PRESTWOOD COMMON 40

WEED CONTROL

Land Registry
Official copy of title plan

Title number **BM340716**
Ordnance Survey map reference **SP8700NE**
Scale **1:2500**
Administrative area **Buckinghamshire: Chiltern**

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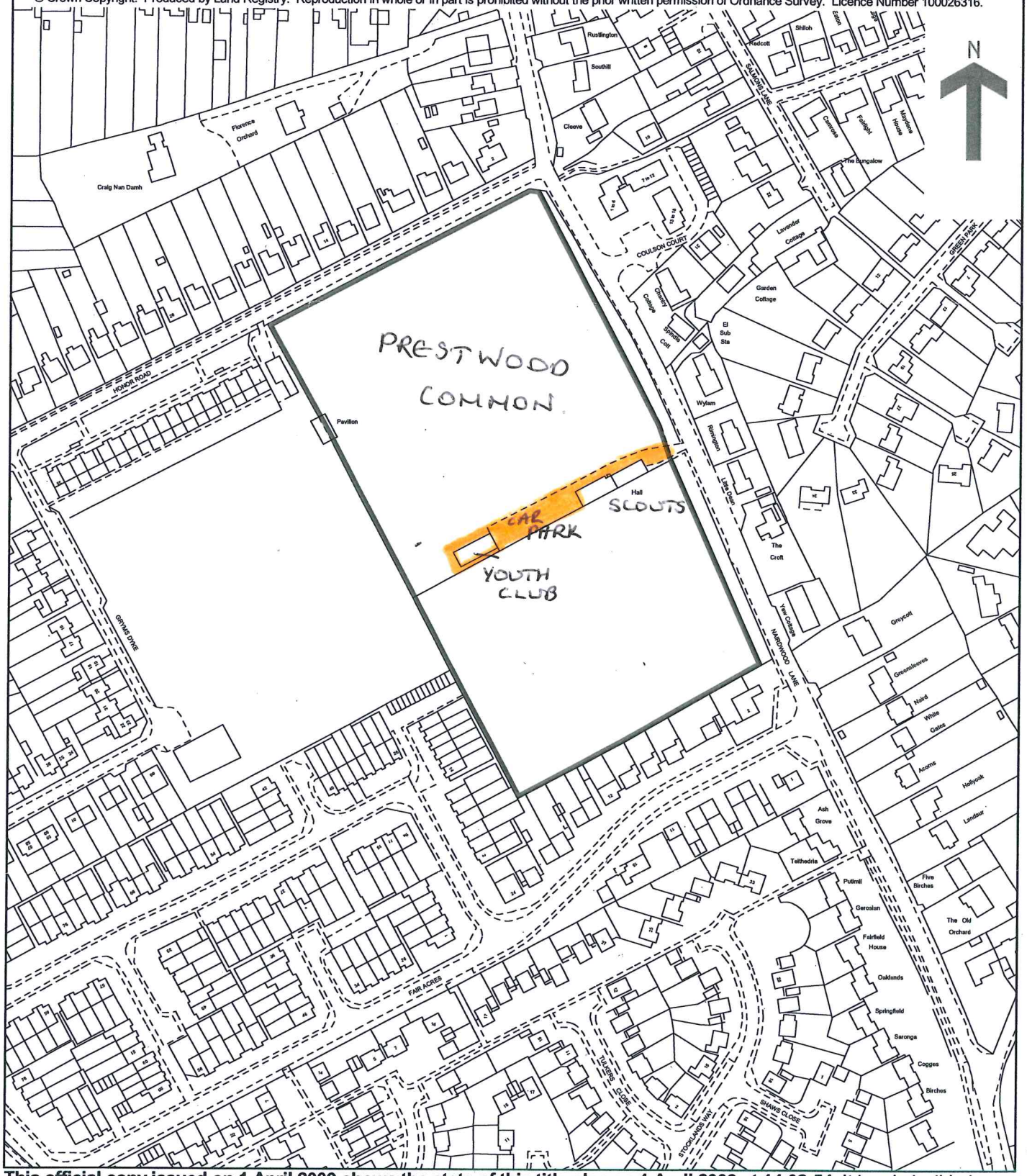

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Jane Hennessy - Clerk to the Council

OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION
1st April 2019 to 31st March 2022

Sites: Lovell Estate, Prestwood – site map attached

Garden Maintenance Schedule

Work to be carried out:

1. **Shrub bed maintenance**
   Maintain shrub beds to a reasonable standard, remove weeds either by hand or by chemical application

2. **Edging**
   Edge borders once per year (usually after pruning) by means of spade or edging tool.

3. **Trimming shrubs**
   On 2/3 occasions per year visit to site and cut back any shrubs which overhang paths or paints of access. Cart away arisings for disposal or chip on site.

4. **Pruning**
   During the winter time carry out thorough pruning of all shrubds (as required) in order to promote and maintain a good healthy plant. All arisings to be carted away or chipped/shredded on site and returned to shrub beds.

The above to be carried out at the following locations:-

a) Greenside, Prestwood – Communal open space

Visits to site:-	April – October	6 visits in all
	October – March	3 visits

b) Tetherdown, Prestwood – Communal open space

Visits to site:-	April – October	6 visits in all
	October – March	3 visits

c) Westrick Walk, Prestwood – Land to the front of houses 20-26 and 101-107

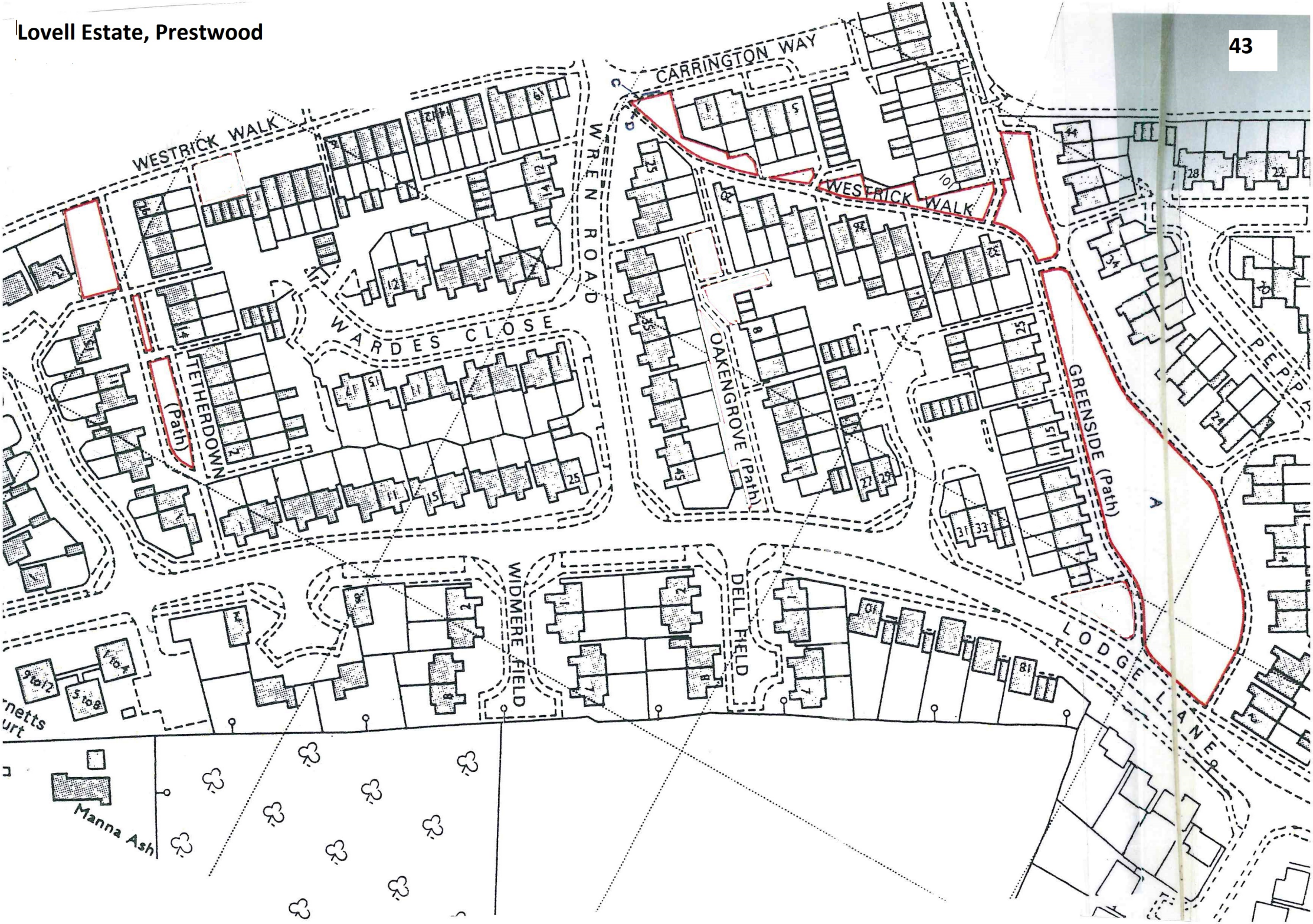
Visits to site:-	June – July	1 visit
	October – March	1 visit

To carry out the following at Westrick Walk:-

1. Shrub maintenance

Trim shrubs as necessary, to maintain clear access along footpaths

2. Pruning

During the winter time carry out thorough pruning of all shrubds (as required) in order to promote and maintain a good healthy plant. All arisings to be carted away or chipped/shredded on site and returned to shrub beds.

Lovell Estate, Prestwood