

Haslingfield Parish Council

Invitation to Quote



Title: HASLINGFIELD GROUNDS MAINTENANCE
Reference No: 2024/1

CONTENTS

Introduction

Section 1: Invitation to Quote - Key Information

Section 2: Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with HPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 3: Quotation, Bidder Information and Declarations

This Section MUST be completed and returned as it describes the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 4: Methods of Work and Safety

This Section MUST be completed and returned as it sets out how the bidder completes the work (Method statements) and how safety is to be assured (Risk Assessments).

Appendices

Appendix A Grounds Maintenance Annual Schedule

Appendix B Cutting Regimes

Appendix C, D and E Details of location of work and standard of work required (Regimes) and prices.

These Appendices C, D and E MUST be completed and returned as they set out prices

Appendix F Maps showing areas to be maintained under this contract

1. Introduction

- 1.1. Haslingfield Parish Council (hereafter HPC) provides local government services to the village of Haslingfield, which covers approximately 10sq. kilometres, and a population of 1,500. Haslingfield is in the south of the county of Cambridgeshire.
- 1.2. HPC is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

2. Outline Contract, Scope and Context

- 2.1. Haslingfield has a stock of grassed areas, hedges, trees, bushes and ditches that mainly form recreational spaces and are the responsibility of HPC to maintain. These areas require regular trimming and clearing, and works need to be carried out in sympathy with the natural world, for example the nesting season for birds.
- 2.2. In addition, in several areas such as verges and grassed areas adjacent to roads or footpaths, HPC enhances the grounds maintenance services provided by other bodies.
- 2.3. HPC has declared a climate emergency along with many other public sector organisations. For this contract HPC are keen to work with a contractor who shares their concerns. Where possible HPC prefers to buy local to support the local economy and thus reward local businesses committed to a better future for the planet. HPC is particularly keen to receive quotes from firms that can demonstrate that commitment in areas such as saving energy, encouraging the use of green transport and minimising waste going to landfill or incineration. HPC also wants to work with a contractor committed to working with HPC to reduce activities that harm wildlife and enhances nature where possible.
- 2.4. Through this Invitation to Quote (hereafter ITQ), it is intended to assign a 'preferred contractor' to undertake these tasks. Known tasks and frequencies would be undertaken at the prices as set out in this ITQ and any additional work would be agreed according to need and season at rates agreed between HPC and the selected Contractor.
- 2.5. HPC has also agreed that sports clubs that use the main playing field on the Recreation Ground may request additional cuts of the main playing field from the Contractor during the playing season. These extra cuts will be in addition to the contracted frequency of cuts required by HPC. These extra cuts will be subject to a separate arrangement between the Contractor and the sports club, although the same standards and charges will apply.
- 2.6. This ITQ excludes major tree management works, as these will be assigned to specialist contractors as a separate arrangement, although this will not exclude the Contractor selected for this tender being considered, at HPC's discretion, if they have the skills and experience to undertake major tree work.

- 2.7. It is recommended that bidders visit the sites (all are open to the public) prior to submitting a Quote. Any queries or comments should be submitted to the Parish Clerk as soon as possible so that all prospective Contractors can receive any clarifications prior to the closing date/time.

Location maps for all sites included within the scope of this document are supplied with this ITQ. Areas and lengths are shown but no warranty is made on their accuracy.

Section 1 - Invitation to Quote – Key Information

Quotation No:	HPC 2024/1
Quotation Title:	Haslingfield Grounds Maintenance
Quotation latest return date & Time:	Monday 2 December 2024 not later than 13.00hrs. <i>Quotes can be returned before this date</i>
Quotation return address:	Haslingfield Parish Council PO Box 1522 Cambridges CB1 0ZD
Contact Officer:	Lise Jackson, Parish Clerk
Contact Officer Telephone:	07365 223426
Contact Officer E-mail:	clerk@haslingfieldparishcouncil.gov.uk
Number of copies required:	1, either paper or email
Expected Quotation Decision Date:	17 December 2024
Contract Start Date:	1 March 2025

Section 2 - Information for Bidders and Contract Terms

1. The contract is for an initial 1-year term, with the option to extend each year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance). Any year-on-year price amendments proposed by the Contractor will not exceed the annual Consumer Price Index.
2. Submission and evaluation of quotations will be a single stage process.
3. Potential bidders may ask questions or seek clarification of the contract terms during the bidding period up to 5 days before the closing date. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
4. Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with HPC to present their case or clarify aspects of their bid.
5. The bidder will provide an annual cost for each Location and type of work shown in Appendices C, D and E.
6. Bidders will also need to provide a copy of their Public Liability Insurance cover.
7. The evaluation scheme of submissions is described below. It should be emphasised that HPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to Questions in Sections 3 and 4
Quality , of which:	<u>55%</u>	
Staff and general staff experience (3.1)	20%	
Level of insurance held and confirmation that your insurance is still valid? (3.2)	0%	
General and/or safety training and certification for working in this field of work? Client and community relationships. (3.3)	15%	
References (3.4)	5%	
Equalities of opportunities (3.5)	5%	
Environment and Sustainability (3.6)	5%	
Method Statements (4)	10%	
Cost (based on the scheduled work for the first year of a 3year term). (Appendix A-F) Any annual increases in rates will be a maximum of CPI.	<u>45%</u>	

8. The schedule in Appendices A to F sets out tasks required by HPC and the successful bidder must follow the schedule.
9. HPC Councillors, other staff and volunteers will undertake regular and random inspections of the areas listed. If necessary, photographic records will be used to illustrate issues or problems to HPC.
10. Failure of the contractor to comply with the contracted schedule (unless agreed with HPC in advance) shall be contrary to the contract agreement and may result in the loss of the contract at any period during the contract.
11. HPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction. By this is meant:
 - 11.1 Quality and standard of work,
 - 11.2 Customer service, or
 - 11.3 Conduct of staff.

A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by HPC. If issues are not rectified, then 14 days' notice of cancellation of contract will be given in writing.
12. HPC requires the successful Contractor to prepare Detailed Terms and Conditions which will be agreed between HPC and the successful contractor at the time of the contract award. The Terms and Conditions must reflect the contents of this ITQ.
13. Monies paid to the contractor will only be paid on submission of a signed monthly invoice. HPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day timeframe.
14. All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
 - 14.1 Proof of full Public Liability Insurance cover.
 - 14.2 Evidence the protection of staff is considered, their approach to safety principles and show where they or staff members have formal first aid training.
 - 14.3 A summary of powered plant/equipment that is to be used on HPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
 - 14.4 Qualifications of contractor and membership of appropriate trade bodies.
 - 14.5 Evidence of experience.
 - 14.6 Evidence of a competent knowledge of grounds maintenance including but not limited to the management of grassed areas, plants, hedging and trees.
 - 14.7 Proof of license or competence to spray weed killers.
 - 14.8 Written confirmation that appropriate safety signs will be used to protect

- the public. This can be part of Risk Assessment responses in Section 4.
- 14.9 Written assurance that UK Health & Safety rules will be adhered to.
 - 14.10 An undertaking that, wherever possible, employees will be sought locally.
 - 14.11 Access to three existing and/or recent clients who can provide written references.
15. In completing the ITQ the Bidder should be aware that the HPC decision will consider and take into account any responses from Bidders to the following:
- 15.1 The Bidder's general understanding of the requirements.
 - 15.2 The right to investigate the financial status and viability of the Bidder.
 - 15.3 The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety.
 - 15.4 Any aspects of the delivery that improve or positively impact on economic and environmental sustainability.
 - 15.5 Evidence of working with clients to achieve maximum value for money from contracts.
 - 15.6 Staffing proposals to undertake this contract.
 - 15.7 HPC expects the contractor to be professional, diligent, trustworthy and proactive in the execution of the contract.
 - 15.8 The contractor will ensure that all tarmacked pathways are blown clean of grass cuttings.
 - 15.9 The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
 - 15.10 The contractor will ensure that all grassed edges, round trees and posts, memorials, etc. are left finely cut, by means of separate 'strimming' where this is necessary. Care must be taken when strimming not to cause any damage to trees, posts, memorials, etc.
 - 15.11 The contractor should carry out work in a way that respects the nesting season for birds.
 - 15.12 The contractor must not obstruct entries or exits to residents' property, the public highway, driveways or access to sewers, fire hydrants, etc.
 - 15.13 If for any reason the contractor finds they are unable to fulfil the contract in any way at any time through the contract term, HPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to HPC. Monies will only be paid to the contractor for work done to date of termination and not for the remaining contract period.
 - 15.14 HPC will not be liable for any monetary loss by the contractor under any circumstances.
 - 15.15 An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands

the contract scope, and both contractor and HPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or HPC. Non-attendance to meet or failure to agree the inventory process will, at HPC's discretion, see the contract null and void. HPC may decide to look for a new contractor.

- 15.16 HPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the village 'fabric', this includes tree guards, tree supports, fencing, gates and low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of HPC) whichever is the most convenient to HPC. HPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- 15.17 Any of the circumstances above that are left unresolved may also result in the loss of the contract.
- 15.18 HPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- 15.19 Should additional areas of work be identified during the life of the contract, these will be separately negotiated but reflect the rates forming part of this ITQ.
- 15.20 This ITQ covers the core grounds maintenance activities of HPC. Bidders should also in their response advise of other ground maintenance services that they can provide to clients and an indication of prices. Recent examples of such 'one off' work has included verti drain, removal of Giant Hogweed, pollarding and removal of trees. HPC may, at its discretion, seek quotes from the selected Contractor for this work which may or may not be awarded in competition.
- 15.21 HPC requires the successful Contractor to maintain quality management and administrative systems to ensure that requests for quotes are dealt with expeditiously, invoices are submitted in an accurate and timely manner and any issues or problems are resolved promptly.
- 15.22 Traffic Safety and Management: The Contractor shall comply with the relevant Regulations and suitable body protection shall be always worn by staff and where work is carried out on or adjacent to a highway the Contractor shall ensure that personnel shall always wear high visibility fluorescent garments.
- 15.23 Disposal of Waste Material: All grass cuttings resulting from the works shall be suitably spread evenly over the cut area. No other waste material is to be stockpiled on the property or on verges but should be removed by the contractor and disposed of legally.
- 15.24 Maintenance Regimes and Frequency Cycles: HPC has devised regimes and frequency cycles for all types of hedges and grass cutting and these are identified in the Appendices. Changes to regimes (e.g.,

height of cut) and frequencies (e.g., number of times per year) and consequent cost changes during the course of the contract period will be at the discretion of HPC.

16. Locations of Works and the applicable regime

16.1 Grass cutting regimes and further information of each location are detailed in Appendices A to F.

Section 3 - Quotation, Bidder Information & Declarations

To Parish Clerk, Haslingfield Parish Council, PO Box 1522, Cambridge, CB1 0ZD

Company Name:

Name:

Date:

Company Address:

Telephone No:

E-mail:

Declaration and Contractor Quotation Approval

QUOTATION FOR: Haslingfield Grounds Maintenance Contract No. 2024/1

I/ We the undersigned, having examined the specifications and schedule of works set out in this document are willing to execute the whole of the work required, **based on scheduled visit frequencies and rates detailed in this document.**

I / We understand that:

- (a) This Quotation shall be returned by post or email not later than 13.00 on **2 December 2024.**
- (b) If sent by post, the outer envelope should state '**Grounds Maintenance Contract 2024/1**'. If sent by email, the subject line should state '**Grounds Maintenance Contract 2024/1**'.
- (c) The Quotations will not be opened until after the closing date and time.
- (d) We accept the information and conditions set out in Section 1 and 2 of this document.
- (e) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and the visit frequencies defined in the Appendices A to F of this document.
- (f) If successful, the bidder will invoice for work done by areas as set out in Appendices A to F as per the individual costings for each Location Area and the applicable Frequency Cycle detailed in this document. By agreement with the Clerk the number of such visits may be fewer or more than that specified in this document and the charges amended accordingly.

- (g) There may be a further selection stage of this Quotation involving an interview or meeting.
 - (h) HPC will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by those submitting Quotes.
 - (i) Contractors may submit alternative quotations that they believe will offer better value to HPC, but they must be submitted **in addition to a quote compliant with the terms of this ITQ**. Any alternative submissions will be considered at the sole discretion of HPC.
 - (j) Contractors should submit a draft copy of their standard Terms and Conditions which at the discretion of HPC may form the basis of contract. For the avoidance of doubt in the event of any conflict of Terms, the Terms set out in these contract documents will prevail.
 - (k) It is the bidder's responsibility to ensure that the contract documents have been completed correctly.
 - (l) Volumes or values are not guaranteed.
-

Contract Manager for Contractor

Signature.....

Name/Position.....

Telephone.....

Email.....

Date.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 2 of this document.

Please provide a simple written response to each question. Please use extra sheets if required.

Question	Written statements are required
3.1 (20%)	<p>Staff and General Experience:</p> <p>Who will carry out the work and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed. How are staff supervised and managed to ensure quality standards are met? How are accounts managed to ensure accurate invoices? What trade bodies do you belong to that require you to achieve a standard that is verified?</p> <p>Would you use sub-contractors to deliver any of the services detailed in this ITQ? Please provide information about such sub- contractors in order to give HPC confidence that service standards and safety will not be impacted and that they also follow all legal requirements including (but not limited to) equalities of opportunity, minimum wage and prevention of modern slavery? (See Question 3.5.)</p>

3.2 (0%)	Public Liability Insurance: What is the level of public liability insurance held? Please enclose a copy of your Certificate of Insurance if available. Failure to provide such a Certificate prior to the commencement of the contract or failure to renew (if applicable) during the contract period with result in the immediate cancellation of the contract.	
3.3 (15%)	Safety:	
3.3.1	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons? If Yes, go to 3.3.1.1. If No, go to 3.3.2.	Yes/No
3.3.1.1	Do you have specific evidence/certification of training for competency and safety training in delivering safe services for the persons likely to provide services to HPC? If Yes, please enclose.	Yes/No
3.3.2	Do you have a Health & Safety policy? If Yes, please enclose.	Yes/No
3.3.3	Do you carry out Risk Assessments for the types of work being quoted? If Yes, go to 3.3.3.1. If No, go to 3.3.4.	Yes/No
3.3.3.1	Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public for different activities or sites. (Please provide copy of your Risk Assessment)	

3.3.3.2	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).	
3.3.4	Do you have measures to reduce your company carbon footprint both directly and through your supply chain? If Yes, go to 3.3.4.1. If No, go to 3.3.5.	Yes/No
3.3.4.1	Please provide examples.	
3.3.5	How do you support the communities that you or your staff live in or work in? Please provide examples.	

3.3.6	<p>What measures have you taken to increase value for money for clients in the delivery of similar services to those detailed in this ITQ? Please provide examples.</p>
3.3.7	<p>Have you adopted any measures that provide confidence to clients that your administration and management systems are of a high quality (e.g., time to respond to queries, answering telephone calls, submitting timely invoices that are accurate)? Please provide examples.</p>

<p>3.4 (5%)</p>	<p>Please provide the names and contact details of <u>three</u> current (preferred) or recent clients for whom you have provided similar services and from whom we can without further permission seek references.</p> <p>Referee 1: Name of referee:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>Name of person to contact (if different to referee name):</p> <p>A brief description of the ground maintenance services provided/frequency</p>
	<p>Referee 2: Name of referee:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>Name of person to contact (if different to referee name):</p> <p>A brief description of the ground maintenance services provided/frequency</p>

	<p>Referee 3: Name of referee:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>Name of person to contact (if different to referee name):</p> <p>A brief description of the ground maintenance services provided/frequency</p>	
<p>3.5 (5%) Equalities of Opportunities:</p>		
3.5.1	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under equality, diversity and non-discrimination laws and regulations?	Yes/No
3.5.2	<p>How do you ensure that your organisation keeps up to date on legislation and Regulations and how do you evidence that you are meeting your obligations relating to equality, diversity and non-discrimination laws and Regulations? If your organisation has an equal opportunities policy, please enclose this with your Quotation documents.</p>	

3.5.3	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?</p> <p>If Yes, go to 3.5.3.1.</p> <p>If No, go to 3.5.4</p>	Yes/No
3.5.3.1	<p>Please provide details and what steps were taken as a consequence of that finding.</p>	
3.5.4	<p>Can you provide any examples where you have positively encouraged equality of opportunity (e.g., youth employment, minority or disabled employment, training opportunities)?</p> <p>If Yes, go to 3.5.4.1.</p> <p>If No, go to 3.6.</p>	Yes/No
3.5.4.1	<p>Please provide examples.</p>	

3.6 (5%)

Environment and Sustainability:

Please detail your organisations initiatives, undertaken and proposed, which provides practical evidence of your organisations commitment to positively reduce the impact of climate change, reduce harm to wildlife and enhance nature. Detail any services you provide to clients to support this objective. Please provide examples.

Section 4 - Methods of Work and Safety

Methods and Risk Assessments –Grass Cutting, Hedge and Ditch Maintenance in Haslingfield (Various Sites).

Please add extra sheets if necessary.

Method of Work (10%)– Describe the methods and any tools/equipment to be used for different activities or sites.

Appendix A: Summary of scheduled works

Grounds Maintenance Annual Schedule

Month		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Contracted
G01	Rec ground	2	2	3	2	2	3	2	2	2	20
G01	Verti drain									1	1
G01	Weed kill					1					1
G01	Overseed			1							1
G02	Rec borders	1	1	1	1	1	1	1	1	1	9
G03	Rec short	2	2	3	2	2	3	2	2	2	20
G04	High St/Harston Rd	2	2	3	2	2	3	2	2	2	20
G05	Lilac Close	2	2	3	2	2	3	2	2	2	20
G06	Trinity Close footpath	2	2	3	2	2	3	2	2	2	20
G07	Manor wall	1	1	1	1	1	1	1	1	1	9
G08	WHM picnic	2	2	3	2	2	3	2	2	2	20
G09	WHM main	1					1				2
G10	WHM paths	1	1	1	1	1	1	1	1	1	9
G11	Skatepark	2	2	3	2	2	3	2	2	2	20
G12	Barton Rd verge	1	1	1	1	1	1	1	1	1	9
G13	Barton Rd Footpath	1	1	1	1	1	1	1	1	1	9
G14	New Rd Footpath	1	1	1	1	1	1	1	1	1	9
GE01-05	Elms	2	2	3	2	2	3	2	2	2	20
H01	Harston Rd/High St			1		1		1			3
H02	Porkers Lane (left)			1		1		1			3
H03	DELETED										
H04	Rec / Porkers Lane			1		1		1			3
H05	High St / Rec			1		1		1			3
H06	Rec / High St			1		1		1			3
H07	Rec / Tennis			1		1		1			3
H08	Broad Lane Left			1		1		1			3
H09	Broad Lane Right			1		1		1			3
H10	DELETED										
H11	River Lane Right			1		1		1			3
H12	River Lane Skatepark			1		1		1			3
H13	Skatepark			1		1		1			3
H14	DELETED										
H15	WHM picnic			1		1		1			3
H16	WHM back			1		1		1			3
H17	WHM side / front			1		1		1			3
H18	New Rd Footpath			1		1		1			3
H19	Trinity Close ivy			1		1		1			3
H20	Trinity Close trees			1		1		1			3
HE01-06	Elms			1		1		1			3
DT01	Cantelupe Rd								1		1
DT02	River Lane								1		1
DT03	Skatepark to river								1		1
DT04	Allotment Ditch								1		1

Appendix B: Grass cutting, Hedge Cutting and Ditch Clearance Regimes

Grass cutting, hedge cutting and ditch clearing regimes and further information of each location is shown at Appendix C, D, E and F.

Each physical location where work is required to be undertaken has been given a Reference Code which is a letter followed by a unique number. Those beginning with G are for grass areas; H denotes hedges; D denotes Ditches.

The appropriate Regime applicable for that specific location is also shown. Information is also provided about the location and approximate area (grass) and length (hedges and ditches). These measurements are for guidance only and prospective Contractors should make their own assessments but where there is a significant difference, they should advise the Clerk as there could be a misinterpretation of HPC's requirements.

Appendix C: Haslingfield Parish Council – Location of Maintained Grass Areas

Regime A: Cut to 25mm, fortnightly, March to November

Regime B1: Rough Grass: Cut to 50mm, fortnightly, March to November

Regime B2: Rough Grass: Cut to 50mm, monthly, March to November

Regime C: Field: Cut to 50mm, 2 times per year – mid March and August

Ref Code	Regime	Name	Description	Area square (metres)	Perimeter (metres)	Cost per frequency	Frequency (p.a.)	Annual cost £
G01	A	Rec Ground - main field	The short mown main area of the rec ground	16,975.31	543.22		20	
G01 (cont.)	Annual	Rec Ground -main field	Verti drain (approx. Nov)	16,975.31	543.22		1	
G01 (cont.)	Annual	Rec Ground -main field	Weed kill (approx. July)	16,975.31	543.22		1	
G01 (cont.)	Annual	Rec Ground -main field	Overseed (approx. May)	16,975.31	543.22		1	
G02	B2	Rec Ground - rough borders	The rough grass areas around recreation ground, around the close mown area G1	2,517.14	875.13		9	
G03	A	Rec Ground - short mown	Rec Ground - around Hall, play area and tennis courts, inside play area fence, along tarmac path	6,999.18	419.58		20	

G04	B1	High Street / Harston Road, wide verge	The wide verge on the corner of High Street and Harston Road	157.68	88.79		20	
G05	A	Lilac Close	Grass area at entrance to Lilac Close	213.01	86.7		20	
G06	B1	Trinity Close Footpath	Grass area beside footpath from Trinity Close to New Road	556.79	150.75		20	
G07	B2	Manor Wall	Grass by Manor Wall	122.37	111.43		9	
G08	A	Wellhouse meadow-picnic area	Wellhouse meadow - picnic area	2,168.94	210.94		20	
G09	C	Wellhouse Meadow-main area	Wellhouse Meadow - main area Do not cut 2 areas marked "Not Cut" on the map, past the trees and in front of the wellhouse building.	3,732.26	288.04		2	
G10	B2	Wellhouse Meadow-paths and Orchard area	Wellhouse meadow - paths - around buildings, lawn in front of bakehouse, around seats and orchard area	Orchard 1632.07 Cross paths 378.10 Remainder 1528.62	643.13		9	
G11	B1	Skatepark	Grass inside Skatepark	108.77	95.13		20	
G12	B2	Barton Road verge	Footpath alongside last part of Barton Road next to road	940.92	348.56		9	
G13	B2	Barton Road Footpath	Footpath at right angles to Barton Road by traffic calming narrowing	624.44	350.4		9	
G14	B2	Footpath next to 32 New Road	First section of footpath next to property boundary of 32New Road	525.47	203.61		9	

GE01	A	The Elms - main field	The open area in the middle of The Elms	799.96	109.2		20	
GE02		The Elms - small area 2	The Elms - A small area outside No 12	21.76	22.63		20	
GE03	B1	Grass alongside 1 The Elms	Grass near hedge alongside 1 The Elms	113.78	64.04		20	
GE04	B1	Grass area in front of 2 The Elms	Grass area in front of 2 The Elms	16.46	30		20	
GE05	A	Grass alongside garden of 13 The Elms	Grass alongside garden of 13 The Elms	63.73	37.47		20	

Total Annual Cost of all Grass Works Detailed in Appendix C £.....

Appendix D: Haslingfield Parish Council - Maintained Hedges

Regime A: Rough Hedge: Trim sides, top to current height (max 3 metres) ,3 times per year (May, July September)

Ref Code	Regime	Name	Description	Sided	Line Length (metres)	Cost per frequency	Frequency (p.a.)	Annual Cost £
H01	A	Harston Road / High Street	Boundary of the Elms, facing High Street and Barton Road	Single side	164.63		3	
H02	A	Porkers Lane (left)	Porkers Lane, border with rec ground	Single side	19.46		3	
H03	DELETED							
H04	A	Rec Ground - border with Porkers Lane	Recreation ground - adjoining Porkers Lane	Single side	118.47		3	
H05	A	High Street, border with Rec Ground	High Street, border with recreation ground	Single side	158.94		3	
H06	A	Rec Ground - border with High Street	Recreation Ground - border with High Street	Single side	151.86		3	
H07	A	Rec Ground - Tennis court path	Recreation ground, path behind playground and tennis court	Single side	108.98		3	
H08	A	Broad Lane - left	Broad Lane - left	Single side	61.14		3	
H09	A	Broad Lane - right	Broad Lane - right	Single side	60.95		3	
H10	DELETED							
H11	A	River Lane - right	River Lane - right	Single side	75.56		3	
H12	A	River Lane - border with skatepark	River Lane – border with skatepark around to skatepark entrance	Single side	39.91		3	

H13	A	Skatepark - internal	Skatepark, around fence inside incl. both sides of entrance path	One side except entrance path	79.3		3	
H14	DELETED							
H15	A	Wellhouse meadow - picnic area	Wellhouse meadow picnic area - rough hedge by manor	Single side	29.02		3	
H16	A	Wellhouse Meadow - back hedge	Wellhouse Meadow - back hedge	Single side	200.23		3	
H17	A	Wellhouse Meadow - side and front hedge	Wellhouse meadow, side, and front	Single side	113.43		3	
H18	A	Alongside field beside footpath off New Road	Cut back hedge to allow clear passage along footpath	Single side	120.25		3	
H19	A	Ivy on Trinity Close	Only cut back ivy overhanging our grass on Trinity Close triangle. Do not touch fence or anything which may belong to landowner. Do not touch any other hedges in this area – just the ivy.	Single Side	17.78		3	
H20	A	Raise trees on Trinity Close	Raise trees as required to allow free passage of mower				3	
HE01	A	Hedge by 20 The Elms	Hedge alongside 20 The Elms	Single side	11.94		3	
HE02	A	Hedge by 1 The Elms	Hedge between 1 The Elms / Harston Road	Both sides	19.38		3	
HE03	A	Hedge alongside footpath / 36 The Elms	Hedge alongside footpath / 36 The Elms	Single side	24.37		3	
HE04	A	Hedge by path,	Hedge by path, The Elms	Both sides	20.77		3	

		The Elms to Back Lane	to Back Lane, outside 29 and 31 The Elms					
HE05	A	Hedge between 24/26 and 28 The Elms	Hedge between 24/26 and 28, alongside garage of 28	Both sides	13.49		3	
HE06	A	Bushes / hedge on main green The Elms	Bushes and hedge on side of main green in the Elms	Both sides	67.37		3	

Total Annual Cost of all Hedge Works Detailed in Appendix D £.....

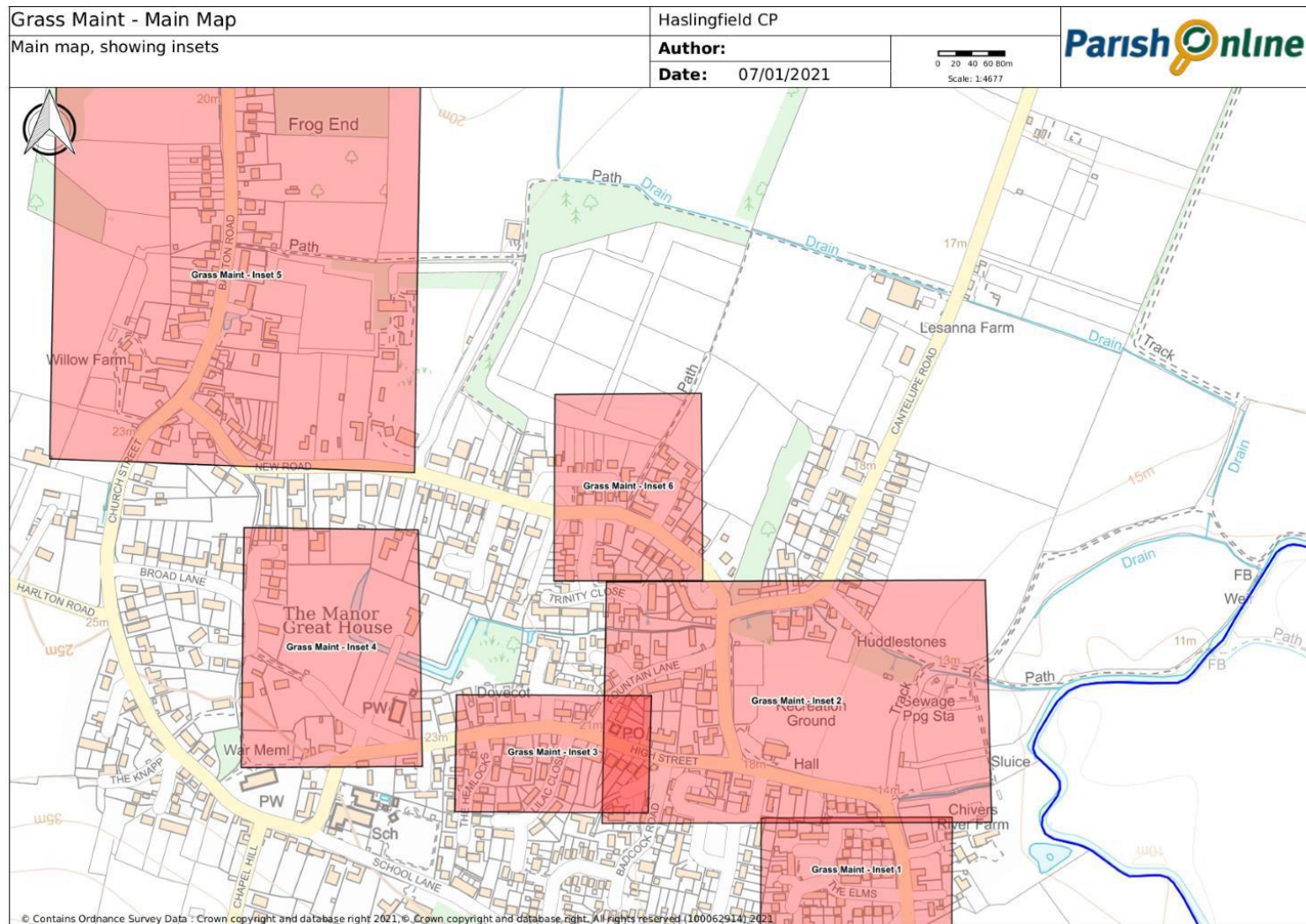
Appendix E: Haslingfield Parish Council - Maintained Ditches

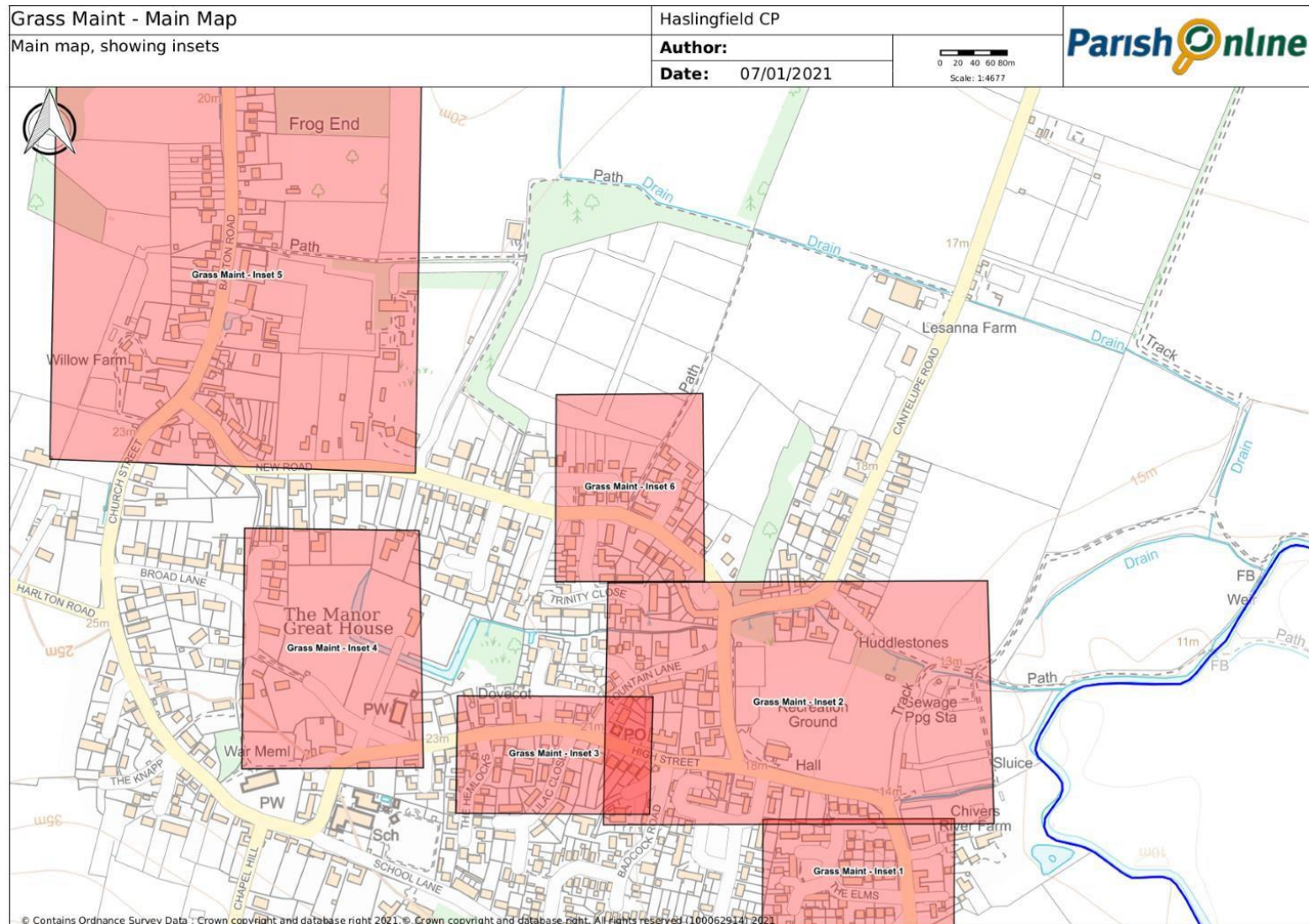
Ditch regime: Clear ditch length so that water flows without obstruction. Remove foliage above and around the stream that could reasonably block the stream in the ensuing 12 months and to allow easy inspection (once per year around October) – applies to all ditches below.

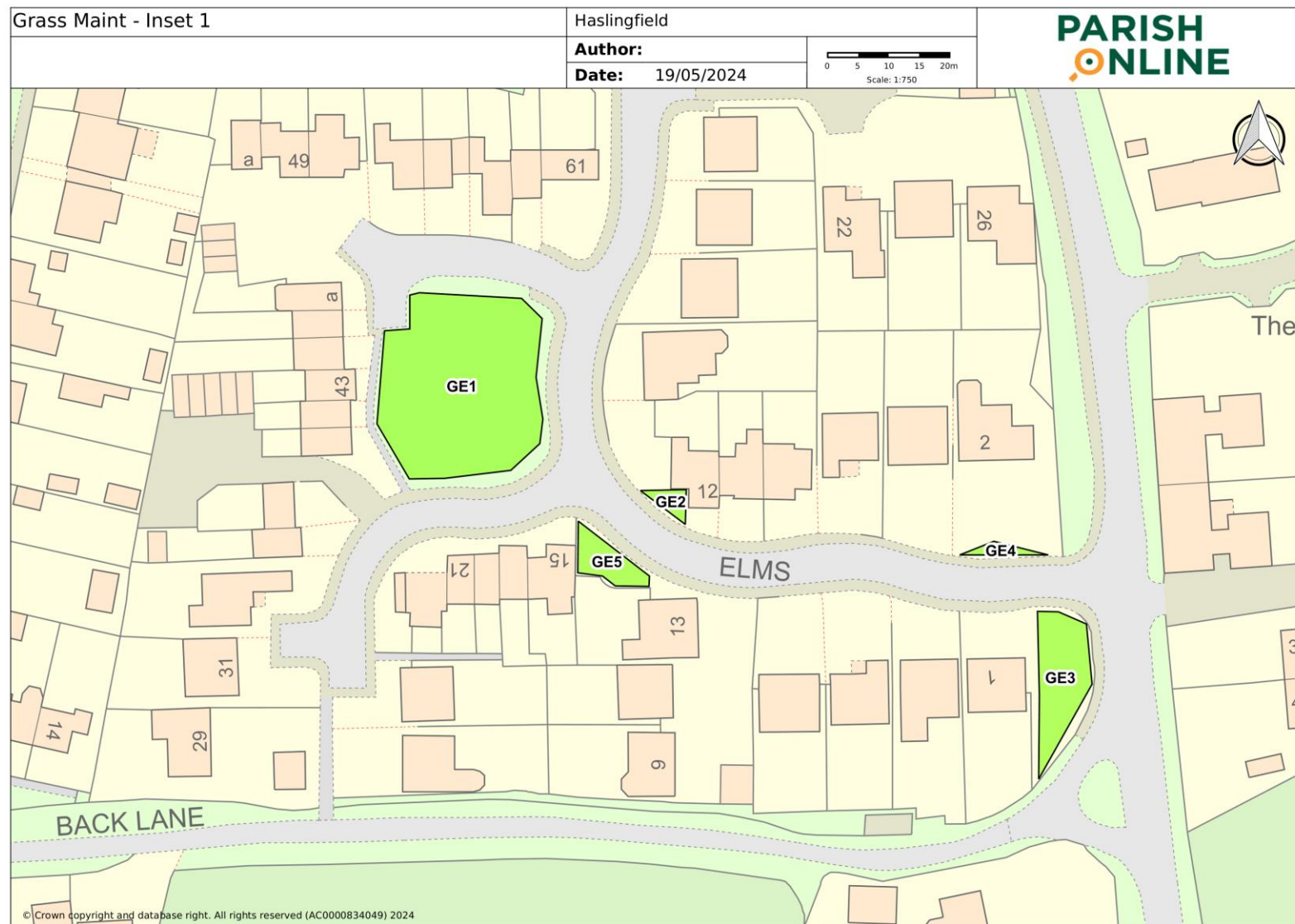
Ref Code	Name	Description	Line Length metres	Cost per Frequency	Frequency (p.a.)	Annual Cost
DT01	Cantelupe Road Ditch	Ditch on R/H side from New Road / Cantelupe Road, in front of recreation ground and houses 16 – 22 Cantelupe Road	82.75		1	
DT02	River Lane Ditch	Ditch on Right of River Lane, from exit pipe to start of pond.	53.31		1	
DT03	Skatepark Ditch to river	Ditch on right of River Lane, from corner at Porker's Lane to main river	153.01		1	
DT04	Allotments Ditch	Ditch alongside Harston Road by allotments	99.85		1	

Total Annual Cost of all Ditch Works Detailed in Appendix E £.....

Appendix F: Haslingfield Parish Council - Maps









Grass Maint - Inset 3

Lilac Close

Haslingfield CP

Author:

Date: 11/12/2020

0 5 10 15 20m
Scale: 1:1754

ParishOnline



© Contains Ordnance Survey Data : Crown copyright and database right 2020, © Crown copyright and database right. All rights reserved (100062914) 2020







Hedge Maint - Main Map

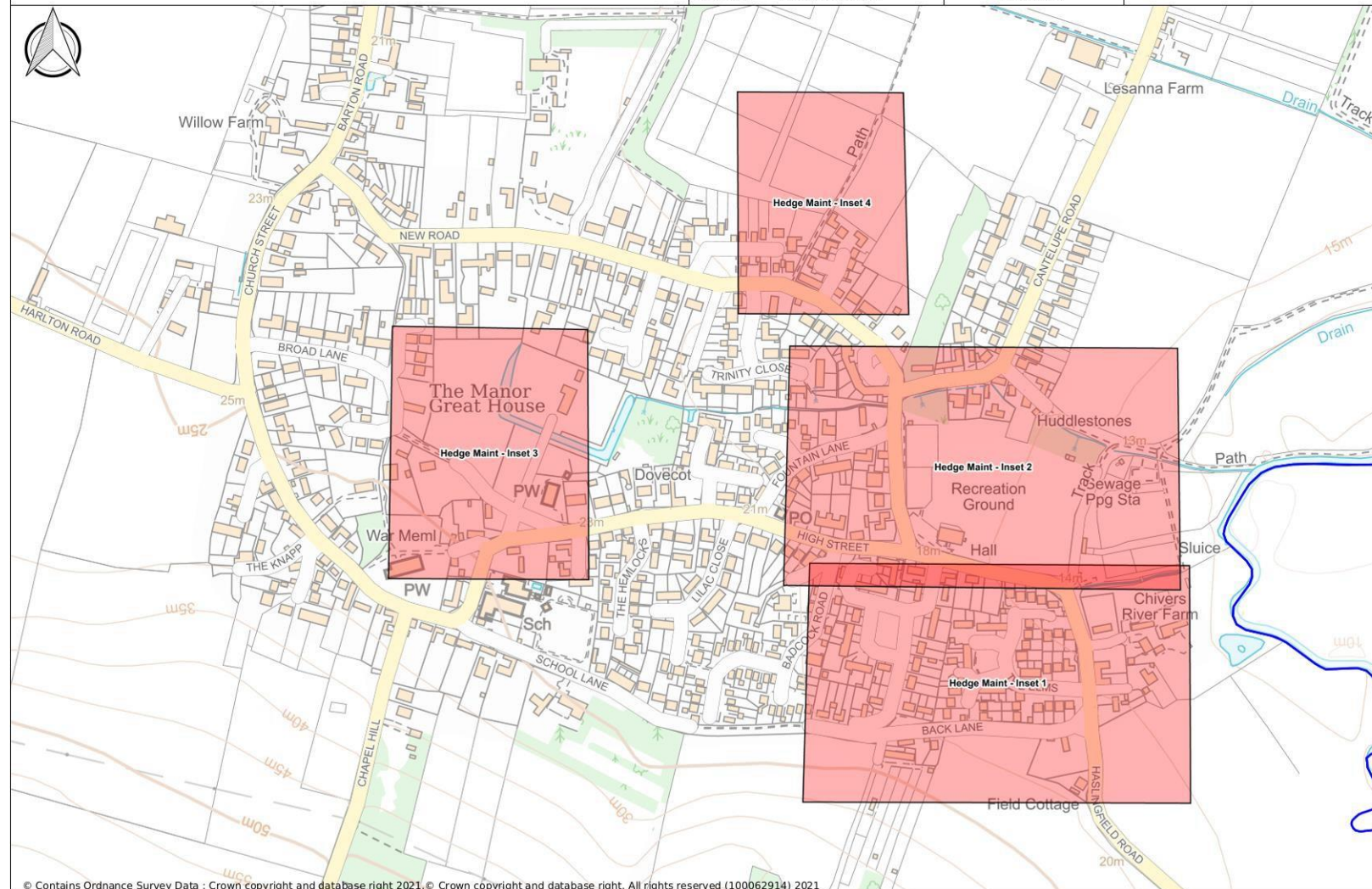
Haslingfield CP

Author:

Date: 08/01/2021

0 20 40 60 80m
Scale: 1:4677

ParishOnline



© Contains Ordnance Survey Data : Crown copyright and database right 2021, © Crown copyright and database right. All rights reserved (100062914) 2021

Hedge maint - inset 1

Haslingfield CP

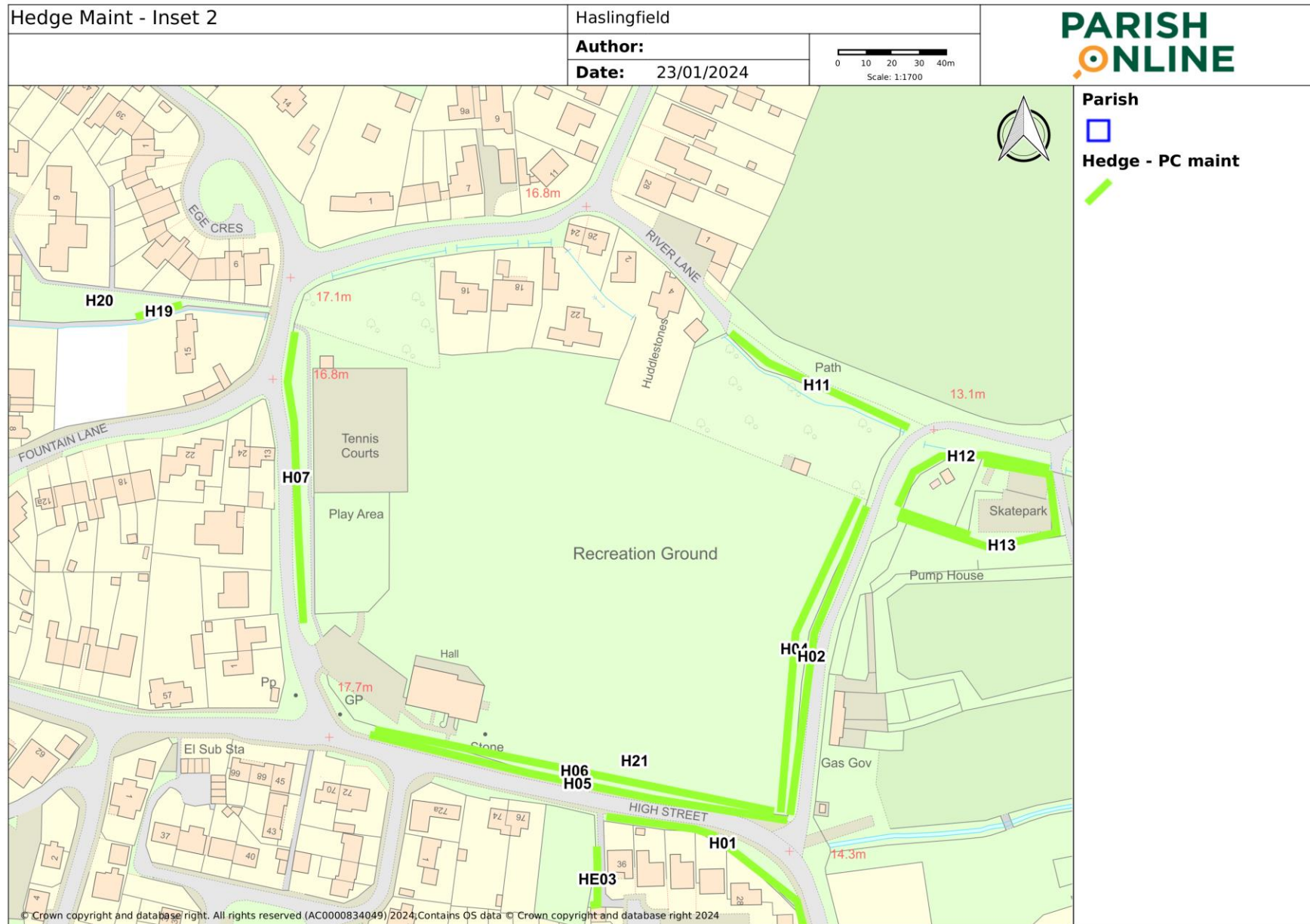
Author:

Date: 22/12/2020

0 10 20 30 40m
Scale: 1:1169

ParishOnline







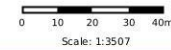


Ditch Maint - map

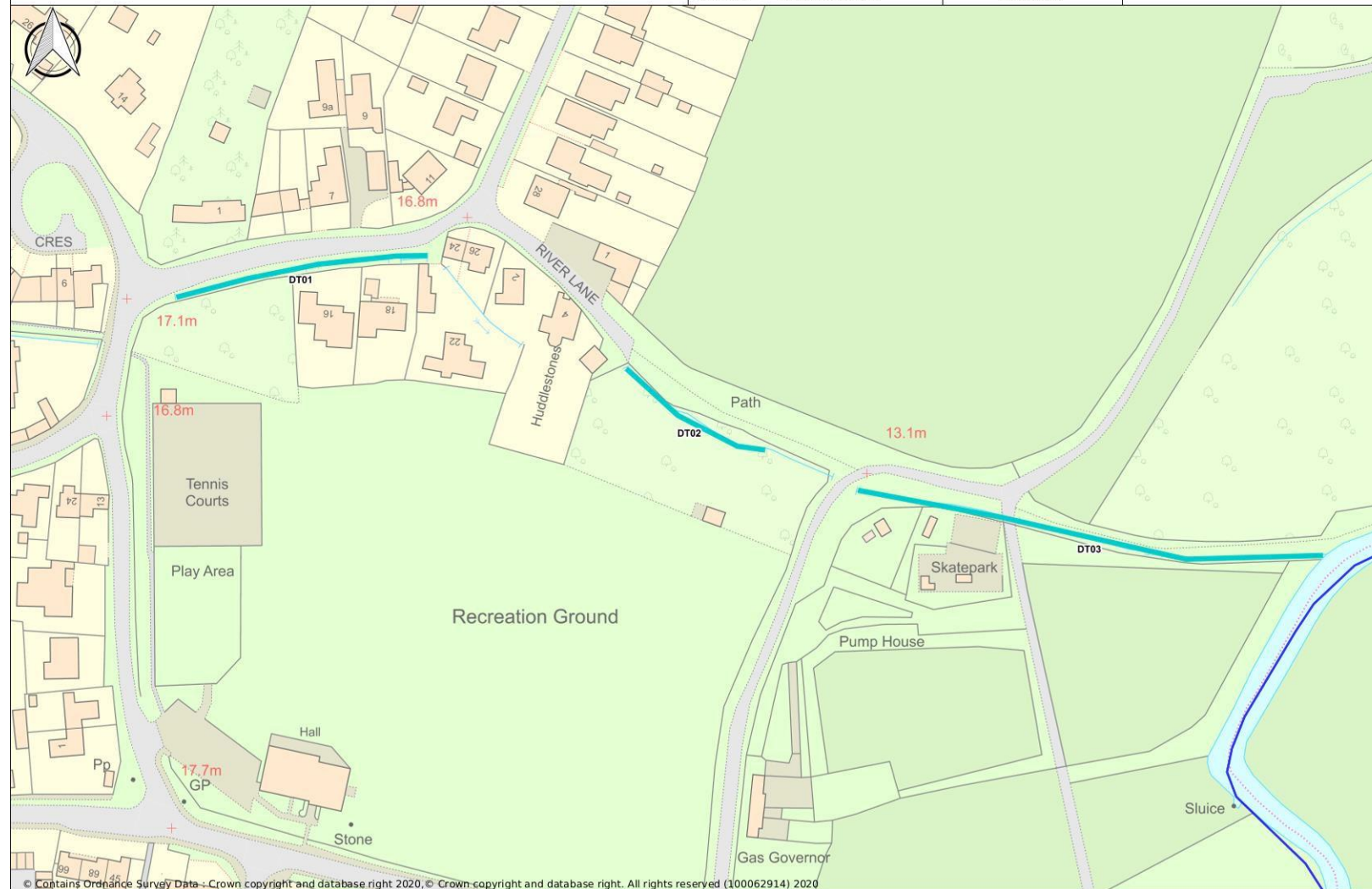
Haslingfield CP

Author:

Date: 11/12/2020



ParishOnline



© Contains Ordnance Survey Data - Crown copyright and database right 2020, © Crown copyright and database right. All rights reserved (100062914) 2020

