



HUGHENDEN PARISH COUNCIL

INVITATION TO TENDER

OPEN SPACES MAINTENANCE; 2025 - 2028

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1 Invitation To Tender Brief (ITT)

1.1 Summary Instructions and ITT Timetable

Item	Contract Details
Invitation to Tender (ITT)	Hughenden Parish Council is carrying out this procurement process for the provision of Open Spaces Services
Contract Duration:	1 st April 2025 – 31st March 2028
Procuring Officer:	Any queries must be addressed to the Parish Clerk - clerk@hughenden-pc.gov.uk
Date/time for Tender return:	14 th March 2025; by 12.00 noon
Notification of result of Tender evaluation	24 th March 2025
Contract Commencement	1 st May 2025

1.2 Introduction

Hughenden Parish Council is seeking to award a three-year Outdoor Spaces Maintenance contract for the landholdings it manages. The Invitation to Tender is being procured under the Parish Council's open tender process; in line with the 2015 *Public Contracts Regulations*.

This document provides applicants wishing to tender for the ground's maintenance contracts with the requirements, standards and conditions under which the procurement will be operated.

1.3 Overview of Hughenden Parish Council

Operating as a third tier of local authority, the Parish Council provides local services (in conjunction with unitary principal authority Buckinghamshire Council). The Parish Council represents local interests, making decisions on behalf of parishioners, delivering services to meet local needs and ensuring the well-being of the community.

1.4 Outdoor Spaces Maintenance; Background & Objectives

The purpose of the tendered contract is to deliver a high-quality Outdoor Spaces maintenance service for Hughenden Parish Council's public open spaces.

The Parish Council puts great value in the day-to-day management of these open spaces as a resource that all residents can enjoy. Green Spaces are a vital part of the community infrastructure; contributing in a variety of ways to the health and well-being of all that use them or enjoy their visual amenity.

The Tender Specifications are provided below and provide the necessary details and standards to achieve the Parish Council's required maintenance standards. The Terms and Conditions outlines essential work pre-requisites, such as requirements, health and safety preconditions and necessary qualifications.

Value for money is essential for any local authority that is spending public money; and it will be a key attribute in determining the successful applicant for this tender.

Another important element of the tender will be provision of social value, which is based on supporting ethical criteria wherever possible. For instance, the Parish Council will favour the opportunity to use companies or contractors that can put money back into the area by providing opportunities for local employment. It is also imperative the successful applicant shows a commitment to satisfactory employment conditions and pays its staff a real living wage.

Establishing strong environmental standards and benefits are other key elements of supporting social values. Consequently, a strong focus on reducing the carbon footprint of the Parish Council's own grounds maintenance operations will be essential.

Likewise, maintenance that supports the council's commitment to addressing the ecological emergency is an increasing focus of its grounds management requirements. Where possible, any suitable opportunity to enhance biodiversity and wildlife habitats should be identified and adopted.

2 General Tender Information

2.1 Supervising Officer

The main supervising officer will be the Deputy Parish Clerk.

2.2 Budget

As a guide, the estimated combined cost to the Parish Council for these contracts will be approximately £130,000 - £150,000 per year. This available budget is exclusive of all costs and VAT.

2.3 Payment

Payment will be made monthly to the contractor on satisfactory completion of works and following receipt and verification of an invoice by the Council. Invoices should be produced monthly by the last day of the month and clearly state the agreed, scheduled payment or the cost of each individual job carried out over that period. Payment will be made by BACs.

Every invoice must be accompanied by a completed Reporting and Invoicing form. (Appendix B)

In accordance with the 2015 Public Procurement Contract Regulations, the Council will pay all valid and undisputed invoices no later than 30 days from the date on which the invoice was received.

2.4 Duration of Contract Term

The Outdoor Spaces contract is for a 36-month period and will commence on 1st April 2025 and proceed until the 31st of March 2028, subject to satisfactory performance.

2.5 Extension Periods

There is a variable-option to extend for a further two years (3 years; +1 year and +1 year) at the discretion of the Council and by mutual agreement of both parties.

If agreed, these two extension period options might extend for 2 x 12 months from:

- 1st April 2028 – 31st March 2029
- 1st April 2029 – 31st March 2030

The extension notice period would be expressed working back from the then current end date.

3 Site Details

3.1 Site Information

The services described in the Specifications (Section 7) are required at a number of public open space sites across the parish (see location map. Appendix A).

All sites are public open spaces and members of the public may be present on site. The following is a brief description of the principal sites, for information only.

3.1.1 Little Burnham Meadow and Spinney

The site comprises of an L-shaped meadow that lies on the southern edge of of Hughenden Valley, just to the south of the playing fields and village hall. This 1.28ha field of chalk grassland was designated as a Local Wildlife Site in 2019 by Buckinghamshire & Milton Keynes Natural Environment Partnership.

Ideally the site should be managed as a pasture, but in the absence of grazing, the site will be cut as a meadow. This will involve cutting the site in September or early October.

3.1.2 Vincent's Meadow

This site is located off Downley Road at Naphill and is likely a remnant of the open grassland and wood-pasture than formerly characterised the adjoining Naphill Common. The grassland has some residual biodiversity interest, but the mature trees retain most wildlife value.

Pathways are cut through the grassland and the adjacent Vincent's Pond also requires hedge cutting.

3.1.3 Allotments

The Parish Council manages eight allotment sites. All of these require some hedge-cutting, including: -

- Red Lion Allotment, Common Road, Great Kingshill
- Cryers Hill Allotment, Cryers Hill Lane
- Windmill Lane Allotment, Widmer End
- Primrose Hill Allotment Widmer End
- Hughenden Valley Allotment, Whitfield Road, Hughenden Valley
- Louches Lane Allotment, Naphill
- Walters Ash Allotment, Main Road, Walters Ash
- North Dean Allotment

3.1.4 Amenity Grassland

There are two amenity fields in the parish requiring hedge-cutting;

Primrose Hill Amenity Area, Widmer End

The former Common Road Allotments, Great Kingshill

3.1.5 Miscellaneous sites

A number of varied locations in the parish requiring hedge-cutting;

- Great Kingshill Common
- Widmer End, Access to Cockshoot Wood & Four Ashes Field
- Naphill Utility Station
- Warrendene Road/Bramley End road island

3.1.6 Urban Grass-Verge Maintenance

These are owned by Buckinghamshire Council and managed by Hughenden Parish Council as part of a Devolved Services contract. Maintenance includes cutting hedgerows.

3.1.7 Ponds

The following ponds and associated surroundings are located across the parish

- Cockpit Hole Pond
- Limmers Mead Pond
- Walter's Ash Pond

3.2 Site Plans

Plans and maps of all areas (see Appendix A: Locations of sites) have been included for reference.

3.3 Site Visits

The applicant is strongly advised to make necessary site-visits prior to completing an offer to ensure knowledge of the locations involved. This includes assessing relevant conditions or features and gaining familiarity with access arrangements and detailed measurements. Such due diligence is reasonably expected in submitting a tender of this scale.

4 Instructions for completion

4.1 Cost Submission Form and Pricing

The Cost Submission Form (see Appendix D) provides the opportunity for the applicant to provide a breakdown of itemised costs to be included with the tender offer. Tenders are to be priced on an annual basis.

All costs submitted are to be presented in Pounds Sterling and consistently excluding VAT or expenses/other costs where applicable. The tender prices offered should also be firm and fixed (for any identifiable items that make up the itemised costs) for the duration of the Contract.

The breakdown of costs is vital in evaluating and comparing specific itemised costs between each tender. It will also become part of any successful contract to assess costs and any periodic payments to be made.

Applicants may modify their tender response prior to the tender submission deadline (as per the indicative timetable for tenders) by giving written notice to the Parish Council. Any modification should be clear and submitted as a complete new tender response in accordance with these ITT conditions.

Applicants are advised that the Council is not bound to accept the lowest tender submitted nor to reimburse any expense incurred during the process.

4.2 Pricing for Additional Services

Some items of unscheduled and variable work are identified in the specification but will not be included in the tendered price for that activity. Where this occurs, the applicant is required to provide additional pricing rates per hour or per item in the Cost Submission Form. No guarantee can be given to the particular level of additional and unscheduled work which will be awarded; rather it should simplify and speed up the process by avoiding the need for seeking further competitive quotes.

4.3 Variations and Addition

There will be occasions when the Parish Council might request additional work that is not identified in the specification or specified in the schedule of works. This will be carried out through a simple Contract Amendment. Once the applicant has agreed the scope and terms of the additional work, a confirmation will be added to the contract to reflect the extra cost and time.

Alternatively, if the contractor needs to carry out unforeseen additional work, the Parish Council can agree to this through a Variation to Contract. The Council will confirm acceptance by raising a Variation Order document containing the original contract price, variation price and new price.

4.4 Pre-Qualification Questionnaire (PQQ)

The PQQ (see Appendix Section E) is used to ascertain the suitability of Contractors and Suppliers in relation to the requirements of the Parish Council and the ITT. It requires commercial and legal information regarding the applicant's company and some specific questions about the contract being tendered. The form includes standard questions on company details, insurance cover, financial information, relevant experience, particulars about technical or professional ability and Information about capability or capacity.

The second part of this questionnaire is also the opportunity for the applicant to demonstrate they comply with any mandatory or discretionary (such as included in the ITT evaluation criteria) requirements for the contract. Key elements include provision of social value, added value, and value for money to the Parish Council. It is also where the applicant can outline their specific qualities and any other relevant information to support their tender.

4.5 Form of Tender

The Form of Tender (see Appendix Section E) is a covering document prepared by Hughenden Parish Council and signed by the applicant to indicate they understand the tender being made and accept the various terms and conditions and other requirements of participating in the exercise.

4.6 Checklist of Documents

Tenderers are required to submit the completed checklist to ensure that all ITT documents required for completion have been returned with the submitted tender.

4.7 Submission of Tenders and supporting documentation

All complete tenders must be submitted by email or in writing (by 12.00 noon on the 13th of February 2025) to the Parish Council office and clearly marked 'Hughenden Open Space Maintenance Tender'.

If sent by mail (or in person), these tenders should be submitted in a sealed envelope to the Parish Council and addressed to the Parish Clerk (at Hughenden Parish Council, Hughenden Parish Council, Council Office, The Common, Great Kingshill, High Wycombe, Bucks, HP15 6EN).

Tenders should contain all the items listed below. Each form should be a scanned version of a signed copy. No additional information should be submitted or will be considered after the submission deadline.

The following shall be provided: (for completed return):

Appendix D: Cost Submission Form

Appendix E: Pre-Qualification Questionnaire

Appendix F: Form of Tender

Appendix G: Checklist of Documents

4.8 Further Information

The Parish Council may at any time request further information from applicants to verify or clarify any aspects of their tender response or other information they may have provided.

Should the applicant not provide supplementary information or clarifications by the notified deadline, the tender offer may be rejected in full and disqualified from this procurement process.

4.9 Acceptance of Offers

Submitted documents shall constitute an irrevocable offer to provide the Open Spaces maintenance services. The Council will not necessarily accept the lowest priced tender bid; the decision to award the contract will be based on the specified evaluation criteria and weightings.

4.10 Award of Contract

Any acceptance by the Parish Council shall be communicated in writing to the applicant. Upon such acceptance by the applicant, the contract shall become binding on all parties.

The Council shall conclude a formal contract with the successful applicant, which shall embody the applicant's offer. No tender can be considered successful until a formal contract has been signed by an authorised Council officer and co-signed by the applicant's authorised officer.

This process is in accordance with the criteria listed at Regulation 67 of the 2015 Public Contracts Regulations.

5 Evaluation of Tender Offers

5.1 Evaluation of Tenders

All tender bids will be treated equally and assessed with transparency throughout the evaluation process. The information disclosed by applicants will be used purely for the purposes of evaluation. If a bid succeeds in passing the first stage of the evaluation, it will be evaluated in accordance with the evaluation methodology. All submissions will be reviewed for completeness and compliance with the ITT and stated requirements. This is to ensure they have been completed correctly and all necessary information has been provided. Incomplete and non-compliant tenders will be rejected.

5.2 Evaluation Criterion

As indicated in section 1.4 (*Background & Objectives*), the main aim of the contract will be to deliver the highest quality maintenance service. Applicants should demonstrate their understanding of the objectives and requirements and their response must display compliance with the requirements.

The ITT provides the opportunity for Hughenden Parish Council to select the best applicant based on specific tender criteria. This enables the Parish Council to identify the bid that best meets its needs, while offering an economically favourable tender.

5.3 Evaluation Selection Criterion and Weightings

The evaluation criterion is assessed according to the Parish Council's weightings and calculated to give an overall comparative score out of 100. The highest scoring tender bid will be selected.

Tenders will be assessed on the basis of their value for money and quality. Value for money is based on the costs itemised in tendered bids. The quality is more complex and includes *Social Value* factors such as experience, quality of service/product, locality and environmental policies.

A Cost Matrix will be used to assess tenderer's quantified Cost Submission form; to score and weight responses against key cost criteria. The price assessment will contribute 60% towards evaluation of tenders; to help identify best value for money. This is an opportunity for the tenderer to provide a schedule of competitive rates/prices.

The evaluation of Quality criteria will contribute 40% of tenders (see the Pre-Qualification Questionnaire). An Evaluation Matrix tool and a Scoring Grid will be used by the Parish Council to evaluate submitted bids; to score tenders and help identify the one that provides the best value for money.

The cost/quality ratio for this contract will be Value for money 60% /Quality 40%. Submitted Tender offers will be assessed using the following criteria and weightings:

Evaluation Criteria and Weightings		
Category	Criteria	Weighting
Cost	Value for money	60%
Quality	Experience	10%
Quality	Quality of product or service	10%
Quality	Environmental and Social Policies	10%
Quality	Locality	10%

5.3.1 Value for Money

As a local council, this is an essential element that comprises the itemised and aggregate price of the tender offer. The Cost Submission Form provides the opportunity to detail a schedule of competitive rates/prices for the works. The form also allows applicants to outline what measurable or demonstrable *added value* can be offered in the tender to enhance delivery of grounds maintenance; without costing the Parish Council additional expense.

Contractors who quote for multiple activities are also considered to be better value for money because administrative savings will be made by the Parish Council.

5.3.2 Experience

Recent relevant experience will be viewed favourably, particularly in applicable technical areas associated with the variety and scale of this programme of work. This might include grounds maintenance or horticultural expertise.

The ITT places significant emphasis on performance-based specifications, where skilled operatives are employed by the applicant; because they will understand the technical requirements of grounds maintenance.

Where possible, a list of relevant projects undertaken should be provided; with a description and relevance to the tendered project, role of the applicant, project cost and duration of the scheme.

Of particular importance is the applicant's performance in completing past contracts to the quality standards required – including the ability to undertake contracts on time, within budget and to the satisfaction of clients. This information should include the name of two contracts or projects, their completion dates and reference contact details.

The applicant should also provide evidence of the company policies and work procedures it has in place (particularly regarding employment conditions and environmental standards) to meet mandatory requirements: and what management skills and systems are in situ.

5.3.3 Quality of Service

This element is relevant to all the required Parish Council criteria. There are, however, a number of specific qualitative attributes the Council will be looking for. First and foremost, the Parish Council seeks a high-quality performance throughout the service of the contract and verification that this necessary standard will be delivered. The applicant is required to demonstrate excellent levels of care, flexibility and responsiveness. This quality also needs to be reflected in dealings or communication with the Parish Council and public.

A demonstration of the proposed methodology and approach to the work will be advantageous. The Parish Council will also favour an applicant that can adopt innovative solutions and emerging technologies in their work, while being able to display a positive response to any potential problems.

The applicant will also be required to demonstrate their capability and resources to successfully undertake the contract. This includes aspects such as plant machinery, equipment and personnel (including staff resilience and turnover).

The competence of the key professional and technical personnel (which the applicant proposes to employ on the contract) needs to be assessed. To enable this, details of the technical skills, expertise and experience of the contractor's team should be provided. Where appropriate evidence should be provided of training or continuous learning to ensure personnel have sufficient learning or qualifications.

5.3.4 Environmental and Social Policies

The Parish Council is committed to setting strong environmental standards and supporting social values. Consequently, the tender offer should outline the applicant's own ethical and environmental policies or ethos to help support this. This will include the applicant's commitment or efforts to adapt to climate change and achieve carbon reduction. Suggestions for reducing the carbon footprint of the ITT grounds maintenance operations will be equally advantageous including, for instance, the potential to reduce energy, fuel and pesticide use in the provision of the contract, what measures could be taken to reduce, reuse and recycle waste, and the sourcing of ethically-responsible materials.

Just as importantly, Hughenden Parish Council supports efforts to address the biodiversity emergency. The applicant should therefore highlight their environmental credentials and emphasise any opportunities identified to enhance biodiversity and wildlife habitats within the maintenance schedule. The applicant should also consider the main environmental impacts associated with delivering the contract and how these can be reduced or managed.

5.3.5 Locality

Geographic proximity to the parish is an important factor in so far as locality impacts the Parish Council. This includes minimising environmental impact, promoting local business, and protecting the natural environment. Close proximity

to Hughenden will limit vehicular travel and significantly help reduce the carbon footprint of the contracted works.

Maintenance of the Parish Council's open spaces may at times require a nuanced and receptive approach. A local presence and ability to respond quickly is therefore also considered an important attribute of locality.

6 Invitation to Tender Process

Hughenden Parish Council is issuing this ITT and inviting bids from applicants in response to the published contract notice.

The procedure is being procured under the Council's open tender process, in line with the 2015 *Public Contracts Regulations*. This procurement will follow a clear and transparent process, to ensure that all applicants are treated equally.

6.1 Indicative Timetable for Tenders and Schedule

Set out below is the indicative timetable for tendering with the key dates for this proposed procurement as follows: -

Indicative Timetable for Tenders	
Procurement Stage	Deadline
Publication of ITT advertisement (Contract Notice) in Contract Finder and local newspaper	23 rd January 2025
Deadline for ITT questions/queries from prospective tenderers	24 th February 2025
Deadline for clarification responses to be issued	3 rd March 2025
Deadline for receipt of completed ITT documents by the Parish Council	14 th March 2025
Evaluation Assessment and Award of Contract	21 st March 2025
Ratification of Notification of Contract award to applicants	28 th March 2025
Notification of Contract award (<i>Contract Award Notice</i>) to applicants	31 st March 2025
Anticipated issue of contract to successful tenders	3 rd April 2025
Date of commencement of contract	1 st May 2025
Anticipated completion of contract	31 st March 2028

6.2 Instructions for Tendering

Applicants should read these ITT instructions, Specification and Terms & Conditions carefully before completing the Tender documentation. Failure to comply with completion and submission requirements may result in the rejection of the Tender.

6.3 Enquiries

All initial enquiries should be made to the Parish Clerk by telephone on 01494 715296 or by email at clerk@hughenden-pc.gov.uk.

6.4 Clarification Requests

Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations required if the tender is awarded.

If necessary, clarification-meetings and/or site visits may be arranged with the Parish Council. These should be arranged via the Parish Clerk no later than stated in the indicative timetable for tenders.

All subsequent clarification requests should be submitted by applicants to the Parish Clerk by the clarification deadline no later than one week before the closing date (as set out in the Indicative Timetable for Tenders table). These requests should clearly reference the appropriate paragraph in the ITT documentation and be aggregated rather than sent individually. The Council is under no obligation to respond to clarification requests received after the clarification deadline.

7 Specifications

7.1 General grass cutting

This general specification relates to Hay Cutting, Allotment Mowing, and Amenity Grass Cutting.

7.1.1 Timing:

The grassland will be maintained consistently throughout the year, but with particular focus on the peak grass-growing season which generally falls within the period of the beginning of April until the end of October.

Since it is not possible on every site to predict accurately the precise number of cuts (to maintain the various swards required), an estimate of this is provided in the schedule of works. The contractor will be paid for the actual number of cuts made.

The contractor will complete cutting any one area of grass cutting before moving onto the next.

During normal weather conditions the Contractor will be required to keep to the standards within this specification.

7.1.2 Cutting

All grass shall be cut cleanly and evenly without damaging the existing surface by means of mowing to produce a good quality sward.

The contractor shall use machinery appropriate to the type of work involved. The Council considers a tractor-mounted drum or disc mower appropriate.

The Contractor shall ensure all cutting blades are sharp and properly set to produce a true and even cut.

All grass cutting equipment shall be maintained in a condition that avoids 'ribbing', and to ensure an even, uniform finish to the grass.

7.1.3 Inclement Weather

During very wet conditions, all grass cutting operations shall cease until conditions improve sufficiently to allow operations to continue; without damaging the surface or creating divots from rollers, cutters or wheels.

If inclement weather prevents the contractor from meeting the required standard, the supervising officer shall be advised of the work not done. The Contractor shall resume work as soon as possible.

During periods of drought, which may inhibit the amount of growth and subject the grass to high levels of stress, the Contractor may be asked to cease mowing or raise the height of the cut until the turf regains satisfactory turgidity.

The Contractor will not be deemed to have failed to perform the Services if suspension of the operations has been agreed in writing by the Council.

7.1.4 Arisings

Unless stated, all grass arising or clippings to be removed from site and disposed of in an appropriate manner.

In periods of lush growth, where arisings are not removed, they shall not be allowed to accumulate or be deposited in heaps or bands, but will be chopped finely and evenly distributed over the area mown. Should the arisings prove difficult to distribute they shall be collected and removed from the site.

Where arisings are thrown or spilt onto roads, footpaths or graves, they shall be swept or blown back onto the grassed areas to prevent unsightly conditions. Should the wetness of the clippings pose a slipping or tripping hazard to pedestrians, the arisings are to be swept or blown back immediately.

7.1.5 Obstacles

Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions shall be moved to facilitate cutting and replaced before the contractor leaves the site. The cutting of such areas shall be undertaken within 24 hours of the main site being mowed.

Trimming around obstructions including seats, trees, fence lines, posts, and the like, will be undertaken using methods, tools, and machines appropriate to prevent damage. Any damage resulting, shall be reported to the Supervising Officer and made good at the Contractor's own expense.

A margin of 30cm is to be left uncut around trees, otherwise the contractor shall cut/trim around obstacles within grassed areas to the same height of that mown within the area to ensure continuity.

Care must be taken when strimming in all areas to avoid the throwing up of stones, animal excrement etc. During strimming and all grass cutting operations, adequate precautions must also be taken to protect members of the public, vehicles and other property.

Particular care should be taken when cutting in the Garden of Rest to avoid damage to headstones.

7.1.6 Inspections

Immediately prior to cutting any area, the contractor shall inspect all areas to be cut and remove all debris and litter. This includes paper, tins, bottles, large stones, abandoned waste and any other items and objects which may cause damage, injury, nuisance to others, or leave an unsightly appearance.

7.1.7 Waste materials

All waste materials identified in Inspections above shall be collected and removed from site for proper disposal or for recycling.

Any leaf litter/vegetation debris cut by the contractor shall be removed before leaving site.

Appropriate permits may be required for the movement and disposal of waste. The contractor is responsible for obtaining any such permits.

7.2 Hay cutting

7.2.1 Rationale:

To promote wildflowers and inhibit scrub growth by cutting and removing vegetation to reduce the nutrient levels and prevent mulching.

7.2.2 Timing:

Once per year, in late July or early August.

7.2.3 Prescription:

The contractor shall cut all grassy areas indicated in the Schedule of Works (appendix C). This equates to approximately 7.2ha across 16 sites.

The specification for General Grass Cutting (7.1, above) shall be followed.

All accessible grass shall be cut to a height of approximately 60mm. A 3m wide margin shall be left unmown around the field boundary.

All cut vegetation shall be collected, either at the time of cutting or soon after, and disposed of by the contractor off site.

Hay making is the preferred method of disposal, but this is at the discretion of the contractor. If hay making is undertaken, the Contractor is responsible for any preparation required, eg weed management or harrowing. Any income gained from selling the hay should be taken into consideration when tendering for this work.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.3 Allotment mowing

7.3.1 Rationale:

To provide a tidy and accessible route to and around the allotments, and along the main tracks. Grass cutting between the individual plots is not required.

7.3.2 Timing:

Every 4 weeks from 1st April to 1st November (8 cuts)

7.3.3 Prescription:

The contractor shall cut all grassed areas indicated in the Schedule of Works (appendix C). This equates to approximately 3509m in length, across eight sites. Some areas may need two passes, to mow the width required.

The specification for General Grass Cutting (7.1, above) shall be followed.

Unless specified, mowing/cutting will take place on the full area of grass at each site; up to paving, fencing and other boundaries.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.4 Amenity grass cutting

7.4.1 Rationale:

To provide tidy and accessible grassy areas for quiet recreation by the public.

7.4.2 Timing:

The grassland will be maintained consistently throughout the year, but with particular regard to the main mowing season. This is the peak grass-growing season which generally falls within the period of the beginning of April until the end of October.

Since it is not possible on every site to predict accurately the precise number of cuts required to maintain the sward, an estimate of this is provided in the schedule of works. The contractor will be paid for the actual number of cuts made.

7.4.3 Prescription:

The contractor shall cut all grassed areas indicated in the Schedule of Works (Appendix C). This equates to approximately 1.8ha across 10 sites.

The specification for General Grass Cutting (7.1, above) shall be followed.

All grass shall be cut cleanly and evenly without damaging the existing surface by means of mowing to provide a good quality sward; to the height specified on each site or amenity grassland, without damaging the existing surface. Edging shall be cut with a trimmer.

Unless specified, the required cut grass height will be approximately 55 - 75mm.

The maximum or minimum height is determined to be the height of 90% of the grass or vegetation.

The contractor shall use machinery appropriate to the type of work involved. For

Unless specified, mowing/cutting will take place on the full area of grass at each site; up to paving, fencing and other boundaries.

The contractor will be required to re-cut any areas identified as not being within the prescribed standards to the satisfaction of the Council. This will be carried out at the Contractor's own expense.

During the period of the contract, no growth regulators of any form shall be applied to any area of grass without the Supervising Officer sanctioning such an operation in writing, in advance.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.5 Road verge grass mowing

7.5.1 Rationale:

The responsibility for the maintenance of road verges within the 30mph speed limit zones is devolved from Buckinghamshire Council to Hughenden Parish Council. This equates to 93,460m² (9.34ha).

Ensure that the responsibilities of the Council are met, and that the verges are safe and tidy for road users and pedestrians.

7.5.2 Timing:

Verges shall be cut between four to six times per annum as required, depending on growing conditions.

7.5.3 Prescription:

This work should be carried out in accordance with 'Buckinghamshire Council Devolution First Schedule 2024/2025', page 16.

The specification for General Grass Cutting (7.1, above) shall be followed.

The contractor shall be responsible for the maintenance of all areas indicated on the plans found at:

<https://bucks council.maps.arcgis.com/apps/instant/sidebar/index.html?appid=2c7a302d53734037b799a2097875332b>

This equates to approximately 9.34ha.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

This will be a 3 year contract subject to Buckinghamshire Council continuing the devolved responsibilities, unless the contract is terminated under section 9.18, below.

7.6 Amenity hedge trimming

7.6.1 Rationale:

To maintain tidy, dense boundaries to property and prevent hedges growing into rows of trees.

7.6.2 Timing:

Once per year, outside the bird nesting season (Sept – Feb inclusive) and preferably when leaves are absent, between November and February inclusive.

7.6.3 Prescription:

The contractor shall trim all hedges indicated Schedule of Works (appendix C). This equates to approximately 4694m (total length to be cut, including both sides where applicable).

Trim this year's growth to no more than the point of the previous cut. The hedge shall be trimmed and pruned back to the same height, width, and general shape as that which existed at the completion of the last trim unless otherwise instructed by the supervising officer.

All hedges shall be cut both sides and top, unless otherwise specified. The contractor shall endeavour to establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge.

Cutting shall be carried out with a tractor and side arm flail or by handheld mechanical cutters as appropriate to the site and location.

Any cutting shall be carried out outside of nesting season and ideally during the period when leaves are absent between November to February.

The contractor will check and avoid disturbing bird nests before starting work to cause minimum disturbance to nesting birds and wildlife (in compliance with the 1981 Wildlife & Countryside Act).

It shall be ensured by the contractor that the width of the hedges do not present a hazard or obstruction to pedestrian or vehicular traffic.

All hedge cutting machinery/tools shall be kept sharp to achieve clean and neatly clipped hedges. Chewed and torn shoots will not be accepted following a cut, and any such work which the contractor is unable to rectify, will not be paid for. If this occurs, the Contractor shall re-cut the hedge at their own expense when new growth permits, as instructed by the supervising officer to provide a neat and tidy appearance again.

Leave grass edges adjacent to hedges cut neatly. Cut off pernicious weeds (e.g., bramble and nettles) at base.

Following hedge cutting all material arisings shall be disposed of and the site left in a tidy condition.

All litter, etc will be removed from the hedge bottom and disposed of off-site.

When cutting hedges adjacent to the highway, extreme care will be taken to avoid any danger to road-users and to the Contractor.

All relevant warning signs, road cones, etc, will be provided by and put in place prior to commencement of work by the contractor. All operatives working on such hedges will wear high visibility clothing to BS6629 (1985) standards.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.7 Roadside hedge trimming

7.7.1 Rationale:

To ensure that sightlines are maintained; that hedges and trees do not obscure signs and other infrastructure; and that footways and roads are safe and accessible.

7.7.2 Timing:

Once per year, outside the bird nesting season (Sept – Feb inclusive) and preferably when leaves are absent, between November and February inclusive.

7.7.3 Prescription:

The contractor shall trim all publicly maintained hedges adjacent to road verges indicated in the Schedule of Works (Appendix C).

Trim this year's growth to no more than the point of the previous cut. The hedge shall be trimmed and pruned back to the same height, width, and general shape as that which existed at the completion of the last trim unless otherwise instructed by the Supervising Officer. If the contractor believes that the hedge is impeding access or obstructing a sightline then the Supervising Officer should be notified immediately to agree to cutting back the hedge further than specified.

All publicly maintained hedges shall be cut on one side and top, unless otherwise specified. The contractor shall endeavour to establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge.

Cutting shall be carried out with a tractor and side arm flail or by handheld mechanical cutters as appropriate to the site and location.

Any cutting shall be carried out outside of nesting season and ideally during the period when leaves are absent between November to February.

The contractor will check and avoid disturbing bird nests before starting work to cause minimum disturbance to nesting birds and wildlife (in compliance with the 1981 Wildlife & Countryside Act).

It shall be ensured by the contractor that the width of the hedges do not present a hazard or obstruction to pedestrian or vehicular traffic.

All hedge cutting machinery/tools shall be kept sharp to achieve clean and neatly clipped hedges.

Leave grass edges adjacent to hedges cut neatly. Cut off pernicious weeds (e.g., bramble and nettles) at base.

When cutting hedges adjacent to the highway, extreme care will be taken to avoid any danger to road-users and to the Contractor.

All relevant warning signs, road cones, etc, will be provided by and put in place prior to commencement of work by the contractor. All operatives working on such hedges will wear high visibility clothing to BS6629 (1985) standards.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.8 Conservation hedge trimming

7.8.1 Rationale:

Hedges are vital corridors for wildlife. They provide lots of flowers, fruit and berries. Cutting them on rotation and allowing them to grow slightly with each cut ensures that there are plenty of resources for wildlife and the hedge is not damaged.

7.8.2 Timing:

One third of all hedges identified to be cut once per year, outside the bird nesting season (Sept – Feb inclusive) and preferably when leaves are absent, between November and February inclusive.

7.8.3 Prescription:

The contractor shall trim one third of all hedges indicated in the Schedule of Works (appendix C). This equates to approximately 612m (this is the total length to be cut, including both sides where applicable. The total length of hedges, including uncut stretches = $612\text{m} \times 3 = 1836\text{m}$).

One third (in approximately 50m lengths and 100m gaps) of the hedges around a site will be cut back to approximately 10cm beyond the point of the previous cut. The hedge shall be trimmed to the same general shape as that which existed at the completion of the last trim but tending towards an 'A' shape, ie wider at the bottom and narrower at the top.

Identified hedges shall be cut both sides and the top, unless otherwise specified.

The contractor shall endeavour to establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge.

Cutting shall be carried out with a tractor and side arm flail.

The contractor will check and avoid disturbing bird nests before starting work to cause minimum disturbance to nesting birds and wildlife (in compliance with the 1981 Wildlife & Countryside Act).

It shall be ensured by the contractor that the width of the hedges do not present a hazard or obstruction to pedestrian or vehicular traffic.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.9 Hedge laying

7.9.1 Rationale:

Laying a hedge rejuvenates it and produces lots of thick regrowth, ensuring that the hedge survives for another 30 years.

7.9.2 Timing:

The identified hedges to be laid outside the bird nesting season (Sept – Feb inclusive) and preferably when leaves are absent, between November and February inclusive.

7.9.3 Prescription

The identified hedges shall be laid in the appropriate year, as identified by the Supervising Officer. This equates to approximately 112m across two sites.

Hedges shall be laid using the recognised 'Conservation Hedge laying' style, without the use of stakes and binders, by an experienced professional.

All extracted hedge material shall be removed from site or burnt on a small bonfire by the contractor.

Any gaps greater than 2m between stools shall be planted with native Hawthorn whips with spiral guards at 5 stems per metre in a double row zig zag.

If an appropriate number (approximately 1 per 100m) of hedgerow trees are absent, suitable specimens from the existing hedge shall be identified by the Contractor and retained to grow as a tree after laying.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.10 Pond maintenance

7.10.1 Timing:

Ponds shall be visited monthly to check for litter and other detritus within the pond. Maintenance work shall be undertaken September to November inclusive.

7.10.2 Rationale:

To maintain ponds and their surroundings in a tidy and healthy condition, and to maximise their potential for wildlife.

7.10.3 Prescription

This prescription refers to the ponds and their entire surrounds, as shown on the sites plans. (4 sites = 0.25ha)

If algal blooms are likely to occur due to nutrient enrichment or prolonged periods of hot weather, efforts to prevent them shall be made using bundles of barley straw discreetly placed in the water.

During monthly checks, the ponds and their surroundings are to be kept free of litter, rubbish, dead animals and large accumulations of pond weed and duckweed. These shall be removed from the pond and disposed of off-site.

Any safety issues must be immediately reported to the Council.

The Contractor will undertake all work to minimise disturbance to Great Crested Newts and other wildlife.

During the winter months, vegetation in the pond shall be removed on a rotation, by clearing one quarter of the vegetation from the middle to the edge, like slices of pie. An adjacent 'slice of pie' can be cleared the following year. The presence of non-native invasive plants (such as *Spiraea japonica* at Vincent's Pond) shall be notified to the Supervising Officer, and these shall be removed and disposed of appropriately to eradicate them.

Pull the vegetation by hand, or use a 'crome' (aka a drag fork) to pull the vegetation to the side of the pond and pile it close to the edge of the pond to allow pond wildlife to return to the pond. The pile of vegetation shall be removed from site and disposed of after one week.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

Any grassy areas which are frequently used by the public, such as desire lines, to and around benches and a 1.5m wide access route to the pond should be strimmed monthly. All other grassy areas should be mown annually as per the Hay Cutting specification above.

7.11 Ditch maintenance

7.11.1 Rationale:

The ditches and associated infrastructure must be kept free from detritus and significant vegetation so that they are able to convey water as designed.

7.11.2 Timing:

Twice a year, in May and September.

7.11.3 Prescription:

This prescription is for two ditches, totalling 620m in length.

Flail the vegetation with a tractor mounted flail to a height of approximately 15cm twice a year (in May and September). Strim any areas which are not accessible with the flail. Unblock any culverts or drains. Contact the Council immediately if culverts or drains are damaged or not easily unblocked.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.12 Infrastructure inspection and maintenance

7.12.1 Rationale:

To ensure that the infrastructure for which the Council has responsibility is in good working order and is in a safe and clean condition.

7.12.2 Timing:

All infrastructure to be inspected once a month

7.12.3 Prescription:

Inspect seven bus shelters, 22 benches and 23 noticeboards quarterly. Complete an Inspection Check List which shall be forwarded to the Supervising Officer before the last day of each month.

As required, undertake maintenance and cleaning of bus shelters, benches and noticeboards to make them safe and clean.

The potential cost of materials and labour will be agreed (in writing) with the Supervising Officer before any repairs are made.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.13 Wildflower Meadow Seeding

7.13.1 Rationale:

To increase the botanical diversity of grassland to support more pollinating insects and other wildlife.

7.13.2 Timing:

Ground preparation and seeding in late summer (July or August). Following up mowing in spring (May) the following year.

7.13.3 Prescription

Before seeding, the existing grass shall be mown short and arisings removed, and lightly harrowed in 3m wide strips. Zig-zag strips in full sun are most likely to be successful.

Seeding shall take place in summer by broadcasting the seed over the harrowed strips. An appropriate seed mix of native meadow flowers, purchased from a reputable supplier should be used, eg [Cotswold Seeds 'mixacid'](#).

The strips shall then be rolled.

The grass should be kept short in the following spring by mowing and removal of arisings. No inputs should be used.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.14 Garden of Rest maintenance

The Contractor shall carry out activities in accordance with [Garden of Rest Burial Regulations](#). The Contractor shall ensure staff working within the Garden of Rest have an intimate knowledge of the Burial Regulations. Special attention is required to keep this sensitive area attractive and peaceful.

It is expected that the Contractor will visit the Garden of Rest at least weekly to inspect the site, and to check and any resolve issues.

7.14.1 Conduct

In carrying out duties the contractor and staff shall:

- Behave in an appropriate manner, having due regard to the sensitive nature of the site, and be helpful and courteous to all persons visiting the cemetery.
- Exhibit a caring attitude, showing respect to both mourners and staff employed by funeral directors and to others visiting the burial ground.
- Not undertake grounds maintenance while an interment is taking place. The contractor shall be informed by the Supervising Officer by email when an interment is booked. As much notice as possible shall be given to allow the Contractor to re-schedule work if necessary.

7.14.2 Grass Cutting

- The Contractor is required to maintain grassed areas in the Garden of Rest at a grass height of between 20mm and 50mm at all times.
- The mower shall be fitted with either a mulching attachment or grass box.
- The first cut normally being in mid-April and the final cut in late October/early November according to seasonal growth patterns.
- Mowing around obstructions including seats, trees, fence lines, posts, memorial stones and kerbs and the like, and in the proximity of margins, shall be undertaken using tools and machines as appropriate.
- The cutting of such areas shall be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the contract.

7.14.3 Hedge Trimming

- The Contractor shall trim and prune all hedges to encourage strong healthy and stable hedges. The width at the top of the hedge shall be slightly less than at the base. All woody weeds shall be removed and stumps killed.
- The Contractor shall remove all suckers, self-set trees or shrubs, brambles and ivy which are not part of the hedge to ground level and treat with stump killer on instruction from the Supervising Officer.
- The Contractor shall leave grass edges adjacent to hedges neat, vertical, tidy and weed free at the time of cutting.

7.14.4 Gardening

- Keep the flower beds weed and litter free.
- Keep shrubs cleanly pruned (to customary horticultural standards) and maintain a good shape and size for their location.
- Weed control will be by physical means only; mulching is permitted annually. Chemical weed control will only be permissible with the prior written consent of the Supervising Officer.
- On occasion, the Council may require the contractor to plant new shrubs adhering to good horticultural practice. In such circumstances the Council will pay for the cost and supply.

7.14.5 Trees

- The Contractor shall undertake general tree maintenance of all trees within the Garden of Rest as required.
- All pruning work shall be undertaken between 31st October and 1st March in accordance with good practice.
- All pruning shall be appropriate to the size and type of tree, to include: removal of sucker growth from the base of the tree, removal of dead diseased or crossing branches and removal of low branches likely to cause an obstruction or interference to visitors or impede mowing operations.
- All resulting arisings are to be removed from site at the end of the day such as to leave a neat, tidy and safe environment.

7.14.6 Topping up and turf laying/reseeding of sunken graves

- The Contractor shall allow for the reinstatement of sunken graves with sufficient top soil to top up the graves prior to turf laying/reseeding once the grave has finished settling.

7.14.7 Removal of mementos, flowers, wreaths and other objects from graves

- In keeping with Burial Regulations made under the Burial Acts 1852 to 1908, the Contractor shall on the instruction of the Supervising Officer remove unauthorized mementos, objects, shrubs, flowers and wreaths from graves.
- Mementos shall be collected and taken to the Supervising Officer where they will be catalogued and retained by the Council for 6 months. Christmas flowers and wreaths may remain on tablets from 1st December to 31st January each year.
- At the time of a special occasion the Council shall permit the placing of flowers and wreaths on memorial tablets for up to a maximum of 4 weeks.

7.14.8 Litter picking and waste removal

- Litter includes litter, debris, animal faeces, accident debris, cans, cartons, paper, boxes, timber, metals, plastics, glass, tins, fallen branches, dead animals, hazardous waste and other deposits.
- The site shall be checked during every visit and all litter shall be removed and disposed of in an appropriate manner.

7.14.9 Leaf Clearance

- The area immediately around the graves, the graves themselves and all walkways shall be kept clear of fallen leaves during the months of November and December.

7.14.10 Maintenance of building, including waiting room, store room and memorial area.

- The Contractor shall carry out general routine maintenance to the Garden of Rest building; such as checking guttering and general maintenance of the waiting room.
- Any substantial repairs or maintenance shall be the responsibility of the Council.

7.14.11 Maintenance of gates and fencing

- Fences and gates within the Garden of Rest are to be inspected in the spring and autumn of each year and maintenance requirements notified to the Supervising Officer.
- When repairs are necessary the Contractor shall notify the Supervising Officer of potential costs and agree in writing before any expenditure. The Council shall fund the cost of materials when sourced competitively from agreed suppliers.
- With Council agreement, the contractor may carry out the work at the specified hourly rate for Additional Services.

7.14.12 Maintenance of seats/benches

- The Contractor shall be supplied with a Bench Inspection Check List which shall be completed monthly and forwarded to the Supervising Officer.
- Scheduled over a 24-month period or as agreed with the Supervising Officer, all seats/benches will be washed with clean water and a mild detergent solution. A wood treatment and metal paint approved by the Supervising Officer, fit for purpose, shall be applied to all metal or wooden seats/benches.
- During this operation, all plaques shall be protected from staining and damage. Any stains to the plaques shall be removed in an appropriate manner so that no damage is sustained.

7.14.13 Maintenance of composting area

- In the field below the Garden of Rest there is a small composting area which may be used by the Contractor in accordance with good horticultural practice. The area must be kept tidy.

7.14.14 Additional Services: Winter clearance of snow and ice

- As required, it may be necessary for the Contractor to clear snow and ice from the access road to allow for burials in adverse weather conditions.
- Since it is difficult to predict time spent on this task, this item shall be removed from the 'total price for all works' and be considered as additional hours charged at an hourly rate.

7.14.15 Additional information

- All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.15 Council Office and car park

7.15.1 Rationale:

To maintain a tidy and professional environment for visitors, passers-by and staff.

7.15.2 Timing:

Every 3 weeks from 1st April to 1st November (up to 10 cuts).

7.15.3 Prescription:

The specification for General Grass Cutting (7.1, above) shall be followed.

All grass in this area shall be cut to approximately 5cm and all arisings removed from site.

The flowerbed shall be kept free of weeds and litter.

Shrubs shall be pruned to maintain a good size and shape for their location.

Weed control will be by physical means only; mulching is permitted annually.

Chemical weed control will only be permissible with the prior written consent of the Supervising Officer.

On occasion, the Council may require the Contractor to plant new shrubs adhering to good horticultural practice. In such circumstances the Council will pay for the cost and supply of new shrubs.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.16 Road sign cleaning

7.16.1 Rationale:

The responsibility for the cleanliness of signs within the 30mph areas has been devolved to Hughenden Parish Council.

7.16.2 Timing

From time to time as directed by the Supervising Officer

7.16.3 Prescription:

Clean signs with soapy water and a brush and sponge. Do not use harsh and abrasive products as this may affect the reflective coating. Report any signs to the Supervising Officer where damage has occurred, or the sign is no longer reflecting in the dark.

Quotes should be for 25 signs, and will be scaled up to meet the needs of the service.

7.17 Siding out footways

7.17.1 Rationale:

Siding out is the removal of any encroaching vegetation/mud/wet leaf litter that has gathered/rotted which results in areas of the footway being covered and available width reduced. The responsibility for siding out has been devolved to Hughenden Parish Council.

7.17.2 Timing

From time to time as directed by the Supervising Officer

7.17.3 Prescription:

The Supervising Officer will identify a stretch of footway where siding out is required. The contractor will remove any encroaching material to restore the full width of the footway.

The spoil can be spread out on the adjacent verge, if present, but otherwise the spoil shall be removed from site and disposed of appropriately.

Quotes should assume that all spoil will need to be removed from site and should be for 100m of footway.

7.18 Weed management on footways

7.18.1 Rationale:

Footways should be kept free of excessive weed growth to allow access and prevent accidents.

7.18.2 Timing

From time to time as directed by the Supervising Officer

7.18.3 Prescription:

The Supervising Officer will identify a stretch of footway where weed removal is required.

Where weeds are dense, all weeds should be removed from this stretch of footway using mechanical means, such as strimmers or shovels. All spoil shall be removed from site and disposed of appropriately.

Where weeds are more scattered, chemical control using an approved herbicide is appropriate.

The method for removal will be agreed with the Supervising Officer.

Any noxious weeds (Japanese knotweed, Wild Parsnip, Giant Hogweed, Himalayan Balsam, *Rhododendron ponticum*, New Zealand pygmy weed) should be reported to the Supervising Officer.

Quotes should be for 500m of footway.

7.19 Woodland management

7.19.1 Rationale:

To deliver woodland management as per the management plan to diversify the structure of the woodland and maximise their benefit for wildlife.

7.19.2 Timing:

All work on trees and scrub must be undertaken outside of the bird nesting season, from September to February inclusive.

7.19.3 Prescription:

The Contractor shall attend a site visit with the Supervising Officer, or their representative, to determine the work programme for the season ahead.

The Contractor shall provide trained and experienced staff to undertake woodland management for the following number of days:

- Burnham Spinney: 5 person days pa
- Cockshoot Woods: 7 person days pa
- Vincent's Meadow and Vincent's Pond: 4 person days pa
- Cryer's Hill Wood Belt: 4 person days pa

The woodland management may consist of coppicing, NNI removal, glade creation, dead hedging.

Staff must be trained and qualified in the use of any tools and machinery used, including chainsaws and manual tools.

No tracked or wheeled equipment will be used within the woodlands – only handheld tools.

Areas to be coppiced will be cut to ground level, or to the level of previous cuts, with the cut parallel to the ground. Cut brash will be stacked on top of the stumps to reduce the impact of deer.

All cut timber and brash will be left in the woodland, apart from Hazel coppice produce, and stacked neatly away from rights of way and desire lines. Hazel coppice produce (stakes and bean poles) will be stacked neatly for easy extraction.

No herbicides will be used in the woods.

Non-native invasive (NNI) species will be removed by uprooting as much of the root material as possible. All cut and uprooted NNI material will be removed from the woodland and disposed of appropriately.

Access routes into the woodland will be kept clear of vegetation by cutting back and stacking the arisings nearby. Some maintenance of the surface may be required.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.20 General maintenance work

7.20.1 Rationale:

The Parish Council is responsible for the maintenance of numerous items of infrastructure across the Parish. These items require occasional maintenance to ensure that they are safe and fit for purpose.

7.20.2 Timing

From time to time as directed by the Supervising Officer

7.20.3 Prescription:

At the request of the Supervising Officer, the contractor will undertake general maintenance work, such as sanding and varnishing benches, removal of graffiti, minor repairs to street furniture.

The contractor will provide all tools and equipment.

The contractor shall provide a quote for each job for the labour and materials which will need to be agreed with the Supervising Officer before commencement.

The quote should be for a day rate.

All invoices must be accompanied by a report of the work undertaken, as per the Reporting and Invoicing section (2.3, above).

7.21 Public Rights of Way

7.21.1 Rationale:

Hughenden Parish has a network of over 66km of public rights of way, 6665m of Bridleways, 58216m of Footpaths and 1314m of Restricted Byways, collectively known as Public Rights of Way (PRoW)

The responsibility for the maintenance of PRoW has been devolved to the Parish Council. This responsibility includes:

- keeping the surface fit for public use

- clearing surface vegetation
- making sure obstructions are removed

The landowner (ie not the Parish Council, unless they are they are the landowner) is responsible for:

- reinstating and clearing paths crossing arable land
- cutting back trees or hedges overhanging the path
- keeping the route clear of obstructions
- not ploughing or cropping field edge paths

7.21.2 Timing

Throughout the year, as instructed by the Supervising Officer. This may be part of an annual schedule or at short notice if a problem is reported.

7.21.3 Prescription

The surface of footpaths is 2m wide. The surfaces of bridleways and byways are 4m wide.

The vegetation on the surface (not encroaching from the sides) of the PRow should be cut to a height of 100mm. Arisings should be left in situ.

Cutting should be undertaken with walk-behind mowers or strimmers and not ride-on mowers or tractors.

No herbicides are to be used on the PRow network.

Please quote for 1km of footpath (2m wide) and 1km of bridlepath/byway (4m wide).

7.22 Health and safety

When cutting hedges adjacent to the highway, extreme care will be taken to avoid any danger to road-users and to the Contractor.

All relevant warning signs, road cones, etc, will be provided by and put in place prior to commencement of work by the contractor. All operatives working on road verges and public rights of way will wear high visibility clothing to BS6629 (1985) standards.

Re-fuelling shall take place in safe locations and not on fine-turfed areas such as football pitches or amenity grassland.

The Contractor shall, whilst on site, ensure that machines are properly guarded and maintained to present no danger to the operator, surrounding structures, vehicles or any person near operations.

The Contractor shall notify the Council in writing of any accidents or near misses that occur while undertaking work under this contract within 5 days of the incident.

The contractor shall notify the Council immediately of any hazards or potential hazards that are present on land managed under this contract.

8 Definitions

Term	Meaning
Applicant	The company or contractor responding to the ITT through the procurement process. This term is used intermittently with contractor.
Arisings	Grass cuttings, weeds, shrub/rose off-cuts, unwanted soil etc, leaves, rubbish, dirt and debris at any location or in its immediate environment.
Supervising Officer	The principle contact at Hughenden Parish Council or such representatives notified by the Parish Council.
Award	The process by which the Parish Council shall determine to whom the Contract will be awarded.
Bid	The applicant's offer, which shall be submitted as the completed procurement documents.
Contract	The formal and legally binding agreement to be entered into by Hughenden Parish Council and the successful applicant following award under the procurement exercise.
Contract Notice	The publication by the Parish Council and its intention to procure a public supplies, services, or works Contract.
Contractor	The applicant or company awarded the contract; - culminating from an offer to provide services accepted by the Parish Council. This term is used intermittently with applicant.
Evaluation	The process through which the Applicant's Bid is reviewed in accordance with the Evaluation Criteria, following which a decision to award a Contract is made.
Evaluation Criteria	The means by which the Parish Council evaluates an applicant's bid; to include all of the issues that must be considered so as to be able to judge the suitability of an applicant's bid.
Herbicides	This is chemicals, compounds and/or any proprietary products produced for the control and/or eradication of weeds, fungi, algae or moss and including all fungicides, fumigants, algicides and moss killer.
Invitation to Tender or ITT	This is the written request (and all related documents) published by the Parish Council and made available for an interested applicant to submit a written bid to facilitate the Parish Council's requirements.
Litter	Including debris, detritus animal carcasses, cigarette butts, dog faeces and animal fouling, rubbish, salt and grit arising from winter maintenance, oil, vomit, gum, hypodermic syringes, needles and drug related material defined as clinical waste (in accordance with the <i>Control of Waste Regulations 1992</i>); leaf and fruit fall and blown

	vegetation, bud burst, blossom, twigs and branches, deposits arising from fly tipping and other material howsoever caused or occurring.
Obstacles	Includes seats, streetlights, signs, manhole covers, memorials, trees, shrubs and any other obstruction within grassed areas. Obstacles also include edges of paths, wall and fence bases and other boundaries to grassed areas.
On Additional Basis	Additional and variable services identified in the specification, but not included in the tendered price.
Open Procedure	This is the procurement process determined by the <i>Public Contracts Regulations 2015</i>
Parish Council or Council	Hughenden Parish Council.
Pesticides	Including chemicals, compounds and/or any proprietary products for the control and/or eradication of pests and shall include insecticides, acaricides, lumbricides and molluscicides.
Procurement	Term used for the acquisition of supplies, services or works from an external source
Public Contracts Regulations 2015	This is the UK legislation concerning the procedures for the award of public works contracts, public supply contracts and public service contracts
Public Liability Insurance	The insurance covering members of the public coming onto the Parish Council's premises. It covers any awards of damages given because of an injury or damage to their property caused by the contractor. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment that the NHS may claim from the contractor.
Selection	The process by which applicants will be selected within the procurement process, in accordance with Regulation 58 of the <i>Public Contracts Regulations 2015</i> .
Services	This is the provision of a schedule of maintenance works as identified in the specification.
Specification	A detailed description of the Parish Council's requirements for this contract of works.
Sub-Contractor	A subcontracting individual or company, carrying out work on behalf of the primary contractor, as part of the larger contracted project.
Tender Response	This is the applicant's formal response to the invitation to tender.
Tenderers	Means the applicants responding to this Invitation To Tender

9 Terms and Conditions

9.1 Contractor's Obligation

As a contractor, the applicant shall, subject to the provisions of the ITT, diligently and in a good workmanlike manner (with the highest degree of expertise, skill, care and due diligence), carry out and complete all grounds maintenance work to the reasonable satisfaction of Hughenden Parish Council.

9.2 Amendments to the ITT

At any time prior to the Tender Response Deadline, the Parish Council may amend the ITT. Any such amendment shall be issued to all potential applicants, and if appropriate to ensure potential contractors have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of the Council, be extended.

9.3 Modifications and Omissions

3.1 The Specification and Terms of Conditions of the ITT and Contract are to be taken as mutually explanatory of one another. In case of ambiguities, discrepancies or inconsistencies the same shall be explained and adjusted by the Council acting through the supervising officer, who shall issue appropriate and binding instructions in writing to the contractor. Likewise, any additional requested work (not identified in the ITT/contract specification) will be agreed through a Contract Amendment and added to the contract.

3.2 Any additional work requested by the contractor, if agreed by the Parish Council will be conducted through a Variation to Contract. The Council will confirm acceptance by raising a Variation Order document containing the original contract price, variation price and new price. Any work carried out by the Contractor without prior authorisation will not be paid.

9.4 Supply of Equipment/Materials, Plant and Transport

4.1 The applicant shall provide all tools, plant, vehicle, cutting machinery, consumables, fuel and equipment necessary for the proper performance of the services and maintain the requisite standard of work.

4.2 The contractor shall maintain all plant machinery and equipment to ensure proper performance and completion of the Works. The contractor will ensure the testing of maintenance equipment meets standards of the 1998 Provision and Use of Work Equipment Regulations (PUWER). This procedure will be made available to the Parish Council on request.

4.3 All machinery used on grassed areas shall be free from oil or fuel leaks. All hand machinery shall be maintained in such a way as to prevent the spillage of oil or fuel or other chemicals.

4.4 The contractor shall ensure that all vehicles are licensed, taxed, insured and in a well-maintained roadworthy condition during the progress of the works.

4.5 The contractor will ensure that all machines engaged in cutting operations are sharp and properly set, to produce a true and even cut. Any damage to areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the contractor at their own expense and to the satisfaction of the Parish Council. Unsatisfactory tree or hedge pruning and cutting will be made good by the contractor at their own expense and to the satisfaction of the Council.

4.6 The contractor will at all times during the period of the contract ensure that equipment and machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any members of the public in the vicinity of operations. The council will not be liable for any damage to the contractor's equipment caused by carrying out these works.

9.5 Health and Safety

5.1 The contractor shall ensure that the Service is performed in accordance with the 1974 Health and Safety at Work Act having regard to the safety of the public and of their employees. They will adopt safe systems of work and accept full responsibility for compliance with all other applicable laws and relevant statutory provisions in respect of the performance of their services to fulfil the contract.

5.2 The contractor shall at all times comply with the requirements of the 1999 Management of Health and Safety at Work Regulations (and shall supply a copy of its risk assessment under these Regulations when requested by the Council), Workplace (1992 Health and Safety and Welfare) Regulations and of other acts, regulations, orders, approved codes of practice, guidance or rules of law pertaining to health and safety.

5.3 The Contractor shall review their health and safety policy and safe working procedures as often as may be necessary and in the light of changing legislation or working practices or the introduction of new equipment and shall notify the supervising officer in writing of any such revisions. The Parish Council may require the contractor to amend their health and safety policy and safe working procedures to comply with any change in legislation or working practices or required as a result of the introduction of new equipment.

5.4 When working on public footpaths and adjacent to highways all operatives will wear high visibility clothing to BS 6629:1985 standards. All protective clothing and equipment (PPE) relevant to an operation will be correctly worn/used. The applicant will provide staff with all safety PPE equipment, (boots, reflective vests, ear defenders etc), and ensure they are always used when engaged in work for the Parish Council.

5.5 Traffic movement (including pedestrians) along roads and footways must be maintained at all times. Where it is appropriate to place warning signs, cones etc, the contractor will do so in accordance with Chapter 8 of the Traffic Signs Manual.

5.6 Any vehicles and trailers used by the contractor in support of operations, are to be parked in a manner that causes the minimum, or if possible, no obstruction to road or footway users or residents. Warning and hazard lights will be used where appropriate. Access to properties along roads and footways are not to be obstructed.

5.7 The contractor is required to notify the Parish Council immediately of any accidents, near misses or environmental incidents such as oil or diesel spillages. The contractor is expected to carry spillage kits.

9.6 Work Procedures & Safe Systems of Work

6.1 The Parish Council requires that all contracted staff are suitably trained in safe systems of work and refreshed again at regular intervals through training and toolbox talks. Safe systems of work must be in place to address lone working, security, vehicle use, operation of tools and equipment and other work activities.

6.2 All persons operating machinery and tools must be qualified and competent. The Council reserves the right to ask the contractor to provide adequate proof that their operators are well trained, conversant with health and safety legislation and competent in their operating methods.

6.3 Risk Assessments; Each site is required to have a suitable generic risk assessment, and contracted staff trained to undertake specific risk assessments against areas where there is thought to be risk.

6.4 Risk Assessments & Method Statements must be available on request. Company template risk assessments will need to be submitted before the commencement of the contract.

6.5 Control of Substances Hazardous to Health (COSHH) Assessments; The contractor shall adhere at all times to the 1999 CoSHH Regulations. The contractor shall produce and implement comprehensive written instructions for the safe use, delivery, handling and storage of all chemicals, herbicides and ensure the employees are trained and fully competent.

6.6 Company template COSHH assessments will need to be submitted before the commencement of the contract.

6.7 Accident and Incident Investigation Procedure; Accident and incident records must be maintained and each is reported to the supervising officer. In specific cases, reports of an accident will be declared to the Health & Safety Executive.

6.8 Inspection; As part of the day-to-day role, the Parish Council expect the contractor to report any identified health and safety matters with regard to open spaces and grounds infrastructure. Defects should be noted and reported to the council for action.

6.9 Evidence of how health and safety is maintained and monitored must be made available upon request.

9.7 Applicant/Contractor Personnel

7.1 The contractor must ensure all operatives employed in fulfilling the work of the contract are appropriately qualified to undertake the works included in the grounds maintenance specification.

7.2 The contractor will provide adequate information, instruction, and supervision for employees

7.3 It is expected where appropriate, operatives will hold the minimum relevant NVQ Level qualifications required.

7.4 The contractor will ensure all employees are competent to do their tasks, and give them adequate training. The Parish Council will be provided details of how any skills gaps identified and how they will be met.

9.8 Sub-Contracting

8.1 Applicants must be able to satisfy the Parish Council as to their ability to perform the contracted services.

8.2 The Contractor may not assign, sub-contract or otherwise transfer any or all of its rights and obligations under this ITT, whether in whole or in part, without the prior written consent of the Parish Council.

8.2 The Parish Council may consider proposals for the performance of part of the contracted services by sub-contractors, provided that the part of the services to be sub-contracted, the terms of the sub-contract and identity of the sub-contractor are approved by the Parish Council. The Council may require any or all of the following conditions to be satisfied:

- (i) The proposed sub-contractor enters into a collateral warranty in favour of the Council for the performance of the relevant part of the maintenance (a signed copy of such documents must be submitted electronically and if requested, in hardcopy);
- (ii) The applicant remains fully liable for the acts and omissions of the sub-contractor
- (iii) The Council may require the removal of the sub-contractor at any time and at its sole discretion.

9.9 Force Majeure

In the event either party is unable to perform its obligations under the terms of this Agreement because of acts of God, strikes, equipment or transmission failure or damage reasonably beyond its control, or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

9.10 Guarantees, Indemnity, Liability and Insurance Cover

10.1 The Contractor shall indemnify and keep indemnified the Council against all losses arising out of provision of the contracted services in relation to the injury to or death of any person and loss of or damage to any property including property belonging to the Council; arising from the performance of the services or any act,

neglect or omission of any employee of the contractor, howsoever such liability may arise.

10.2 The applicant shall also indemnify the Parish Council accordingly for any failure to so comply with any aspect of this ITT.

10.3 The contractor shall obtain insurance cover to the sum of a minimum of; £5million public liability insurance, £5million Employer's Liability Insurance and £2million Professional Indemnity Insurance for each claim; -

- to the Council and to any employee of the Council,
- to the employees of the contractor,
- to any other person, for any damage, loss or injury

10.4 Current certificates of insurance must be produced to the parish clerk prior to commencement of the contract.

9.11 Precautions

11.1 Noise; The contractor shall comply with the general requirements of BS 5228 (2014) Code of Practice or as amended for noise control on construction and open sites. The contractor shall ensure that in executing the services they and persons in their employment execute the work in such a manner that it does not constitute a nuisance to other users.

11.2 Hours for Working; The Contractor may work between the hours of 8.00 am and 6.00 pm, but will not be permitted to carry out any part of maintenance works during the hours of darkness without the prior consent of the supervising officer.

11.3 Damage Caused During the Performance of the Service; The contractor shall make good at their own expense any damage caused to furniture, fences, paths, roadways, shrubs, trees or any other property, during maintenance operations by its machinery or staff.

9.12 Payment, Invoicing and Schedules

12.1 Invoices should be produced monthly by the last day of the month. In accordance with the 2015 Public Procurement Contract Regulations, the Parish Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the contract.

12.3 General requirements for an invoice for the Parish Council include:

- A description of the good/services supplied, in the form of a completed Reporting and Invoicing form.
- Clearly state the agreed scheduled payment or the cost of each individual job carried out over that period.
- If appropriate or requested, the invoice should be accompanied by a completed timesheet
- Where appropriate, the Parish Council's reference number/purchase order number.
- This invoice must be addressed to Hughenden Parish Council.

9.13 General Policy Requirements

Contractors are required to acquaint themselves fully with the extent and nature of the services and contractual obligations. These instructions constitute the conditions of tender. Participation in the tender process automatically signals that the potential provider accepts these conditions of tender.

9.14 Confidentiality, Publicity, Data Protection and Information Governance

14.1 The contractor shall take all necessary precautions to ensure that all confidential information obtained from and about Hughenden Parish Council is treated confidentially and not disclosed (without prior approval) or used other than for the purposes of this contract.

14.2 This ITT and its accompanying documents shall remain the property of Hughenden Parish Council and must be returned on demand. The contractor shall not disclose, copy or reproduce any of the information supplied as part of this ITT other than for the purposes of preparing and submitting a tender response.

14.3 The contractor shall comply at all times with the General Data Protection Regulation (GDPR) and will not perform in such a way to breach any of his applicable obligations to Hughenden Parish Council under current such data protection legislation.

14.4 The contractor acknowledges that the Parish Council is subject to the provisions of the 2000 Freedom of Information Act and the 2004 Environmental Information Regulations and upon request by the Parish Council provide assistance and information to enable the Council to respond to a request for Information within the time for compliance prescribed.

14.5 If the contractor considers any of the information included in the tender response is commercially confidential; please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though, even where indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

9.15 Due Diligence, Performance of Service and Public Engagement

15.1 The grounds maintenance services are public focused and it is vital that the appointed contractor is able to demonstrate a commitment to meeting the high professional standards required when working on behalf of Hughenden Parish Council.

15.2 Consideration, courtesy and due diligence will be required in dealing with the public, open spaces areas and neighbouring residents and businesses.

15.3 All operations shall be carried out without unreasonable noise and disturbance so as not to interfere with the convenience of the public, access to, or occupation of public roads, public footpaths or properties. The contractor shall indemnify the Council in respect of all claims demands proceedings costs and expenses whatsoever arising out of, or in relation to, any such matters.

15.4 The applicant should be prepared to positively communicate with the public; providing relevant information and explaining what maintenance is being carried out and why.

15.5 The contractor will need to present a clean and professional image, while also wearing visible ID badges and using clearly liveried vehicles.

9.16 Good faith and collaborative working

The parties shall at all times act in good faith towards each other and establish, develop and implement a collaborative relationship. This will be based on trust, fairness and mutual cooperation and freely share information with the objective of enabling the Parish Council to effectively provide the relevant services for the benefit of the parish.

9.17 Resolving Disputes and Breaches

17.1 If Hughenden Parish Council or the contractor does not fulfil their part of the ITT (whether failing their obligations or not achieving the standards set out in the ITT), the first course of action will be to amicably resolve any dispute; through good faith negotiation directly between the parties.

17.2 If this does not resolve the dispute, then a suitable arbitrator (acceptable to both parties) may be required to resolve any dispute fairly.

9.18 Termination and Notices

18.1 Either party may, without reason, terminate the contract, in writing, giving three months written notice.

18.2 If one or other of the contracted parties is no longer able to fulfil their obligations, due to reasonably unforeseen circumstances, they should notify the other party as soon as possible. Any outstanding payments or monies still owed should be adequately settled and the contract agreement terminated early to the satisfaction of both parties.

18.3 Any Notice shall be in writing, signed by or on behalf of the party giving it and delivered; in person, sending it by recorded pre-paid post or sending it by email. All notices should be addressed for the attention of the relevant authorising officer.

18.4 If a dispute is unresolved or an unacceptable breach occurs (held invalid, illegal or unenforceable by any court of competent jurisdiction), then it may be necessary for one or other of the parties to appropriately terminate the contract, seek agreeable arbitration (acceptable to both parties) or take further legal action.

18.5 The contract may be terminated by the Council immediately if the contractor:

- iv) has failed to respond satisfactorily within 14 days to a written notice of default issued by the Parish Clerk or
- v) is the subject of proceedings in voluntary or involuntary bankruptcy or
- vi) enters any arrangements or takes any action which could, in the reasonable opinion of the Parish Council affect the good reputation of the Council either directly or indirectly

9.19 Third Party Rights and Sole Remedy

19.1 The contract will not create or construe any right under the 1999 Contracts (Rights of Third Parties) Act which is enforceable by any person who will not be party to this contract.

19.2 The contractor's sole remedy with regard to any breach or termination of this contract shall be such remedies contained within this agreement other than its right to claim for specific performance of any obligations.

Completion Period

20.1 The three-year Open Spaces Maintenance contract commences on the 1st of April 2025 and will be completed on the 31st of March 2028, subject to satisfactory performance.

20.2 Extension Periods; There is a variable-option to extend the contract for a further two years (3 years +1 year +1 year) at the discretion of the Council and by mutual agreement of both parties.

These two extension period options might, if agreed, extend for 2 x 12 months from;

- 1st April 2028 – 31st March 2029
- 1st April 2029 – 31st March 2030

9.20 Compliance with all legislation and relevant Council policies.

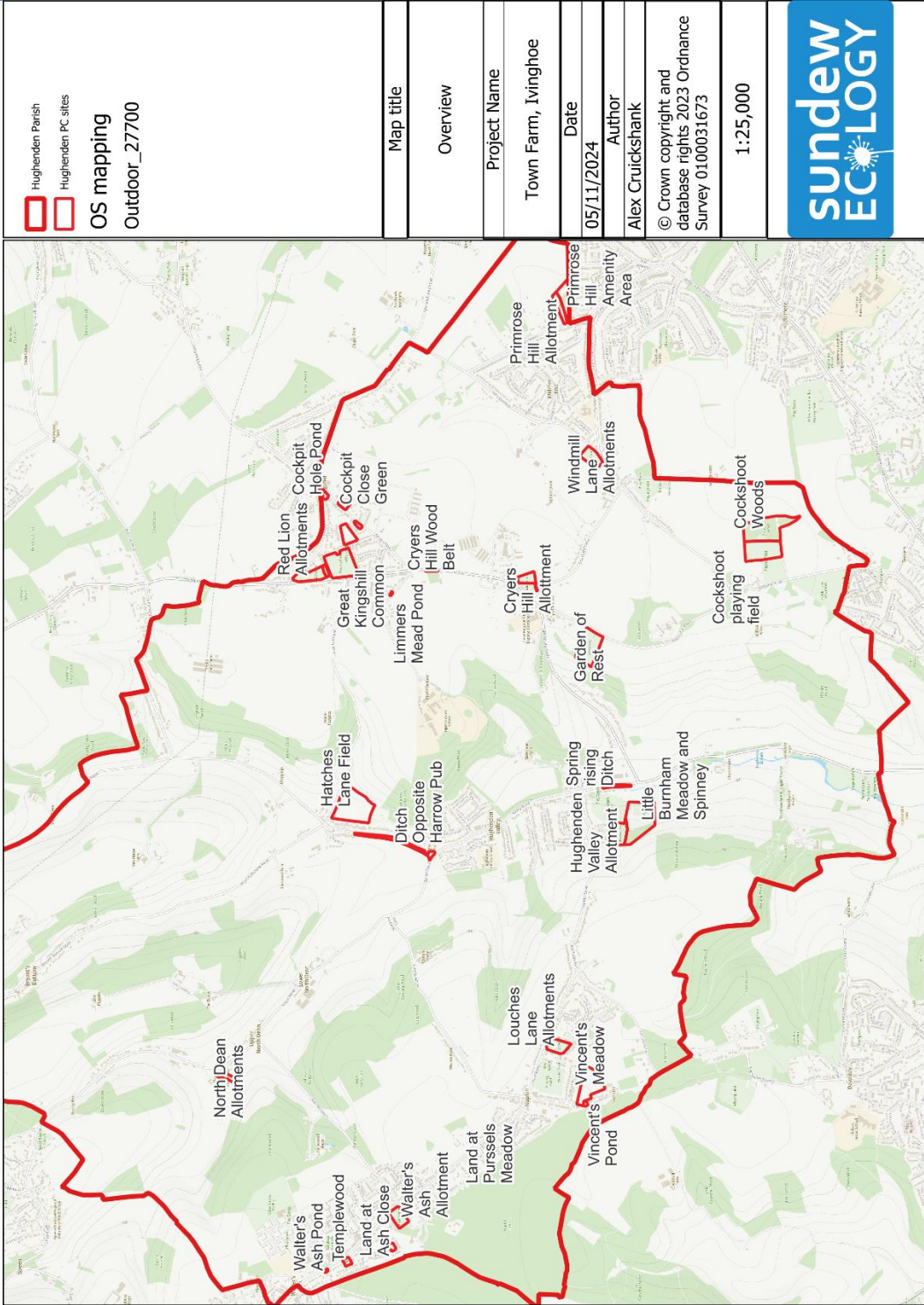
The contractor will comply with all relevant legislation and Hughenden Parish Council's policies regarding this ITT, resultant contract and maintenance works.

9.21 Canvassing

Contractors tendering for this contract must not canvass members of Hughenden Parish Council or its officers. Any effort to do so will immediately disqualify any tender submitted.

10 Appendices

10.1 Appendix A: Location of sites



10.2 Appendix B: Reporting and invoicing form

A copy of this form must be completed and submitted with every invoice.

Your company name	
Date	
Your invoice number	
Hughenden PC Purchase Order number	
Activity type	
Units completed (see maps)	
Accidents and Near Misses	
Other incidents or problems to report	
Your name	
Signed	

10.3 Appendix C: Schedule of works

Linear works

ID_1	Site	Activity	Length
HPC line0	Red Lion Allotments	Allotment mowing	158.6
HPC line1	Red Lion Allotments	Allotment mowing	205.56
HPC line12	Walter's Ash Allotments	Allotment mowing	226.17
HPC line13	Walter's Ash Allotments	Allotment mowing	180.27
HPC line17	North Dean Allotments	Allotment mowing	226.57
HPC line2	Red Lion Allotments	Allotment mowing	240.15
HPC line21	Hughenden Valley Allotment	Allotment mowing	81.06
HPC line22	Hughenden Valley Allotment	Allotment mowing	223.33
HPC line23	Hughenden Valley Allotment	Allotment mowing	150
HPC line24	Hughenden Valley Allotment	Allotment mowing	109.7
HPC line26	Hughenden Valley Allotment	Allotment mowing	28.29
HPC line32	Primrose Hill Allotment	Allotment mowing	379.69
HPC line33	Windmill Lane Allotments	Allotment mowing	304.37
HPC line34	Windmill Lane Allotments	Allotment mowing	113.49
HPC line37	Louches Lane Allotments	Allotment mowing	561.16
HPC line41	Cryers Hill Allotment	Allotment mowing	320.68
HPC line16	Walter's Ash Allotments	Amenity hedge trimming both sides and top	65.8
HPC line3	Red Lion Allotments	Amenity hedge trimming both sides and top	503.02
HPC line36	Windmill Lane Allotments	Amenity hedge trimming both sides and top	132.29
HPC line38	Louches Lane Allotments	Amenity hedge trimming both sides and top	367.12
HPC line4	Great Kingshill Common	Amenity hedge trimming both sides and top	62.73
HPC line6	Great Kingshill Common	Amenity hedge trimming both sides and top	57.07

ID_1	Site	Activity	Length
HPC line14	Walter's Ash Allotments	Amenity hedge trimming inside and top	107.33
HPC line15	Walter's Ash Allotments	Amenity hedge trimming inside and top	111.62
HPC line18	North Dean Allotments	Amenity hedge trimming inside and top	109.04
HPC line19	North Dean Allotments	Amenity hedge trimming inside and top	139.88
HPC line25	Hughenden Valley Allotment	Amenity hedge trimming inside and top	422.83
HPC line35	Windmill Lane Allotments	Amenity hedge trimming inside and top	242
HPC line39	Primrose Hill Allotment	Amenity hedge trimming inside and top	226.86
HPC line40	Primrose Hill Amenity Area	Amenity hedge trimming inside and top	375.57
HPC line42	Cryers Hill Allotment	Amenity hedge trimming inside and top	384.74
HPC line5	Great Kingshill Common	Amenity hedge trimming inside and top	168.88
HPC line8	Common Road Old Allotments	Amenity hedge trimming inside and top	14.54
HPC line9	Common Road Old Allotments	Amenity hedge trimming inside and top	15.05
HPC line10	Hatches Lane Field	Conservation hedge trimming both sides and top	208.36
HPC line30	Cockshoot playing field	Conservation hedge trimming both sides NOT top	84.64

ID_1	Site	Activity	Length
HPC line31	Primrose Hill Amenity Area	Conservation hedge trimming both sides NOT top	186.62
HPC line11	Hatches Lane Field	Conservation hedge trimming inside and top	534.76
HPC line7	Common Road Old Allotments	Conservation hedge trimming inside and top	342.56
HPC line27	Spring Rising Ditch	Ditch maintenance	163.82
HPC line28	Ditch Opposite Harrow Pub	Ditch maintenance	456.47
HPC line20	North Dean Allotments	Hedge laying	28.34
HPC line29	Cockshoot playing field	Hedge laying	84.64
HPC line43	Hatches Lane Field	Wildflower Meadow Seeding	618.09
HPC line44	Common Road Old Allotments	Wildflower Meadow Seeding	316.06
HPC line 45	Little Burnham Meadow and Spinney	Conservation hedge trimming inside	179.54
HPC line 45	Little Burnham Meadow and Spinney	Conservation hedge trimming both sides and top	93.50

Area works

ID_1	Site	Activity	Area
HPC area11	Cockpit Close Green	Amenity grass cutting	346.89
HPC area12	Cockpit Close Green	Hay cutting	1831.3
HPC area17	Cockpit Hole Pond	Pond maintenance	1348.3
HPC area2	Cockshoot Woods	Hay cutting	1840.5
HPC area5	Common Road Old Allotments	Hay cutting	1542.7
HPC area6	Common Road Old Allotments	Hay cutting	2798.9
HPC area13	Common Road Old Allotments	Amenity grass cutting	2126.4
HPC area32	Council office and car park	Council office and car park	1453.2

ID_1	Site	Activity	Area
HPC area24	Ditch Opposite Harrow Pub	Hay cutting	928.34
HPC area9	Garden of Rest	Hay cutting	3796.9
HPC area10	Garden of Rest	Hay cutting	1925.8
HPC area35	Garden of Rest	Garden of Rest maintenance	13601
HPC area15	Great Kingshill Common	Amenity grass cutting	680.24
HPC area30	Great Kingshill Common	Amenity grass cutting	5115.7
HPC area31	Great Kingshill Common	Hay cutting	567.59
HPC area0	Hatches Lane Field	Hay cutting	32493
HPC area36	Hoppers Way Green	Hay cutting	558.36
HPC area37	Hoppers Way Green	Amenity grass cutting	426.32
HPC area23	Hughenden Valley Allotment	Hay cutting	263.38
HPC area20	Land at Ash Close	Hay cutting	428.04
HPC area21	Land at Ash Close	Amenity grass cutting	770.41
HPC area22	Land at Pursells Meadow	Amenity grass cutting	311.84
HPC area33	Limmers Mead Pond	Pond maintenance	207.69
HPC area1	Little Burnham Meadow and Spinney	Hay cutting	13391
HPC area40	Little Burnham Meadow and Spinney	Hay cutting	1191.93
HPC area38	Louches Lane Allotments	Amenity grass cutting	262.21
HPC area39	Louches Lane Allotments	Amenity grass cutting	83.37
HPC area25	Primrose Hill Allotment	Hay cutting	602.43
HPC area26	Primrose Hill Allotment	Amenity grass cutting	91.67

ID_1	Site	Activity	Area
HPC area27	Primrose Hill Allotment	Amenity grass cutting	105.28
HPC area3	Primrose Hill Amenity Area	Hay cutting	1102.8
HPC area4	Primrose Hill Amenity Area	Hay cutting	945.53
HPC area14	Primrose Hill Amenity Area	Amenity grass cutting	7248.7
HPC area16	Red Lion Allotments	Hay cutting	375.41
HPC area34	Red Lion Allotments	Amenity grass cutting	443.4
HPC area7	Vincent's Meadow	Hay cutting	4985.8
HPC area19	Vincent's Pond	Pond maintenance	619.03
HPC area8	Walter's Ash Allotment	Hay cutting	486.63
HPC area18	Walter's Ash Pond	Pond maintenance	323.11
HPC area28	Windmill Lane Allotments	Amenity grass cutting	204.58
HPC area29	Windmill Lane Allotments	Amenity grass cutting	151.16

10.4 Appendix D: Cost submission form

Company name			
Company address			
Company number			
VAT number (if registered)			
Please state your cost (ex VAT) in pounds sterling for delivery of each activity for each year. You do not need to provide a cost for every activity, but Applicants with the ability to undertake multiple activities will be favoured as 'best value' because of reduced admin costs. The Applicant is also requested to provide a day rate for some activities. This will enable the Parish Council to employ the Contractor for additional days should the need arise. These are highlighted in blue			
	Year 1	Year 2	Year 3
Hay cutting (c7.2ha across 16 sites)			
Allotment Mowing (c3509m)			
Day rate for additional Allotment mowing			
Amenity Grass Cutting (c1.8ha across 10 sites)			
Day rate for additional Amenity Grass Cutting			
Road verge grass mowing			
Day rate for additional road verge grass mowing			
Amenity Hedge Trimming (c4694m)			
Day rate for additional amenity hedge trimming.			
Roadside hedge Trimming			
Day rate for additional roadside hedge trimming			
Conservation Hedge Trimming (1/3 of c1836m)			
Hedge Laying (c112m)			
Pond Maintenance (4 sites = c0.25ha)			
Ditch maintenance (2 sites = c620m)			
Infrastructure inspection (all listed infrastructure)			
Infrastructure maintenance (day rate)			
Wildflower Meadow Seeding (c934m x 3m)			
Garden of Rest Maintenance (all activities for 1 year)			
Winter Clearance of ice and snow at Garden of Rest (hourly rate)			
Council Offices and Car Park (all activities for 1 year)			
Road sign cleaning (per 25 signs)			
Siding Out Footways (per 200m of footway)			

Weed management on footways (per 500m of footway)			
Woodland management (day rate)			
Public rights of way maintenance – 1km of footpath (2m wide)			
Public rights of way maintenance – 1km of bridleway/byway (4m wide)			
TOTAL ex VAT			
VAT			
TOTAL inc VAT			

10.5 Appendix E: Pre-Qualification Questionnaire

10.5.1 The Project

The tendered works are for the appointment by Hughenden Parish Council for Contractor(s) to undertake open space maintenance and other works to various sites across the parish.

The Tender will be broken down into separate packages. You may Tender for one or more activities, each will be proceeded as an individual package. The Council may wish to consider a multiple package discount based on economy of scale and resources.

10.5.2 Tenders

Tenders for the works are being issued to a selected short list of suitably qualified Contractors with an assumed start date of the 1st April 2025 for a period of three years until 30th March 2028 with an opportunity to extend for two additional years, until 30th March 2030 on good performance and acceptable price uplift negotiations.

The Council will encourage SME local Contractors. Tenders should be aware of the Councils sustainability; carbon reduction & biodiversity aims.

Interview – Tenderers may be invited to interview to meet key Members and Staff.

Interviews will include discussion on the above as well added value, cooperative working, enhancement & continuous improvement as well as managing monitoring & reporting methodology.

10.5.3 Details of the proposed tendering contractor

Name and Address of the organisation in whose name the tender is submitted.	
Address of branch tendering for this contract if different from the above.	
Contact Name	
Job Title/Department	
Telephone Number	
Mobile Number	

Email Address	
Website of tendering LEAD	

10.5.4 Supporting Information

Within the last three years has your organisation suffered a deduction for liquidated and ascertained damages or any other deductions in respect of any Contract?	Yes ☐	No ☐
---	---------------------------------	--------------------------------

Within the last three years has your organisation not had a Contract renewed for failure to perform to the terms of the Contract.	Yes ☐	No ☐
---	---------------------------------	--------------------------------

10.5.5 Professional Competences

Please schedule below the Principal Persons who will make up this project Team - please add as appropriate

Is any director / proprietor or senior manager related to or associated with any person at the Council?	Yes ☐	No ☐
---	---------------------------------	--------------------------------

If yes, please provide details:

Title	Name	Qualifications	Company	e-mail address
Project Lead- Single point of Contact				
Contracts Manager				
Operational Site Manager – Single				
QS/ Bid enabler				
H&S Adviser				
Addl. Site Team Management (if any)				
Advise key on site contract staff proposed				
Operational Senior Manager (dispute resolution)				
Operational Contact Manager (monthly site meetings)				
On site Manager (day to day Point of Contact)				
Contract administrator (Accounts)				

Is your organisation a member of a recognised and accredited body with appropriate Quality checks & scheme and accredited accordingly.	Yes ☐ No ☐
Has your organization had any Trade or professional Membership terminated or Suspended in the last 5 years (if yes please provide details under separate cover).	Yes ☐ No ☐

10.5.6 Bidder Information

Have you enclosed an organisational chart?	Yes ☐	No ☐
--	---------------------------------	--------------------------------

Number of staff and qualified staff over the previous 3 years	Directly employed Site Staff (full time)	Qualified Contract Staff/ Sub contractors	Office based Staff	Seasonal Staff
2022				
2023				
2024				

The Council encourage the employment of directly paid staff by its Contractors.

As far as it is practical, staff should be employed locally to reduce mileage & carbon usage.

Will any sub-contractors be used for any part of the contract, and if so, what elements of works will they be undertaking?

Please advise names and roles of proposed sub-contractors to be employed in the

Please give details of works proposed to be subcontracted:

--

10.5.7 Security Clearance & Site Security

The security of sites, site activities, site users as well as visiting contractors is important to be retained throughout the contract works. Gates must be locked after access; Contractors must ensure ALL Staff & sub-Contractors on or around Council sites as well as on Vehicles parked up on sites, have and carry photo ID. The Council will carry out spot & random checks throughout this Contract, any breach will result in Operatives being removed from site without redress or compensation for loss of program.

10.5.8 Health & safety

The Council takes its H&S seriously and expects the Contractor (s) to keep a record of all Staff, their training, their competencies and hold the necessary & approved H & S

training at all times. Staff working near roads, water courses etc. should be adequately trained. All equipment used on the Council land must be well maintained, compliant and meet the current manufacturers and/or Statutory standard required for use.

10.5.9 Experience

Please set out in a separate submission short text with project examples to describe the following:

- A. Your experience on working within the Grounds Management environment with examples of work in Cemeteries & public parks, playgrounds etc. relative to the packages you are tendering for.
- B. Your experience in working with Local Authorities or other Public Services, and management of health and safety around the Public spaces.
- C. Your experience of public facilities and working around members of the public while kept fully operational
- D. The added value you would bring to this project, what can you add over & above the Contract matters. How will Members be able to see this value on the ground?
- E. Set out what you see as the key risks and your mitigation strategy for each of the packages you are interested in.
- F. Please set out your experience in site management with restricted access, Cemetery, Allotments, Parks, limited on site storage, limited parking, just in time delivery and always maintaining operational services during the project.
- G. Please set out your vision for meeting Performance, best value, sustainability including biodiversity, zero carbon & environmental issues all of which are captured in the Council's policy documents
- H. Last 3 years Audited accounts

10.5.10 References and Previous Experience

	Referee 1	Referee 2	Referee 3
Contact Name:			
Organisation Name:			
Full Postal Address:			
Contacts Tel number:			
Contacts Email:			
Description of Contract:			
Value of Contract:			
Contract Award Date:			
Contract Duration:			

Do you have any questions / assumptions / observations to be considered when assessing this Pre-Qualification Questionnaire submission?

DECLARATION

When you have completed the application form and all applicable Appendices, please read and sign the section below

I/We certify that the information I have supplied is accurate. I accept the conditions and undertakings in the application form. I understand that if I give false information I would not be considered for this Contract.

I/We declare that my company has submitted all relevant certificates in relation to the payment of tax in accordance with the Income and Corporation Taxes Act 1988 relating to the company and any sub-contractors employed to work on a Hughenden Parish Council Contract and will submit any further certificates in the event of change to either the company or any sub-contractors' tax status or due to the appointment of any future sub-contractors.

I/We declare that my company will notify the Council immediately it becomes aware of any actual or potential conflict of interest which may arise between the interests of the Council and my company or any of our clients and that my company will take immediate steps to remove the cause of any such conflict to the complete satisfaction of the Council.

I/We certify that this is a bona fide application to be selected to tender, intended to be competitive and that I/We have not fixed or adjusted the information contained in this application under or in accordance

with any agreement or arrangement with any other person.

I/We also certify that I/we have not done and undertake that I/we shall not do at any time any of the following acts:

1. Enter into an agreement or arrangement with any other person or organisation whereby that other person or organisation shall refrain from applying to be selected to tender; or
2. Offer or agree to pay or give or pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for any act or omission (or the procuring of any act or omission) in relation to this selection.

I/we hereby certify that I/we have not canvassed or solicited any member, officer or employee of the Council in connection with this selection process and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we further hereby undertake that I/we shall not in future canvass or solicit any member, officer, or employee of the Council in connection with the award of this tender and that no person employed by me/us or acting on my/our behalf shall do any act.

Your signature

Printed name:

Your position

Firm's name:

Date

Before returning this form, please make sure you have:

- **Answered all questions appropriate to your application.**
- **Signed above**
- **Enclosed relevant documents, in particular all relevant items from the following.**
- **Organisation Chart for Dispute escalation**
- **Details of membership of a recognised Trade (BALI) or other relevant body or equivalent**
- **Information of your Sustainability biodiversity & carbon reduction practices and how this will be implemented on this Contract**
- **What your added value contribution will be, how you will work cooperatively and enhance the Councils assets over the term.**
- **Details of previous experience to supply the services you are bidding for.**
- **3 years annual accounts**

10.6 Appendix F: Form of Tender

HUGHENDEN PARISH COUNCIL; INVITATION TO TENDER Open Spaces Services

To be completed by the Tenderer;

To: Council Clerk

Hughenden Parish Council

Council Office

The Common

Great Kingshill

High Wycombe

Bucks, HP15 6EN

With regard to provision of Open Spaces Services - in accordance with the Invitation to Tender (ITT) I/We confirm that having examined the ITT and all associated documents, and being fully satisfied in all respects the requirements; our tender represents an offer to Hughenden Parish Council, which if accepted in whole or in part, will create a binding contract for the provision of a service for the Hedge and Field Maintenance contract (2023-2024).

I/We confirm that this will be subject to the terms of the ITT documentation (including Plans, Specification and Terms and Conditions) which we have received.

I/We hereby offer to provide the whole of the services for the three-year term from April 2025 with conformity to the prices provided in the completed Cost Submission Form and responses in the Pre-Qualification Questionnaire.

I/We understand that the Parish Council is not bound to accept the lowest or any tender they receive.

I/We understand that no payment will be made for any expenses or losses incurred in the preparation of my/our tender.

I/We agree that this tender remain open for acceptance for 90 days after the closing date for submission.

I/We warrant that I/we have all the requisite corporate authority to sign this Tender

From (your name) :

Signed:

For and on behalf of:

Address:

.....

.....

.....

Date:

10.7 Appendix G: Checklist of Documents

HUGHENDEN PARISH COUNCIL; INVITATION TO TENDER

Open Spaces Services

Applicants must complete and return appendices' Sections D to G. Failure to provide all the items in the checklist may cause your Tender to be non-compliant.

Appendix	Section Item	Included in Tender?
D	Cost Submission Form; to be completed, signed and returned	
E	Pre-Qualification Questionnaire; to be completed, signed and returned	
F	Form of Tender; to be completed, signed and returned.	
G	This Checklist of Documents; to be completed, signed and returned.	

All complete tenders containing the above documents to be submitted by email or in writing by 12.00 noon on 13th February 2025 to the Parish Council office. No additional information should be submitted or will be considered.

All Tenders must be clearly marked 'Hughenden Open Spaces Maintenance Contract Tender'. If sent by mail (or in person), these tenders should be submitted in a sealed envelope to the Parish Council and addressed to the Parish Clerk (at Hughenden Parish Council, Council Office, The Common, Great Kingshill, High Wycombe, Bucks, HP15 6EN).

I/We confirm understand that this checklist clarifies the completed documentation representing our tender offer to Hughenden Parish Council (for the provision of this Open Spaces Maintenance ITT).

From (your name):

Signed:

For and on behalf of:

Address:

.....

Date: