



Parish Office  
Link Road  
Great Missenden  
Bucks  
HP16 9AE

Tel: 01494 864792

Email: [clerk@greatmissendenpc.co.uk](mailto:clerk@greatmissendenpc.co.uk)

**OPEN SPACES MAINTENANCE CONTRACT  
FOR THE THREE YEAR PERIOD COMMENCING  
1<sup>ST</sup> APRIL 2025 AND TERMINATING 31<sup>ST</sup> MARCH 2028**

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**GREAT MISSENDEN PARISH COUNCIL**  
**(“the Council”)**  
**OPEN SPACES MAINTENANCE CONTRACT (“The Contract”) FOR THE**  
**THREE YEAR PERIOD COMMENCING 1<sup>ST</sup> APRIL 2025 AND**  
**TERMINATING 31<sup>ST</sup> MARCH 2028.**

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

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

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

- Mowing of approximately 11.5 acres of grass and attendant strimming as required, together with blowing / tidying up areas after strimming and mowing.
- Cutting of approximately 2,500 yards of hedging and clearance of weeds where hedges border footpaths. Hedges to be cut and areas left tidy and cleared of cuttings (cut and clear). Hedges to be cut to / maintained to existing heights. Bird nesting season to be avoided, except for safety reasons (March – August).
- Litter collection (from sites as specified) and litter disposed of.
- Inspection of play equipment on 7 facilities. (Simple inspection sheets have to be completed for the latter and submitted to the parish office weekly)
- Weedkilling various areas as specified – all done to conform to current regulations and health and safety guidance.
- Garden maintenance of three areas including shrub bed maintenance, edging, trimming shrubs and pruning

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

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

**In addition**, those tendering for the Contract may be asked to carry out what we refer to as “additional work” from time to time which consists mainly of one-off jobs such as the strimming of vacant allotment plots, occasional mending of fences/gates/posts, trimming back of overhanging branches/undergrowth where they impinge on footpaths and occasionally felling

of small trees. There is no regular pattern to this type of work and each job has to be quoted for separately for approval by the Council.

**Full details of all works required** are given on the attached schedules, which should be read in conjunction with the site maps provided, together with a summary schedule which must be used to price the contract. All prices must be itemised. An aggregate figure for the whole contract will not be acceptable.

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

**Contract Termination** will only be effected by the giving of 4 months notice by either party to the Contract.

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

In view of the **timetable** the Council has to adhere to in submitting its Precept requirement, all Tenders, must be received by **Friday 15<sup>th</sup> November 2024 at midday**. Postal tenders must be addressed to the clerk and **received in the Parish Office in a sealed envelope marked 'Open Spaces Tender'**. Alternatively, tenders can be emailed to: [OSTender@greatmissendenpc.co.uk](mailto:OSTender@greatmissendenpc.co.uk). This email address will only be checked after the closing date, so please do not send any queries to this email address. All postal tenders will be opened by the clerk in the presence of at least two councillors after the deadline for submission has passed. All electronic tenders will be open and read by the clerk in the presence of two councillors after the closing date. Any tenders received after 15<sup>th</sup> November 2024 at midday will be rejected. The council may at its own absolute discretion extend the deadline.

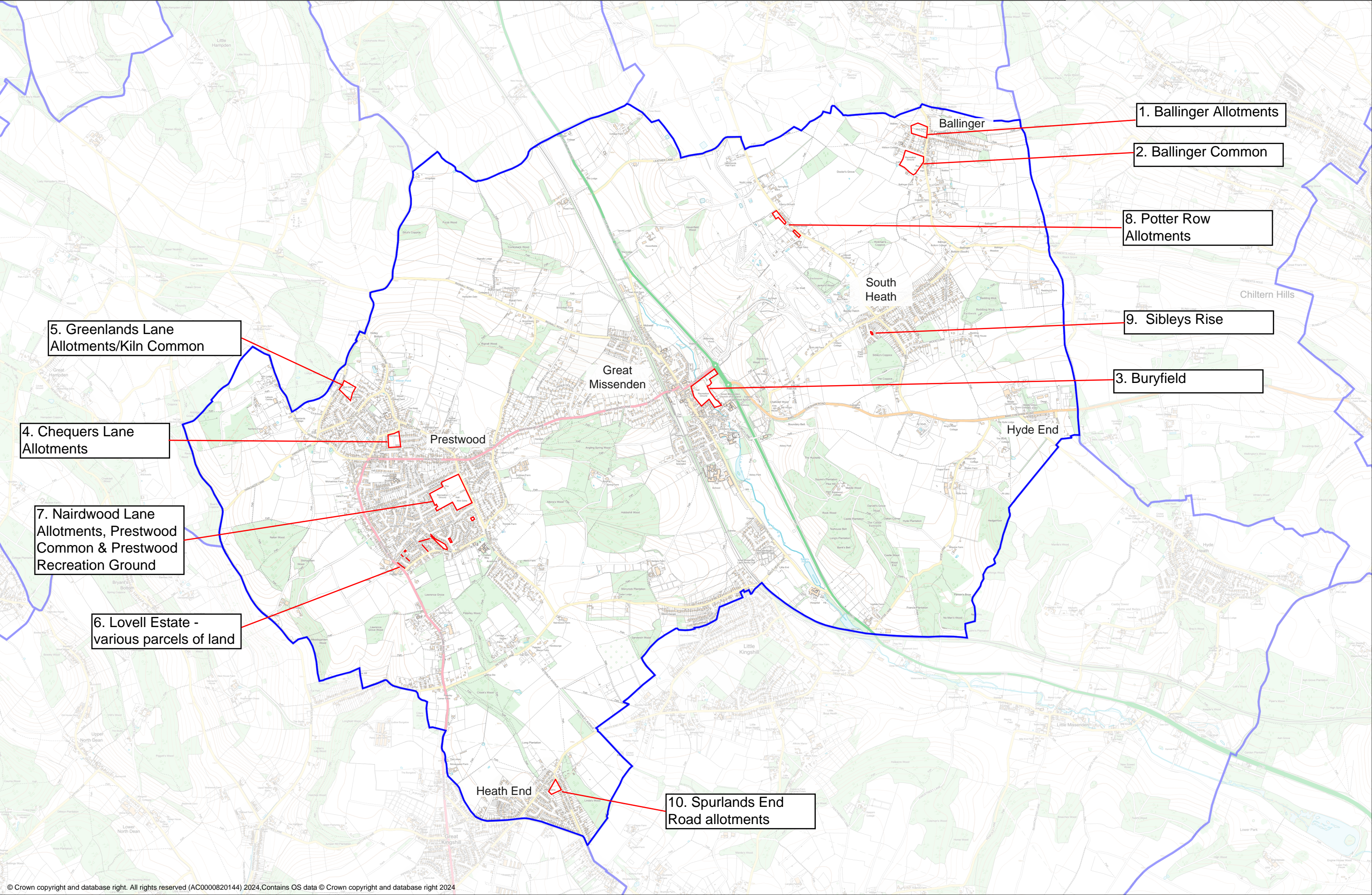
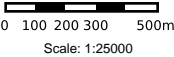
The Tenders will be considered in Council at the December 2024/January 2025 Council meeting.

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

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

NB This contract may be subject to changes although the basic stipulations will remain.

		ANNUAL OPEN SPACES MAINTENANCE CONTRACT										Page 4	
		1st APRIL 2025 TO 31st MARCH 2028											
		GrassCutting			Hedgecutting *			Inspection of Play Equipment			Litter Collection		
		No of Visits	Price per visit	Total	No of Visits	Price per visit	Total	No of Visits	Price per visit	Total	No of Visits	Price per visit	Total
Ballinger Allotments	1	Nil		£0	1		£0.00	Nil			Nil		
Ballinger Common	2	15		£0	1		£0.00	52		£0.00	41		£0.00
Buryfield	3	30		£0	1		£0.00	52		£0.00	82		£0.00
Chequers Lane Allotments	4	Nil		£0	1		£0.00	Nil			Nil		
Greenlands Lane Field	5	15		£0	1		£0.00	Nil			Nil		
Lovell Estate	6	15		£0	1		£0.00	Nil			26		£0.00
Nairdwood Lane Allotments & Prestwood Common & Prestwood Rec	7	Nil 15 15		£0 £0 £0	1 1 1		£0.00 £0.00 £0.00	Nil 52 52		£0.00 £0.00	Nil 82 82		£0.00 £0.00
Potter Row	8	Nil		£0	1		£0.00	Nil			Nil		
Sibley's Rise	9	15		£0	Nil			52		£0.00	41		£0.00
Spurlands E.Rd. Allotments	10	Nil		£0	1		£0.00	Nil			Nil		
Totals		120			11			260			354		
SUB-TOTAL			£0.00	£0.00		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00
Weed control		2		£0.00									
Buryfield, Greenlands Lane & Nairdwood Ln/Prestwood Com.													
Lovell Estate - Garden Maintenance													
Greenside - 9 visits per year		9		£0.00									
Tetherdown - 9 visits per year		9		£0.00									
Westrick Walk - 2 visits per year		3		£0.00									
SUBTotals (per year)				£0.00			£0.00			£0.00			£0.00
GRAND TOTAL (per year)													£0.00
* One cut in autumn - however an additional cut may be required in some areas earlier in the season on safety grounds. Please include contingency for this.													



**OPEN SPACES MAINTENANCE CONTRACT - SPECIFICATION**

**1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025**

**Site:** Ballinger Allotments-site map below

**Location:** Number 1 on the Area Map.

**Work to be carried out:**

**a)Grasscutting**

Nil

**b)Hedgecutting:** totalling approximately **120m** coloured green on the attached site map.

i)Hedge to the rear of the plot: top and both sides

ii)Hedge bordering the main road: top and road side.

**c)Inspection of play equipment.**

Nil

**d)Litter collection.**

Nil

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

## **BALLINGER ALLOTMENTS**



- Boundary of Parish council owned land is in red
- Hedge cutting is green
- Grass cutting is yellow

**Site:**        **Ballinger Common**

**Location:** Number 2 on the Area Map

**Work to be carried out:**

**a) Grasscutting**

15 fortnightly visits during the period 1<sup>st</sup> April-31<sup>st</sup> October.

Area (**approx.0.2 acres**) coloured yellow on the attached site (all grass in and around the children's play area), plus strimming round all the boundary poles including those adjoining the car park. NB The cricket club cut the cricket field.

All hedge areas, car park and children's play areas to be strimmed.

**b) Hedgecutting**-totalling approximately **280m** coloured green on the attached site map (avoiding bird nesting season – March -August):-

- i) Hedge extending from the end of the footpath behind the Memorial Hall, along the main road to its junction with Blackthorne Lane. Top and both sides.
- ii) Along Blackthorne Lane to the end (Next to pedestrian access gate). Top and both sides.

**b) Inspection of play equipment**

As marked on the attached site map

Weekly – all year round

Total **52** visits

**c) Litter collection**

To entire Common area, the car park and the play equipment area

1<sup>st</sup> April to 30<sup>th</sup> September-weekly

All other months-fortnightly

Total **41** visits

**d) Sundry works**

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

## Ballinger Common



**Site:**      **Buryfield, Link Road, Great Missenden**

**Location:** Number 3 on the Area Map

**Work to be carried out:**

**a)      Grasscutting:**

30 weekly visits during the period 1<sup>st</sup> April-31<sup>st</sup> October

Whole area (**approx. 4.9 acres**) as coloured yellow on the attached site plan including all banking plus strimming around all boundary poles. Strimming also to include edges of tennis courts and skatepark.

**b)      Hedgecutting-totalling approximately **288m**, coloured green on the attached site map (outside of bird nesting season – March-August).**

i)      Boundary with Link Road from the main entrance to Buryfield up to the trees opposite the skatepark-**top and both sides**

ii)     Rear of Memorial Centre-**top and both sides**

iii)    Along the tarmac footpath from the school gates down to the boundary of the school premises-**side only to a height of approx 2.4m.**

**c)      Inspection of play equipment & benches:**

i)      Main playground adjacent to main entrance to Buryfield, plus Skatepark Area.

ii)     Toddler playground at the far end of the field.

iii)    All benches on all areas of Buryfield

All marked on the site map. Weekly-all year round

**52** Visits

**d)      Litter collection**

**Whole area**

Period 1<sup>st</sup> April-31<sup>st</sup> October-twice weekly - **60** visits

All other months-weekly - **22** visits

Total **82** visits

**e) Weed control**

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

**e) Sundry works**

As instructed from time to time to be managed under the “Additional work” section of the Contract qv and subject to prior quotes being provided and approved.



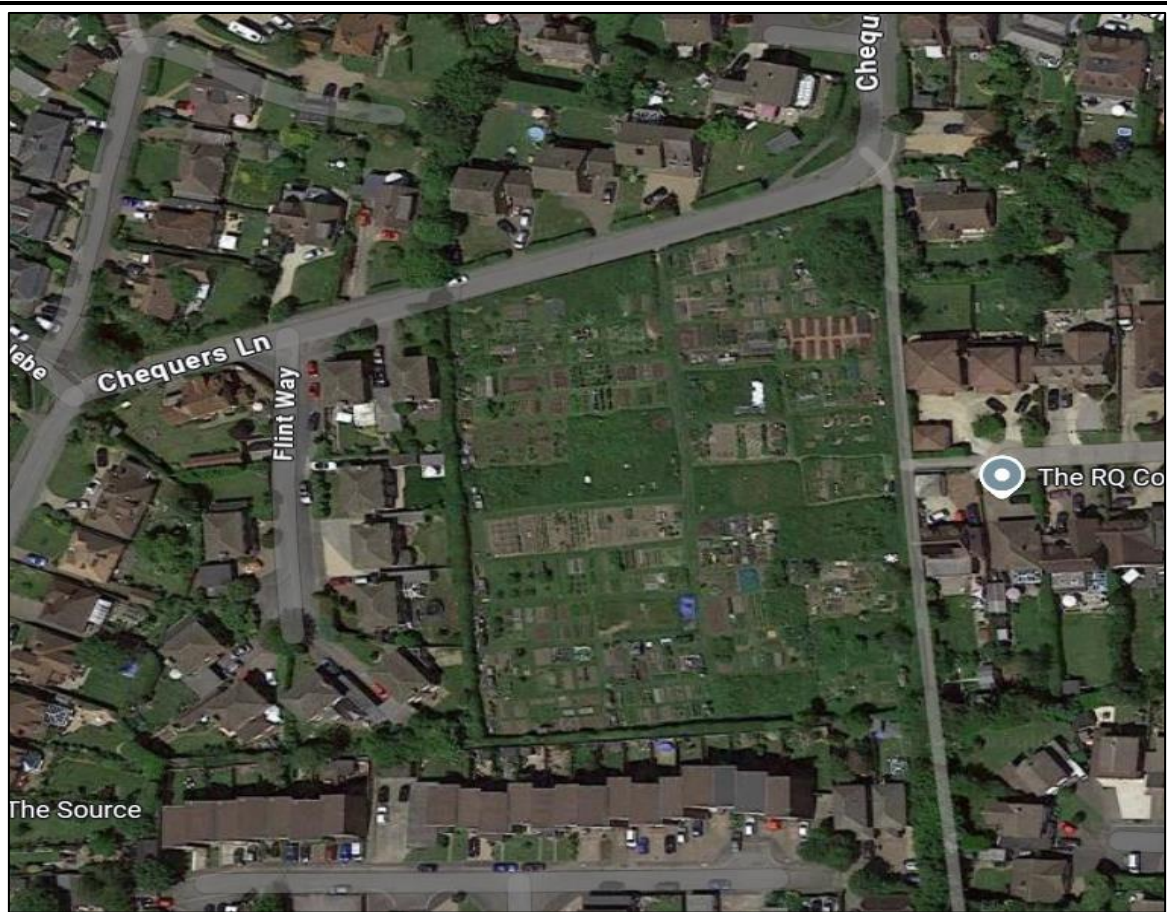
**Site:**        **Chequers Lane Allotments, Prestwood**

**Location:** Number 4 on the Area Map

**Work to be carried out:**

- a)    **Grasscutting**  
      Nil
  
- b)    **Hedgecutting** - totalling approximately **390m** coloured green on the attached map (outside bird nesting season March-August).
  - i) bordering Chequers Lane-**top and road side only**
  - ii) right hand side hedge (as viewed from the gate on Chequers Lane)-**top and front only**
  - iii) left hand side hedge (as viewed from the gate on Chequers Lane)-**top and both** sides
  - iv) hedge to the rear of the plot-**top and front**
  
- c)    **Inspection of play equipment**  
      Nil
  
- d)    **Litter collection**  
      Nil
  
- e)    **Sundry works**- as instructed from time to time to be managed under the “Additional work” section of the Contract qv and subject to prior quotes being provided

## Chequers Lane Allotment Site Chequers Lane, Prestwood



**Site:** Greenlands Lane Field (allotments & open space), Prestwood

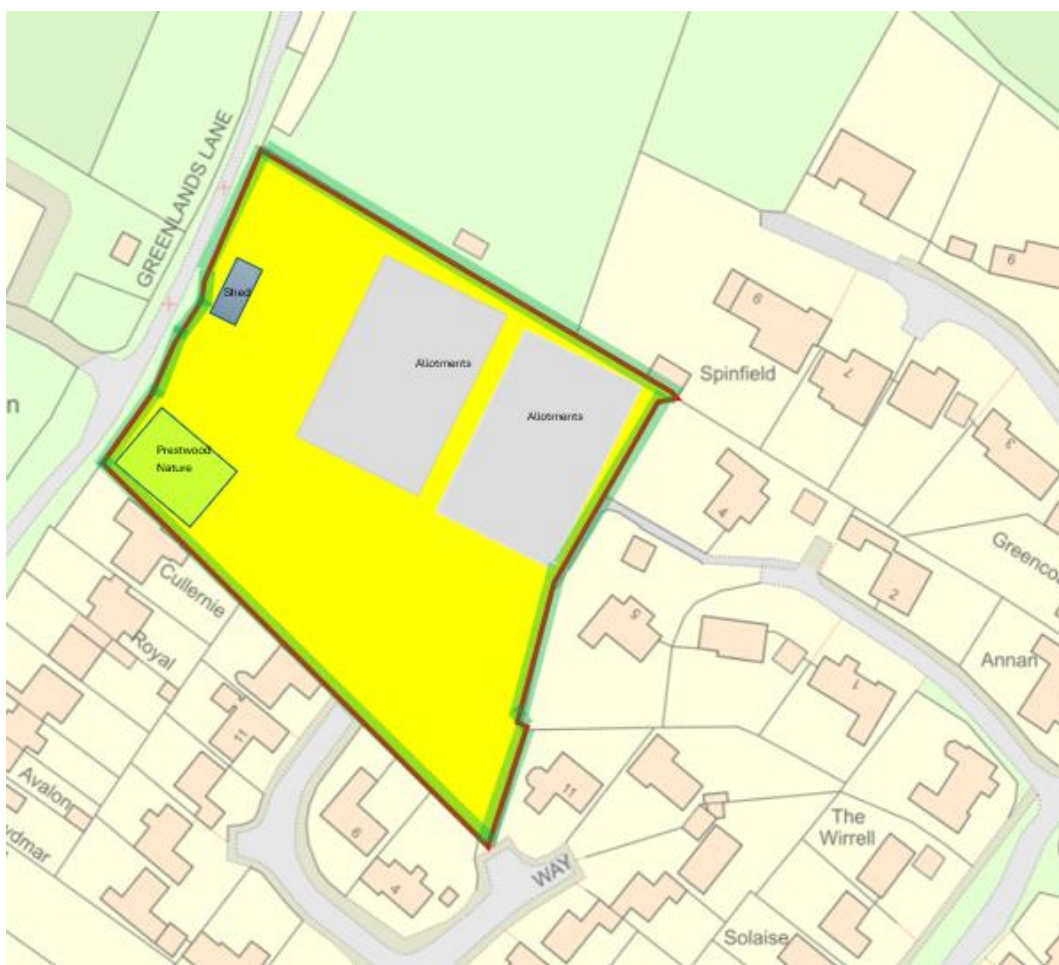
**Location:** Number 5 on the Area Map

**Work to be carried out:**

- a) **Grasscutting**  
15 fortnightly visits during the period 1<sup>st</sup> April to 31<sup>st</sup> October.  
Area, approximately **1 acre**, coloured yellow on the attached site map.  
To include strimming around all paths and car parking area.  
Note – Prestwood Nature cut grass around orchard area.
- b) **Hedgecutting**-totalling approximately **400m** coloured green on the attached site map  
Once a year, (outside bird nesting season March - August), all boundary hedges - **side only to a height of approx. 2.4m.**
- c) **Inspection of play equipment**  
Nil
- d) **Litter collection**  
Nil
- e) **Weed control**  
Spraying **twice yearly** of all hard surface areas around the car park, building, central fence and outside fences of allotment fields (care not to damage allotment plots) - see separate map.
- f) **Sundry works**- as instructed from time to time to be managed under the “Additional work” section of the Contract qv and subject to prior quotes being provided

## Greenlands Lane Allotment Site/Kiln Common

### Greenlands Lane, Prestwood



**Site: Lovell Estate, Prestwood**

(Greenside, Tetherdown, Collings Walk, Westrick Walk, Oakengrove, Peppard Meadow, Stocklands Way)

**Location:** Number 6 on the Area Map

**Work to be carried out:**

**a) Grasscutting**

All areas coloured pink on the attached site map  
Fortnightly during the period 1<sup>st</sup> April-31<sup>st</sup> October  
**15 visits**

**b) Hedgecutting - totalling approximately 36 m.**

This hedge is on the pink area of the map on **Peppard Meadow** on the attached site map  
Two sections of hedge in Peppard Meadow-**all sides and top to a height of about 10 feet**

**c) Inspection of play equipment**

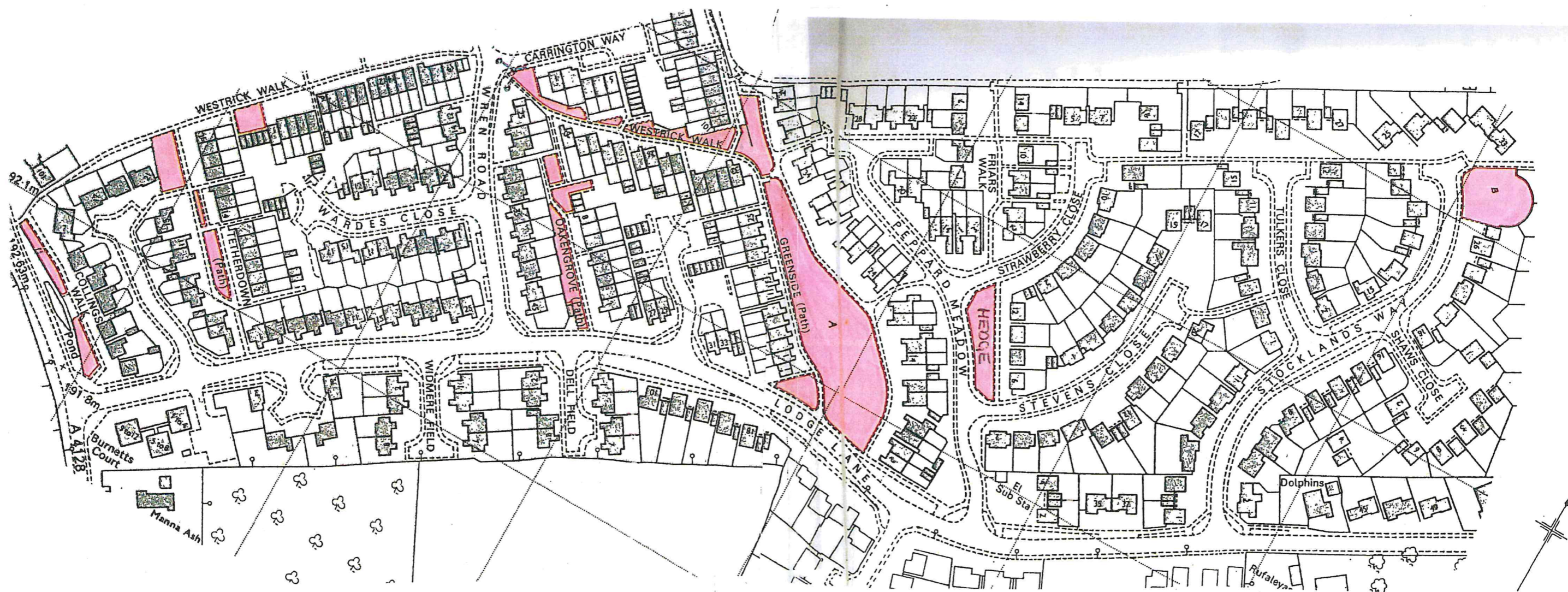
Nil

**d) Litter collection**

**Greenside only** - fortnightly  
**26 visits**

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

LOVELL ESTATE, LODGE LANE,  
PRESTWOOD  
Parcels of Land Owned by GMPC



**Site:** **Nairdwood Lane** Allotments, Prestwood Common & Prestwood Recreation Ground,  
Nairdwood Lane, Prestwood

**Location:** Number 7 on the Area Map.

**Work to be carried out:**

**a) Grasscutting**

**15** fortnightly visits during the period 1<sup>st</sup> April-31<sup>st</sup> October on Prestwood Common and Prestwood Recreation Ground, approximately **8 acres** coloured yellow on the attached site map.

To include strimming for whole area.

**b) Hedgecutting-totalling approximately 540 yards** (outside March-August bird nesting season)

**i) Prestwood Common & Prestwood Recreation Ground**

Boundary hedge between Common and Allotments-**top and Common side to a height of 1.80m**

Hedge bordering Nairdwood Lane and Honor Road-**top and both sides**

Hedge between Prestwood Common and Recreation Ground - **top and both sides**

Hedge between Prestwood Recreation Ground and Honor Road flats – **top and Recreation Ground side only**

**ii) Allotments**

Hedge bordering Nairdwood Lane- **top and road side only**

**c) Inspection of play equipment**

Sportswall, junior play equipment and teen shelter on Prestwood Common and the children's play areas on the Prestwood Recreation Ground

Weekly-all year round

**d) Litter collection -Prestwood Common & Prestwood Recreation Ground including Children's Play Area**

Twice weekly during the period 1<sup>st</sup> April-31<sup>st</sup> October (**60 visits**)

Once weekly remainder of year (**22 visits**)

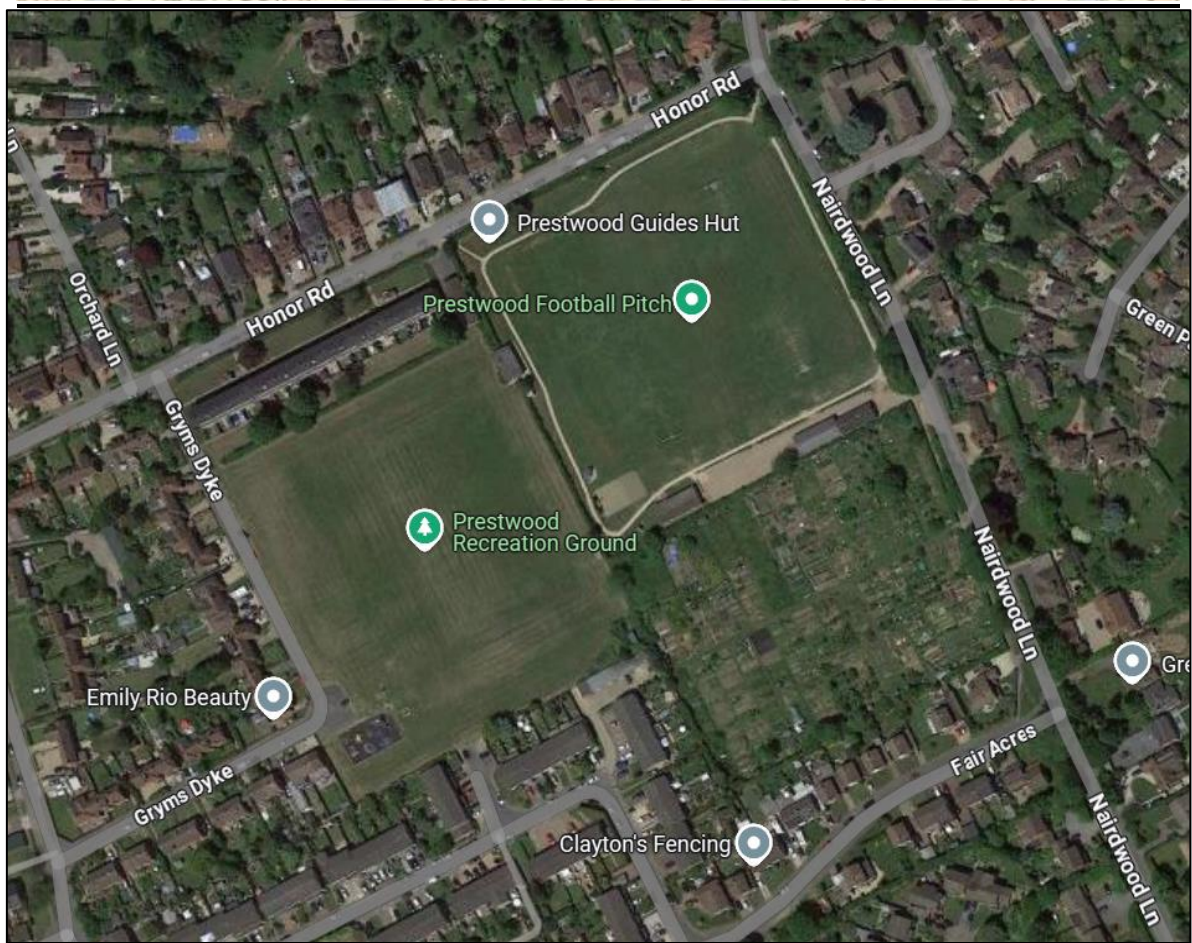
Total **82** visits

**e) Weed control**

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

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

**Nairdwood Lane Allotments, Prestwood Common & Prestwood Recreation Ground, Nairdwood Lane, Prestwood**



**Site:**        **Potter Row Allotment Site**

**Location:**   Number 8 on the Area Map

**Work to be carried out:**

- a)    **Grasscutting**  
      Nil
  
- b)    **Hedgecutting-totalling approximately 250m-** all as coloured green on the attached site map.
  - i) From the driveway into “Beeway” for a distance of approx. 20m to the junction with the boundary hedge-**top and roadside only**
  - ii) Remainder-**top and roadside only**  
(Outside bird nesting season – March-August)
  
- c)    **Inspection of play equipment**  
      Nil
  
- d)    **Litter collection**  
      Nil
  
- e)    **Sundry works-** as instructed from time to time to be managed under the “Additional work” section of the Contract qv and subject to prior quotes being provided and approved.

## Potter Row Allotments



**Site:**      **Sibley's Rise**

**Location:** Number 9 on the Area Map

**Work to be carried out:**

- a)    **Grasscutting**  
Area round the swings coloured pink on the attached site map  
Fortnightly period 1<sup>st</sup> April to 31<sup>st</sup> October  
**15 visits**
  
- b)    **Hedgecutting**  
Nil
  
- c)    **Inspection of play equipment (swings)**  
Weekly – all year round  
Total-**52 visits**
  
- d)    **Litter collection**  
1st April-31<sup>st</sup> October-weekly  
All other months-fortnightly  
Total **41 visits**
  
- e)    **Sundry works**- as instructed from time to time to be managed under the  
“Additional work” section of the Contract qv and subject to prior quotes  
being provided and approved.

## SIBLEYS RISE, SOUTH HEATH



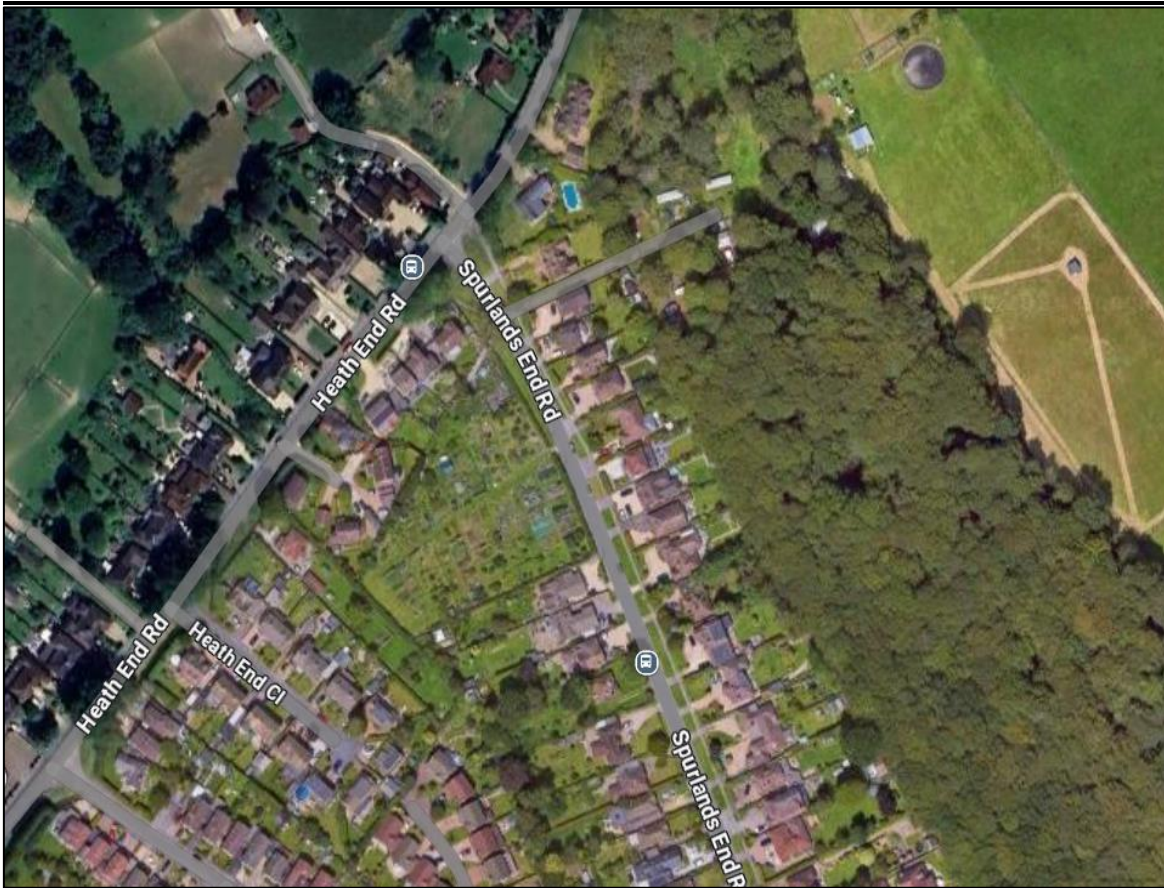
**Site:**        **Spurlands End Road allotments**

**Location:** Number 10 on the Area Map

**Work to be carried out:**

- a)    **Grasscutting**  
      Nil
  
- b)    **Hedgecutting**-totalling approximately **200m** -coloured green on the attached site map
  - i) Bordering Spurlands End Road-**top and roadside only**
  - ii) Left hand side (as viewed from the gate)-**top and inside only**
  - iii) Hedge to rear of plot-**top and inside only**All outside bird nesting season March – August.
  
- c)    **Inspection of play equipment**  
      Nil
  
- d)    **Litter collection**  
      Nil
  
- e)    **Sundry works**- as instructed from time to time to be managed under the “Additional work” section of the Contract qv and subject to prior quotes being provided and approved.

## Spurlands End Road



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

**Work to be carried out:**

**WEED CONTROL**

Twice per year – spring and autumn

**Buryfield**

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

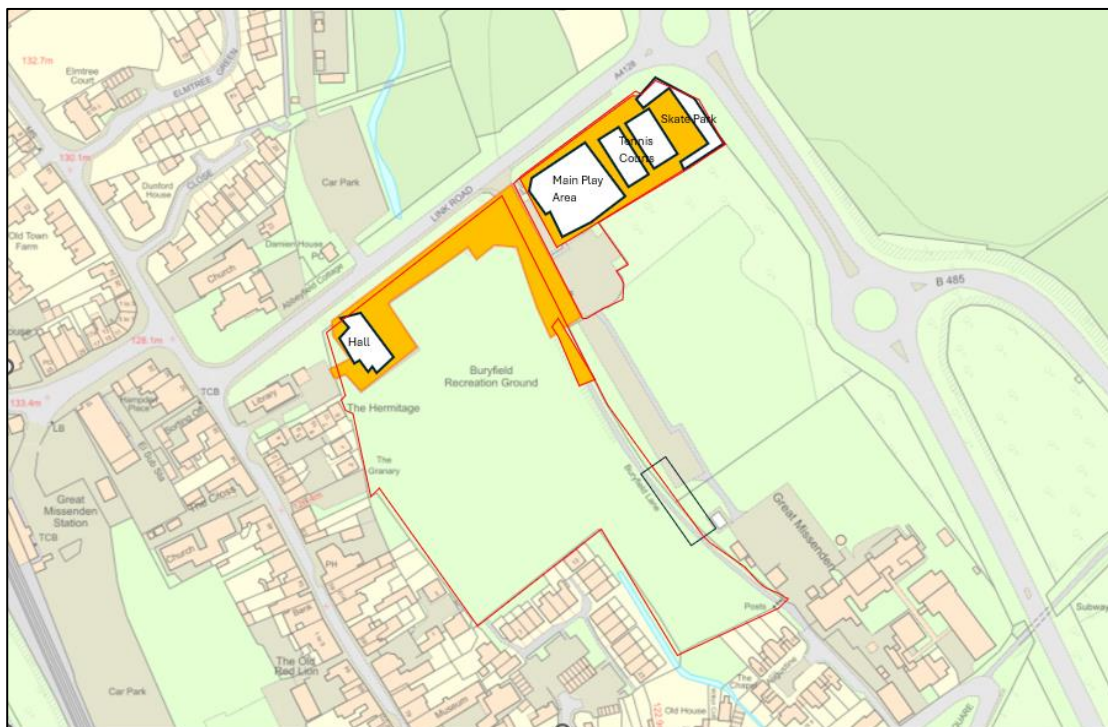
**Greenlands Lane allotments**

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

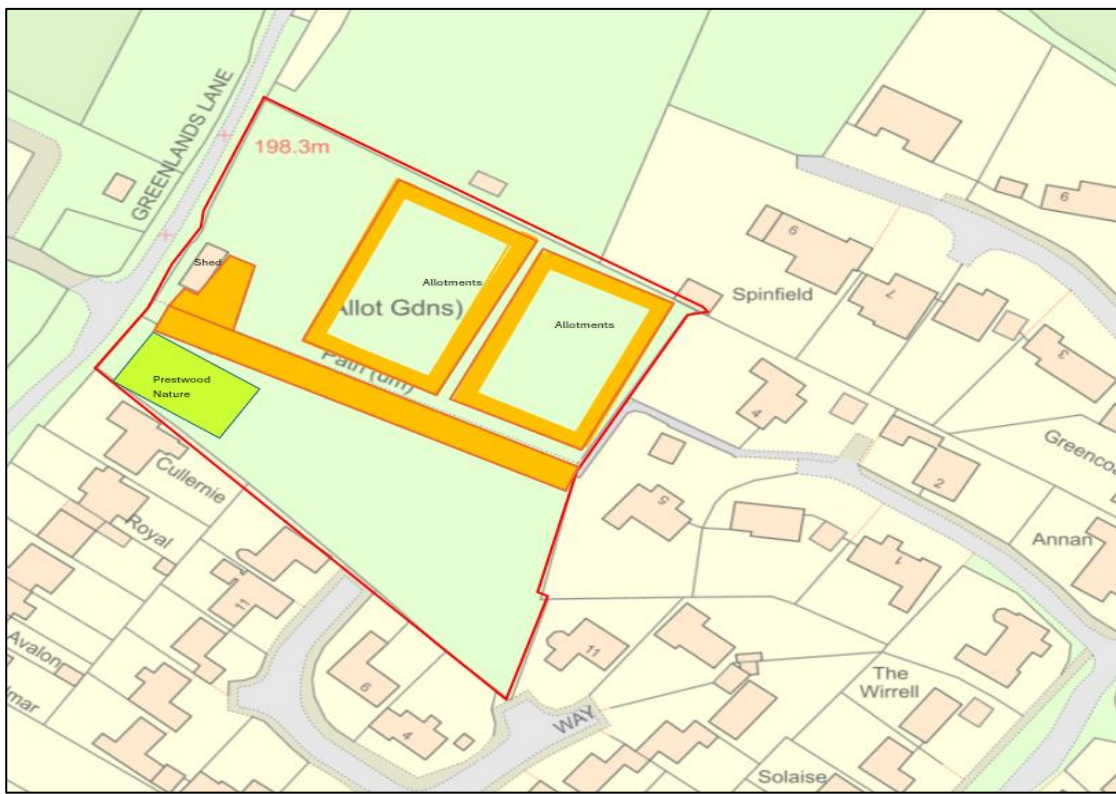
**Nairdwood Lane/Prestwood Common**

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

**a.     Buryfield weed control**



**b. Greenlands Lane – weed control**



**c. Nairdwood Lane / Prestwood Common – weed control**



**Sites:**        **Lovell Estate, Prestwood**

## **Garden Maintenance Schedule**

### **Work to be carried out:**

**1.    Shrub bed maintenance**

Maintain shrub beds to a reasonable standard, remove weeds either by hand or by chemical application

**2.    Edging**

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

**3.    Trimming shrubs**

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

**4.    Pruning**

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

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

**a) Greenside, Prestwood – Communal open space**

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

**b) Tetherdown, Prestwood – Communal open space**

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

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

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

To carry out the following at Westrick Walk:-

**1. Shrub maintenance**

Trim shrubs as necessary, to maintain clear access along footpaths

**2. Pruning**

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