

GENERAL WORKS AND GROUNDS MAINTENANCE

**CONTRACT**

**December 2023**

**SPECIFICATION**

**PRELIMINARIES**

**1 SITE ACCESS**

1.1 The Contractor shall ensure that he is familiar with all access facilities to sites and any problems with regard to bringing large plant onto such sites. No claims will be accepted by the Council on the basis that access is inadequate or other site constraints exist.

1.2 The majority of sites are open to the public at all times. Some sites have locked vehicle gates which may be opened with standard Radar keys. The Contractor will be required to replace and renew padlocks and keys as necessary. All gates shall be securely fastened whilst the Contractor is working on site and locked and secured before leaving the site.

**2 SITE PROTECTION AND RESIDENTS' FACILITIES**

2.1 The Contractor shall arrange that all possible means of pedestrian and vehicular access are maintained for site users, visitors and the public during the provision of the Services. The whole of the Services shall be carried out in order to cause the minimum inconvenience to site users, visitors and the public.

2.2 The Contractor shall note that his responsibility includes protecting any works being carried out in the course of the provision of the Services to ensure the safety of all users. The Contractor shall take all reasonably practicable measures to protect the public and site users against risks to health and safety arising out of or in connection with the provision of the Services, in line with all current HSE legislation and guidelines.

2.3 **In particular and without prejudice to the generality of the foregoing the Contractor shall ensure that his Employees are made fully aware of the behaviour of children, particularly their unpredictability, and organise work practices which will reduce the risk of accidents, and in particular**:

(a) To use tractors, ride-on rotary mowers or pedestrian operated rotary mowers with care when operating close to children or any person on, or adjacent to, the site.

(b) Exercise particular care in the use of powered strimmers close to buildings, or where the operative may be approached from "the blind side" without good warning.

(c) Suspend or stop any other activity which may be hazardous due to the close proximity of children or any person on or adjacent to the site.

(d) Not to leave machinery, tools or equipment unattended on site where they could constitute a hazard to children or any person on site.

2.4 The Contractor will have authority, in liaison with the Clerk to close any facility in the interest of public safety.

**3 WASTE MANAGEMENT**

3.1 The Contractor shall arrange for all materials, rubbish, debris and surplus materials resulting from the provision of the Services (arisings) to be collected, removed off site for disposal on the day they arise where possible, and in all cases within one week. The Contractor is responsible for the provision of tipping facilities off site at a licensed waste facility. The Contractor needs to be a licensed waste carrier. Any arisings that are left on site for any period must be stored neatly in a location agreed by the Council so that they do not constitute a hazard to any person on site. The Contractor is fully responsible for the disposal of arisings off‑site, and must comply with all relevant legislation relating to the disposal and regulation of waste, including current waste transfer documentation.

3.2 The Contractor is responsible for ensuring that the service provided complies

with the requirements of the Control of Pollution (Amendment) Act 1989 or

subsequent legislation. The Contractor shall provide to the Council copies of all appropriate current licences and exemption certificates as may apply to the transfer or management of waste generated in the performance of the service.

**4 MACHINERY**

4.1 All machinery used must be in good working order, and suitable for the particular purpose in hand and, where appropriate, properly licensed, insured and maintained in a legal and roadworthy condition.

4.2 The Contractor shall ensure that the operation of machinery complies with all the current legislation with regard to use of white diesel. The Parish Council will not accept any claims resulting from misinterpretation of this legislation by the contractor.

4.3 The Contractor shall ensure that the weight of machinery employed in the execution of the Services is appropriate for the type and condition of the ground upon which it is being operated. In particular and without prejudice to the generality of the foregoing, all wheeled large machinery employed on grass areas shall use low ground pressure grassland type tyres of a type which do not cause compaction or rutting.

4.4 Should damage to the surface or levels of the ground be caused during provision of the Services the Contractor shall reinstate such damage, at its own cost, to the satisfaction of the Council.

4.5 For the Contractor’s employees to be suitably trained in the operation of any machinery and have the required certificates.

**5 MATERIALS**

5.1 Materials used must be appropriate for their purpose. The relevant British Standard or European equivalent (where still valid) shall constitute the minimum standard requirement.

**6 ADVERSE WEATHER**

6.1 The Contractor should exercise care when continuing to operate when poor weather, or ground conditions may result in damage to site features. With the agreement of the Council, the Contractor may postpone operations on a particular site if such damage is likely to occur. However, the Contractor must take all available opportunities and additional measures to bring the site features quickly back to the Contract Standard once conditions are appropriate to do so. Failure to address deferred work as soon as weather or site conditions permit and the Council has indicated that operations can so proceed, would entitle the Council to initiate the default provisions.

6.2 The Contractor shall advise the Council office staff if, due to adverse weather, a pitch should not be played on.

**7 VANDALISM AND DAMAGE TO ESTABLISHMENTS**

7.1 The Contractor shall report to the Council any vandalism or repair work necessary to fences, gates, manhole covers, sports furniture, trees and the like which are noted during the performance of the Services so that any necessary Instructions can be issued in respect thereof.

**8 CONTRACT VALUE**

8.1 For information only the contract value, including additional works, during the last financial year was approximately £160,000. This is given as an indication only and is not a guarantee of future values.

**9 LEAD-IN TIME**

9.1 The maximum lead-in time for setting up the contract will be 2 months

**10 AWARDING THE CONTRACT**

10.1 Tenders will be evaluated on the grounds of best value, quality and performance. The Council are not bound to accept the lowest tender and reserve the right to award only part of the contract or not at all.

**11. ENVIRONMENT AND SUSTAINABILITY**

11.1 The Council encourages the contractor to, as much as possible, use rechargeable battery operated equipment

11.2 If vehicles are fueled up on site a spill kit should be used

11.3 Pesticides must be used in accordance with the manufacturer’s instructions

complying with all legal, COSHH and Health and Safety requirements. Full

PPE must be worn.

11.4 To research and identify the most environmentally friendly products which are

suitable for the task required

**GENERAL CONDITIONS OF CONTRACT**

**1 Contract Period**:

The Contract will commence on 1 June 2024 and continue in force for a period of five years from the commencement date. An extension period of two years may be granted subject to the agreement of the Council and the Contractor.

**2 The Services**:

The Contractor shall provide the services and they shall be in accordance with the requirements of this Contract throughout the Contract period.

**3 Contractor's Employees**:

The Contractor shall, at his expense, employ sufficient employees to ensure that the services are provided at all times and in all respects in conformity with the Contract standard. Such employees shall be skilled, experienced and careful in their trades and callings.

**4 Contract Management**:

4.1 The Contractor shall appoint a person to be the Contract Manager, who shall be the duly authorised representative of the Contractor for all purposes connected with this Contract.

4.2 The Contractor shall ensure that his employees are properly and sufficiently instructed in the requirements of the Contract, including any changes to procedures, standards and instructions.

**5 Liability & Indemnity**:

The Contractor shall be liable for and shall indemnify the Council, its officers, servants, employees and agents against all and any liability, loss, claim, danger or proceedings whatsoever arising under any statute or at common law arising out of or in the course of or in connection with the provision of the service.

**6 Insurance**:

Without prejudice to its liability to indemnify the Council under paragraph 5 above, the Contractor shall throughout the contract period maintain insurance to cover the liability specified in paragraph 5 above. The Contractor shall hold a minimum cover of £10 million in respect of Employers’ Liability and £10m in respect of Public Liability. If any event occurs which may give rise to any claim or proceeding in respect of works under this contract, the contractor shall give immediate notice in writing to the Council and shall indemnify the Council against any loss which may be caused by failure to give such notice.

1. **Traffic Signs Regulations**:

7.1 The Contractor shall provide, erect and maintain such traffic signs, barriers, lamps and traffic control signals as may be required by Chapter 8 of the Department of Transport’s Traffic Signs Manual or any amendments or additions thereto. Lola testing needs to be undertaken.

7.2 Particular care and attention must be taken to ensure that deposits of mud or other matter are not allowed to remain on the carriageway or adjoining areas.

**8 Machinery, Plant and Equipment**:

The Contractor shall provide and maintain in safe and efficient working order all machinery, vehicles, plant tools and equipment required for the proper execution of the services specified, and be responsible for all the costs related to the operation of such equipment. Where required up to date certification is required and regular servicing.

**9 Depots**:

The Contractor will be responsible for providing sufficient depot space and accommodation for the efficient provision of the services.

**10 Health and Safety**:

10.1 The Contractor shall at all times comply with the requirements of the Health & Safety at Work Act 1974, the management of the Health and Safety at Work Regulations 1992 and all other Act Regulations or Orders pertaining to the health and safety of employees, site users and the general public who may be affected by the Contractor's acts or omissions.

10.2 The Contractor shall provide, at the commencement of the Contract, his written record of risk assessments for this Contract in accordance with the Management of Health and Safety Regulations 1992; and throughout the Contract period provide any amendments or revisions to these assessments, to the Council. The Contractor shall prepare method statements for work carried out and when requested provide copies to the Parish Council.

Contractor’s staff working on Parish Council land must be DBS checked and have a clear record.

**11 Instructions**:

The Council may at any time issue written instructions to make any change to the works within the general scope of the Contract including, but not limited to, the addition, omissions or substitution of any work or materials to or from the Contract. The value of such changes to the Contract shall be determined by reference to the Contractor's rates, or by agreement between the Council and the Contractor.

**12 Default**:

12.1 If the Contractor shall fail to provide any part of the services to the Contract standard, the Council may require the Contractor to provide or provide again (as the case may be), by a specified date not usually more than five working days from the default, and without further charge to the Council, such part of the services to the Contract standard.

12.2 Where it is not appropriate for the work to be re-done, the Council will assess the value of the work not done by reference to the appropriate Contract rate, and deduct the same from the Contractor's account.

**13 Payments**:

13.1 The Council will furnish the Contractor with a schedule detailing the date each month when invoices for payment are required

13.2 The Contractor will submit an account for the work agreed as being satisfactorily completed, including all the necessary information on the appropriate amounts of VAT applicable on the relevant part of the service provided.

13.3 Within thirty days of the receipt of the account, the Council shall pay to the Contractor the amount which, in the opinion of the Council, is due, including any VAT.

13.4 Should the Council dispute any part of the account, it shall attempt to settle these outstanding items by negotiation within two months of presentation of the account. Where settlement cannot be reached, the matter shall be referred to an arbitrator agreed upon by the parties, or upon failure to jointly agree, to a person to be appointed by the President of the Chartered Institute of Arbitrators.

**14 Termination**:

14.1 If the Contractor fails to perform all of the services, or a significant part of them, or for any other reason is in breach of its obligations under the Contract, then, in such circumstances, the Council may, without prejudice to any accrued rights or remedies under the Contract, terminate the Contractor's employment by notice in writing, having immediate effect.

* 1. If the Contractor's employment is terminated, the Council shall not be under any obligation to make further payment until the costs, loss and/or damage resulting from or arising out of the termination of the Contractor's employment shall have been calculated, and provided such calculations show a sum or sums due to the Contractor.

# 15 Inflation

# The Contractor shall note that this is a fixed price contract which will apply throughout the duration of the term except for an annual percentage adjustment at the 1st June each year in respect of daywork labour rates in line with the Consumer Price Index as published by the Office for National Statistics or their successors in January of each year.

# Sub-contracting

# The Contractor shall not assign the whole or any part of the contract without written consent from the Council.

**17 Timescales for work**

The Council will provide timescales for when additional tasks need completing

Every other month the Clerk or one of her staff will meet with the Contractor

to go through any outstanding work.

**SECTION I - GRASS AREAS [We may be looking at leaving some areas wild on our recreation grounds also re wildflower verges]**

**1 General**

1.1 Grass areas provide both general amenity carpeting of large parts of the external areas to the various establishments, and a variety of functional surfaces. Formal uses of grass areas may vary from general children's play areas, through wildlife havens to sports pitches. The general care of the grass areas should match their uses and still reflect the visual importance of large, generally even surfaces (whether flat or sloping). An even, clean, tidy and complete cut, together with co‑ordination between different machines and methods on adjacent areas, will assist greatly in presenting these features effectively into the visual landscape of the site.

1.2 Grass cutting shall be undertaken so that, when completed, the entire area of grass shall be cut leaving no areas uncut and producing an even height across the whole area and ensuring the cuttings are evenly distributed. The only areas where this will be differ is the area below the Punnetts Town village hall to the south of it and at the bottom of Waldron Recreation Ground below the pitches where the grass will be allowed to grow and cut in April/May (weather permitting) and cut and cleared in October. With the aforementioned a path will need to be cut at Waldron leading to the footpath in the corner. The Contractor shall take care to cut as closely as possible round obstructions and edges without damaging adjacent features, taking particular care not to damage young trees. Grass margins which cannot be cut by machine shall be trimmed by other means to the same standard as the main area.

1.3 Should damage be caused to any adjacent feature, the Contractor will repair or replace the damaged feature at his own cost.

1.4 During periods when ground conditions are so wet as to prevent grass cutting occurring without causing damage to the surface or levels of the ground. the Contractor shall cease his grass cutting operation notifying the Council immediately of his actions.

1.5 Should the Contractor cause damage to the surface or levels of the ground, during grass cutting operations, the Contractor shall, at his own expense, repair such damage as soon as conditions permit, to the satisfaction of the Council.

1.6 Immediately after any period of wet conditions the Contractor shall make additional cuts to areas of exceptional growth. Excessive volumes of cuttings should be collected and disposed of off‑site to a registered composting site to restore the areas to the Contract standard.

1.7 Flowering bulbs may be planted to become naturalised. In such areas the Contractor shall not cut the bulb leaves until a minimum of six weeks has elapsed after the completion of flowering, normally in June. These areas shall then be cut as is necessary to return them to the standard as found in the surrounding area and all arisings are to be removed from site to a registered composting site.

1.8 It is the Contractor's responsibility to move obstacles such as five-a-side goals, and to remove, as far as is practicable, tins, bottles and dangerous litter of all types before starting to cut grass. All litter collected shall be disposed of off-site to the Contractor's tip and collected by a registered waste handler.

**2 Ditches/Culverts**

2.1 During May and again in November, grass and weed growth shall be cut from bottom and sides. All arisings, including litter and rubbish shall be removed from site to a registered composting site

2.2 Ditches shall be inspected regularly throughout the year (i.e. at least quarterly) and litter and rubbish shall be cleared to keep ditches and culverts open. All arisings shall be removed from site to a registered composting site.

**3 General Grass Areas**

3.1 The Contractor shall mow regularly to maintain the length of vegetation between 20mm and 40mm throughout the year. It is anticipated that at the peak periods of growth, a weekly cut may be necessary.

3.2 Where there are margins against edges, around trees, manholes, posts or other similar obstructions on the lawns, which cannot be cut by the mower, they shall be trimmed by other means to the same standard as the main area.

**4 Rough Grass Areas – The Coppice, Green Lane Estate and Theobalds Green Amenity Area, Heathfield**

4.1 The Contractor shall mow this area four times per year to maintain grass at a length of not more than 150mm. Strimming will also be required.

**5 Playing Fields**

(located at Hardy Roberts Playing Fields, Sheepsetting Lane Recreation Ground, Tower Recreation Ground, Punnetts Town Recreation Ground and Waldron Recreation Ground – see maps)

5.1 The Contractor shall:

1. For a period April to August inclusive, mow all areas regularly using rotary mowers to maintain the length of vegetation between 20mm and 40mm. It is anticipated that at peak periods of growth, a weekly cut may be necessary.

(b) On Winter sports pitch areas, the vegetation shall be maintained between 30mm – 60mm for the remainder of the year (September to March) to help retain the wearing and playing quality of the pitch surfaces.

(c) For the remainder of the large grass areas, the surrounds to pitches, the Contractor shall maintain the vegetation between 30mm and 50mm for the period September to March where there is a limited wearing of the grass by infrequent use in the Winter.

On cricket outfields, the vegetation will be maintained between 20mm and 40mm until the end of the cricket season.

###### Winter Pitch Maintenance

6.1 On all Winter pitch areas, the Contractor will renovate worn areas at the end of the playing season by scarifying the surface to create a seedbed, and adding extra good quality topsoil to make‑up any depressions to the level of the surrounding ground. Playing field ryegrass seed and a proprietary pre‑seeding fertilizer will then be broadcast and worked‑in. The rest of the pitch will be harrowed to remove thatch, and the whole pitch will be rolled with a suitable, flat, playing field roller to even out minor surface irregularities.

6.2 On one occasion in the Autumn, when ground conditions are suitable, the Contractor will thoroughly aerate (using Earthquake or similar equipment) each Winter pitch area to a minimum depth of 200mm and at no greater than 300mm centres to relieve compaction, but leaving the pitch surface suitable for play.

6.3 A top dressing application of rounded sand with a particle size in the range of 0.125 – 0.500mm will be applied annually to all pitches which have been sand-slitted (5 at present). This must be carried out when the material and the grass surface are dry to ensure rapid incorporation, this also prevents smothering of the existing sward. All top-dressing material will need to be thoroughly worked in by the use of brush or lute. Pitches need re-sand slitting every 20-25 years depending on usage and maintenance

Date of sand-slitting (estimated) Sand dressing quantity (tonnes)

Hardy Roberts pitch 2016 40

Hardy Roberts practice area 2006 80

Tower Rec lower pitch 2023 40

Tower Rec upper pitch 2024 80 reducing to 40 in 2029

Sheepsetting Lane pitch 2002 40

Punnetts Town pitch 2000 40

6.4 A Summer and Autumn application of amenity fertilizer will be applied at 35g per m2, the grade and application date to be agreed with the Clerk to the Council.

# Jubilee Park - Rough Mowing

* 1. Create a mown path around the site during the growing season
  2. In the autumn the Contractor will cut the grass on the site and leave arisings on site in a designated area

# Darch’s Wood – the Parish Council are custodian trustees of this land, it is managed by Cross in Hand Amenities Society

* 1. The Contactor shall mow the grass areas six times per year to maintain grass between 50mm and 100mm and shall strim around trees in the Arboretum area at the same time.
  2. Wild areas and identified paths shall be cut with either pedestrian or tractor mounted machinery, once in June and once during the winter months. The main ride *only* ( identified in red on map no. 2 ) may be cut using a tractor mounted flail mower. All other paths shall be maintained using pedestrian operated machinery or by hand. This is in order to preserve the natural amenity of the semi-ancient woodland which would be adversely affected by the use of heavy machinery.

**9. Theobalds Green**

9.1 Create a mown path around the field during the growing season.

9.2 Checking of bird, bat and dormice boxes from a distance on a quarterly basis

and if required and not being used to undertake repairs. To clean out the boxes

on an annual basis outside of the nesting season.

9.3 During the Autumn wildflower areas should be cut and collected and placed at

a designated area on site

9.4 During the Autumn the wildflower area on the eastern boundary of the burial

ground will need to be cut and collected

9.5 Once a year ensure that drainage is working in burial ground and maintain it

9.6 Turn off the water supply to the troughs at the end of November and turn it

back on in April. Clear out debris from the troughs.

9.7 Inspect the Cart Barn building on a quarterly basis for any structural defects

or material issues and report to the Council office.

**10. Wildflower verges**

**n.b.** This will only be part of the contract if the Parish Council has a sponsor that will pay the cost of the work and the seeds

10.1 If required to cut in early Spring. Addition of perennial seeds if required.

Autumn cut and collect annually.

**SECTION II - BORDERS**

**Shrub Borders (small area at the Hardy Roberts and at the top of St Bartholomew’s)**

Shrubs shall be pruned to promote flowering, colour and shape as appropriate to the species and its position, ensuring that growth does not obstruct other features of the site.

Regularly remove weeds, litter and other debris to maintain the border in a clean and tidy condition throughout the year.

Note: Routine chemical control of weeds will not be permitted unless the prior consent of the Council has been obtained.

**SECTION III – HEDGES**

**1 Hedges**

1.1Hedges contribute significantly to the identification of spaces by providing vertical divisions and boundaries. The treatment of individual hedges will reflect their position and contribution to the landscape character of the site, varying from ornamental situations requiring more than one trim per year to situations where a natural woodland edge is to be encouraged.

**2 Hedge Cutting**

2.1 Where required, all hedge cutting is to be carried out by either manual or mechanical means, in such a manner as to cut back as close as possible to the previous year's growth; care must be taken to ensure straight, even cuts, to maintain hedges to even lines. Any machinery that is likely to cause damage by shattering or tearing stems must not be used. Flail machines may be used where approved by the Council, and provided the flails are maintained sharp. Where adjoining the highway, the Contractor shall comply with the provisions of Chapter 8 of the Traffic Signs Manual as specified in paragraph 7 of the General Conditions of Contract.

2.2 At the time of cutting, grass and weed growth, including self-sown trees and shrubs, eg: Sycamore, Elder, Brambles, debris and litter shall be cleaned out from base of the hedges. Litter and arisings shall be removed from site to a registered composting site, leaving the site clean and tidy in accordance with Preliminaries Paragraph 3.1 above.

2.3 Where access is available only from the establishment, the inside and top shall be cut. Where access is available from both sides of the Council’s land, the two sides and the top shall be cut. A side of the hedge cannot be cut if it is on someone else’s land.

***Note: Please see pricing schedule for minimum number of cuts***

**3** **Field Hedges**

3.1 All hedges not in prominent locations are to be cut once per year between September and February in accordance with Paragraph 2 above.

**4 Ornamental Hedges**

4.1 All hedges which form the frontage of sites, those hedges on the immediate surrounds to buildings and those abutting footways, this includes at Theobalds Green, next to the office car park and the yew hedge at the bottom of St Bartholomew’s Burial Ground are to be cut twice per year, once at the beginning of September and once in November in accordance with Paragraph 2 above.

**5 Hedges by Seats**

5.1 Additional trimming back of vegetation around seats will be required to maintain a minimum of 600mm clear space around seats at all times.

**6** **Vegetation Encroaching onto Footpaths in Darch's Wood**

6.1 Maintain clear corridor, between 2m and 4m wide, along footpath routes at all times. See Paragraph 8 on page 11.

**SECTION IV - TREES**

**Trees in Heathfield High Street (identified on schedule no. 1)**

The care of these trees aims to ensure good survival, long term good health and good crown shape and structure.

Regularly inspect to ensure that all trees are securely and firmly planted. As necessary, repair, renew or remove stakes, ties and guards.

Remove epicormic growth and suckers and diseased and damaged branches back to a good bud or branch between October and March, ensuring all cuts are clean with no ragged edges.

Thoroughly water newly planted trees during dry periods, not less than once every four weeks.

Apply Glyphosate or similar approved herbicide in March/April to the tree base when instructed by the Council. NB: Control of Pesticide Regulations apply.

Where possible the weeds are strimmed and if necessary once a year an application of glyphosate is made in liaison with the Clerk

**Maintenance of Mature Trees**

In general the maintenance of mature trees will **not** form part of this contract, but should the Contractor notice any obvious signs of damage or defect, he shall report these to the Council without delay. If there is a hazard to site users, the Council must be informed immediately and, if possible, the hazard must be made safe or fenced off to prevent public access.

**SECTION V - LITTER BINS & LITTER PICKING (See Schedule no. 2)**

In general, litter bins shall be regularly emptied, every 2 weeks from October ‑ April and weekly May ‑September, and any litter which has escaped from the bin or has fallen within 10m of the bin shall also be picked-up. The Contractor will transport and dispose of the collected litter in accordance with the terms of the Environment Protection Act.

The bins at Tower Recreation Ground and the Skatepark need emptying every other day throughout the year. At Punnetts Town they need emptying twice a week.

At peak periods, (from June – August) daily emptying will be necessary at Tower Recreation Ground and Heathfield Skatepark. The Contractor shall include the cost of weekend and bank holiday collections for this period in the pricing schedule.

The Council may request additional collections from sites when necessary.

**NB**: Collections from, and cleaning of the dog waste bins is not included in this contract.

Annual checks to ensure bins working and undertaking servicing where required. Rub

down, fill and paint bins every 5-7 years, bins to match existing colour

**SECTION VI – SEATS**

To be pressure washed and treated with teak oil once a year in the winter.

**SECTION VII - CHILDREN'S PLAY AREAS**

# General Play Areas

* 1. Children's play areas provide valuable social and play experiences to young children. The quality of equipment and the areas around the equipment should not detract from the enjoyment, nor offer any undue risks to the children. Some play areas have an area of woodchip, safety matting or wetpour impact absorbing surface around the equipment to assist in improving the operational safety of the area.

1.2 Play equipment will be visually inspected regularly at the same frequency as litter bins, (i.e. every 2 weeks from October – April and weekly from May – September) to check the structures for sharp projections, joint security, wear of moving parts or any other hazards to users. Each inspection will be recorded in accordance with the requirements of BS EN 1176 or subsequent Standard and held by the Contractor for reference. The Contractor will provide a summary report to the Council once per month. Where problems are noted, those which require urgent attention will be immediately identified to the Council for instructions. Where the equipment is unsafe to use, it must be securely fenced-off, and a notice posted to advise the public of its unavailability for play.

A visual inspection is made on a weekly basis when the litter bins are emptied.

1.3 Where provided, wood chip and other safety surfacing will be inspected at the same frequency as the equipment to check on its cleanliness, compaction, integrity and the depth of the material where appropriate. Unsuitable debris found (litter, sharp objects, animal faeces, etc) will be removed immediately. Where woodchip is used, compaction will be relieved by forking over the material and an adequate depth maintained by re-distributing the high areas or topping-up with new material.

1.4 Once per year, or more frequently if identified by the Council, all wood/chip material which no longer provides adequate impact absorbing benefits due to the build-up of fines, or the degradation of the chips/pieces, shall be removed and disposed of off-site, and new play wood/bark approved by the Council shall be provided and spread to the depth appropriate to the requirements of the equipment.

Grass areas directly surrounding the equipment, and grass areas around wood/bark pits, will be regularly (weekly) inspected for safety and cleanliness. Debris, as with wood/bark areas, shall be removed.

# Skatepark

* 1. The Skatepark will be visually inspected for damage or wear and tear or any other hazards to users, weekly from September – April, twice weekly during May and daily from June – August and records kept as per paragraph 1.2 above.
  2. Clean the equipment annually, repaint equipment in agreement with the Council and highlight to the Clerk where maintenance or replacement work is required.

2.3 Spray with weed killer bramble regrowth on east bank of skatepark

**SECTION VIII LEGIONELLA CHECKS**

1.1 To undertake legionella check of the water once a fortnight at the Cart Barn and Tower Recreation Ground pavilion

**SECTION IX INSPECTIONS**

1.1 To ensure that a visual inspection is undertaken when visiting any Council sites

to ensure that problems are identified and rectified and where necessary a quote

is provided to the Council for approval. This will also ensure that sites are safe

1.2 To inspect the Klargester pump at Theobalds Green on a quarterly basis to ensure

that it is working.

**SECTION X GREEN LANE – COPPICE**

1.1 To check jumps once a year and before May half-term (unless ground conditions

delay this), rebuild where required and remove any unsafe jumps

**SECTION XI TELEPHONE BOX**

1.1 To inspect twice a year for any defects and report to the office

**SECTION XII - OTHER WORKS**

# Miscellaneous Works

The Contractor is required to identify whether he is able to offer skilled/qualified staff to undertake works from the following list.

Occasional and additional works will be ordered by the Council from time to time. The range of common activities which may be ordered is listed below:

Maintenance (including painting) and replacement of play equipment and safety surfacing

Maintenance and replacement of skatepark equipment

Removal of dead, dying or dangerous trees

Chemical weed control as instructed by the Clerk

Clearance of overgrown vegetation

Clearance of silt ponds (Darch’s Wood)

Repairs to notice-boards (see Schedule no. 3 for locations)

Repair and installation of fencing, including around play areas

Replacement planting of trees and hedge plants

Minor Repairs to Parish Council Office

Installation of replacement litter bins, seats and notice boards

Annual check of bus shelters and advise the Clerk of any work required

Occasional maintenance works - highway land A265/A267 - Jubilee Park, Ghyll Road, Heathfield

- Green Lane public open space x 2

Stone car parks – replenish and fill potholes

Repairs to gates and bollards

Marking out graves – St Bartholomew’s Burial Ground and Burial Grounds at Theobalds Green

Digging of graves in the Woodland Burial area at Theobalds Green, allowing sufficient time to ensure that this is completed well before the burial and that the area is safe for members of the public

Storage and delivery of grave-shoring equipment and training of operatives

Harrow, lute, brush and roll pitches during winter using Sissis quadraplay or similar (probably monthly)

Earthworm, pest and weed control of pitches

Painting - play equipment

- bus shelters

- skatepark equipment

Burial arisings at Theobalds Green will be placed on the north side of the hedge between the burial ground and the meadow and will be used to enhance the facilities for wildlife on site.

Putting out and removing barriers and signage for events

Removal of moles and mole hills by catching moles humanely using a spring trap. To distribute mole hill around the site

Checking and clearing of drains and ditches at Theobalds Green burial ground

This relates to railings only from Trading 4 U to Dominoes - rubbing down, filling and painting railings in RAL6005 green (traditional colour used by Parish Council).

Setting up signage and barriers prior to an event and on the day and removing them once the event has finished

Planting of new trees, including with collar and watering initially and if required during the first year in a dry season

Replacement of batteries in town clock

Reading of water meters at Theobalds Green and Tower Recreation Ground.

# Emergency Works

Repairs in emergencies will be required at certain times, eg vandalism, play equipment, seats, storm damage, etc, when immediate attention to make the item safe is required. The Contractor should identify his anticipated response time in the Pricing Schedule to an emergency call-out.

# Storage

The Contractor will also be required to store equipment/materials purchased by the Council for use on the Council's property, e.g. play equipment, playchip, seats, litter bins, grave-shoring equipment, vases, signage, etc.

# 4 Out-of-Hours On-Call Service

The Contractor will be required to provide an appropriate telephone number for use by members of the public wishing to report emergency matters out of office hours. This may entail urgent attention on site. Approval to carry out any works identified must be obtained from the designated representative of the Council.

### SCHEDULES

#### SCHEDULE NO. 1 – HIGH STREET TREES

100 HIGH STREET (TRUFFLES)

82 HIGH STREET (BTF PARTNERSHIP)

70 - 74 HIGH STREET (ROWLAND GORRINGE, SUE’S SHOES AND VOLKAN GRILL) x 3

66 HIGH STREET (AGE UK)

64 HIGH STREET (RADIANT FACIAL REJUVENATION)

58-60 HIGH STREET (TRADING 4 U)

27 HIGH STREET (Near WOOD AND PILCHER)

NEW PARADE x 3

ROYAL MAIL SORTING OFFICE

#### SCHEDULE NO. 2 – LITTER BINS

Broad Oak 1 Concrete

Cade St Memorial Ground 2 Concrete

Green Lane Coppice 2 Concrete

Hardy Roberts Recreation ground 3 Concrete + 1 Plastic

Heathfield School Triangle 1 Concrete

Jubilee Park 1 Timber

Leeves Common 2 Concrete

Heathfield Tavern bus stop 1 Plastic

Punnetts Town Recreation ground 1 Plastic + 2 Metal

St Bartholomew’s Burial Ground 2 Metal/Wood

(container for dead flowers etc)

Sheepsetting Lane 2 concrete

Skate Board Park 2 Metal

Theobalds Green 3 Wooden

Tower Recreation Ground 3 Plastic + 3 Concrete

Waldron Recreation Ground 1 Concrete

#### SCHEDULE NO. 3 – NOTICE BOARDS

Broad Oak Village Hall

Heathfield Cade Street Recreation Ground

Heathfield Community Centre, Sheepsetting Lane

Hailsham Road, Heathfield

Waldron Outside Star Public House

#### SCHEDULE NO. 4 – SEATS

#### (It should be noted that this list of seats is not exhaustive)

|  |  |
| --- | --- |
| LOCATION | TYPE |
| All Saints Church, Old Heathfield | 1 Wooden |
| Broad Oak, Burwash Road/Uplands Park | 1Plastic |
| Broad Oak, Burwash Road/Halley Rd | 1 Concrete |
| Broad Oak Play Area | 1 Metal  1 Plastic  1 Picnic table |
| Cade Street, Rec/War Memorial | 1 Wooden  2 Plastic  1 Metal |
| Collingwood Rise/Station Road | 1 Plastic |
| Fire Station | 1 Metal |
| Firgrove Road/Lewes Road | 1 Plastic |
| Firgrove Road/Warren Lane | 1 Wooden  1 Concrete |
| Ghyll Road/Waldron Thorns | 1 Plastic |
| Ghyll Road/By Telegraph Pole | 1 Plastic |
| Ghyll Road (Opposite Jubilee Park) | 1 Plastic |
| Halley Road | 1 Wooden |
| Hardy Roberts Playing Fields (Play Area) | 1 Concrete |
| Hardy Roberts Playing Fields (Rugby Club) | 1 Plastic  1 Wood  1 Metal |
| Heathfield School (Triangle Under Chestnut) | 1 Plastic |
| High Street (Outside Locksmiths) | 1 Metal |
| High Street (Outside Sue’s shoes) | 3 Metal |
| High Street (Oxfam) | 1 Metal |
| High Street (Truffles) | 1 Metal |
| High Street (Radiant Facial Rejuvenation) | 1 Metal |
| High Street (Trading 4 U) | 4 Metal |
| Jubilee Park | 2 Wooden |
| Lewes Road (After Pages Hill On Right) | 1 Concrete (currently no seat base) |
| Lewes Road/Warren Lane | 1 Plastic |
| Marshlands Lane | 1 Plastic |
| Marshlands Lane/Mutton Hall Hill | 1 Plastic |
| Mill Road (Entrance To Car Park) | 1 Plastic |
| Park Road/Sandy Cross Lane | 1 Plastic |
| Punnetts Town (Bottom Of North St) | 1 Wooden |
| Punnetts Town Recreation Ground | 2 Plastic + 2 Plastic in play area |
| Punnetts Town Football Field | 1 Plastic |
| Punnetts Town Windmill | 1 Wooden |
| Station Approach End of Waldron Thorns | 1 plastic |
| St Bartholomew’s Burial Ground | 3 wooden + 1 wooden around tree |
| St Richards Church/Hall | 1 wooden |
| Sheepsetting Lane o/s Cross-in-Hand School | 1 plastic |
| Theobalds Green | 2 wooden, 1 plastic + 1 wooden in Cart Barn & 2 wooden benches |
| Tower Recreation Ground | 3 plastic  1 concrete (slats being replaced  2 plastic & 1 metal in play area |
| Vines Corner | 2 concrete, 2 plastic |
| Waldron (opposite Church) | 1 wooden |
| Waldron Recreation Ground | 5 wooden + 2 wooden by car park/play area |

##### SCHEDULE NO. 5 – BUS SHELTERS

Broad Oak

Cade Street Junction B2096/Hugletts Lane

Cross-In-Hand (2)

Heathfield Burwash Road

High Street

opp. Police Station

Hailsham Road

Sandy Cross

top of Tower Street

Vines Cross corner

**SCHEDULE NO. 6 - WILDFLOWER VERGES**

Hailsham Road on Long View South and North sides

Ghyll Road at bottom of Old Ghyll Road

Cross in Hand on verge adjoining rugby pitches

Halley Road at the east end

Burwash Road by Street End Lane junction

Sheepsetting Lane, verge adjoining Community Centre grounds

**SECTION XIII - ADDITIONAL INFORMATION**

The Tenderer shall indicate below the range of staff together with their skills and qualifications that he expects to employ on this contract together with team structure and provision of supervisors. (***Note also miscellaneous works on page 21)***

The Tenderer shall indicate his anticipated response times in respect of emergency call –out.

**Daytime: Out of Hours:**

The Tenderer shall indicate below the range of machinery that he would make available for work on this contract including age and replacement frequency.

The Tenderer shall also submit:

A copy of his/her current insurance policies in respect of cover required by this contract.

A copy of the insurance policies will also be required annually on renewal

Copies of any current waste management licences or exemption certificate

A copy of his company’s Health and Safety policy.

|  |  |
| --- | --- |
| Map 01 | |
| Broad Oak Village Hall | Indicative Quantity |
| - hand mowing | 676 m2 |
| - play chip area | 220 m2 |
| - playground fencing | 57m run |
| - play equipment | 5 items |
| - seats | 2 no. |
| - bins | 1 no. |
| approx. total area | 896m2 |

## Map 02

n.b. Cade Street is inside a conservation area

|  |  |
| --- | --- |
| Cade Street Memorial Ground | Indicative Quantity |
| - hedge one side and top (flail) | 162m |
| - rotary mow/front mounted mowers | 3,712 m2 |
| * hedge one side and top (hand) | 30m |
| - strimming | 130 m2 |
| - hand mow | 320m2 |
| - play area | 288m2 |
| - play equipment | 6 items |
| - seats | 5 no. |
| - bins | 2 no. |
| - check outfalls (landowners’ permission required) | 1 no. |
| - trees | 11 no. |
| - ditches | 73 m |
| - Memorial – wash off once a year at end of October |  |
| approx. total area | 4,000 m2 |

## Map 03

**n.b. The Parish Council are custodian trustees of this land. It is managed by Cross in Hand Amenities Society**

|  |  |
| --- | --- |
| Darch’s Wood Special Note: The Tenderer will be responsible for inspecting the Wood to make an assessment of the work required. For indicative purposes only the following areas are included – approximately 2000m of open ditches, 3200m grass area and 4000m (linear) paths. | |
| - rotary mow (6 times per year) | 5,100 m2 |
| **-** strimming banks and around trees (6 times per year) | 1,400m2 |
| - open ditches | 2,000m |
| - paths @ 2m wide (cutting back main paths once per year) | 3,000m2 |
| - paths @ 4m wide (cutting back main paths once per year) | 10,000m2 |
| - seats | 5 no. |
| - outfalls and weirs | 8 no. |
| approx total area | 16.4 h.a. |

Additional work as instructed by the Parish Council.

## Map 04

|  |  |
| --- | --- |
| Green Lane – The Coppice | Indicative Quantity |
| - rough mow | 5,000 m2 |
| - strim around trees | 1,000 m2 |
| - bins | 2 no. |
| - outfalls | 1 no. |
| - rebuild jumps |  |
| - paths | 1 no. |
| - culvert | 1 no. |
| approx. total area | 6,000 m2 |

## Map 05

|  |  |
| --- | --- |
| Green Lane – Verge | Indicative Quantity |
| - trees | 16 no. |
| - shrubs | 4 no. |
| approx. total area | 100 m2 |

## Map 06

|  |  |
| --- | --- |
| Green Lane – The Ghyll – bottom of Ghyll will need clearing of debris so that the outfall remains clear | Indicative Quantity |
| - rough mow | 1,000 m2 |
| - strim | 2,000 m2 |
| - paths | 523 m2 |
| - culverts | 3 no. |
| - woodland | 4,500 m2 |
| approx. total area | 8,000 m2 |

## Map 07

|  |  |
| --- | --- |
| Green Lane – Woodland Way | Indicative Quantity |
| - hedgerow one side and top (flail) | 236 m |
| - ditch | 152m |
| approx. total area | 1,000 m2 |

## Map 08

|  |  |
| --- | --- |
| Hardy Roberts Playing Fields (Cross-In-Hand) | Indicative Quantity |
| - hedges one side and top (flail) (from east by bowls club as far as Back Lane) | 320 m |
| - hedges two sides and top (flail) (roadside) | 350 m |
| - hedges one side and top (hand) (around play area) | 90 m |
| - rotary mowers | 25,000 m2 |
| - hand mow | 50 m2 |
| - strimming | 600 m2 |
| - play chip area | 300 m2 |
| - playground fencing | 66 m run |
| - ditches | 146 m run |
| - car parks (stone) | 1,500 m2 |
| - play equipment | 8 items |
| - trees | 13 no. |
| - seats | 4 no. |
| - bins | 4 no. |
| - check outfalls (landowners’ permission required) | 2 no. |
| approx. total area | 35,000 m2 |

## Map 09

|  |  |
| --- | --- |
| Heathfield Skate Park | Indicative Quantity |
| - tarmac area | 234 m2 |
| - bins | 2 no. |
| - items of equipment | 5 no. |
| -strimming (banks) (once per year in the summer, lower part 4-5 times per year) | 1350m2 |
| canopy over path cut back |  |
| Hedge 1 side and top (hand)(next to Twitten) | 78m |
| Approx. total area | 2600 m2 |

2

## Map 10

|  |  |
| --- | --- |
| Jubilee Park | Indicative Quantity |
| - hedges one side and top (flail)(south, east and part of west) | 291 m |
| - hedges two sides and top (flail)(roadside) | 82 m |
| - hedges one side and top (hand) [part adj the Glade on west side, needs to be cut to 1.8m] | 103 m |
| - mow and collect wild flower meadow – once a year create a path around site and cut 3 times a year | .7 ha |
| - seats | 2 no. |
| - bins | 1 no. |
| - tree branches overhanging road to be cut if under 5.6m high |  |
| approx. total area | 11,000 m2 |

## Map 11

|  |  |
| --- | --- |
| Leeves Common Play Area | Indicative Quantity |
| - outfront mowers | 2,550 m2 |
| - strimming | 100 m2 |
| - play equipment | 7 items |
| - bins | 2 no. |
| - ditches and culverts | 50m |
| - MUGA – remove leaves |  |
| approx. total area | 2,700 m2 |

## Map 12

|  |  |
| --- | --- |
| Punnetts Town Allotments | Indicative Quantity |
| - hedges one side and top (flail)(roadside) | 81 m |
| - hedges one side and top (hand)(farmside) | 81 m |
| approx. total area | 730 m2 |

## Map 13

|  |  |
| --- | --- |
| Punnetts Town Recreation Ground | Indicative Quantity |
| - hedges one side and top (flail)(from beacon corner south east to behind the Village Hall) | 356m |
| - hedges two sides and top (flail)(entrance to beacon corner) | 139 m |
| - hedges one side and top (hand)(entrance then to north east corner) | 30 m |
| - rotary mowers (wildflower part cut and collect once a year) | 11,394 m2 |
| - hand mow | 100 m2 |
| - strimming | 480 m2 |
| - metal playground fencing | 81 m run |
| - play equipment | 8 no. |
| - bins | 3 no. |
| - seats | 5 no. |
| - car park (stone) | 680 m2 |
| - check outfalls (landowners’ permission required) | 2 no. |
| -drainage at entrance (aco) – twice a year clear out | 6m |
| approx. total area | 18,000 m2 |

## Map 13a

|  |  |
| --- | --- |
| **Land at Punnetts Town** |  |
| Lower rented field every 5 years wef 2026 raise the tree canopy overhanging the road to allow vehicle passage |  |

## Map 14

|  |  |
| --- | --- |
| Seat at Punnetts Town Windmill | Indicative Quantity |
| - strim | 46 m2 |
| - seat | 1 no. |
| Approx. total area | 50 m2 |

## Map 15

|  |  |
| --- | --- |
| Sheepsetting Lane Playing Fields | Indicative Quantity |
| - hedges one side and top (flail) | 160 m |
| - hedges two sides and top (flail) | 404 m |
| - hedges two sides and top (hand) | 71 m |
| - rotary mow and outfront mow | 24,000 m2 |
| - hand mow | 850 m2 |
| - strimming | 1,000 m2 |
| - banks (hand mow) | 1,000 m2 |
| - bins | 2 no. |
| - track – annual maintenance removal of weeds |  |
| approx. total area | 29,000 m2 |

## Map 16

|  |  |
| --- | --- |
| St. Bartholomew’s Burial Ground | Indicative Quantity |
| - hedges one side and top (flail) (east side) | 36m |
| - hedges one side and top (hand)(west side) | 30m |
| - hedges two side and top (hand)(lower east and south side) | 56m |
| - hand mow (around 564 graves & 394 headstones) | 2,000 m2 |
| - strimming | 240 m2 |
| - seats | 4 no. |
| - bins | 2 no. |
| - ditches | 50 m run |
| - paths | 680 m2 |
| - car parks and road | 500 m2 |
| - shrub borders (top of burial ground and adjoining Darch’s Wood) | 245 m2 |
| approx. total area | 3,000 m2 |

## Map 17

|  |  |
| --- | --- |
| Theobalds Green Allotments | Indicative Quantity |
| - hedges one side and top (flail)(north side) | 200 m |
| - hedges two sides and top (flail)(west side) | 170 m |
| - rotary mowers (within allotments area) | 700m |
| Car Park and Road | 1000 m2 |
| Hedges Two side and Top Hand (either side of driveway) | 260m |
| Troughs | 6 no. |
| Approx. total area | 11,900m2 |
| Theobalds Recreation Area |  |
| Hedges one side and top flail (perimeter of area) | 560m run |
| Rough mow | 4,000m2 |
| Scrapes | 3 no. |
| Seats | 2 no. |
| Wildflower area (cut and collect once a year) | 14,000m2 |
| Bins | 2 no. |
| Approx total area | 20,000m2 |
| **Theobalds Green Burial Grounds** | **Indicative quantity** |
| Rotary mow | 4,280 m2 |
| Mow and collect (Woodland Burial Ground x 2 a year) | 3,840 m2 |
| Hedges one side and top flail | 420 m |
| Hand mow (around 45 graves & 11 headstones) |  |
| Car Parks, Paths and Roads (including weed spray) | 520 m2 |
| Seats | 4 no. |
| Bins | 1 no. |
| Pond | 1 no. |
| approx. total area | 8,600 m2 |

## Map 18

|  |  |
| --- | --- |
| Tower Recreation Ground | Indicative Quantity |
| - hedges one side and top (flail)(west side) | 230 m |
| - hedges two sides and top (flail)(roadside) | 319 m |
| - hedges one side and top (hand) (north side) -reduce to 2m every year | 85 m |
| - rotary mow | 17,000 m2 |
| - hand mow | 150 m2 |
| - strimming | 1,000 m2 |
| - banks (hand mow) | 2,000 m2 |
| - play chip area | 473 m2 |
| - car park fencing | 60 m |
| - playground fencing | 109 m run |
| - paths | 163.5 m2 |
| - play equipment | 11 items |
| - seats | 6 no. + 1 concrete currently with slats waiting to be renewed |
| - bins | 6 no. |
| - car park (tarmac) | 900 m2 |
| - gates | 2 no. |
| approx. total area | 20,000 m2 |

## Map 19

|  |  |
| --- | --- |
| Waldron Recreation Ground | Indicative Quantity |
| - hedges one side and top (flail)(around perimeter, some will just need tidying) | 695 m run |
| - hedges two sides and top (flail)(roadside) | 100 m run |
| - hedges two side and top (hand)(back of hall and house) | 200 m run |
| - rotary mow/front mounted mowers | 42,300 m2 |
| - hand mow | 200 m2 |
| - strimming | 1,000 m2 |
| - banks (hand mow) | 1,000 m2 |
| - play chip area | 310 m2 |
| - playground fencing | 89 m |
| - car park (stone) | 600 m2 |
| - play equipment | 6 items |
| - seats | 7 no. |
| - bins | 1 no. |
| - trees | over 100 |
| approx. total area | 46,000 m2 |

## Map 20

|  |  |
| --- | --- |
| Waldron – All Saints Burial Ground | Indicative Quantity |
| - strimming around gravestones | 352 m2 |
| - clearing vegetation |  |
| approx. total area | 352 m2 |

## Map 21

|  |  |
| --- | --- |
| Waldron – War Memorial | Indicative Quantity |
| - oak posts with reflectors | 14 |
| * Wash off once a year at end of Oct |  |
| approx. total area |  |

## Map 22

|  |  |
| --- | --- |
| Roundabout Land | Indicative Quantity |
| Cutting back overhanging branches |  |
| Clear ditch once a year by hand | 110m |
| approx. total area | 4,000 m2 |

**Map 23**

|  |  |
| --- | --- |
| **Triangle of land near Community College** |  |
| - Bin | **1 no.** |
| - Seat | **1 no.** |

**PLEASE NOTE THE QUANTITIES GIVEN IN THIS SCHEDULE AND ON THE MAPS ARE GUILDELINES ONLY AND THE CONTRACTOR MUST SATISFY HIMSELF AS TO THE EXACT AREAS WITHIN THE CONTRACT.**

**Pricing Schedule**

Note: The Tenderer shall indicate his unit cost for each feature in Column 3 and calculate his total annual cost in Column 4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Quantity | No of Visits | Unit Rate | Total Annual Cost |
| Hedges - one side & top (flail) | 3747m | Min 1 |  |  |
| Hedges - two sides & top (flail) | 1564m | Min 1 |  |  |
| Hedges - one side & top (hand) | 527m | Min 2 |  |  |
| Hedges - two sides & top (hand) | 587m | Min 2 |  |  |
| Rotary Mow/Out Front Mounted Mowers | 136036m2 | Approx. 18 |  |  |
| Hand Mow | 3624m2 | Approx. 18 |  |  |
| Rough Mow | 10000m2 | Max. 6 |  |  |
| Strimming | 9348m2 | Approx. 18 |  |  |
| Strimming banks at Skatepark | 1350m | 4 |  |  |
| Banks (hand mow) | 4000m2 | Approx. 3 |  |  |
| Empty Litter Bins and inspect play equipment/surrounds, rake bark. Collect rubbish near bin and at skatepark (including broken glass) | 33 bins  All items of play equip. | As spec. | N/A |  |
| Ditches | 581m run |  |  |  |
| Culverts | 4 |  |  |  |
| Stone Paths | 1886m2 |  |  |  |
| Darch’s Wood – Ditches | 2000m |  |  |  |
| Darch’s Wood – Paths | 13000m2 |  |  |  |
| Darch’s Wood - Grass Area | 5100m2 |  |  |  |
| Winter Pitch Maintenance  as Section 6.1  6 pitches @ 8,000m2 ea 48,000m2 | Per m2 | As per spec. | M2 |  |
| Aeration of pitches(inc. practice area at Hardy Roberts) as Section 6.2  (by earthquake or similar machine) | Per pitch |  |  |  |
| Shrub Borders | 245m2 |  |  |  |
| Hedges by Seats | Approx. 82 Seats |  |  |  |
| Trees - Heathfield High Street | 11 |  |  |  |
| Outfalls and Weirs | 14 |  |  |  |
| Strim around trees in Jubilee Park | 4000m2 | once |  |  |
| Cut and collect wild flower meadow Jubilee Park, Theobalds Green meadow and Woodland Burial Ground | 24840m2 | Once |  |  |
| Car parks, roads and track at Sheepsetting Lane, weed control (9 no.) | 5700m2 | Max. twice |  |  |
| Earthworm control | Per pitch |  |  |  |
| Broadleaved weed control | Per pitch |  |  |  |
| Application of 40 tonnes medium graded USGA sand as Section 6.3 page 12 of the specification (inc. supply) | Per pitch | once |  |  |
| Application of 80 tonnes medium graded USGA sand as Section 6.3 page 12 of the specification (inc. supply) | Per pitch | once |  |  |
| Harrow, lute, brush and roll pitches see P12 of the specification | Per pitch | Monthly during season if required |  |  |
| Applications of Summer and Autumn fertilzer to pitches as Section 6.4 page 12 of the specification (inc. supply) | Per pitch | Twice per season |  |  |
| Inspect seats and highlight any concerns to the Parish Council office |  | Twice |  |  |
| Inspect play equipment, make minor repairs and report anything else to the Parish Council office |  | Visually weekly  Written monthly |  |  |
| Green Lane – The Coppice – rebuild jumps and remove any that are unsafe | Once |  |  |  |
| Cut back shrubs and trees that overhang paths and roads – Green Lane the verge, Jubilee Park & roundabout land |  |  |  |  |
| Green Lane – The Ghyll maintain woodland and ensure path’s clear |  |  |  |  |
| Leeves Common – removing leaves from MUGA |  |  |  |  |
| Punnetts Town Recreation Ground clear out aco drainage at entrance |  | Twice |  |  |

The Tenderer shall indicate below hourly and daily rates for additional work for labour and machinery. Daily rates to include travel to and from the site and 8 hours productive work on site.

|  |  |  |
| --- | --- | --- |
| **General Labourer** | **Hourly** | **Daily** |
| Skilled Worker - please list range of skills offered: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Machinery** |  |  |
| excluding operative - please list range of machinery offered: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Percentage rates to be added for work outside normal working hours

Weekends plus ( %)

Bank Holidays plus ( %)

Agreement

Having read the Conditions of Contract and Specification of work

I/We hereby undertake to commence and complete the works within the schedule stated if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the Code of Procedure for Selective Tendering 1989.

I/We understand that I /we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Heathfield and Waldron Parish Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this Tender

together with your written acceptance thereof shall constitute a binding contract between us.

I/We agree that this Tender shall remain open for consideration for 90 days from the date of receipt of tenders.

I warrant that I have all requisite authority to sign this Tender and confirm that I have complied with all the requirements of the ITT (invitation to tender).

Signed .................................... this day of 2024

Name ....................................in the capacity of .................................

For and on behalf of

Address ………………………………………………………………………………

………………………………………………………………………………………….