

Quotes for Groundworks in Wickhambrook 2023 - 24

The Parish Council's Financial Regulations require that, (11.1h) for every contract entered into of less than £25,000 (and over £3000) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply).

This applies to the council's contract for groundworks – the grass cutting and general maintenance of the village greens, cemetery, recreation ground and six acres.

A new contractor was appointed for 2021, and whilst there were some teething issues whilst the contractor bedded in, in part caused by no cutting in March and a warm and wet spring contributing to strong growth in the early part of the season, these were largely resolved by the summer months. The 2022 cutting season was largely without reported issues.

A revised specification for the grounds contract was agreed by the parish council at its September meeting (Min.22.09.11), with:

- detailed mapping
- an extension to the footpaths cut, but reduction in the number of cuts
- a continuation of the cutting season agreed in 2021 - no cuts in December and January, 1 cut in November and February, two cuts in other months.
- The contract period starting in March and finishing in February.

The agreed specification is attached as **Appendix A**, and plans as **Appendix B**.

Quotes based on this more detailed specification were sought (from 11 suppliers – **Appendix C**) in the autumn of 2022 and only two quotes have been received to date, from CGM Ltd and RH Landscapes & Maintenance (our current contractor). These have been circulated to councillors under separate cover as a restricted **Appendix D**. All prices quoted are plus VAT @20%.

CGM Ltd has provided a quote which does not appear to include all areas requested in the specification (Map areas 8, 9, 10, 11, 13, 14, 15, 18). Following clarification, CGM Ltd confirmed that the amount quoted for Recreation Ground and Six Acres did include Map areas 8, 9, 10, 11, 12, 13, 14, 15, 18. There were no contact details for references to be sought from other parishes, as had been requested. Under the terms and conditions, CGM Ltd will charge interest of 4% above base rate (currently 3%) on late payment of invoices (30 days if not specified in invoice, standard terms are 14 days). This could have a significant impact on the cost of the contract if payments are not authorised through the bank in time (e.g, a five day delay on a payment would cost the council an additional 40%). With parish and district elections in May, any significant change to councillors could have an impact on the parish council's ability to pay in a timely manner whilst changes to banking authorisation are approved.

RH Landscapes & Maintenance Ltd has provided a quote which includes the entirety of the specification, together with references from neighbouring parishes. There is no late payment clause in the current contract or terms and conditions.

CGM Ltd is based in Downham Market (39.8 miles each way), whilst RH Landscapes and Maintenance is based in Mildenhall (15.7 miles each way) and has contracts with neighbouring parishes, reducing impacts on the environment through emissions.

A total of £14,500 plus VAT has been budgeted for in the next financial year.

Councillors are not obliged to choose the cheapest quote, but (in accordance with Financial Regulations) should satisfy themselves that the choice made represents value for money to the parish.

Action:

Identify one supplier to undertake the ground works required for Wickhambrook during the financial year 2022/23 and instruct the Clerk & RFO to issue the necessary purchase orders and contracts.

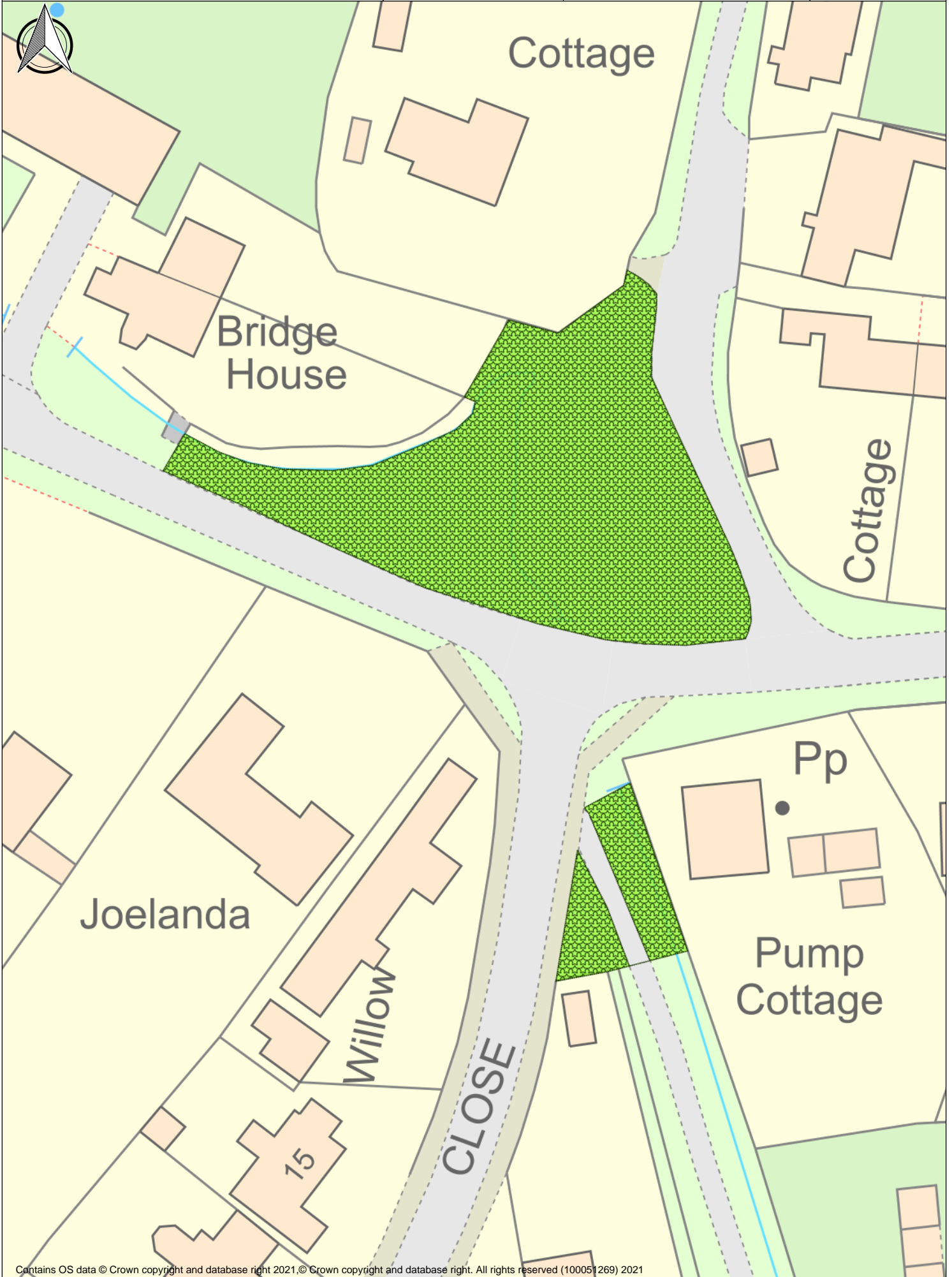
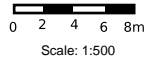
Hilary Workman
Clerk & RFO
January 2023

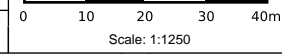
Map Item	Description	No. Cuts	Collect Arisings	Leaf Clearing	Notes
Greens					
1	Attleton Green	18	No		leave small triangle at rear for wildflower colonisation
2	Coltsfoot Green	18	No		strim down into all culverts
3	Meeting Green Verge & Triangle	18	No		small triangle must be trimmed to ensure visibility
4	Nunnery Green Verges	18			verges uneven, take time in dips to obtain even cut
Cemetery & Churchyard					
5	All Saints Churchyard	18	No		Only in Churchyard, not verges or car park
6	Cemetery and Memorial Garden	18		yes	Delay cuts where bee orchids indicated, or to allow spring flowers to set seed, as agreed with contractor - when cuts delayed, cost per cut to be adjusted accordingly.
Play Areas					
7	Bury Road Play Area	18	yes	yes	
8	Cemetery Road Play Area - leaves & debris collected	18	yes	yes	
Six Acres & Recreation Ground					
9	Bowling Green (in and outer banks)	16	yes	yes	not the bowling green itself
10	Tennis Courts surrounding Grass	18			
11	Inner banks of Recreation Field and Six Acres	18			
12	Recreation Ground & Six Acres	18			*please quote for both collection of arisings, and arisings left in place
Other					
13	Footpaths per plan, namely FP26 from Cemetery to FP25; and FP25 from	6			
14	Outer banks of Recreation Field and Six Acres	3			strim/brushcut - note steep banks
15	Memorial Social Centre Grounds	16	yes		
16	Hedges - i) Bowling Green: Leylandii Hedge (both sides and top); other boundary hedges onside only. ii) the beech hedge near the car park (cut one side); c) hedge bounding the cemetery - cut hedges both sides on road and alongside Footpath & one side elsewhere; d) hedge adjacent to school cut onside only	2	yes		
18	Scrub to rear of hard standing between Bowling Green and Tennis Courts	2	yes		

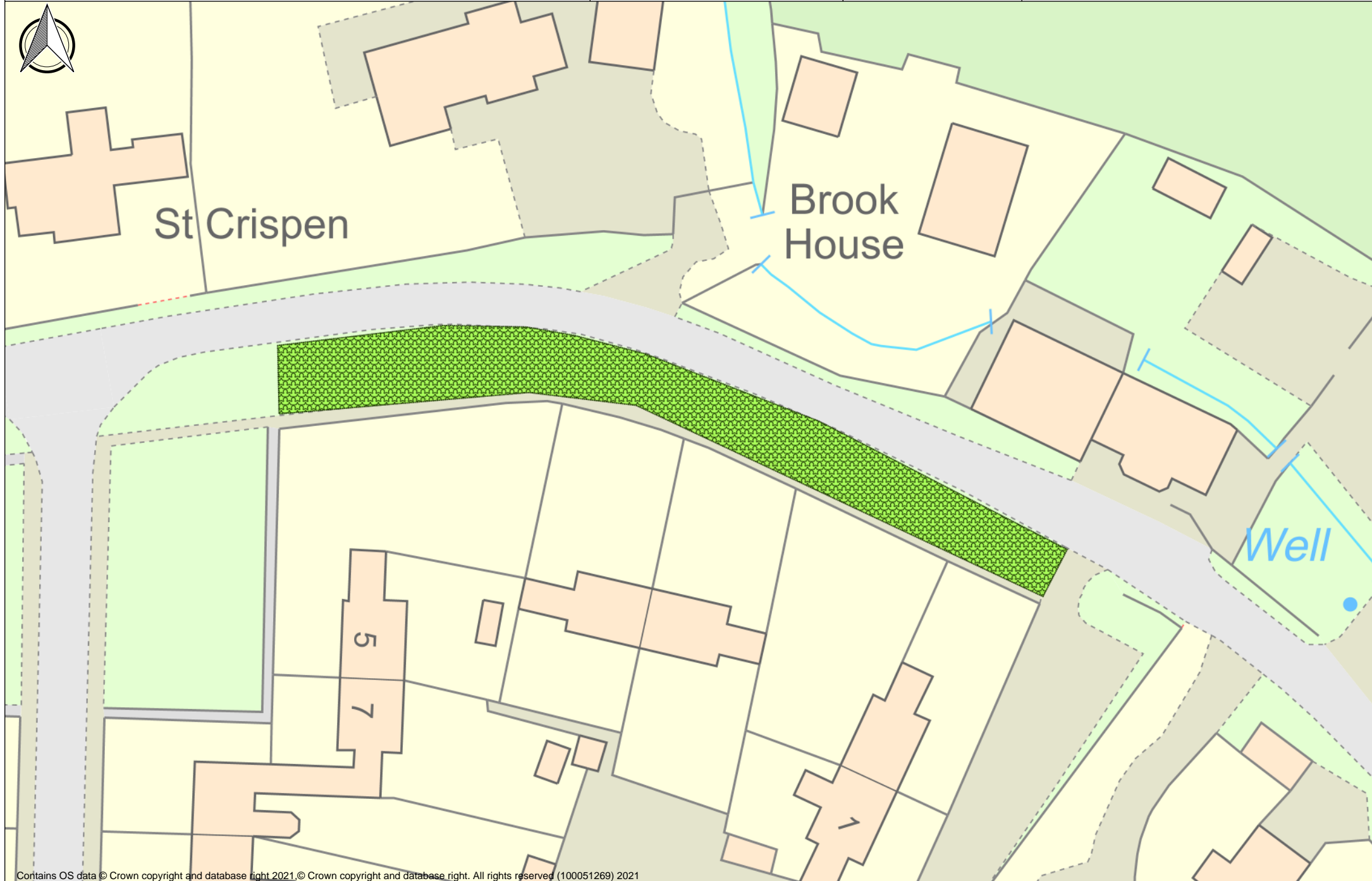
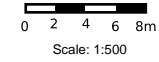


Grass Cutting

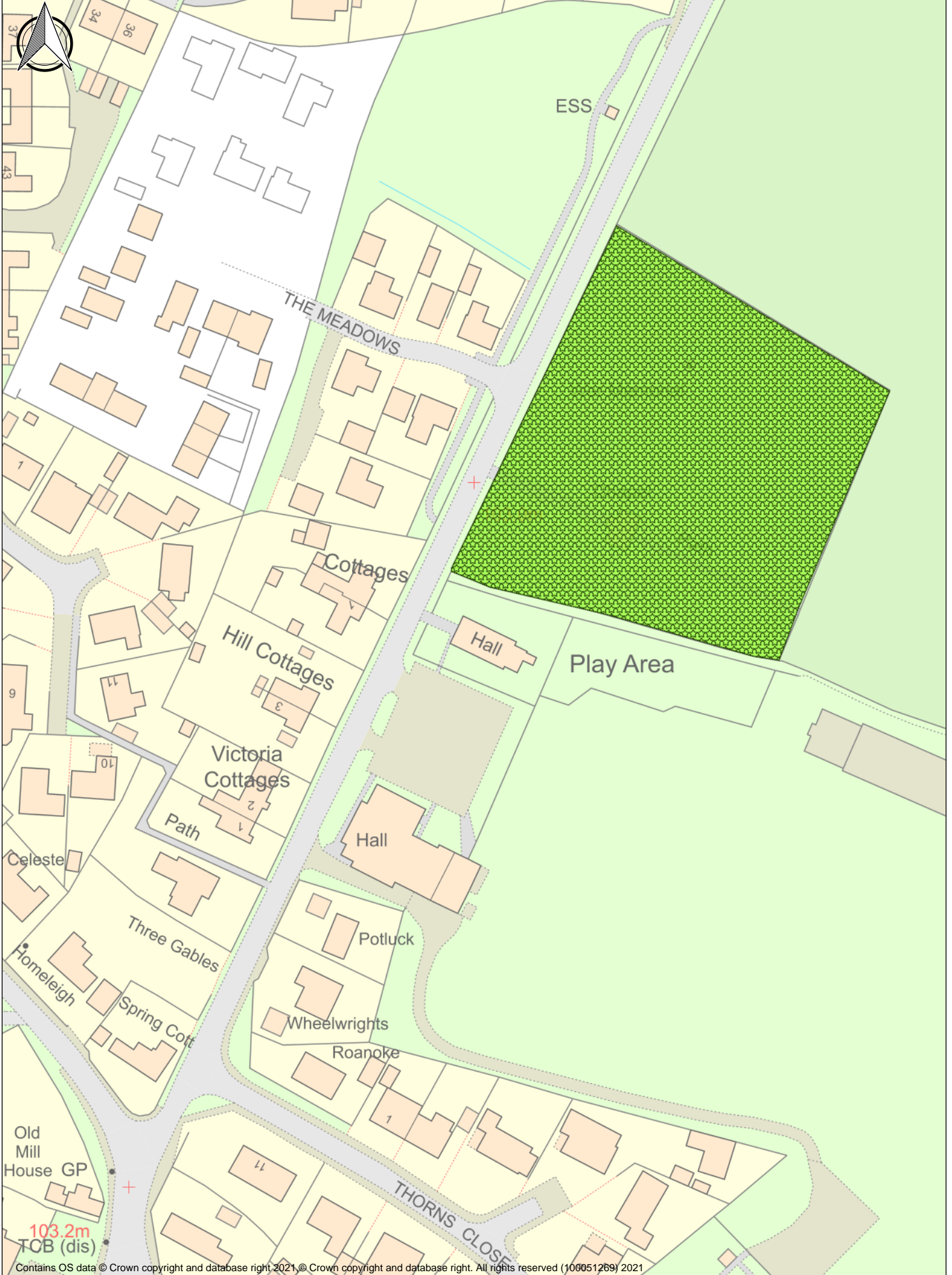
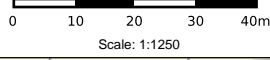




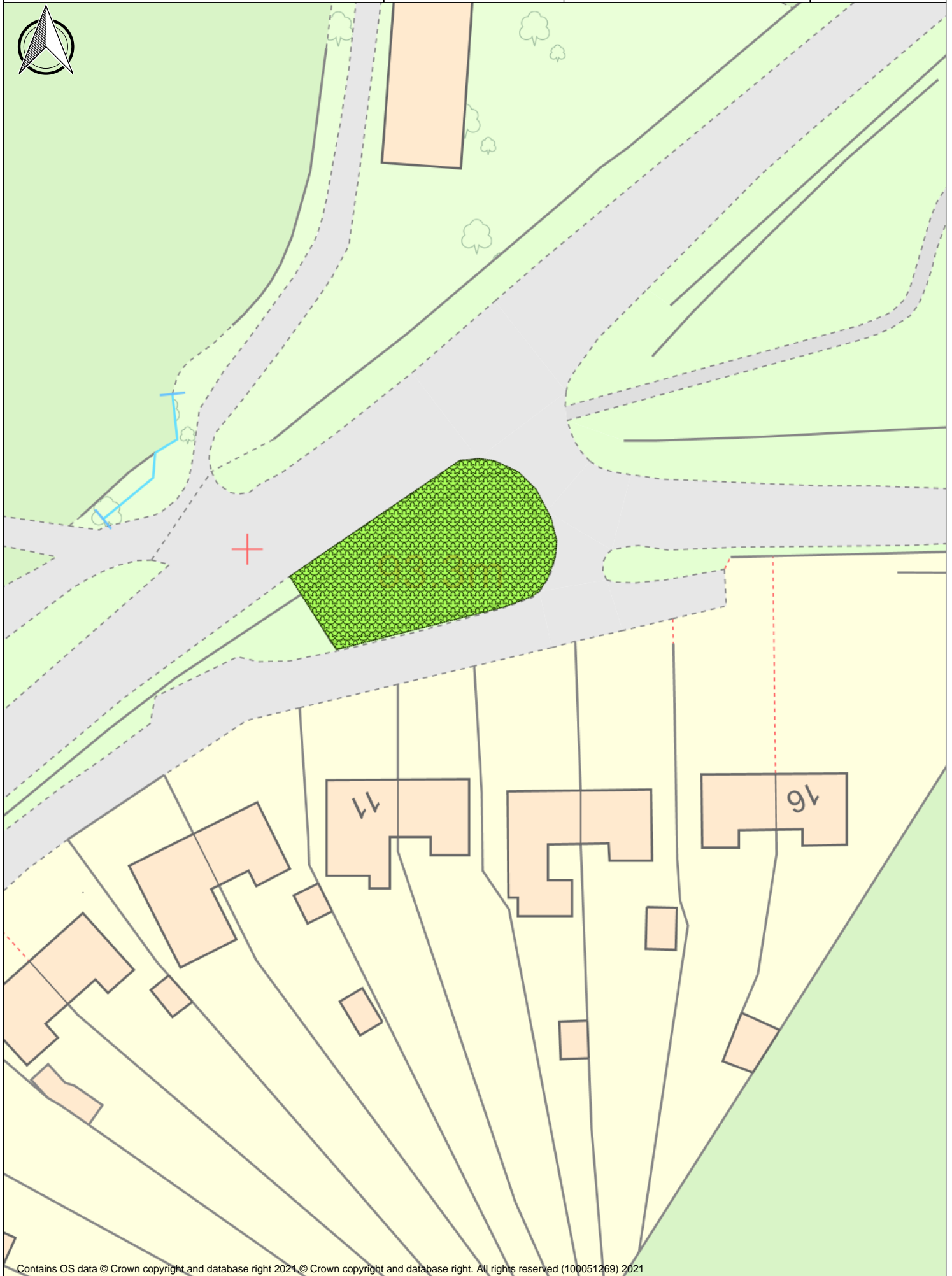
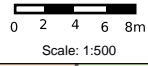


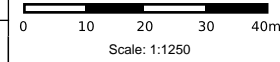


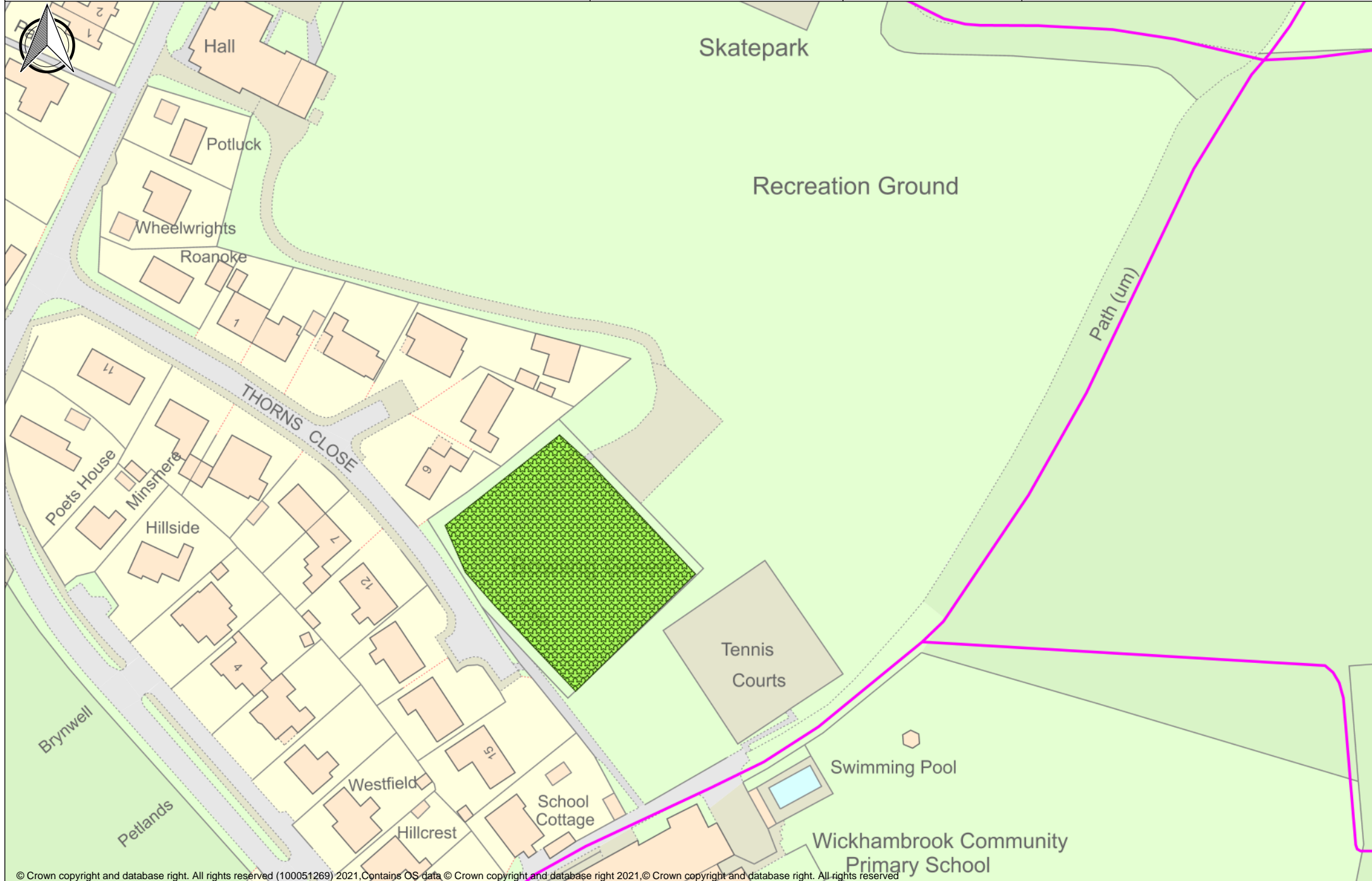




103.2m
TCB (dis)













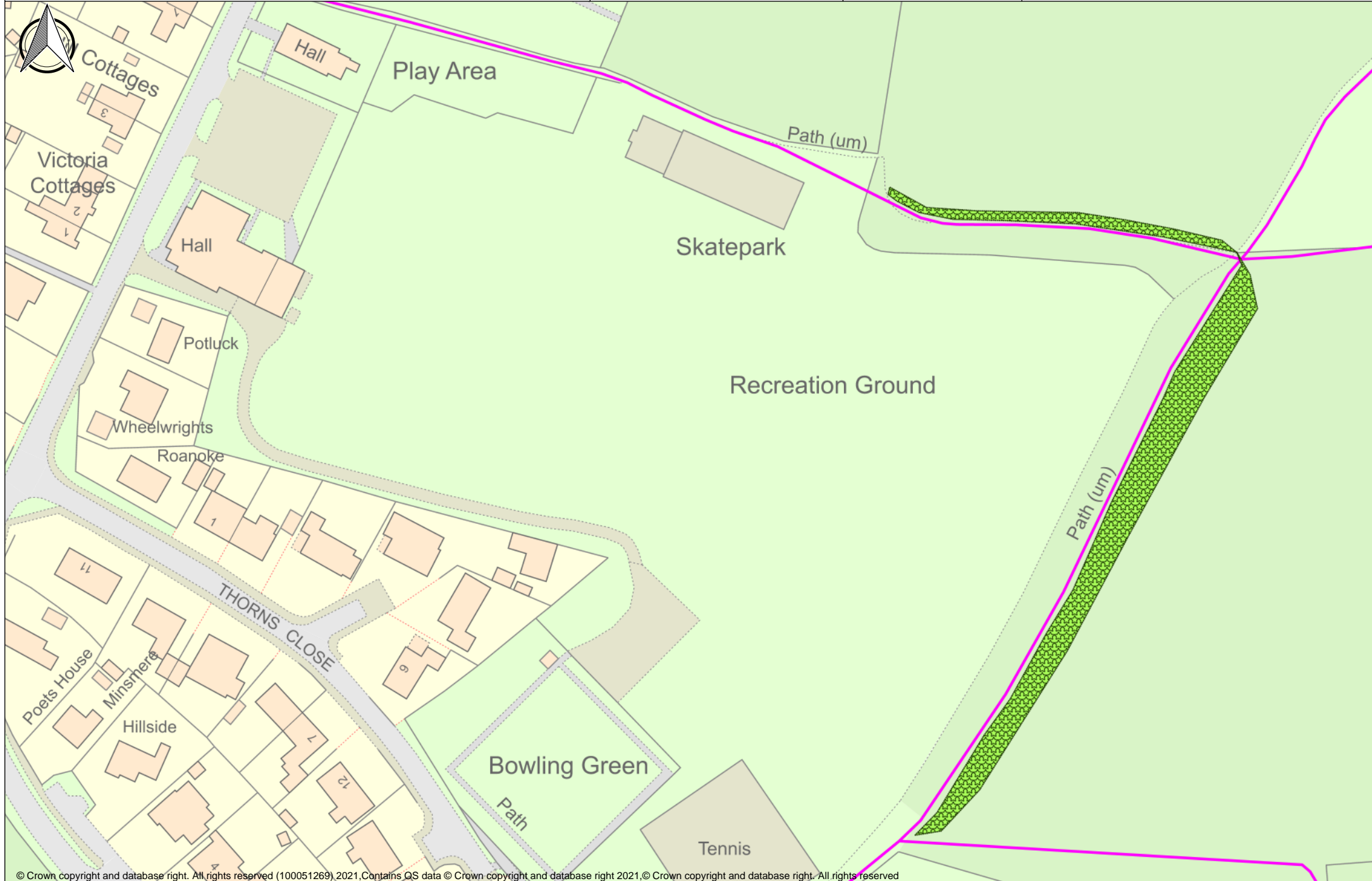


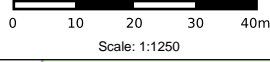
Parish



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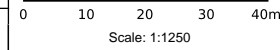


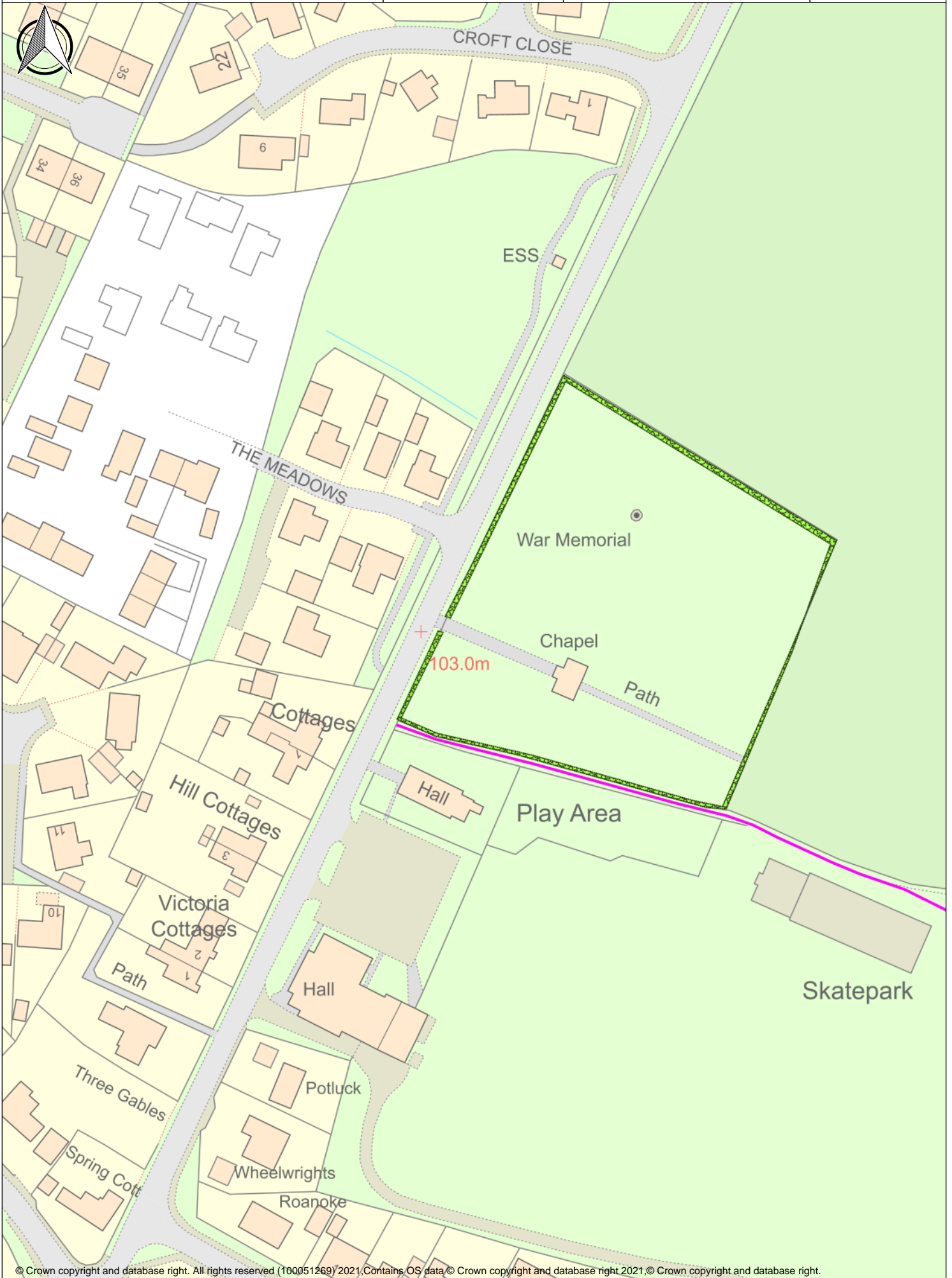
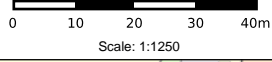


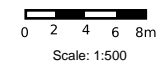
Hedges: Bounding Rec

Author: L. Administrator

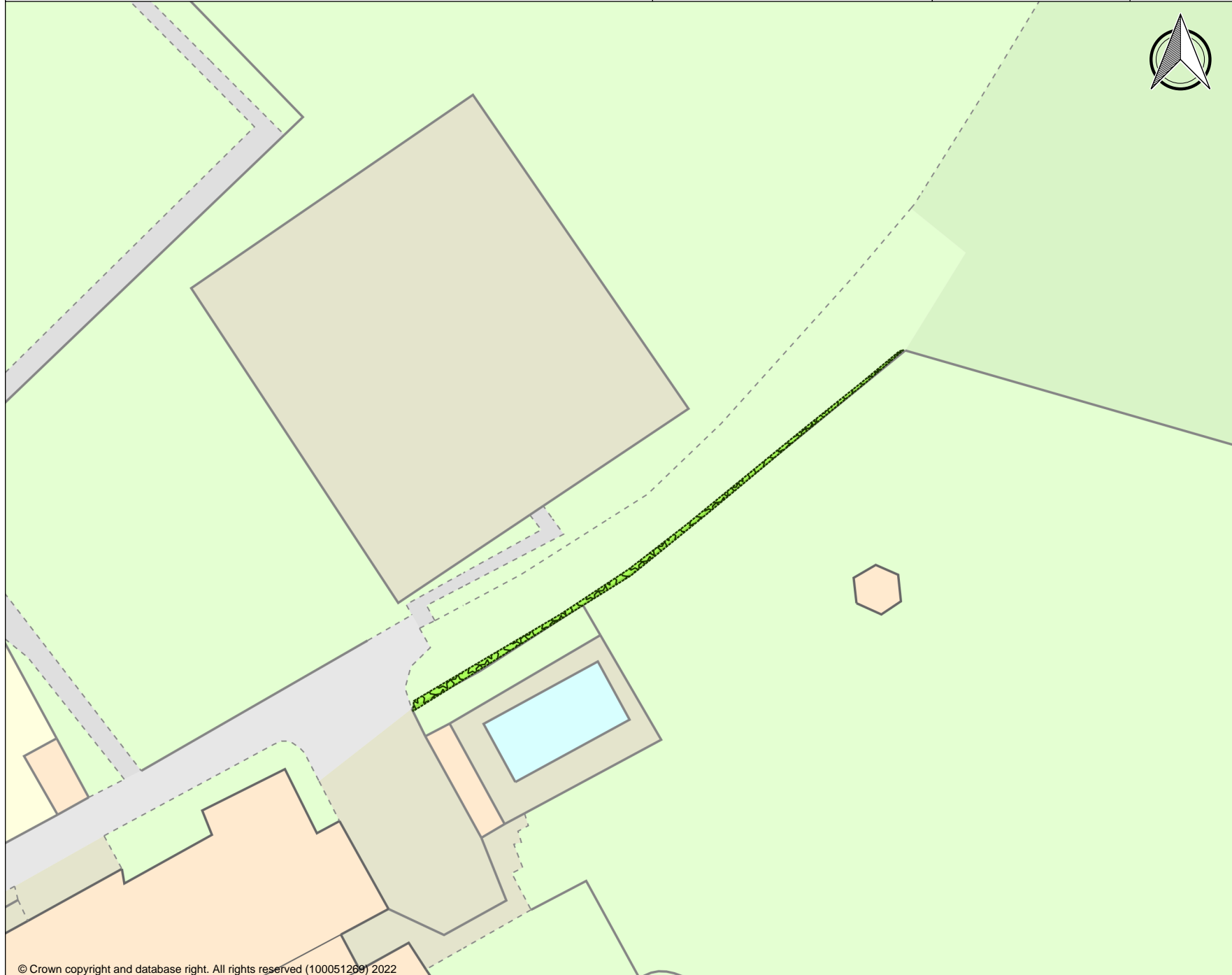
Date: 27/10/2021







Grass Cutting





From: [Hilary Workman](#)
Bcc: info@elitetrees.co.uk; [Luke Hamill](#); office@excitesolutions.net; enquiries@rgm.org.uk; mail@vertas.co.uk; natasha@splandscapes.co.uk; sales@outdoorspacesltd.co.uk; [CGM Operations East](#); info@bfgroundmaintenanceltd.co.uk; admin@seabygroundmaintenance.co.uk; [dkingcontractors](#)
Subject: Request for Quote for Grounds Contract for Wickhambrook Parish Council - 2023-24
Date: 13 October 2022 12:53:00
Attachments: [Grounds Contract Specification.pdf](#)
[Plans for Grounds Contract Specification.pdf](#)

Hello, please find attached the agreed specification for the Grounds Contract for 2023-24 and relevant plans. If you have quoted previously, please note the highlighted changes in yellow.

If you wish to do so, please submit a quote to the parish clerk at parishclerk@wickhambrook.org.uk not later than 30th November 2022. If you have not quoted before, could you please include some contact details for references/feedback, particularly of any parish(s) which you undertake grounds maintenance for.

Could you please ensure that you quote in accordance with the specification to ensure that the parish council can compare like with like. If you are unable to undertake any aspect of the specification, please be clear about this.

The grounds contract will be considered at the parish council meeting on Thursday 12th January.

Hilary Workman
Clerk & RFO for Wickhambrook Parish Council
Tel: 07508 039810
E-mail: parishclerk@wickhambrook.org.uk - Please note the new address
Website: <https://wickhambrook.org/parish-council/#parish-council-contact>

My normal working days are Monday, Tuesday, Thursday and Friday.

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