

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 revised specification for the grounds contract was agreed by the parish council at its July meeting (Min.23.07.16), with:

- inclusion of access to the Bury Road Pocket Park
- splitting out the cutting in the cemetery to take account of spring flowers
- a correction to the location of the hedge at Six Acres (Map
- Collection of arisings from the cemetery on the first cut following delayed cuts in the spring (to protect wild flowers); and
- Collection of arisings from Recreation Ground and Six Acres on the cut immediately preceding the Fete and Flower show each year

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

Quotes based on this more detailed specification were sought (from 14 suppliers – **Appendix C**) in the autumn of 2023 and six quotes have been received to date, from:

Company	Notes	Location	
CGM Group	Did not quote per specification <ul style="list-style-type: none"> • No split on cemetery • Bowling green and tennis courts not quoted • Inner banks not quoted • Footpaths & outer banks not quoted • Memorial Social centre not quoted • Scrub to rear of hard standing not quoted Two referees provided Late payment clause in terms and conditions	Downham Market 39.8 miles each way	
Excite Solutions Ltd	Did not quote per specification <ul style="list-style-type: none"> • Did not split down to each item No referees were provided	Hoxne, Eye 57 miles each way	
Outdoor Spaces	Did not quote per specification – over £75K <ul style="list-style-type: none"> • Spray only for hard standing No referees were provided	Colchester 30.3 miles each way	
RH Landscapes & Maintenance (our current contractor)	Quote was per specification	Mildenhall 15.7 miles each way	
SP Landscapes	Did not quote per specification – only provided a single figure quote with no breakdown No references provided	Red Lodge 15.1 miles each way	
Top Gardens	Hedge cutting included in price for each specified area Tree pruning included in price 3 references provided. Fortnightly March - October	Thetford 23 miles each way	

These have been circulated to councillors under separate cover as a restricted **Appendix D**. All prices quoted are plus VAT @20%.

The parish council has powers to spend on grounds contracts under the following Acts:

- Local Government Act 1972, s.111
- Open Spaces Act 1906, ss.9 and 10
- Local Government Act 1972, s.214(2)
- Local Government Act 1972, s.215
- Public Health Act 1875, s.164
- Highways Act 1980, ss. 43,50
- Public Health Act 1875, s.164

A total of £15,500 plus VAT has been budgeted for in the next financial year, an increase of 6.8% on the year (slightly higher than RPI 6.1%).

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 2023/24 and instruct the Clerk & RFO to issue the necessary purchase orders and contracts.

Appendix A

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		trim down into all culverts small triangle must be trimmed to ensure visibility
3	Meeting Green Verge & Triangle	18	No		verges uneven, take time in dips to obtain even cut
4	Nunnery Green Verges	18			
Cemetery & Churchyard					
5	All Saints Churchyard	18	No		Only in Churchyard, not verges or car park
6a	Old Cemetery and Memorial Garden	18	Collection of arisings from the cemetery on the first cut following delayed cuts in the spring (to protect wild flowers)	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.
6b	New Cemetery	18	Collection of arisings from the cemetery on the first cut following delayed cuts in the spring (to protect wild flowers)	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	Cut grass immediately outside pocket park to facilitate access.
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			Delay cuts to allow spring/wild flowers to set seed as agreed with contractor - when cuts delayed, cost per cut to be adjusted accordingly
12	Recreation Ground & Six Acres	18	Collection of arisings from Recreation Ground and Six Acres on the cut immediately preceding the Fete and Flower show each year.		*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 on one side 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 opposite school (Map 16c) cut both sides	2	yes		
18	Scrub to rear of hard standing between Bowling Green and Tennis Courts	2	yes		

As approved by parish council at its July meeting (Min. 23.07.16)

Grounds Contracts

Wickhambrook CP

Attleton Green

Author: L. Administrator

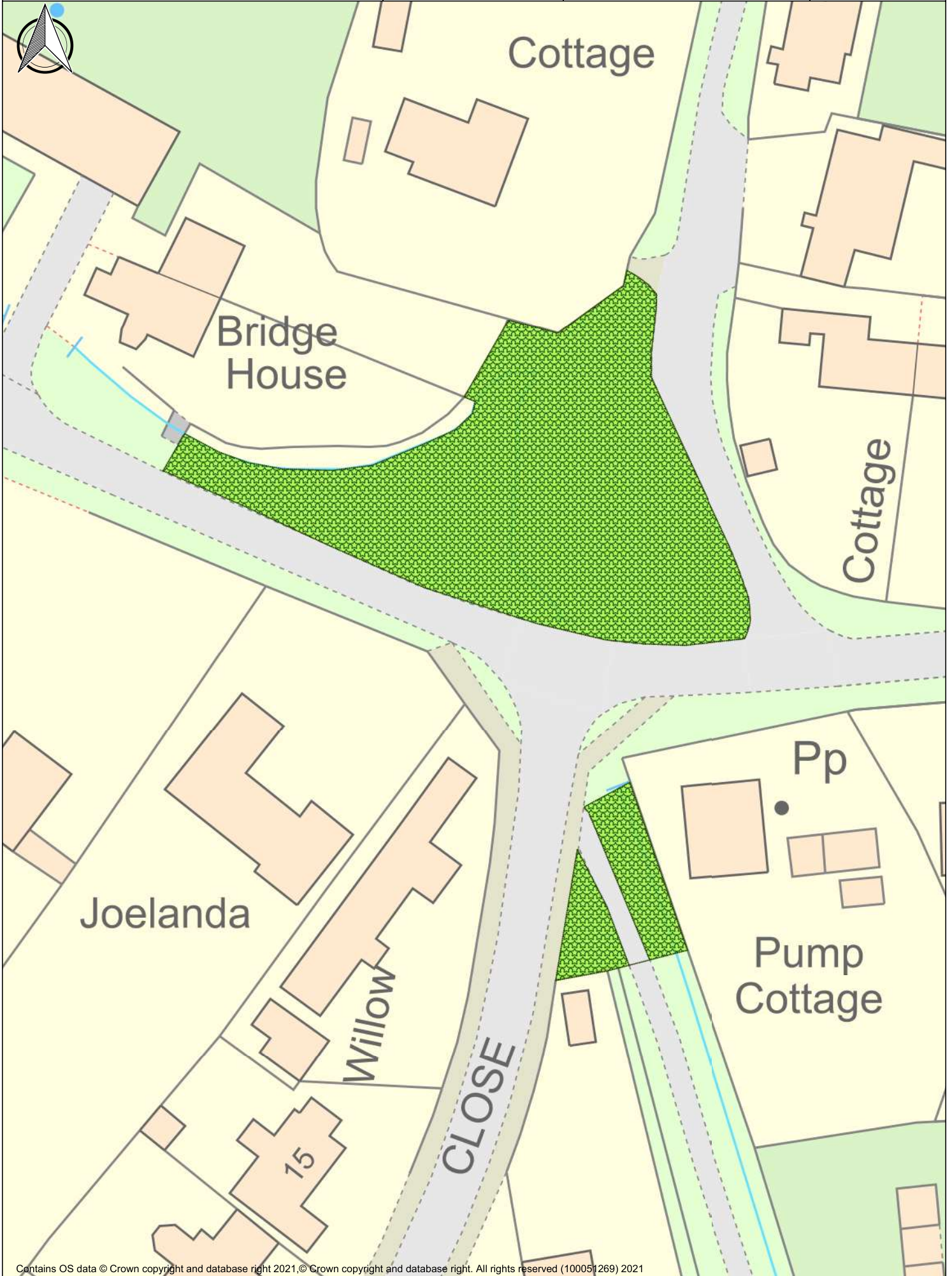
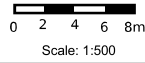
Map 1

Date: 31/01/2020



Grass Cutting





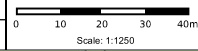
Grounds Contract - Map Item 3

Meeting Green Verge & Triangle

Wickhambrook

Author: L. Administrator

Date: 27/10/2021



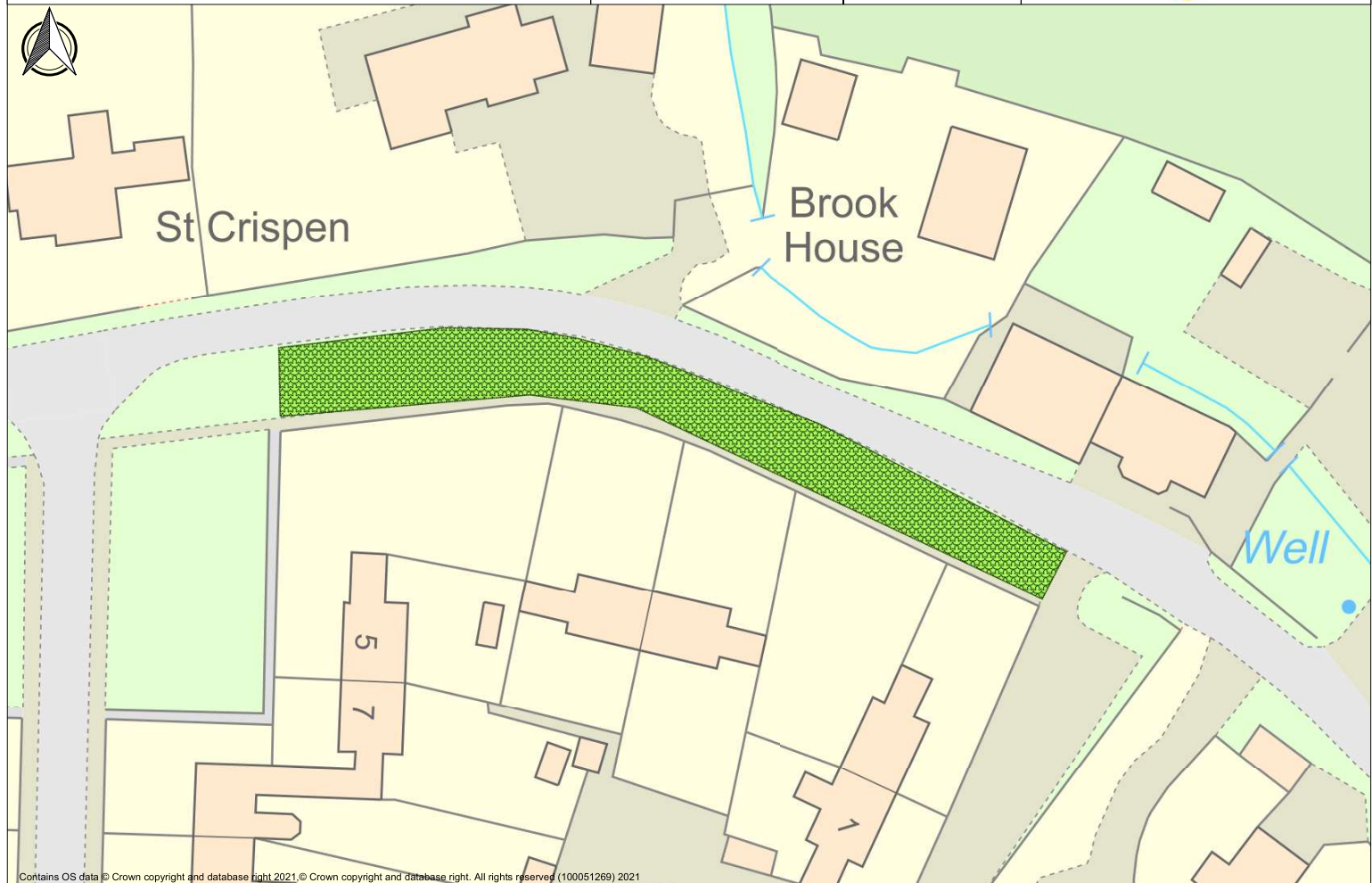
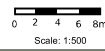
Grounds Contract - Map Item 4

Nunnery Green Verges

Wickhambrook

Author: L. Administrator

Date: 27/10/2021



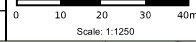
Grounds Contract - Map Item 5

All Saints Churchyard

Wickhambrook

Author: L. Administrator

Date: 27/10/2021



Grounds Contracts

Map 6a (Old Cemetery & Memorial Garden)

Wickhambrook

Author: L. Administrator

Date: 26/06/2023



Parish



Grass Cutting



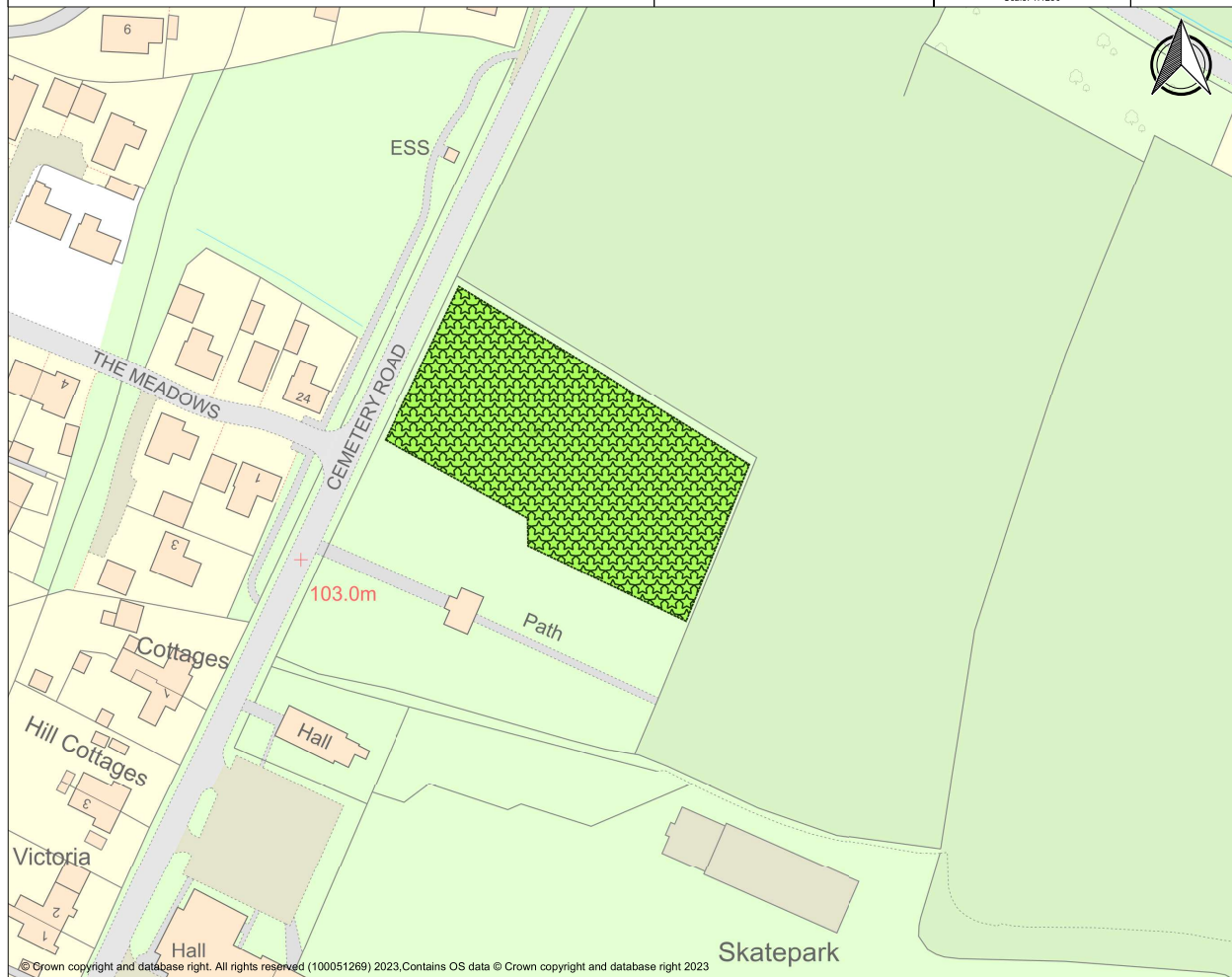
Grounds Contracts

Map 6b (New Cemetery)

Wickhambrook

Author: L. Administrator

Date: 26/06/2023

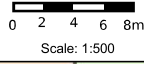


Parish



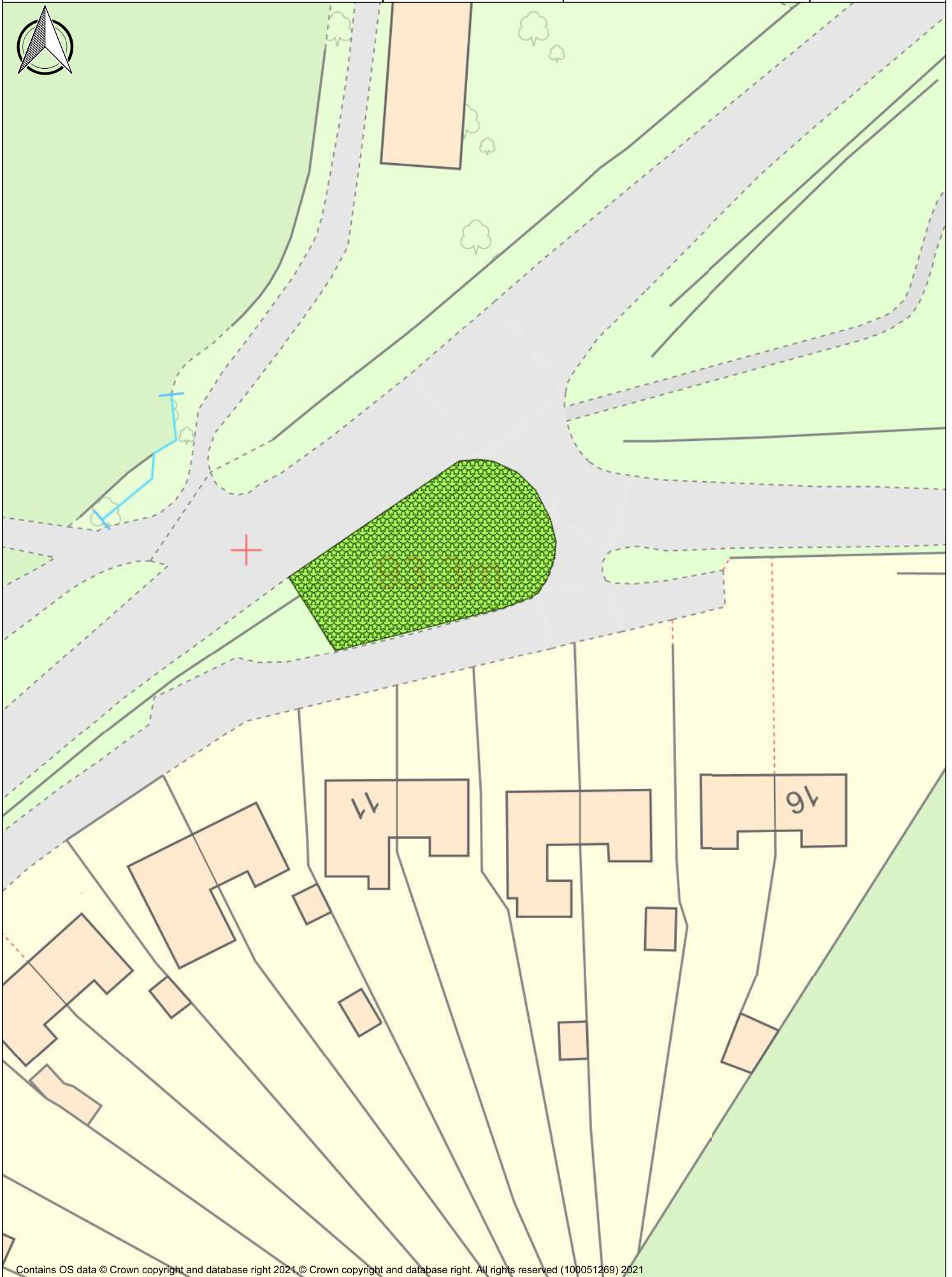
Grass Cutting





Author: L. Administrator

Date: 27/10/2021



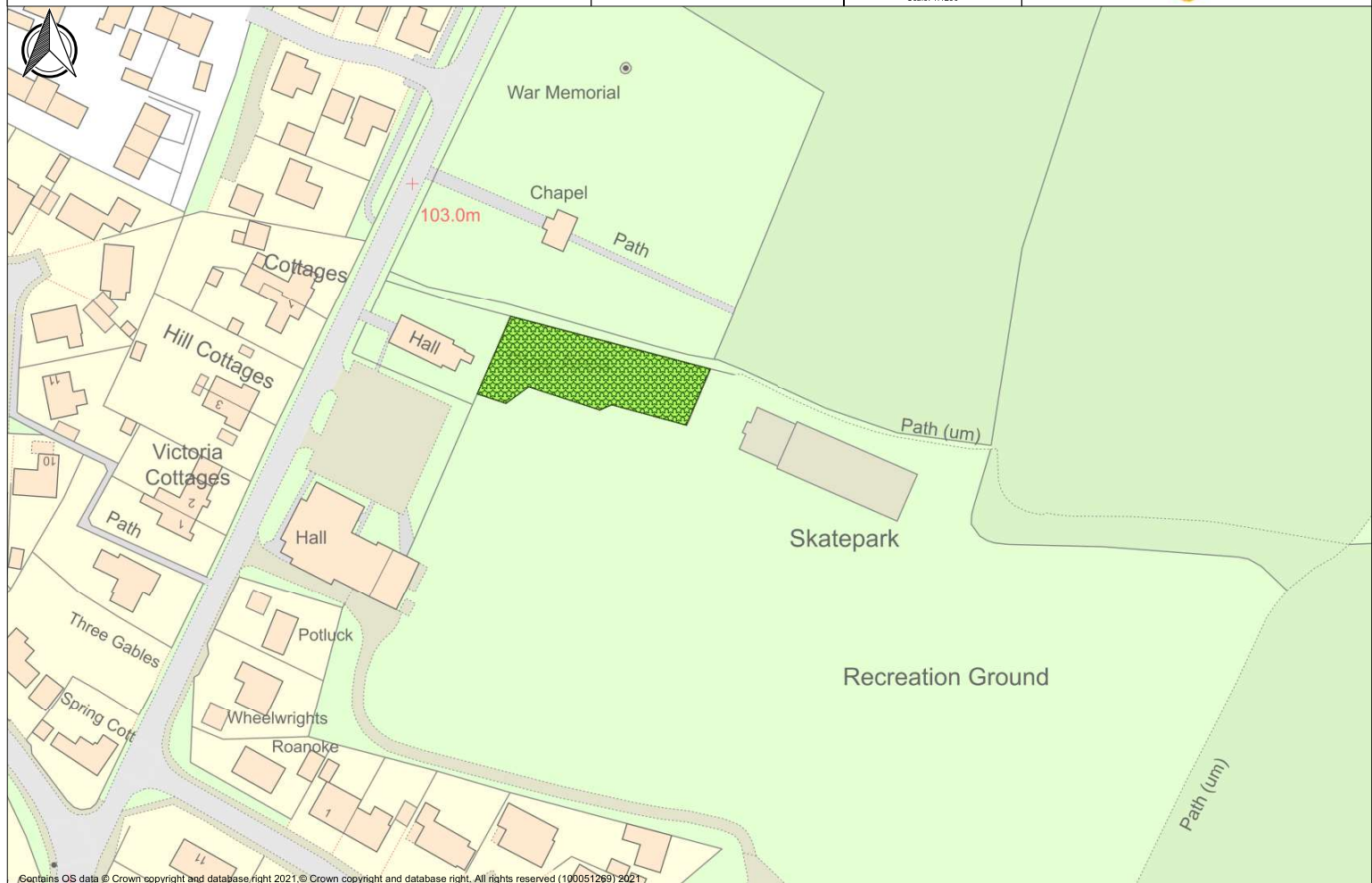
Grounds Contract - Map Item 8

Cemetery Road Play Area

Wickhambrook

Author: L. Administrator

Date: 27/10/2021



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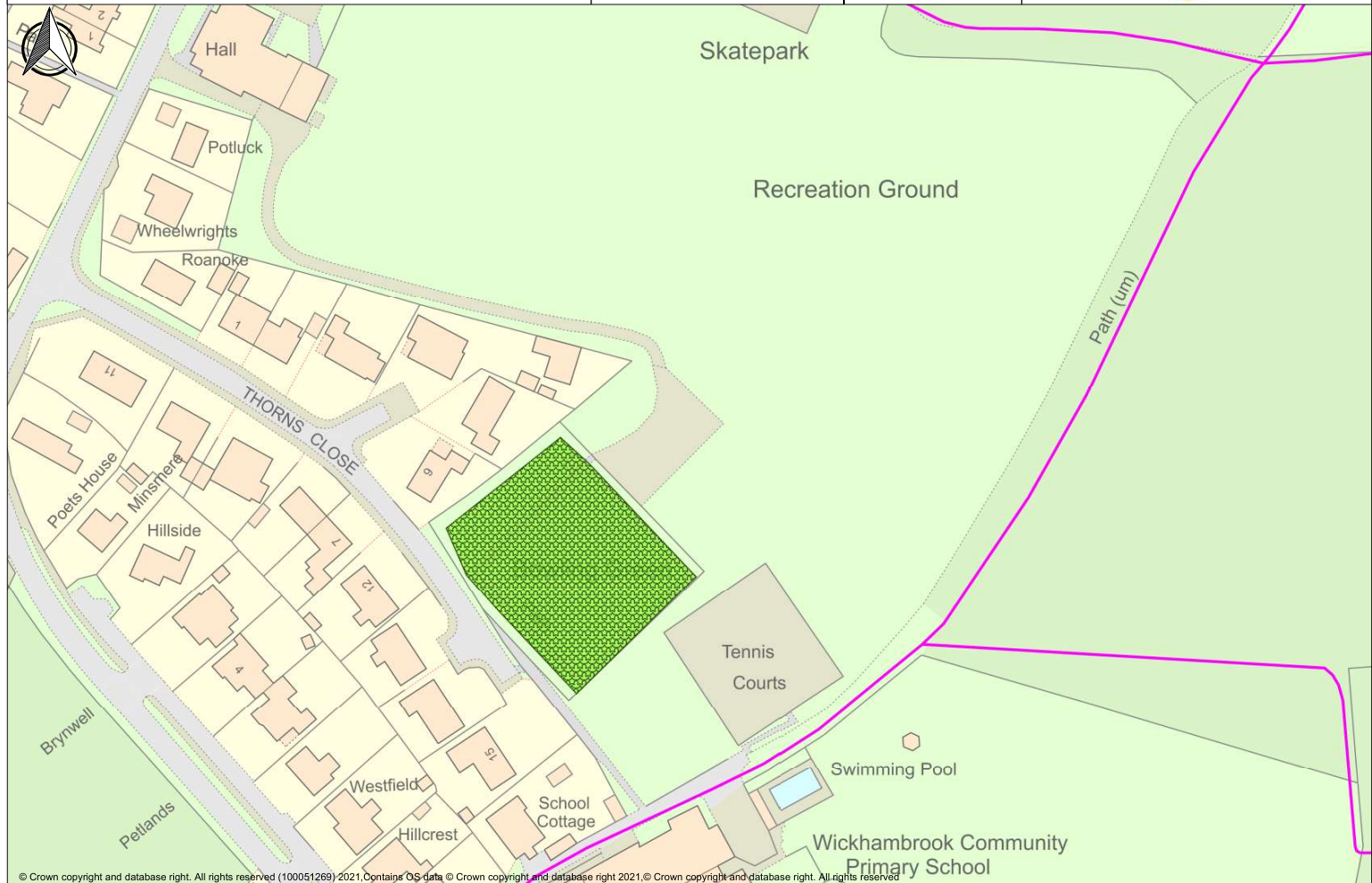
Grounds Contract - Map Item 009

Wickhambrook

Bowling Green (In and Outer Banks) - Not Green itself

Author: L. Administrator

Date: 27/10/2021



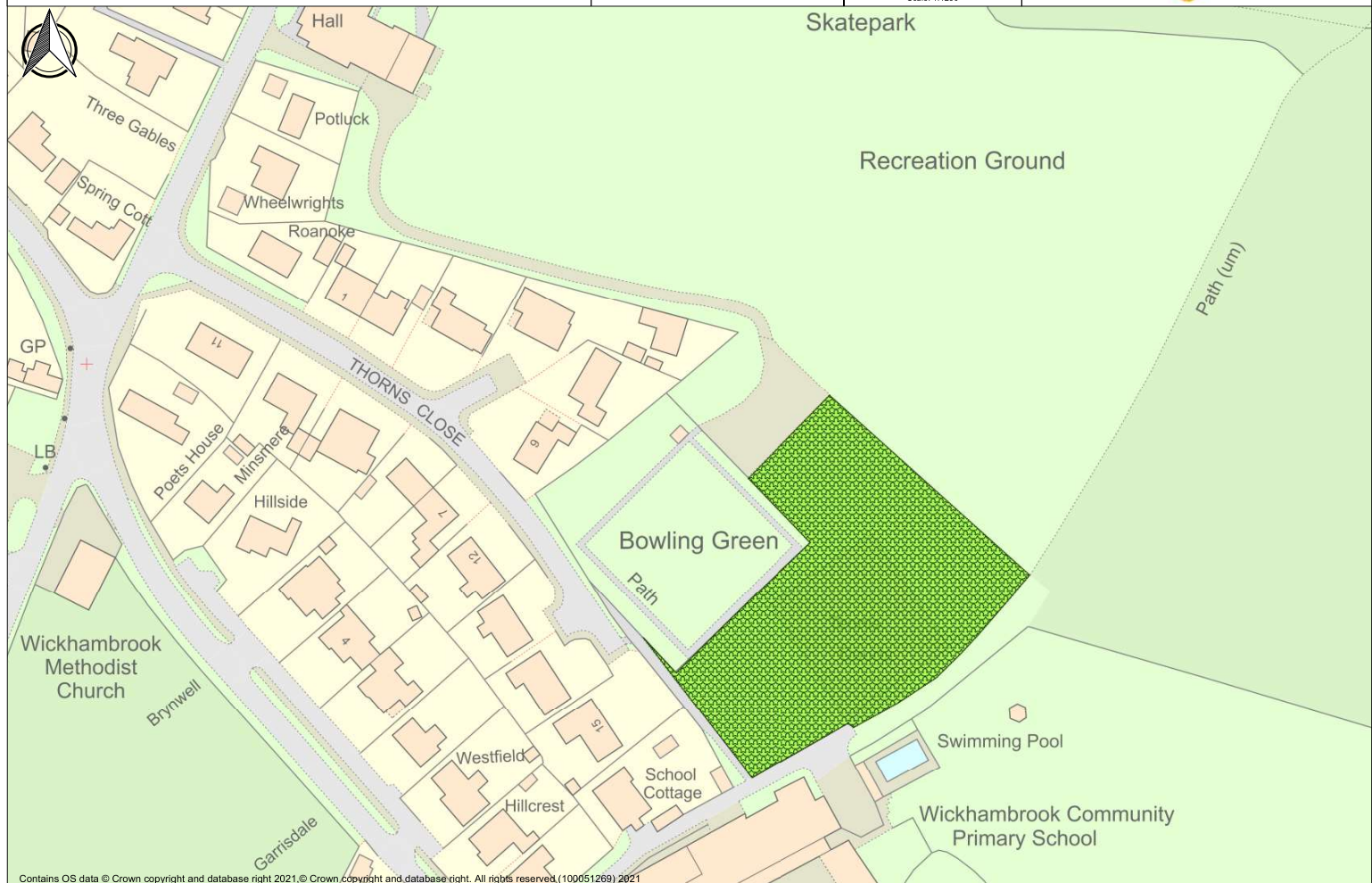
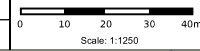
Grounds Contract - Map Item 10

Tennis Courts & Surrounding Grass

Wickhambrook

Author: L. Administrator

Date: 27/10/2021



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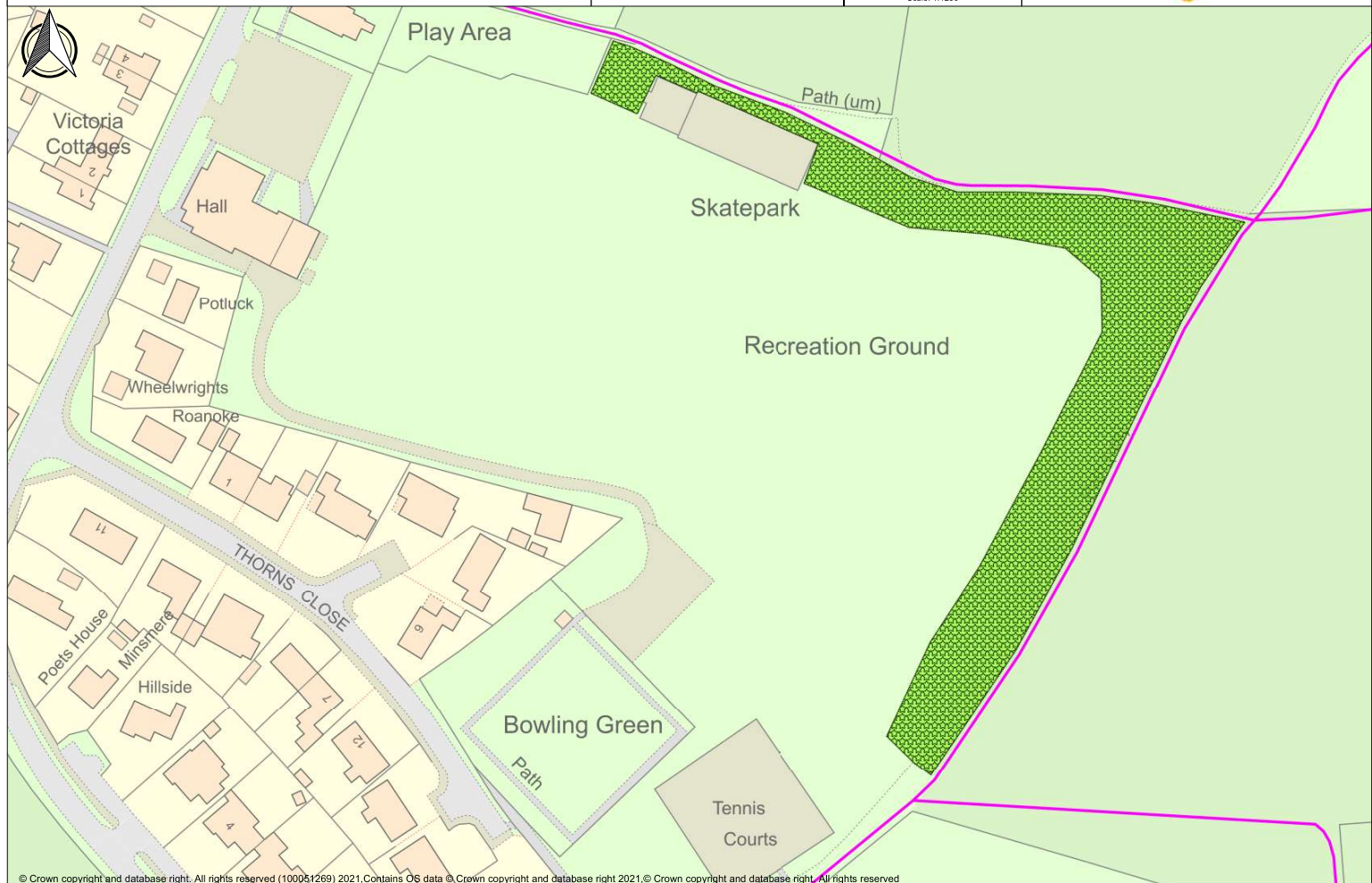
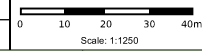
Grounds Contract - Map Item 11

Inner banks of Rec & Six Acres

Wickhambrook

Author: L. Administrator

Date: 27/10/2021



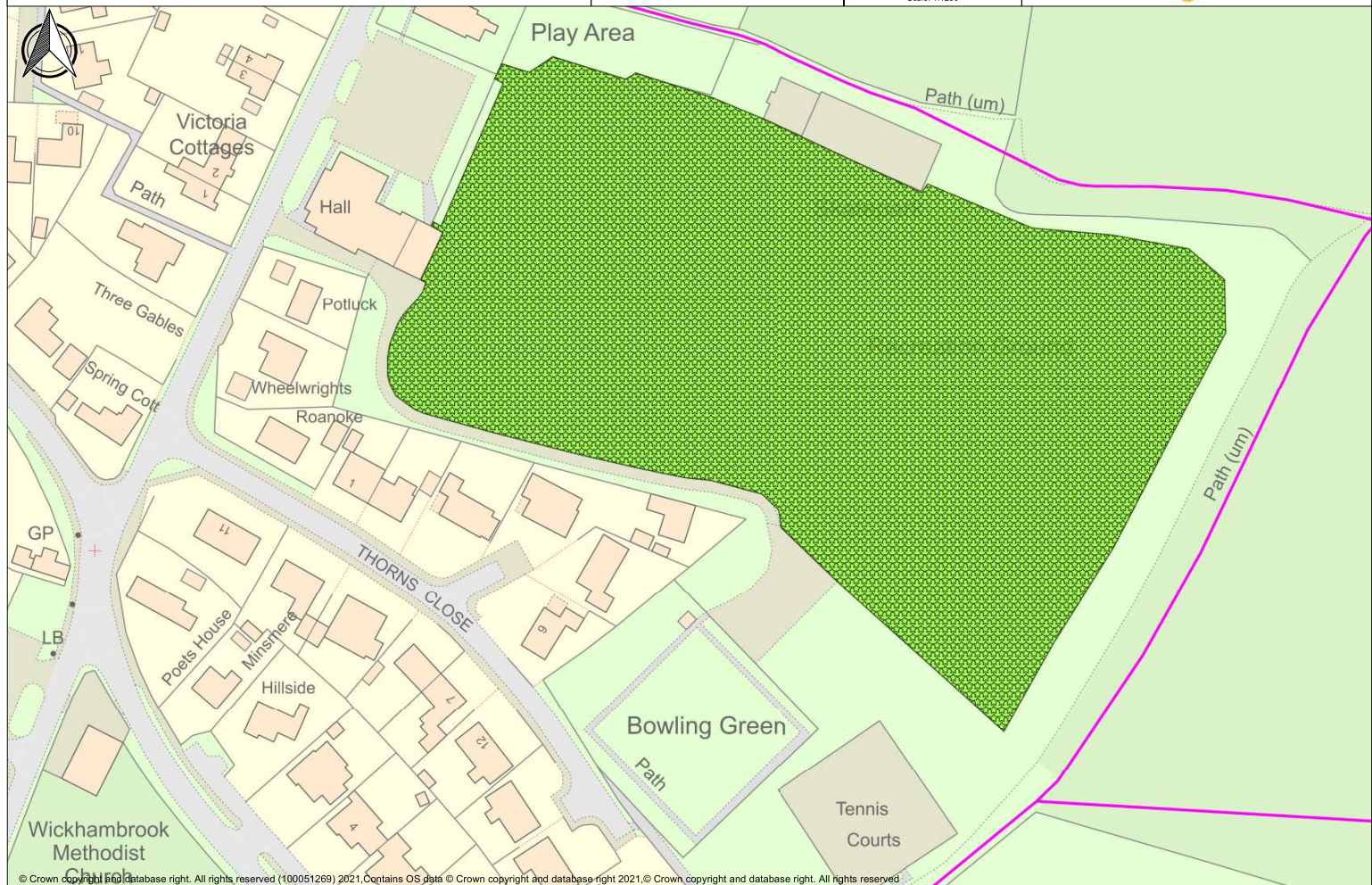
Grounds Contract - Map Item 12

Recreation Ground & Six Acres

Wickhambrook



Author: L. Administrator

Date: 27/10/2021





Parish

-  Grass Cutting
- 

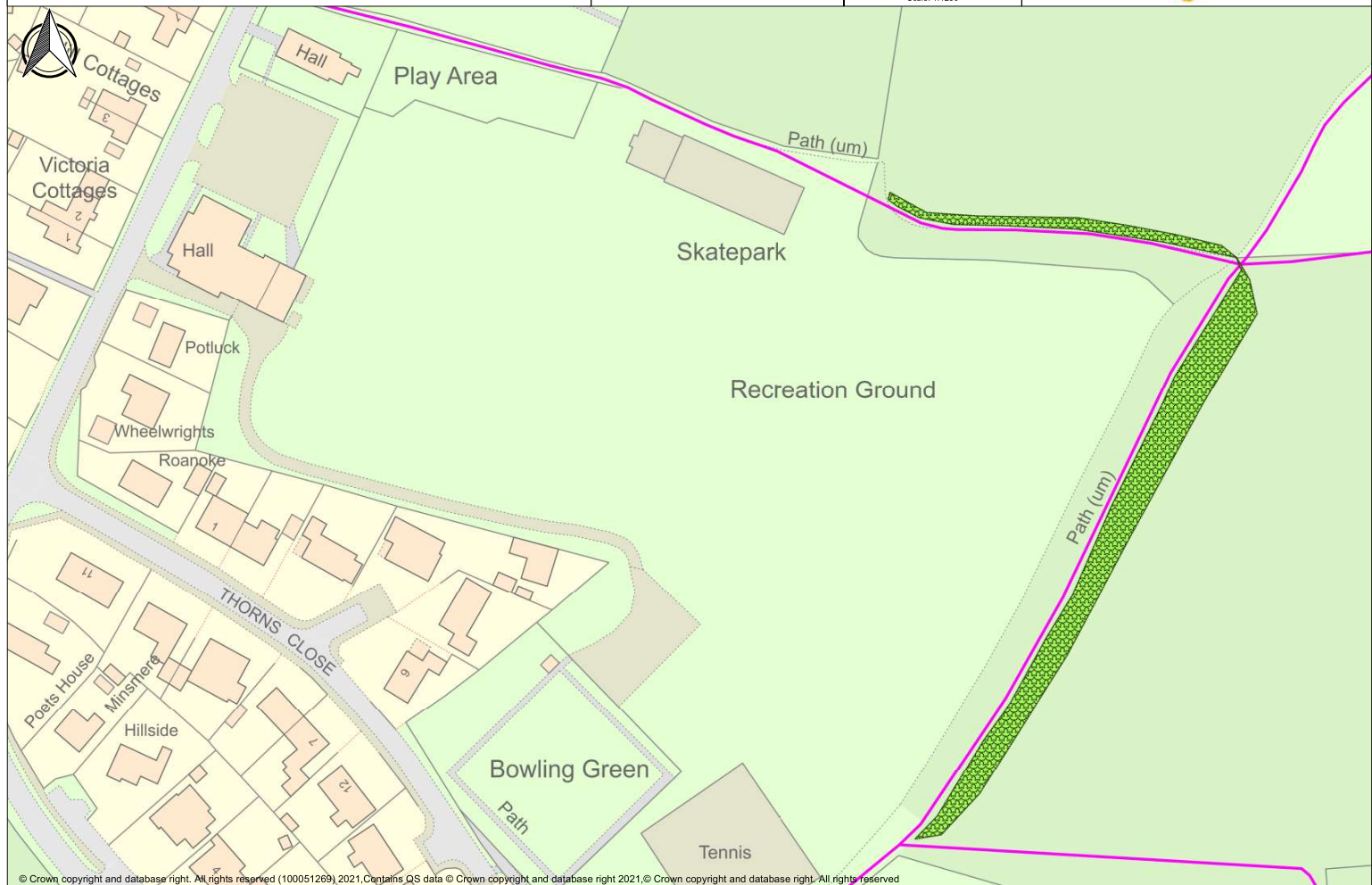
Grounds Contract - Map Item 14

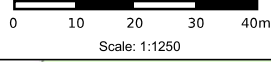
Outer Banks of Rec & Six Acres

Wickhambrook

Author: L. Administrator

Date: 27/10/2021





Grounds Contract - Map Item 16a

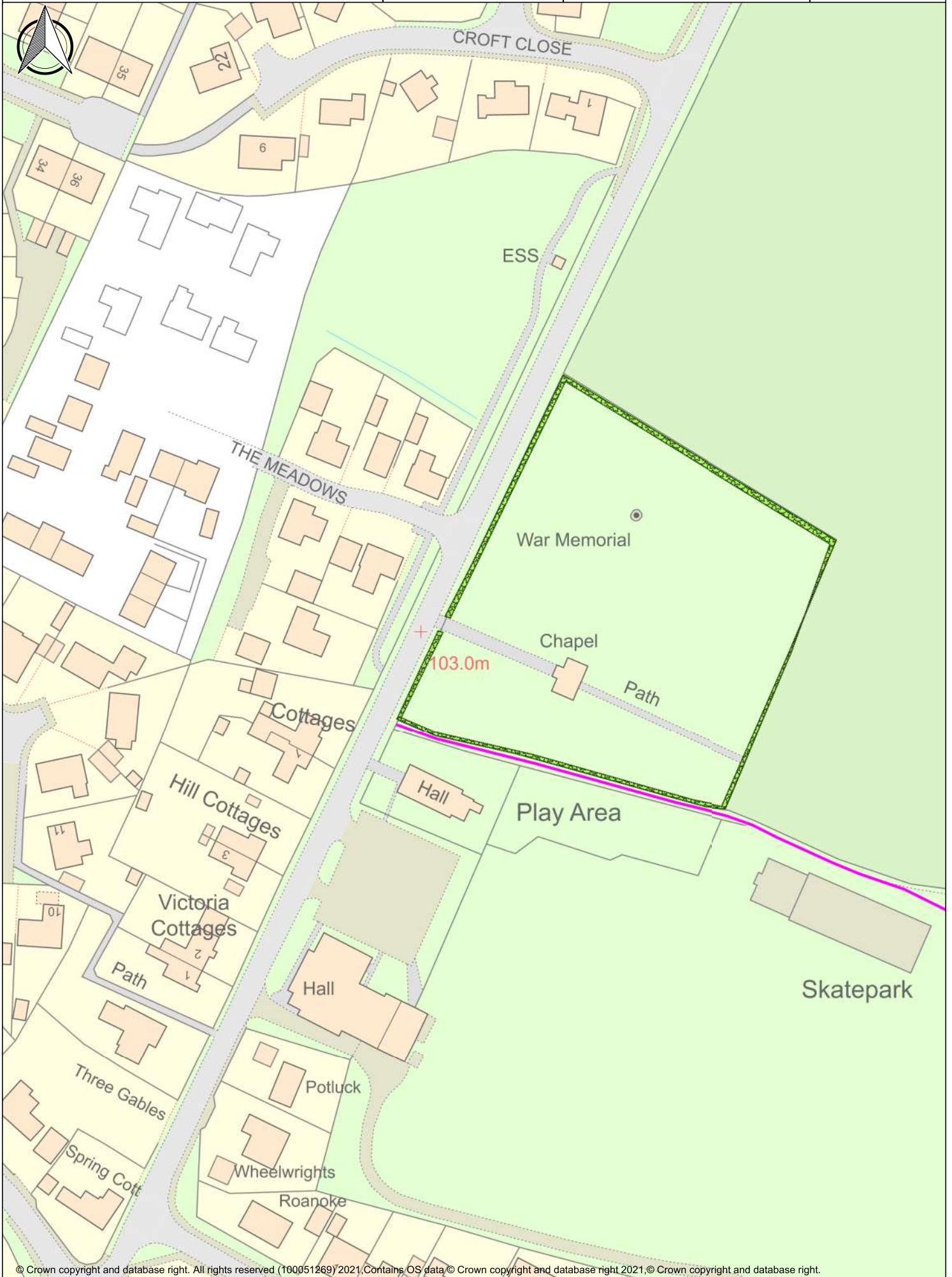
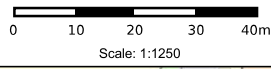
Hedges: Bounding Rec

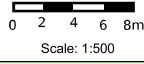
Wickhambrook

Author: L. Administrator

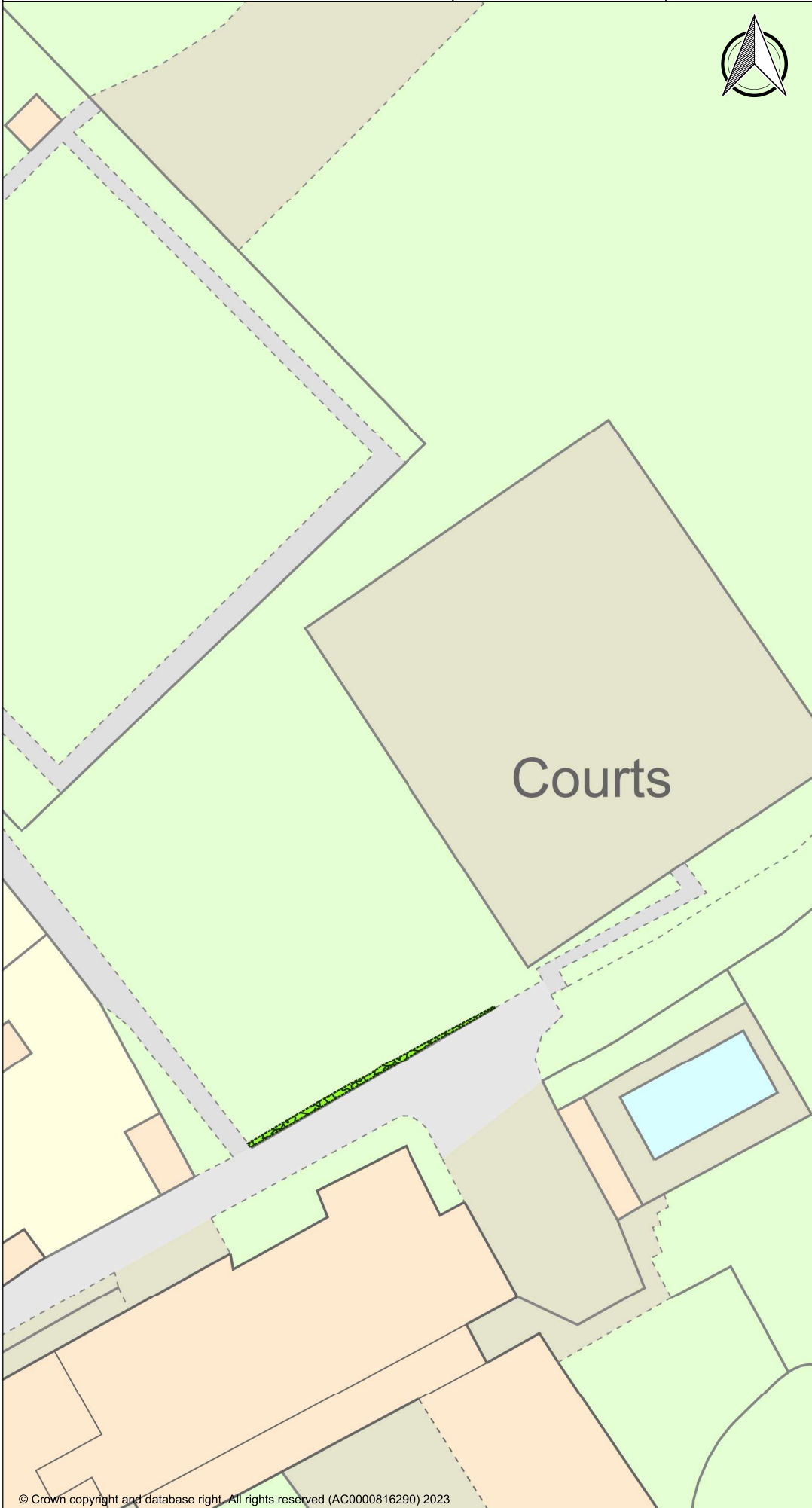
Date: 27/10/2021







Grass Cutting



Courts

Grounds Contract - Map Item 18

Wickhambrook

Scrub to Rear of Hardstanding

Author: L. Administrator

Date: 27/10/2021

