

# Glynde & Beddingham Parish Council

clerk@glyndebeddingham-pc.gov.uk | The Parish Clerk - Glynde and Beddingham Parish Council, C/o 84 Barnett Road, BRIGHTON BN1 7GH

## GLYNDE & BEDDINGHAM PARISH COUNCIL SPECIFICATION FOR GRASS CUTTING CONTRACT 2024-2026

### 1. AREA TO BE CUT

#### 1.1. Glynde Recreation Ground Play Area (shown in red on the map below)

To mow and strim where necessary the enclosed play area of approximately 4500 m<sup>2</sup> taking particular care in respect of the boundary fencing and gates, boundary wall, jubilee shelter, play equipment, matting edges around the equipment, trees and tree roots within the area.

### 2. MAP

Lacys Hill, Glynde. GPS 50.860785, 0.069437. Plus Code V369+8Q. [///stow.swims.hardback](http://stow.swims.hardback)



2.1.



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## 3. FREQUENCY OF CUT

- 3.1.** The cutting season runs for approximately 24 weeks from early April until October, dependent on suitable weather conditions. The grass cutting contract will be for the provision of 12 cuts throughout the season.
- 3.2.** The contract duration allows for the grass to be cut every fortnight, however it is expected that the contractor will liaise with the Parish Clerk to agree the distribution of cuts which may be less frequent at the start and end of the season and more frequent during the peak growing period.
- 3.3.** If extreme weather conditions render the agreed programme of works impractical, the contractor shall notify the Parish Clerk and an amended or reduced schedule may then be negotiated at the discretion of the Council.
- 3.4.** All work will take place between the hours of 07.30 and 18.00 hours, Monday to Friday.
- 3.5.** At times, the Parish Council may request additional cuts which will be paid for on an ad-hoc basis.

## 4. STANDARD OF CUTTING

- 4.1.** All grassed areas are to be rotary or cylinder cut with the cuttings collected and removed from site by the contractor.
- 4.2.** The height of the grass immediately after cutting shall not exceed 25 mm in length.
- 4.3.** After the main area of grass is cut, all edges are to be strimmed, and areas around the fence line, wall, trees and play equipment are to be strimmed to the corresponding height of the grass cut.
- 4.4.** All work is to be carried out to the satisfaction of the Council. Upon inspection, should the cut be deemed unsatisfactory, as a whole or in part, the unsatisfactory area is to be re-cut, at no additional cost, on the next working day.

## 5. CARE OF TREES, FENCE POSTS AND PLAY EQUIPMENT

- 5.1.** Care must be taken not to damage fence posts, play equipment, goal posts, matting or matting edges, trees and tree roots, particularly with strimmers and mower arms.
- 5.2.** No strimmers shall operate around the base of trees within a distance of 30 mm.
- 5.3.** If any tree incurs bark damage to 50% of its circumference, severe/accumulative root damage, or be irreparably damaged in any other way due to the actions or neglect of the contractor, the tree will be replaced. The full cost of removal, replacement, planting and maintenance is to be paid by the contractor.
- 5.4.** In the event of less severe damage the contractor will bear the cost of remedial work.

## 6. SELECTION AND CONTRACT LENGTH

- 6.1.** Proposals will be reviewed at the Council Meeting on the 20th March 2024 where a supplier will be selected.
- 6.2.** The successful bidder will be notified as soon as possible after the Council Meeting on the 20th of March.

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- 6.3. The new contract will commence on Monday 1st April 2024 and will run for three years through to the end of the Season in October 2026.
- 6.4. Suppliers should give an option to increase the contract length from 3 to 5 years, accepting that the Council may decide not to allow such rolling on when the time arises.
  - 6.4.1. If the Supplier would expect to raise the cost in the 4<sup>th</sup> /5<sup>th</sup> Years this should be indicated.
  - 6.4.2. If this option is given the Supplier will request formal notification of the wish to extend the contract by emailing the Parish Clerk prior to the last cut of the 2026 season.

## 7. PAYMENT TERMS

- 7.1. Glynde & Beddingham Parish Council will make payments within a few days of the Council Meeting after the invoice is received provided that the invoice is received 5 days prior to that Council Meeting. However, suppliers should note that Council Meetings are held bi-monthly in January, March, May, July, September and November. Therefore, payment of invoices presented in months where there is no Council Meeting, or where presented after a Council Meeting, will not be made until the next payment run which will be approved at the next Council Meeting (which could be a delay of 2+ months. Dates of Council Meetings are available on the Council Web site - <https://glyndebeddingham-pc.gov.uk/meetings/> it should be noted that a council meeting could be held at the beginning of one month and the end of the month in which the next meeting falls making a payment potentially 90 days after the receipt of invoice
- 7.2. For the avoidance of doubt and by way of an example, any invoice presented in April 2024 will not be paid until several days after approval at the meeting on May the 15<sup>th</sup>, and any invoice received after the 10<sup>th</sup> of May will not be paid until after the meeting held in July (date not yet set – potentially the 31<sup>st</sup> July), and so on. The terms of this contract should be set such that an invoice is not considered late if payment meets the above criteria.

## 8. PROVISION OF QUOTES

- 8.1. Quotes for the provision of the Glynde & Beddingham Parish Council Grass Cutting Contract must be received by the Parish Clerk by the 1<sup>st</sup> of March 2024.
- 8.2. All quotes for the provision of the grass cutting contract must be completed on the Parish Council Quote Form found at the end of this document and are to be submitted to the Parish Clerk at the following email address.

clerk@glyndebeddingham-pc.gov.uk

## 9. Access and Key

- 9.1. Access is via a locked gate. The key holder is Glynde Estates who will provide access by issuing a key provided that 24 hours minimum notice has been given. If any key is lost then there will be a penalty for losing key which will be paid by the Contractor to Glynde Estates.

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## QUOTE FOR GLYNDE & BEDDINGHAM PARISH COUNCIL GRASS CUTTING CONTRACT 2024– 2026

<b>Name of Contractor:</b>	
<b>Address of Contractor:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

<b>Contract</b>	<b>Net Price (excluding VAT)</b>	<b>VAT Payable (if applicable)</b>	<b>Gross Price (including VAT)</b>
<b>Quote for the 2024 – 2026 Contract Duration season</b> To mow and strim, including collection and removal of all cuttings, the enclosed play area from week beginning 1 <sup>st</sup> April 2024 to the end of the growing season 2026. (12 Cuts/Year)			
<b>This contract can be rolled over to cover years 2027-2028</b>	<b>Yes/ No – delete as applicable</b>		
<b>Quote for the 2027-2028 seasons</b> To mow and strim, including collection and removal of all cuttings, the enclosed play area from week beginning April 2027 to October 2028. (12 Cuts/Year)			
<b>Quote for ad-hoc one-off cuts</b> To mow and strim, including collection and removal of all cuttings, the enclosed play area for 1 ad-hoc cut.			

**Please give brief details of any relevant experience and similar works undertaken (continue on new sheet if required)**

I certify that; the above quotes are compliant with, and based on, the Glynde and Beddingham Grass Cutting Specification 2024-2026 and that the amount of the quote has not been calculated by agreement or arrangement with any other person, firm or company and that the amount has not been communicated to any person, and will not be communicated to any person until after the closing date for the submission of quote.

Signed\*:

Print Name  
and Position  
in Company:

Date:

*\*In the event of emailed quotes, the email submission will be taken as confirmation of acceptance of the above.*