

15 July 2025

**Tender – Garden Maintenance & Small Projects Contract
1 November 2025 to 31 October 2028**

West Horsley Parish Council has a duty to seek tenders once every three years for work carried out on a regular basis in the Parish. Anyone willing to quote for the following contract should submit a quotation to the Parish Council ensuring that the conditions stated in paragraph three of this document are adhered to.

In addition to garden maintenance, the successful applicant shall also be the Parish Council's preferred contractor for any additional small projects that arise over the course of the three-year contract, for which separate quotations will be requested. These projects will be completed in a reasonable timeframe as agreed by the Parish Office and the Contractor, considering the nature of the work, weather and Health & Safety.

All applicants must be able to produce employer and public liability insurance documentation for the sum of £5 million and should also be Contractors Health and Safety Assessment Scheme (CHAS) holders. The successful contractor must comply with any obligations placed upon them by The Modern-Day Slavery Act 2015 and should adhere to the West Horsley Parish Council's Health & Safety policy (which is available at www.westhorsley-pc.gov.uk).

The closing date for tenders is 12pm on Monday 15 September 2025. Tenders can either be emailed to the Clerk at clerk@westhorsley-pc.gov.uk or sent to the above address in a sealed envelope with the words 'Garden Maintenance Contract Tender' printed on the envelope. A decision on the winning tender will be made by the Parish Council on 6 October and all applicants notified of the outcome by Monday 13 October 2025.

Please note the following:

- Canvassing councillors, directly or indirectly, for appointment by the Council shall disqualify the candidate from such an appointment.
- A councillor shall not attempt to persuade the Council to appoint a candidate, but he/she may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

For any queries please contact the clerk at clerk@westhorsley-pc.gov.uk.

We look forward to receiving your tenders.

West Horsley Parish Council
www.westhorsley-pc.gov.uk

SCHEDULE OF WORK

A. The Village Orchard¹

1. Grass & edges
 - a) The grass area within the hedges, but excluding the areas mentioned in 1b), to be cut twice a month from April to November
 - b) The wild grass and boggy areas marked on the map to be cut once a year, at the end of October
 - c) The path edges and the areas around the seats and picnic table to be kept looking neat and tidy
 - d) A price for an additional grass cut to be provided
 - e) Where possible, grass cuts to be tied in with scheduled events in the Orchard (provided the Parish Council gives advance notice)
2. Weeding and General Maintenance
 - a) The Orchard to be cleared of brambles and weeded regularly from April to November
 - b) Prune out dead, damaged limbs of fruit trees as required
3. Outside The Orchard
 - a) The area just outside of the front gate, and along the access path, to be kept tidy and clear from brambles and weeds
 - b) The banks of the ditches outside the Orchard to be mowed bi-annually, in July and October
 - c) The ditch along Ripley Lane to be cleared out annually to prevent flooding
4. Boundary Hedges
 - a) The hedges to be trimmed twice a year
 - b) The hedging around the Village Orchard sign to be trimmed back as required to avoid the sign being obscured
 - c) Where necessary inter-plant with native hedgerow species to increase the density of the hedge (species would include hawthorn, hazel, field maple, wild cherry, guelder-rose and honeysuckle)

B. The Village Hall & Playground²

1. Playground Area
 - a) Strim under the benches and up against the playground fencing monthly from April to November
 - b) Remove all nettles and large weeds, including on/behind the large mound, monthly
2. Car Park Area
 - a) Monthly tidy of the car park verges, gravel borders and bike rack area, including weeding where necessary [but not including the planters on The Street or border opposite the Methodist Chapel]
3. Hedges
 - a) The playground hedge along Silkmore Lane to be cut back bi-annually
 - b) The Fairwell Lane hedge to be tidied up annually, retaining as much height as possible as per the request of the Fairwell Lane neighbours
 - c) The hedge by the car park entrance and no exit sign to be cut back regularly to ensure full visibility.

¹ Located at the corner of Ripley Lane and The Street

² Located at 99 The Street

[NB: Between March and October the grass in the playground is cut every two weeks by Steven Green and his team. They also cut the grass verge between the car park and the playground fencing and the grass between the Cedar Room and the Main Hall.]

C. The Village Green³

1. Grass
 - a) The grass to be cut twice a month during the months of April to November
 - b) Trim the edges along the road and boundaries, and around the bollards, the oak, the litter bin and two benches.
 - c) To maintain the wildflower border (cut down in September, leave for two days for the seeds to drop, then clear debris with a rake).
 - d) A price for an additional grass cut to be provided.
2. Hedges/Trees
 - a) Trim the boundary hedge adjacent to 200 The Street as necessary.
 - b) Prune out dead, damaged limbs of all bushes/hedging/trees as required.
 - c) Maintain any newly planted trees, including watering if required.
 - d) Woodchip/mulch around the Oak to be maintained

D. Corner of Ockham Road North and East Lane

3. General
 - a) Keep the area tidy including weeding the planter and grassy area monthly
 - a) Strim the grass and around the bench, litter bin, planter and along the fence monthly
 - b) Water the planter as required

E. Tennis Court at Long Reach⁴

1. Hedge
 - a) Trim the hedge along Long Reach, roadside and courtside, bi-annually
 - b) Where necessary inter-plant with native hedgerow species to maintain the density of the hedge.

General Notes

- The Contractor shall regularly liaise with the Parish Clerk
- All grass/hedge cuttings to be removed and disposed of legally
- Parking at the Orchard must be on the road and not in the St Mary's Development Car Park
- Parking at the Village Green must be on the road and not on the Village Green
- The contractor is required to inform the Clerk of the dates that the work is scheduled to take place at least a week in advance.
- The contractor to submit regular invoices with details of works carried out. Invoices can be submitted monthly or quarterly, as agreed on appointment
- All areas to be left in a tidy and safe state during and on completion of works
- All works to trees to be carried out to BS 3998 2010 standards for tree work

Approved by Council on 15 July 2025

³ Located next to West Horsley Motors on The Street

⁴ Located on Long Reach, next to Horsley Football Club