



Briefing Note of the Renewal of the Garden Maintenance Contract 2022-25

Introduction

On 21st June the tender for the Parish Council's Garden Maintenance & Small Projects Contract 2022-2025 was approved by Full Council (minute reference 22.112). Four reputable, local garden maintenance contractors were approached by phone, with each expressing an interest in bidding for the three-year contract.

The tender was distributed by email with a covering letter confirming the closing date as 15th July to each of the following:

- Grasshoppers (Surrey) Limited
- P.S. Davies Tree Surgery
- Timberwood Tree Care Limited
- Wimbledon Garden Services

Despite follow-up reminders by phone and email only one contractor submitted a tender for the work. This was the incumbent contractor, Timberwood Tree Care Limited. P.S. Davies Tree Surgery sent apologies saying it was unable to commit to the workload at present but would like to be considered again in future.

Recommendation

The Council is recommended to award the contract to Timberwood Tree Care Limited.

Timberwood Tree Care has not only seamlessly maintained the Village Orchard, Village Green and Tennis Court over the past three years, but it has carried out several additional projects for the Parish Council with speed, efficiency and courtesy and has proved itself to be highly reliable, responsive, and competitive on price.

Prepared by the Clerk
September 2022

SUMMARY OF SCHEDULE OF WORK

The Orchard

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 & boggy areas marked on the map to be cut once a year, at end of October
 - c) The path edges & 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)

The Village Hall

1. Playground Area
 - a) Strim under the benches and up against the playground fencing monthly, 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 [not the planters the border opposite the Methodist Chapel]
3. Hedges
 - a) The playground hedge to be cut back 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

Village Green

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) 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

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 planter if required

Tennis Court at Long Reach

1. Hedge

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