

# CHOBHAM PARISH COUNCIL

Contract for maintenance of Chobham Recreation Ground, 2019-2022  
Tender details and contract schedule

1. CONTRACT START DATE

1<sup>ST</sup> June 2019

2. CONTRACT DURATION

3 years – ends 31<sup>st</sup> May 2022

3. TENDER CLOSING DATE

19<sup>TH</sup> April 2019

All tenders should be returned by hand or post in a sealed envelope.

Please mark the envelope clearly **Tender No1, April 2019, CPC.**

Also mark with the references for any other contracts you are tendering for.

**Emails will not be accepted.**

4. TO BE INCLUDED WITH TENDER

- References for similar contracts that you hold or have undertaken in Surrey.
- A copy of your current Public Liability insurance.

5. GENERAL REQUIREMENTS

The contractor must:

- a. Hold the relevant insurances required for works to public grounds and for their own staff
- b. Hold appropriate qualifications, licences and certification to undertake the work specified in the schedule - the contract includes monthly inspection of the children's playground by suitably-trained staff – see section D
- c. Take all necessary measures to comply with the requirements of the Health and Safety Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety which may apply.
- d. Notify the Clerk or Deputy Clerk immediately in the event of any accident which causes any personal injury or damage to the property.
- e. Remove arisings from site as specified.
- f. Provide their own machinery and tools.

A checklist will be supplied by the Administrator for contractor to confirm work started and/or completed each month (template provided for information)

6. AWARD CRITERIA: the following weightings will be applied

- Experience of public ground maintenance contracts – two references required 50%
- Value for money – 30%
- Local contractors – 10 miles radius from Chobham 20%

7. RECREATION GROUND MAINTENANCE SCHEDULE

CONTACT DETAILS – please return tenders by post or hand to this address

Chobham Parish Council Office  
Parish Pavilion  
Recreation Ground  
Station Road  
Chobham  
GU24 8AJ

Annette Barber/Jennifer Britt

01276 856633 | [admin@chobhamparishcouncil.org](mailto:admin@chobhamparishcouncil.org)

See our website for information about other current tender opportunities. [www.chobhamparishcouncil.org](http://www.chobhamparishcouncil.org)

Task/Area	Requirement	Timing	Other notes
<b>SECTION A: MOWING – STRIMMING – EDGING – REPAIRS</b>			
MOW GRASS in all open areas including Football pitch Training ground	Standard cut Clippings may be left if grass less than 2 inches/5cm. Cut and clear if grass more than 2 inches/5cm	During the growing season (April to September), once a week. From October to end of March, when the grass reaches 2inches/5cm/5cm.	The Recreation Ground is a public open space and it is necessary to ensure that the surface is level and playable at all times.  All grass cutting must allow for football matches and training sessions
MOW GRASS in Playground	Standard cut Clippings may be left if grass less than 2 inches/5cm. Cut and clear if grass more than 2 inches/5cm	During the growing season (April to September), once a week. From October to end of March, when the grass reaches 2inches/5cm/5cm.	
MOW GRASS in Memorial Gardens	Close cut Clippings may be left if grass less than 2 inches/5cm. Cut and clear if grass more than 2 inches/5cm	During the growing season (April to September), once a week. From October to end of March, when the grass reaches 2inches/5cm/5cm.	Maintain a tidy appearance at all times
STRIM in ALL AREAS, including Playground	Strim around objects, protecting young trees with a tree guard to avoid damage at the base of the trees. Grass to be left long around some trees – details to be supplied by administrator.	Once a week during the growing season (April to September).	Apply protectors to timber legs of benches and seats to prevent damage.
STRIM GRASS bordering Access Driveway	Strim the edges and around the posts	Once a month	Remove all debris
EDGE ALL PATHS	Cut back path edges to maintain a straight line	Twice a year	
REPAIRS	Repair damage to turf, e.g. ruts, potholes, turf damage etc	When damage occurs	

**SECTION B: WEED/MOSS CONTROL – FERTILISING – RESEEDING**

WEED CONTROL, FERTILISING and RESEEDING on Football pitch	Apply weed-killer and fertiliser	Once a year in May (after the Football Season).	
	Re-seed the goal areas and centre circle	Once a year in May	
WEED CONTROL and FERTILISING on Training ground	Apply approved weed killer and fertiliser	Once a year in May	
WEED CONTROL on drives, paths, parking areas and building surrounds	Keep drives, paths, parking areas and building surroundings clear of weeds between spraying	Remove to maintain a tidy appearance	
	Apply weed and moss killer	Twice a year	
WEED AND MOSS CONTROL on tarmac outside formal entrance gates	Keep tarmac in front of the Memorial Gates free of weeds and moss	Remove and treat as needed to maintain a tidy appearance.	
WEED CONTROL under Station Road hedge adjacent to bus stop	Spray weeds	Once a year	
SPRAYING CONTROL All areas	Provide COSHH paperwork	For every application of weedkiller	
WEED CONTROL in Playground	<b>Hand weed</b> safety surfaces under play equipment, including around the edges to prevent trip hazards and damage to the structure of the surface.	Weekly between start of April and end of September.	RoSPA's advice is to avoid use of pesticides and herbicides in playgrounds wherever possible.

**SECTION C: HEDGE-CUTTING**

HEDGES in memorial gardens	Cut all tops and sides along Station Road frontage of the memorial gardens and inside the gardens. Cut back to last year's growth	Once a year between July and December	Remove clippings
HEDGES bordering the Driveway and along edge of the scout pavilion car park	Cut inward facing sides only for part of this stretch and inward facing sides and tops for the remainder (as directed by administrator) Cut back to last year's growth	Once a year between July and December.	Remove clippings
HEDGES along Station Road frontage from memorial gardens to recreation ground entrance	Cut sides and top Cut back to last year's growth	Once a year between July and December	Remove clippings
HEDGES bordering footpath alongside tennis courts and stretch of frontage at the end of Station Road (adjacent to bus stop)	Cut inward facing sides Cut back to last year's growth	July/August	Remove clippings
	Tidy under Station Road side of the hedge and spray weeds  See Weed control	Once a year	
HEDGES – adjacent to playground car park and around the tennis court	Cut all tops and sides. Cut back to last year's growth	Once a year	Remove clippings

**SECTION D: OTHER AREAS/TASKS**

TREES AND SHRUBBERY	Conduct visual inspection of trees, report potential hazards, e.g. dead or cracked branches	Once a month	Report to office
	Remove fallen tree branches	When occurring	Report to office
	Clear all leaves and conkers and remove	After main leaf fall	
	Remove ivy from trees and other areas – severing from base	As necessary to keep under control	
FLOWER /SHRUBBERY BEDS In <b>Memorial Gardens</b> and in the <b>entrance outside the formal gates</b>	Maintain the beds within the Memorial Gardens and in front of the main entrance keeping rubbish free, weed free and edged.	Weekly	Use hand saw if memorial garden trees need trimming
	Maintain the shrubbery bed in front of the Memorial Gates, keeping rubbish free, weed free and trimmed back as necessary.	Weekly	
	See weed control		
DRIVES, PATHS, PARKING AREAS	Rake, fill and level uneven surfaces in gravelled car park and surrounding areas, including the footpath by the side of the tennis courts	Once a month	
	Fill and level potholes in all paths and parking areas	As necessary	
PLAYGROUND INSPECTION	Inspection of all equipment by <b>suitably qualified staff (eg hold a RoSPA Certificate of Training for playground inspection)</b> Report to office using checklist	Monthly	Provide details of how staff are qualified to carry out the monthly inspections. Apparatus to be checked as instructed by manufacturer's manual.
LITTER, INCIDENTS, ISSUES	Clear all litter from the Recreation Ground (including the Memorial Gardens) and empty litter bins. Clear dog and animal mess	Twice a week, Mondays (or the first working day of the week) and Fridays	
	Report incidents, vandalism, maintenance issues and any potential problems to the Parish office	As necessary	

8. IMAGE AND PLAN OF RECREATION GROUND



## CHOBHAM RECREATION GROUND

- PARISH PAVILION and PARISH OFFICE
- CHOBHAM SCOUTS
- CHOBHAM BURYMEAD FOOTBALL CLUB
- GAMES/ FOOTBALL COURT
- CHOBHAM TENNIS CLUB
- CHILDREN'S PLAYGROUND

PARISH AND RECREATION GROUND OFFICE  
Station Road, Chobham, GU24 8AJ  
01276 856633

**VEHICLE ENTRANCE FOR ALL BUILDINGS** is next door Chobham Rifle Club (GU24 8AL) and close to Leonard Daborn Garage



### NEARBY LANDMARKS

- From the Chobham High Street direction, the vehicle entrance is just past Tesco on the opposite side of the road.
- From the Woking direction, the entrance is just past Leonard Daborn's Garage and Chobham Rifle Club on the same side of the road.