

# TELSCOMBE TOWN COUNCIL



## **Tender Document for Contract 2**

Hedge & Tree Cutting

*One year from April 2026 to end of March 2027*

## **Introduction**

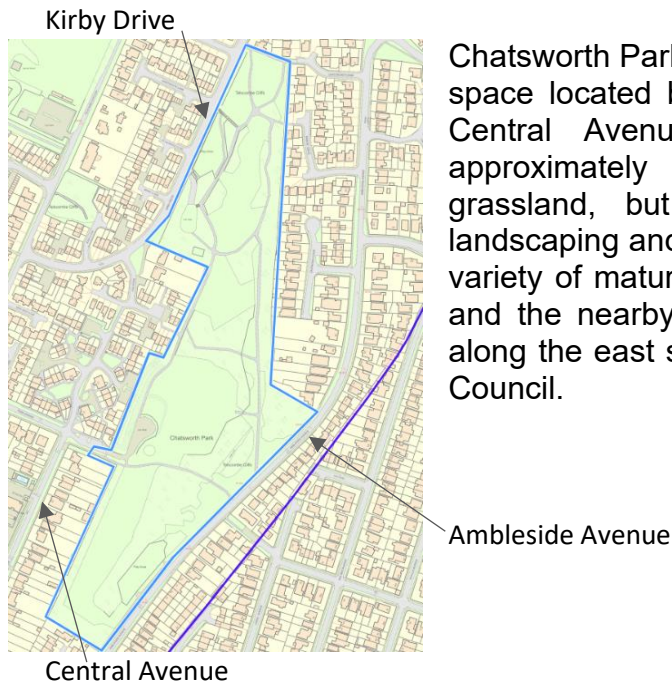
The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

## **General Aims of the Town**

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract with an option for the work to be extended by a further year.

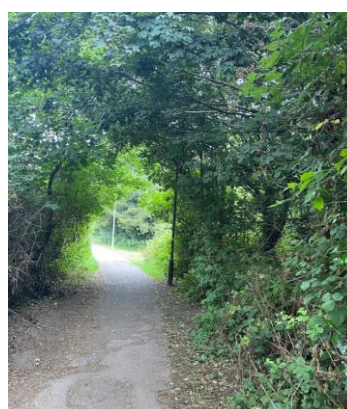
**Specification of Works: Chatsworth Park, Telscombe Cliffs**



Chatsworth Park (edged in blue on map) is an elongated open space located between Ambleside Avenue to the east, and Central Avenue/Kirby Drive to the west. It covers approximately 69,000m<sup>2</sup> in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden. The park is bordered by a variety of mature trees that act as a buffer between the park and the nearby houses. The grass verge, hedge and trees along the east side of Kirby Drive are all owned by the Town Council.

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net Cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m back from <u>ALL</u> pathways in the entire park area and remove arisings	3	April, July and late September		
Cut back tree branches along pathway at Pigs Hill and cut back vegetation by 1m around the street lights (see area CP1 below) and remove arisings	3	April, July and late September		

**Area CP1 (Chatsworth Park – Pigs Hill)**



What3words: ///scribble.drilling.vaccines

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net Cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m on Ambleside Ave (see area CP2, sections 1-3 below) and remove arisings	3	April, July and late September		

Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 1 – between 54 Ambleside Avenue to hibernacula



What3words: ///covertly.perfected.ripples

Section 2 – between Pigs Hill and Chatsworth Park South playground



What3words: ///broom.zinc.bikes

Section 3 – see next page

Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 3 – between Chatsworth Park South Playground and Chatsworth Close



What3words: ///scan.voltage.relies

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Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
<b>Cut back any over-hanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc by 1m from park to fence line of house no's 99 – 121 Central Avenue (see blue line in area CP3 below) and remove arisings</b>	1	November		

Area CP3 (Chatsworth Park – Central Avenue)



What3words: ///radiates.train.jumbo

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
<b>Cut back any over-hanging tree branches 1m from park to fence line of houses no's 8 and 9 Bridle Way (see area CP4 below) and remove arisings</b>	1	November		

Area CP4 (Chatsworth Park – Bridle Way)



What3words: ///mistaken.remarked.factoring

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Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
<b>Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood all types of vegetation including gorse etc by 1m from park to fence line of house no's 12 and 14 Manor Drive (see blue stars in area CP5 below) and remove arisings</b>	1	November		

Area CP5 (Chatsworth Park – Manor Drive)



What3words: ///appealing.nimbly.sundial

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back trees & all other types of vegetation by 1.5m along roadside in Kirby Drive (see area CP6, sections 1 and 2 below) and remove arisings	2	April and September		

Area CP6 (Chatsworth Park – Kirby Drive)

Section 1 – top of park next to pathway



What3words: ///guiding.butlers.punctual

Section 2 – from south of Chatsworth Park North playground to 27 Kirby Drive



What3words: ///tensions.reading.negotiators

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
<b>Cut hedge back at Chatsworth Park North Playground including top and sides and remove arisings (see blue line in area CP7 below)</b>	3	April, July and late September		

Area CP7 (Chatsworth Park – Chatsworth Park North playground, Kirby Drive)



What3words: ///covertly.mops.hourglass

Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

Chatsworth Park	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back any over-hanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc. by 1m from park to fence line of 27 Kirby Drive (see blue line in area CP8 below)	1	November		

Area CP8 (Chatsworth Park – bordering 27 Kirby Drive)

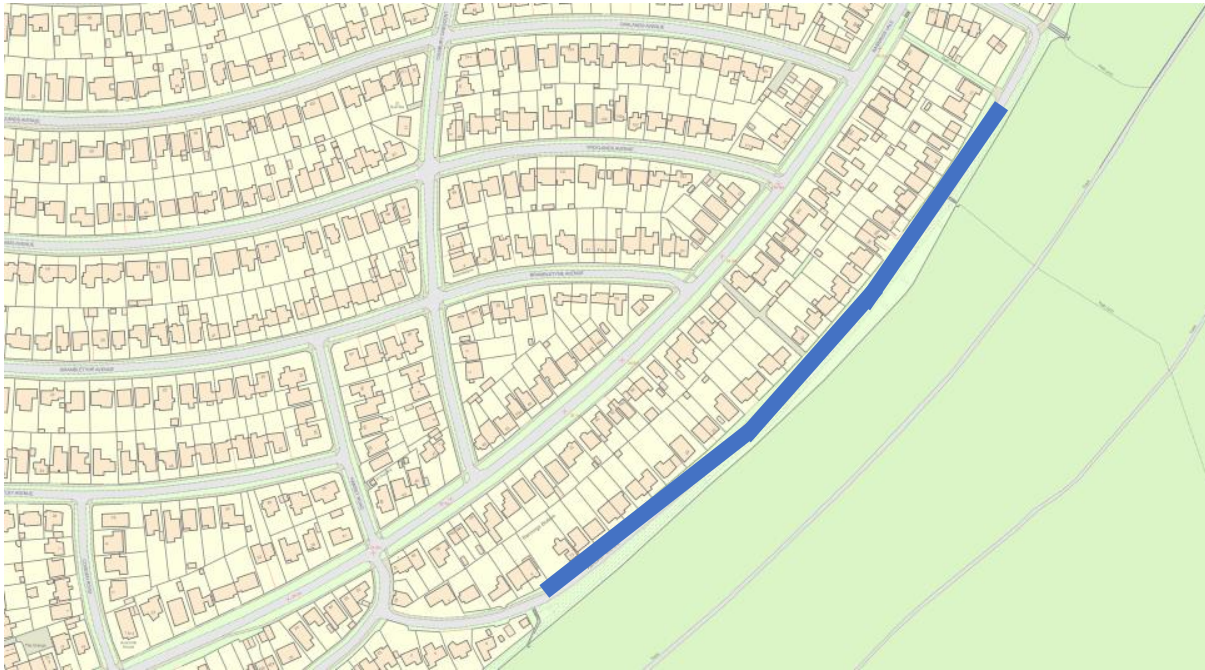


What3words: ///deal.acrobat.pimples

<b>CHATSWORTH PARK NET SUB TOTAL</b>	£
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## **Specification of Works - Ashurst Avenue, East Saltdean**

The eastern side of Ashurst Avenue sits alongside Telscombe Tye. It is a steeply graded bank with three access pathways which provide residents with access to the Tye. The bank is predominantly overgrown with brambles and gorse and provides a buffer between the Tye and residential houses.



<b>Ashurst Avenue</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Net cost per visit</b>	<b>Net cost P.A.</b>
<b>Cut back 1m from roadside brambles, gorse, branches and all other vegetation, starting by pathway leading up to Tye (opposite No 7 Ashurst Av to junction of Bevendean Av) – see blue line on map above and remove arisings</b>	3	April, July and late September		
<b>Cut back brambles, gorse and all other vegetation from either side of the access pathways leading from the roadway to the Tye by 1m – arisings to be removed (see area AA1 on next page)</b>	4	April, June, August and October		
<b>Spray weeds between steps with weed killer (see area AA1 on next page)</b> a) With environmentally friendly weed killer or	2	Spring and Autumn		

b) Alternative to weed killer (please state)				
ASHURST AVE NET SUB TOTAL £				

**Area AA1 (Ashurst Avenue)**

Section 1 – access path opposite 127 Bevendean Avenue



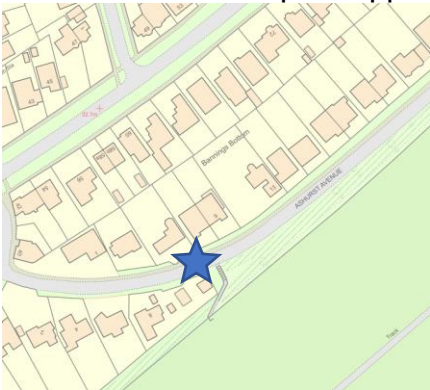
What3words: ///convey.lots.goggle

Section 2 – access path opposite 65 Ashurst Avenue



What3words: ///tapes.brick.strutting

Section 3 – access path opposite 7 Ashurst Avenue



What3words: ///drones.lawfully.vipers

## Specification of Works - The Copse, Telscombe Cliffs

The Copse is a delightful wooded area covered by a Tree Preservation Order. It has a footpath running through it from Bush Close to Telscombe Cliffs Way. The vegetation needs to be cut back from the footpath and boundary edges.



The Copse	Quantity	Frequency	Net cost per visit	Net cost P.A.
Cut back any brambles and all types of vegetation by 1m both sides of the footpath running through The Copse and either side of each entry/exit point at Bush Close and Telscombe Cliffs Way – see thin blue line and stars on map above	2	April & September		
Cut back any brambles & vegetation to the southern boundary, bordering 2a Bush Close and 83 Telscombe Cliffs Way, by 2m – see thick blue line on map above.	1	September		
<b>THE COPSE NET SUB TOTAL</b> £				

If any tree branches need cutting back please do not cut and advise TTC as all the trees are subject to a TPO.

**Specification of Works - Robert Kingan Playground, East Saltdean**



Robert Kingan Playground is located off Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular and is used all year around. The playground measures approximately 2300m<sup>2</sup>.

<b>Robert Kingan playground</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Cost per visit</b>	<b>Cost P.A</b>
<b>Hedge cut, to include all sides and top - ensure notice board is visible and accessible at all times – arisings to be removed</b>	3	April, July and late September		
<b>Cut back any overhanging tree branches, deadwood, brambles, vegetation, etc up to 3m tall from both highway surrounding playground &amp; inside playground</b>	2	April and late September		
<b>Reduce the height of the tree branches on the northern side of the playground, making sure the BT cables are cleared (see area RK1 on next page)</b>	1	September		
<b>ROBERT KINGAN SUB TOTAL £</b>				

**Area RK1 (Robert Kingan Playground – North West corner)**



What3words: ///beam.woodstove.highbrow

**Hedges**

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges where necessary should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

<b>OVERALL CONTRACT NET TOTAL</b> <b>P.A. £</b>	
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**Is the net cost subject to addition of VAT - \*YES/NO**

***\*Delete as appropriate***

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

On behalf of contractor \_\_\_\_\_

## **Hedge/Tree Cutting**

The Contractor is responsible for the removal of all cut vegetation (arising) from the site and its lawful disposal at a licensed or registered waste disposal facility.

All work will be in accordance with the guidelines for safe practice indicated by the FISA guides which are applicable.

- FISA 203 - Clearing saw
- FISA 204 - Flails and mulchers in tree work
- FISA 301 – Using petrol driven chainsaws
- FISA 302 – Basic chainsaw felling and manual takedown
- FISA 303 – Chainsaw snedding
- FISA 304 – Chainsaw cross-cutting and manual stacking
- FISA 306 – Chainsaw clearance of windblow
- FISA 307 – Chainsaw felling of large trees
- FISA 310 – Use of winches in directional felling and takedown
- FISA 501 - Tractor units in tree work
- FISA 503 - Extraction by Forwarder
- FISA 802 - Emergency Planning
- FISA 804 - Electricity at Work

These are considered to be the minimum acceptable standard of safe working. Other example health and safety guidelines include but are not limited to:

- Using work equipment safely INDG229
- Control the risks from whole-body vibration INDG242
- Simple guide to the Provision and use of Work Equipment regulations 1998
- Signpost to the Health and Safety regulations INDG 184
- Using tractors safely IND 185

Details of all guides may be obtained from [www.hse.gov.uk](http://www.hse.gov.uk)

It is the Contractor's responsibility to ensure their workforce adheres to all standards, and any other relevant governing bodies' safety guidelines and completed checklists on operators should be provided to the Council on request and the following needs to be adhered to:-

- Correct Personal Protective Equipment (PPE) must be worn at all times during working periods.
- Contractor will adhere to COSHH regulations at all times.
- Site safety rules agreed by both parties in advance of works should be adhered to at all times.
- The Contract Manager/Supervisor will provide constraints maps for all work areas prior to commencement of all works.
- Contractor must provide the Contract Manager with an adequate lone working procedure (if required).

- Contractor will hold current and relevant certification for all machinery used on Telscombe Town Council land.

### **TTC First Aid Policy:**

There two levels of qualifications for first aiders:

- First Aid at Work (FAW).
- Emergency First Aid at Work (EFAW).

The successful bidder and staff will need to be first aid trained from a qualified training company and have a first aid kit on site at all times.

### **Pre-Commencement**

A site meeting must take place between the Contractor and Telscombe Town Council prior to contract work commencing to identify work to be undertaken.

The risks associated with this operation will be identified by the Contractor and appropriate controls to minimise identified risks will be recorded. The responsibilities of those on site associated with the operation will also be identified and recorded. The Contractor must provide Telscombe Town Council with site safety rules, emergency plan, pollution control plan and method statement prior to commencement of work.

### Sub-contracting arrangements

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the requirements, they will first need to obtain Telscombe Town Council approval.

### The Contract

#### Liability of the Contractor

The Contractor shall indemnify and keep indemnified the Town Council against injury or death, loss/damage to property, default or negligence.

#### Insurance

The Contractor will be responsible for ensuring that full Public Liability & Employers Liability insurance is in place throughout the contract period against any injury or death and loss of or damage to any property arising out of the Contractor's work in association with this contract.

The Contractor is to ensure that the insurance complies with the Employers Liability (Compulsory) Insurance Act 1969 and all other applicable regulations.

#### Customer Services

The Contractor will ensure that all work is undertaken in the interest of the general public and their safety. Contractors should ensure that staff remain well-mannered and polite at all times when working in public areas and any complaints from members of the public should be referred to the Town Council.

If the Town Council receive any complaints direct, they will forward the concerns to the contractor and request a full response within 14 days.

### Default in Performance

If following an inspection, the Contractor has failed to perform any part of the contracted services to the Council's satisfaction or has not had due consideration to public care, then the Town Council will provide a written notice setting out and requiring the Contractor to remedy the problems within a given time frame. If the problem is not remedied within that time, then the Town Council will decide whether or not to issue a default notice.

Should a Contractor be given three or more default notices inside six months, the Council will terminate the contract with immediate effect.

### Notices

Each party must give six months written notice for termination of the contract, unless three default notices have been received (as set out above).

### Arbitration

All disputes between the parties shall be referred to an external independent arbitrator. The costs for the arbitrator to be shared equally between both parties.

### Contract

The Council seeks to appoint a Contractor for a period of one year from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027, with the possibility of an option of an additional year, subject to approval from the Council.

The contract is written under English Law and any quotes provided will be taken as a fixed price.

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the end of February 2026 with a view of work commencing on 1<sup>st</sup> April 2026.

### Contractor Requirement

The successful Contractor will provide the following documents annually to the Council:

- Public Liability & Employers Liability Insurance certificates
- Environmental Management Certification if applicable
- Waste Disposal Certificate
- Health & Safety Policy
- Risk Assessment
- Safe working statements
- Equipment Inventory

The Contractor is required to submit a monthly report, including photographic evidence of works completed, to enable reconciliation with invoices submitted for payment.

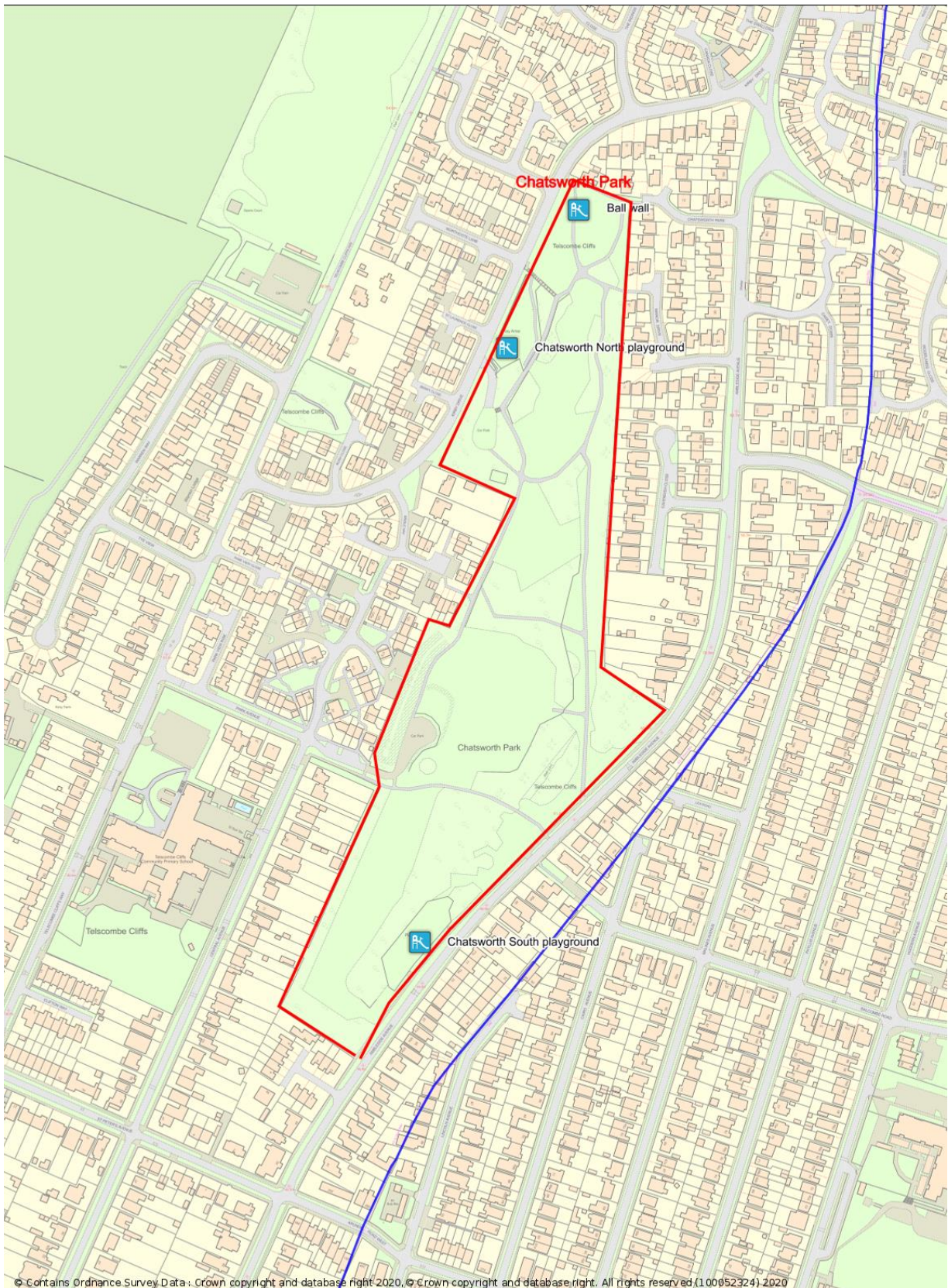
### **How to Complete Quote**

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies by midday on Wednesday 4<sup>th</sup> March 2026 marked Private & Confidential to:-

Mrs Stella Newman, Town Clerk  
Telscombe Civic Centre  
360 South Coast Road  
Telscombe Cliffs  
E Sussex  
BN10 7ES

Please also include the documentation detailed in 'Contractor Requirement' above, any other information that you think is relevant to the quote, as well as details of 2 referees.

*Shortlisted tenders will be considered with a view to confirming a Contractor by mid-March 2026.*



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