

# **CROWTHORNE PARISH COUNCIL GROUNDS MAINTENANCE CONTRACT**

## **TENDER SPECIFICATION**

Four-year contract commencing as soon as possible and by 1 June 2025 at the latest.

## **PART A - CONDITIONS OF CONTRACT**

### **1. Description of Works**

The works comprise the annual maintenance of grounds for the Crowthorne Parish Council ("The Council").

The specification, standards and conditions are as follows:

PART A Conditions of Contract

Part B (and separate Excel spreadsheet ) Contract standards and specification of works required

Part C Sites and land to be maintained

Part D Price

Part E Agreement

2. The contract will be for 4 years, beginning as soon as possible and by 1 June 2025 at the latest and may, upon satisfactory performance, be extended for a period of one year if deemed beneficial by the Council.

### **3. Submission of Price**

Tenderers ("The Contractor") are required to enter their annual price to provide maintenance services to the specific standards set out on the Excel Spreadsheet forming part of Part B above and in Part C. The Contractor will provide a single annual price for all works plus an hourly rate for any additional 'call-off' works requested. All prices are to be shown exclusive of VAT.

### **4. Payment**

The Contractor is required to invoice the Council monthly with 1/12th of the annual contract sum and any contract variations agreed in advance by the Parish Council – see 'variations below.'

Invoices should be submitted on the last day of each month.

Separate invoices must be submitted for:-

1. Morgan Recreation Ground and surrounds
2. Walter Recreation Ground and Circle Hill Woods

### **5. Price Review**

The total price of the contract will be reviewed annually and increased or decreased by the rise or fall in the Retail Price Index for the previous 12 months (April to March inclusive), starting with the first review effect as of 1st April 2026.

## 6. Variations

Where sites or work required are altered for any reason and the Council requires more or less work to be carried out, then this shall be agreed in advance by the Council or with Council's staff, priced by the Contractor, authorised by the Parish Clerk and paid together with the next monthly invoice.

## 7. Council's Indemnity

The Contractor shall be held responsible for any damage caused to sites during the performance of the works. Particular attention is drawn to mechanical damage to trees, fences or buildings. Any such damage will be made good at the Contractor's expense.

## 8. Insurance

The Contractor will indemnify the Council from any claims for damage to property or persons arising from the performance of the contract and will be required to produce evidence of Public Liability Insurance to a minimum value of £10 million per claim.

## 9. Acceptance of Tenders

The Council does not bind itself to accept the lowest, or any, tender.

## 10. Quality Assurance/Failure to Perform

Where the Contractor fails to achieve the required standards, for whatever reason, he must inform the Council within 2 working days and propose how the failure is to be corrected. Where correction does not occur within a further 3 working days, a reduction equivalent to the value of work not carried out or not performed to the specification will be made for the relevant invoice. The Contractor will therefore be required to demonstrate that he operates a quality control system to ensure that the standards specified are maintained and all work is carried out as per the specification by taking 'before' and 'after' photos of each work area at the start and end of each visit. These records must be provided to the Council upon request, and it will be assumed that the work did not take place if there is a dispute and the Contractor is unable to provide the 'before' and 'after' photos for the visit.

## 11. Exception Reports

The Contractor is obliged to inform the Council regarding problems with trees, fences, gates, signs, play surfaces and play equipment. In addition, the Contractor must inform the Council, by email, of any contract areas which are in need of additional work to ensure safety or to return the area to the contract standard. The Contractor must inform the Council of such items within one week of the most recent site visit. The Contractor will carry out works arising from such reports in accordance with hourly rates quoted in Part C. Such works may include remedial tree works, fencing, gate and other grounds maintenance related tasks.

## 12. Working Practices

The Contractor will ensure that all employed staff may be identifiable – either through uniforms, tabards, badge or some other form of identity. The Contractor's employees shall, at all times, act in a reasonable, professional and polite manner, particularly in their dealing with the general public and Council's staff. No sub-contracting is permissible without the prior written consent of the Clerk to the Council.

## 13. Termination of Contract

The Council reserves the right to terminate the contract where, in any month, more than 20% deduction to a monthly invoice is made due to failure (see 10 above), or where the Contractor

fails to meet any of the Conditions of Contract as identified in Part A of this document. Four weeks' notice to terminate will be given in such cases.

#### 14. Contract Manager

The Contractor shall ensure that during the contract period a member of the Contractor's management staff is empowered to act on behalf of the Contractor and be available to be contacted by the Parish Clerk or other Council member or staff of the Council at all "reasonable" times, i.e., during office hours (generally 9.00 a.m. - 5pm. Monday to Friday). The Contractor should be contactable, or an answering facility made available outside office hours (generally 5.00 p.m. - 9.00 a.m. Mondays to Friday, 24 hours Saturday and Sunday). The Contractor will provide an emergency contacts list. Both the Contractor and the Council will make known to each other the persons responsible for daily matters affecting the contract.

#### 15. Health and Safety

The Contractor shall comply with all relevant sections of the Health and Safety at Work Act: Electricity at Work Act: Control of Substances Hazardous to Health Regulations and all other relevant legislation and guidance. The Contractor will adopt safe methods of work in order to protect the health and safety of its own employees, the employers of the service users and all other persons including members of the public. The Contractor will review his/her health and safety policies and safe working procedures as often as may be necessary in the light of changing legislation or work practices. The Contractor will ensure his/her staff are aware of basic fire safety regulations and are trained accordingly. N.B. - No burning allowed on sites unless permission has been sought from The Clerk or other member of Council staff.

#### 16. Sufficiency of Information

The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated by the Contractor in its tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and shall be deemed to have obtained for itself all necessary information as low risks contingencies and any other circumstances which might influence or affect the Tender or provision of the Service.

## **PART B - CONTRACT STANDARDS AND SPECIFICATION OF WORKS REQUIRED**

**Please refer to the separate Grounds Maintenance Schedule which is produced in Excel for ease of use and also forms part of the agreed contract**

### A. GRASS CUTTING

A1 Amenity – e.g., recreation ground (cuts as per schedule)

Unless otherwise stated in the maintenance schedule, maintain sward at a height of between 25 and 75 mm at all times by use of cylinder mowers where access allows. Where inaccessible to cylinder mowers, rotary mowers or strimmers may be used to comply with the standard.

Arisings may be blown unless otherwise stated in the Grounds Maintenance Schedule – where the schedule requires the removal of arisings, these must be removed from site by the Contractor and disposed of at the Contractor's own green waste site.

A2 Wildflower (cuts as per schedule)

Areas identified for the establishment of wildflower meadows shall be cut to 30mm each year in October and the arisings completely removed from site and disposed of at the Contractor's own green waste site.

### **Grass Cutting General Notes**

The Contractor is to allow for the following and include all costs within their price:

- (a) Sharp turns with vehicles on grass areas are to be avoided to ensure that damage does not occur.
- (b) Machinery must be of an appropriate type, well maintained, correctly adjusted and set to give a clean, even cut across the cutting width, without chewing, tearing or ribbing.
- (c) In drought conditions, modify maintenance so that the cutting height is raised to maintain the sward to the maximum specified height.
- (d) All arisings must be swept or blown from hard areas, the exercise track and pathways immediately following mowing.
- (e) All areas to be mown must be thoroughly inspected prior to mowing and all litter removed. Unless permitted to be blown, all grass arisings to be disposed of at the Contractor's own composting/recycling centre.
- (f) On certain sites, spring flowering bulbs are planted. It is the Contractor's responsibility to familiarise themselves with these areas and leave them uncut from the time when the emergent bulb growth is first visible until 6 weeks after flowering or when the growth has yellowed and wilted (whichever is the later), at which time the Contractor is to restore all such areas to their original condition and remove

all arisings to the Contractor's own composting/recycling centre.

(g) Vehicles are only permitted to cross the exercise track at the Morgan Recreation Ground via the track crossing point. This area must be boarded before vehicles cross. Contractors can either provide their own track crossing boards or borrow Council's – in this case keys will be provided for contractors to access Council's storage container. All equipment other than the wheels of contractor vehicles must be raised clear of the track prior to crossing in each direction.

## **B. WEED CONTROL**

### **B1 Weed Control**

Control weeds around the bases of walls, fences, play equipment, paths and obstacles by strimming. Please speak to council staff if glyphosate may be needed as part of council's commitment to reduced herbicide use as stated in Biodiversity policy – see attached.

If pesticides/herbicides approved for use in public areas (i.e. Glyphosate) are ever used on site, usage must comply with the required standard and concentration. All relevant legislation, including the Food and Environmental Protection act and Control of Substances Hazardous to Health must be complied with. Care must be taken to avoid drift onto adjacent spaces and neighbouring properties and only undertaken in suitable weather conditions will prevent this occurring. Any damage caused by drift or over-spraying to third party properties shall be resolved between the land holder and the Contractor.

## **C. TREE MAINTENANCE**

Maintenance of trees will be as follows:

### **C1 Trees – fallen branches**

To remove any light branches that have fallen in the Morgan Recreation Ground and dispose of at the Contractor's own composting/recycling centre.

C2 Tree Inspections – are carried out every 15-18 months by Council's arboricultural consultants. The Contractor may be asked to quote for any follow up tree work required. Any works awarded to the Contractor and undertaken in this regard will be classed as additional work and paid accordingly.

## **D. FACILITIES – VISUAL INSPECTION AND REPORTING**

### **D1 Facilities and structures - Inspection**

During the performance of scheduled contract work, the Contractor will carry out visual observations for damage, hazards, graffiti and any other noteworthy concern to the trees, fences, gates, signage, play equipment, paths and other structures on all sites. Any work required to maintain such facilities in good order will be reported to the Parish Clerk not more than one week after the completion of the above checks.

## **D. BOUNDARY MAINTENANCE**

### **Site boundaries**

Where hedges lie along a road or pavement, they shall be trimmed to ensure no overhang or obstruction is caused for road/pavement users. Cuts to be made such that the line of hedge is to be restored to the boundary. All arisings to be taken to the Contractor's own composting/recycling centre.

## E. REMOVAL OF LEAVES

### E1 Removal of Leaves

The Contractor shall undertake leaf removal in accordance with the Grounds Maintenance Schedule for the Morgan Recreation Ground. Arisings to be disposed of at the Contractor's own composting/recycling centre.

The Contractor shall:

- blow leaves and debris off the Southern side of exercise track
- blow leaves and debris off the sports area and neighbouring paths and remove all material from site.
- Report to council staff in advance when they are due to do leaf clearance on site.

(Council staff clear the play area and car park and may have a pile of leaves prepared for disposal by the Contractor.)

## PART C - SCHEDULE OF SITES

### Circle Hill and The Walter Recreation Ground

Information about these sites can be found using the link below:-

[Crowthorne Parish Council - Circle Hill & Walter Recreation Ground Trust](#)

**Walter Recreation Ground:** Main contractor entrance location:

<https://w3w.co/idea.toned.feeds>

**Circle Hill Woods:** Main contractor entrance location: <https://w3w.co/permanent.storms.soft>



These sites are located either side of Pinewood Avenue in Crowthorne. The sites are owned and managed by The Walter Recreation Ground Charity. The charity trustees are a mix of Councillor and local residents, appointed by both Crowthorne Parish Council and Wokingham Without Parish Council.

The trustees are working through the process to have the sites designated as a Local Nature Reserve with both Bracknell Forest Council and Wokingham Borough Council.

The Charitable Trust has recently adopted a new Management Plan which governs the general land management principles for the site. The Plan was developed with input from and in consultation with the Forestry Commission.

The Trustees may consider applying for Green Flag status for these sites in the future.

Crowthorne Parish Council staff are appointed to administer the charity land and administration, and the costs of managing the site are shared 50:50 between Crowthorne Parish Council and Wokingham Without Parish Council as the land is split between the two parishes on roughly a north/south basis.

### Morgan Recreation Ground

Information about this site can be found using the link below:-

[Recreational Facilities - Morgan Recreation Ground](#)



**Morgan Recreation Ground:** Main contractor entrance location (please note there is a height restriction barrier which contractors will be provided with a key to access:

<https://w3w.co/soak.jars.commented>



This site is the main recreation ground in Crowthorne Parish. It is surrounded on three sides by trees, and on its western edge by a large car park which serves the adjacent Morgan Centre and Parish Council offices, Crowthorne Sports and Social Club and local shoppers.

The site has a full sized adult football pitch which is used by 3 'home' teams, a toddler play area, outdoor adult gym, exercise track and hard surface games area. There are several park benches and bins located around the site. The bins are emptied regularly by Council's own staff.

Please note that contractors must only cross the track at the single designated vehicle crossing point and any mowers or equipment 'raised' to ensure there is no damage to the track. Vehicles are not permitted to drive or cross the track at any other point and contractors will be liable for any damage they cause to the track.

The Morgan Recreation Grounds is the host venue for large community events such as Crowthorne Carnival, The Summer of Fun event, the Summer Activities Program, commemorative events such as Coronation Celebrations, Jubilees, D Day/VE Day anniversaries and other ad hoc events.

Council's own staff maintain the toddler play area and sports area and tidy the grass edges surrounding the exercise track.

Although the Morgan Recreation Ground is managed by Crowthorne Parish Council, most of the land falling within the site is owned by the Morgan Recreation Ground Charity, for which Crowthorne Parish Council is the appointed trustee.

Council seeks to manage the site to a high standard and is currently committed to football pitch improvements.



## **PART D – SUBMISSION OF PRICE**

Works Required Price (excluding VAT) – Contractors to complete and return each of the 4 tabs on the Excel spreadsheet with their tender and also clearly state their hourly rate for additional works.

### **CONTRACT SCHEDULE**

To undertake the works specified in the tender document and as specified in the Grounds Maintenance Schedule, fully inclusive of all labour costs, insurance, machinery hire, vehicle costs, transport and disposal in accordance with all requisite waste disposal and licence legislation.

### **CALL-OFF CONTRACT**

To undertake additional and associated grounds maintenance works requested. Please quote hourly labour charge - per operative and machinery costs excluding VAT.

Examples of works that may be requested:

- Fence and gate repairs
- Installation of benches, bins and other small infrastructure items
- Scarification prior to wildflower seeding.
- Memorial tree planting in Morgan Recreation Ground

**PART E - FORM OF AGREEMENT**

This AGREEMENT is made the..... day of ..... 202

BETWEEN Crowthorne Parish Council and .....

(Hereinafter referred to as 'The Contractor').

WHEREBY--

1. The Crowthorne Parish Council wishes to receive the Services as set out in the Terms, Conditions, Schedule and Excel spreadsheet for a period of 4 years from xx Month 2025.
2. The Contractor is willing to perform such services subject to and in accordance with the Terms and Conditions Schedule and Excel spreadsheet completed and submitted during the tender process..
3. The Contractor shall provide the Services in accordance with and subject to the provision of this agreement and to the satisfaction of the Crowthorne Parish Council then payment provided for in this Agreement will be made to the Contractor as set out in this agreement.

PARTY to this Agreement,

signed ..... Date .....

Crowthorne Parish Council

signed ..... Date .....

Contractor

## THE TENDER PROCESS

### Site visits

Contractors are warmly invited to attend a site tour with Council's Senior Projects, Events, Parks and Countryside Officer, Liz Turkington, and Council's Groundsman, Paul Chase, on one of the following dates and times in order to fully understand the scope and specification of works required:-

**Tuesday 22 April 10 am** – meet at bottom of car park steps in the Morgan Recreation Ground car park, Lower Broadmoor Road, Crowthorne RG45 7LA

///what3words location ///mouse.card.grades

**Thursday 24 April 10 am** – meet at bottom of car park steps in the Morgan Recreation Ground car park, Lower Broadmoor Road, Crowthorne RG45 7LA

///what3words location ///mouse.card.grades

Although pre-booking is not required it would be helpful if you could email [projects@crowthorne-pc.gov.uk](mailto:projects@crowthorne-pc.gov.uk) in advance so we know to expect you.

Free car parking is available on site and in the road bays alongside the Morgan Recreation Ground.

The tour will commence at the Morgan Recreation Ground and contractors and Council staff will then walk to the Circle Hill and Walter Recreation Ground for the tour there.

Site tours are not a pre-requisite for participating in the tender process although contractors will be required to honour their quote if the contract is awarded to them.

### Format of submission

The tenders must be submitted in line with provisions outlined in Part 5 and Appendix 1 of the CPC Financial Regulations – extracts included in this pack for ease of reference.

Council has agreed that tenders must be submitted electronically, via email, for this contract to [clerk@crowthorne-pc.gov.uk](mailto:clerk@crowthorne-pc.gov.uk) clearly stating the following in the subject line '**Tender for Grounds Maintenance Contract**' and be **received by 12 noon, Monday 28 April 2025**.

Please make sure your submission includes:	Y or N
All 4 tabs of the Excel spreadsheet completed with costings	
Contractor hourly rate for any additional work required	
Two satisfactory references from Contractor's customers where the grounds/sites maintained are similar to those which are subject to this tender	
Details of any enforcement action under the Health and Safety legislation against the contractor	
Confirmation that the Contractor will be able to commence work as soon as possible and no later than 1 June 2025	
Contractor's waste carrier licence	
Contractor's health and safety policy statement	

Contractor's equality policy statement and confirmation that the Council's own Biodiversity Policy will be adhered to	
Contractor's environmental policy statement	
Contractor's evidence of public liability insurance (minimum £10 million)	
Contractor's evidence of Employers' liability insurance (minimum £5 million)	

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Criteria	Weighting	Potential maximum score
Value for money <ul style="list-style-type: none"> <li>Projected annual maintenance costs for each site</li> </ul>	1	20
Value for money <ul style="list-style-type: none"> <li>Hourly rate for additional work</li> </ul>	1	20
Quality of references for Contractor's work on similar sites/grounds	1	20
Proximity <ul style="list-style-type: none"> <li>Close proximity of the Contractor's business and staff to Crowthorne</li> </ul>	1	20
Social value <ul style="list-style-type: none"> <li>Environmental statement</li> <li>Equality statement</li> <li>Any other social value factors</li> <li>Assurances to use local staff</li> </ul>	1	20
Maximum possible score		100

Breakdown of score per category:-

0 = No response or response does not evidence criteria met

5 = Below expectations

10 = Meets expectations

15 = Above expectations

20 = Exemplary as significantly above expectations

## Scoring and evaluation

Tender submissions will be assessed on a preliminary basis as to whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these 5 criteria will be rejected and will not be entered into the scoring/evaluation exercise outlined above.

Criteria	
Two satisfactory references from Contractor customers with similar sites/grounds	MET/NOT MET
Evidence of Public Liability and Employers' Liability insurance cover	MET/NOT MET
Assurances to commence contract as soon as possible and by 1 June 2025 at the latest	MET/NOT MET
Evidence of policies required being in place	MET/NOT MET
Fully costed tender, including hourly rate for additional work, via email ahead of deadline	MET/NOT MET

Bidders must ensure they fully understand this document and the work requirement and specification. If you have any queries please ask - [projects@crowthorne-pc.org.uk](mailto:projects@crowthorne-pc.org.uk) or 01344 771 251.

Crowthorne Parish Council

April 2025

## Section 5 from Crowthorne Parish Council's Financial Regulations concerning 'Procurement' – adopted April 2025

### 5. Procurement

- 5.1. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall either seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or Finance Officer shall seek at least 3 fixed-price quotes.
- 5.9. Where the value is between £500 and £5,000 excluding VAT, the Clerk or Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers, or use a regular supplier/contractor who has previously been engaged by Council.
- 5.10. For smaller purchases, the Clerk or Finance Officer shall try to achieve value for money.
- 5.11. Contracts must not be split to avoid compliance with these rules.
- 5.12. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below, in which case the requirement to obtain competitive prices in these regulations need not apply, and the Clerk or Finance Officer are duly authorised to determine and approve the work/contract and report to Council at the next meeting:
  - i. specialist services, such as legal or other suitably qualified professionals;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;

- iv. goods or services that are only available from one supplier or are sold at a fixed price.
  - v. for the supply of gas, electricity, water, sewerage, broadband and telephone services and the like;
  - vi. for additional audit work of the external/internal auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the council and report to council at its next meeting)
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk under delegated authority, on revenue items up to the amount included for that class of expenditure in the approved budget.
  - the Clerk, under delegated authority, for any items below £2500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Vice Chair of Council in the Chair's absence, for any items between £2500 and £5000 excluding VAT.
  - In respect of grants the Administration Working Group or a dedicated sub group shall review applications, recommend expenditure/awards within any limits set by council and ensure compliance with the Council's Grant Awarding Policy and statutory powers. The Administration Working Group's recommendations must be taken to council for approval/resolution and must not exceed the budget sum approved for grant payments. Subject to these provisions the Clerk is authorised to pay any grants duly approved. Occasionally unspent grant funding may remain and ad hoc approval for small community grants up to £250 may be authorised by the Clerk in consort with either the Chair or Vice Chair, any such approval shall be reported to Council at its next meeting.
  - the council for all items over £5,000.

Such authorisation must be supported by a purchase order, minute (in the case of council or committee decisions), or other auditable evidence trail, which in the case delegated powers purchases, emergency or urgent matters could be a signed telephone note or an email.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or where the budget and earmarked reserve, or budget and vired budget cover the expenditure, except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety/health and safety on council premises, the Clerk, or Finance Officer in the Clerk's absence, may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk or Finance Officer shall report such action to the Chair, or Vice



Chair in the Chair's absence, as soon as possible, and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the officer, committee or council with authority to authorise the expenditure is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. A purchase order, letter or email shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate due to de minimis principles or petty cash type purchases. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO and Finance Officer.

## Appendix 1 of Crowthorne Parish Council's Financial Regulations adopted April 2025 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council. Council should be aware that for large, technical projects, it may be best to require tender by post in order that the person or organisation tendering provides hard copies of all tender document, plans and associated papers.
- 3) Where a postal process is used, each tendering firm shall seal and clearly mark their envelope 'Tender for [ ]'. The tender is to remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use the Clerk's email address and emails containing a tender must be headed 'Tender for [ ]' to ensure that nobody inadvertently opens and accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the relevant standing order of Council and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) Where the tender opportunity has been advertised on the Government's Find a Tender Portal a notice confirming the decision to award or not to award a contract as the case may be shall be uploaded to the portal within the timeframes required for public inspection.

# Crowthorne Parish Council's biodiversity policy

Adopted 7 November 2023

## Introduction

The new government guidance on biodiversity published 31 May 2023 states that under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities to regard conserving biodiversity as part of their decision making.

Government guidance suggests some examples for parish councils that would demonstrate their regard for conserving biodiversity:

- Develop policies and strategies and put them into practice.
- Manage the planning system.
- Manage their land and buildings such as nature reserves and parks.
- Manage their waste, pollution, energy use and water.
- Choose wood and plant products with care.
- Develop infrastructure, such as paths.
- Make decisions about procurement.
- Implement economic, environmental, and social programmes.

In response to this, Crowthorne Parish Council has committed to this Biodiversity Policy, November 2023.

## CPC's promise

CPC will consider the impact on biodiversity in the decisions made by council and its working groups, by seeking to minimise adverse impacts on biodiversity, and identifying opportunities to increase biodiversity when practicable.

## CPC's land management responsibilities

CPC owns and manages the Morgan Centre and Recreation Ground along with the Parish Hall which includes a small outdoor area and hedgerow.

CPC is a trustee, along with Wokingham Without Parish Council, of the Walter Recreation Ground Charity which manages Circle Hill wood and the Walter Recreation Ground for both public access and biodiversity.

CPC is involved in the management of the Millenium Garden – the small seating and shrub area, opposite The Prince.

CPC is involved in the management of the village retail areas by liaising with business owners and Bracknell Forest Council.

### To benefit biodiversity, CPC will:

- Consider the impact on biodiversity in all planning applications.
- Encourage practices and projects beneficial to biodiversity through grants made.
- Continue to review how it manages its estate including considering managing areas of the Morgan Rec as wildflower/longer sward areas, to add to the diversity of habitats present on site.
- Consider environmental impact as a social value on all acquisitions and procurements. This includes emissions, recyclability, longevity etc.
- Look to promote biodiversity to others via the parish council website – [www.crowthorne-pc.gov.uk](http://www.crowthorne-pc.gov.uk)

### On our own estate, CPC will continue to:

- Reduce the use of pesticides and herbicides.
- Leave standing and fallen dead wood as invertebrate habitat where safe to do so, in line with BS3998 2010.
- Leave leaf litter and dead vegetation wherever possible as an invertebrate habitat.
- Remove invasive species that are detrimental to native flora or fauna as required.
- Plant and sow native plants where practicable, taking seed provenance into account.
- Increase nest sites by maintaining and installing bird and bat boxes.
- Manage shrubs and hedgerows outside of the nesting season.
- Promote management practices beneficial to biodiversity used on the estate, through the website, newsletters, social media, volunteers, and posters.

