

# **LAVENHAM PARISH COUNCIL**

**To: Members of Lavenham Parish Council**

**You are duly summoned to attend the next meeting of Lavenham Parish Council to be held at 7.30 pm on Thursday 13<sup>th</sup> March 2025 at Lavenham Village Hall, Church Street, Lavenham.**

## **Public Attendance**

Members of the public and press are welcome to attend. At item 4 the public will be invited to give their views/question the Parish Council on issues on the agenda or local matters. This item will generally be limited to 10 mins. duration.

## **AGENDA**

- 1. Apologies and approval of absences**
- 2. Declarations of Interest**
- 3. To consider requests for dispensations**
- 4. Public participation session (10 minutes)**
- 5. Chair's Announcements (if any)**
- 6. Motion to select Contractor for Green Maintenance and Street Cleaning contract**
- 7. Date of next meeting – Thursday 3<sup>rd</sup> April 2025**



Andrew Smith  
Clerk to the Council  
Parish Office  
Church St  
Lavenham

Date: 7<sup>th</sup> March 2025

**Green Maintenance and Street Cleaning**

**Background:**

The current contract with JPB Landscapes expires on 31 March 2025, the current cost is:

Green Maintenance £9,050  
Street Cleaning £15,341.  
Total Gross Cost £24,391.

A Babergh Grant is received of £12,492 to contribute towards Street Cleaning only.

The real cost of Street Cleaning is therefore £2,849 and the total real cost is £11,899.

	24/25 Current Contract	25/26 Budget
Green Maintenance	£9,050	£12,080
Street Maintenance	£15,341	£19,176
<b>Total</b>	<b>£24,391</b>	<b>£31,256</b>
Babergh Street Maintenance Grant	(£12,492)	(£13,333)
<b>Real Cost</b>	<b>£11,899</b>	<b>£17,923</b>

Council determined at its December meeting to seek quotes on a menu basis. The attached tender was issued and advertised, as required by law, on the Public Contracts portal.

The sealed bids were opened by the Clerk and the Chair on 30<sup>th</sup> January 2025.

**Quotes Received:**

15 quotes were received.

2 suppliers quoted only for Green Maintenance work, their quotes for Green Maintenance were greater than £20,000 (6 suppliers quoted less than £16,300 for this work and the Green Maintenance budget is £12,080) and so these contractors were disqualified.

5 contractors quoted for both parts of the Contract but their quotes were over £45,000 and so these contractors were disqualified. The whole Contract budget is £31,256.

2 contractors quoted less than £11,000 for the Street Maintenance Contract, significantly below the current cost of £15,341 and budget of £19,176 and significantly below any other quotes received. These contractors were disqualified as they clearly had misunderstood the street cleaning requirements.

## LAVENHAM PARISH COUNCIL:

### Detailed Quotes Received:

The quotes of the remaining 6 contractors (sorted prices low to high) are:

	I	G	C	M	L	E	Budget
Notes:			5% Yr 1 discount applied		5% Yr 1 discount applied		
Green	£7,500	£8,950	£12,175	£12,831	£14,225	£16,257	£12,080
Street	£16,185	£15,250	£14,915	£16,258	£17,745	£21,720	£19,176
<b>Total</b>	<b>£23,685</b>	<b>£24,200</b>	<b>£27,090</b>	<b>£29,089</b>	<b>£31,970</b>	<b>£37,977</b>	<b>£31,256</b>
Grant	(£13,333)	(£13,333)	(£13,333)	(£13,333)	(£13,333)	(£13,333)	(£13,333)
<b>Real Cost</b>	<b>£10,352</b>	<b>£10,867</b>	<b>£13,757</b>	<b>£15,756</b>	<b>£18,637</b>	<b>£24,644</b>	<b>£17,923</b>
<b>Under/(over) spend</b>	<b>£7,571</b>	<b>£7,056</b>	<b>£4,166</b>	<b>£2,166</b>	<b>(£714)</b>	<b>(£6,721)</b>	N/A
Green Hours	167	179	400	430	600	556	N/A
Street Hours	360	610	550	545	645	736	N/A
<b>Total Hours</b>	526	789	950	975	1,245	1,292	N/A
Ave Rate	45	31	29	30	26	29	N/A
Head-Count	6	3	2	4,400	8	4	N/A
Other Notes:	No increases across 3 year contract	No increases across 3 year contract	Approx' 5% increases annually	RPI increases annually	Approx' 5% increases annually	Approx' 5% increases annually	

Contractors I and G were ruled out for misunderstanding the level of Green Maintenance required and having the highest hourly rates. Contractor G is additionally very small.

Contractor C was ruled out for being too small an organisation to be able to guarantee a reliable service. Contractor E was considered to be too small and also far too expensive.

Contractors M and L were considered and Contractor L is considered the preferred Contractor, The hourly rate is lower, the number of budgeted hours is 30% higher and we would be a very small customer for Contractor M.

## LAVENHAM PARISH COUNCIL:

### Other Considerations:

L	Moss is Algoclear and mechanical brushing of stubborn spots, Weeds is Glyphosate.
C	Moss is Iron Sulphate and mechanical brushing of stubborn spots, Weeds is Glyphosate.
I	Moss is Iron Sulphate and mechanical brushing of stubborn spots, Weeds is Glyphosate.
E	Moss is Finalsan and mechanical brushing of stubborn spots, Weeds is Glyphosate.
M	Moss is MMC Disinfectant, Weeds is Gallup 420 (Glyphosate).
G	Moss is Moss Off biodegradable , Roundup (Glyphosate)

### Scope Considerations:

		L	M	Others Avg
High St etc	Weekly incl leaves	£6,904	£4,564	£6,000
Lady St etc	Fortnightly incl Leaves	£3,520	£2,327	£3,000
Meadow Close etc	Monthly excl leaves	£2,599	£716	£1,800
The Glebe etc	Twice a Year excl leaves	£760	£477	£600
Bury Rd etc	Monthly incl verges	£812	£4,296	£1,600
<b>Total Litter Pick</b>		<b>£14,595</b>	<b>£12,380</b>	<b>£13,000</b>
Core and Suburban	Weed Killing Monthly	£1,146	£2,864	£3,000
Outer	Weed Killing twice a Year	£494	£358	£500
<b>Total Weed Kill</b>		<b>£1,640</b>	<b>£3,222</b>	<b>£3,500</b>
Core and Suburban	Moss twice a Year	£1,007	£477	£700
Outer	Moss once a year	£503	£179	£300
<b>Total Moss Treatment</b>		<b>£1,510</b>	<b>£656</b>	<b>£1,000</b>
<b>Grand Total</b>		<b>£17,745</b>	<b>£16,258</b>	<b>£17,500</b>
<b>Net Cost</b>		<b>£4,412</b>	<b>£2,925</b>	<b>£4,167</b>
<b>Hours</b>		645	545	565

### Motion:

To select Contractor L with the twice yearly litter picking line removed. Such litter picking is insufficiently regular to protect the street scape and the amount of litter in such streets does not justify more regular litter picking.

The Supplier is prepared to offer a discount for a three year contract and so the amounts are £31,200 in yr 1, £32,800 in yr 2 and £34,000 in Yr 3. The budget for Yr 1 is £31,256.

### Relevant Powers and duties:

Burial grounds, cemeteries and crematoria: Open Spaces Act 1906, subsections 9 and 10. Closed churchyards: LGA 1972, section 215. Parks and pleasure grounds: LGA 1972, section 133. Power to maintain footpaths and bridleways: Highways Act 1980, subsections 43 and 50.

Green Maintenance			C	E	G	I	L	M
Comment			2nd Round. Reasonable Quotes in both activities. Small, not VAT registered.	2nd Round. Reasonable Quotes in both activities	Strong local references but Green Maint quotes v cheap	Very strong local references but Green Maint quotes v cheap	2nd Round. Reasonable Quotes in both activities	2nd Round. Reasonable Quotes in both activities
Cemetery & Churchyard	C	Annual Cost	8,950	12,589	5,250	4,260	10,815	9,546
The Common	D	Annual Cost	500	738	1,350	1,080	965	805
First Meadow	E	Annual Cost	2,600	2,602	1,950	1,440	1,866	1,879
Water St	F	Annual Cost	125	328	400	720	580	600
Total Green Maintenance			12,175	16,257	8,950	7,500	14,225	12,831
High St etc	A	Weekly incl leaves	4,988	8,606	5,100	6,120	6,904	4,564
Lady St etc		Fortnightly incl Leaves	1,425	2,496	3,250	3,120	3,520	2,327
Meadow Close etc	B	Monthly excl leaves	1,520	2,304	1,800	1,440	2,599	716
The Glebe etc		Twice a Year excl leaves	523	1,176	350	480	760	477
Bury Rd etc	C	Monthly incl verges	1,710	1,764	1,200	1,440	812	4,296
LITTER PICKING			10,165	16,346	11,700	12,600	14,595	12,380
Core and Suburban	D	Weed Killing Monthly	3,325	3,911	2,400	2,160	1,146	2,864
Outer		Weed Killing twice a Year	285	582	450	570	494	358
WEED KILLING			3,610	4,493	2,850	2,730	1,640	3,222
Core and Suburban		Moss twice a Year	713	670	450	570	1,007	477
Outer		Moss once a year	428	211	250	285	503	179
MOSS TREATMENT			1,140	881	700	855	1,510	656
Total Street Cleaning			14,915	21,720	15,250	16,185	17,745	16,258
Grand Total			27,090	37,977	24,200	23,685	31,970	29,089
Green Maint			12,175	16,257	8,950	7,500	14,225	12,831
Street Cleaning net of Babergh Grant			1,582	8,387	1,917	2,852	4,412	2,925
Real Cost			13,757	24,644	10,867	10,352	18,637	15,756
Check			0	0	0	0	0	0
Net Budget 25/26			17,923	17,923	17,923	17,923	17,923	17,923
Under/(over) spend re 25/26 Budget			4,166	-6,721	7,056	7,571	-715	2,166
Hourly Rate Green Maint	Extra Work		35.00	0.00	50.00	45.00	28.50	29.83
Hourly Rate Steet Cleaning	Extra Work		30.00	0.00	25.00	45.00	28.50	29.83
Green Maint Hours			400	556	179	167	600	430
Street Cleaning Hours			550	736	610	360	645	545
Total Hours			950	1,292	789	526	1,245	975
Hourly Rate			28.52	29.39	30.67	45.00	25.68	29.83
Size of organisation			2	4	3	6	8	4,400
Yr1 Green			12,175	16,257	8,950	7,500	14,225	12,831
Yr2 Green			12,662	17,070	8,950	7,500	14,976	RPI
Yr3 Green			13,168	17,923	8,950	7,500	15,575	RPI
Yr1 Street			14,915	21,720	15,250	16,185	17,745	16,258
Yr2 Street			15,512	22,806	15,250	16,185	18,679	RPI
Yr3 Street			16,132	23,946	15,250	16,185	19,426	RPI
Yr1			27,090	37,977	24,200	23,685	31,970	29,089
Yr2			28,174	39,876	24,200	23,685	33,655	RPI
Yr3			29,301	41,869	24,200	23,685	35,001	RPI

# Green Maintenance

Comment

D	K	B	J	O	H	N	A	F
Disqualify uncompetitive quotes for either activity	Disqualify uncompetitive quotes for either activity	Disqualify uncompetitive quotes for either activity	Disqualify uncompetitive quotes for either activity	Disqualify. Green Maint Quote too high.	Disqualify. Street Cleaning quote too cheap.	Disqualify. Street Cleaning quote too cheap.	Disqualify only quote for Green Maint and that quote is not compelling.	Disqualify only quote for Green Maint and that quote is not compelling.

Cemetery	A	Summer 8 months	7,200	9,720	12,134	8,550	7,740	4,480	3,314	4,500	8,966
Churchyard	B	Summer 8 months	7,200	9,180	11,132	7,200	6,480	3,880	2,762	4,500	2,814
Cemetery & Churchyard	C	Winter 4 months	3,200	1,792		1,000	3,200		982	1,000	4,009
The Common	D	Summer 8 months	7,200	2,340	1,836	1,260	3,150	2,970	1,657	3,600	1,825
First Meadow	E	Summer Cutting 8 months	7,200	7,210	5,364	5,850	5,700	3,280	3,314	5,400	2,135
		Summer Strimming 8 months	1,200	1,800		300			1,104	600	236
Water St	F	Summer 8 months	3,200	1,920	800	400	400		491	800	1,249

<b>Total Green Maintenance</b>			<b>36,400</b>	<b>33,962</b>	<b>31,266</b>	<b>24,560</b>	<b>26,670</b>	<b>14,610</b>	<b>13,624</b>	<b>20,400</b>	<b>21,234</b>
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High St etc	A	Weekly incl leaves	12,750	9,894	5,952	9,180	11,710	6,375	1,565		
Lady St etc		Fortnightly incl Leaves	6,500	5,772	3,958	3,250			1,117		
Meadow Close etc	B	Monthly excl leaves	3,000	3,300	4,008	1,800			736		
The Glebe etc		Twice a Year excl leaves	800	760	2,250	200			614		
Bury Rd etc	C	Monthly incl verges	3,000	2,900	1,800	1,200			1,105		
LITTER PICKING			26,050	22,626	17,968	15,630	11,710	6,375	5,137	0	0

Core and Suburban	D	Weed Killing Monthly	4,800	2,880	6,000	3,600	5,510	2,100	3,683		3,841
Outer		Weed Killing twice a Year	800	520	1,000	600			736		1,040
WEED KILLING			5,600	3,400	7,000	4,200	5,510	2,100	4,419	0	4,881

Core and Suburban		Moss twice a Year	1,200	230		600	1,235	1,460	798		1,065
Outer		Moss once a year	600	290		300			491		694
MOSS TREATMENT			1,800	520	0	900	1,235	1,460	1,289	0	1,759

<b>Total Street Cleaning</b>			<b>33,450</b>	<b>26,546</b>	<b>24,968</b>	<b>20,730</b>	<b>18,455</b>	<b>9,935</b>	<b>10,845</b>	<b>N/A</b>	<b>N/A</b>
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<b>Grand Total</b>			<b>69,850</b>	<b>60,508</b>	<b>56,234</b>	<b>45,290</b>	<b>45,125</b>	<b>24,545</b>	<b>24,469</b>	<b>N/A</b>	<b>N/A</b>
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<b>Green Maint</b>			<b>36,400</b>	<b>33,962</b>	<b>31,266</b>	<b>24,560</b>	<b>26,670</b>	<b>14,610</b>	<b>13,624</b>	<b>N/A</b>	<b>N/A</b>
<b>Street Cleaning net of Babergh Grant</b>			<b>20,117</b>	<b>13,213</b>	<b>11,635</b>	<b>7,397</b>	<b>5,122</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>
<b>Real Cost</b>			<b>56,517</b>	<b>47,175</b>	<b>42,901</b>	<b>31,957</b>	<b>31,792</b>	<b>14,610</b>	<b>13,624</b>	<b>0</b>	<b>0</b>



# LAVENHAM PARISH COUNCIL

The Parish Office  
Church St  
Lavenham  
Sudbury  
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CO10 9QT

Andrew Smith  
*Clerk to the Council*

Telephone: 01787 247041  
[andrew.smith@lavenham-pc.gov.uk](mailto:andrew.smith@lavenham-pc.gov.uk)

8<sup>th</sup> January 2025

Dear Sirs

**Grass cutting/grounds maintenance and Street Cleaning in Lavenham  
2025/2026 to 2027/2028 inclusive**

The Parish Council is seeking estimates for the above works within the Parish for:

- a) The year from 1 April 2025 to 31 March 2026 and
- b) The three years from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2028 as per the enclosed schedules.

Each item must be quoted separately on the attached schedules with details supplied of discounts offered should the whole contract be awarded to a single contractor.

Estimates should be forwarded to the above address by Wednesday 29<sup>th</sup> January 2025 in an envelope marked 'Sealed Tender'.

If you have any questions regarding this tender please contact me. Members of the Council will be pleased to meet with contractors and view the areas if required.

Yours faithfully

Andrew Smith  
Clerk to the Parish Council

Encs.

## **GREEN MAINTENANCE:**

### **A) LAVENHAM CEMETERY, Bridge Street Road, CO10 9SJ**

Visit site every two weeks throughout the growing season 1 March to 31 October.  
Pick litter in all areas, empty and remove from site all litter in wheelie/rubbish bins.  
Cut, collect grass and strim all grassed areas.  
Blow, sweep, collect debris from all hard-standing areas as and when required.  
Weed ashes burial area shingle.  
Treat/spray all hard-standing and paths for weeds and moss and remove all weeds growing after spraying has taken effect.  
Prune any low branches and remove any fallen branches from site.  
Twice yearly, lightly trim all hedges, last 6 months growth only, including low box hedging around ashes burial area, collect and remove from site all arisings.  
On edges and verges where there are wildflowers, strim after flowering has ceased.

**Total for the above 18 visits per year .. .. .**

### **B) THE CHURCHYARD, Church Street, CO10 9QT**

#### **Rear of the Church**

Visit site every two weeks throughout the growing season 1 March to 31 October.  
Cut grass and leave arisings, includes strimming of the bank (full length, front to rear).  
Avoid cutting growing bulbs and wildflowers on the bank, strim bank after flowering.

#### **Front Churchyard**

Visit site every two weeks throughout the growing season 1 March to 31 October  
Cut and collect all grass within 3 m. of paths and walkways.  
Cut and discharge the centre areas.

**Total for the above 18 visits per year .. .. .**

### **C) Routine winter maintenance of Churchyard and Cemetery (4 visits)**

Monthly through the off season, 1 November to 28 February.  
Prune any low branches and remove any fallen branches from site.  
Lightly trim all hedges (last 6 months growth only).  
Collect all leaf litter, remove arisings from site.  
Report any damage.  
In Cemetery treat/spray all hard-standing and paths for weeds and moss, remove all weeds growing after spraying has taken effect.  
Remove all waste, cuttings and arisings from site (Cemetery wheelie/rubbish bins).

**Total for the above 4 visits per year .. .. .**

### **D) THE COMMON (Water Street/Lower Road) see Fig. 1, areas outlined in green**

Cut all grass marked on the map supplied, throughout the season.  
Visit site every two weeks throughout the growing season 1 March to 31 October.

**Total for the above 18 visits per year .. .. .**

**E) FIRST MEADOW, Brent Eleigh Road, CO10 9PE see Fig 2, areas outlined in red**

Cut as sports field, including strimming around all obstacles and play equipment.  
Visit site every two weeks throughout the growing season 1 March to 31 October.

Allow wildflowers towards back of meadow to fully grow and remove once flowering season has ended.

**Total for the above 18 visits per year .. .. .**

Strim all perimeter fence lines to First Meadow, 6 visits (every 3<sup>rd</sup> cut to main area)

**Total for the above 6 visits per year .. .. .**

**F) Water St Car Park, CO10 9RN**

Visit site every month throughout the growing season 1 March to 31 October.  
Weed Control, chemical application, removal of dead weeds and any other litter or detritus on the ground.

**Total for the above 8 visits per year .. .. .**

**Hourly rate** for extra Green Maintenance work, if and when it arises,  
(minimum 2 hours work) as requested/directed by Parish Council .. .. . **per hour**

**STREET CLEANING:**

**A) Litter Picking, removal of dog excrement, sweeping up detritus e.g. cigarette butts and dead vegetation such as leaves and weeds**

Weekly: Market Place and Market Lane, High St, Church St and Water St.

**Total for the above 51 visits per year .. .. .**

Fortnightly: Prentice St, Bolton St, Barn St, Lady St and Shilling St.

**Total for the above 26 visits per year .. .. .**

**B) Litter Picking, removal of dog excrement, cigarette butts and dead vegetation such as weeds**

Monthly: Bears Lane, Meadow Close, Tenterpiece, Spring St, Hall Rd, Bridge St Rd, Pump Ct and Pump Ct Lane.

**Total for the above 12 visits per year .. .. .**

Every 6 months: Green Willows, Harwood Place, Peek Close, Artesian Close, The Glebe, Butfield, Lower Rd, Brent Eleigh Rd, Preston Rd, Ropers Ct, Park Rd, Frogs Hall Rd (to end of the dwellings), Preston Rd, Trinity Rd, Weavers Close and Old Station Close.

**Total for the above 2 visits per year .. .. .**

**C) Litter Picking including removal of dog excrement and litter in grass verges.**

Monthly: Melford Rd, Sudbury Rd and Bury Rd as far as National Speed Limit Signs

**Total for the above 12 visits per year .. .. .**

**D) Weed killing (1 April to 30 Oct)**

Spraying of pavement on both sides, i.e. join with kerb and join with garden wall or building.

Monthly: Market Place and Market Lane, High St, Church St, Water St. Barn St, Prentice St, Bolton St, Barn St, Lady St, Shilling St, Bears Lane, Meadow Close, Tenterpiece, Spring St, Hall Rd, Bridge St Rd, Pump Ct and Pump Ct Lane.

**Total for the above 12 visits per year .. .. .**

Twice Yearly: Melford Rd, Sudbury Rd and Bury Rd as far as end of pavements, Green Willows, Harwood Place, Peek Close, Artesian Close, The Glebe, Butfield, Lower Rd, Brent Eleigh Rd, Preston Rd, Ropers Ct, Park Rd, Frogs Hall Rd (to end of the dwellings), Preston Rd, Trinity Rd, Weavers Close and Old Station Close.

**Total for the above 2 visits per year .. .. .**

**E) Moss Treatment**

Twice Annually: Market Place and Market Lane, High St, Church St, Water St. Barn St, Prentice St, Bolton St, Barn St, Lady St, Shilling St, Bears Lane, Meadow Close, Tenterpiece, Spring St, Hall Rd, Bridge St Rd, Pump Ct and Pump Ct Lane.

**Total for the above 2 visits per year .. .. .**

Annually: Melford Rd, Sudbury Rd and Bury Rd as far as end of pavements, Green Willows, Harwood Place, Peek Close, Artesian Close, The Glebe, Butfield, Lower Rd, Brent Eleigh Rd, Preston Rd, Ropers Ct, Park Rd, Frogs Hall Rd (to end of the dwellings), Preston Rd, Trinity Rd, Weavers Close and Old Station Close.

**Total for the above 1 visit per year .. .. .**

**Hourly rate** for extra street cleaning work, if and when it arises,  
(minimum 2 hours work) as requested/directed by Parish Council .. .. . **per hour**

**Although all areas are combined in one contract please quote annual cost per area. All prices quoted should be exclusive of VAT.**

***Operatives and Equipment:***

*The Contractor shall provide skilled operatives with relevant training, and certification where appropriate, using Contractor's equipment, to carry out the contracted duties.*

***Insurance***

*The Contractor is required to have professional and public liability insurance and a current Certificate of Insurance to this effect must be produced to the Parish Clerk prior to commencement of the contract. The Contractor shall indemnify the Council against any*

claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### Health and Safety

The Contractor shall accept full responsibility for compliance with Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this schedule.

### Maps

