



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk

Minutes of the **King George V Playing Field Management Committee** held on **Thursday 15th**
January 2026 at **The Pavilion, King George V Playing Field**

MINUTES

KG10 Those present and apologies for absence

Present: Cllr N Gallop, J Lumley, J Newport, M O'Leary, D Sperring, M Sutton and C Stanley

Apologies: Cllr M Vernon

Also Present: Deputy Town Clerk and Accounts and Open Spaces Clerk

Motion. The Council to accepted and recorded any apologies for absence

KG11 Non-Committee Members

Cllr C Stanley attended as a non committee member

KG12 Declarations of Members Interests

Cllrs J Newport and J Lumley declared a non-pecuniary interest in matters relating to Essex County Council due to being members

Cllr M O'Leary, J Newport, M Sutton and C Stanley declared a non-pecuniary interest in matters relating to Rochford District Council due to being members.

KG13 Code of Conduct/Civility & Respect

It was noted that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner

KG14 Public Forum

None present.

KG15 Resolved to approve the minutes of the King George V Management Committee meeting held on 18th November 2026. All agreed.

KG16 Chairmans Update

Members to received a verbal updates on the following items from the Chairman

Current Ground Contractor – in relation to football at the weekends and the cancellation of matches due to weather and ground conditions.

Telephone Mast

Bowls Club

Recommended that the above information be noted.

The recording of the meeting was stopped for the next three items due to the Town Council being out for tender at this time for the ground maintenance contract.

KGV17 KGV Ground Maintenance Contract

Members to note that the KGV Ground Maintenance Contract is currently out for tender and the closing date is 23rd January 2026.

KGV18 KGV Work Plan

Members agreed the work plan for this committee as presented at the meeting.

KGV19 KGV Budget 2025/2026

Members discussed the KGV Budget for 2025/2026 to be presented to the next Full Council meeting to agree the precept.

The recording of the meeting commenced.

KGV20 Play Area Quote

Members to accepted the quote to carry out work in the play area.

KGV21 Green Flag

Members agreed to enter Green Flag for 2026. Deadline for applications is 2nd February 2026. All in agreement.

KGV22 Signage

Members agreed to install a permanent “No parking, keep gates clear at all times” sign on the double gates at Eastwood Road entrance



GREEN-NET ECO

GROUNDS MAINTENANCE · TREE SURGERY
ESTATE MANAGEMENT · FENCING

Client: Rayleigh Town Council

Site: King George V playing Field

Landscape Maintenance

Date: 08.01.26

Job ref: Q8415

Produced by :Harry MacGregor



Unit 16 reeds farm estate
Roxwell rd, Writtle,
Chelmsford,
Essex CM1 3ST

VAT reg: :494973427
comp reg: 16062278
TEL: 07365414110

Company Email Address: Harry@green-net.co.uk



GREEN-NET ECO

GROUNDS MAINTENANCE · TREE SURGERY
ESTATE MANAGEMENT · FENCING

1.0 Site definition

Site name: King George V playing field

It's has been requested we provide a yearly grounds maintenance proposal to maintain the King George v playing field

2.0 Scope of works

The extent of the areas we will address for the purpose of this proposal are shown in the plan below.



Unit 16 reeds farm estate
Roxwell rd, Writtle,
Chelmsford,
Essex CM1 3ST

VAT reg: :494973427
comp reg: 16062278
TEL: 07365414110
Company Email Address: Harry@green-net.co.uk



GREEN-NET ECO

GROUNDS MAINTENANCE · TREE SURGERY
ESTATE MANAGEMENT · FENCING

3.0 Resources

Key inclusion

1. Contract Scope

- Single-site grounds maintenance contract for King George V Playing Field only
 - Full maintenance of pitches, landscaped areas, play areas, outdoor gym, skate park, pétanque court, pavilion surrounds, paths, boundaries and ancillary areas
 - Provision of all labour, supervision, plant, machinery, vehicles, fuel, tools and consumable materials necessary to meet contract KPIs
-

2. Staffing & Site Presence

- Dedicated on-site operative **7 days per week, 07:00–17:00**
 - Full sickness and holiday cover provided
 - Reduced cover on Christmas Day, Boxing Day and New Year's Day (gate control and emergency response only)
 - Named on-site supervisor and contract manager
 - Uniformed staff with visible ID; DBS clearance where required
 - Contractor responsible for HR, training, health & safety and performance management
-

3. Grass & Sports Pitch Maintenance

- Regular grass cutting to agreed heights and frequencies
 - Weed, pest and disease control
 - Sports pitch marking, over-marking and seasonal setting out
 - Weekly installation and removal of goal posts during football season
 - End-of-season pitch renovations including verti-draining, overseeding and top-dressing
 - Removal and lawful disposal of all arisings
-



GREEN-NET ECO

GROUNDS MAINTENANCE · TREE SURGERY
ESTATE MANAGEMENT · FENCING

4. Pétanque Court

- Maintenance of a safe, level and clearly defined playing surface
 - Weed, litter and debris removal
 - Routine raking, dressing and surface top-ups
 - Maintenance of edging and surrounding hard surfaces
-

5. Shrub Beds, Rose Garden & Planting

- Weed-free and well-presented beds and borders
 - Pruning, mulching, fertilising and plant replacement as required
 - Enhanced maintenance of rose beds
 - Use of peat-free mulches and growing media
 - Works aligned with Green Flag 2025 recommendations
-

6. Trees, Hedges & Boundaries

- Hedge cutting and verge maintenance to agreed profiles
 - Vegetation clearance from paths, entrances, sightlines and signage
 - Basal growth removal within competence
 - Boundary fence and gate maintenance and defect reporting
 - Tree works undertaken in accordance with conservation area controls and Council approval
-

7. Play Areas, Outdoor Gym & Skate Park

- Daily visual safety inspections
 - Weekly recorded inspections using agreed checklists
 - Immediate response to urgent defects
 - Routine lubrication, tightening and corrosion control
 - Maintenance of safety surfacing to BS EN 1176/1177 standards
 - Minor repairs, repainting and component replacement
 - RPII-qualified inspectors where required
-



GREEN-NET ECO

GROUNDS MAINTENANCE · TREE SURGERY
ESTATE MANAGEMENT · FENCING

8. Litter, Bins, Dog Fouling & Fly-Tipping

- Daily litter picking across the entire site
 - Supply, servicing and emptying of litter and dog bins
 - Waste removal arranged at contractor's cost
 - Cleaning and condition monitoring of bins
 - Priority response to fly-tipping incidents
 - Monitoring and management of dog fouling hotspots
-

9. Hard Surfaces, Winter Service & Security

- Sweeping and weed control of all paths, courts and hard standings
 - Moss and weed treatment using approved methods
 - Winter service including gritting and snow clearance (paths prioritised)
 - Daily opening and closing of site gates
 - Maintenance of pavilion surrounds, storage areas and ancillary facilities
 - Minor handyman works and prompt defect reporting
-

10. Buildings, Toilets & External Areas

- Internal cleaning of changing rooms, storage room, toilets and showers (excluding pavilion and public toilet cleaning)
 - Daily locking/unlocking and checking of public toilets
 - Minor consumable replacement and reporting of vandalism
 - Grounds, litter, graffiti and minor external repairs to all buildings
-

11. Environmental & Community Commitments

- Pesticide use only with Council approval and full COSHH/DEFRA compliance
- Preference for non-chemical and integrated weed management
- Maintenance of wildflower and no-mow areas
- Support for biodiversity features (bird, bat and insect boxes)
- Support for supervised volunteer sessions and Council events
- Weekly sign installation/removal for High Street market
- Regular reporting, inspection logs and annual performance summary



GREEN-NET ECO

GROUNDS MAINTENANCE · TREE SURGERY
ESTATE MANAGEMENT · FENCING

5.0 Costs

Full contract costings

The total annual cost would be £98,280.00+ VAT

The annual sum will be invoiced over 12 monthly periods at £ 8190.00 + VAT

Name	On behalf of	sign	Date
H.MacGregor	Green Net Eco		08.01.26.

6.0 Terms & conditions

6.1 Invoices are due for payment 30 days from the date of invoice.

6.2 Any additional sundry items requested that are not listed in section 3.0 above will be chargeable.

6.3 Watering - this will only be undertaken as part of a routine maintenance visit. We would expect that any watering required being supplementary to the work done by any existing irrigation system. Additional watering visits are chargeable and will require a separate agreement to this proposal.

6.4 As you will appreciate our service can be governed by adverse or extreme weather. It may be necessary to rearrange a visit or even a series of visits if there is a spell of severe weather.

Unit 16 reeds farm estate
Roxwell rd, Writtle,
Chelmsford,
Essex CM1 3ST

VAT reg: :494973427
comp reg: 16062278
TEL: 07365414110

Company Email Address: Harry@green-net.co.uk



GREEN-NET ECO

GROUNDS MAINTENANCE · TREE SURGERY
ESTATE MANAGEMENT · FENCING

6.5 Green net Eco Ltd is a Licenced waste carrier of green waste. Other 'nongreen waste' will be disposed of on-site in a location agreed with the client.

6.6 We will require free parking on site for each scheduled visit. Any additional costs incurred for parking on site will be passed on to the client.

6.7 Should the proposal be accepted works will only commence on receiving a formal email confirmation to proceed or purchase order. A signature will be required below.

6.8 Neither Party will be liable to the other for failure or delay in carrying out this Contract

which is caused by an event beyond that Party's reasonable control, which the Party could not have foreseen, or which was unavoidable. This includes industrial disputes, energy or transport failures, acts of God, war, terrorism, civil unrest, explosions, mechanical breakdown, natural disasters, deliberate damage, or failures of suppliers or sub-contractors to do as they were contracted to do.

PRICING SCHEDULE

Costs

The costs should be broken down into components with a full description of each component and its associated costs.

Service component description	Costs (£)
Existing yearly cost increased by £5,986.13	£94,715.21
Please see attached pricing schedules	
Plant and machinery costs and materials remain at 2022 costs	
Total Costs (£) *	£ 94,715.21

* No additional costs will be considered by the Council(s) unless these are clearly stated in the pricing schedule response.

Please confirm you agree to the 3 year fixed price period

Yes No

Rayleigh Town Council Grounds Maintenance Tender 2022 (Elm Horticulture D Tubby)			
Ref	Item	Yearly Cost	Information
Plant and machinery			1 years costs (to be multiplied by 3 years)
2	spraying equipment	£100.00	15 litre knapsack and spares and mobile chem safe
4	leaf blower	£150.00	hand held and back pack
5	lawnmower	£200.00	pedestrian rotary
5	lawnmower	£2,500.00	ride on cylinder and rotary (estimated 35 cuts) 40mm
6	hand tools	£200.00	all required
8	hedge cutter	£150.00	
9	line marking machine	£200.00	transfer marking machine and setting out kit
9	harrow	£250.00	
9	silt spiker	£1,000.00	
9	verti drain spiker	£1,000.00	2x per year
9	over seeder	£500.00	1 weeks hire
9	spreader	£200.00	
9	tractor	£1,000.00	
11	vehicle	£3,000.00	including running costs (excluding fuel)
9	rotovator	£100.00	1 weeks hire
5	trimmer	£250.00	
8	steps and ladders	£100.00	
11	tool kits	£100.00	play equipment and machinery
		£11,000.00	
Materials			1 years costs (to be multiplied by 3 years)
2	pesticide	£100.00	Weedkiller, mosskiller
4	cleaning items and bags	£1,000.00	mixed as required
9	line paint	£500.00	2 pitches overmark weekly
11	paint	£300.00	
9	topsoil / compost / dressing / bark (22)	£1,000.00	£500 added for bark mulch in 2022 contract
9	seed	£2,000.00	2 pitches (10 bags each)
7	fertiliser	£150.00	tree and shrub
9	fertiliser	£600.00	sports field
10	lubrication (specialist grease)	£500.00	every 3 months
11	fuel	£2,800.00	vehicle / plant / machinery (reduced in 22)
11	rock salt	£500.00	
11	rubbish removal	£3,900.00	24 bins each day and green waste from works (increased in 22)
9	football items	£150.00	
11	machinery maintenance and repair	£1,000.00	
3	health and safety	£500.00	reduced in 22
		£15,000.00	
Existing costs			
	wages		
	pension	inc	
	sick (cover)	inc	
	holiday (cover)	inc	
	life insurance	inc	
	health insurance	inc	
Other costs			
	insurance	inc	
	training	inc	DBS clearance
	management	inc	
	uniforms	tbc	
	mobile phone	inc	
	PPE	inc	
	sign and guarding	inc	
	apply 80 tonnes of dressing	variation	cost for each pitch
	snow plough	variation	tractor mounted plough with gritter available on request
	Labour hours per item (Estimated)	Hours	Total 4157 hours budget
2	Pesticides	100	monthly visits (Pesticide or weed burner in winter)
3	Health & Safety and management	100	
4	Cleaning	1460	4 hours day
5	Grass cutting	350	35 cuts
6	Grass edges	100	
7	Shrub and rose beds	208	4 hours week
8	Hedge cutting	200	
9	Sports pitches	500	
10	Playground	730	2 hour day (inspect and repairs)
11	Miscellaneous	409	

Supporting Information

Note – You may adjust the size of the following text boxes to suit your response.

SECTION A Company Details

A-1 Company Name &
Registered office

Elm Horticulture Ltd
24 Clipper Park
Thurrock Parkway
Tilbury Essex
RM18 7HG

A-2 Registration Number

5063970

A-3 No. of Employees

15

A-4 If the Company is a member of a group of companies, give the name and address of the ultimate holding Company.

n/a

A-5 Please provide an up to date Dun and Bradstreet or an equivalent comprehensive credit check report for your organisation
Label response as A-5

SECTION B References

Please provide details of two contracts that your organisation has held that are **relevant** to the authority's requirements as stated in the specification.

Please include:-

- Customer organisation
- Customer contact name
- Customer e-mail address and phone number
- The date of contract award and finish
- Contract Value
- The names of any subcontractors/consortium members utilised.
- Brief Contract description (no more than 100 words per contract description)

Please label your response as B.1 & B.2

SECTION C Experience of the Company

C-1 Please provide details of your company's previous experience in delivering the type of services required under this contract.

9 Payment Details

The Council's standard payment terms are 30 days from receipt of invoice following completion of the required services.

Payment is by BACS.

It is the policy of the Council to make payments to all suppliers direct into their bank account using the Bankers Automated Clearing Systems (BACS). Please complete your bank and relevant company details below. If your sales are factored to an Agency, please enclose a copy of the authorisation to make payment directly to them. The bank details will then be those of the factor and not yours.

Bank Name _____ Account Name _____

Bank Address _____ Sort Code

_____ Account No.

_____ Postcode _____

No invoices will be accepted from any Contractor without an official written order from the Council and the order number in full being quoted on all invoices.

IMPORTANT - All invoices for Rayleigh Town Council should be addressed to:

The Financial Officer
Rayleigh Town Council
King George V Playing Field
Bull Lane
Rayleigh : Essex
SS6 8JD

Email – accounts@rayleightowncouncil.gov.uk

Declaration

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE ANSWERS SUBMITTED IN SUPPORT OF OUR TENDER ARE CORRECT. I UNDERSTAND THAT THE INFORMATION WILL BE USED IN THE EVALUATION PROCESS TO ASSESS MY ORGANISATION'S SUITABILITY TO TENDER FOR THE AUTHORITY'S REQUIREMENT. SHOULD THE COUNCIL DISCOVER ANY DISCREPANCIES OR THAT WE HAVE BEEN DISHONEST WITH THE ANSWERS THIS WILL RESULT IN THE ORGANISATION FOR WHICH WE HAVE COMPLETED THIS QUOTATION FOR, BEING REJECTED FROM THE TENDER PROCESS OR IF AWARDED A CONTRACT WILL HAVE THE CONTRACT TERMINATED WITH IMMEDIATE EFFECT AND NO COST INCURRED TO THE COUNCIL. **SIGNATURE IS MANDATORY, FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DEEMED NON COMPLIANT WHICH WILL RESULT IN YOUR BID BEING DISQUALIFIED FROM THIS TENDERING PROCESS.**

1.	Name: Darren Tubby
2.	Position (Job Title): MD
3.	Date: 22-01-26
4.	Telephone number: 07958 624573
5.	Signature: <i>Darren Tubby</i> 

Certificate of Non-collusion and Non-canvassing

Certificate of Non-collusion and Non-canvassing

Provisions of Maintenance of King George V Playing Field Rayleigh (the 'Contract')

To: Rayleigh Town Council

Date: 22-01-26

For the attention of:

Note to Organisation: As a public body it is important that the Council receives genuine competitive offers from Suppliers, and that all Suppliers act in a manner that is honest and reflects best practices. Suppliers are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.

Statement of Non-canvassing

I/We certify the following.

I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract by the Council and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Council may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

Statement of Non-collusion

The essence of the public procurement process for selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Suppliers.

In recognition of this principle, I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our Tender being successful while the resulting Contract is in force, any of the following acts:

- 1 enter into any agreement or agreements with any other person that they shall refrain from tendering to the Council or as to the amount of any offer submitted by them; or
- 2 inform any person, other than the Council of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- 3 cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
- 4 commit any offence under the Bribery Act 2010 nor under Section 117 of the Local Government Act 1972; or
- 5 offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.

In this Certificate, the word 'person' includes any person, body or association, corporate or incorporate and 'agreement' includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that the Council may, in its consideration of the offer, and in any subsequent actions, rely upon the statements made in this certificate.

Signed Darren Tubby 
Name Darren Tubby
Position MD
For and on behalf of Elm Horticulture Ltd

Form of Tender

Form of Tender

To: **Rayleigh Town Council**

For the attention of:

Date: 22-01-26

Dear Sir or Madam

Tender for the Contract

I/We, the undersigned, tender and offer to provide the Contract as listed below, which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms of the Contract.

Attached to this Form of Tender are the following:

- 1 The completed Pricing Schedule.
2. A signed Declaration
3. A signed Certificate of Non-Collusion and Non Canvassing.
4. The Terms and Conditions

We confirm that we can supply the Contract as specified in the Invitation to Tender at a total cost of £ 94,715.21 based on the Pricing Schedule

We confirm that we accept the Contract as issued with the Invitation to Tender

We agree in the event of acceptance of our Tender to execute the Contract within 15 business days of acceptance (or otherwise as agreed with the Council), and in the interim, provide the Contract in accordance with the Contract if necessary.

We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

We confirm that:

- the information supplied to the Council and forming part of this Tender; and

- (to avoid doubt) any information that we supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

We confirm that this Tender will remain valid for **90** days from the date of this Form of Tender.

We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as needed.

We confirm that the we are authorised to commit the Supplier to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by Darren Tubby 
Name(s) _____
Position MD Elm Horticulture Ltd

For and on behalf of [Insert the name of your company here]

13 Contract Conditions Acceptance

Contract for Provision of maintenance at King George V Playing Field Rayleigh

To Rayleigh Town Council

I/we the undersigned DO HEREBY UNDERTAKE to provide the Service upon and subject to the terms and conditions set out in such Conditions of Contract, Specification, and the pricing and rates contained in the pricing schedule and other documents as are contained or incorporated herein.

Signature Darren Tubby 

.....
Duly authorised agent of the Supplier
(Electronic/typed signatures are acceptable)

Position held MD

Name and Address of Supplier

Elm Horticulture Ltd
.....
24 Clipper Park
.....
Thurrock Parkway
.....
Tilbury Essex RM18 7HG
.....

Dated 22-01-26
.....

It must be clearly shown whether the Supplier is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name; and also if the person signing is not the actual tenderer, the capacity in which he signs or is employed.

14 Articles of Agreement

This CONTRACT is made the of

Between Rayleigh Town Council of The Pavilion, King George V Playing Field, Ball Lane Rayleigh Essex SS6 8JD ("the Council") the one part and [Insert your company name here] of the other part

WHEREAS

1. The Council wishes to have provided the Service/s set out in the attached Terms and Conditions and has appointed the Supplier for the supplying of this Service; and
2. The Supplier is willing to provide such Service/s in accordance with the provisions of the Contract.

NOW IT IS AGREED between the Council and the Supplier as follows:

1. The Contract constitutes the sole agreement between the Council and the Supplier for the provision of Service/s;
2. The Supplier shall provide the Service/s in accordance with the provisions of the Contract and to the satisfaction of the Council for the Contract Period.

IN WITNESS WHERE OF the parties here to

SIGNED for and on behalf of
the Council

Print Name and Address

SIGNED for and on behalf of
the Council

Print Name and Address

In the presence of -
Signature: (Council Officer)

Print Name and Address

SIGNED for and on behalf of
the Supplier

Darren Tubby



Print Name and Address

Elm Horticulture Ltd

24 Clipper Park, Thurrock Parkway Tilbury

In the presence of =
Signature (Supplier Officer):

Donna Tubby

Print Name and Address

24 Clipper Park, Thurrock Parkway Tilbury

15 Supplier's Contact Information

Name of person to whom any queries relating to this Tender should be addressed

Darren Tubby

Telephone/Mobile

07958 624573

Email

darren@elmhorticulture.onmicrosoft.com

Address
(only if different from the Registered Office address stated in Schedule 8)

n/a



SECTION B

References Please provide details of two contracts that your organisation has held that are relevant to the authority's requirements as stated in the specification.

Please include:-

- Customer organisation
- Customer contact name
- Customer e-mail address and phone number
- The date of contract award and finish
- Contract Value
- The names of any subcontractors/consortium members utilised.
- Brief Contract description (no more than 100 words per contract description) Please label your response as B.1 & B.2

B.1

The existing contract for Rayleigh Council

B.2

Great Baddow Council

Grounds maintenance contract for cemetery.
Grass cutting / Shrub maintenance / Weed control / soil and seeding / Litter /
Last 4 years and just renewed for another 4 years from 2025.

Tender cost £64,000.00 + vat per year

Michele Dixon
Grounds Manager

grounds@greatbaddowparishcouncil.gov.uk

Great Baddow Parish Council
The Grounds Office
Great Baddow Recreation Ground
Office: 01245 473538
Mobile: 07746 119321



AVONDALE
INNOVATIVE BY NATURE

Rayleigh Town Council

King George V Playing Field – Grounds Maintenance

Section C
C-1 EXPERIENCE OF THE COMPANY

Avondale Environmental Services Ltd has over 30 years' experience delivering high-quality grounds maintenance and estate management services across a wide range of environments, including residential estates, public rights of way, and high-profile commercial sites. Our extensive experience demonstrates our ability to deliver multi-site, multi-service contracts, with consistent quality, safety, and client satisfaction.

Avondale provides a comprehensive suite of grounds maintenance services that align closely with the requirements of the Rayleigh Town Council contract. These include planned grounds maintenance such as scheduled mowing, hedge and shrub pruning, tree maintenance, planting schemes, and seasonal landscaping. Hard landscaping and estate upkeep encompass pathway maintenance, fencing repair, boundary management, and play area inspections. Reactive works cover storm damage clearance, vegetation obstruction removal, litter and fly-tipping removal, and urgent customer requests. Environmental and biodiversity management includes sustainable waste management, habitat protection, wildflower planting, and seasonal ecological enhancements.

For example, on Town & Country Housing estates, Avondale maintains over 130 communal estates across East Kent, delivering fortnightly visits per estate alongside reactive works such as arboriculture, bulk clearances, non-contractual sites, and planting. Our operations cover soft and hard landscaping, grounds maintenance, and resident-focused estate management. On Kent County Council contracts, including KPROW and cycle track vegetation management, we manage 470 footpaths totalling over 135 km, delivering three summer cuts while ensuring safe, accessible public routes.

Avondale's experience spans a variety of estate types and environments. We manage multi-site residential estates with communal lawns, gardens, hedgerows, footpaths, and fencing in accordance with house mark standards where resident safety and minimal disruption are critical. We also maintain public rights of way, cycle tracks, and bridleways, requiring careful management of public interaction, access restrictions, and environmental considerations. High-risk or restricted access areas, including sites adjacent to highways, public thoroughfares, or rail corridors, require enhanced H&S protocols, risk assessments, and operational supervision. This

Our straight-talking values:
◆ Safety First ◆ Team ◆ Can Do Attitude ◆ Innovation

breadth of experience demonstrates our ability to deliver estate services in diverse settings while maintaining safety, quality, and reliability.

Avondale's grounds maintenance contracts consistently deliver measurable outcomes, supported by performance data and client feedback. Service delivery metrics include 100% completion of scheduled tasks for Town & Country Housing estates in our 1st year and an average reactive response time of less than 24 hours for urgent works, including fallen tree clearance. High-quality maintenance was consistently achieved across multiple sites, confirmed via internal audits and client inspections. Client endorsements highlight our professionalism and effectiveness, with Town & Country Housing praising "proactive, professional, and efficient service delivery, with operatives demonstrating excellent engagement with residents and consistently maintaining high-quality communal areas." Kent County Council commended our "ability to deliver large-scale vegetation management safely and efficiently, with minimal disruption to the public." citing improved appearance of communal areas, safe and accessible pathways, and prompt reactive works. Continuous improvement is embedded using our CRM system for monitoring, reporting, and scheduling, reducing missed tasks, and enhancing operational efficiency.

Our track record demonstrates the ability to deliver comprehensive, high-quality grounds maintenance services at scale, across residential estates, public pathways, and other complex environments. Our experience ensures relevance to Rayleigh Town Council through proven multi-site management, reliability and consistency of service, and client and resident satisfaction supported by performance data, audits, and positive endorsements. Through skilled operatives, robust management systems, and a structured approach to quality, health and safety, open communication and environmental stewardship, we consistently deliver grounds maintenance services that meet and exceed client expectations, providing measurable benefits to customers and estate owners alike.

SECTION B References B1 & B2

Contract 1:

Name of customer organisation who signed the contract	Town & Country Housing
Name of supplier who signed the contract	Avondale Environmental Services
Point of contact in the customer's organisation	Zac Urquhart
Position in the customer's organisation	Area Estates Service Manager
E-mail address	zac.urquhart@tch.org.uk
Description of contract	<p>Avondale Environmental Services Ltd provides comprehensive grounds maintenance and estate services for Town & Country Housing, delivering high-quality, reliable, and client-focused solutions across multiple residential sites. Our services are designed to enhance the safety, appearance, and functionality of communal areas while meeting regulatory, environmental, and contractual standards.</p> <p>Our management team and operatives are fully trained and accredited in accordance with industry best practice and Town & Country Housing requirements. Staff hold relevant qualifications in grounds maintenance, horticulture, health and safety, and are regularly upskilled through internal training programmes to ensure ongoing compliance and operational excellence.</p> <p>Planned Grounds Maintenance: Scheduled maintenance of lawns, planting beds, trees, shrubs, hedgerows, and other soft landscaping. This includes grass cutting, weeding, pruning, hedge trimming, and seasonal planting to maintain high-quality communal areas.</p> <p>Vegetation Management: Control of invasive species and overgrown vegetation to ensure safe and accessible pathways, communal areas, and sightlines. Works are undertaken using safe and environmentally responsible methods.</p> <p>Hard Landscaping and Estate Upkeep: Maintenance of footpaths, fencing, play areas, and boundary treatments to ensure safe and functional communal environments. Repairs and replacements are</p>

	<p>coordinated proactively or reactively, depending on site requirements.</p> <p>Litter and Waste Management: Regular litter picking, waste collection, and removal of debris to maintain clean, safe, and welcoming communal spaces.</p> <p>Reactive and Emergency Response: Rapid response to urgent estate issues, including storm damage, fallen branches, fencing repairs, or any safety hazards, with teams mobilised promptly to minimise disruption for residents.</p> <p>All works are delivered under a scheduled programme supported by our CRM system, enabling real-time job scheduling, monitoring, and reporting. This system ensures that all maintenance activities are tracked, verified, and completed to the agreed service standards. Performance metrics and compliance checks are reported to Town & Country Housing management, providing transparency and accountability.</p> <p>Our operations are fully aligned with health, safety, and environmental regulations, including COSHH, risk assessments, and site-specific method statements. All operatives carry appropriate PPE, and we maintain ISO-aligned management systems (ISO 9001, ISO 14001, ISO 45001) to ensure quality, safety, and environmental stewardship across all sites.</p> <p>Avondale takes a resident-focused approach, ensuring works are carried out efficiently, with minimal disruption, and with clear communication to residents where appropriate. This commitment to professionalism, reliability, and quality has been consistently recognised by Town & Country Housing, resulting in long-term client satisfaction and ongoing contract renewals.</p>
Contract start date	1 st May 2025
Contract completion date	31 st March 2030
Estimated contract value	£120,000.00 p.a.

Contract 2:

Name of customer organisation who signed the contract	Kent County Council
Name of supplier who signed the contract	Avondale Environmental Services Ltd
Point of contact in the customer's organisation	Louise Fox
Position in the customer's organisation	Asset Management Officer
E-mail address	Louise.fox@kent.gov.uk
Description of contract	<p>Avondale Environmental Services Ltd is contracted by Kent County Council to deliver comprehensive vegetation management services across the county's Kent Public Rights of Way (KPROW) network and associated cycle tracks. The service ensures that footpaths, bridleways, and cycle routes are safe, accessible, and compliant with local authority standards, providing high-quality amenity spaces for the public.</p> <p>Under the contract, Avondale is responsible for three scheduled summer cuts, covering a total of 470 footpaths spanning 135,423.67 meters. All work is delivered in-house by our directly employed, fully trained operatives, utilising a range of Stihl petrol-powered tools, including brushcutters, hedge trimmers, and chainsaws, to achieve precision, efficiency, and consistency across all sites.</p> <p>All operations are carefully planned and monitored through our HSQE management framework, ensuring that each site is assessed for risks prior to work. Specific Risk Assessments and Method Statements (RAMS) are prepared for each location to address site-specific hazards, including proximity to roads, uneven terrain, and public access points. Operatives receive regular toolbox talks to reinforce safety procedures, method compliance, and best practice techniques, ensuring a fully competent workforce.</p> <p>Work scheduling and reporting are key features of our service delivery. Following completion of each cut, detailed work records and site updates are shared with Kent County Council to demonstrate compliance with contractual requirements. During the 2023 summer programme, all three scheduled cuts</p>

	<p>were delivered successfully, with minimal operational challenges. The only notable issues were related to traffic management, which were effectively mitigated through temporary road closures and access restrictions, coordinated in line with council guidance.</p> <p>Avondale's operational approach emphasises planning, efficiency, and quality control. Footpaths and cycle tracks are maintained to the required clearance levels, ensuring unrestricted access for walkers, cyclists, and other users. The use of in-house teams allows for flexible mobilisation, consistent quality standards, and rapid response to any unplanned issues, such as obstruction removal or emergency vegetation clearance.</p> <p>All activities are carried out in compliance with health, safety, and environmental standards, with oversight from our HSQE Manager. Our teams are trained in manual handling, use of powered tools, and site-specific safety requirements, and all works adhere to COSHH regulations where applicable.</p>
Contract start date	1 st March 2025
Contract completion date	28 th February 2028
Estimated contract value	£100,000.00 p.a.

AVONDALE CONTRACT COST ASSESSMENT

KING GEORGE V PLAYING FIELD MAINT COST SUMMARY

Ref	Work Area	Annual Cost
3	Grass & Sport Pitch Maintenance	£ 21,180.40
4	Petanque Court	£ 18,363.73
5	Shrub Beds & Rose Grd	£ 13,202.57
6	Trees, Hedges & Boundaries	£ 8,342.64
7	Play Area	£ 8,990.78
8	Litter Bins, Dog Fouling & Fly Tip	£ 6,944.69
9	Hard Surfaces, Paths & Winter Maint	£ 4,396.95
10	Building & Toilets & Pavilion Clean	£ 5,716.03
Sub Total - Labour & Plant		£ 87,137.79
Sub Total - Materials & Waste Removal		£ 10,456.53
Total Annual Cost		£ 97,594.32
Total 3x Years Contract Value		£ 292,782.97

Provisions

Subject	Unit	Unit Number
Management	Days	365
Labour	Operative Days	400
Plant	Items	Inclusive
Materials	Items	Inclusive
Waste Disposal	Items	Inclusive

Services Include

Over 32 years' experience working with Council, Highways & Rail industry
 Existing 24/7 operation including emergency call-out service in place
 PAYE qualified staff with back-up to cover holidays & sick leave
 Creates contract electronic database of all area sizes, items & activities
 Can supply a full itinerary of works with LIVE activity electronic records

SUMMARY BREAKDOWN

The following works itinerary has been based on contract specification & google earth measured areas

Ref	Site & Work Details	Unit	Per Hr	Unit Rate	Unit No	Cost Per Item	Items Per Yr	Total Per Yr
3	Grass & Sport Pitch Maintenance	SQ	41,000	Football Season	28x wks	Mowing Season	24x wks	
100901	LITTER PICK - GRASS areas 3x per week	M2	34,000	£0.001	41,000	£ 42.53	52	£ 2,211.46
100112	RIDE ON ROTARY (JOHN DEERE)	M2	4500	£0.008	36,237	£ 283.99	24	£ 6,815.87
	Blow grass off hard standing areas	M2	2000	£0.018	1,800	£ 31.74	24	£ 761.77
100615	TRIM EDGE - STRIMMER	Lm	600	£0.059	1,600	£ 94.05	4	£ 376.18
100613	HALF MOON PATH EDGES	Lm	80	£0.441	1,600	£ 705.34	1	£ 705.34
101509	INITIAL MARK - SENIOR SOCCER	NO	0.5	£70.534	2	£ 141.07	1	£ 141.07
101510	OVERMARK - SENIOR SOCCER	NO	2	£17.634	2	£ 35.27	24	£ 846.41
101609	ERECT SOCCER POSTS - METAL	NO	0.9	£39.186	4	£ 156.74	24	£ 3,761.83
101610	DISMANTLE SOCCER POSTS - METAL	NO	1	£35.267	4	£ 141.07	24	£ 3,385.65
101707	HAND SPIKE WATER LOGGED AREAS	M2	60	£0.588	400	£ 235.11	6	£ 1,410.69
101701	SPIKE GROUND AREA - TRACTOR	M2	1200	£0.029	7,200	£ 211.60	1	£ 211.60
101708	SPRD SAND - WORN AREAS - HAND	M2	100	£0.353	400	£ 141.07	1	£ 141.07
101711	APPLY FERT TO WORN AREAS - HAND	M2	100	£0.353	400	£ 141.07	1	£ 141.07
101712	APPLY TOPSOIL TO LEVEL WORN AREAS	M3	1	£35.267	5	£ 176.34	1	£ 176.34
101713	APPLY SEED TO WORN AREAS - HAND	M2	150	£0.235	400	£ 94.05	1	£ 94.05
								£ 21,180.40

4	Petanque Court							
100107	Amenity Grass Areas ROTARY 18" BOXED	M2	400	£0.088	165	£ 14.55	24	£ 349.14
100613	HALF MOON PATH EDGES	Lm	60	£0.588	100	£ 58.78	1	£ 58.78
100201	DIG OVER BORDERS	M2	30	£1.176	300	£ 352.67	1	£ 352.67
100203	FORK OVER BORDERS	M2	40	£0.882	300	£ 264.50	2	£ 529.01
100205	HOE & RAKE OUT	M2	70	£0.504	300	£ 151.15	4	£ 604.58
100206	HOE / HAND WEED & RAKE OUT	M2	25	£1.411	300	£ 423.21	4	£ 1,692.82
100211	SPOT TREATMENT	M2	1000	£0.035	300	£ 10.58	4	£ 42.32
100209	APPLY GRANULAR HERB	M2	450	£0.078	300	£ 23.51	2	£ 47.02
100210	APPLY HERB - KNAPSACK / CDA	M2	700	£0.050	300	£ 15.11	2	£ 30.23
100213	PRUNE SHRUBS / ANNUM (TOTAL)	M2	70	£0.504	300	£ 151.15	1	£ 151.15
100214	PRUNE SHRUBS - SPRING (TOTAL)	M2	100	£0.353	300	£ 105.80	1	£ 105.80
100215	PRUNE SHRUBS - AUTUMN (TOTAL)	M2	40	£0.882	300	£ 264.50	1	£ 264.50
100216	PRUNE SHRUB - 1.5M	NO	18	£1.959	25	£ 48.98	1	£ 48.98
100217	PRUNE SHRUB >2.4M	NO	7	£5.038	25	£ 125.95	1	£ 125.95
100218	PRUNE SHRUB <2.4M	NO	2	£17.634	25	£ 440.84	1	£ 440.84
100220	REMOVE LEAVES OFF BED (HEAVY)	M2	50	£0.705	300	£ 211.60	2	£ 423.21
100221	REMOVE LEAVES OFF BED (LIGHT)	M2	400	£0.088	300	£ 26.45	6	£ 158.70
100223	APPLY MULCH - 50MM	M2	25	£1.411	300	£ 423.21	2	£ 846.41
100224	WATER SHRUB BEDS	M2	200	£0.176	300	£ 52.90	4	£ 211.60
	Bowling Green	SQ	1560	Perimeter	LM	160		
100101	CYLINDER 30" BOXED	M2	900	£0.039	1,560	£ 61.13	62	£ 3,790.04
100610	TRIM EDGE - LONG HANDLE SHEARS	M	400	£0.088	160	£ 14.11	16	£ 225.71
101201	DRAG BRUSH	M2	4500	£0.008	1,560	£ 12.23	6	£ 73.36
101204	MAINTAIN TIMBER EDGING	LM	200	£0.176	160	£ 28.21	6	£ 169.28
101205	ROLL (HEAVY)	M2	800	£0.044	1,560	£ 68.77	2	£ 137.54
101206	SPIKE / LIGHT ROLL	M2	600	£0.059	1,560	£ 91.69	6	£ 550.17
101207	SCARIFY (2 WAYS)	M2	450	£0.078	1,560	£ 122.26	1	£ 122.26
101209	SPIKE 30" HOLLOW TINE INC REM.	M2	300	£0.118	1,560	£ 183.39	1	£ 183.39
	Collect HOLLOW TINE cores	M2	500	£0.071	1,560	£ 110.03	1	£ 110.03
101210	APPLY FERT - CYCLONE	M2	1750	£0.020	1,560	£ 31.44	1	£ 31.44
101211	WATER GREEN WITH SPRINKLER	M2	1000	£0.035	1,560	£ 55.02	20	£ 1,100.34
101212	APPLY HERB - KNAPSACK / CDA	M2	875	£0.040	1,560	£ 62.88	1	£ 62.88
101213	APPLY FUNG - KNAPSACK / CDA	M2	875	£0.040	1,560	£ 62.88	1	£ 62.88
101214	APPLY PEST - KNAPSACK / CDA	M2	875	£0.040	1,560	£ 62.88	1	£ 62.88
101215	APPLY MOSS - KNAPSACK / CDA	M2	875	£0.040	1,560	£ 62.88	1	£ 62.88
101216	APPLY WORM - KNAPSACK / CDA	M2	875	£0.040	1,560	£ 62.88	1	£ 62.88

AVONDALE CONTRACT COST ASSESSMENT

Continue

Ref	Site & Work Details	Unit	Per Hr	Unit Rate	Unit No	Cost Per Item	Items Per Yr	Total Per Yr
8	Litter Bins, Dog Fouling & Fly Tip							
101006	EMPTY Litter BINS - twice per wk	NO	15	£2.351	15	£ 35.27	104	£ 3,667.79
101011	EMPTY DOG BINS - twice per wk	NO	12	£2.939	10	£ 29.39	104	£ 3,056.49
101009	WASH BINS (All)	NO	8	£4.408	25	£ 110.21	2	£ 220.42
<i>Note Waste Disposal included in materials</i>								£ 6,944.69

Ref	Site & Work Details	Unit	Per Hr	Unit Rate	Unit No	Cost Per Item	Items Per Yr	Total Per Yr
9	Hard Surfaces, Paths & Winter Maint							
100618	APPLY HERB TO HARD STANDING	M2	1100	£0.032	6,000	£ 192.37	4	£ 769.47
100210	APPLY Ice Melt in Icy Conditions- KNAPSACK	M2	1400	£0.025	6,000	£ 151.15	12	£ 1,813.74
101013	CLEAR SNOW - HAND 50MM	M2	350	£0.101	6,000	£ 604.58	3	£ 1,813.74
								£ 4,396.95

Ref	Site & Work Details	Unit	Per Hr	Unit Rate	Unit No	Cost Per Item	Items Per Yr	Total Per Yr
10	Building & Toilets & Pavilion Clean							
101001	SWEEPING - BROOM	M2	400	£0.088	1,200	£ 105.80	24	£ 2,539.24
100618	APPLY HERB TO HARD STANDING	M2	1100	£0.032	1,200	£ 38.47	4	£ 153.89
100210	APPLY Ice Melt in Icy Conditions- KNAPSACK	M2	700	£0.050	1,200	£ 60.46	12	£ 725.50
101013	CLEAR SNOW - HAND 50MM	M2	350	£0.101	1,200	£ 120.92	5	£ 604.58
	Minor Repairs & Maintenance	NO	1	£35.267	2	£ 70.53	12	£ 846.41
101114	CLEAN SITE NOTICE BOARDS	NO	5	£7.053	10	£ 70.53	12	£ 846.41
								£ 5,716.03



Contract 3050

Operation of a Mobile Catering Concession

King George V Playing Field

Rayleigh Town Council
The Pavilion
King George V Playing Field
Rayleigh
SS6 8JD

*Operation of a Mobile Catering Concession
at King George V Playing Field*

CONTENTS

Sections:	Page
1. Introduction	3
2. Contract Terms and Conditions	3
3. Scoring Matrix and Provision of Contract	7
4. Tender Procedure	10
5. Notification Clause	11
FORM OF TENDER	12

*Operation of a Mobile Catering Concession
at King George V Playing Field*

INVITATION TO TENDER

Contract 3050 –To Operate a MOBILE CATERING CONCESSION on LAND owned by KING GEORGE V PLAYING FIELD TRUST

1. INTRODUCTION

- 1.1 Rayleigh Town Council (hereafter known as the Council) as sole trustee of the King George V Playing Field trust is offering the opportunity for established outdoor catering companies (hereafter known as the Tenderer) to apply for a catering concession (hereafter known as the Concession) at the car park in King George V Playing Field, duration of the Agreement is for 3 years. The Agreement is expected to start in April 2026. It must be noted however that this concession does not include the sale of any alcohol.

2. TERMS AND CONDITIONS.

- 2.1 The Council is offering one catering pitch at King George V Playing Field car park

Consideration will be given to those Tenderers who can supply traditional catering facilities such as hot food, ice cream, and hot & cold beverages.

Any amount paid to the Council for the permission to trade on any or all of the sites will increase by 5% at each anniversary of the agreement.

- 2.2 It is proposed that all catering pitches associated with this Concession will be sited within a designated area as determined by the Council. Allocation of pitches and facilities is at the discretion of the Council and no catering unit shall move from the allocated area.
- 2.3 The Tenderer will be allowed to operate from during the park opening hours throughout the year.
- 2.4 Details of the catering facilities that can be provided by the Tenderer must be listed as part of the Form of Tender submission together with the income offered for the Concession, a sample copy of menus, price lists and photographs of the units.
- 2.5 All unit towing vehicles must be parked next to the unit .The size of the catering unit required and support vehicle to be listed as part of the Form of Tender submission.

*Operation of a Mobile Catering Concession
at King George V Playing Field*

- 2.6 Catering units must be self contained and not require any power supplies from the Council.
- 2.7 All tables and chairs associated with the Concession must be provided by the Tenderer.
- 2.8 The Council reserves the right, acting reasonably but at its absolute discretion, to close any Concession at any time if they consider that there is a need to do so.
- 2.9 In the event of supplies, services or facilities being curtailed due to a strike, lock-out, weather conditions or other circumstances beyond the reasonable control of the Council, the Council shall not be liable for any expenditure, loss, damage or liability sustained or incurred by the Tenderer.
- 2.10 The use of a public address system from any catering unit will be prohibited unless prior written permission has been obtained from the Council.
- 2.11 The use of silenced generators for the operation of the catering unit will be permitted. Details must accompany the application.
- 2.12 A drinking water supply will not be available on site; the Tenderer must provide a clean potable water supply so as to enable compliance with the FOOD SAFETY ACT 1990.
- 2.13 The Tenderer must not allow any catering unit to break the surface of the ground unless first obtaining written permission from the Council. Reinstatement must be made by the Tenderer to the satisfaction of the Council. Failure to do so will result in the reinstatement being carried out by the Council and all reasonable costs must to be reimbursed to the Council forthwith on demand.
- 2.14 The Tenderer shall fully indemnify the Council against all proceedings, costs, claims, demands and liability howsoever arising, whether directly or indirectly, in connection with the Tenderers occupation at any of the sites and in particular (but without limitation to the generality of the foregoing) shall indemnify the Council against any liability for injury to, or death of any person, and loss of or damage to any property, howsoever caused. Further, the Tenderer shall in connection with their liability hereunder affect a public liability insurance policy for an indemnity limit of not less than **£5 million pounds** in respect of any one occurrence. The Tenderer must also hold employees liability insurance cover and by this tendering process it is assumed that this cover is in place and held by the Tenderer. A copy of the public liability certificates must be supplied as part of the Tender; the original insurance certificate must be available for viewing if required by the Council. The Council accepts no

*Operation of a Mobile Catering Concession
at King George V Playing Field*

responsibility for loss or damage to the property of the catering concession or their employees or visitors.

- 2.15 The Tenderer must keep suitable fire fighting equipment in relation to the Concession available for use at all times. The Council reserves the right to inspect all units and equipment with or without the Fire Officer, for the purpose of ensuring that adequate fire precautions have been taken.
- 2.16 The Tenderer shall not be permitted to sub-let or share the whole or any portion of the pitch area allotted and any article on such a pitch contrary to this rule will be removed. Any Tenderer infringing this rule will be expelled from the site.
- 2.17 The Council reserves the right to inspect all facilities without prior notice.
- 2.18 The Tenderer will meet all costs incurred for the installation of the catering unit and any supplies or facilities / services needed.
- 2.19 The Tenderer is responsible to ensure that their pitch area is kept clean and free from litter. A suitable container will be provided by the Tenderer for the disposal of waste.
- 2.20 Toilet facilities will be provided on site and maintained by the Council but the opening hours of which may not coincide with the times of the catering pitch.
- 2.21 The Tenderer must ensure that all plant and equipment provided or used by the Tenderer has been inspected and tested at suitably frequent intervals (or if applicable, as required by law) and is at all times in a safe condition and safe for use and have up to date certificates in place as required by law. The Tenderer will produce to the Council on demand the following safety certificates:
 - 2.21.1 Safety certificates for each item of equipment where appropriate for public use.
 - 2.21.2 Portable Appliance Test certificates (PAT) in respect of each item of electrical equipment used.
- 2.22 All food units must conform to the FOOD SAFETY ACT 1990, REGULATION (EC) No 852/2004, FOOD HYGIENE (ENGLAND) REGULATIONS 2006 and Tenderers must provide Hygiene Certificates and Council Registration documents with the Tender submission. N.B. If you have any queries regarding the above or wish any assistance to enable you to comply with this requirement, please Contact Mr A. Paddon, Senior Environmental Health Officer, on 01702 318168 at any time during office hours.

*Operation of a Mobile Catering Concession
at King George V Playing Field*

- 2.23 All units must comply in every respect with Food Safety & Health & Safety legislation.
- 2.24 The Tenderer must not allow or cause directly or indirectly any danger to the public in connection with the Concession due to any plant and equipment used by the Tenderer during the occupation of the site.
- 2.25 No barbeques will be allowed on any of the sites.
- 2.26 The Tender bid is for the operation of catering facilities only at the named sites and **NOT** at any sites in the town owned by the Council. It does not include advertising of the catering products or services.

*Operation of a Mobile Catering Concession
at King George V Playing Field*

3. SCORING MATRIX AND PROVISION OF CONTRACT

As part of this Tender, the Tenderer shall be assessed by the following scoring matrix as explained below. Successful bidders will be scored on the following criteria:

3.1 Community Value

The Tenderer must show that their provision will bring value to the community and be in keeping with the surroundings and environment.

3.2 Variety of Concessions

As part of the Tendering process, the Tenderer will provide a copy of their menu. The menu must show a wide variety of food items which will cater for the needs of the community and shall be in keeping with the surroundings and environment of the location Tendered for.

3.3 Themed Concessions

The Tenderer will be awarded additional points for the inclusion of themed concessions that are in keeping with the nature of the surroundings and environment.

3.4 Healthy Food

The Tenderer will be awarded additional points if they can evidence that their menu also contains healthy alternatives within their menu. This will be evidenced by the submission of their menu.

3.5 References

The Tenderer shall as part of the Tendering process provide the Council with valid references; dated no longer than two years which demonstrate that the Tenderer is competent and competitive and has catered for similar events/provisions previously.

3.6 Certification

The Tenderer shall provide the Council with a copy of their Basic Food and Hygiene Training certificate and shall be judged on a Pass/Fail merit. Submissions that do not possess this certification will be automatically excluded from the selection process.

The Tenderer will also be awarded additional points for their current registered Food Hygiene rating.

*Operation of a Mobile Catering Concession
at King George V Playing Field*

A breakdown of all points available is listed below -

AWARD CRITERIA

Income - 300 Points Maximum

<u>Royalty/Income</u>	<u>Assessment Criteria</u>	<u>Evaluation</u>
Annual fixed royalty paid to the Council for the duration of the contract.	300 Points (Maximum)	300 marks available to the Tenderer submission guaranteeing the highest fixed royalty. Each Tender submission thereafter will be scored pro rata based on percentage comparison with the highest submission.

Quality - 300 Points Maximum

<u>Quality</u>	<u>Assessment Criteria</u>	<u>Evaluation</u>
Community Value	100 Points (Maximum)	100 points will be awarded to the submission that can demonstrate an attractive catering unit that in its design is in fitting with the surroundings and environment of Hockley Woods. Each Tender submission thereafter will be scored pro rata based on percentage comparison with the highest submission.
Variety of Concessions	100 Points (Maximum)	100 points will be awarded to the submission that can demonstrate a wide range concession within their menu. This will be evidenced by a working copy of the available menu. Burgers/Hotdogs - 10 Pasties/Pies - 10 Chips - 10 Sandwiches - 10 Ice Cream - 10 Jacket Potatoes & Fillings- 10 Snacks (Crisps, Chocolate etc.) - 10 Soft Drinks/ Tea/Coffee Variety - 10

*Operation of a Mobile Catering Concession
at King George V Playing Field*

		Soups - 10 Cakes/Pastries- 10
Themed Concessions	50 Points (Maximum)	50 additional points will be awarded to the submission that can demonstrate themed menu items that are in fitting with the surrounding and environment of Hockley Woods.
Healthy Food	20 Points (Maximum)	20 points will be awarded to the Tender submission that can demonstrate a variety of healthy alternatives are available as part of their everyday menu. Each Tender submission thereafter will be scored pro rata based on percentage comparison with the highest variety submission.

<u>Certification</u>	<u>Assessment Criteria</u>	<u>Evaluation</u>
Basic Food Hygiene Training	Pass/Fail	Evidence of training in Basic Food Hygiene submitted as part of Tender.
Current Food hygiene Rating	30 Points (Maximum)	5 Star – 30 Points 4 Star – 20 Points 3 Star – 12 Points 2 Star – 6 Points 1 Star – 2 Points

*Operation of a Mobile Catering Concession
at King George V Playing Field*

4. TENDER PROCEDURE

- 4.1 Rochford Town Council will be pleased to receive from you by no later than **noon, Monday 2 March 2026**, a bona fide Tender for the work in accordance with this Tender document and the Tender arrangements as listed above. No Tender will be considered which is received after the stated time and date.
- 4.2 Full Tender documentation comprises of:
 - One electronic copy of the contract Tender specifications, including conditions
 - One Tender return envelope template
- 4.3 Any Clarification questions must be emailed to clerk@rayleightowncouncil.gov.uk no later than Thursday 26th February 2026
- 4.4 The Form of Tender (page 12) and notification clause (page 11) are to be completed and one complete copy of this document is to be returned as part of the Tender submission, together with all requested documentation.
- 4.5 Your application must be sent using the return envelope template provided, which is marked for the attention of the Town Clerk, Rayleigh Town Council, The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD.
- 4.6 No indication of your company should be visible from the outside of the envelope. Applications by fax or e-mail will not be accepted, and no application sent in this way will be considered.
- 4.7 The receipt of the application for the concession does not constitute an acceptance by the Council.
- 4.8 Please do not forward any monies at this stage.

*Operation of a Mobile Catering Concession
at King George V Playing Field*

5. NOTIFICATION CLAUSE

Please read and sign this notification clause and return one copy of this Tender document as part of your Tender application

I have read these Terms and Conditions. I understand them and agree to abide by them and any other conditions as issued by the Council.

Signed:

Date:

Name: (please print)

On behalf of (company name):

Name: (please print)

Address:

Telephone:

Email

*Operation of a Mobile Catering Concession
at King George V Playing Field*

FORM OF TENDER – MOBILE CATERING CONCESSIONS

(Please complete all sections deleting those as appropriate)

Type of catering unit and food sold:
(e.g. hot food , donuts, ice cream etc.)

Photo supplied of unit Yes\No

Please complete the amount to be paid to Council for each Concession for the first year. The Agreement is for 3 years. The price will increase by 5% on each anniversary of the Agreement

Site – King George V Playing Field

Maximum size of unit (In metres)

.....m bym bym high

Support vehicle space required at rear of unit
(In metres)

Amount. £..... per annum

A range of menus/goods together with their suggested selling price enclosed as a separate document Yes/No

Copies of the Hygiene Certificates and Council Registration documents enclosed with the Tender submission Yes/No

A copy of the companies £5m public liability certificate enclosed Yes/No

Two references where similar work has been carried out:

Location.....

Organisation.....

Contact Name.....

Address.....

.....

Postcode

*Operation of a Mobile Catering Concession
at King George V Playing Field*

Telephone.....

Location

Organisation.....

Contact Name.....

Address.....

.....

Postcode

Telephone.....

I undertake to hold our Tender open for acceptance for a period of one month from the date of submission of this Tender.

If successful with this submission I undertake to execute a formal agreement with the Council and pay a 15% non-returnable deposit for the successful site tendered within two weeks of acceptance and pay the remaining 85% amount by 1 August 2026 subject to receiving an official invoice from the Council.

I understand that failure to pay these amounts by the stated times may result in the Council cancelling the agreement and offering the Tender to another company with the Council not being liable for any expenditure, loss, damage or liability sustained or incurred by the Tenderer.

I understand that the Council are not bound to accept the lowest, highest or any Tender it may receive.

Yours faithfully

Signature.....

Print Name.....

Date.....

Outdoor Community Events for King Georges Trust

Location: King George V Playing Field, Rayleigh

Period: Spring / Summer 2026

We have listed below our event offerings for King George Playing Field. They are designed to bring residents together for fun experiences.

The event options provided offer a mix that will draw attention, evoke excitement and bring interest to the park. We have found that they encourage a sense of community togetherness among attendees and residents, while creating memories that live long in the minds of the guests.

The suggestions below serve as examples and include broken down cost estimations. The estimations are realistic and based on our experience, we would not expect the actual costs to exceed those indicated. In all examples we have only income from ticket sales. There is also money to be made on food, drink and other items, depending on the event. We have not included venue costs in the examples as we presume that there would be no cost to yourselves.

We are happy to be flexible and have shown items with an asterisk which we would not necessarily have to provide ourselves, though we can certainly offer it.

We would welcome the opportunity to work with you and bring an event programme to life.

1. Outdoor Cinema in the Park (Evening)

Suitable for families, couples and groups of friends. These are good natured and sociable evening events which can start at any time of day, we'd recommend a Friday or Saturday evening. Around 4 hours long, the event consists of:

- 4 - 5m wide Outdoor LED Screen With High-Quality sound via PA
 - Pre film music while customers enter the event area, chat, buy food, etc 60 mins
 - Pre film singer on stage 45 mins
 - Pre film karaoke 20 mins
 - Audience Interaction throughout
 - Movie

Income Streams: Tickets, Food & Drink Vendors **Est Attendance:** ~300

Security Requirement: 2 SIA licensed guards

First Aid: Professional First Aid Service

Suggested Ticket Price: £17.99 per person +b/fee **Potential Ticket Revenue:** £5397 (4497+vat)

Package Options:

- **Fully Managed** (£4451 + vat): This includes all of the items in the table to the right.
 - The final cost would be equal to **Ticket Revenue** (£4497) - **Our Fee** (£1250) - **the actual disbursement costs + VAT**. Realistic estimations are included in the table. In this example there would be a £56 profit before any revenue generated from Food and Drink vendors.
- **Part-Managed** : Some or all of the items **asterisked** in the table could be taken on by yourselves. The final cost would be as above, less the items that you chose to arrange yourselves.
- **Equipment Service Only** (£1250 + vat – screen, sound, operators)

Event Disbursements	Estimate
Film Licence	1,080
Singer *	300
Marketing Offline *	100
Marketing Online *	800
TEN *	21
First Aid *	200
Security *	200
Staff Wages *	500
Venue	0
Toilets - Use existing park toilets	0
Total	3201
Our Service (includes items below)	
Event Management	
Tech Set up/Operation/Pack down	
Website & Social Media	
Screen & Audio	
Stage	
Event Tech/Equipment	
Generator & Fuel	
Film Media	
Pre Film Music inc Licence	
Karaoke	
Ticket Management via Eventbrite	
Vendor Booking	
Total (Service Fee)	1250
Total (Service + Est Disb)	4451

2. Family Silent Disco

Suitable for families, couples and groups of friends. These are good natured and sociable evening events. Around 4 hours long, the event consists of:

- 2 x Pro DJs with separate spaces and set ups
- 1 x Video DJ with large LED screen
- 3 Channel headphone system which allows the attendees to switch channels to listen to a different DJ / VJ.
- Disco Lights

Many different genres of music appeal to all ages. Karaoke session. Audience interaction and DJ vs DJ Battles.

Income Streams: Tickets, Food & Drink Vendors **Est Attendance:** ~400

Security Requirement: Up to 3 SIA licensed guards

First Aid: Professional First Aid Service

Suggested Ticket Price: £12 per person +b/fee **Potential Ticket Revenue:** £4800 (4000+vat)

Package Options:

- **Fully Managed** (£3821 + vat): This includes all of the items in the table to the right.
 - The final cost would be equal to **Ticket Revenue (£4000) - Our Fee (£1250) - the actual disbursement costs + VAT**. Realistic estimations are included in the table. In this example there would be a £195 profit before any revenue generated from Food and Drink vendors.
- **Part-Managed** : Some or all of the items **asterisked** in the table could be taken on by yourselves. The final cost would be as above, less the items that you chose to arrange yourselves.
- **Equipment Service Only** (£1250 + vat – screen, sound, operators)

Event Disbursements	Estimate
DJs x 2	600
Marketing Offline *	100
Marketing Online *	850
TEN *	21
First Aid *	200
Security *	300
Staff Wages *	500
Venue	0
Toilets - Use existing park toilets	0
Total	2571
Our Service (includes items below)	
Event Management	
Tech Set up/Operation/Pack down	
Website & Social Media	
Screen	
Headphone System	
Event Tech/Equipment	
Generator & Fuel	
Media	
Music inc Licence	
Karaoke	
Ticket Management via Eventbrite	
Vendor Booking	
Total (Service Fee)	1250
Total (Service + Est Disb)	3821

3. Tribute Act Live Performance

Suitable for families, couples and groups of friends. These are good natured and sociable evening events which can start at any time of day, we'd recommend a Friday or Saturday evening. Around 4 hours long, the event consists of:

- 6m Professional stage, sound, and lighting
- Tribute Act such as George Michael, Elton John, Freddie Mercury
- Support Singer before the main act
- Finish with Music or DJ.

Income Streams: Tickets, Food & Drink Vendors **Max Attendance:** ~499

Security Requirement: 3 SIA licensed guards

First Aid: Professional First Aid Service

Suggested Ticket Price: £12 per person +b/fee **Potential Ticket Revenue:** £5988 (4990+vat)

Package Options:

- **Fully Managed** (£4171 + vat): This includes all of the items in the table to the right.
 - The final cost would be equal to **Ticket Revenue** (£4990) - **Our Fee** (£1250) - **the actual disbursement costs + VAT**. Realistic estimations are included in the table. In this example there would be a £983 profit before any revenue generated from Food and Drink vendors.
- **Part-Managed** : Some or all of the items **asterisked** in the table could be taken on by yourselves. The final cost would be as above, less the items that you chose to arrange yourselves.
- **Equipment Service Only** (£1250 + vat – screen, sound, operators)

Event Disbursements	Estimate
Main Act	650
Singer *	300
Marketing Offline *	100
Marketing Online *	850
TEN *	21
First Aid *	200
Security *	300
Staff Wages *	500
Venue	0
Toilets - Use existing park toilets	0
Total	2921
Our Service (includes items below)	
Event Management	
Tech Set up/Operation/Pack down	
Website & Social Media	
Screen & Audio	
Stage	
Event Tech/Equipment	
Generator & Fuel	
Music inc Licence	
Ticket Management via Eventbrite	
Vendor Booking	
Total (Service Fee)	1250
Total (Service + Est Disb)	4171

4. Midweek Kids Cinema (School Holiday, Early Afternoon)

Suitable for families with young children. A simple midweek, low cost or free to enter event. Around 2 - 2.5 hours long, the event consists of:

- 4 - 5m wide Outdoor LED Screen With High-Quality sound via PA
 - Pre film music
 - Kids Movie

Income Streams: Tickets, Food & Drink Vendors **Est Attendance:** Up to 300

Steward or SIA Requirement: 2 (not included)

First Aid: Required (not included)

TEN: Required (not included)

Suggested Ticket Price: Free - £2 + b/fee **Potential Ticket Revenue:** £600

Package Options:

- **Equipment Service Only** £625 + vat (screen, sound, operation)

Cost Examples

Free to Enter - Cost £160 (Film Licence) + £625 = £785 +vat

£2 x 300ppl + b/fee = £600 - Effective cost £240 (Increased Film Licence Fee) + £625 = £265 + vat

The above free event has proved popular in other locations. It requires minimal input from us hence the lower costs. This means a little more involvement from yourselves however we can offer additional services at additional costs. There is also scope for an additional film with just the extra cost of the film licence and no further service costs from us.

Event Disbursements	Estimate
Film Licence	£160+
Venue	0
Toilets - Use existing park toilets	0
Total	160
Our Service (includes items below)	
Tech Set up/Operation/Pack down	
Screen & Audio	
Generator & Fuel	
Film Media	
Pre Film Music inc Licence	
Total (Service Fee)	625
Total (Service + Est Disb)	785

5. Community Quiz & Karaoke Session (Early Evening Event)

Suitable for families and groups of friends. A simple early evening, low cost or free to enter event. Interactive quizzes accessed via attendees mobile phones and karaoke system, both shown on the big screen. Around 2 hours long with a recommended starting time of approx 7pm. This event would greatly benefit from a bar. The event consists of:

- 4 - 5m wide Outdoor LED Screen With High-Quality sound via PA
 - Various on screen quizzes ie. film, music etc (45 mins)
 - Karaoke (1.25 hours)

Income Streams: Tickets, Food & Drink Vendors **Est Attendance:** Up to 200

Steward or SIA Requirement: 2 (not included)

First Aid: Required (not included)

TEN: Required (not included)

Suggested Ticket Price: Free - £2 + b/fee **Potential Ticket Revenue:** £400

Package Options:

- **Equipment Service Only** £695 + vat (screen, sound, operation)

Cost Examples

Free to Enter - Cost £695 = £695 + vat

£2 x 200ppl + b/fee = £400 - Effective cost £695 = £295 + vat

The event requires less input from us hence the lower costs. This means a little more involvement from yourselves however we can offer additional services at additional costs.

Event Disbursements	Estimate
Venue	0
Toilets - Use existing park toilets	0
Total	0
Our Fee (includes items below)	
Tech Set up/Operation/Pack down	
Screen & Audio	
Generator & Fuel	
Music inc Licence	
Total (Service Fee)	695
Total (Service + Est Disb)	695

6. Live Sports or Event Screening (*World Cup Football Match, Wimbledon Final or Last Night of the Proms*)

Suitable for sports fans and more.

The event consists of:

- 4 - 5m wide Outdoor LED Screen With High-Quality sound via PA
 - Pre event music
 - Sports or event build up and main event

Income Streams: Food & Drink Vendors **Est Attendance:** ~300

Steward or SIA Requirement: 4 (not included)

First Aid: Required (not included)

TEN: Required (not included)

Package Options:

- **Equipment Service Only** £995 + vat (screen, sound, operation)

Events shown on terrestrial TV can be screened under a TV Licence, however, no entry charge can be made specifically for watching the programme.

Event Disbursements	Estimate
Venue	0
Toilets - Use existing park toilets	0
Total	0
Our Midweek Fee (includes items below)	
Tech Set up/Operation/Pack down	
Screen & Audio	
Generator & Fuel	
Film Media	
Pre Film Music inc Licence	
Total (Service Fee)	995
Total (Service + Est Disb)	995