

An earlier confidential version of this document (V1), has previously been circulated. The key document is Appendix 4 (page 15).

Aims

To rationalise the numbers and locations of the bins for four reasons:-

1. The more bins needing to be emptied, the higher the cost.
2. Irrationally placed bins encourage littering.
3. Bins next to seats can be very unpleasant - particularly in hot weather, as dog waste is now permitted in these bins.
4. Moving the redundant one next to the gazebo is stage one of increasing potential amenity/ pitch space if/when followed up with removing the redundant concrete strip near the play area (old nets practice) and re-siting the gazebo.

Background

Dating back to when dog waste had to be kept separate, I suspect, HDC empties the six red dog waste bins free of charge, I believe (*John to confirm or otherwise and we do not yet know the frequency of the HDC emptying*)

The current contract for the 12 SPC bins which contain mixed waste including dog faeces is assumed to be in accordance with the tender document (Appendix 1 – pages 3 to 13 of this document). (*John to confirm this*). This means that all twelve of these bins are supposed to be emptied thrice per week in the winter (Monday, Wednesday and Saturday) and four times in the summer (Monday, Wednesday, Friday and Saturday).

The contract comes up for renewal/replacement in March 2020 so needs to be re-tendered around the end of the year, I guess (*John is to confirm that this is diarised*).

Prior to 2016, in addition to the existing bins on the MPF, there was a significant number of open-topped bins with numbers crudely painted on them and placed apparently randomly. They were vulnerable to wind and foxes spreading debris. Far more in number than was needed. They looked awful.

In 2016 there was a rationalisation proposal, See Appendix 3 (page 14 of this document). Most of this was implemented and as a result the MPF is looking better than it has done in many, many years. A lot of ugly clutter has gone with all the open topped bins removed and fewer bins now falling within the contract.

The 2016 proposal was not fully implemented. The two play area bins were not relocated as intended to put one next to each of the two gates. Instead, they remain irrationally placed, with one tending to fill up while the other is hardly used.

The bin next to the top bench adjacent to the basket-ball court was not moved and nor was the one in the orchard. The latter was moved just very recently. The bin next the bench at 10.00am on Saturday 29 June 2019 was already very smelly from many yards away making the bench unusable. This is by no means untypical.

Then on 8th July Rod and I had to move away from the bench we were on at the MPF car park because of the stink from the neighbouring bins, thus showing the need to move those as well. That has produced this V4 with an amended Appendix 4.

This project completes what was intended in 2016, with minor modifications

Proposal

1 To relocate the two bins in the play area so that they are located next to each of the two entrance gates and within the enclosure.

2 This will make redundant the third bin located external to the enclosure, close to the Eastern gate (next to the gazebo) which can therefore be removed and placed in storage for possible future use.

See the appendices 2 and 3 for current and proposed locations.

3 To remove the bin currently next to the top seat adjacent the new basket-ball court and relocate it at top right exit.

4 To remove the two bins near seats at the car park and relocate one near the HDC bin at the emergency access point and the other near the white post which restrains the main entrance gate when open.

4 Over a longer period to explore with HDC whether they can remove the six red bins they currently seemingly empty free of charge and they take over an equivalent number of our mixed waste bins in substitution, also for free. In addition, to get a price (to be kept confidential for negotiating purposes over the new tender) from HDC for them to empty the further five/six SPC bins and/or to empty the High Street bins. We have had a price per bin from them relatively recently which I have seen but cannot remember where. *Gary has not been able to track it down despite his usual excellent sleuthing.*

5 In due course the tender document and resulting contract to be updated to require the contractor to email/text confirming as soon as all bins emptied so that on a random basis a check can then be made/ there is the deterrent effect of a check being made.

Advantages

The bins which need emptying are reduced by one. This is important as the contract is up for renewal by March 2020.

Better placed bins in the play area will encourage better use

The unpleasantness of smelly bins near seating areas is eliminated.

The longer-term projects ensure we get best value and that the contract terms are more easily enforced and the potential for more amenity space/pitch space is enhanced.

Suggested next steps

Working party to immediately seek quotations from three contractors in accordance with the draft specification at appendix 4 (page 15 of this document)

Put quotes before the committee, hopefully to authorise the go-ahead within its budget.

Paul Campbell 5th June 2019

Updated 29 June 2019 and 7 July 2019

Appendix 1 to report of June 2019

STEYNING PARISH COUNCIL

Tender Requirements for :

**Contract One - Road Gutter, Pavement Cleaning and
Town Litter Bin Emptying in Steyning (1st April 2017 – 31st March 2020)
and Contract Two - Memorial Playing Field Litter Bin Emptying (1st April 2017 – 31st March 2020)**

CONDITIONS OF TENDER

- The first tender is to deliver all parts of the Contract for Road Gutter and Pavement Cleaning and Town Litter Bin emptying as described below, including the Schedule of Cleaning in appendix 1 and the maps in appendix 2. A second contract for the emptying of Litter Bins in the Memorial Playing Field in Steyning is also available for tender and contractors should make it clear whether they wish to apply for either contract one or two, or both. The Health and Safety conditions in Appendix 3 apply to both contracts.
- All contractors tendering for Contract One will preferably have at least three years' previous experience in road and pavement cleaning.
- Tender prices must be exclusive of VAT and must be submitted on the Tender Form
- The Contractor is recommended to visit all the areas in the Schedule and shall be deemed to have made all necessary allowances in the Tender Price for access, storage, disposal etc.
- All tenders must be signed by a company owner, dated and returned in a sealed envelope to the address below by either post, courier or hand no later than 12 noon on **Friday 13th January 2017**. Any tenders delivered by hand must be signed as received by the Parish or Deputy Clerk. Tenders that are sent electronically will not be accepted.
- All required documents must be provided at the same time as the tender submission. The Contractor shall submit, with his Tender Form, evidence of public liability insurance cover of £10 million and employer's liability insurance; names and addresses of two references of competence unless having worked previously for Steyning Parish Council; the Company's Health and Safety Policy Statement and their plan to carry out the contract; a risk assessment of the Schedule of Works and a

continuity plan to cover personnel sickness/leave. For Contract One the Contractor shall confirm the type of mechanical street sweeper to be used throughout

- Tender prices shall be open for acceptance for three calendar months from the tender closing date.
- Contractors will be notified in writing of the outcome of their submission by Wednesday 18th January.
- The tender document is issued for and on behalf of Steyning Parish Council, Fletchers Croft, Steyning BN44 3XZ. Any queries concerning the tender process or the contract should be directed to the Parish Clerk, Carol Stephenson, at the above address or on 01903 812042 or by email at spcclerk@btconnect.com

Steyning Parish Council

Contract One - Road Gutter and Pavement Cleaning and Litter Bin Emptying in Steyning

1st April 2017 – 31st March 2020

1. GENERAL

This specification defines the road gutter and pavement sweeping and litter bin emptying to be undertaken on behalf of Steyning Parish Council (SPC), in addition to the general road sweeping carried out by Horsham District Council.

2. MATERIALS AND EQUIPMENT

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to perform the contract at their own cost.

A mechanical sweeper will be used to undertake the pavement and road gutter cleaning on every day except Sundays, a pedestrian Applied 414 being the suggested model. As part of the tender process the Contractor will seek approval from the Council of make/model of mechanical sweeper they will utilise for the work. If the mechanical sweeper is broken down, manual sweeping may be substituted for no longer than three consecutive working days. On Sundays, to prevent noise disturbance to residents, manual litter picking/manual sweeping will be used. The mechanical sweeper shall be supplemented by the use of manual methods whenever necessary to ensure the required standard of cleanliness is achieved.

All equipment shall meet current Health and Safety, Road Traffic and Environmental Health requirements. Noise shall be kept to a minimum, especially when working early in the mornings.

3. SCHEDULE OF AREAS TO BE CLEANED

The schedule of cleaning is attached as appendix 1 and must be read in conjunction with the map attached as appendix 2.

The High Street must be swept every day between 7am and 9am. All other streets must be swept between 7am and 12 noon.

Road and pavement sweeping shall be carried out throughout the year, including all Public Holidays and other additional statutory holidays as and when in force.

4. CLEANING STANDARDS

The following definitions are taken from the 2006 Defra Code of Practice on Litter and Refuse.

Litter includes materials, often associated with smoking, eating and drinking, that are improperly discarded or spilt. While chewing gum is regarded as litter, once it is trodden-in the Code of Practice standards do not apply as special cleansing methods are required.

Detritus includes dirt, mud, soil, grit, gravel, stones, moss, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials. Leaf and blossom falls are to be regarded as detritus once they have substantially lost their structure and become mushy or fragmented. A significant and avoidable source of detritus is uncollected grass cuttings and weed growth from seeds germinating in moist detritus.

Refuse is waste or rubbish, including household and commercial waste and can include fly-tipped waste. Dog faeces are to be treated as if they are refuse.

Grade A means that no litter, refuse (or detritus where applicable), is present in the area.

Grade B standard for litter and refuse: Area predominantly free of litter and refuse apart from some small items (no accumulations)

Grade B standard for detritus: Area predominantly free of detritus except for some light scattering (no accumulations)

The Defra Code says 'It is recognised that a grade A cannot be maintained at all times, and the presence of a few small items of litter and refuse, not yet accumulating, are regarded by the public as acceptable for short periods of time. It is expected that managers of land should, through monitoring and the appropriate use of resources, keep their land clear of litter and refuse so that it does not fall below a grade B and is cleansed to an A on a regular basis.'

The Contractor shall clear all litter, rubbish and detritus from pavements and road gutters, using any necessary tools such as the sweeper hose or a litter picker to work round difficult areas such as around parked vehicles, litter bins, corners, plant containers etc. For the avoidance of doubt pavement includes the footway and any privately owned hard-surfaced frontage area up to the building frontage but excluding any steps and excluding any private frontage area which SPC has confirmed in writing to the contractor that the owner wishes to exclude. The pavement is to include the strip immediately in front of buildings/walls as litter, rubbish and detritus often gathers against building fronts or between cobbles. Cleaning shall be done to a Grade A standard for litter, refuse and detritus, in the expectation that it will not fall below a Grade B when in use by the public.

As required, the Contractor shall apply a suitable weed-killer that they are qualified to use to prevent/counter any weed growth on the pavements or in road gutters. Any graffiti encountered shall be reported to the Clerk but not removed unless separately instructed.

5. LITTER BIN EMPTYING

All litter bins should be emptied according to schedule even if they are only partly full, and any rubbish which has been placed upon or fallen around a full bin should also be removed.

Up to nine litter bins in the High Street from the White Horse to Chez Joel shall be emptied 4 times a week on Mondays, Wednesdays, Fridays and Saturdays. At present there are only 8 bins in place.

All rubbish collected from all bins shall be deposited in the Trade Waste bin located in the Memorial Playing Field. Bin liners to be replaced on each occasion.

6. INCLEMENT WEATHER

If street cleaning cannot be carried out due to inclement weather (laying snow or ice) the Contractor shall report to the Clerk or Deputy Clerk by telephone and inform them accordingly on a daily basis. The Contractor will be expected to reduce their monthly invoice by the pro-rata amount for street cleaning work not carried out.

7. CONTRACT PERIOD

The contract shall run from 1st April 2017 to 31st March 2020.

8. PERFORMANCE MONITORING

The standard of work will be regularly monitored by the Parish Council to ensure the contract specification is adhered to. The Parish Council reserve the right to request an area to be re-cleaned if work is deemed not to have been undertaken to the required standard, or at the council's sole option to make deduction from the invoice sum in respect of such work.

The Contractor will inform the Clerk or Deputy Clerk on the first day of any breakdown of the street sweeping machine and also when it is available for use again. It is also the responsibility of the Contractor to inform the Clerk or Deputy Clerk if for any reason they have not been able to fulfil any part of the specification.

9. COMMUNICATION

The Contractor shall only accept instruction concerning the contract from the Parish Clerk or the Deputy Clerk. In the absence of either Clerk the responsibility will be delegated to the Chair, or Vice-Chair of the Parish Council.

10. TERMS OF PAYMENT

The Contractor shall submit monthly invoices to include any additional chargeable works at the agreed hourly rate that have been authorised by the Clerk or Deputy Clerk. The Parish Council reserves the right to withhold payment to the contractor in the event of any dispute concerning service delivery.

The terms of payment shall be 30 days from receipt of invoice.

The price quoted on the Tender Form of the Contractor shall be fixed for the first 12 months. Thereafter further years of the contract term shall be subject to increase in line with the Consumer Price Index (CPI).

11. TERMINATION OF CONTRACT

The contract shall be subject to termination by either side, giving 3 months' notice in writing, after the first 3 month period has expired. Neither party shall be required to give a reason for such termination and no liabilities nor damages shall apply.

12. TRANSPARENCY

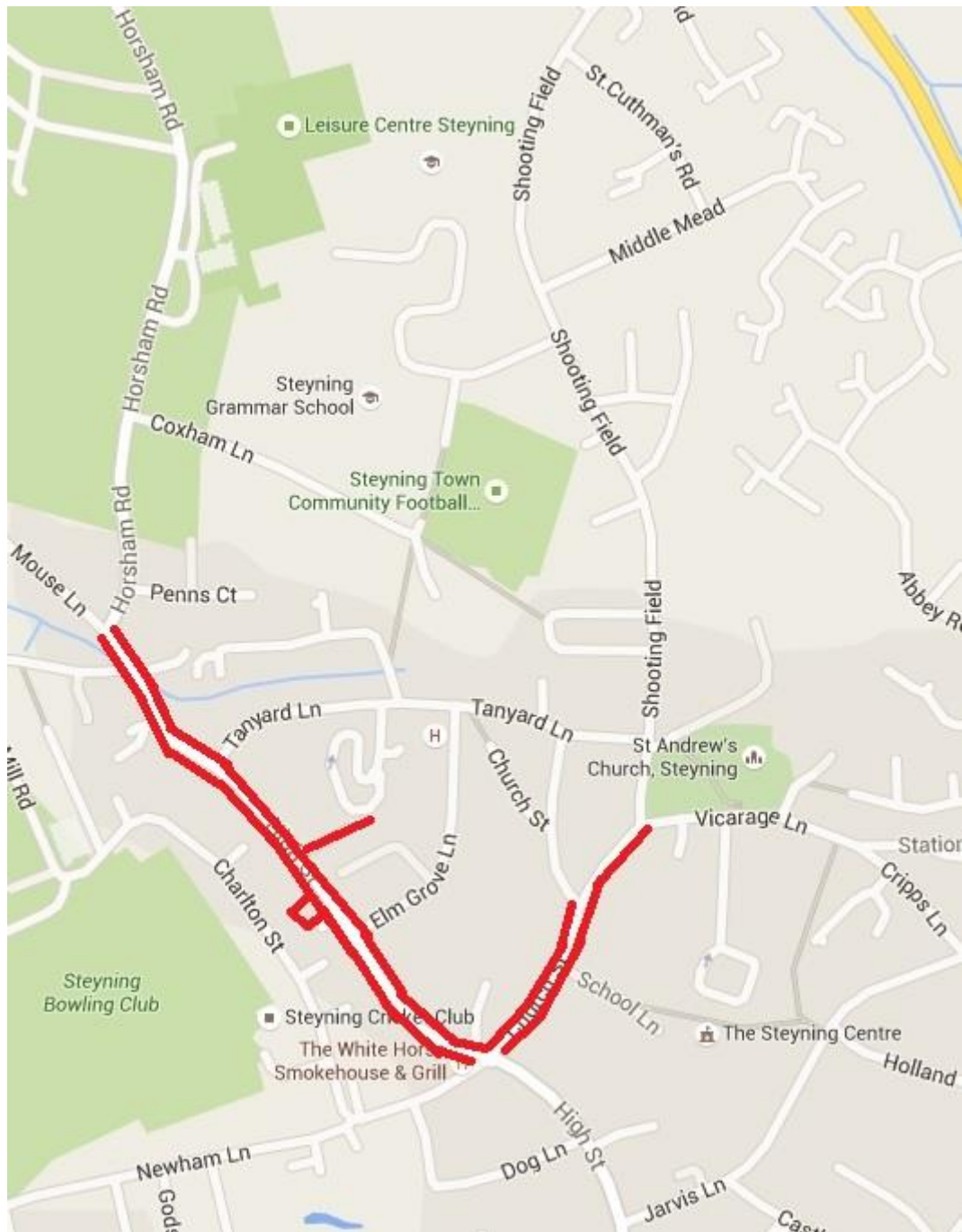
In accordance with the Local Government Transparency Code and SPC's Publication Scheme, data concerning this contract may at SPC's absolute discretion be uploaded to its website or otherwise published or brought into the public domain.

Appendix 1 SCHEDULE OF AREAS INCLUDED CONTRACT ONE FOR ROAD AND PAVEMENT CLEANING AND TOWN LITTER BIN EMPTYING CONTRACT 1ST APRIL 2017- 31ST MARCH 2020

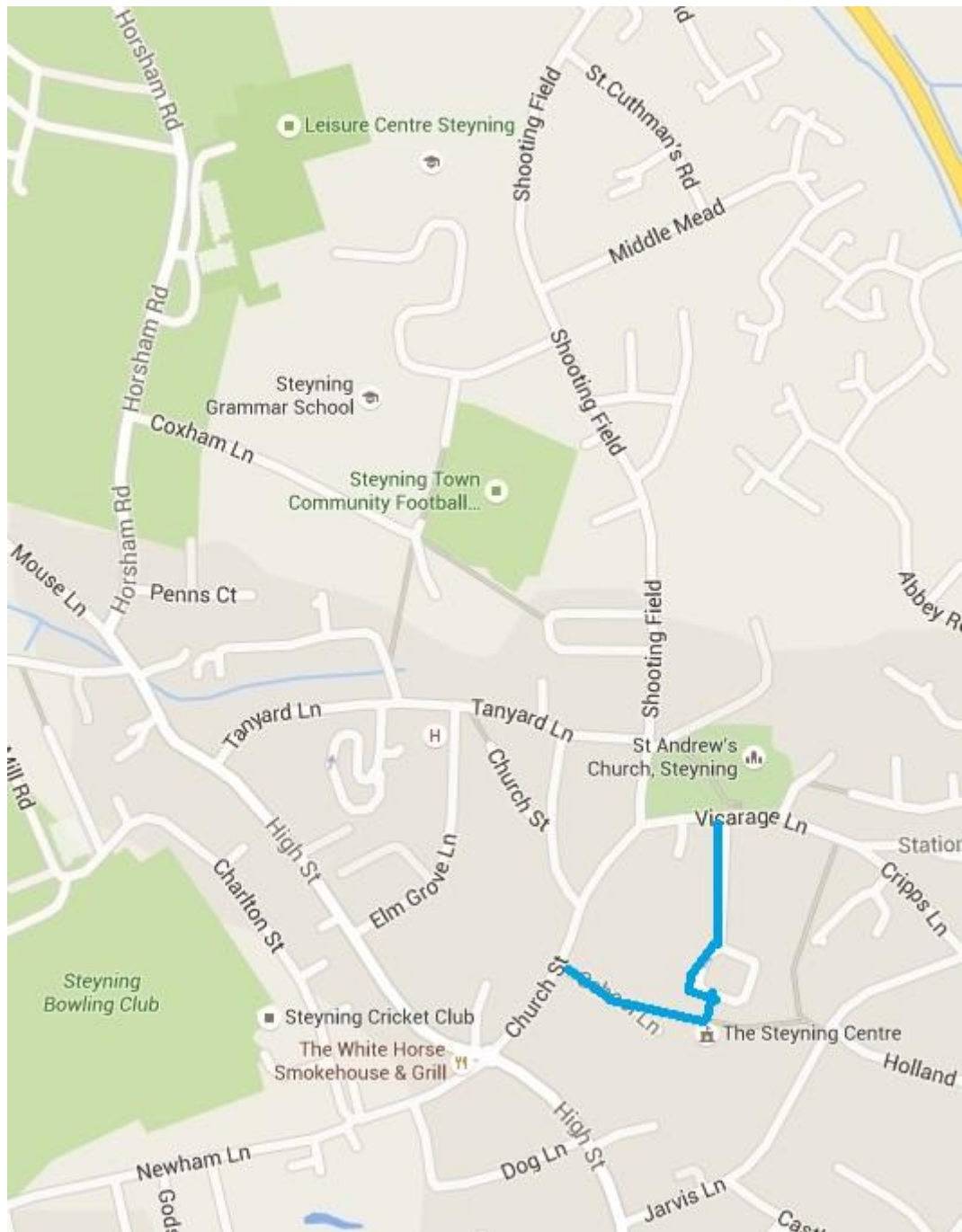
A. Schedule of areas to be cleaned	Cleans/week	Days of work
1. Both sides of High Street from Church Street to Mouse Lane, including inside the bus shelter	7	Every day (manual on Sundays)
2. Both sides of lower High Street from Church Street to the entrance of College Hill	1	Wednesdays
3. Both sides of Church Street from High Street to Church Lane	7	Every day (manual on Sundays)
4. Twitten from High Street to Newmans Gardens car park	7	Every day (manual on Sundays)
5. Footpath from Church Street to Steyning Centre and access road to Fletchers Croft car park	5	Weekdays
6. Elm Grove Lane, right side of Breach Close, along twitten to Steyning Grammar School, right into Shooting Field, and up Church Lane pavement to St Andrews	1	Saturdays
7. Fletchers Croft Play area	1	Saturdays
B. Litter Bin Emptying	Empties/week	Day of work
Up to nine litter bins in Steyning High Street from Chez Joel to White Horse	4	Monday, Wednesday, Friday and Saturday

Appendix 2 – MAPS

2.1 Seven day a week cleaning areas

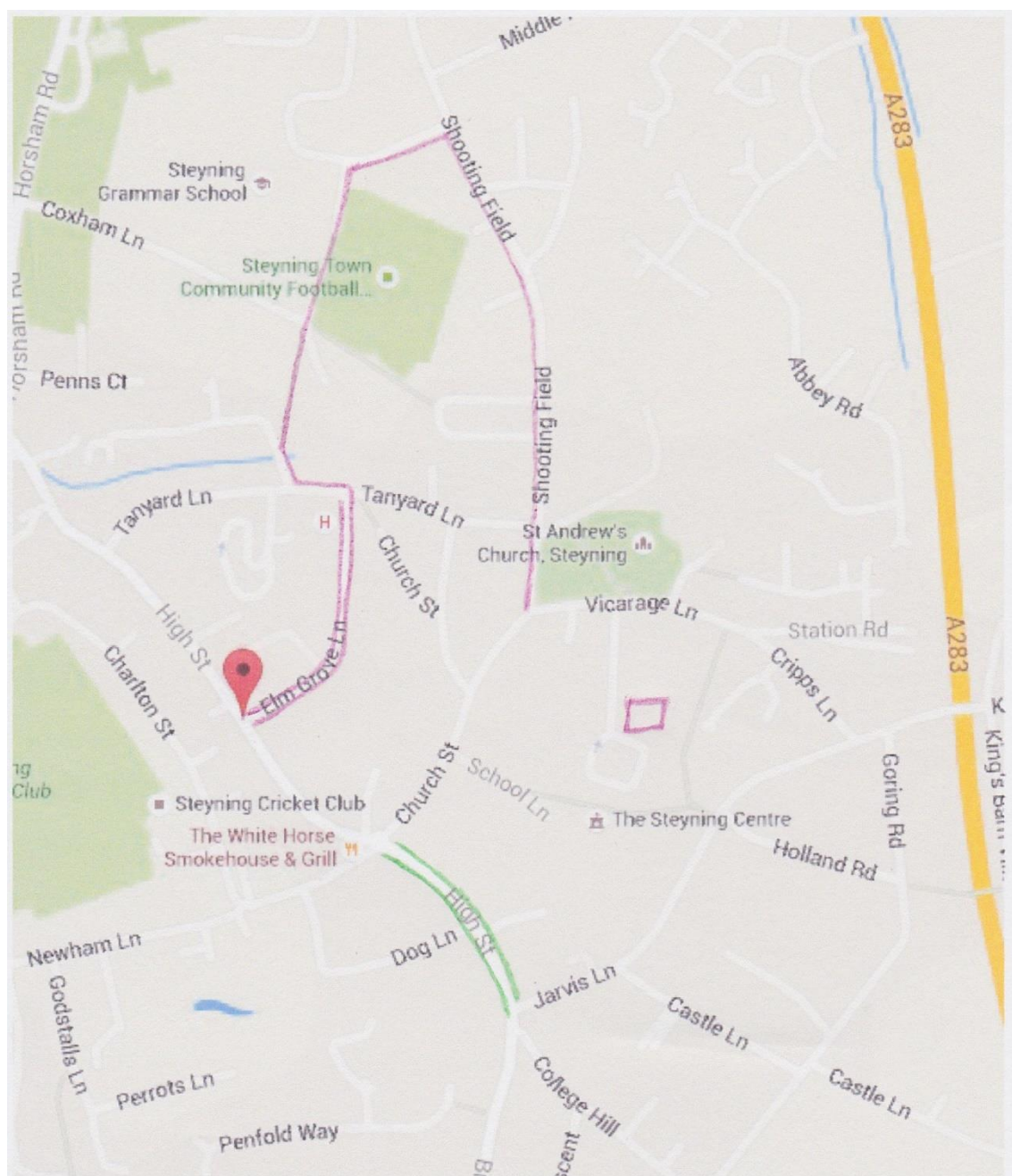


2.2 Five days a week cleaning areas



2.3 One day a week cleaning areas

Green = Wednesdays Purple = Saturdays



Steyning Parish Council

Contract Two – Steyning Memorial Playing Field Litter Bin Emptying (1st April 2017 – 31st March 2020)

1. GENERAL

This specification defines the litter bin emptying to be undertaken on behalf of Steyning Parish Council (SPC), in the Memorial Playing Field in Steyning.

2. MATERIALS AND EQUIPMENT

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to perform the contract at their own cost.

All equipment shall meet current Health and Safety, Road Traffic and Environmental Health requirements.

3. SCHEDULE OF BINS TO BE EMPTIED

All 12 litter bins on the Memorial Playing Field and the Remembrance Garden shall be emptied 3 times a week in Winter (if possible on Mondays, Wednesdays and Saturdays but with flexibility on days in bad weather) and 4 times per week in summer (Mondays, Wednesdays, Fridays and Saturdays).

Winter is defined as when the clocks are on Greenwich Mean Time and summer is defined as when the clocks are on British Summer Time. If the surface of the Memorial Playing Field is water-logged and cannot be driven upon without damage being caused to the surface, then the bins should be emptied using a wheelbarrow or similar.

All rubbish collected from all bins shall be deposited in the Trade Waste bin located in the Memorial Playing Field. Bin liners to be replaced on each occasion.

All litter bins should be emptied according to schedule even if they are only partly full, and any rubbish which has been placed upon or fallen around a full bin should also be removed.

4. CONTRACT PERIOD

The contract shall run from 1st April 2017 to 31st March 2020.

5. PERFORMANCE MONITORING

The standard of work will be regularly monitored by the Parish Council to ensure the contract specification is adhered to. The Parish Council reserve the right to request bins to be revisited if work is deemed not to have been undertaken to the required standard, or at the council's sole option to make deduction from the invoice sum in respect of such work.

It is the responsibility of the Contractor to inform the Clerk or Deputy Clerk if for any reason they have not been able to fulfil any part of the specification.

6. COMMUNICATION

The Contractor shall only accept instruction concerning the contract from the Parish Clerk or the Deputy Clerk. In the absence of either Clerk the responsibility will be delegated to the Chair, or Vice-Chair of the Parish Council.

7. TERMS OF PAYMENT

The Contractor shall submit monthly invoices to include any additional chargeable works at the agreed hourly rate that have been authorised by the Clerk or Deputy Clerk.

The terms of payment shall be 30 days from receipt of invoice. The Parish Council reserves the right to withhold payment to the contractor in the event of any dispute concerning service delivery.

The price quoted on the Tender Form of the Contractor shall be fixed for the first 12 months. Thereafter further years of the contract term shall be subject to increase in line with the Consumer Price Index (CPI).

8. TERMINATION OF CONTRACT

The contract shall be subject to termination by either side, giving 3 months' notice in writing, after the first 3 month period has expired. Neither party shall be required to give a reason for such termination and no liabilities nor damages shall apply.

9. TRANSPARENCY

In accordance with the Local Government Transparency Code and SPC's Publication Scheme, data concerning this contract may at SPC's absolute discretion be uploaded to its website or otherwise published or brought into the public domain.

Appendix 3 – Health and Safety Conditions

The following Health and Safety conditions shall apply:

1. The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this contract, is adhered to.
2. It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.
3. It is the Contractor's responsibility to ensure that when working on site and where necessary that proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times.
4. Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to Steyning Parish Council as soon as possible after any event in writing. The Contractor must ensure that machinery is not left lying around during employee rest periods and such machinery must be returned to the Contractor's vehicle.
5. The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both Employer's and Public Liability and that the Certificates

of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate. A copy of the current Certificate is to be supplied with the quotation.

6. Where any substances to be used are covered under COSHH Regulations then a copy of the COSHH Assessment must be produced and provided to the Council.
7. A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.
8. The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.
9. All equipment must be fitted with appropriate safety features and be in excellent working order. Maintenance records should be kept and confirmation is required that these records are available on request.
10. Where equipment is to be refuelled, this must be carried out on an area of hard-standing and not on grass and in line with 3 and 7 above.

Appendix 3 to report of June 2019

PROPOSED ARRANGEMENT OF BINS 2016

12 X SPC Closed Top Bins, 1 x SPC Pizza Box Bin, 4 x HDC Dog Bins (5 x SPC Open Topped Bins stored behind Clubhouse)

2 x closed tops and one dog near each of the three busiest entrance/exits, 2 bins (either 1 x closed top and 1 x dog or 2 x closed) at each of the three less busy entrances/exits all sited for ease of access by contractor in muddy conditions and also much less visually intrusive than now. 1 x closed top by each entrance to play area. All bins sited away from benches as unpleasant to sit near a bin. Open topped stored for use if experience shows any inadequacies. Responsible users will carry rubbish to nearest exit, irresponsible will leave on the ground just as they do now regardless of proximity of a bin.



Appendix 4 to report of June 2019 Draft Specification for quotes.

1 Please provide a quote for the following work concerning the removal of six bins at the MPF and re-fixing of five of them.

2 Please state anticipated lead time for work to commence once an order has been placed.

At the Memorial Playing Field Steyning

A Uplift 6 x bins

In each case, make good the ground with topsoil to a minimum depth of 150mm and re-turf.

1 Uplift the two waste bins located within the fenced play area.

2 Uplift the waste bin adjacent the gazebo

3 Uplift the waste bin adjacent the basket-ball court.

4 Uplift the two waste bins at the perimeter of the car park

B Re-fix 5 x bins

Precise location to be marked out by SPC representative before work commences

1 Re-fix the two play area bins; one adjacent to each of the entrance gates and within the enclosure.

2 Re-fix the bin adjacent the basket-ball court to adjacent the top gate leading to Mill Road./allotments track (doubling up with the bin already at that location)

3 Re-fix the two car park bins; one adjacent the HDC bin at the emergency access point and the other near the main entrance gate to the car park

General Conditions

Any vehicle to approach the site at no more than 5mph and to use hazard warning lights. The route to follow the perimeter of the MPF as closely as practicable. Ground conditions to be taken into account and any damage to the surface of the MPF to be made good by the contractor.

Provision to be made by the contractor to exclude the public from the work sites for the duration of the works

All plant, tools, additional fixings if any, turf and topsoil and additional materials if any, power and water, and rest and comfort facilities for workers to be provided by the contractor.

The turf to be kept watered by the contractor for the first four weeks after laying and if it fails to survive those four weeks to be replaced by the contractor and watered/replaced thereafter for minimum periods of four weeks until such time as the turf has successfully thrived for a minimum period of four weeks.

All debris and waste materials to be removed from site.