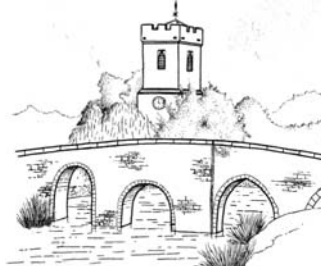


**BIDFORD ON AVON PARISH COUNCIL**  
**In the County of Warwickshire**



**SPECIFICATION FOR GATE-KEEPING DUTIES AND  
MAINTENANCE OF THE BIG MEADOW/MONIE MEADOW,  
BIDFORD-ON-AVON**

Bidford-on-Avon Parish Council is inviting quotes for the Gate-Keeping Duties and Maintenance of the recreational open space known as The Big Meadow and Monie Meadow, based on the following duties:

- The season runs from 1<sup>st</sup> April to 30<sup>th</sup> September each year. However, in the event of good weather conditions continuing in October, and subject to agreement between the parties, the season can extend until the end of BST.
- The gates to be opened every day at 8.00 am and locked at 6.00 pm
- The gates to be manned every day from 10.00 am to 4.30 pm.
- The Gatekeeper is to collect the £2.50 charge for every car entering and parking in the Big Meadow, and issue the driver with a ticket for display in the car.

Residents of the Parish are exempt from this charge, **but only** on presentation of a Free Car Park Ticket available from the Parish Council Office. Residents with no Free Car Park Tickets are to pay the £2.50 charge and advised that this will be reimbursed at the Parish Council Office on proof of residence. Application Forms for Free Car Park Tickets are available at the Parish Council Office in Bramley Way and online

- The Gatekeeper should make regular inspection of the cars on the Big Meadow to ensure they are all displaying a valid ticket.  
The Gatekeeper should make a note of those cars that are not displaying a valid ticket and make efforts to ensure payment is received.
- Under exceptional circumstances, such as extremely bad or dangerous weather conditions, or due to Police advice, and subject to approval by the Parish Council/Clerk, the gates to remain locked to ensure no cars enter the Big Meadow and an appropriate sign to be displayed.. This to be recorded on the daily takings forms which are supplied by the Parish Council
- The Gatekeeper to keep accurate daily records of the tickets sold on the forms provided by the Parish Council. On days when there are no takings, this to be recorded.  
Completed forms to be given to the Parish Council at the end of each week
- The Gatekeeper to make regular deposits of the takings into the Parish Council's current bank account at Lloyds TSB plc. The Clerk will supply appropriate paying in book. Copy of the bank deposit slip to be given to the Parish Council
- The Gatekeeper to carry out regular inspection of the Big Meadow to ensure:
  - Visitors are behaving in a proper manner
  - No litter on the ground
  - No dog fouling
  - No improper driving on the grass
  - Play areas are being used for their proper purpose
- The Gatekeeper to ensure the "gate" of the new fence is secure to prevent cars driving on to the grass to use the area as a race track. The "gate" to remain open on weekends and during the summer holidays when more visitors are expected.
- The Gatekeeper is to regularly empty all the rubbish bins on the Big Meadow and arrange for the rubbish skip to be emptied, as necessary, throughout the season
- The Gatekeeper to regularly empty all the dog bins on the Big Meadow throughout the season.
- The Gatekeeper to litter-pick the Big Meadow regularly to ensure it is kept looking clean and tidy at all times.

- During the closed season – 1<sup>st</sup> October to 31<sup>st</sup> March, the Gatekeeper to:
  - Empty all rubbish bins regularly
  - Empty dog bins regularly
  - Arrange for the rubbish skip to be emptied as necessary
  - Ensure the Big Meadow is clean and tidy at all times
  
- The Gatekeeper to liaise regularly with the Clerk to ensure the Parish Council is kept up to date of all matters concerning the Big Meadow.
  
- The Parish Council will supply the Gatekeeper with the following to enable him/her to carry out his/her duties:
  - Use of the Gatekeeper's hut at the entrance to the Big Meadow
  - Tickets
  - Rubbish bags
  - Dog waste bags
  - Plastic money bags
  - Cloth money bags
  
- The duration of this contract is for 3 years: 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2021

