



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Briefing Note

Cleaning Contract

For Finance, Governance & Estates Committee 18th June 2026

Background

The current arrangements for the cleaning of the Village Centre and Court Bushes Community Hub were put in place in 2019 following a tendering exercise. The cleaning and caretaking arrangements for the public conveniences on Trinity Road and Pitt Lane were reviewed more recently by the Committee, following the withdrawal of the previous contractor in June 2024. On 15 August 2024 (Minute F24/25.039: Review of Toilet Cleaning and Caretaking Arrangements) it was: RESOLVED: That the Committee noted the success of the temporary arrangements for cleaning the public toilets and AGREED that these arrangements continue for the foreseeable future.

It is now time to re-test the market for cleaning services for the Village Centre, Court Bushes Community Hub and public conveniences. Each site will be quoted for separately so that the Village Centre Trustees can make a decision at their own meeting on 23 July 2026. The Parish Council will make decisions about Court Bushes and the public conveniences. The plan is to have 8 hours a week cleaning at the Village Centre (four hours per visit, twice a week), 4 hours at Court Bushes (two hours per visit, twice a week) and 6 hours at the two sets of public toilets (two hours per visit, three times a week).

Option One

Option one is to continue using a contractor. A draft specification and timetable for seeking quotes for cleaning services is set out in Annex A for consideration by the Committee. The proposed period of the contract will be 1 September 2026 to 31 March 2032 (five years and 7 months). The cleaning specification will be sent to a minimum of five local contractors on 23 June 2026 with a deadline for a return of their quotes by 15 July 2026 (three weeks). Due to the likely value of the quotes, the results of the exercise will be presented to Council on 23 July 2026 and the Trustees the same evening.

The costs in 2025/6 and current budgets for 2026/7 for the individual sites are as follows:

Site	2025/6 Costs	Budget 2026/7	Comments
Court Bushes Community Hub	£6,280	£7,000	Kiddie Capers provide their own cleaning for the Nursery area and Club Lounge.
Village Centre	£13,011	£13,000	Separate Charity budget.
Public Conveniences	£4,566	£6,300	Pitt Lane toilets were closed for much of the Winter period due to vandalism.

Option Two

An alternative option is to investigate employing a cleaner for approx. 21 hours a week and providing the service in-house. Unless this is split into a job share situation, then there would be issues with holiday cover or sickness absence. The costs associated with a 21 hour/week employee in 2026/7, on a pro rata salary of £17,043 (Scale Point 12) plus National Insurance contributions of £1,807 p.a. and Pension contributions of £2,557 p.a. this would be a total cost of £21,407 per annum. There would also be time spent on a recruitment process and the

on-going management of the employee. Purchase of cleaning products and equipment would also need to be considered. The Village Centre would be re-charged for its 8 hours per week portion as part of the management fee re-charge each year.

Summary

It is recommended that the Committee considers the following options and agrees to recommend them to Council for approval:

- i. the draft specification and timetable for seeking quotes for cleaning services for the Village Centre, Court Bushes Community Hub and public conveniences as set out in Annex A, as option one.
- ii. the second option to plan to employ a cleaner(s) directly.

If the Committee is mindful of exploring option two, it is recommended that the Parish Council still seeks quotes from contractors as a useful comparison exercise.

RECOMMENDATION: The Committee is asked to consider the options for the provision of cleaning services for the Village Centre, Court Bushes Community Hub and public conveniences, and make a recommendation to Council.



DRAFT

Cleaning Contract



Specification

1st September 2026 – 31st March 2032



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Locations

The cleaning contract will cover four locations:

- Village Centre, Trinity Road, Hurstpierpoint, West Sussex. BN6 9UY.
- Court Bushes Community Hub, Willow Way, Hurstpierpoint, West Sussex. BN9 9TH.
- Trinity Road Public Toilets, Trinity Road, Hurstpierpoint, West Sussex. BN6 9UY.
- Pitt Lane Public Toilets, Pitt Lane, Hurstpierpoint, West Sussex. BN6 9QA.

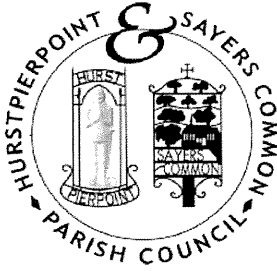
Please see below the areas to clean within each site and the cleaning requirements.

Village Centre



Areas to be cleaned within the Village Centre:

1. Main Foyer
2. Main Hall Foyer
3. Main Hall Kitchen
4. Main Hall Main Hall Toilets
 - a. Gents
 - b. Disabled
 - c. Ladies
5. Main Hall
6. Conference Room
7. Club Suite
8. Club Suite Kitchen
9. Club Suite Foyer
10. Club Suite
 - a. Gents/Disabled
 - b. Ladies



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Requirements

To attend the Village Centre twice a week, for 3 to 4 hours a visit, no more than 8 hours a week.

Every Visit

- Sweep all hard floors
- Mop the hard floors in the Kitchens, Toilets and Club Suite (once per week).
- Hoover carpeted areas
- Empty bins and put 5 spare liners in the bottom of the bin
- Top up hand soap
- Top up hand towels
- Top up toilet tissue
- Replace washing up liquid where required
- Wipe down kitchen work surfaces and units
- Clean toilets, Urinals and Sinks
- Tidy tables/chairs and wipe surfaces
- Tidy information point outside Parish Office
- V mop the Main Hall floor

Time Permitting

- Clean internal glass
- Wipe down skirtings/wall
- Wipe out fridge and Microwave internals
- Wipe all door handles and push plates.
- Dust all surfaces

Annually

- Cobweb removal in general areas.
- Once a year clean the Main Kitchen Oven.
- To scrub the Club Suite Floor once a year during summer holidays using the Parish Councils Scrubbing machine on site.

Sundries and cleaning products

The contractor is to provide an itemised quote for Sundries and cleaning products required to the Hurstpierpoint Village Centre for approval.



- Toilet Paper
- Liquid soap
- Dish Soap
- Hand towels
- Hand soap dispensers for Club Suite.
- Anti-bacterial surface spray
- Kitchen Surface cleaner

The floor plan of the Church of the Holy Spirit includes the following rooms and areas:

- 1. Main Foyer
- 2. Main Hall Foyer
- 3. Main Kitchen
- 4. Ladies Toilet
- 4a. Gents Toilet
- 5. Main Hall
- 6. Conference Room
- 7. Club Suite
- 8. Club Suite Kitchen
- 9. Club Suite Foyer
- 10. Ladies Toilet
- 10a. Gents Toilet
- 11. Storage Room
- 12. Store Room
- 13. Staff Room
- 14. Nursery Store
- 15. Club Suite Store
- 16. Locket Room
- 17. Gym Store
- 18. Conference Room
- 19. Main Office
- 20. Ladies Toilet
- 21. Gents Toilet
- 22. Church Store
- 23. Church Office



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Court Bushes



Areas to be cleaned within Court Bushes Community Hub:

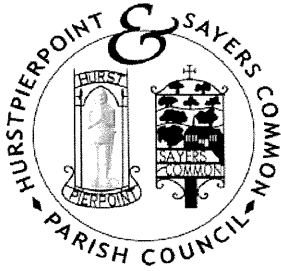
1. Main Foyer
2. Function Room
3. Function Room Kitchen
4. Gent's toilet
5. Disabled Toilet
6. Ladies Toilet

Requirements

To attend Court Bushes Community Hub twice a week, for 2 hours a visit, no more than 4 hours a week.

Every Visit

- Sweep all hard floors (Kitchen, Toilets and Dance floor)
- Mop all hard floors (Kitchen and Toilets)
- Hoover carpeted areas
- Empty bins and put 5 spare liners in the bottom of the bin
- Top up hand soap
- Top up hand towels



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- Top up toilet tissue
- Replace washing up liquid where required
- Wipe down kitchen work surfaces and units
- Clean toilets, Urinals and Sinks
- Tidy tables/chairs and wipe surfaces

Time Permitting

- Clean internal glass
- Wipe down skirtings/wall
- Wipe out fridge and Microwave internals
- Dusting all surfaces

Annually

- Cobweb removing in general areas.
- Periodically wipe all door handles and push plates.
- Once a year clean the Main Kitchen Oven.

Sundries and cleaning products

The contractor is to provide an itemised quote for Sundries and cleaning products required to the Parish Council for approval.

Sundries required

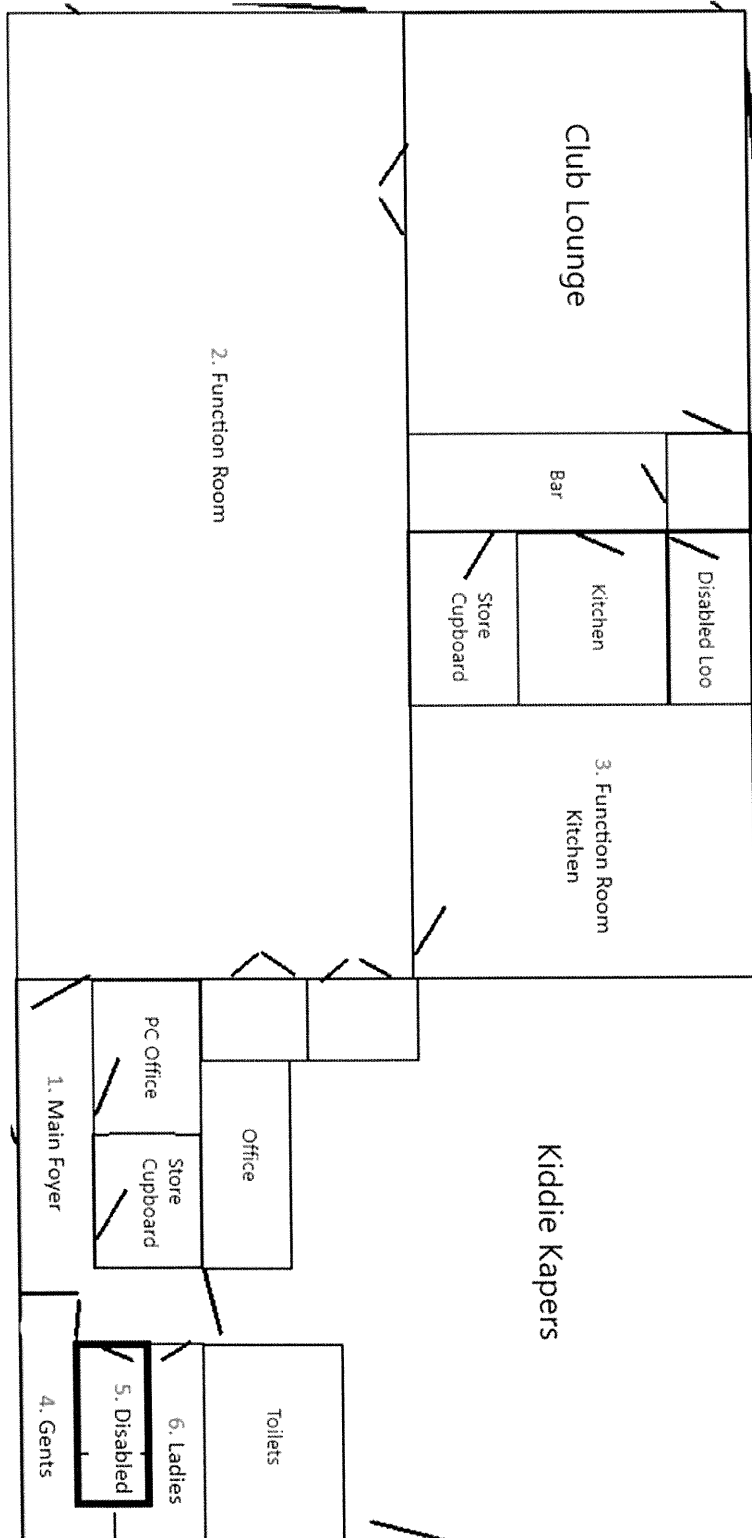
- Toilet Paper
- Liquid soap
- Dish Soap
- Hand towels
- Hand soap dispensers for Club Suite.
- Anti-bacterial surface spray
- Kitchen Surface cleaner

*All Sundries are stored within the Foyer Office.



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Trinity Road Public Toilets



1. Gents Toilets (water supply available)
2. Ladies Toilets
3. Disabled Toilets
4. Storage Cupboard – can be used to store sundries for the public toilets.

Requirements

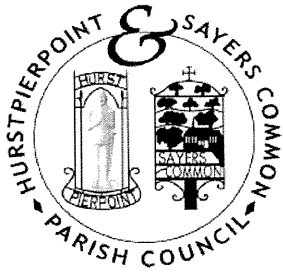
To visit Trinity Road Public Toilets 3 times a week on Mondays, Wednesdays and Fridays for a max of 1 hour a Visit.

Every Visit

- Sweep all floors and remove all rubbish
- Mop all hard floors (Water supply in Gents)
- Top up hand soap
- Top up toilet tissue
- Clean toilets, handwash units and Baby changing tables
- Clean walls if required and clean walls every 3 months including cobwebs.

Sundries and cleaning products

The contractor is to provide an itemised quote for Sundries and cleaning products required to the Parish Council for approval.



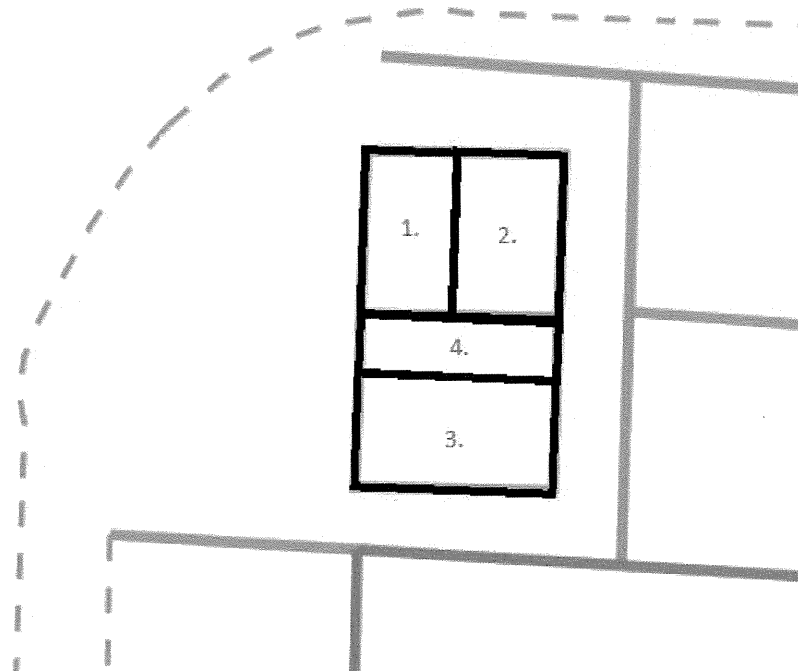
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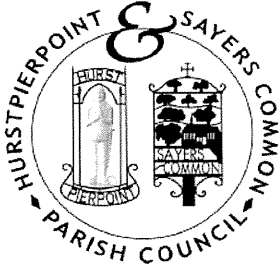
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Sundries Required

- Toilet Paper
- Liquid soap x 3

*All Sundries are stored in the Cupboard at the rear of the Trinity Road Public Conveniences.





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Pitt Lane Public Toilets

1. Gents Toilets
2. Ladies/Disabled Toilets

Requirements

To visit Trinity Road Public Toilets 3 times a week on Mondays, Wednesdays and Fridays for a max of 1 hour a Visit.

Every Visit

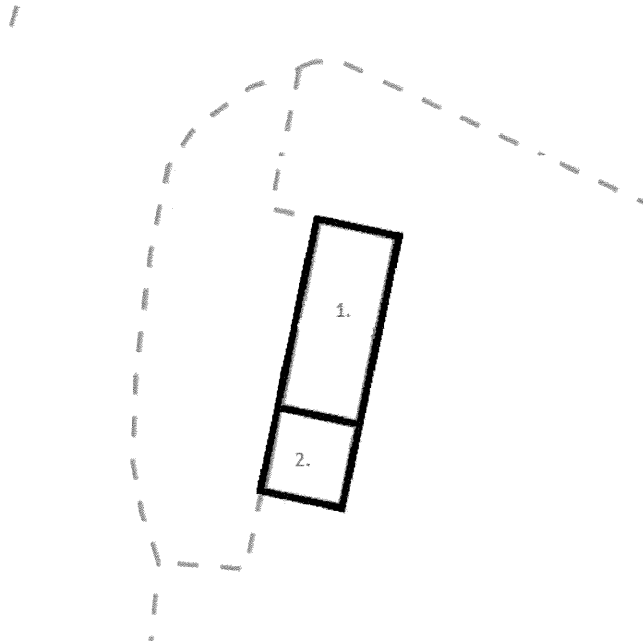
- Sweep all floors and remove all rubbish
- Mop all hard floors
- Top up hand soap
- Top up toilet tissue
- Clean toilets, Urinals and Sinks

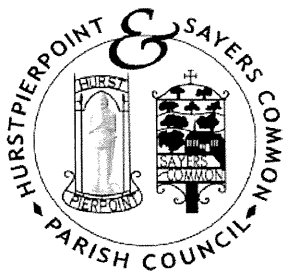
Sundries and cleaning products

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Sundries required

- Toilet Paper
- Liquid soap





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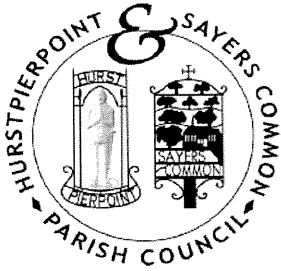
Conditions of Cleaning Specification Agreement

- 1) The Agreement will commence on 1 September 2026 and end on 31 March 2032 (5 years and 7 months).

Timetable

Invitations to Specification sent out	23 rd June 2026
Quotation Returned	15 th July 2026
Evaluation and Clarification of Quotations	16 th July 2026
Quotations presented to Council for Approval	23 rd July 2026
Start of contract	1 st September 2026

- 2) At the commencement of the agreement, the contractor is to provide available dates and times within the scope of the schedule for the Parish Council to block out the hiring calendar to allow the contractor to conduct cleaning within the Village Centre and Court Bushes. Once agreed the cleaner must attend at these times. The Public toilets are accessible at all times, however the contractor is to attend as specified on Mondays, Wednesdays and Fridays.
- 3) The Parish Council may from time to time request the Contractor to carry out additional tasks. Each task will be notified to the contractor and the price agreed and approved by the Parish Council before any work is carried out.
- 4) The Contractor shall perform the agreement requirements with reasonable skill and care, in a safe and efficient manner, in accordance with all applicable laws and regulations.
- 5) The Contractor shall report any incidents during the course of their works, which might be considered as causing harm or damage to a third party or Parish Council property, to the Parish Council.
- 6) The Contractor will absorb costs incurred by them in relation to the use of a vehicle, tools, fuel, protective equipment, insurance, and other overheads.
- 7) The Contractor is to remove waste materials and placed in the Parish Councils bins, which will be indicated at the start of the contract.
- 8) This document forms an agreement for services and works by an independent contractor and is not an agreement of employment.
- 9) The Contractor shall not, without the consent in writing of the Parish Council, assign or transfer the agreement, or any part, share or interest therein.
- 10) No work is to be executed on Saturdays, Sundays, or on public holidays, without the previous written approval of the Parish Council.



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- 11) The Contractor shall plan their work so as to cause minimum interference with the normal use of the premises at the site.

12) Health and Safety

The Contractor shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations, and codes of practice relating to health and safety, which may apply in the performance of the agreement. In particular, the Contractor should be Chapter 8 trained and observe the requirements thereof. Without limiting the general obligation set out above, the Contractor shall:

- a. Safeguard the passage of pedestrians and vehicles and shall use signs and cones where necessary for their guidance and protection; not impede the passage of persons or vehicles except to the extent that is necessary to do so in performing the agreement requirements and shall not at any time cause complete obstruction resulting in closure of the highway to persons or vehicles.
- b. Safeguard themselves and any employees, engaged for the execution of the agreement requirements and shall use signs and cones when necessary.
- c. Wear and provide protective personal equipment for the agreement requirements being performed.
- d. To undertake and provide a general risk assessment, covering all tasks, and to provide additional risk assessments on any tasks outside the scope of the general risk assessments.
- e. To supply the Parish Council relevant documentation and information, such as copies of method statements, Health and Safety policies and permit to work procedures.
- f. To ensure that the contractor's employees are provided with information, training, and instruction, and provide the Parish Council with training certificates when requested.

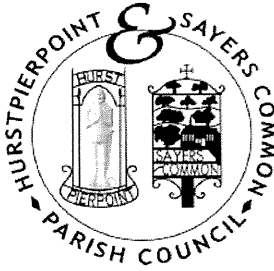
13) Public and Employer Liability

The Contractor shall indemnify the Parish Council against all claims and proceedings in respect of injury to persons and property arising out of the execution of works on behalf of the Council.

The Contractor shall maintain insurance cover for public liability in the sum of £5 million and provide the Parish Council with proof of such insurance prior to acceptance of the agreement and annually thereafter. The Contractor is to ensure that they have adequate insurance cover for employer's liability and provide the Parish Council with proof of such insurance prior to acceptance of the agreement and annually thereafter.

14) Disputes

The Contractor shall inform the Parish Council as soon as possible, if for any reason the scheduled agreement requirements cannot be completed. The Contractor shall inform the Parish Council of any complaints about the Contractor or their services from whatever source. Where the Parish Council deems that the agreement requirements performed by the Contractor, have not been performed to a satisfactory standard, the Parish Council will give the



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Contractor an opportunity to rectify the unsatisfactory works and the Contractor shall undertake works to do so at no extra cost to the Parish Council within a reasonable and agreed time frame. The Contractor and the Parish Council shall use their best efforts to negotiate in good faith and settle any dispute that may arise out of or related to this agreement.

15) Payment

At the end of each month, the Contractor shall invoice the Parish Council for the hours worked clearly stating any VAT applicable.

All works should be invoiced as below:

- Work at the Village Centre will be invoiced separately as it is paid from a separate Charity Bank Account to that of the Parish Council.
- Work at Court Bushes will be invoiced separately as it is paid from a separate Budget Code.
- Work at the Public toilets will be invoiced separately as it is paid from a separate budget code.

16) Termination of Agreement

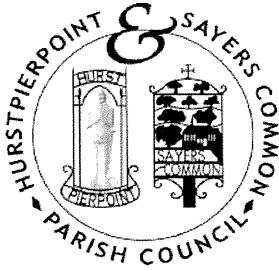
The Parish Council or the Contractor shall be entitled to terminate this agreement upon giving two months notice in writing.

If the Parish Council considers the work of the Contractor does not meet the required specification, a written warning will be issued, and the Contractor shall remedy the situation within 14 days. If the Contractor fails to comply with such notice or fails to carry out work to the terms of this agreement, the Parish Council may terminate the agreement with immediate effect.

17) Selection Criteria

Contractors submitting a quote will be assessed on the following criteria:

- a) Total contract price.
- b) Evidence of similar works for other clients and provision of 2 references.
- c) The latest published accounts which should be properly presented and show turnover exceeding £20,000 and adequate profit. Prior year figures will also be checked.
- d) Health and safety policies.
- e) Evidence of the technical and people resources necessary to carry out work of this scale including number of permanently employed staff.
- f) Evidence of a public liability policy of £5 million and employer's liability insurance.



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The Parish Council is not obliged to accept the lowest or any quote received.

Bid Price *	Amount 1 September 2026 to 31 March 2027 £	Amount 1 April 2027 to 31 March 2028 £
Village Centre		
Court Bushes Community Hub		
Public Toilets		

*Additional supporting paperwork is acceptable.

I / We hereby agree to enter into an Agreement to satisfactorily carry out the works mentioned and described in the schedule of works and in accordance with the conditions of agreement.

COMPANY NAME:

PRINT NAME:

Signed (Contractor) Dated

Signed (Parish Councillor) Dated

Signed (Parish Councillor) Dated

Witnessed By (Clerk to the Council) Dated