

# Melbourn Parish Council

## Invitation to Quote

**Quote Title: MELBOURN GENERAL MAINTENANCE**

**Quote Reference Number: MGM03/2018**

**Closing Date/Time for Submission of Quotations: 30 March 2018 @ 13.00hrs. No quotes will be accepted after this deadline.**

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 3 April 2018.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

## MELBOURN PARISH COUNCIL

Melbourn Parish Council provides local government services to the village of Melbourn, South Cambridgeshire, which covers approximately 314 hectares, and forms the southernmost part of the county of Cambridgeshire.

Melbourn Parish Council (hereafter MPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

## OUTLINE CONTRACT SCOPE AND CONTEXT

Melbourn has a widespread stock of hedges, green planting and shrub areas that form part of roadsides and recreational spaces, a result of continuous road and housing development over many years.

Many of these have been assigned as the responsibility of Melbourn Parish Council to maintain. These areas require regular trimming and clearing, and works may need to be carried out in sympathy with the natural world, for example the nesting season for birds.

Due to the nature of these areas it is not possible to create a fixed timetable of maintenance. Through this invitation to quote, it is intended to assign a 'preferred contractor' to these tasks. Work would be agreed according to need and season and then carried out at the individual visit rates proposed though this document. By this means, work can be agreed quickly by the Clerk and avoids the need to obtain competitive quotes for each job as it arises.

This Invitation to Quote excludes major tree management works, as these will be assigned to specialist contractors as a separate arrangement.

**Location maps for all sites included within the scope of this document are available with this Invitation to Quote.**

# Invitation To Quote - KEY INFORMATION

<b>Quotation No:</b>	MGM03/2018
<b>Quotation Title:</b>	Melbourn General Maintenance
<b>Quotation Availability date:</b>	1 <sup>st</sup> March 2018
<b>Quotation latest return date &amp; Time:</b>	30 March 2018 not later than 13.00hrs. <i>Tenders can be returned before this date</i>
<b>Quotation return address:</b>	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
<b>Contact Officer (Councils Procuring Officer)</b>	Mrs. Claire Littlewood
<b>Contact Officer Telephone:</b>	01763 263303 option 3
<b>Contact Officer E-mail:</b>	parishclerk@melbournpc.co.uk
<b>Number of copies required:</b>	(1)
<b>Expected Tender Decision Date:</b>	23 April 2018
<b>Contract Start Date:</b>	1 <sup>st</sup> May 2018

## CONTENTS

### Melbourn Parish Council's Requirements:

#### Section 1. Information for Bidders and Contract Terms

**This Section** contains information on how the bid will be assessed, together with MPC contract terms and expectations. Bidders should read and accept these terms before bidding.

#### Section 2. Quotation, Bidder's Information and Declarations

**This Section** must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

#### Section 3. Schedule of Works Required, Methods of Work and Safety

**This Section** contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

# Section 1

## 1. Information for Bidders & Terms

- 1.1 MPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1<sup>st</sup> May 2018.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability and satisfactory contractor performance).
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the MPC to present their case or clarify aspects of their bid.
- 1.6 If the contract awarded is for a period longer than one (1) year, the quotation offered by the supplier will be the same price for any subsequent years. (i.e. price fixed for the entire contract covering all years). (3 years Maximum).
- 1.7 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3
- 1.8 Bidders must also provide details of their *Public Liability Insurance Cover*, (If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work is competent to work on MPC property.
- 1.9 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that MPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
<b>Quality</b> , of which:	<b>60%</b>	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Level of insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities	5%	2.5
<b>Cost</b> (based on an estimate of the likely work over the 1 year term, cost guaranteed x 3 years)	<b>40%</b>	

- 1.10 The schedule in Section 3 sets out tasks required by MPC. These tasks have been agreed by MPC and the successful contractor must follow the schedule without exception.
- 1.11 Village Wardens and MPC Councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate problems to MPC Working Parties or Committees.
- 1.12 Failure of the contractor to comply with the contracted schedule (unless agreed with MPC in advance) shall be seen as contrary to the contract agreement and may/will result in the loss of the contract at any period during the contract.  
See 1.13
- 1.13 MPG reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.  
By this is meant:
- a. Quality and standard of work,
  - b. Customer service,
  - c. Conduct of staff
  - d. Any changes to those items listed in 1.18 below.
  - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by MPC. If issues are not rectified, then 14 days notice of cancellation of contract will be given in writing.
- 1.14 Terms and conditions will be agreed between MPC and the successful contractor at the time of the contract award.
- 1.15 Monies paid to the contractor will only be paid on submission of a signed monthly invoice. MPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
- 1.16 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
- Proof of Full Public Liability Insurance cover.
  - Contractors should show evidence the protection of staff is considered in their bid approach to safety principles and show where they or staff members have formal first aid training.
  - A complete summary of powered plant/equipment that is to be used on MPG property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
  - Qualifications of contractor.
  - Evidence of past experience.
  - A competent knowledge of the pruning and management of plants, hedging and trees.
  - If relevant to the contract, proof of license or competence to spray weed killers.
  - Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
  - Written assurance that UK Health & Safety rules will be adhered to.
  - If relevant to the contract, an appropriate Pest Control license.
  - An undertaking that, wherever possible, employees will be sought locally.
  - Access to two prior clients who can provide written references.

*Continued on page 6*

Melbourn Parish Council - Melbourn General Maintenance Invitation to Quote MGM03/2018

1.17 In completing the Invitation to Quote, the Bidder should be aware that the MPC decision will also take into account

- The Bidder's general understanding of the requirements
- The right to investigate the financial status and viability of the Bidder
- The clarity and completeness of operational proposals and intended methods of working and perception of risks to safety
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
- Staffing proposals

1.18

- MPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure that all grassed edges are left properly cut, by means of separate 'Strimming' where this is necessary.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, MPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to MPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).
- MPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and MPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or MPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. MPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
- MPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of MPC) whichever is the most convenient to MPC. MPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- MPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
- Should additional areas of work be identified during the life of the contract these will be separately negotiated.

## Section 2

### Melbourn Parish Council – Quotation, Contractor Information & Competencies

To: Melbourn Parish Council  
Melbourn Community Hub  
30 High Street  
Cambridgeshire  
SG8 6DZ

Company Name: Brookfield Contracting & Farming Ltd

Your Name: [REDACTED]

Date: 28-05-2018

Company Address: Cuckoo Hill Farm  
Oakington Road  
Cottledram, Cambs

Telephone No: [REDACTED]

E-mail: [REDACTED]

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency. Please enter this total in the box below.

**Note: Please see the conditions set out below. If successful, you will be required to submit invoices that reflect the cost of each area visit made. Every maintenance visit will be pre-agreed between the successful bidder and the Clerk, based on seasonal needs and any other factors arising. If successful, you will be expected to suggest work that needs to be done in those areas covered by the scope of the document, but work will only be carried out with specific and written agreement in advance.**

#### QUOTATION FOR: Melbourn General Maintenance MGM03/2018

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£ 2,360.00 plus VAT

## Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **30 March 2018**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to MPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

<b>Contract Manager for Contractor</b>	
Signature.....	.....
Name/Position:.....	..... - Owner
Telephone.....	..... Email: <i>brookhaddcontracting@gmail.com</i>



## Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary.

Question	Written statements are required	
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).	Yes/No
2.4 (20%)	<p>Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references.</p> <p>Referee 1: Name of referee: [REDACTED]            Address: [REDACTED]            Telephone: [REDACTED]            Email: [REDACTED]            Name of person to contact (if different to referee name): [REDACTED]            A brief description of the <b>grounds maintenance</b> services provided/frequency:  <i>grass, tree, hedge, cutting</i></p>	
	<p>Referee 2: Name of referee: [REDACTED]            Address: [REDACTED]            Telephone: [REDACTED]            Email: [REDACTED]            Name of person to contact (if different to referee name): [REDACTED]            A brief description of the <b>grounds maintenance</b> services provided/frequency:  <i>Grass, tree, hedge cutting</i></p>	

<b>2.5 (5%) EQUALITIES of OPPORTUNITY</b>		
Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws?		
2.5.1	The Race Relations Act 1976	Yes/ <del>No</del>
	The Race Relations Code of Practice	Yes/ <del>No</del>
	The Race Relations Act (Amendment) Regulations 2003	Yes/ <del>No</del>
	Employment Equality (Religion and Belief) Regulations 2003	Yes/ <del>No</del>
	Disability Discrimination Act 1995	Yes/ <del>No</del>
	Equal Pay Act 1970(Amendment) Regulations 2003	Yes/ <del>No</del>
	Sex Discrimination Act 1975(Amendment) Regulations 2003	Yes/ <del>No</del>
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/ <del>No</del>
	Employment Equality (Age) Regulations 2006	Yes/ <del>No</del>
2.5.2	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No
<b>If your organisation has an equal opportunities policy please enclose this with your Quotation documents.</b>		
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	<del>Yes</del> / <del>No</del>
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	<del>Yes</del> / <del>No</del>

### Section 3

#### Melbourn Parish Council – Specifications (Schedule of Works required) and Method Statements

##### A. Schedule of Works for Quotation – Shrub and Hedge Maintenance

*Please refer to attached location schematic*

As Agreed With Parish Council – Tasks: to trim and maintain as needed: -		
	Area	Cost per Visit
1.	Armingford Crescent	£ 100
2.	Corner of Beechwood Avenue opp. Elm Way	£ 120
3.	Clear Crescent Play Park - Hedge Boundary	£ 140
4.	Junction Back Lane & High Street	£ 110
5.	Orchard Road Cemetery Hedges	£ 280
6.	Worcester Way open rec. space boundary Hedging (back and front)	£ 60
7.	Elm Way (and adjoining area to Orchard Road surgery)	£ 100
8.	Chalkhill Barrow	£ 190
9.	Hedge at Junction Maple Way and Orchard Road (opp. Black Horse Pub)	£ 60
10.	Triangle Adjacent to Telephone Kiosk (Church Walk - village centre)	£ 20
Total Per Annum Cost for 2 visits to every site		£ 2,360.00 plus VAT

**Note: MPC reserves the right to add or remove areas from the above list as circumstances dictate. Changes will be price- negotiated as they arise.**

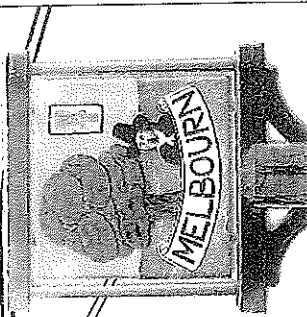
**Methods and Risk Assessments –Shrub and Hedge Maintenance in Melbourn  
(Various Sites)**

<p><b>Method of Work</b> – Describe the methods and any tools/equipment to be used.</p> <p>Note 1. All work site visits must be pre-agreed with the Clerk. Note 2. The timing of visits must respect the nesting season for birds Note 3. All cuttings and vegetation to be removed from site</p> <p><i>See Attached</i></p>
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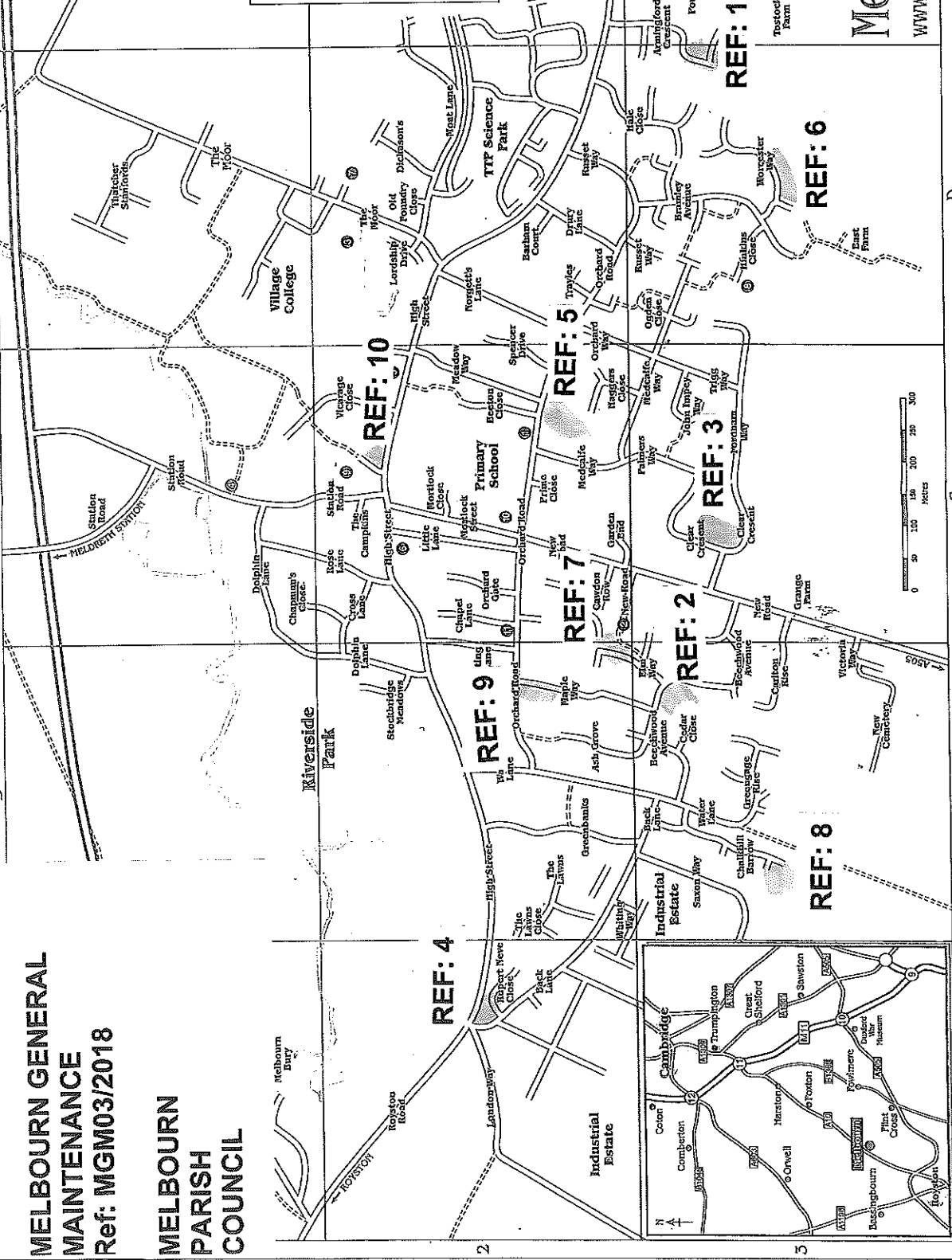
<p><b>Risk Assessment</b> – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.</p>	
<p><b>Hazards Identified (noting that there are many different areas involved)</b></p> <p><i>See Attached</i></p>	<p><b>Planned Actions to Minimise Risks</b></p> <p><i>Attached</i></p>

**MELBOURN GENERAL  
MAINTENANCE  
Ref: MGM03/2018**

**MELBOURN  
PARISH  
COUNCIL**



- ① Dentist & Chiropodist
- ② Doctors Surgery
- ③ Library
- ④ Parish Council Office
- ⑤ Police Station
- ⑥ Post Office
- ⑦ Nursing Homes
- ⑧ Moorlands
- ⑨ Southwell Court
- ⑩ Churches
- ⑪ All Saints' Church
- ⑫ Baptist Church
- ⑬ United Reform Church



**Melbourn Village**  
www.melbourncambridge.co.uk

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A1	Fury Lane	B1	High Street	B2/C2/D2	Orchard Way	B3	Lordship Drive	B4	Orchard Road	B5	Thatcher Stanfords
A2	Cambridge Road	B2	Hinkins Close	B5	Montlock Close	B6	Maple Way	B6	Orchard Way	B7	Trayles
A3	Chapmans Close	B3	John Inpney Way	B6	New Road	B8	Meadow Way	B7	Palmer's Way	B8	Trigg Way
A4	Clear Crescent	B4	Lawns (The)	B7	Norgett's Lane	B9	Medcalfe Way	B8	Portway	B9	Vicarage Close
A5	Cross Lane	B5	Little Lane	B8	Ogden's Close	B10	Meeting Lane	B9	Prime Close	B10	Victoria Way
A6	Dickason's	B6	London Way	B9	Old Foundry Close	B11	Moat Lane	B10	Pryor's Orchard	B11	Water Lane
A7	Dolphin Lane	B7	Clear Crescent	B10	Orchard Gate	B12	Moor (The)	B11	Rose Lane	B12	Whiting Way
A8	Drury Lane	B8	High Street	B11	Orchard Oats	B13	Clear Crescent	B12	Stockbridge Meadows	B13	Worcester Way
A9	Back Lane	B9	Hinkins Close	B12	Orchard Road	B14	John Inpney Way	B13	Rupert New Close	B14	Stockbridge Meadows
A10	Robert New Close	B10	John Inpney Way	B13	Palmer's Way	B15	Trigg Way	B14	Russet Way	B15	Stockbridge Meadows
A11	Back Lane	B11	Lawns (The)	B14	Portway	B16	Medcalfe Way	B15	Spencer Way	B16	Stockbridge Meadows
A12	Back Lane	B12	Little Lane	B15	Prime Close	B17	Meeting Lane	B16	Station Road	B17	Stockbridge Meadows
A13	Back Lane	B13	London Way	B16	Rose Lane	B18	Moat Lane	B17	Stockbridge Meadows	B18	Stockbridge Meadows
A14	Back Lane	B14	Clear Crescent	B17	Stockbridge Meadows	B19	Moor (The)	B18	Stockbridge Meadows	B19	Stockbridge Meadows
A15	Back Lane	B15	High Street	B18	Stockbridge Meadows	B20	Clear Crescent	B19	Stockbridge Meadows	B20	Stockbridge Meadows
A16	Back Lane	B16	Hinkins Close	B19	Stockbridge Meadows	B21	John Inpney Way	B20	Stockbridge Meadows	B21	Stockbridge Meadows
A17	Back Lane	B17	John Inpney Way	B20	Stockbridge Meadows	B22	Trigg Way	B21	Stockbridge Meadows	B22	Stockbridge Meadows
A18	Back Lane	B18	Lawns (The)	B21	Stockbridge Meadows	B23	Medcalfe Way	B22	Stockbridge Meadows	B23	Stockbridge Meadows
A19	Back Lane	B19	Little Lane	B22	Stockbridge Meadows	B24	Meeting Lane	B23	Stockbridge Meadows	B24	Stockbridge Meadows
A20	Back Lane	B20	London Way	B23	Stockbridge Meadows	B25	Moat Lane	B24	Stockbridge Meadows	B25	Stockbridge Meadows
A21	Back Lane	B21	Clear Crescent	B24	Stockbridge Meadows	B26	Moor (The)	B25	Stockbridge Meadows	B26	Stockbridge Meadows
A22	Back Lane	B22	High Street	B25	Stockbridge Meadows	B27	Clear Crescent	B26	Stockbridge Meadows	B27	Stockbridge Meadows
A23	Back Lane	B23	Hinkins Close	B26	Stockbridge Meadows	B28	John Inpney Way	B27	Stockbridge Meadows	B28	Stockbridge Meadows
A24	Back Lane	B24	John Inpney Way	B27	Stockbridge Meadows	B29	Trigg Way	B28	Stockbridge Meadows	B29	Stockbridge Meadows
A25	Back Lane	B25	Lawns (The)	B28	Stockbridge Meadows	B30	Medcalfe Way	B29	Stockbridge Meadows	B30	Stockbridge Meadows
A26	Back Lane	B26	Little Lane	B29	Stockbridge Meadows	B31	Meeting Lane	B30	Stockbridge Meadows	B31	Stockbridge Meadows
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A31	Back Lane	B31	John Inpney Way	B34	Stockbridge Meadows	B36	Trigg Way	B35	Stockbridge Meadows	B36	Stockbridge Meadows
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A33	Back Lane	B33	Little Lane	B36	Stockbridge Meadows	B38	Meeting Lane	B37	Stockbridge Meadows	B38	Stockbridge Meadows
A34	Back Lane	B34	London Way	B37	Stockbridge Meadows	B39	Moat Lane	B38	Stockbridge Meadows	B39	Stockbridge Meadows
A35	Back Lane	B35	Clear Crescent	B38	Stockbridge Meadows	B40	Moor (The)	B39	Stockbridge Meadows	B40	Stockbridge Meadows