



St Cuthbert (Out) Parish Council

Parish Clerk: Michele Exton

c/o Monitoring Officer, Mendip District Council,

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Date of issue of this specification: 6th April 2021

Dear x

Specification for Annual Maintenance Works 2021/2022

The specification for the annual maintenance works for St Cuthbert (Out) Parish Council is detailed below:

You are invited to quote for all of the works or any part thereof.

All prices are to be exclusive of VAT.

All works are to be invoiced monthly over 12 equal payments.

Please state the total value of all works that you are quoting for. (If grass cutting is included in your quote, please provide the total value of all works.)

Your quotation(s) must be addressed to the Parish Clerk and posted to the above address in the enclosed sealed envelope to be received by 5pm on Tuesday 4th May 2021.

All sealed quotations shall be opened at the same time on Tuesday 11th May by the Clerk and at least one Member of the Council.

The Council will give a written response to quotations on Thursday 27th May.

The annual contract will start on Thursday 1st July 2021.

Annual Maintenance Contracts approved by Asset Management Committee 210331

The Council's financial regulations stipulate that potential contractors are prohibited from contacting Councillors or Staff to encourage or support their tender outside the prescribed process.

Yours sincerely

A handwritten signature in black ink, appearing to be 'ME', written over a horizontal line.

Michele Exton
Parish Clerk

GRASS CUTTING

Easton Jubilee Playing Field: For two- thirds of the field - Cut every 10 days, grass to be picked up and removed, strim once a month to keep edges tidy. In the area of tree-planting, to mow paths between the small coppices.

Easton Green: Cut every 10 days, grass to be picked up and removed, strim once a month to keep edges tidy.

Dulcote Recreation Ground, Durston Road: Cut every 10 days, grass does not need to be picked up, leave any safety surfaces clean and tidy.

Dinder Dragons Den Play Area, Church Street: Cut every 10 days, grass does not need to be picked up, leave any safety surfaces clean and tidy.

Coxley Play Area, Mill Lane (enclosed play area): Cut every 10 days, grass does not need to be picked up, leave any safety surfaces clean and tidy.

Coxley Playing Field, Mill Lane (pitch and surrounding grass): Cut every 10 days between 01st April and 01st July 2022. Grass does not need to be picked up.

East Horrington Church Yard: Cut every 10 days, grass does not need to be picked up.

Grass cutting of the all of the above areas **excluding Coxley Playing Field** to commence around 01st July to 31st October 2021 and resume around 01st April – 01st July 2022 (23 cuts). Coxley Playing Field cuts commence 01st April 2022 – 01st July 2022.

Wookey Hole Allotments: Cut at least 3 times a year from March to October. The entire perimeter path between hedgerow or fence border at the outside of plots (1); the main path through the middle of the allotments; all paths parallel to the main path (these paths to be cut with a mower as there have been several instances of wire fencing around plots being cut/damaged by strimmer cutting and rabbits have then got into plots and damaged/spoilt plants). The grass does not need to be removed. (Allotment holders cut other paths.)

Inspect main paths (central track, perimeter paths and car park entrance / exit for any trip hazards, fox holes, rabbit holes, badger works.

The grass-cutting and strimming process should ensure no damage caused to any play area equipment or allotment fencing.

Annual Charge = £?

WASTE COLLECTION

Collection of waste from bins in **Easton, Dulcote** and **Dinder Play Areas and Easton The Green** throughout the grass cutting season and winter months.

Waste at **Coxley** – Check that the dog bin in the car park and the green bin in the play area is emptied by Mendip District Council.

Annual Charge = £?

PLAY AREA INSPECTIONS

Play Area health & safety inspections at **Coxley, Easton, Dulcote** and **Dinder Play Areas**: to be carried out on a monthly basis. To include: play equipment, signage, tables and seating, bins, gates operating properly, checking there are no gaps in perimeter hedges and perimeter fencing is in good condition.

The Council are to be informed of any identified maintenance needed following each inspection. It must be stated whether identified maintenance will be done by the annual maintenance contractor or an external contractor.

Annual Charge = £?

To arrange an annual independent inspection to be carried out at **Coxley, Easton, Dulcote** and **Dinder Play Areas** and provide a full report detailing the findings.

Annual Charge = £?

To include, as part of the above contract, a commitment to submit documented certification of playground inspections, including where there are no issues or changes (nil returns) by the 2nd Tuesday of the following month.

Yes / No

HEDGE CUTTING

Coxley Play Area: Cut **inside** hedge within the play area to prevent unwanted growth onto the highway and play area. To ensure all parts are cut on one occasion between September and March avoiding bird nesting season.

Coxley Playing Field: Cut leat-side hedge to prevent incursion onto the playing field. To ensure all parts are cut on one occasion between September and March avoiding bird nesting season.

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Wookey Hole Allotments & The Triangle: Cut **inside** hedges at the Allotments from vehicular access on Wells Road to the pedestrian gate on Glencot Lane). Cut inside hedges of the land known as The Triangle. To be carried out twice a year between September and March, avoiding bird nesting season.

Dulcote Recreation Ground: Monthly pruning between April and October to ensure vegetation is clear from steps from Dursdon Road and at access gate at the top of the ground.

Annual Charge = £?

ANNUAL TREE INSPECTION/SURVEY

To inspect trees at **Dulcote Recreation Ground, Coxley Playing Field and the treeline between the Wookey Hole Allotments & the area known as The Triangle:** To provide an annual Tree Survey / Condition & Hazard Assessment Report which assesses the condition of the trees in order to meet with the Council's duty of care (Occupiers Liability Act 1957) and for their continued long-term safe retention. The Report to include prioritised management recommendations which will identify works which need to be carried out immediately for reasons of safety to people or property or for the short-term and long-term safe retention of the trees.

Annual Charge = £?
