



St Cuthbert (Out) Parish Council

Parish Clerk: Lisa Pool

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Date of issue of this specification: Tuesday 2nd April 2024

Specification for Annual Maintenance Works 2024-2025

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

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

All prices are to be exclusive of VAT. All works are to be invoiced monthly over 8 equal payments (the period of the contract).

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 Simon Davies RFO (rfo@stcuthbertout-pc.gov.uk) & Councillor Ian Humphreys (ian.humphreys@stcuthbertout-pc.gov.uk) and emailed to both addresses for transparency purposes.

Quotations must be received by 5pm on **Friday 24th May 2024.**

All quotations shall be opened at the same time on **Monday 27th May 2023** by the Clerk/RFO and at least one Member of the Council.

The Council will determine the quotations on **Wednesday 5th June 2024.**

The Council will give an email response to quotations on **Friday 7th June 2024.**

The annual contract will start on **Monday 1st July 2024 and complete last day of February 2025 (will be annual from 1st March to last day in February going forward).**

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.

Communication will by email. If you have any difficulty in accessing or using email, please inform us immediately.

Yours sincerely

Lisa Pool

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Parish Clerk

SECTION 1: GRASS CUTTING

Easton Jubilee Playing Field: For two-thirds of the field - cut every 10 days between March & October, grass does not need to be picked up, strim once a month to keep edges tidy. In the area of tree-planting, to mow paths between the small coppices every 10 days.

Easton Green: Cut every 10 days between March & October both sides of access track, grass does not need to be picked up, strim once a month to keep edges tidy.

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

Coxley Playing Field: Cut every 10 days between a) July to end of October, and b) March to end of June.

Wookey Hole Allotments: Cut at least every 10 days 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.)

The Triangle, adjacent to the allotment: Cut every 10 days from March to October.

Cut the **bank between the car park and Wells Road fence** every 10 days, grass does not need to be picked up, leave any safety surfaces clean and tidy.

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.

The Council may require photo evidence of completed works.

Annual Charge = £?

SECTION 2: 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.

Inspect play area ground for any trip hazards, fox holes, rabbit holes, badger works.

The Council requires photo evidence of any defective equipment, to assist with ordering parts or assessing work.

Annual Charge = £?

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

Inspection to be carried out no later than **1st August 2024**.

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)

Yes / No

SECTION 3: HEDGE CUTTING

Coxley Play Area: Cut both **inside** hedge within the play area to prevent unwanted growth onto the play area and the **outside** hedge area on Mill Lane. To ensure all parts are cut on two occasions, in October and January, avoiding bird nesting season.

Coxley Playing Field: Cut undergrowth on both sides of the leat to prevent incursion onto the playing field or obstructions to the footpath. Undergrowth should be no more than 1m deep between leat and playing field. To ensure all parts are cut on two occasions, in October & January, avoiding bird nesting season.

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 on two occasions, in October & January, avoiding bird nesting season. This is not to include the tops or outer hedgerows.

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

Cut **inside** hedge that forms the western boundary of the site. To be carried out on two occasions, in October & January, avoiding bird nesting season

Easton Jubilee Playing Field: Monthly pruning all year to ensure vegetation is clear from kissing gate access to the ground.

Cut **inside** hedge that forms the northern boundary of the site, closest to village. To be carried out on two occasions, in October & January, avoiding bird nesting season

All waste and trimmings to be removed from site.

to visit and check on any storm-related damage after any given named storm, and report findings

Annual Charge = £?

SECTION 4: ANNUAL TREE INSPECTION/SURVEY

To inspect trees at **1) Dulcote Recreation Ground, 2) Coxley Recreation Ground** (to include play area, trees north of the stream on land recently acquired by the Council and trees on the north bank of the River Sheppey), **3) the treeline between the Wookey Hole Allotments, 4) the area known as The Triangle, 5) Easton Green, 6) Easton Jubilee Playing Field northern hedge/tree line, & 7) behind Polsham Bus Shelter.**

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.

ADDITION: To sign off works completed as result of Annual Tree Survey & provide a Certificate of Arboricultural Conformance

Annual Tree Inspection to be completed and returned to the Council no later than **1st October 2024.**

Annual Charge = £?

PLEASE COMPLETE THIS FORM
 & RETURN TO rfo@stcuthbertout-pc.gov.uk
 By Friday 24th May 2024

CONTRACTOR NAME:

NB: Quotes can be provided for any single, multiple or all sections.

	Comments (optional)	Quote
SECTION 1:		
Grass-cutting as outlined in the specification		
SECTION 2:		
Monthly play area inspections as outlined in the specification		
Annual Independent Play Equipment Survey as outlined in the specification		
Monthly documentation for play area inspections as outlined in the specification		Yes / No*
SECTION 3:		
Hedge-cutting as outlined in the specification		
SECTION 4:		
Annual Tree Inspection as outlined in the specification		
	TOTAL (exclusive of VAT)	
		*please circle as confirmation

SCHEDULE MATRIX

	<u>10 days, March- November</u>	<u>Monthly, year round</u>	<u>Twice annually (October & January</u>	<u>Annual</u>
<u>Easton Jubilee Playing Field</u>				
Hedge cutting			<u>X</u>	
Grass cutting	<u>X</u>			
Play equipment		<u>X</u>		
Pruning		<u>X</u>		
Tree Inspection				<u>X</u>
<u>Easton: The Green</u>				
Grass cutting	<u>X</u>			
Tree Inspections				<u>X</u>
<u>Wookey Hole Allotments</u>				
Grass cutting	<u>X</u>			
Hedge cutting			<u>X</u>	
Car park bank	<u>X</u>			
Tree Inspection				<u>X</u>
<u>The Triangle</u>				
Grass cutting	<u>X</u>			
Hedge-cutting			<u>X</u>	
Tree Inspection	<u>X</u>			
<u>Coxley Recreation Ground</u>				
Grass cutting (all areas)	<u>X</u>			
Hedge cutting (all areas)			<u>X</u>	
Play equipment		<u>X</u>		
Tree Inspection				<u>X</u>
<u>Dulcote Recreation Ground</u>				
Grass cutting	<u>X</u>			
Hedge-cutting			<u>X</u>	
Play equipment		<u>X</u>		
Tree inspection				<u>X</u>
Pruning		<u>X</u>		
<u>Dinder Dragons Den</u>				
Grass cutting	<u>X</u>			
Play equipment		<u>X</u>		
<u>Polsham Bus Shelter</u>				
Tree Inspection				<u>X</u>