



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: 10th February 2020

Dear x

Specification for Annual Maintenance Works 2020/2021

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:

i) including a costed option for Coxley Playing Field

and

ii) excluding a costed option for Coxley Playing Field).

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 2nd March 2020.

All sealed quotations shall be opened at the same time on 11th March 2020 by the Clerk and at least one Member of the Council.

The Council will give a written response to quotations on 08th April 2020.

It is expected that the annual works contract will start on 1st May 2020.

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: a) For the whole field - Cut every 10 days, grass to be picked up and removed, strim once a month to keep edges tidy.

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.

Annual Charge = a) £ and b) £ ?

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 (only the enclosed play area): Cut every 10 days, grass does not need to be picked up, leave any safety surfaces clean and tidy.

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

Grass cutting of the above to commence around 15th April to 31st October – approximately 18 cuts. The grass-cutting and strimming process should ensure no damage caused by maintenance to any play area equipment.

Wookey Hole Allotments: Cut at least 3 times a year from March to October. The main paths around the outside of plots at the back of the allotments where a new fence is and around the perimeter path; 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.)

Where strimming is involved, to use strimmers that cause no damage to play equipment posts.

Annual Charge = £?

Coxley Playing Field, Mill Lane (pitch and surrounding grass): Cut every 10 days, grass needs to be picked up on playing pitch.

Annual Charge including costed option for Coxley Playing Field = £?

WASTE COLLECTION

Collection of waste from bins in **Easton, Dulcote** and **Dinder Play Areas** 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 a is emptied by Mendip District Council. Remove the refuse bag from the black bin in the playing field area, tie the bag and place it next to the green bin in the play area. The refuse collectors will take the bag when they empty the green bin (fortnightly collection). Place a new bin liner in the black bin.

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, 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.

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

Easton Jubilee Playing Field: Cut field hedge top and 2 sides (outside and inside) to prevent unwanted growth onto the highway and playing field. To ensure all parts are cut on one occasion between September and March avoiding bird nesting season.

Coxley Play Area: Cut hedge top and 2 sides (outside and inside) 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.

Wookey Hole Allotments: Cut allotments hedge top and 2 sides (outside and inside) along Wells Road and Glencot Lane (as far as the pedestrian gate). To be carried out twice a year avoiding bird nesting season.

Annual Charge = £?

ANNUAL TREE INSPECTION/SURVEY

To inspect trees at **Dulcote Recreation Ground** and **Coxley Playing Field**: To provide a 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 = £?
