

SOUTH HILL PARISH COUNCIL

Parish Clerk: Mrs Jenny Hoskin

Telephone: 01208 72789

Correspondence Address: Branston Farm, Bodmin Road, Bodmin, Cornwall PL30 4BB

Email: t.hoskin@btinternet.com

Chairman: Cllr David Skelton

Telephone: 01579 362223

SOUTH HILL PARISH COUNCIL FOOTPATHS



South Hill Parish Council Rights of Way Mission Statement

- Our vision is to promote active, healthy, inclusive and non-discriminatory access to users throughout the Parish.
- To improve existing rights of way, to create additional access opportunities where there is a need to develop the rights of way network.
- To ensure easier and convenient access for all those who wish to use its rights of way.
- To encourage local regeneration through sustainable use and effective management.

Date :

Name :

Address:

Dear

Thank you for your interest in tendering for the following works in South Hill Parish, you are welcome to quote for any/all of number one, two or three below.

1. Public Rights of way (PRoW)
2. Golberdon play area and Parish Hall grounds
3. Playing field
4. Play Area hedge

I have enclosed specifications and tender submission forms for you to read carefully and complete before returning to me by...You may tender for some or all of the contracts.

The documents for the PRow include the following:

Contractor Summary/Schedule

This is used during the contract by the successful contractor to show completion of work undertaken. The schedule contains details of the rights of way and can be used in conjunction with the pdf version of the parish map which I am sending to you by email, I hope you will find it helpful to you in preparing your tender. However you are strongly advised to visit the sites.

Contract Conditions

These should be taken into account when preparing your tender.

Contractors are reminded that footpaths usually cross private land and therefore vehicular access to footpaths for the purpose of maintenance work requires prior permission from the landowner. It is the contractor's responsibility to gain permission prior to using a vehicle.

The successful contractor will be required to sign a contract agreement prior to the start of any work.

The Parish Council reserves the right to terminate any agreement if the work is not carried out and there is no reasonable explanation for doing so.

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CONTRACT CONDITIONS FOR THE MAINTENANCE OF PUBLIC RIGHTS OF WAY IN SOUTH HILL PARISH

All clearance work is to be carried out in accordance with the attached plans/maps to the satisfaction of the South Hill Parish Council.

The contractor shall include in the price, all costs in connection with labour, materials, tool maintenance, fuel, transport, insurance and all other things necessary for the work to be undertaken.

Before starting work the successful contractor will be required to present the following to the Parish Council;

- ❖ public liability insurance certificate for a minimum of £5 million;
- ❖ risk assessment and method statements to demonstrate how the work will be undertaken to minimise risk to contractor and public safety (eg; erecting safety signs, restricting access in the working area, tools to be used), and to comply with Health & Safety Regulations, COSHH requirements (eg; use of petrol etc)
- ❖ provide certificates of competency for machinery to be used.

Before starting work the Parish Council will :

- ❖ provide information concerning any relevant matter to be brought to the contractor's attention

The full width and sides of banks of footpaths are to be cleared by lopping, cutting and clearing vegetation and obstructions. Any growth from the top of the banks which may cause obstruction to the footpath shall also be cleared. A clear height of at least 2 metres over pathways and 3.5 metres over bridleways is to be maintained over the width of the path/track.

Footpaths shall be cleared as follows:

- ❖ Track 1 metre either side of centre line of track
- ❖ Field Edge 1.5 metres away from field edge
- ❖ Across field 1 metre width
- ❖ Around stiles/gates Any growth that may obstruct passage is to be cleared

All trimmings and fallen debris shall be gathered tidily to either side of the cleared path. It is vital that the path/right of way is left open and easy to use after trimming is carried out and it must not be left obstructed.

Hand tools and suitable machinery may be used. No chemicals are to be used for clearing purposes unless specifically authorised in advance by the Parish Council in writing.

Clearance shall not be started before **1 May 2017**. The contract is to be completed by **31 December 2017** and invoices and final 'Contractor Statement' presented by that date.

Payment shall be made upon completion of each phase of work (twice a year) and satisfactory submission of an invoice and a completed 'contractor schedule'. A check will be made by the Parish Council prior to payment, in order to confirm the work has been completed to a satisfactory standard.

All contractors will be required to have a minimum of £5,000,000 (£5M) of public liability insurance, to be suitably equipped and hold appropriate certificates of competence for any machinery used. The original insurance schedule and certificates shall be presented to the Clerk to the Parish Council for verification and photocopying before the contract is awarded.



ADDITIONAL CONTRACT CONDITIONS FOR THE MAINTENANCE OF PUBLIC PLAYING FIELD AND AMENITY AREAS

To complete 12 cuts per year to the following schedule:

| Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| - | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 1 | 1 | - | - |

The grass needs to be cut to a 20mm minimum and 35mm maximum.

The cut edges to field boundaries must be within half a metre.

All fence boundaries need to be strimmed to the same length as the grass specification.

All paths play equipment and planters need to be strimmed to the same length as the grass specification.

Clippings shall be distributed evenly over the full width of the machine swath and may be left where they lie, except for paths, gully's and hard surfaces which shall be kept free of cuttings at all time.

The Contractor shall remove grass and debris from all hard surfaces within one hour of the grass being cut.

The Contractor will provide all the equipment required to carry out the work safely. Equipment must be fully serviced and tested and meet British Safety standards.

The Contractor will provide all Personal Protective Equipment. All strimmer operators should hold a recognised certificate of training. (NPTC or LANTRA certificate).

A full written risk assessment is to be carried out for all activities and all fuel must be stored in appropriate containers.

Tender Form

Please complete and ensure that I receive the completed tenders on or by 5pm on Friday 25th January 2019 and that you mark your envelope clearly 'TENDER DOCUMENTS' at the bottom left hand corner of the envelope . Unmarked envelopes may be opened in advance of the deadline and therefore considered invalid.

Please note that late submissions cannot be considered.

If you have any queries, please contact me.

I look forward to receiving your tenders and thank you very much for taking the trouble to offer your services.

Regards

ADDITIONAL CONTRACT CONDITIONS FOR THE TRIMMING OF THE HEDGE NEXT TO THE PLAY AREA

The following specification is intended to provide strong healthy and stable hedges, cleanly cut and of an approved shape and size. All trimmings will be disposed of by the Contractor.

The Contractor shall trim and prune all hedges to encourage a stable hedge. Only use hand held equipment. The width at the top of the hedge shall be slightly less than at the base. All woody weeds shall be removed and stumps killed as directed by the Parish Council.

The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife & Countryside Act 1985. The Contractor shall make all cuts cleanly and remove any ragged edges using a sharp blade. The hedge shall be the same size at the end of the Contract as they were at the beginning.

The Contractor shall cut back the current growth to the point of the previous cut, and the hedge shall be trimmed, pruned back to the same height, width and general shape as that which existed at the completion of the last trim, but shall not exceed the height specified unless instructed by the Parish Council.

The hedge shall be cut both sides and top.

The Contractor shall remove all suckers, self set trees or shrubs, brambles and ivy which are not part of the hedge, to ground level and treat with stump killer on instruction from the Parish Council.

The Contractor shall leave grass edges adjacent to hedges neat, vertical, tidy and weed free at the time of cutting. The Contractor shall ensure sight lines remain unobstructed including encroachment onto pathways.

The Contractor shall ensure that the bases are weed free



Guide heights: Hedge from the gate (play area side) to the chestnut tree/telegraph pole 2.4m

Hedge from telegraph Pole to village Hall boundary 1.8m

All trees to be 1 metre below top of telegraph poles

2019 Schedule of Footpaths for South Hill Parish

To be cut once a year

| Parish Number | Path and Link Number | Status | Length | Date of Cut | Notes |
|----------------------|-----------------------------|---------------|---------------|--------------------|--------------|
| 638 | 1/1 | | | | |
| 638 | 2/1&2&3 | | | | |
| 638 | 3/1 | | | | |
| 638 | 6/1 | | | | |
| 638 | 7/1 | | | | |
| 638 | 8/1 | | | | |
| 638 | 9/1&2 | | | | |
| 638 | 10/1 | | | | |
| 638 | 11/1 | | | | |
| 638 | 12/1 | | | | |
| 638 | 13/1 | | | | |
| 638 | 14/1 | | | | |
| 638 | 15/1 | | | | |
| 638 | 16/1&2 | | | | |
| 638 | 17/1 | | | | |
| 638 | 18/1 | | | | |
| 638 | 19/1 | | | | |
| 638 | 20/1 | | | | |

Please complete date cut complete and any relevant notes

| | 2018/9 GRASS CUTTING | PLAY AREA/ FIELD/ VILLAGE HALL |
|-------------|-----------------------------|---------------------------------------|
| DATE | WORK COMPLETED | COMMENTS / FEEDBACK /FAULTS |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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SOUTH HILL PARISH COUNCIL

GRASS CUTTING CONTRACT – 2019

TENDER FORM

Company name:

Company address :

My tenders for the work shown in the Parish Council's Grass Cutting Contract – 2019 specifications, copies of which I have received, are as follows:-

- Playing field and parish hall grounds 12 cuts £.....

- Children's Playground 12 cuts £.....

- Footpaths as per schedule £.....

- Play Area hedge £.....

Total amount in words - £.....

Value Added Tax has /has not been included in this amount.

Signed

Date

TENDERS along with Insurance Certificates, Health & Safety Policy documents, Equipment Operating License

Must be submitted not later than 5pm on Friday 25th January 2019 clearly marked

TENDER DOCUMENTS.

To Parish Clerk: Mrs Jenny Hoskin
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