

Cressage, Harley and Sheinton Parish Council

Environmental Maintenance Contract

Scope Of Contract

This contract is for environmental, highways and grounds maintenance works in the parishes of Cressage, Harley and Sheinton. It also includes works to the play areas, recreation ground and associated facilities.

This contract is between.....

..... (the 'Contractor')

And

Cressage, Harley and Sheinton Parish Council (the Parish Council)

Contract Specification

Cressage

1. Recreation Ground and Under 11s Play Area

- To cut the grass at least twice per month in summer and cut in winter, as conditions permit and require, a total of up to 20 cuts per year
- Pavilion to be visually checked inside and outside on each grass cutting visit and problems reported to the clerk
- Weed control with herbicide around the entranceways to the sites and borders and bollards as required
- All perimeter hedges to be cut annually – avoiding nesting period
- Children's play equipment to be washed down as needed (by agreement with the Parish Clerk) but at least 4 times per year
- Matting to be cleaned at least annually
- maintaining water flow through drainage system and minimising potential for blockage on each visit*
- Maintaining and clearance of debris from gateway channel into gully*
- To carry out safety checks of the equipment/matting and sites every 4 weeks and record such checks on a form provided by the Parish Clerk, reporting any issues to the Clerk immediately.

*informing the Parish Clerk of any urgent works which are potentially beyond the scope of this contract

2. Village Hall car park

- To be cleared of litter twice per month

3. War Memorial

- To be cleared of weeds and litter 5 times per year, to include once immediately before Remembrance Sunday

4. Public area around oak tree in Severn Way

- To cut the grass at least twice per month in summer and cut in winter, as conditions permit and/or require, a total of up to 20 cuts per year

5. Severn Way - verges at entrance at A458

- To cut the grass at least twice per month in summer and cut in winter, as conditions require, a total of up to 20 cuts per year

6. Orchard Close junction with Sheinton Road

- To cut the grass 5 times per year

7. Cressage School Frontage

- To be cleared of litter and leaves 5 times per year

8. Station Road to Cressage Bridge

- Verges to be cut 4 times per year and herbicide used as necessary
- Hedge owned by Mr Price adjacent to stream to be cut twice during summer (arrangement to be made with Mr Price)
- Hedge at corners of bridge (both sides of bridge) to be cut as needed to maintain visibility, up to 3 times per year

Laybys on A458 south of Cressage (there are 2 laybys)

1. Grass on picnic areas and surrounding verges to be cut monthly in summer and as conditions require in winter and as needed to allow adequate visibility for safe exiting of vehicles from the layby onto the A458. Up to 5 times per year.
2. Herbicide to be used to control weeds around bollards and picnic furniture
3. To be kept clear of litter (not including fly tipped items), on each grass cutting.

Harley

1. Grass to be cut at the corners of the lower access road to Harley from the A458 to allow good visibility for vehicles joining the A458 from these roads.
2. Verges in Harley to be cut 4 times per year, first cut no earlier than mid-June
3. Council trees on top Harley Junction with A458 to be pruned, once a year.

Sheinton

1. Verges on the road through Sheinton to be cut 4 times per year with particular attention to the verges from Belwardine Road end to Sheinton Bridge and the corner known as Shingler's Corner.
2. Pavement on the south side of the road between the Church and School House - to be cleared of highway debris, weeds and leaves every autumn, once per year.

Road signs

1. The 43 road signs (excluding those on the A458) in the parishes are to be kept visible - cut 1 to 1.5 metres either side of the sign, once per year. Cleaned and re-aligned as needed.

Miscellaneous Provisions

As an extension to this contract, the Contractor may be asked to carry out additional works, of the type covered by this contract, throughout the course of this contract; the scope of such works may also include repairs needed at the play area/recreation ground. Extra works will be based on the hourly rate to be quoted by the Contractor. Quotes for such extra works are to be agreed by the council in advance of works being done. There is no guarantee of extra works being awarded and the council reserves the right to pursue alternative quotations for extra works, where it deems this to be necessary. In the event of works needing to be done urgently for safety reasons e.g., unsafe play equipment, the Contractor must first contact the Parish Clerk who, in consultation with the Chairman, will then decide whether to invoke procedures for ordering emergency works as set out in Financial Regulations.

Terms and Conditions

1. The Contractor will be responsible for providing all necessary labour, machinery, tools, fuel and other consumables. Tools must be fit for purpose and maintained to a safe standard.
2. The Contractor must be able to provide copies of appropriate Health and Safety Policies regarding employees and the general public.
3. The Contractor must hold and be able to provide copies of appropriate waste licence(s) for the works specified ('lower tier' licence is the minimum requirement) and provide information regarding the waste pathway
4. Weedkiller used must be environmentally friendly and safe to animals and children, and Contractor and employees must have been trained in how to safely apply it.
5. Annually, the Contractor must provide proof of their insurance in respect of public liability, and this must be a minimum of £10 million.
6. The Contractor or staff must not carry out cutting/strimming/weed killing near to areas where people are present at the time.
7. Work is to be carried out on weekdays only. No power-driven machinery to be operated before 8.30am or after 6pm.
8. Except in adverse weather conditions, cutting is to be completed in a continuous operation. All litter, debris and cuttings are to be removed at the end of each day when work has been carried out.
9. Before commencing any cutting, the Contractor is asked to remove any litter from the area to be cut.
10. The Contractor is required to adopt safe working practices in order to protect the health of safety of themselves and their employees. They must provide a risk assessment of the activities and a method statement, to be agreed by the Council. The Contractor must immediately report any incidents to the council.
11. Payment will be made in accordance with the agreed contract rates in equal monthly instalments one month in arrears by no later than the end of the calendar month. The Contractor is to provide monthly invoices and provide timesheets on request.
12. The Contractor shall inform the Parish Clerk immediately, should he become unable to fulfil any of the conditions of the contract.

13. The council reserves the right to amend the contract specification during the course of the contract, with the agreement of the Contractor. Rates payable would be adjusted accordingly in this instance.
14. The Contractor will provide itemised lists of work undertaken in support of any invoices.
15. This contract may be terminated by either party giving 3 months' notice at any time during the term of the contract.
16. The Contractor consents that, for the purposes of quoting for and executing this contract, their data will be held and processed in accordance with the council's adopted Privacy Policy and associated policies and procedures.

CRESSAGE HARLEY & SHEINTON PARISH COUNCIL WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO THE CONTRACTOR OR ANY EMPLOYEE OF THE CONTRACTOR, FOR ANY LOSS, DAMAGE OR INJURY, HOWEVER CAUSED OR ARISING, OUT OF, OR IN THE COURSE OF, OR IN CONNECTION WITH THE CARRYING OUT OF THIS CONTRACT.

Agreed Contract Rates – it is anticipated that costs will rise and the Contractor may propose to increase prices year on year by 2.5%. Contract prices per item are shown in the attached table

SIGNED (CONTRACTOR):

SIGNED (PARISH COUNCIL):

DATED:

Queries regarding this contract should be directed to the contract administrator:

Parish Clerk
Cressage, Harley and Sheinton Parish Council
c/o Orchard House, Mytton Mill, Mill Drive
Forton Heath, Shropshire, SY4 1HQ
Email: chsparishcouncil@gmail.com
Tel: 07866 494411

	01.04.22- 31.03.23	01.04.23- 31.03.24	01.04.24- 31.03.25
Contract price for Cressage item 1	£	£	£
Cressage item 2			
Cressage item 3			
Cressage item 4			
Cressage item 5			
Cressage item 6			
Cressage item 7			
Cressage item 8			
Laybys on A458			
Harley			
Sheinton item 1			
Sheinton item 2			
Road Signs			
Hourly rate for extra works	£	£	£