Cressage, Harley and Sheinton Parish Council

Environmental Maintenance Contract

1st February 2027 to 31st January 2030

Scope of Contact

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

Contract Specification

1. **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
- 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 season
- Children's play equipment and benches to be washed down annually in the spring taking care to remove birdlime.
- Maintaining and clearance of debris from gateway channel into gulley
- To conduct regular visual safety checks and report matters requiring action to the Parish Clerk.
- To respond to annual ROSPA safety inspection reporting to the Parish Council on any works that are advisable

2. **Recreation Ground**

- 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
- Weed control with herbicide around the entranceways to the sites and borders and bollards as required
- Ballpark and associated fence posts and tarmac pavements remove grass and weeds annually
- Skate and cycle park remove grass and weeds from the tarmac including perimeter and drain annually
- Marking out of the pitches as directed by the Parish Clerk

- Pavilion to be visually checked inside and outside on each grass cutting visit and problems reported to the Parish Clerk
- Regularly clean, check and report on the condition, advising the Parish Council of any defects, to include but not limited to:
    - Perimeter fences
    - Bins
    - Gates
    - Goalposts
    - Facilities equipment
    - Benches

3. Cressage Gateway Signs and Surrounding Area

- Grass on surrounding verges to be cut from April bi-monthly where appropriate and as conditions require to allow adequate visibility and to maintain appearance
- Gateways and sign to be cleaned four times a year.
- Grass hedge and foliage to cleared out at the Village Gateways four times a year, 6 meters at either side

4. War Memorial

To be cleared of weeds and litter five times per year, to include one immediately before Remembrance Sunday

5. 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.
- To monitor condition of the Oak Tree and report deterioration or required action to the Parish Clerk

6. Severn Way – verges at entrance to 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.

7. Orchard Close junction with Sheinton Road

- To cut the grass 5 times per year

8. Laybys on A458 south of Cressage

- 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.
- Herbicide to be used to control weeds and grass around bollards.
- To report matters requiring action to the Parish Clerk

9. Harley

- Grass to be cut at the corners of the lower access road to Harley from the A458, and the access road to Wig Wig on the eastern side of the A458, up to 5 times per year to allow good visibility for vehicles joining the A458 from these roads.
- Verges in Harley to be cut 4 items per year, first cut no earlier than mid-June.

10. Road Signs

- The 43 road signs (excluding those on the A458) in the Parishes are to be kept visible – cut to 1 to 1.5 metres either side of the sign, once per year. Cleaned and re-aligned as needed.
- To report matters requiring action to the Parish Clerk

11. Sheinton

Maintain grass very and sheep dipping culvert, grass to be cut and bollards maintained, up to 5 times a year

12. Miscellaneous Provisions

As an extension to this contract, the Contractor may be asked to carryout 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 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 up to £250, 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. The contractor will have the authority to restrict access to play equipment or lock the lay area on safety grounds.

Extra Works within the Remit of the Contract

1. Play area matting to be cleaned at least annually
2. Trees at Harley junction with A458 to be pruned at least annually
3. Brambles overgrowing onto the footpath on the far side of the bridge (accessing the river/field) to be cleared at least annually

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 high 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 licenses for the works specified (lower tier license 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 the Contractor and employees must have been trained how to safely apply it.
5. Annually, the Contractor must provide proof for 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 after 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 to protect the health and 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 as requested.
12. The Contractor shall inform the Parish Clerk immediately, should the Contractor become unable to fulfil any of the conditions of the contract.
13. The Council reserves the right to amend the contract specification 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 given 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 association policies and procedures.
17. Tick sheets must be completed monthly and sent to the Parish Clerk
18. The will meet with a Council representative on an annual basis to review performance, outcome and expectation

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 that the Contractor may propose to increase prices year on year by 3%.

Signed (Contractor):

Signed (Parish Council):

Dated:

Administrator: Parish Clerk, 12 Greenleys Crescent, Alveley, Shropshire, WV15 6PG, chsparishcouncil@gmail.com

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