



INVITATION TO TENDER for grounds work 2022

The Parish Council is working towards managing verges and open spaces to encourage the growth of wild flowers and to support insect and small vertebrate habitats. It is balancing this with a need to keep sight lines clear at road junctions and maintain a cared for appearance in areas of the churchyard where graves are regularly tended.

This is a formal invitation to individuals or organisations with appropriate skills and experience to quote for contracts for individual pieces of work as follows:

Contract 1 – St Andrew’s Churchyard (see attached map):

- (a) The designated wild flower area (Q – with no graves) - to cut the grass once a year, in August or September. The cuttings removed and put in a compost heap. Quote per cut including removal of cuttings.
- (b) Areas A, B, C, P, Q (part with graves) and path ways - to cut the grass up to 8 times a year provided the weather permits and a cut is necessary. Cuts should be planned to include major holiday times and town events (Easter, Carnival, Armistice Day and Christmas) if weather permits and a cut is necessary. 1 meter border to be left in Area P, to be cut 1-2 times a year NOT between March and August. Area B(r) to be cut once a year. Quote per cut.
- (c) Areas D, E, F, G, H, J, K, L, M and N - to cut the grass up to 4 times a year. 3 meter border to be left in Areas E and L, to be cut 1-2 times a year NOT between March and August. Quote per cut.
- (d) Tree, hedge and bramble management – Trees to be pruned annually in consultation with the Clerk. Clippings from the Yew trees must be removed from site and disposed of in the correct manner. Hedges and brambles to be trimmed once every summer in consultation with the Clerk. Quote per cut.

Please don't cut snowdrops until the green leaves have died back. The Primary School is managing the wildflower area next to the church and the Biodiversity group is managing the wildflower area adjacent to Area Q.

Moretonhampstead Parish Council

Green Hill, Fore Street T 01647 440041
Moretonhampstead E clerk20@moretonhampstead-pc.gov.uk
Devon TQ13 8LL W www.moretonhampstead-pc.gov.uk
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Contract 2 – Sentry and children’s play area within the Sentry:

To cut the grass up to 12 times a year provided the weather permits and a cut is necessary. Cuts should be planned to include major holiday times and town events (Easter, Carnival, Armistice Day and Christmas). Quote per cut.

(The agreed wildflower area is excluded from the contract for 12 months on a trial basis. It will be managed by the Biodiversity group.)

Contract 3 – Pound, Henge and around the Coronation bench in Ford Street:

To cut the grass and hedges up to 12 times a provided the weather permits and a cut is necessary. Cuts should be planned to include major holiday times and town events (Easter, Carnival, Armistice Day and Christmas). Quote per cut.

Contract 4 – Grass verges

Cut a 1m wide stretch of grass from the curb 3 times a year in April, June, and August plus a 4th cut from the curb to the bank in October. Arisings must be picked up after the final cut. Quote per cut for the following:

- (a) Chagford Cross roundabout down Betton Way to the next roundabout (right hand side)
- (b) Chagford Cross roundabout down Betton Way to the first field gate (left hand side)
- (c) Chagford Cross roundabout down Ford Street to opposite the Embleford Crescent entrance (right hand side)
- (d) Path from Cross Street to Bowring Mead.

- (e) Below the School to the Swimming Pool verge every 6 weeks from April to September

Contract 5 – digging graves, ashes plots and interments:

- (a) Grave preparation. Preparing the grave as instructed, being present for the interment in case of difficulties and filling the grave in after the interment. Quote for single and double depth burial plot.
- (b) Ashes plot preparation. Preparing the plot, being present for the interment in case of difficulties and filling the plot in after interment. Quote per plot including ashes interment.

Grave spoil to be kept clear of the tree roots in designated area. Grave spoil to be periodically removed, in consultation with the Clerk.

Contractors will be asked to invoice monthly in arrears. Invoices will normally be settled within 30 days

Each contract will be for a fixed term of twelve months starting on July 1st 2022 renewable annually for a maximum of three years on the same terms if both parties agree.

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**General Conditions:**

- Timing: work to be carried out at times to be agreed with the Council, Contractor must liaise with the Clerk prior to works commencing
- Contractor to supply all plant and materials
- Work to be completed to the satisfaction of the Parish Clerk and Chair of the Open Spaces Committee
- Contractor to maintain and provide a copy of public liability insurance to the Clerk and comply with the Health and Safety at Work Act

Submission of Quotation/s

Should be made to the Clerk by 12 noon 08/04/22 with a clear price for each contract on the basis described above by post or email. Late submissions will not be considered.

Please include a brief method statement to include:

- how you plan to meet the council's objectives on tidiness and biodiversity:
- how you plan to reduce / mitigate carbon they use in carrying out the activities
- how you will ensure their own and public safety while they carry out the works
- how you will manage any waste.

Quotations for two or more Contracts from the same individual or organisation are welcome but each must be shown individually.

Important Notes:

- The Parish Council is not obliged to accept the lowest or any quotation
- Further information prior to the closure date obtainable from the Clerk

Samantha Parkin, Clerk

07/03/22

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