



MINUTES

Committee: Open Spaces Tender Working Group
Date: Tuesday 18 January 2022
Time: 10:00am
Venue: Parish Council Office

Present

Cllr Paul Dodd
Cllr Vivienne Hodges
Cllr Catherine Fileman-Wright (via zoom)
Current contractor, Rob Austin

Also Present

Samantha Parkin (Clerk)

PUBLIC SESSION

There were no members of the public present.

01/2022 ELECTION OF CHAIRMAN

It was proposed by Cllr Hodges, seconded by Cllr Dodd and **resolved that Cllr Dodd** be elected Chairman of the Open Spaces Tender Working Group.

02/2022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Gordy Keep, Cllr Penny Simpson and Cllr Mike Jeffery.

03/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

04/2022 TERMS OF REFERENCE

Draft Terms of Reference had been circulated prior to the meeting.

It was proposed by Cllr Hodges, seconded by Cllr Dodd and **resolved to agree** the terms of reference.

05/2021 TENDER

The Clerk had circulated the 2019 Tender and a draft 2022 Tender prior to the meeting. The Chairman went through the tender point by point and discussed at length. The amended draft tender is attached at appendix 1 on page 3.

Summary of discussions:

Contract 1:

(a) cut the grass once a year, in August or September. Rob offered to buy some wildflower and grass seed mix and scatter on the area.

(d) remove from contract

(e) Trees to be pruned as needed in consultation with the Clerk. Yew trees to be pruned annually, in consultation with the Clerk. Clippings from the Yew tree must be burnt on site or removed from site.

Contract 2:

Exclude the agreed wildflower area from the contract for a year on a trial basis. This area will be managed by the Biodiversity group.

Contract 3:

No changes needed.

Contract 4:

The current contractor advised the final cut was too late in the year as it is wet and dark. He advised that late September would be preferable. The Clerk will discuss with the Devon County Council Neighbourhood Highways Manager.

More regular cuts from the School down to the Swimming Pool verge would be appreciated by residents.

(d) remove the grass area at the top of Bowring mead as it is managed by Teign housing.

Contract 5:

Grave spoil to be periodically removed in consultation with the Clerk. Rob suggested it could be disposed of at the Allotments and used to fill in the pot holes there.

General:

Catherine had suggested asking tenderers to provide a brief method statement with their costs to include:

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

It was proposed by Cllr Hodges, seconded by Cllr Dodd and **resolved to recommend** the annotated tender attached at appendix 1 to the full council.

The Chairman closed the meeting at 10.45am.

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, 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.

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. 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.

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