

# LONGHOPE PARISH COUNCIL

## BRIEF FOR PARISH GRASS CUTTING

Longhope Parish Council manages three areas of land within the parish that require regular grass cutting and related maintenance.

### Tasks

For three years, 2018 – 2020, cuts or strimming to the following areas:

1. Brook End, alongside brook from The Wend to end of path in front of Number 14 – six cuts per annum (1 per month, April – September incl.)
2. Latchen Room grounds, from end of car park to boundary – six cuts per annum (1 per month, April – September incl.)
3. Strips in front of Meadows End, either side of entrance to Rectory Meadow – six cuts per annum (1 per month, April – September incl.)

### Terms and Conditions

The following activities will form part of the contract:

1. All areas must be cleared of rubbish including broken glass, bottles, tin cans etc. prior to the commencement of each cut.
2. Additional cuts outside the stated periods may be requested by the Parish Council and arranged by agreement with the contractor.
3. Grass cutting must include the trimming to the edge of paths, trees, fences and other obstacles of a permanent nature, such as seats, play equipment, notice boards etc., and to the edge of the brook.
4. All grass cuttings must be removed from roads, pavements and footpaths at the end of each cut.
5. All activities must be carried out in a conscientious and consistent manner without causing avoidable obstruction or annoyance to the public.
6. If the contractor anticipates any problems in meeting the terms of the contract for reasons beyond his/her control, the contractor must advise the Parish Council in advance of the circumstances so that a mutually- acceptable course of action can be agreed.
7. Work will be subject to regular inspection by the Parish Council to ensure the contractual obligations have been satisfied. Any violation of the terms of the contract will be subject to rectification within 14 calendar days of its observation being communicated to the contractor. If problems are not rectified to the satisfaction of the parish Council the Council may terminate the contract without further notice. This will be done in writing to the contractor.
8. In the event of early termination of the contract by the Council, the contractor may lodge an appeal, in writing, to the next scheduled meeting of the Council.

9. The contractor may terminate the contract at any time during its duration by giving six clear weeks' notice to the Parish Clerk. In the event of early termination by the contractor, the contractor will be liable for any difference between the old contract costs and any new contract costs (if greater). The appointment of any new contractor will be at the sole discretion of the Parish Council.
10. The appointed contractor will be solely liable for any damage to any machinery owned or hired by him/her, and for any damage caused by him/her to any property of the Council or residents of the parish, including fences, curbs, etc.
11. The contractor must indemnify the Council against any liability arising out of or in connection with the execution of the contract.
12. The contractor must at all times maintain his/her equipment/machinery in a safe operating condition. All operatives must be adequately trained in the operation of the equipment/machinery and each operative must hold any relevant, valid licence(s), if applicable.
13. All operatives must be fully briefed on the terms of the contract in so far as the non-financial responsibilities are concerned.
14. The contractor must carry out appropriate risk assessments prior to acceptance of the contract. Such risk assessments must be made available to the Parish Council on request.
15. Invoices should be submitted on a monthly basis to arrive by the 1<sup>st</sup> of the month following the activity. Payment will be made within 30 days of receipt of invoice, unless the invoice is in dispute.
16. The contractor must ensure that he/she is conversant with the area before submitting a tender:

### **Tenders**

Bids for the completion of this work, including an order of costs, a note of insurance cover and previous experience, together with any comments on this brief, should be returned by noon on Monday 19<sup>th</sup> February 2018 to:

Andrew Maliphant  
Parish Clerk  
Longhope Parish Council  
17 High Street,  
Mitcheldean  
GL17 0AT

or by email to Andrew at [LonghopePC@mail.com](mailto:LonghopePC@mail.com) .

### **Contact**

Please contact Andrew on 01594 544456 for any further information or to arrange a site visit – Many thanks.