

Clerk to the Parish Council
South Petherton Parish Office
Frogmary Green Farm, West Street,
South Petherton, TA13 5DJ

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Parish Maintenance Tender Document for South Petherton Parish

Specification for Contract to commence 1st May 2024

Tenders to be submitted by midday, Friday 5th April 2024, to:

Parish Clerk, Unit One, Frogmary Green Farm, West Street, South Petherton
TA13 5DJ or by email to:
clerk@southpethertonparishcouncil.gov.uk

Contract:

The contract period will run for a period of 3 years, starting from 1st May 2024, ending on 30th April 2027.
An open tender process will be carried out at the beginning of 2027 for a further 3 year contract.

Job Purpose:

To monitor and provide low level infrastructure maintenance to all areas that are the responsibility of the Parish Council at the direction of the Parish Clerk who line manages this role position.

To survey the parish, document and report any issues to the Clerk.

Companies wishing to submit a tender for this contract are requested to provide a quote for **21 hours per week**.

The contractor is to provide all plant, labour and materials needed to carry out the operations detailed in the tender specification (unless stated).

In carrying out such work, the contractor will ensure that their staff conduct themselves in an appropriate manner, as representatives of the Parish Council.

Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

Contractors should hold or be willing to obtain the following training/qualifications within 3 months of the start of the contract:

- Chapter 8 - Highways Ticket for working on the Highways
- Appropriate waste carrier & removal licences

Insurance:

The supplier must provide details of all insurance they carry for the conduct of services provided, including adequate Public Liability, as the Parish Council will accept no liability for injuries or damage incurred in the execution of these services.

If you wish to discuss the role in further details, please contact the Clerk at the Parish Office. Maps of the Parish to be provided on request.

Scope of works including but not limited to:

1. Horticultural Maintenance

Minor tree works
Grass cutting (outside of the existing grass cutting contractors responsibilities),
Strimming & vegetation control
Hedge cutting, cutting back of overgrowth
Tending flowers beds/bulb planting
Maintaining general amenity areas
Weed removal & control
Disposal of horticultural debris

2. General Maintenance

Sweeping, litter collection (Bin bags provided by Parish Council)
Herbicide applications (Herbicide provided by the Parish Council)
Encroachment of vegetation over footways, cleaning of pavements
Recreation Ground maintenance – Play Equipment inspections and Memorial Garden
Removal of fly posting
Street names plates cleaning & repair
Fence repairs/installation
Maintenance of village assets – telephone boxes/benches/noticeboards
Disposal of maintenance rubbish appropriately
Snow clearance/application of grit from Parish stores.

3. Drainage Maintenance

Cleaning of existing grips and outfalls,
Localised ditching,
Hand clearing gullies/channels/rodding of pipes.
Gutter clearance of Parish buildings

4. Signs & Speed Indicator Device (SID)

(including reflector posts) cleaning / painting & minor repairs.
Movement and attachment of the SID

5. Reporting to the Parish Office

Acting as eyes & ears for the community with regard to issues, vulnerable people and anti-social behaviour.
Reporting for Risk Assessments

Preferred Skills & Capabilities required for the role:

1. Ability to work independently & organise own workload
2. Great interpersonal skills – the ability to work well with the public and the council members
3. Knowledge of the Parish
4. Attention to details and accurate data recording
5. Safe working in the Highway
6. Ability to use light plant & tools – including trimmers/brush cutters, chain saw, hand compactor
7. Multi trade experience – the ability to repair of a wide range of minor defects including:
 - Arboricultural works
 - Landscaping
 - Cleansing operations
 - Herbicide applications