



# WOODBURY PARISH COUNCIL

Joint Clerk to the Council:

L-A Kendall  
A J Le Riche, DMS  
Parish Council Offices  
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Dear Member

10<sup>th</sup> October 2017

**You are hereby required to attend a meeting of the ESTATES & ASSETS MANAGEMENT COMMITTEE to be held at 7.30pm on Monday 16<sup>th</sup> October 2017 in the Church Rooms, Woodbury . The business to be transacted at the Meeting is set out below. Members of the Public are welcome to attend this Meeting.**

**A J Le Riche**  
Joint Clerk to the Council

## A G E N D A

- 1. MINUTES:** To receive and confirm as a correct record, the Minutes of the proceedings of the Estates & Assets Management Committee meeting held on 19<sup>th</sup> June 2017.
- 2. APOLOGIES FOR ABSENCE:** To receive any apologies for absence
- 3. DECLARATIONS OF INTEREST**
- 4. Grass Cutting Contract:** To review the grass cutting contract and whether Councillors are satisfied with the Contractor. To decide whether any additional work is to be added to the Specification - Works at Exton and Woodbury – details attached.
- 5. Hedge cutting contract** To review the hedge cutting contract and whether Councillors are satisfied with the Contractor. To decide whether any additional work is to be added to the Specification.
- 6. Play Area Inspection Reports.** These have been circulated previously:
- 7. Exton, Woodbury, Woodbury Salterton MAINTENANCE AND MANAGEMENT OF SPECIFIC AREAS** requiring update, discussion and decisions (as necessary).  
**Woodbury Village Green: New seat. Painting railings and fence**
- 8. Public Conveniences: Any issues**

## WOODBURY PARISH COUNCIL

### Minutes of meeting of the Estates and Assets Committee held on 19<sup>th</sup> June 2017

Present; Cllrs Mrs C McGauley (Chairman), D Atkins, R Bartlett, Mrs C Bennett, P Bricknell, B Jones, G Jung, R Mayo & J Pyne. Mr T Bennett (Woodbury Tree Warden). Joan Boyne (Play Area Warden, Exton)

APOLOGIES Cllr J Burgess, M Edwards and G Murrin, Judy Green, Footpath Warden

17/001 **Minutes**

RESOLVED The last minutes of the meeting held on 6<sup>th</sup> February 2017 be confirmed as an accurate record and signed by the Chairman.

17/002 **Declarations of interest:** No declarations of interest were made at this point in the meeting.

17/003 **Play Areas**

Inspections had not yet been carried out. Reports would be circulated when they were received.

Woodbury Salterton Play Area

Cllr Bricknell confirmed that all the works from the last annual inspection were complete. He was concerned that the hand rail to the climbing equipment was showing signs of wear.

Cllr Jung reminded the meeting that the second goal post would be moved here from Woodbury when the MUGA was installed.

Woodbury Play Area– Cllr McGauley confirmed there were no issues at the play parks.

Exton Play Area – The new equipment was well received. There was one ‘old’ picnic bench left but this was very popular as it could be moved into the shade on hot days. There was a safety issue of children running out of the play area onto the road and from the Puffing Billy across the road to the play Area. The Puffing Billy had installed cycle racks and fencing around the eating space which had gone some way to improving this situation but more was needed. There was a suggestion of ‘rumble’ strips being laid as a means of warning traffic and slowing cyclists.

RESOLVED: that the County Councillors be requested to meet with Joan and Cllr Atkins to look at the possibility of rumble strips being laid on either side of the entrance to the Play Area.

17/004 **Flood Resilience equipment for Woodbury Salterton**

The Committee gave further consideration to a location for a shed to house this equipment. It was clear that a central location was needed.

RESOLVED: that permission be given for a shed to be located near to the Telephone Box provided that the area is tidied beforehand and maintained by the Flood Resilience Group.

17/005 **Toilets in Woodbury**

Only one quote had been received for internal redecoration from T I Glanville in the

sum of £500.

Cllr Bartlett reminded the meeting that three quotations should be sought but the Chairman pointed out that more than three had been requested but only one had been received.

The quote did not appear to include painting the walls

RESOLVED: that Mr Glanville be requested to confirm that his quote included painting the walls and ceilings and if so, the quote be accepted.

17/006 **Flower Street car park**

Cllr Mayo submitted a drawing showing a possible layout of spaces for the car park. There was some discussion regarding the Council's legal responsibilities to those who had access agreements. The Clerk was asked to check this.

Cllr Mayo and Mr Bennett would visit the car park again when the legal obligations were known.

RESOLVED: that the Clerk invite quotations for lining the car park in accordance with the plan produced by Cllr Mayo, subject to any amendments.

17/007 **The Arch, Woodbury.**

The Garden Club had planted the planters and the RBL had planted the boats. The Committee were reminded that the boats were a 4-year project to commemorate WW1 and would end in 2018. Thought should be given as to replacement planters. Mr Bennett thought that Woodbury Residents Association had some funds that could be applied towards this.

17/008 **Woodbury Community Playing Fields (MUGA) Project:**

The Chairman and Clerk had met WCPF regarding the Multi Use Games Area to consider funding options. The total cost was in the region of £55,000. At the moment the funding was £11,000 short and the Association had asked if the Parish Council could receive S106 and other funds that had been raised and so recover the VAT on the project. The Clerk explained that whilst this might be possible, there was a limit on how much VAT the Parish Council could reclaim each year and this project would exceed that. Other options were being explored including EDDC commissioning the MUGA and looking into any cost advantages of breaking the works down into Ground works, laying the surface and installing the MUGA rather than having all this being dealt with by one main contractor.

17/009 **Trees**

David Rose had resigned as Tree Warden for Woodbury Salterton due to his mother's illness. He had been thanked for his service.

Tony Bennett agreed to take this on until a successor had been found.

Cllr Jung agreed to approach Nigel Edwards.

Some branches had broken on trees at The Plantation, Woodbury Salterton and Woodbury Village Green. The Clerk was request to ask Graham Joyce to look at these and take remedial action.

Tony Bennett pointed out that the two large Oak trees at Woodbury Village Green needed some maintenance work. The Clerk was asked to contact EDDC to get in touch with the owners about this.

The meeting was reminded that:  
Tree work in conservation areas needed Tree consent from EDDC.  
Hedges should not be cut back until September due to nesting birds.  
Residents should be asked to clear the weeds from the verges outside their property as DCC would not be doing this work.

The Clerk was asked to include these in an article for the Woodbury News.

17/010 **Footpaths**

Cllr Jung would be organising another footpath workshop with Alison Smith of DCC, in July.  
Clinton Devon Estates would not be involved as they would be looking after their own paths.

The suggestion about converting Rydon Lane to be part cycle track had received some support at DCC but it was accepted that this would not be achieved quickly. In particular, there was some discussion about a possible legal issue regarding using this route

Cllr Bennett pointed out that the path from the development on Broadway to Couches Lane was very overgrown. The Clerk was asked to approach Mr House about this and if there was no action within two weeks, to ask DCC to get involved.

17/011 **Parish Handyman**

There was discussion about the need for a Parish Handyman.  
The Clerk was asked to contact all Councillors about minor jobs that could be done. Including painting, sign cleaning etc.

Cllr Bricknell pointed out that the railings leading to White Cross Road were no longer visible due to weeds. This was a Highways matter and so the Clerk was asked to contact Stuart Coles about this.

17/012 **Grass cutting contract**

The Allotments had been strimmed today but some of the arisings had strayed on to nearby plots. It was felt that this job needed doing more often to reduce the possibility of weeds on allotments. The next cut should be in August.  
Cllr Atkins would have a drive-around to not areas where DCC was no longer maintaining verges etc.  
The path from Woodbury Village green was being cut but more work may be needed.  
There would be a full review of the contract at the next meeting.

17/013 **Matters raised by Councillors**

Reference was made to the phone box at The Arch, Woodbury. The Clerk was asked to contact BT with a view to the Parish Council taking this over.  
Cllr Pyne referred to the continuing unlawful parking in the area. The Clerk was asked to contact DCC for a visit by their enforcement staff.  
Cllr Jung pointed out that some gullies and drains needed clearing. DCC had a three-year programme but this was not fully followed. He would be meeting County Councillors and the Highways officer on 30<sup>th</sup> June 2017.  
Cllr Bennett referred to a similar problem on Globe Hill and asked that this be included in the visit by County Councillors.

The meeting finished at 9.00pm

Chairman

## **GRASS CUTTING CONTRACT 2016/2017**

**Woodbury Parish Council** (WPC) is responsible for routine maintenance and recreational areas in Woodbury, Woodbury Salterton and Exton areas; Woodbury is located in East Devon approximately 8 miles east of Exeter. Further information about Woodbury can be found at [www.woodburydevon.co.uk](http://www.woodburydevon.co.uk)

### **Specification**

1. The Council may from time to time invite quotations for specialised items of work if it considers that more competitive rates may be obtained by doing so.
2. The contract shall cover work to be carried out by The Contractor between 1st April 2016 to 31<sup>st</sup> March 2017 except in the event of earlier termination of this agreement if either party giving notice in writing if the other is in material breach of the terms of the contract, and has failed to remedy the breach (where the breach is capable of being remedied) within 30 days' notice in writing requiring it to do so.
3. All works undertaken by The Contractor shall be carried out with equipment provided by The Contractor. WPC shall not provide any materials or equipment to The Contractor for the purposes of carrying out the works covered by this agreement.
4. All works shall be carried out by The Contractor to a professional and proficient standard. In the event of any expression of dissatisfaction with the standard of work carried out by The Contractor then The Clerk to WPC ("The Clerk") shall inspect the work on behalf of the Parish Council. Should The Clerk on inspection of the work conclude that the work has not been carried out to a satisfactory standard, The Clerk shall notify The Contractor and The Contractor shall remedy the defective work prior to payment for the work being made by WPC.
5. Payment for works carried out by The Contractor shall be made by WPC on a monthly basis within 28 days of receipt of an invoice from The Contractor (subject to the provision above regarding defective work) stating which areas have been cut, how often and the amount per area claimed.
6. Prior to commencing any work under the terms of this agreement The Contractor shall produce to The Clerk The Contractor's Public Liability Insurance (and if applicable Employee Liability Insurance) and any other relevant accreditation and Health and Safety documentation as required and notified to The Contractor by The Clerk and provide copies of any such documents to the Clerk.
7. Should the Contractor fail to produce any of the above documents then WPC shall be at liberty to terminate this agreement without incurring any liability for payment to The Contractor. The Contractor shall be responsible for complying with all statutory and other Health and Safety legislation, regulations and requirements including those of an environmental nature when carrying out the works being the subject of this agreement.
8. The contract covers grass cutting, strimming, maintenance of the grounds and the removal of grass cuttings from the site.

9. Cutting of grass and strimming shall be carried out by The Contractor on a regular basis between April and March inclusive during the growing season, up to a maximum of 20 cuts per annum and in accordance with the table set out below. Where strimming is indicated as being required in the tables below this shall be carried out to all edges, around trees (avoiding any damage to trees), fences and equipment as appropriate to each of the locations as specified. All cuttings/waste generated by the works carried out by the Contractor shall be removed by The Contractor included within the costs set out in the tables below.
10. The Contractor must be prepared to carry out additional cuts should these be requested by the Clerk, which the Contractor will be able to raise a charge against the extra works.
11. The Contractor shall inspect all areas of the site to be cut prior to work commencing and shall remove and dispose of, where appropriate, items and obstructions which might cause damage or injury and litter or debris which may become shredded during grass cutting operations. Any obstructions removed prior to mowing shall be returned to their original position prior to leaving the site.
12. The first cut of the year (longer sward than normal) on all areas should be collected, carted away and tipped.
13. Rough Grass Cutting and Wild Areas to be cut twice per year, using appropriate machinery, once during March/April and once during August allowing cuttings to be distributed evenly. Immediately following each cut, sweep arisings from paths and paved areas, highways or play area surfaces onto surrounding grass.
14. Where moles are present at a site The Contractor shall ensure that all mole hills are brushed evenly into the grass sward before grass cutting commences.
15. During periods when ground conditions of any site or part of a site, are so wet as to prevent grass cutting occurring without causing damage to the grass or ground levels and through wheel tracking, the Contractor shall cease grass cutting operations at either the whole site, or the part of the site which is too wet to cut. The Clerk shall be notified immediately of this action. The Contractor shall be required to resume work as soon as ground conditions allow, undertaking whatever works are necessary and using appropriate machinery for the length of grass to promptly bring the grass area or areas to the specified standard.
16. The Contractor shall ensure that all machines engaged in grass cutting operations are sharp and properly set so as to produce a true and even cut. All equipment shall be suitable for the grass cutting operation to be carried out and shall only be used in compliance with the manufacturer's recommendations and current relevant Health and Safety legislation, for clarification, 'grass cutting' includes cutting the clover, weeds and other vegetation that makes up the grass sward.
17. Where trimmers/brushcutters and mowers are being used, The Contractor shall provide the following minimum safety equipment for use by the operator(s),
  - Safety helmet to British Standards, currently BS 4423
  - Gloves Goggles/eye shield
  - Safety boots (with internal or external steel toe-cap)
  - Ear-defenders
  - First Aid Kit
18. The Contractor shall take all necessary measures to prevent the deposition of mud, onto

both private or public roads and footpaths, and shall keep the approaches to any location clear of mud and debris.

19. The Contractor shall allow for providing for the Clerk and her representatives access at all reasonable times to inspect the Works and to other places where the works are being prepared by the Contractor.
20. The Contractor is required to prove to the Parish Council that Public Liability Insurance, to the a minimum value of £5m (Five million pounds sterling) is in place, by lodging a copy of the Certificate with the Clerk to the Parish Council prior to commencement of works and no later than **31<sup>st</sup> March 2016**.

### **Notes**

#### **All wild areas must be cut twice per annum in March/April and August.**

The Plantation area on Village Road Woodbury Salterton, must be cut no earlier than 1<sup>st</sup> May 2016 in order to preserve the naturalised daffodils.

## **Schedule for Grass Cutting Requirement**

Woodbury Parish Council is responsible for the routine maintenance of various locations within 3 villages: Woodbury, Woodbury Salterton and Exton with the areas specified below:-

### WOODBURY

1. Village Green.
2. Village Green Children's play area.
3. Area to side of Village Green in front of April Cottage and Cottage garage.
4. Church Stile Lane, small verges between the picket fencing of the Village Green play area to roadway, pathway verges between Village Green and Church Stile Lane.
5. Area of grass opposite Church rooms and Town Lane.
6. Green Spot Greenway/Town Lane.
7. Cricket Field, Town Lane boundary area only left as **wild area**.  
*Note: The Cricket Club is responsible for mowing the area within their lease as shown on the attached plan. The Community Orchard area of approximately one acre at the north end of the field will not require cutting. The remainder of the field, including the area to the right of the entrance to be included within the contract but left as a wild area and be cut twice a year in March/April and August.*
8. Woodbury Recreation Field (Town Lane/Orchard Close)
9. Two verges at the ends of Parkway.
10. Pound Cross Woodbury.
11. Both areas of Orchard Close at the junction of Town Lane.
12. Layby on The Broadway outside Heatherdene.
13. Area by seat at the entrance to Fulford Way.

### WOODBURY SALTERTON

14. The Plantation, Village Road from the Post Office following stream to culvert opposite the Primary School (outside fence only).
15. Play Area, New Way, all this area - Strim narrow path situated between the play area and 17 New Way (path leads from New Way to Stony Lane).
16. The New Plantation, Higher Road, one metre wide area running parallel with highway adjacent to small path leading to Parkhayes, the remainder of this area to be cut twice annually and left as **wild area**.
17. Allotments protected, not cultivated for crop production, twice a year scythe cutting.
- 17a. Bonds Lane Corner, where it abuts Village Road.

### EXTON

18. Play area, Station Road, excluding land under trees to be left as **wild area** and cut twice annually.
19. Grass verge on the corner of the play area adjacent to the Puffing Billy public house.
20. Bus shelter and bench area main A376 towards the top of village near petrol station.
21. Very small verge at the top of Exton Lane, South of junction, partway through the village west of the main road.

### Woodbury Areas

Location / work required	Mow	Strim	Pick up (every cut)	Regular Cuts to (max 20)	Price per Cut £	Total £
1. Village Green Greenway	Yes	Yes	Yes	20	18.57	352.83
2. Play Area Greenway	Yes	Yes	Yes	20	18.57	352.83
3. April Cottage and Garage	Yes	Yes	*	20	9.28	176.32
4. Church Stile Lane	Yes	Yes	*	20	9.28	176.32
5. Church Rooms Town Lane	Yes	Yes	*	20	9.28	176.32
6. Green Spot Town Lane	Yes	Yes	*	20	4.64	88.16
7. Cricket Field Town Lane	Yes	If reqd	No	2	75.00	150.00
8. Woodbury Recreation Field	Yes	If reqd	No	20	46.42	881.98
9. Two Verges Parkway	Yes	Yes	*	20	13.92	264.48
10. Pound Cross	Yes	Yes	*	20	4.64	88.16
11. Areas Orchard Close	Yes	Yes	*	20	4.64	88.16
12. Lay-by Broadway	Yes	Yes	*	20	9.28	176.32
13. Seat Fulford Way	Yes	Yes	*	20	4.64	88.16

\*The first cut of the year only (longer sward than normal) on areas indicated should be collected, carted away and tipped TOTAL PRICE EXCL RECREATION FIELD = £171.73

### Woodbury Salterton Areas

Location/Work Required	Mow	Strim	Pick up (every cut)	Regular Cuts to (max 20)	Price per Cut £	Total £
14. The Plantation Village Road	Yes	Yes	*	20	9.28	176.32
15. Play area New Way	Yes	Yes	Yes	20	27.84	528.96
15a. Pathway between play area	No	Yes	No	20	4.64	88.16
16. New Plantation Higher Road	Yes	Yes	*	20	9.28	176.32
16a. Wild area – New Plantation	Yes	Yes	No	2	18.57	37.14
17. Allotments Protected area	Yes	If reqd	No	2	27.84	55.68
17a. Bonds Lane Corner	Yes	Yes	*	20	9.28	176.32

\*The first cut of the year only (longer sward than normal) on areas indicated should be collected, carted away and tipped TOTAL PRICE EXCL WILD AREAS = £78.89

### Exton Areas

Location/Work Required	Mow	Strim	Pick up (every cut)	Regular Cuts to (Max 20)	Price per Cut £	Total £
18. Exton play area, Station Rd	Yes	Yes	Yes	20	27.84	528.96
18a. Wild area – play area	Yes	Yes	No	2	18.57	37.14
19. Verge Puffing Billy	Yes	Yes	*	20	4.64	88.16
20. Bus Shelter & bench A376	Yes	Yes	*	20	4.64	88.16
21. Verge Exton Lane	Yes	Yes	*	20	4.64	88.16

\*The first cut of the year only (longer sward than normal) on areas indicated should be collected, carted away and tipped TOTAL PRICE EXCL WILD AREAS = £60.33

TOTAL COSTING £5,440.47 +VAT

## Extra works in Woodbury

Further to our conversation regarding the new playground area and the car park at Flower Lane, Woodbury, please find below prices for the grass cutting of these areas.

Woodbury Play Park – £22.50 per cut in addition to the contract spec. This is to allow strimming and raking/collecting around the play equipment as we can't get in there with any larger ride on mowers etc.

Flower Lane - £30 first cut, thereafter £15 per cut in addition to the contract spec.

There is a short hedgerow adjacent to the car park, which we will cut should you require.

This will be an additional £20.

I hope you find these prices acceptable, and that you are happy with the works carried out so far.

Yours sincerely

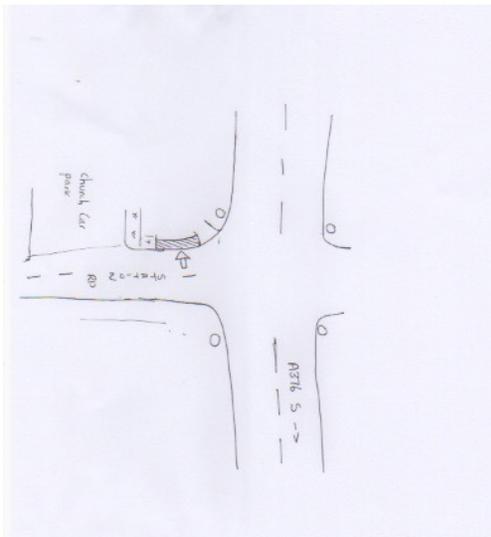
Matt Lynch

## Extra Grass cutting in Exton

Hi all.

I wondered if the following small area, about seven square metres, might possibly be added to the grass cutting contract. It's very close to existing areas that are cut so hopefully should be easy to add. The area is used by pedestrians walking from the hall and church to the crossing, but there is no pavement. I have cut it occasionally, but it becomes impassable if left. It just helps improve safety a little bit. I guess it is county owned, as it lies outside the boundary wall of the bungalow located on the corner of Station road and the A376. Hopefully there is a drawing attached. Thanks.

Tim Pattison.



## WOODBURY PARISH COUNCIL

### Hedges and General Vegetation Cutting Contract



1. a **Woodbury Salterton Play Area**  
**North boundary, mixed hedging against path**  
Both faces and top approx. 50m  
**East boundary, mixed hedging against road**  
Face both sides and top approx. 60m. Leave the trees growing in hedge  
**West boundary, mixed hedging against gardens**  
Face one side and top to height of wooden fence behind approx. 35m
- b **Woodbury Salterton Allotment Boundary**  
**Devon bank against lane and track next to School House**  
Both sides and top up to track next to School House
  
2. **Woodbury, Cricket Field**  
**North boundary, mixed hedging, mature trees and ditch against field**  
Face one side and clear ditch, approx. 210m  
**East boundary, mixed hedging and ditch against field**  
Face one side and clear ditch, approx. 240m  
**South boundary, mixed hedging and ditch against field**  
Face one side and clear ditch, approx. 50m  
**West boundary, mixed hedging against road**  
Face both sides and top, approx. 200m
  
3. **Exton Play Area**  
**East boundary, mixed hedging and trees against road**  
Face both sides and top, approx. 40m to same height as existing hedge fronting the Puffing Billy. Strim under.  
**South boundary, willows and bushes against field**  
Face one side and clear undergrowth  
**West boundary, mixed hedging against field**  
Face one side, approx. 20m  
**North boundary, mixed hedging against road**  
Face mixed hedging (top and roadside done by others).  
Strim entire length of banking.

#### Specification

- All works to be carried out between September and November each year (legal restrictions apply to timing of hedge cutting).
- All work to be carried out in a tidy and workmanlike manner.
- Care to be exercised when working in or near play areas to protect children.
- Care to be exercised when working on or near roads to protect vehicles and minimise disruption to traffic.
- All works are in public areas and due care to be exercised to protect the public.
- Any additional works to be agreed and confirmed in writing by the Parish Council and valued pro-rata.
- All waste to be taken away and disposed of lawfully and with the appropriate licence.

## Exton Play Area

Annual maintenance of hedges and trees preferably undertaken in October.

### **Eastern & Northern boundary**

Approx. 120 metres of mixed hedge containing 3 no. small trees.

Face both sides and top and maintain height at 2.00 metres.

Strim both faces of bank

### **Southern boundary**

Approx. 60 metres of willow tree/bush planting

Face back both sides and clear undergrowth

### **Western boundary**

Hedge beyond wire fence owned by Ms E Pratt

Clear self seeded growth approx. 20.000 \* 4.000 meters to as close to the boundary fence as possible.

Part of hedge is overgrown with brambles and in need of a severe cut-back.

### **Trees in play area - cider apples!.**

Raise crowns to at least 2.00metres as existing heights are likely to cause severe eye injuries.

GDM 5/07/17

**WOODBURY PARISH COUNCIL**  
**Hedges and General Vegetation Cutting**



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**Woodbury Parish Council**

**GRASS CUTTING CONTRACT 2017 - 2019**

Clerk to Woodbury Parish Council  
Greenside  
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8. The contract covers grass cutting, strimming, maintenance of the grounds and the removal of grass cuttings from the site.

9. Cutting of grass and strimming shall be carried out by The Contractor on a regular basis between April and March inclusive during the growing season, up to a maximum of 20 cuts per annum and in accordance with the table set out below. Where strimming is indicated as being required in the tables below this shall be carried out to all edges, around trees (avoiding any damage to trees), fences and equipment as appropriate to each of the locations as specified. All cuttings/waste generated by the works carried out by the Contractor shall be removed by The Contractor included within the costs set out in the tables below.
10. The Contractor must be prepared to carry out additional cuts should these be requested by the Clerk, which the Contractor will be able to raise a charge against the extra works.
11. The Contractor shall inspect all areas of the site to be cut prior to work commencing and shall remove and dispose of, where appropriate, items and obstructions which might cause damage or injury and litter or debris which may become shredded during grass cutting operations. Any obstructions removed prior to mowing shall be returned to their original position prior to leaving the site.
12. The first cut of the year (longer sward than normal) on all areas should be collected, carted away and tipped.
13. Rough Grass Cutting and Wild Areas to be cut twice per year (unless otherwise specified), using appropriate machinery, once during March/April and once during August allowing cuttings to be distributed evenly. Immediately following each cut, sweep arisings from paths and paved areas, highways or play area surfaces onto surrounding grass.
14. Where moles are present at a site The Contractor shall ensure that all mole hills are brushed evenly into the grass sward before grass cutting commences.
15. During periods when ground conditions of any site or part of a site, are so wet as to prevent grass cutting occurring without causing damage to the grass or ground levels and through wheel tracking, the Contractor shall cease grass cutting operations at either the whole site, or the part of the site which is too wet to cut. The Clerk shall be notified immediately of this action. The Contractor shall be required to resume work as soon as ground conditions allow, undertaking whatever works are necessary and using appropriate machinery for the length of grass to promptly bring the grass area or areas to the specified standard.
16. The Contractor shall ensure that all machines engaged in grass cutting operations are sharp and properly set so as to produce a true and even cut. All equipment shall be suitable for the grass cutting operation to be carried out and shall only be used in compliance with the manufacturer's recommendations and current relevant Health and Safety legislation , for clarification, 'grass cutting' includes cutting the clover, weeds and other vegetation that makes up the grass sward.
17. Where strimmers/brushcutters and mowers are being used, The Contractor shall provide the following minimum safety equipment for use by the operator(s),
  - Safety helmet to British Standards, currently BS 4423
  - Gloves Goggles/eye shield
  - Safety boots (with internal or external steel toe-cap)
  - Ear-defenders
  - First Aid Kit
18. The Contractor shall take all necessary measures to prevent the deposition of mud, onto both private or public roads and footpaths, and shall keep the approaches to any location clear of mud and debris.

19. The Contractor shall allow for providing for the Clerk and her representatives access at all reasonable times to inspect the Works and to other places where the works are being prepared by the Contractor.
20. The Contractor is required to prove to the Parish Council that Public Liability Insurance, to the a minimum value of £5m (Five million pounds sterling) is in place, by lodging a copy of the Certificate with the Clerk to the Parish Council prior to commencement of works and no later than 31<sup>st</sup> March 2017.

**Notes**

**All wild areas must be cut twice per annum in March/April and August (except for area 17a – New Plantation, Woodbury Salterton)**

The Plantation area on Village Road, Woodbury Salterton, must be cut no earlier than 1<sup>st</sup> May in order to preserve the naturalised daffodils.

## **Schedule for Grass Cutting Requirement**

Woodbury Parish Council is responsible for the routine maintenance of various locations within 3 villages: Woodbury, Woodbury Salterton and Exton with the areas specified below:-

### WOODBURY

1. Village Green.
2. Village Green Children's play area.
3. Area to side of Village Green in front of April Cottage and Cottage garage.
4. Church Stile Lane, small verges between the picket fencing of the Village Green play area to roadway, pathway verges between Village Green and Church Stile Lane. Area to the side of the Old Fire Station.
5. Area of grass opposite Church rooms and Town Lane.
6. Green Spot Greenway/Town Lane.
7. Cricket Field, Town Lane boundary area only left as **wild area**.  
*Note: The Cricket Club is responsible for mowing the area within their lease as shown on the attached plan. The Community Orchard area of approximately one acre at the north end of the field will not require cutting. The remainder of the field, including the area to the right of the entrance to be included within the contract but left as a wild area and be cut twice a year in March/April and August.*
8. Woodbury Recreation Field (Town Lane/Orchard Close).
- 8a. **NEW – Recreation Field Play Area, strim/rake around play equipment.**
9. Two verges at the ends of Parkway.
10. Pound Cross Woodbury.
11. Both areas of Orchard Close at the junction of Town Lane.
12. Layby on The Broadway outside Heatherdene.
13. Area by seat at the entrance to Fulford Way.
14. **NEW. Flower Street Car Park, area surrounding the toilets and car park verges.**

### WOODBURY SALTERTON

15. The Plantation, Village Road from the Post Office following stream to culvert opposite the Primary School (outside fence only).
16. Play Area, New Way, all this area - Strim narrow path situated between the play area and 17 New Way (path leads from New Way to Stony Lane).
17. The New Plantation, Higher Road, one metre wide area running parallel with highway adjacent to small path leading to Parkhayes, the remainder of this area to be cut **once annually between 1<sup>st</sup> – 30<sup>th</sup> September** and left as **wild area**.
18. Allotments protected, not cultivated for crop production, four times per year scythe cutting.
- 18a. Bonds Lane Corner, where it abuts Village Road.

### EXTON

19. Play area, Station Road, excluding land under trees to be left as **wild area** and cut twice annually.
20. Grass verge on the corner of the play area adjacent to the Puffing Billy public house.
21. Bus shelter and bench area main A376 towards the top of village near petrol station.
22. Very small verge at the top of Exton Lane, South of junction, partway through the village west of the main road.

### Woodbury Areas

Location / work required	Mow	Strim	Pick up (every cut)	Regular Cuts to (max 20)	Price per Cut £	Total £
1. Village Green Greenway	Yes	Yes	Yes	20	18.57	352.83
2. Play Area Greenway	Yes	Yes	Yes	20	18.57	352.83
3. April Cottage and Garage	Yes	Yes	*	20	9.28	176.32
4. Church Stile Lane	Yes	Yes	*	20	9.28	176.32
5. Church Rooms Town Lane	Yes	Yes	*	20	9.28	176.32
6. Green Spot Town Lane	Yes	Yes	*	20	4.64	88.16
7. Cricket Field Town Lane	Yes	If reqd	No	2	75.00	150.00
8. Woodbury Recreation Field	Yes	If reqd	No	20	46.42	881.98
8a. Play Area – Recreation Field	No?	Yes	*	20	22.50	450.00
9. Two Verges Parkway	Yes	Yes	*	20	13.92	264.48
10. Pound Cross	Yes	Yes	*	20	4.64	88.16
11. Areas Orchard Close	Yes	Yes	*	20	4.64	88.16
12. Lay-by Broadway	Yes	Yes	*	20	9.28	176.32
13. Seat Fulford Way	Yes	Yes	*	20	4.64	88.16
14. Flower Street Car Park	Yes	Yes	*	20	15.00	300.00

\*The first cut of the year only (longer sward than normal) on areas indicated should be collected, carted away and tipped

FIELD =

**TOTAL PRICE EXCL RECREATION**

### Woodbury Salterton Areas

Location/Work Required	Mow	Strim	Pick up (every cut)	Regular Cuts to (max 20)	Price per Cut £	Total £
15. The Plantation Village Road	Yes	Yes	*	20	9.28	176.32
16. Play area New Way	Yes	Yes	Yes	20	27.84	528.96
16a. Pathway between play area	No	Yes	No	20	4.64	88.16
17. New Plantation Higher Road	Yes	Yes	*	20	9.28	176.32
17a. Wild area – New Plantation	Yes	Yes	No	1		
18. Allotments Protected area	Yes	If reqd	No	4		
18a. Bonds Lane Corner	Yes	Yes	*	20	9.28	176.32

\*The first cut of the year only (longer sward than normal) on areas indicated should be collected, carted away and tipped

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**TOTAL PRICE EXCL WILD AREAS**

### Exton Areas

Location/Work Required	Mow	Strim	Pick up (every cut)	Regular Cuts to (Max 20)	Price per Cut £	Total £
19. Exton play area, Station Rd	Yes	Yes	Yes	20	27.84	528.96
19a. Wild area – play area	Yes	Yes	No	2	18.57	37.14

<b>20. Verge Puffing Billy</b>	<b>Yes</b>	<b>Yes</b>	<b>*</b>	20	4.64	88.16
<b>21. Bus Shelter &amp; bench A376</b>	<b>Yes</b>	<b>Yes</b>	<b>*</b>	20	4.64	88.16
<b>22. Verge Exton Lane</b>	<b>Yes</b>	<b>Yes</b>	<b>*</b>	20	4.64	88.16

\*The first cut of the year only (longer sward than normal) on areas indicated should be collected, carted away and tipped

**TOTAL PRICE EXCL WILD AREAS**

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**TOTAL COSTING**