



**Cam Parish Council
HANDYPERSON CONTRACT**

3-year contract from April 2023 - 2026



HANDYPERSON CONTRACT SCHEDULE 2023-2026

Inspection forms for the following areas must be completed and returned to the Parish Office.

1) Footpaths – See attached schedule

Clear footpaths of overgrowing vegetation, including strimming of grass, cutting back of hedges, brambles, to include siding, keeping edges clear of overgrowth etc., as per attached footpath schedule.

All paths to be left clear of debris before leaving site. Debris to be removed completely from site and disposed of appropriately by contractor. *Complete and submit inspection form*

2) Bus Shelters – See attached schedule

Monthly – visual inspection of all bus shelters for damage. *Complete and submit inspection form.*

Monthly – Sweep out and wash down all bus shelters internally and externally, remove any graffiti as required. Cut back any overgrown foliage from surrounding bins, bus shelters and posts and leave clean and safe for general use.

3) Seats and Amenity Furniture – See attached schedule.

Monthly – visual inspection of all seats and amenity furniture for damage. Clear areas around seats from grass and vegetation. Complete and submit inspection form.

Check on 4 telephone kiosks, checking the kiosk is structurally sound, clear of vegetation and clean on the inside and out. Return documentation to office.

4) Grounds Maintenance

Monday/ Friday each week – Sweep and litter pick external area around the parish council offices, empty litter bin and remove waste from site.

Monday & Friday each week – Litter pick playing fields at Jubilee Field, Woodfields and Cam Green and empty litter bins. Remove waste from site. Sweep wet pour and paths to keep free from gravel and debris – paths in toddler and junior play areas, MUGA and skate park at Jubilee, MUGA, toddler area and paths at Woodfields, wetpour at Cam Green.

Weekly – Inspect playground areas and equipment. Complete and return Inspection forms.

Weekly – Inspect and Litter pick Hopton Green, Lark Rise, Rackleaze, Jubilee Tree and Cam Pitch amenity areas, empty bins and remove waste from site. Complete and return inspection form.

Monthly – Weed, prune, and maintain as necessary the planted area around the Parish Council Offices.

Monthly – Wash over notice boards and check for any damage. 9 locations. What3words locations -

Parish Office – shirts.uploading.spindles
Side of Pizza Planet – heartened.beaks.unpacked
Jubilee Playing Fields – galloped.hacking.likely
Woodfields Playing Field – installs.mysteries.mixed
Cam Green Play area – concerned.delay.conveying
Woodfields allotments – match.precides.contain
Westend allotments – shot.thumb.loss
Upthorpe allotment – fishnet.beyond.laptop
Ashmead allotments – numeral.refuse.operation

Monthly – Sweep boardwalk at Rackleaze

Monthly – Check and refill in necessary on the water butt at Cam Pitch

Quarterly – Clear and remove any debris from gutters at Jubilee field and Parish office and check water butts.

Quarterly – Dig over, weed, and tidy as necessary the beds and planters around the War Memorial at Hopton Road and Cam Pitch (to include maintenance prior to annual Remembrance Day service)

Quarterly – Clean/ wash the road signage. 6 locations. What3words locations

Dursley Road – workouts.third.glance

Ham Hill at Ashmead at the boundary with Coaly – again.seducing.done

Sandpits – sorming.bleat.diggers

Box Road – animal.giving.spans

Kingshill Lane – alongside.amounting.reframe

Draycott – empty.refrain.detriment

Quarterly – Inspect and refill salt/grit bins as required.

Twice Annually – Trim hedge outside Parish Council Offices (sept-Mar). Cut back hedge at Westend allotments with boundary to resident's fence. Cut back and maintain the hedge around the perimeter of Woodfield play area.

As necessary – Remove weeds, mulch and maintain as necessary any young trees or hedging planted by the Council. Water planted area around Council Offices as required

As required – Snow clearance and grit the walkway in front of the parish office building and parish areas

Additional work agreed at hourly rate

Strim allotment plots and cover for weed suppression as requested by the council

Any general building works required

Any installation of benches as requested by the parish council

Any installation of bins as requested by the parish council

Any additional work required at the allotment sites as required

Maintenance work on play equipment as required

General minor ground maintenance as required on all open spaces and amenity areas owned by the parish council

Any other activities as negotiated and agreed by Contractor and Clerk