

Broughton in Amounderness Parish Council

Invitation to Tender Village Lengthsman Services 2025/26

1. Introduction

Broughton in Amounderness Parish Council invites tenders from suitably qualified and experienced individuals or contractors to provide Village Lengthsman services.

The Lengthsman will support the Parish Council in maintaining the village environment, ensuring public areas remain safe, tidy, and attractive for residents and visitors. This is a contracted self-employed role, managed by the Parish Council Clerk.

The contract will commence on 1st November 2025 for an initial period of two years, renewable subject to satisfactory performance and Council approval.

2. Scope of Works

Work to include (but is not limited to):

- Manage sign posts, verge posts/bollards and report defects.
- clean signs and bollard reflectors.
- Checking the speed indicator signs on parish roads (SPIDs)
- Remove unauthorised notices from posts (except in-date planning notifications).
- Prune or strim vegetation overhanging or blocking pavements on main roads through the village.
- PROW: Check & clean signage.
- Litter picking across: Garstang Road, Whittingham Lane, Woodplumpton Lane (to Sandygate Lane), Sandygate Lane, Durton Lane, and the Guild Wheel.
- Maintain street furniture (benches, bins).
- Maintain the Pinfold and associated seating (excluding grass cutting).
- Maintain the cottage garden, Co-op planters, and community flower beds.
- Maintain war memorials on Garstang Road.
- Periodic checks of King Georges Park for any obvious health and safety issues.
- Reporting any fly tipping to the City Council.

As Directed:

- Report to the Parish Clerk any defects or damage to council-owned or managed property.
- Initial repairs to PROW (stiles, gates, surfaces).
- Further PROW maintenance and repairs (as directed).
- Identification and completion of minor repairs.

Applicants should refer to the Person Specification at Appendix 1 and ensure they meet the essential criteria.

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4. Standards and Compliance

The contractor will:

- Operate in compliance with all relevant health and safety legislation.
- Provide and maintain appropriate insurance cover, including public liability insurance of not less than £5,000,000.
- Supply their own necessary equipment
- Evidence of frequent servicing and PAT testing of equipment.
- Evidence relevant training and expertise in this area
- Carry out relevant risk assessments.

5. Contract Terms

- The contract will run from 1 November 2025 to 31 October 2027
- The contractor shall, in conjunction with the council discuss a minimum set hour a week. This may be varied from time to time by agreement with the parish, for example where it would be useful to do three days' work in one week and one day of work the following week.
- Payment will be made monthly in arrears upon receipt of invoice.
- Broughton Parish Council reserves the right to terminate the agreement with one month's written notice.

The contractor is responsible for managing their own time, including holidays. The council acknowledges that periods of unavailability may occur and requires the contractor to notify the council in advance of such periods. The contractor must ensure the agreed services are maintained, either personally or through suitable cover.

Payment will be made in 12 equal monthly instalments on the last working day of the month, subject to receipt of an invoice.

The contractor will:

- Record work carried out on a weekly timesheet and submit as required.
- Report relevant problems to the City Council where they are the responsible body.
- Report relevant problems to the parish council where they are the responsible body tracking and chasing reported problems until resolved.
- Maintain regular communication with the Parish Clerk to agree priorities and provide updates.

6. Termination

- The contract is intended to run for the stated two-year term.
- Either party may terminate the contract by giving one month's written notice.

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- The Parish Council may terminate the contract if the contractor fails to remedy unsatisfactory work within 21 days of receiving written notice listing the defects.
- Either party may terminate this contract with immediate effect by written notice if the other party is in fundamental breach of its obligations, without prejudice to existing rights.
- In the event of a dispute, the matter will in the first instance be referred to the Chair of the Parish Council, who will endeavour to resolve the issue to the satisfaction of both parties.

Tender Submission

Interested contractors should provide:

- 1) A personal profile or company overview, detailing relevant experience.
- 2) A proposed schedule of works and frequency.
- 3) Copies of current insurance certificates (public liability minimum £5m).
- 4) Two references from similar contracts.
- 5) A proposed fixed annual price.

The tender response form must be completed by interested parties. This can be found at Appendix 2.

Evaluation Criteria

Tenders will be evaluated based on:

- Experience and track record.
- Method and resources proposed.
- Ability to meet Parish Council requirements.

Only tenders that meet the essential criteria in the Person Specification (Appendix 1) will be considered.

Submission Deadline

Tenders must be submitted in writing to:

Parish Clerk

Broughton Parish Council

Email: clerk@broughton-pc.gov.uk

Deadline: Wednesday 15th October 2025

Late submissions will not be considered.

For any queries regarding this tender, please contact: Jessica Dibble, Parish Clerk
Broughton Parish Council.

Email: clerk@broughton-pc.gov.uk

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Appendix 1

Lengthsman Services 2025/26 – Person Specification

The following outlines the essential and desirable attributes required for the role of Village Lengthsman, based on the duties and responsibilities set out in the role description.

Personal attributes required (based on job description)	Essential (E)	Desirable (D)
Experience		
Practical countryside work e.g. stile repairs, fixing way markers	E	
Practical maintenance skills e.g. basic joinery, cleaning & painting	E	
Working with plants / gardening experience	E	
Liaison with farmers, land owners, local community		D
Liaison with Parish councils, local authorities and other official bodies		D
Skills		
Good communication skills	E	
Knowledge of the local area		D
An understanding of plants and planting	E	
An understanding of Health and Safety issues	E	
Confidence in own skills	E	
The ability to work unsupervised & occasionally at short notice	E	

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The ability to maintain accurate records of materials, time, projects etc.	E	
Willingness and ability to acquire new skills	E	
Other requirements		
Current driving licence, use of a suitable vehicle	E	
Storage / access to equipment required for the role	E	
Live within the general locality		D
Mobile telephone and access to a computer	E	

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Appendix 2

Lengthsman Services 2025/26

Tender Response Form

By completing and submitting this form, the contractor confirms that all information provided is true, accurate, and complete to the best of their knowledge and belief. The contractor further confirms that no material information has been withheld or falsified. Any misrepresentation or omission may render this tender invalid and may lead to disqualification from the procurement process.

Contractor Name: _____

Company Registration No (if applicable): _____

VAT registration No (if Applicable) _____

Address: _____

Telephone: _____ **Email:** _____

Section 1: Required Information

1. Years in business: _____

2. Relevant experience in similar contracts (please provide details):

3. References (please provide two contacts from similar contracts):

• Reference 1: _____

• Reference 2: _____

Section 2: Resources

1. Qualifications: _____

2. Equipment and machinery to be used (based on job scope):

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Section 3: Service Delivery

1. Proposed village maintenance schedule (frequency and timing):

2. Method statement (how works will be carried out safely and effectively where required):

Section 4: Compliance

1. Public Liability Insurance (minimum £5m) – attach certificate.
2. Health & Safety Policy – attach a copy.
3. Qualifications or evidence of experience – attach copies.

Section 5: Pricing

Please provide a fixed price quotation for the contract period (1 November 2025 – 31 October 2027).

Annual Price (excl. VAT): £ _____

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Section 6: Final Declaration

I confirm that the information provided in this submission is true and accurate, and that I agree to comply with the terms and conditions set out in this invitation to Tender.

Signed: _____

Print Name: _____

Date: _____