**Great Waltham Parish Council**

**Allotments Maintenance Contract**

1. This document specifies the contract works to be carried out at the Council’s Brook Mead and Bury Lane allotment sites.
2. The minimum works required are for the grassed ‘communal areas’ at the sites to be kept clean, tidy and in good order (by strimming and/or mowing) and for unhired plots to be cleared and/or strimmed or mowed in anticipation of future hiring.
3. ‘Communal areas’ are defined as all areas withing the boundaries of the sites which are not the responsibility of plotholders to maintain under their sub-tenancy agreements with the Council.
4. The contractor will be made aware which areas are, at any given time, regarded as ‘communal areas’.
5. The contractor must supply all equipment used for strimming or mowing (or for any other agreed works, see 9. below). The Council will supply all materials needed for covering unhired plots.
6. The contractor will work under the direction/supervision of the Council’s Allotment Supervisor who will ensure that all works have been completed satisfactorily.
7. The Council anticipates that regular strimming/mowing will only be required for six months of the year, e.g. April to September inclusive.
8. The basic contract price is £350 per annum, and represents a sum approximately equivalent to 4 hours work per month for six months each year. The Council will pay the contractor in advance. The expectation is that in a normal growing year the scope of the contract will be sufficient to effect the works described in 2. above.
9. By exception, and with further agreement of the Council, the contract may be extended to include additional works needed because the basic contract hours allowance is insufficient and/or there is a requirement to complete other works, such as cutting hedges or lopping tree branches. Additional payment(s) over the £350 will be on an ‘hours worked’ basis at an hourly rate to be agreed when the additional works are approved.
10. The successful contractor must hold public liability insurance of up to £10m.