



RAYLEIGH TOWN COUNCIL

Tel: 01268 741880
email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk



TOWN CLERK: Mrs Kerry Cumberland
The Pavilion
King George V Playing Field
Bull Lane
Rayleigh
Essex SS6
8JD

VAT Number: 830 7558 23

9th August 2017

Dear Sir/Madam,

MANAGEMENT CONTRACT – LOWER WYBURNS WOODLAND, RAYLEIGH

Please find enclosed the specification for the management of Lower Wyburns Woodlands, Daws Heath Road, Rayleigh, SS6 7NS.

You are invited to submit a tender for a three year contract for the period 1st April 2018 to 31st March 2021. Tender documents must be returned sealed, in the envelope provided, to the Town Clerk, Rayleigh Town Council, at the above address by no later than **NOON ON FRIDAY 29TH SEPTEMBER 2017.**

This Woodland is 8.4 acres and a description is given on the enclosed leaflet. I also enclose the specification with a plan of the site and trees with preservation orders.

Please note that:

1. if a person submitting a tender is to his/her knowledge related to any member(s)/employee(s) of the Rayleigh Town Council he/she and the person he/she is related to shall disclose the relationship in writing to the Town Clerk, and
2. canvassing of members of the Town Council or any committee or sub committee or employee(s) for any contract under the Town Council shall disqualify the contractor from such a contract.

Please note that Rayleigh Town Council enters the Woodland for the regional Anglia in Bloom competition each year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K. Cumberland'.

Mrs Kerry Cumberland
Town Clerk

SPECIFICATION

MANAGEMENT OF LOWER WYBURNS WOODLAND
THREE YEAR CONTRACT

1st April 2018 to 31st March 2021

I/We understand that you are not bound to accept the lowest or any quotation you may receive.

I/We understand that no increased cost of labour and/or material will be allowed during the period of the contract.

If this quotation is accepted I/We agree that these quotation documents together with your written acceptance and order shall constitute a binding contract between us.

This agreement is made between the undersigned contractor and Rayleigh Town Council.

CONTRACTOR DETAILS

Signed.....

For and on behalf of

Address.....

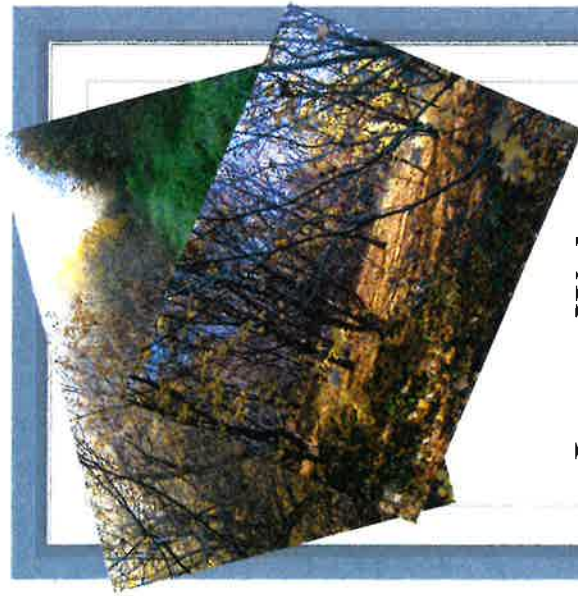
.....

.....Post Code.....

Telephone

.....

Date.....



Lower Wyburns Wood

Woodland walk

Easy wooded amble

Lower Wyburns is a secluded young urban woodland tucked away next to the A127 in Rayleigh, Essex. In 1992/93 Rochford District Council planted the 3.4 hectare site with native broadleaved species such as oak, ash, field maple, hornbeam, silver birch, small-leaved lime and some woody shrubs.



This maturing woodland is a small and hidden ancient wooded treasure. It has a diverse range of habitats provided by its mix of open ground, scrub and young woodland. Mature oak, hedgerows and a trickling stream only add to the increasing diversity. As well as providing a valuable habitat for an array of wildlife the wood is occasionally frequented by locals from the surrounding neighbourhood in 1995 the management of the woodland was taken over by Rayleigh Town Council on a 999 year lease from the Woodland Trust.

The Town Council also owns and manages the adjacent Allotments site and has established a management programme of the woods. It has commissioned surveys to determine the condition of trees and to understand the flora and wildlife that inhabit the area. The Essex Wildlife Trust has surveyed the wood to find it a haven for many ancient woodland fauna and flowers. The current trend is for the wildlife to slowly return to the wood and encourage the many wild and local animals, reptiles and birds to re-inhabit the area. There is an intention to provide a wetland to reduce the water and insect population.

[illegible]

Directions: - from Rayleigh Town Centre take the Eastwood road and turn right into Daws Heath Road in the direction of the A127, although visitors from Eastwood (and the A127 towards Southend) will turn left into Daws Heath road follow the road for about one mile and on the right is an access through double gates to the free car park by the Rayleigh Horticultural Centre. Alight from your vehicle and walk into the woodland through the small grassland area to the beginning of the wood. Here you will meet a division in the path. Walk straight ahead through the wood and to the left, along the top end to where the wood again bears left. At this point you may walk straight on to the corner of the woodland and here you will find an opening leading to the industrial area, or turn to the left follow the path along the parallel with the A127 again left by the allotment area and return to the grassland area where you commenced the walk.

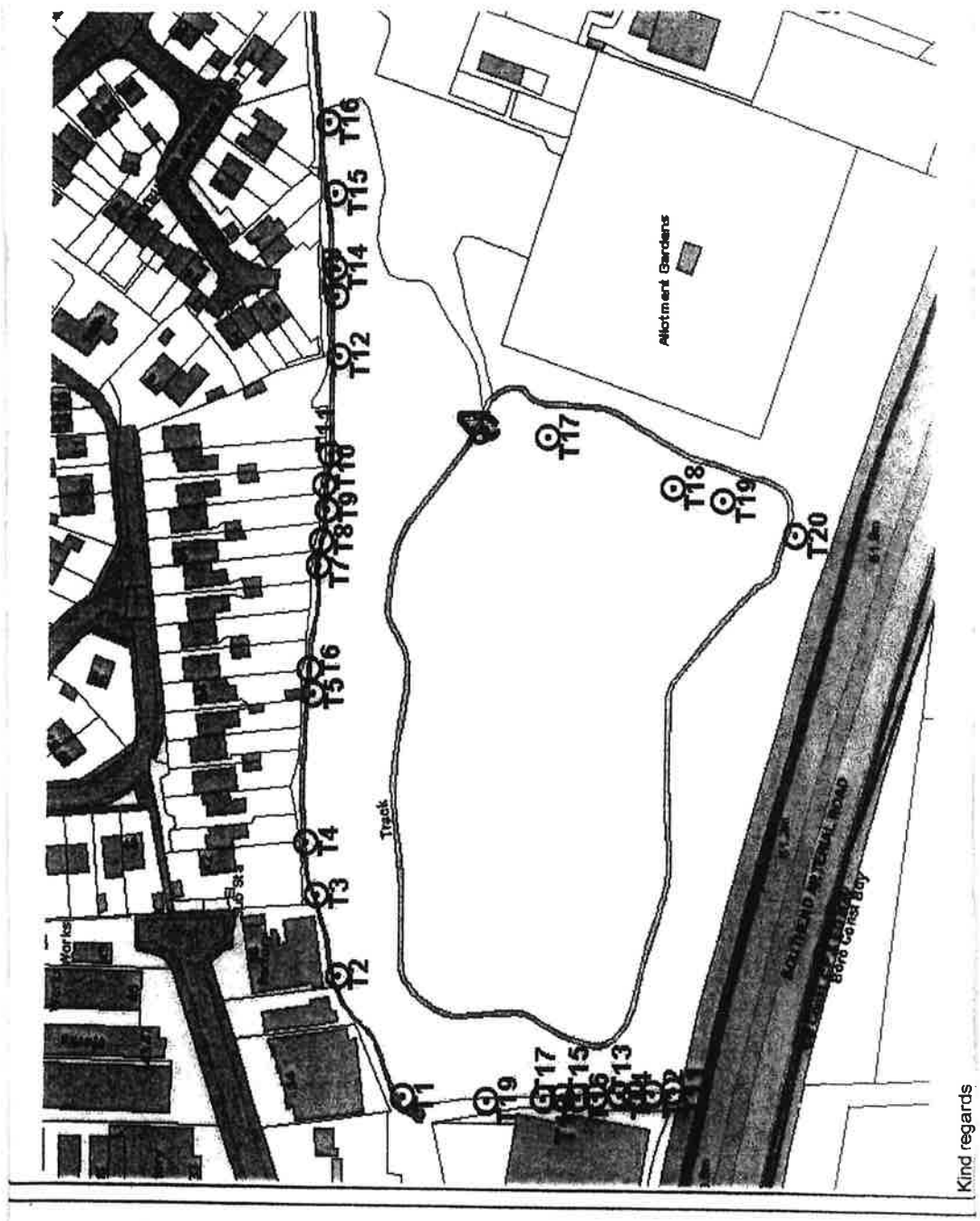
Rayleigh Town Council The Pavilion, Bull Lane, Rayleigh SS6 8JD
Phone: 01268 741880 **Email:** clerk@rayleightowncouncil.gov.uk

AREA	WORK DESCRIPTION	TIME OF YEAR & REASON	COST PER ANNUM YEAR 1 1.4.18 – 31.3.19	COST PER ANNUM YEAR 2 1.4.19 – 31.3.20	COST PER ANNUM YEAR 3 1.4.20-31.3.21	COMMENTS/ FURTHER INFORMATION
All	ANNUAL TREE INSPECTION To provide a tree condition survey of the tree stock within the woodland area to ensure the Town Council meets its duty of care for users of the conservation aspect of the amenity to survey trees annually in high use areas – e.g. paths, rear of gardens, adjacent allotments etc. To provide tabular form of all trees listed, basic dimensions, condition, recommendations and priority based on severity of risk, to provide a plan of the site with each tree plotted and cross references.	To comply with regulations April				
All	TREE WORK as reported in annual tree inspection. Note some trees have Preservation Orders. Chipping to take place on site and spread on pathways throughout the woodland.	To comply with regulations After inspection and outside of nesting season				
All	MONTHLY INSPECTION, Health and Safety report, summary and proof of work undertaken each month sent to Town Council	To follow best practice and comply with regulations throughout the year				

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All	Monthly Patrol of Litter/Tidy Site and remove rubbish	To follow best practice and comply with regulations throughout the year				
Hazel Copse	Coppice Hazel	To create special variation within the canopy and provide long term thicket - September				
Wide Ride	THROUGHOUT WOODLAND - To keep pathway at 3m width and maintain crown lift to 3metres. Remove soft vegetation, overhang branches. Main stems stacked and chipping laid on pathway	To provide easier access on pathways Twice a year and as and when requested.				
Culvert	Clearance of culverts and metal Grid. Reduce branches entering stream. Maintenance of ditches by car park and throughout woodland as and when necessary	To reduce likelihood of flooding to neighbouring properties Monthly				
Picnic Area	Amenity cut of pathway and entrance areas	To maintain amenity value of site Monthly Mar – Sept				
TOTAL COST PER YEAR						

ADDITIONAL COSTS

AREA	WORK DESCRIPTION	TIME OF YEAR AND REASON	COST PER ANNUM YEAR 1 1.4.18-31.3.19	COST PER ANNUM YEAR 2 1.4.19-31.3.20	COST PER ANNUM YEAR 3 1.4.20-31.3.21	COMMENTS/ FURTHER INFORMATION
All	Remove Fly tipping	To keep site clean and tidy and free from dangerous materials As and when required				Separate quotes to be submitted as specified by Town Council
All	Other necessary work arising	To improve the woodland and picnic areas As necessary				Separate quotes to be submitted as necessary to Town Council
Stream on northern boundary	To cut back growth from main pathway to allow access to be created to ditch and stream on northern boundary	For maintenance purposes of the ditch and stream During growing season through the year				Separate quotes to be submitted
	COST PER WORKS					



Kind regards

