



THETFORD TOWN COUNCIL

Land Management Contract Thetford Town Council

1. Thetford Town Council wishes to appoint a land management agent to help us fulfil our legal duties in relation to managing our commons and green spaces in the town. The contract will be for the financial years April 2018– March 2021. The contract will be subject to an annual review at the end of the financial year. Either party will be able to withdraw from the arrangement without financial penalty .
2. We are looking for an agent who will help the Town Council to:-
 - Fulfil our legal responsibilities.
 - Manage the conservation of natural habitats on our land.
 - Promote access and involvement of residents
 - Get best value for services and work in partnership with other agencies.
 - Build capacity within the Town Council to manage their own sites
3. The Town Council require 20 x 8 hours days of consultancy advice.
4. Performance Indicators
 - Provide expert environmental advice on the Brecks and support the implementation of current management plans, responding to information requests within 5 working days.
 - Ensure that the council accesses all available external funds for managing countryside sites and help with completion of HLS claims.
 - To provide advice on the legal matters relating to countryside management.
 - To apply for permissions and consents that is required for conservation works.
 - To help with the ongoing health and safety improvements on sites including the mesh walk way on the summit and between flights of steps at Castle Motte
 - To help the Town Council maintain grazing at Bamham Cross Common, Melford Common and explore options for grazing of Castle Park

Tender Requirements

- A completed application form.
- A written statement not exceeding 600 words giving details of your experience of countryside management and how you would you deliver the performance indicators listed above.
- A written quote for 20 x 8 hours days of consultancy advice and an hourly rate for additional hours.
- Copy of public liability/professional indemnity insurance
- An example/copy of your Health & Safety Policy/Risk Assessments/Method Statements
- 2 References (commercial/business)

Please note that tenders that do not include all the above may be discarded. The Town Council will not consider electronic tenders or tenders received after the deadline date

Contact name and number: Roz Barnett Amenities Officer, 07553 388552
rosalindbarnett@thetfordtowncouncil.gov.uk

Tenders to be delivered by noon, on Friday the 2nd of March 2018



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Sealed inner envelopes to be marked 'Land management Tender', for the attention of the Town Clerk, Thetford Town Council. Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AT

Details of the winning contract will be published IAW Local Government Transparency Code 2014.



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Section 1 – Confidential contact details.

Name of Applicant :

Contact Telephone Numbers:

Address:

Postcode:

Email address:

Section 2 - Referees who can provide details of your experience on countryside management

1 Name of Referee

Contact Number:

Address:

Postcode:

Email address:

2 Name of Referee

Contact Number:

Address:

Postcode:

Email address:



THE T F O R D T O W N C O U N C I L

Section 3 – Application Statement

Attach a statement not exceeding 600 words giving details of your experience of countryside management and how you would you deliver the performance indicators listed below.

- Provide expert environmental advice on the Brecks and support the implementation of current management plans, responding to information requests within 5 working days.
- Ensure that the council accesses all available external funds for managing countryside sites and help with completion of HLS claims.
- To provide advice on the legal matters relating to countryside management.
- To apply for permissions and consents that is required for conservation works.
- To help with the ongoing health and safety improvements on sites including the mesh walk way on the summit and between flights of steps at Castle Motte
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Section 4 – Quote for services

Price for 20 x 8 hours days of consultancy advice

An hourly rate for additional hours.

Please tick to confirm completion/attachment of documents

Completed application form with contact details and referees

Copy of public liability/professional indemnity insurance

An example/copy of your health & safety policy/risk assessments/method statement

Completed application statement

Quote for specified consultancy days and rate for additional hours

Signed

Date

- **Please return to the address below by noon on Friday the 2nd of March 2018.**
- **Electronic tenders will not be considered**
- **Sealed inner envelopes to be marked 'Land Management Tender', for the attention of the Town Clerk, Thetford Town Council.**
- **Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AT**