

Quotation and Declarations

Read the information and documents in this tender pack, and complete each of these sections. Email these completed forms to clerk@menheniotparishcouncil.gov.uk before close of business on **6 August 2025**.

Please contact the Clerk's Office if you need these documents in an alternative format (for example, as a Word document)

A I/we	
Name of organisation	
Name of person applying on behalf of the organisation	
Contact telephone	
Contact email	
Postal address and post code	
Registered office if different from above	

B Declarations	
You must answer Yes to each of these questions	
Public Liability Insurance (send us a copy of your certificate)	
Risk Assessment. Please attach a copy.	
Permit to work on highway (where needed, for example National or Regional qualification for working on the Highway CH 8 , NRASWA UNIT 2/10, NHSS 12D).	
All equipment used complies with the Provision and Use of Work Equipment Regulations.	
<p>The Council's Equalities Statement:</p> <p>I/we are committed to working in a way which values and treats all people with respect and dignity. The group or project, through its practices, will ensure that no member of the public, employee, volunteer or job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, disability, faith, race, gender, gender identity or sexuality.</p>	
<p>The Council's Safeguarding Statement:</p> <p>I/we are committed to ensure that its organising committee, volunteers and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.'</p> <p>This means that everyone who works with you (paid or unpaid) has an awareness of what safeguarding means, and are clear on what action they should take if they have any concerns. This will include designating a key person in your project team who can listen to any concerns and decide what best course of action to take if necessary</p>	

Please quote the net price for this piece of work described in the attached specification.

C Contract	Scope	Net price £
1	Map 1 Trelawny Gardens Replacement pathway.	

D Reference	
We will only take up this reference if you are awarded the contract	
Name Position Company Email Telephone	

Trelawny Gardens

Specification for replacement pathways

Location

Trelawny Gardens is located on Trelawny Road PL14 3TS



Background

Trelawny Garden is a public open space located on the outskirts of Menheniot Village centre. It was originally waste ground, but was adopted by a concerned resident who sourced funding to regenerate the space and create a communal green area in the centre of this local housing development. The gardens are now owned by the parish council who contribute to the cost of maintenance that is carried out by volunteers.

The gardens consist of a centre 'stone circle' that is the starting point for a pathway that links the elements of the garden together. There are flower beds and trees around the perimeter.

The pathway

The current pathway has deteriorated and needs to be replaced. It covers an area approximately 36sqm (that is, 30m x 1.2m)

What is needed

Clear the current path of foliage and provide a clean base to start. All waste to be disposed of and waste transfer documentation provided.

Provide both sides of the path metal rods and four by one tanalised timber for side timbers.

Lay high-quality weed proof membrane to the surface under 3/4 of an inch to dust fill material levelled and compacted.

Next steps

Councillors are inviting bids to carry out the work, together with a timescale for completion. We need to receive your bid before close of business 6 August 2025.

Images

