

NEC4

Term Maintenance Contract

Scope S2200 Client's service specification and drawings

**Series 8000 – Time Charge
DN581395**

Commercial and Procurement Team

Somerset County Council

County Hall

Taunton

TA1 4DY

commercialandprocurement@somerset.gov.uk

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Scope

1. The Highway Steward will play a key part in building close links with local communities, parish councils and elected representatives, ensuring that minor highway maintenance activities.
2. The Highway Steward shall deliver small elements of highway maintenance works that are viewed as being high priorities for local communities, keeping the highway network both safe and serviceable.
3. Works will be instructed by the *Service Manager* via a portal that is populated by local communities (including Parish Councils). The digital solution to manage the control of information, combined with the works programme, and information to the relevant stakeholder and communities shall be subject to continuous improvement. The *Contractor* shall contribute to the development of the Highway Steward function as part of the collaborative development of the *service*. This will be no additional cost to the *Client*.
4. Typical work to be undertaken by the Highway Steward includes, but not limited to: -
 - Verge maintenance – isolated grass cutting/trimming, hedge cutting, general amenity areas, etc. (use of small plant and tools only),
 - Street scene activities – manual sweeping, litter collection, weed control (physical removal and spot treatment), removal of fly posting, removal of graffiti, street name plates cleaning and repair,
 - Overgrown vegetation – cutting back of overhanging branches from footways, road signs, carriageways,
 - Footway siding – re-establishing the true width of footways by cutting back encroaching verges,
 - Drainage maintenance - cleaning existing grips and outfalls, hand cleaning gullies/channels, minor pipe rodding,
 - Signs (including bollards and reflector markers) - cleaning and minor repairs,
 - Masonry / paving repairs – small scale brickwork repairs including pointing minor repairs to paved areas,
 - Street scene equipment / fences – refurbishment and protection of street furniture / fences.
5. Works Programming - The Highway Steward will take receipt of works requests from the Service Manager and will be expected to develop weekly/ monthly programmes of works and communicate these to key local stakeholders.

6. The provision of the service and specific requirements of the Highway Steward shall include:
- The Highway Steward shall be a Lead Operative with relevant multi-skilled qualifications and experience,
 - Excellent customer and stakeholder relationship management,
 - Commitment to health, safety, and welfare,
 - Good communication skills and basic literacy and numeracy,
 - LGV Class C driving licence,
 - New Roads and Street Works Operative Accreditation.
7. The Contractor is to provide each highway steward with a suitable vehicle to carry out this task, the vehicle is to be of a maximum weight of 3.5 tonnes and electric powered.