

# Costessey Town Council

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The Costessey Centre, Longwater Lane  
Costessey, Norwich, NR8 5AH

## **BRIEF FOR QUOTES FOR BREEDON GRAVEL PATHS IN 10m STRIP AT LONGWATER LANE CEMETERY, COSTESSEY, NR5 0TH**

**(See plans, Design & Access Statement & brochure for installation instructions)**

### **1 Background to the Project**

**1.1 Costessey Town Council is seeking quotes for 3 paths in a “U shape” formation to border the Longwater Lane Cemetery extension known as the “10m strip” where cremated remains will be interred.**

**1.2** The Council is seeking experienced and established contractors. The successful contractor will be responsible for providing and arranging for all works required.

### **2 Council decisions to date**

**2.1** Costessey Town Council has decided to use Breedon Gravel – “Wayfarer” on the paths. The 10m Strip design and plan passed by the Planning Authority state that Breedon Gravel is to be used (allows easier access for the less able).

**2.2** Breedon “Wayfarer” is suitable for footpaths, cycleways, bridleways, golf courses, canal towpaths, leisure and recreational use. Coverage is approx. 10 sq m per tonne and laid at compacted thickness of 40mm

### **3 General Requirements**

**3.1 POTENTIAL CONTRACTORS MUST MEET THE HEAD GROUNDSMAN AND CLERK ON SITE BEFORE SUBMITTING A QUOTE FOR THE WORKS. The Head Groundsman is available from Monday 1 March 2021. Tel: 01603 742958 (Council Office) to make an arrangement**

**3.2 Access and storage areas to be agreed during site visit. (Toilet is available)**

**3.3** Requests for clarification should be sent to [hilary.elias@costesseytc.org](mailto:hilary.elias@costesseytc.org). Tel: 01603 742958

**3.4 By submitting a quote, potential contractors confirm that they will, and that they shall ensure that any of their subcontractors will, comply with all applicable**

laws, codes of practice, statutory guidance and applicable Town Council policies relevant to the services being supplied and as prescribed in this brief.

**3.5 Quotes to be submitted by 8am on Monday 19 April and be valid for 60 days**

**3.6 The successful contractor will be required to submit proof of Employer Liability Insurance and Public Liability Insurance before the start of the works**

**3.7 Examples of previous successfully completed work / references would be appreciated**

**3.8 AS THE WORK IS TAKING PLACE IN A CEMETERY THERE WILL TIMES WHEN IT WILL NOT BE POSSIBLE TO UNDERTAKE THE WORK, SO ALLOWANCES MUST BE MADE FOR THESE INTERRUPTIONS.**

**3.9 COUNCIL WILL ADVISE ON PLANNED FUNERAL DATES & TIMES, BUT SENSITIVITY AND RESPECT MUST BE SHOWN AT ALL TIMES TO MEMBERS OF THE PUBLIC ACCESSING THE CEMETERY TO VISIT THEIR LOVED ONES**

#### **4 Contractual Requirements**

**4.1 The works must be carried out in accordance with the supplier's instructions – any Method Statement must incorporate these.** (see note below for summary and brochure for detailed requirements):

**Note:** Breedon "Wayfarer" paths need to be laid onto a membrane over which is laid Type 1 sub base before the top surface is applied. This surfacing is NOT free draining, so a slight camber or cross fall would need to be created.

**4.2 Paths are to be a minimum of 1.2m and up to 2m wide.**

**4.3 Wider side paths might need a post to prevent vehicles parking on what is intended to be a wide path, not parking spaces (to be confirmed)**

**4.4 The plan shows a slight splay at the western end to allow integration with the main drive by the field gate**

**4.5 The path adjacent to the closeboard fence at the top of the 10m strip must be dug down to provide a level path, with no trip hazards or changes in level which might prove dangerous to members of the public, who might be wheelchair users, less able or unsteady on their feet, or be families with pushchairs.**

**4.6 The Council will make regular site visits to check progress.**

**4.7 Work may be subject to an independent inspection**

## **5 Confidentiality and Use of Information**

**5.1** All information supplied to you by the Town Council, including this brief and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your quote) - unless the information is already in the public domain or is required to be disclosed under any applicable laws.

**5.2** You shall not disclose, copy or reproduce any of the information supplied to you as part of this Process other than for the purposes of preparing and submitting a quote. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the Town Council has given express written consent to the relevant communication.

## **6 Payment and Invoicing**

**6.1** Costessey Town Council will pay correctly addressed, dated and undisputed invoices within 30 days in accordance with the requirements of the Contract. Payment will be by cheque and posted to the address provided.

**6.2** Contractors / suppliers to the Town Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors.

**6.3** Requirements for an invoice for the Town Council include:

- A description of the goods / services supplied to be included, along with receipts for additional items re-claimable under the terms of the contract.
- Invoices must be addressed to Costessey Town Council, The Costessey Centre, Longwater Lane, Norwich, NR8 5AH
- Payment will be made in arrears when the work has been successfully completed, unless staged payments have been agreed prior to the commencement of the works
- Staged payments are not generally made, and would have to be agreed in advance by the Council