 May 2013

**Tavistock Works Department**

**Tavistock Town Council -*Working for the local community***

General Manager

Town Council Offices

Drake Road

Tavistock

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Dear Tenderer,

Tavistock Town Council is inviting quotes from contractors with the relevant skills and specialist knowledge to conduct an inspection of the trees owned and managed by the Town Council for the purpose of tree risk management and to assist with the drawing up a schedule of appropriate and necessary work.

The Town Council owns and manages approximately 25 sites comprising area of public open space, play parks, cemeteries and churchyards, allotments and car parks.

A tree survey is undertaken biennially, the last survey was completed in December 2019. The survey identified approx. 150 trees requiring management and in 2017, 250 trees.

The survey undertaken should be a ground-level visual assessment of the exterior of the tree looking for signs of structural failure/damage/disease. Further detailed investigation e.g. aerial inspection should only be undertaken in agreement with Tavistock Town Council and does not form part of this quote.

The tree survey should also identify any over-looked tree maintenance issues e.g. removal of tree stakes, guards and ties.

*Please also include as part of the tender a separate cost for a condition report on the Honour Oak, located on Whitchurch Road.*

The survey must include the following information and be presented on an Excel spread sheet or suitable agreed alternative agreed format at pre-contract meeting:

* Tree ID
* Location
* Number (if in a group)
* Latin name
* Physiology
* Structure
* Recommended Action
* Amenity value
* Timescale (months)
* Risk Level

Trees requiring management must be provided with a unique tree identification number and this must be attached to the tree – you should allow for a the placing of required tags in your quote <https://www.landmarktrading.com/tree-tags-pack-1000-numbered-0001-999.html>

Note: Tavistock Town Council will provide site maps of areas to be surveyed.

The survey should help the Town Council assess the scale of the impact of ash dieback by identifying numbers/locations for how many ash trees are in the areas owned and/or managed by the Town Council, and whether they are showing signs of deterioration. All ash trees which could cause a problem if they died or fell on to the highway or a public space must be plotted on the site map and specific information about that tree (or group of trees) recorded, for example by using the Model for the Management of Ash Trees in High Risk Areas affected by Ash Die Back[[1]](#footnote-1):

As part of your submission you must provide evidence of your professional indemnity and public liability insurance together with relevant qualifications and membership of any professional bodies, along with previous experience. It would be helpful if you could also indicate timescales for delivery.

It is the Council’s intention let the work by the end of February and to have the survey work complete by the end of June 2022 (Programme to be agreed at award of contract).

The contract will be awarded on the basis of best value and not necessarily the lowest price. The estimated value of the contract is in the region of £5,000. The selection panel will be meeting on Tuesday 22nd February and notification will be sent to the successful and unsuccessful tenderers by close of play that week.

**The deadline for receipt of formal written (email is not acceptable) quotes is:**

**12 noon Friday 18th February 2022**.

Please submit your quote in writing in a sealed envelope marked:

**CONFIDENTIAL – TREE SURVEY TENDER** to:

**The Proper Officer, Tavistock Town Council, Town Council Offices, Drake Road, TAVISTOCK, Devon, PL19 0AU**.

For further information please contact Wayne Southall on 01822 616134/07714222341 or email [wayne.southall@tavistock.gov.uk](mailto:wayne.southall@tavistock.gov.uk)

Note – prospective tenderers are prohibited from contacting staff or councillors to canvass or encourage support for their tender outside of the prescribed process.

APPENDIX 1

The Town Council is responsible for trees at the following locations (site location maps to be provided):

1. Dolvin Road Cemetery
2. Plantations (adjacent to Dolvin Road)
3. Area adjacent to Market Road
4. Abbey Chapel churchyard
5. Abbey Rise embankment
6. War memorial, Guildhall Square/Guildhall toilets
7. Plymouth Road Cemetery
8. The Meadows, including:
   * Mrs Wedds Arboretum
   * Benson Meadow,
   * Pearses Meadow
   * St John’s Walk
   * Abbey Walk
   * BMX track
   * Area adjacent to Bowling Green
   * Skateboard park
   * Canal walk
   * Tennis courts
   * Community Sensory Garden
9. Abbotsfield Hall (areas at front and at rear)
10. Bannawell Play Park
11. Bishopsmead Play Park
12. Courtlands Play Park
13. Monksmead Play Park
14. Ransum Way Play Park
15. Whitchurch Play Park
16. The Molly Owen Centre, Westbridge Industrial Estate
17. The Honour Oak, Whitchurch Road
18. Betsy Grimbal’s Tower
19. Area off Pixon Lane including Council Depot and car park
20. Butcher Park allotments
21. Mount Tavy embankment (area adjacent to Dolvin Road Cemetery)
22. Whitchurch Down including footpath
23. Celle Gardens
24. Tavy Gardens
25. West Street Cut

APPENDIX 2

Ash Die Back

Ash dieback, *Hymenoscyphus fraxineus* (also known as *Chalara fraxinea*), is the most significant tree disease to affect the UK since Dutch elm disease which was first recognised in the 1960s. It will lead to the decline and death of the majority of ash trees in Britain and has the potential to infect more than two billion ash trees (over 1.8 billion saplings and seedlings to more than 150 million mature trees) across the country. Given that ash is widespread across our landscape, including alongside roads and streets, managing ash dieback will lead to a shift away from ‘business as usual’ towards new demands and priorities for resources.

The Tree Survey should help the Town Council assess the scale of the impact of ash dieback by establishing an approx. figure for how many ash trees are in the areas owned and/or managed by the Town Council. All ash trees which could cause a problem if they died or fell on to the highway or a public space must be plotted on the site map and specific information about that tree recorded, for example by using the Model for the Management of Ash Trees in High Risk Areas affected by Ash Die Back[[2]](#footnote-2):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **% of Tree Canopy Lost** | **Likelihood of Branch Failure** | **Likelihood Limb Failure** | **Likelihood Full Tree Failure** | **Overall Risk** | **Recommended Inspection Approach** | **Recommended Management Intervention** | **Risk to personnel** |
|  |  |  |  | Very Low |  |  |  |
| 0% to  25% | Low | Low | Low |  | Routine inspection  (24 months) | Action unlikely | Assess tree/site specific risks noting other defects that maybe present |
| 25% to 50% | Moderate | Moderate | Moderate | Increase monitoring to 12 months | Action maybe required |
| 50% to 75% | High | High | High | Intense monitoring | Action probably needed |
| 75% to 100% | Very High | Very High | Very High | Action required | Very high risk as failure imminent |
|  |  |  |  | Very High |  |  |  |

1. [↑](#footnote-ref-1)
2. Ash Die Back: An Action Plan Toolkit, The Tree Council [↑](#footnote-ref-2)