

Parish Maintenance - Scope of Work

Prepared by: Lengthsman Working Group

Date: 2nd September 2026

Introduction

The Lengthsman Working Group met on 2nd September 2026 to review the scope of work undertaken by the lengthsman.

It was agreed to reduce the scope of work and only list areas for future maintenance that the Parish Council is responsible for.

It was proposed that the maintenance activity should be undertaken twice a year in the spring and autumn (e.g. March and October). If additional work is needed at other times during the year, then this can be agreed at a Parish Council meeting, the cost approved and the work scheduled.

In Scope

The following areas are the responsibility of the Parish Council and are 'In Scope':

- The War Memorial Garden including the hedges around the area.
- Station Green Garden.
- Public Conveniences – hedges.
- Grit Bins.
- Bus Shelter and road sign cleaning.
- Speed Indicator Devices – move as required.
- Regular checks of gully's and drains, removing leaves and debris where possible.
- Footpaths (list to be agreed but will include the footpath between Minehead Road and Station Road will be included - to cut the hedges on both sides to ensure access).
- Weed Control on hard surfaces such as the MUGA and roadsides (new Weed Control policy to be agreed).

Out of scope

The following areas are not the responsibility of the Parish Council and are 'Out of Scope':

- Grass cutting verges and roadsides which is understood to be the responsibility of Somerset Council.
- Unblocking drains which is understood to be the responsibility of Somerset Council.

- Problems such as street lights not working and broken road signs are the responsibility of Somerset Council.
- Litter picking – it is planned to use volunteers to undertake this activity following the required risk assessment.

See Appendix A for the link to report problems to Somerset Council.

Choice of Contractor

The lengthsman currently undertakes a scope of work on a regular basis. However, as the work 'In Scope' listed above is infrequent, it will require estimates for the work to be undertaken by trained, qualified, licenced and experienced professionals at the time. Hence, it is not envisaged that a new 'contract' for all of the maintenance activities will be awarded. For example, cleaning of the bus shelters could be done by a local window cleaner. This approach will give the Parish Council more control over who does the work and when it is done. It is envisaged that this will overall reduce costs.

Appendix A – Somerset Council Report a Problem

We will report problems via the Somerset Council 'Report a Problem' page at:

<https://www.somerset.gov.uk/contact-us/>

It should be noted that the website also states the following:

Our horticultural teams carry out many routine grounds maintenance services, including grass cutting, hedge trimming, and shrub and flower bed maintenance. We manage and maintain many country parks and other council owned properties.

Land owned or managed by the council includes:

- *Verges/ hedges*
- *Sponsored roundabouts*
- *Public open spaces*
- *Sports fields*
- *Parks and play areas*
- *Town centres*
- *Cemeteries*
- *Closed churchyards*

We do not cut grass that is privately owned or on properties or estates owned by bodies other than the council.