

**DITTISHAM PARISH COUNCIL**  
**Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe**

**Monthly meeting Wednesday 1 April 2026**

**Item 13 Lengthsman Draft Brief and Advertisement**

Advertisement:

DITTISHAM PARISH COUNCIL

PARISH LENGTHSMAN CONTRACT

Applications are invited for a contract to keep clear the channels to take water off the road in the Parish.

Closing date Thursday 25 June 2026

Please contact the Clerk for the role description and further information: [parishclerk@dittishamparish.co.uk](mailto:parishclerk@dittishamparish.co.uk) or 07979 381356

<b>DITTISHAM PARISH COUNCIL</b>	
<b>Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe</b>	
<b>Brief for tender</b>	<b>Clerk:</b> Ms Cat Radford <a href="mailto:parishclerk@dittishamparish.co.uk">parishclerk@dittishamparish.co.uk</a> 07979 381356
	<b>Date of Brief:</b> 4 June 2026
	<b>Date of Parish Council consideration of responses:</b> 1 July 2026
<b>Contract</b>	<b>Parish Lengthsman Role</b>
<b>Location</b>	The Parish of Dittisham
<b>1) Term</b>	The Contract is for an initial term commencing July 2026 to 31 March 2027 with an optional extension for two additional years with a total term of approximately three years ending 31 March 2029.
<b>2) Key tasks</b>	<p>a) Monitoring and clearing as required the drainage infrastructure which drains water off the roads in the Parish.</p> <p>b) Emergency clearance of drainage blockages.</p> <p>c) Two full monitoring checks of drains – Autumn and pre-Spring.</p> <p>d) Some preventive removal of leaves in order to prevent blocked drains, including in the Village in the Autumn.</p> <p>e) Some preventive removal of removal of weeds where they affect drainage.</p> <p>f) Report drains blocked by landowners to Devon County Council (DCC) on its website.</p> <p>g) Jubilee Steps:</p> <ul style="list-style-type: none"> <li>• Use a salt based solution, or alternative solution agreed with DPC, four times a year to reduce slipperiness.</li> <li>• Clear the steps of vegetation and take it away. In the Autumn/early Winter this may require clearance up to weekly.</li> </ul> <p>h) Slippery Lane</p> <ul style="list-style-type: none"> <li>• Regularly sweep to prevent the build up of algae</li> </ul> <p>Devon County Council is the Authority responsible for maintenance of the Highway. This work supplements the maintenance carried out by DCC. Not all the drainage channels will be kept clear. The priority of the work is to keep clear the drainage necessary for road safety and passage of vehicles on the roads. The priority locations are detailed in the 'Priority List' provided.</p>
<b>3) Hours</b>	60 hours per 12 months Time required each month will vary depending on the season and the weather.
<b>4) Grant funded work</b>	DPC may be able to obtain grant funding from DCC to carry out additional pre-emptive work to improve the infrastructure which drains the water off the roads in the Parish. <b>Before &amp; after photos and the time spent is required by the grant funder for this work.</b>
<b>5) Reporting</b>	A monthly report should to be submitted by email to the Parish Clerk for circulation with the agenda of monthly meetings of the Parish Council. The report will provide a summary work completed, hours, and any issues identified in the course of work. Reports can be short. The priority is that they are clear and note anything urgent or action required.
<b>6) Reimbursement</b>	<b>£23 per</b> hour, payable on provision of a written invoice for approval by a meeting of Dittisham Parish Council

7) Tools	You will provide your own tools, safety equipment, and any other equipment required.
8) Insurance and managing risk	<p>Proof of current, adequate insurance to carry out the work is required on an ongoing basis.</p> <p>You will be responsible to draft the necessary risk assessments appropriate to delivery of the contract</p>
9) Training	A Lengthsman is required to have Chapter 8 status in order to be able to work on the highway. If the interested contractor does not have this qualification, then the Parish Council has agreed to put that training in place for the right candidate.
10) Handover	A handover and maps will be provided.
11) Sub-Contracting	Works may be sub-contracted to a third party. Such a sub-contractor would report to the named Contractor signing this agreement. The named Contractor would be responsible for ensuring the quality and safety of the subcontractor's work. DPC requires notification of any subcontracting in advance and evidence of applicable public liability insurance and Chapter 8 qualification must be provided in advance.
12) Health and Safety and Environmental Obligations	The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract. The Contractor shall ensure that no harm to any person, property or the environment may arise from the Contractor's acts or omissions in relation to the contract.
13) Submitting a quotation	<p>If interested in the contract for services, please submit the following by email to <a href="mailto:parishclerk@dittishamparish.co.uk">parishclerk@dittishamparish.co.uk</a></p> <ul style="list-style-type: none"> <li>• Name and whether applying as sole trader, limited company, partnership, etc. If appropriate, include company name, company address, company registration number.</li> <li>• A quotation detailing: <ul style="list-style-type: none"> <li>• your experience, qualifications and how you would manage the key tasks</li> <li>• confirmation of your capacity to deliver the brief</li> <li>• confirmation of your understanding of the reporting requirements</li> </ul> </li> <li>• Proof of insurances held</li> <li>• Proof of Chapter 8 certification – or willingness to obtain the qualification.</li> <li>• At least 2 testimonials/references</li> </ul> <p><b>Deadline 5pm Thursday 25<sup>th</sup> June 2026</b>  <b>Quotations will be considered by the Parish Council on 1<sup>st</sup> July 2026</b></p>