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Tender

Implementation of Woodland Management Plan

Midsomer Norton Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Published 23 June 2025, 12:23pm

Scope

Description

Midsomer Norton Town Park - Implementation of Woodland Management Plan

1. Purpose and Background

1.1 Purpose of this Brief

Midsomer Norton Town Council is seeking to appoint a suitably qualified organisation / individual to work with the Town Council to advise on the implementation of the Woodland Management Plan, assist with procurement of contractors and project manage contractors at Midsomer Norton Town Park. This brief provides the background, specification, timetable and process to tender for this work.

1.2 Background

This 20-acre site park is made up of land adjacent to the River Somer, which would originally have been agricultural land, and a coal spoil heap (batch), which supports species rich grassland and a woodland area. Since 2018 the site has been developed as a town park with new paths and entrances. The site is managed for nature and as a greenspace for people to visit and enjoy.

In 2022 a Woodland Management Plan was created by O Frost Forestry & Arboriculture Ltd. This plan has short term and long-term objectives that need to be implemented

1.3 Designations

The site is designated in the B&NES local plan as a Site of Nature Conservation Interest (SNCI). It is also covered under the Midsomer Norton Conservation Area.

1.4 Access

Vehicular access to the field adjacent to the river is via the main entrance. Vehicular access onto the lower section of the batch is available via a cycle path located to the south east of the site. There is a mixture of surfaced and non-surfaced paths across the site for pedestrian use and there are no restrictions on pedestrian access throughout the park.

1.5 Wildlife Interest

The site consists of the River Somer, semi-improved grassland, species rich grassland, broadleaved and mixed woodland, scrub and wet and dry ditches. The batch is an important site for species rich grassland and hosts several species of orchid. Several species of Waxcup fungi can also be found and this is a locally significant site for grassland. The more mature woodland is concentrated at the western end of the Batch and along the southern slopes.

1.6 Heritage Interest

Norton Hill Batch is the spoil heap for Norton Hill Colliery which was one of the larger pits in the area and survived until the 1960s. The western end of the Batch was planted with Scots Pine and a variety of tree species have colonised the Batch since the mine closure. The coal mining industry has had a profound influence on this area of North East Somerset affecting not just the landscape but transport networks and settlement patterns too.

1.7 Somer Valley Rediscovered

Somer Valley Rediscovered (SVR) is a strategic green infrastructure project, developed in response to growing evidence that having access to green spaces and being connected to nature can help improve people's physical and mental health and wellbeing.

SVR has been working with Midsomer Norton Town Council and currently has funding through a West of England Combined Authority (WECA) green recovery fund grant to carry out improvements to greenspaces including habitat management work. SVR will fund the initial tree works.

2. Specification

The Woodland Management Plan which was created in 2022 has yet to be implemented. It has become clear that we need an experienced arboriculturist to work with Midsomer Norton Town Council / Town Trust and Somer Valley Rediscovered to give expertise on interpreting the document, creating briefs for contractors and overseeing the work on site.

Tasks include:

- Review & carry out any necessary updates to the Woodland Management Plan
- Cost up actions prioritising Ash Die Back Removal
- Check necessary consents are in place and if not apply for any necessary consents
- Work with the Town Council/ Town Trust to procure suitable contractors for agreed work
- Project manage onsite work by contractors
- Work with partners to ensure woodland management plan objectives are incorporated into emerging overall Town Park Management Plan

The woodland management works will need to consider that the site is being managed for wildlife but that it is also a public open space with important considerations around health and safety.

Location

Midsomer Norton Town Park, Gullock Tynning , Midsomer Norton BA3

3. Timetable

Task Timescale

Tender process June / July 2025

Contract awarded July 2025

Contract commencement August 2025

Procurement of contractors August - October 2025

Contractors on site December 25 / January 26

Project completion February 26

4. Project Management and Monitoring

The client for the work is Midsomer Norton Town Council. The project will be managed by the town clerk, who will be the day-to-day contact for the consultants.

After the contract has been awarded, a work programme with dates and deadlines will be agreed. Payments will be made on completion of works and / or staged payments by agreement.

5. Skills

We are looking for a consultant that:

- Shows that they fully understand our requirements in letting this contract, and are prepared to work with us in a flexible way over the contract period to best meet our needs
- Has a proven track record in woodland management and working with contractors
- Shows that they will be able to work effectively and in a creative way with Midsomer Norton Town Council / Town Trust and any other partners.
- Has a successful track record of working with the target audiences for this project.

6. Method statement

To submit a tender for this work, please provide a method statement which explains:

- How you will deliver the activities outlined in this brief
- A summary of experience in delivering similar activities
- The range of professional skills which people involved in the project will have
- A timetable for the project, including milestones and dates
- A table showing a breakdown of chargeable days/hours for project stages - as below.

In addition, please provide the following information

- The daily rate for your project staff
- Any expenses incurred

Item/task Team member Day rate Days Cost

Sub Total

Additional expenses

Total

Insurance details. (Minimum limit of indemnity for employers and public liability insurance is £1,000,000).

7. Tendering Process

Successful tenders will be selected based on: -

- Relevant skills and experience
- Understanding of the brief
- Quality of method statement and approach (60%)
- Price (40%)

The tender documentation should be sent to the Town clerk at Midsomer Norton Town Council townclerk@msn-tc.gov.uk no later than 5pm on Monday 14th July 2025

Any documentation arriving after this time will not be accepted.

For any queries contact Lee Jakeman (Midsomer Norton Town Council) townclerk@msn-tc.gov.uk or Miriam Woolnough (Somerset Valley Rediscovered) Miriam_woolnough@bathnes.gov.uk

8. Copyright and Confidentiality

The Contractor will assign the copyright of all outputs to Midsomer Norton Town Council for use in connection with its operations. The Contractor must clear the copyright for any images, illustrations or other material used.

Total value (estimated)

- £10,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 28 February 2026
- 3 months

Main procurement category

Services

CPV classifications

- 03000000 - Agricultural, farming, fishing, forestry and related products
- 77000000 - Agricultural, forestry, horticultural, aquacultural and apicultural services

Contract locations

- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

14 July 2025, 5:00pm

Submission address and any special instructions

Emailed to townclerk@msn-tc.gov.uk

www.msn-tc.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

Midsomer Norton Town Council is seeking to appoint a suitably qualified organisation / individual to work with the Town Council to advise on the implementation of the Woodland Management Plan, assist with procurement of contractors and project manage contractors at Midsomer Norton Town Park.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://msn-tc.gov.uk/current-tenders-and-contracts/>

Technical specifications to be met

<https://msn-tc.gov.uk/current-tenders-and-contracts/>

Contracting authority

Midsomer Norton Town Council

- Public Procurement Organisation Number: PCQH-4156-RPBX

Town Hall, The Island

Midsomer Norton

BA3 2HQ

United Kingdom

Telephone: 01761 418701

Email: townclerk@msn-tc.gov.uk

Region: UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Organisation type: Public authority - sub-central government