

Briefing Note

Ground maintenance specification

1.0 Background

1.1 At its July 2021 meeting, councillors committed to reviewing the specification for its ground maintenance contract. The current contract expires on 31 March 2022 and is carried out by an independent business who work to a specification that the council lays down

The council has now consulted with residents as to how the work should be carried out. The survey results were published on 8 October 2021. This briefing note explains how the draft specification has been created using evidence derived from that survey to recommend a new contract.

2.0 The four previous contracts

2.1 The previous tender arrangements that took place two years ago covered four individual contracts that potential contractors could bid for separately or together. These contracts were for:

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| Contract 1 | Grass cutting sports ground (includes the playing field, playground and outdoor gym). Local Maintenance Partnership. Small works contract from Cornwall Council maintaining paths. |
| Contract 2 | Strimming Mine Hill bank, Holy Well and Fourgates. Hedge trimming at Playing Field. |
| Contract 3 | Weed spraying in Menheniot and Merrymeet (by Village Green, Lower Clicker, Merrymeet centre) |
| Contract 4 | St Lalluwys Graveyard |

Contract 4 was advertised, and the tender responses managed by the parish council on behalf of the Parochial Church Council. The parish council had no role in the final selection of a contractor for Contract 4. The PCC has indicated that it does not wish to participate in the new round of tendering. The options for the three remaining contracts are detailed in the attachments to this briefing note.

3.0 The timetable

3.1 The draft specification is part of a process to agree a final specification that will be published in January 2022. Councillors will be asked to sign off the details of the new contract at their November meeting.

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| Survey results published – comments invited | 8 October 2021 |
| Parish council public meeting | 21 October 2021 |
| Draft new specifications published | 29 October 2021 |
| Agreement to specification at council public meeting | 18 November 2021 |
| Start of new tender process | 1 January 2022 |
| Start of new contract | 1 April 2022 |

4.0 The three contracts

4.1 Each draft specification lists:

What the current contract is

How frequently the work is carried out

Results extracted from the residents' survey that are relevant to the contract

Prompt for changes you might wish to make

Possible changes for you to consider (derived from survey comments)
Additional notes of background information.

Maps and photographs of the areas you are considering are included.

5.0 What you need to do

5.1 Please take time to read through the proposals *alongside the results of the survey*. At the October meeting, you will be asked which of the possible changes you would like to include in the specification. *You are free to include any suggestions of your own, but please circulate these to all councillors via the Clerk beforehand.*

5.2 After the meeting, the Clerk will collate your changes and produce a final draft of the new specification. This will be published for public comment and presented to you at the November meeting for final agreement. This is the document that potential contractors will be asked to bid on.

John Hesketh, Parish Clerk
14 October 2021