



MINUTES

Minutes of a meeting of Kingsmead Parish Council Parks and Environment Committee held on Monday 29th September.

Present: Cllr Herring, Cllr Reed, Cllr Swift (Chair) and Cllr Weltman
Also present: Mrs W Maddock (Clerk & RFO)

The meeting started at 7.33pm.

107	Apologies No apologies were received.	
108	Declarations of Interest There were no declaration of interest made.	
109	Public Forum There were no members of public present.	
110	Grounds Maintenance Contract	
110.1	To receive the latest GM tender documents and to approve the suggested amendments as appropriate . Resolved – to approve the following amendments and/or additions to the tender: <ul style="list-style-type: none"> • Play area inspections to be removed from the tender. • Tender submissions to be evaluated against a 50:50 split of financial and quality considerations. • To retain the expected cost range for the contract within the tender; this provides transparency and will be published as a requirement on “Find a Tender” • To include the requirement for work to be carried out around the war memorial to ensure it is well presented on Remembrance Sunday. <p>Resolved – to retain letting the contract on an “input specification” basis.</p> <p>Resolved – to recommend to the Finance Committee and Full Council that tender submissions be returned by email only (see Financial Regulations Appendix A). To support this, a dedicated email address should be generated.</p> <p>Resolved – to defer a decision about the operational instructions for hedge cutting to the next P&E Comm. meeting.</p>	
110.2	To consider and approve next actions for completion of the contract. Resolved – that a final check of the schedules be carried out and all outstanding measurements finalised.	
111	Maintenance & Landscaping To receive an update about work done on the Kingsmead short-cuts and encroachments. Resolved – to defer until the next P&E Committee meeting a review of feedback received following the posting of letters regarding short-cuts onto Top Path.	
112	AOB Items to be placed on the agenda for the next meeting. No items were requested for the next meetings.	
113	Next Meetings	
	Finance Committee	Monday 6 th October at 7.30pm in Kingsmead School
	Parks & Environment Committee	Monday 13 th October at 7.30pm in Kingsmead School
	Kingsmead Parish Council	Monday 20 th October at 7.30pm in Kingsmead School

The meeting ended at 9.26pm.