

## **East Northamptonshire Council**

### **Grounds Maintenance Consortium (Contract for Grounds Maintenance and Associated Services)**

#### **Minutes of a meeting held on 17<sup>th</sup> December 2018, 10am at East Northamptonshire Council**

##### **Present:**

Tracey Montgomery (TM)	East Northamptonshire Council
Kieran McCoach (KM)	East Northamptonshire Council
Jenny Hodgson (JH)	Stanwick Parish Council
Alicia Schofield (AS)	Higham Town Council
Joanne Coduri	Raunds Town Council
Bob Tyman	Raunds Town Council

##### **1. Apologies**

1.1 Apologies were received from l'Boro Town Council. JS of ENC.

##### **2. Minutes of Last Meeting**

2.1 No current issues with present work that is being done.

2.2 Confirmed that more pre-defaults have been issued to the contractor but these have soon been rectified.

##### **3. Matters Arising (not on Agenda)**

3.1 KM to ask JS to give an update regarding figures.

3.2 Graveyards – members have confirmed that no further complaints have been received and work is looking better on the headstones. All agree that hopefully this will continue through the winter schedule.

3.3 Summer Bedding orders need to be organised. (See below)

3.4 Confirmed to members that MY has now joined the team full time and will be working alongside KM and TM. He will also take on a more technical role with GIS aspects which will help the Team.

3.5 Advised the new application that we are using and hoping to get Turneys on board with using this as well. This will help all involved.

##### **4. Update and Review for the period Oct 2018 – Dec 2018**

4.1 Consortium members have no issues with current work being carried out. Continue to work on communication.

4.2 A few pre defaults were given during this period particularly on the verges but Contractor has soon got these rectified.

4.3 Complaints, comments and compliments: (JH) advised compliment from the Mallards Estate with residents quoting best it's ever been. (AS) said that they have received fewer complaints and have also received compliments regarding the cemetery.



4.4 AS has advised that Contractor is not going into the office to pick up the plans for burials and would appreciate this being re-instated.

**5. Expenditure** – Consortium have advised that they are below on the financial side but we have confirmed that this would be due to not having as many cuts due to the dry summer.

## **6. Health and Safety**

6.1 No issues reported from the members.

**7. Summer Bedding update** – KM will send through a preliminary copy of the summer works schedule. (Please arrange to return asap). Official Order has been received by Raunds for Summer Bedding, Higham have confirmed same as last year but need order and Stanwick have advised East Street will be required and await an order.

## **8. Any other business**

8.1 (KS) mentioned about maps that have litter and dog bins plotted. Advised that this is a big project that is currently being looked at. This will involve giving each bin a unique reference number. All consortium members have advised that this would be very useful. (Just to reiterate that now we have Mark on board this will go ahead next year some time).

8.2 JH has reported that there is a sunken grave that needs looking at (reported to contractor but nothing done yet – TM to chase this up)

8.3 Confirmed the staff changes at Turneys with Bob stepping down and Richard Tester being the new manager. Contact details have been given but please only use these in an emergency. Just to confirm that Richard is also a twin and his brother also works for Turneys and they are identical.

8.4 AS advised that they have received no notification from Turneys regarding the burials over the xmas period and also not aware of the Xmas closures. These have been given now but will advise Contractor that they must ensure they let the Town Councils know in future.

8.5 Advised members that FCC have 2 vehicles road sweeping and no complaints received recently. Confirmed that Stanwick ones have been cleansed when advised and also advised Raunds of areas which have been reported.

8.6 JH has advised that the Summer bedding from last year has still not been cleared (no winter Bedding this year) – TM to chase removal of this with Turneys.

8.7 Concerns have been raised from members that if JS was off or left who would deal with all of the paperwork for the Consortium. KM and TM to discuss this with management further.



8.8 JH has notified us that Invoices and letters are being sent through with Richard Hankins name still on them. They have requested that it's about time this was updated with correct contact details..

8.9 JC Raunds has asked to chase up the tree in Bassfords Park to see if it has been removed yet. (TM did advised that this w3as in September so should have been but will confirm)

8.10 HF Riverside Park – to be measured and added to the Schedule.

8.11 Raunds – Webb Road Bin and general replacement of bins – advised to replace with the one previously advised. If they are in a bad condition then KM advised that this would be covered by ENC if we deem them unsatisfactory otherwise payment by TC. JC advised that Millfields dog bin needs replacing so TM to assess and update as necessary.

8.12 Higham advised issues regarding parking at the Dog Park on Stanwick Road. AS has requested a quotation from Turneys regarding hedge cutting.

8.13 AS asked about a dog attack at Higham Dog Park. This had not been reported to ENC so we did not follow this up but AS to see if she still has details.

#### Scheduled date and location of 2019 meetings (Provisional)

- March 2019 (please advise any dates to avoid) - this is to be held at I'Boro
- June 2019
- September
- December 2019

