

RECORD OF GREENING TASK & FINISH GROUP MEETING: 29.06.26

Present: Cllrs Braithwaite, Davies and Griffiths

In attendance: C&E Manager and Community Engagement Officer

GREENING TASK AND FINISH GROUP: TERMS OF REFERENCE

1. Purpose

The current contract will end on 30 September 2027 and so it will be necessary to agree a specification and appoint a contractor to commence 1 October 2027. The current contractor needs to be informed of the outcome six months prior to contract end date.

2. Scope and Objectives

- Assess budget allocation.
- Prepare a draft specification for consideration by C&E Committee.

3. Group Membership

- Cllrs Braithwaite and Davies
- The C&E Manager will be an ex-officio member to provide administrative support and guidance.

4. Timeline/Milestones

Preliminary meeting to assess current specification and contract and consider options	By 10 July
Final meeting to agree the draft specification to be submitted to C&E	By 24 July
Specification to be considered by C&E	By early August
Quotation process	During August/September
C&E Committee to consider quotations & make a recommendation to Council	06.10.26

The group was provided with the current contract specification, budget details and related EMR commitments.

The C&E Manager suggested that the group might wish to consider changing the installation periods for hanging baskets to spring/early summer and summer/early autumn, instead of the current spring/summer and autumn/winter. This would ensure that more fresh and colourful displays could be maintained during the growing months and the baskets would then be removed in late autumn. The group agreed with this suggestion.

The C&E Manager suggested that the group might wish the contract to be more specific regarding responsibility for replacement of perennials – ie defining the circumstances under which they fall within the scope of the contract and when replacement cost should be borne by the Town Council. The group made no specific comments on this suggestion.

The C&E Manager suggested that a schedule could be agreed as part of the contract to include response times to remedy issues that might arise during the contract term.

The C&E Manager suggested that the group might wish to consider refreshing the planting around the Welcome signs by replacing the hedging with alternative perennials that add both leaf and flower interest. The group agreed with this suggestion.

No further suggestions were made about changes to the specification and the group decided that no further meetings would be required.