

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Town Clerk
On behalf of	N/A
Date	22 nd February 2024
For Meeting of Council/Committee	Full Council
Date of meeting	27 th February 2024
Agenda item no.	236/23-24
Confidentiality	Shared with Cllrs only
TITLE OF MOTION	TENDERING FOR MAINTENANCE OF VERGES ALONGSIDE B1050
MOTION(S)	<ol style="list-style-type: none"> 1) To receive information about verges alongside B1050, taking on following end of three-year Longstanton PC - CCC contract (Motion paper <u>shared with Cllrs</u>). 2) To agree to go out to tender, initially for a one-year period, using the draft tendering document (<u>shared with Cllrs</u>).
Background	<p>Prior to the formation of Northstowe Town Council, Longstanton Parish Council had gone into a three-year agreement with Cambridgeshire County Council for joint cost cover of the maintenance of verges along the B1050 (Station Road), with the Parish Council maintaining those on behalf of the County Council (through its appointed contractor). Following a tendering process, Longstanton Parish Council entered into a three-year contract with Brookfield Groundcare in November 2020, to carry out the work on their behalf.</p> <p>Following the formal formation of Northstowe Town Council in May 2021, the Town Council has paid its verge maintenance share to Longstanton Parish Council for the verges alongside both sides of the B1050 that had been taken out of Longstanton parish and now form part of Northstowe parish.</p> <p>The last verge cut was carried out at the end of November 2023; with recent rising temperatures, it is important that the verges are to be cut again in the near future (mowing season runs from middle of March to middle of November).</p>
Issues/items for consideration by the Council	<p>It is recommended to go out for tender for a one-year period first, following which a rolling three-year tendering procedure could be established.</p> <p>This will allow to monitor, throughout 2024, how things are done and adjust the tendering documentation accordingly for the next tendering process to be started after November 2024.</p>
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To receive information about verges alongside B1050, taking on following end of three-year Longstanton PC - CCC contract (Motion paper <u>shared with Cllrs</u>). <ul style="list-style-type: none"> ➤ See associated Invite to Tender document for further details. 2) To agree to go out to tender, initially for a one-year period, using the draft tendering document (<u>shared with Cllrs</u>). <ul style="list-style-type: none"> ➤ To go out for tender as soon as possible following the Full Council meeting, with the intention to award a contract at the Full Council meeting at the end of March, for the 2024 verge maintenance season.
Appendices	N/A
Documents:	See attached draft Invite to Tender document with all the details – shared with Cllrs.

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
---------------------------------	-----

PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Links with Council's Community Asset Management and Maintenance ambitions.	√
Staffing Implications: ⁱⁱ	YES: Town Clerk to manage the tendering process, and ongoing dealings with contractor to be managed primarily by Town Clerk.	←
Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: Note: Invite to Tender includes need for litter picking, responsible waste management and avoidance of chemicals	←
Sustainability	Is in line with the Council's Plastic-Free Pledge – N/A	
Financial ^{vi}	There are no financial implications at this stage – N/A	
	There will be financial implications; Details: YES: Regular payments to contractor for verge maintenance on Town Council's behalf.	←
	There is provision within the budget Budget heading & details: YES: 'Station Road Verges budget': £1,200 has been set aside for '24-'25. Considering the bill for 2023 was for £202.00/annum, this amount is therefore expected to be sufficient (NB: the County Council time-limited grant has ended with the end of the three-year contract with Longstanton PC).	←
	Decisions may give rise to additional expenditure; Details: Unlikely	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A (Invite to Tender specifies requirement for Contractor to deal with all H&S and PLI).	
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s. 111 (power to go into contracts) Open Spaces Act 1906, ss. 9-10 (Power to maintain open spaces) Localism Act 2011, ss. 81-86 (Right to submit an interest in running a service provided by a district, county or unitary authority).	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: Data from businesses tendering is to be dealt with carefully.	←
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).