

Minehead Town Council

Report on Contracting Tree Survey Services

Background

- Minehead Town Council has a duty of care to ensure trees on public properties do not pose risks to residents.
- A comprehensive tree survey by a qualified arborist is required periodically to evaluate tree health and safety.
- The last tree survey was conducted in 2018. An updated inspection is now due.

Scope

- The survey will cover significant trees at 7 public sites: King George V Field, Lower Marsh Common, Cross Farm Park, Irnham Recreation Ground, Minehead Cemetery, St. Michael's Church, and Wellington Square.
- The contracted arborist will provide:
 - Tree safety management strategy with procedures
 - Survey schedules for each site including maintenance recommendations
 - Tree location map for each site

Bids Received

Three competitive bids were received from certified arborists using the outlined specifications:

- Company A: £3,435
- Company B: £3,934
- Company C: £4,810

Recommendation

- Accept proposal from **Company A** for **£3,435** to complete tree survey services.
- Company A has extensive experience conducting tree surveys for local councils and provides comprehensive reporting.
- The bid is the lowest received. £3,000 available within the 2023/24 215 - Open Spaces and Recreation; 4209 – Tree Works. The remaining £435 can be financed using under spend in other grounds maintenance related cost centres.

Summary

By conducting regular tree surveys and implementing recommended maintenance, the Council will fulfil its duty to ensure public safety regarding town-owned trees. Contracting Company A is recommended as the most qualified and cost-effective option for the required services.

Ben Parker, Town Clerk, February 2024