



Coleford Town Council

Bells Field Implementation Committee Tuesday 5 September 2017 Minutes

**Attendees: Cllrs Thompson, Penny, E Elsmore C Elsmore, Baird, Lusty, Allaway Martin & Holloway
F Bellinger & P Thornton**

1. Apologies were noted from Cllr Kay
2. There were no declarations of interest on items on the agenda
3. There were no dispensation requests
4. The minutes of meeting held on 9 August 2017 were agreed

In Committee

5. **To review the tenders and agree to the contractor for the building works.**
The tenders were thoroughly scrutinised. It was proposed that tenders 1 & 2 be approached for negotiation. Mr Thornton will notify the other tenders of the decision

Proposed Cllr Thompson

Seconded Cllr Penny

On being put to the vote it was unanimously agreed

In the Public Domain

6. **To have an update on the building regulations**
Mr Thornton reported that all had been approved with no amendments
7. **To agree the long list for the landscape contractors to be sent a Pre-Qualification Questionnaire**
Ms Bellinger explained the selection process of the 12 companies being invited to complete the PQQ. This fits within the Town Council selection process. It was noted that the invitation to tender had been advertised with no response.
It was proposed that the PQQ be sent to all 12 companies

Proposed Cllr Thompson

Seconded Cllr Penny

On being put to the vote it was unanimously agreed

8. **To review the programme**
It was proposed that it would be helpful to have a total cost of the project and therefore the timetable would be adjusted so that the landscape tenders can be analysed in conjunction with the building tenders.
It was noted that a geo physical survey was an option to ensure that the health & safety of future contractors is ensured. It was noted that the structural engineers SMP had stated in writing that they did not deem this necessary. It was proposed on this advice that a geophysical investigation is not undertaken

Proposed Cllr Thompson

Seconded Cllr Penny

On being put to the vote it was unanimously agreed

9. **To have an update on funding**
The Clerk was requested to send the lease agreement required by Biffa.