



# Coleford Town Council

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## Bells Field Implementation Committee Tuesday 3 October 2017 Minutes

**Attendees: Cllrs Thompson, Allaway Martin, Baird, Holloway, Lusty & Penny & F Bellinger**

1. Apologies were noted from Cllrs Kay & C Elsmore
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 5 September 2017 were agreed. It was noted that the credit checks had been completed on the building tenders and one company had been eliminated. That a meeting had been arranged with the other building contractors
5. **To review of PQQs and agree a shortlist of 5 landscape contractors**  
Ms Bellinger summarised the responses to the PQQs. After some analysis it was proposed that the 5 respondees that met all the criteria be sent the tender document and that the tender document is ????

**Proposed**

**Cllr Thompson**

**Seconded Cllr Baird**

On being put to the vote it was unanimously agreed

6. **To review and approve of draft landscape tender documents.**

Ms Bellinger summarise the detailed document specifying all the requirements for the landscape tender. She reported that the designs from both the lighting and permeable paving suppliers had not been received. The Clerk agreed to chase these suppliers for the designs.

Cllr Allaway Martin requested that the railings had hooped tops to prevent youngsters impaling themselves and that there may be wear lines to the gym equipment & trim trail. It was agreed that the plan should remain as it is but this should be noted in any maintenance contract.

She also reported that the specication from the civil engineers were only drawings

It was proposed that the tender be put out on Monday (whether the missing designs had been received or not – they would follow) and after Ms Bellinger had checked with the civil engineers that the information supplied on their drawings is sufficient

**Proposed**

**Cllr Thompson**

**Seconded Cllr Baird**

On being put to the vote it was unanimously agreed

7. **To review the programme**

It was noted that the programme would remain unchanged. However Cllr Penny stated that in the near future the Committee must consider the implications of running the building & landscaping contracts concurrently.

8. **To have an update on funding**

Ms Bellinger reported that GET had been in contact. The required information they requested had been sent. The Clerk agreed to contact them to ascertain the current situation. The Clerk also agreed to look at the LEADER fund and Cllr Baird agreed to send link for another fund which could be fruitful.

The Clerk agreed to provide a financial report for the next meeting