



Coleford Town Council

Bells Field Implementation Committee Friday 8 December 2017 Minutes

Attendees: Cllrs Thompson, Penny, Allaway Martin, C Elsmore & E Elsmore
Cllr Lusty arrived at 12.10 pm

1. Apologies were noted from Cllrs Kay, Ball & Holloway
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 27 November 2017 were agreed
- 5. To receive an update on Project financial position**
Cllr Thompson presented a breakdown of costs. It was noted that the fees for both Bellinger Design and SMP were yet to be included.
It was thoroughly scrutinised and with some modification to the plans it was agreed that the Council had enough secured funds to complete the building and the landscape works. The Clerk concurred with this decision.
It was noted that the lack of secured funds for the skate park meant that this element could not be commissioned but that this should not delay the works. It was agreed that the skate park was a crucial part of the design and its funding would be reviewed.

In Committee

- 6. To make recommendation re the building contractor**
It was proposed that the building contractor be appointed on the revised cost

Proposed Cllr C Elsmore Seconded Cllr E Elsmore

It was proposed that an amended be added that we should agree the start date in February

Proposed Cllr Penny Seconded Cllr Thompson

Cllr C Elsmore accepted the amendment
On being put to the vote it was unanimously agreed

- 7. To make recommendation re the landscape tenders**
It was noted that 4 tenders had been received and that 1 had been dismissed on cost. Three had been approached for clarification on elements within the tender and references were taken
It was proposed that the tender with the miscalculation be eliminated from the process

Proposed Cllr Penny Seconded Cllr Allaway Martin

On being put to the vote it was unanimously agreed

Cllr Allaway Martin left at 12.10 pm

It was proposed that the tender where insufficient references had been received be eliminated from the process

Proposed Cllr Penny Seconded Cllr Thompson

On being put to the vote it was unanimously agreed



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It was proposed that the remaining tender be accepted

Proposed Cllr Penny

Seconded Cllr C Elsmore

On being put to the vote it was unanimously agreed

It was noted that there were areas within the tender which warranted further discussion and that meeting should be arranged with the contractor as quickly as possible. Ms Bellinger to notify the contractor after the Full Council meeting

Cllr Penny left at 1.00 pm

8. To make recommendation re the structure of the project

3 options were considered. It was proposed that option 2 be the most suitable however that clarification be sought as to the role of the principal contractor

Proposed Cllr Thompson

Seconded Cllr C Elsmore

On being put to the vote it was unanimously agreed

9. To make recommendation re the project manager and its appointment.

It was proposed that the candidate be appointed as a consultant Contract Project Manager to commence work as soon as possible.

Proposed Cllr Thompson

Seconded Cllr C Elsmore

On being put to the vote it was unanimously agreed

It was noted that a sum for his engagement had been included in the budget.