



Coleford Town Council

Bells Field Implementation Committee Tuesday 1 August 2017 Minutes

Attendees: Cllrs Thompson, Baird, Lusty, Allaway Martin, C Elsmore & E Elsmore
Mr P Thornton also attended.

1. Apologies were noted from Cllrs Penny, Kay & Holloway; and F Bellinger
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 15 July 2017 were agreed and signed

Proposed Cllr Thompson

Seconded Cllr Lusty

On being put to the vote it was unanimously agreed

5. To evaluate PQQs in respect of Building Contractor

Cllr Thompson summarised the PQQ responses, and thanked Paul Thornton for his helpful summary report. 5 PQQs received and after some discussion with regard to due diligence, credit checks, all were satisfied that the PQQ exercise had successfully identified a good shortlist of Companies. Cllr Thompson explained that the exercise would now move to the next stage, which would ultimately lead to 2 final bids, where there would then be more thorough assessment (e.g. credit checks, liability cover, etc), and a Company was identified within the Building Industry that could serve this purpose.

6. To select tender shortlist in respect of Building Contractor

Following further discussion, clarification and summary from Cllr Thomson and Paul Thornton, it was proposed that all 5 submitted PQQs would make the shortlist, and Paul Thornton would now issue Tender Documents accordingly on Friday, 4 August.

Proposed Cllr Lusty

Seconded Cllr Thompson

On being put to the vote it was unanimously agreed

7. To discuss appointment of Project Management position

Cllr Thompson summarised the rationale for a Project Manager to be appointed and, following further discussion, it was proposed for Cllr Thompson to prepare a Project Manager Role Specification, with costings and hours, to be discussed and considered further at a meeting on 9 August.

Proposed Cllr C Elsmore

Seconded Cllr Lusty

On being put to the vote it was unanimously agreed

8. To review the Bells Field Programme to date

Cllr Thomson presented the GANT Programme of Work (to be copied and sent to all Committee members), and summarised the projected key dates, including tender bids (for Building Contractor) to be returned by 29 August. Assessment of these at September 5, Bells Field Implementation meeting. It was further noted that, in light of key



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recommendations through these stages, additional Full Council meetings may be needed (including one on 11 Sept) to synchronise with Bells Programme timeline. Another Bells Meeting to be scheduled for 12 September to approve the contract of the successful Building Contractor. Following more discussion, Cllr Thompson further emphasised the need for the Project Management role to be considered, as a key part of ensuring this Project is managed efficiently, costly, professionally and to time. It was also noted that other PQQ dates for landscaping and the skate park needed to be agreed. Cllr Thompson sought agreement to the dates identified in this discussion.

Proposed Cllr Thompson

Seconded Cllr Lusty

On being put to the vote it was unanimously agreed

9. To review funding and grant applications

Cllr Thompson summarised grant activity so far, and possible grant funding had now been identified from the Office of the Police & Crime Commissioner (OPCC), which would be explored further.

10. To determine committee meeting's schedule to match programme timeline

Item 8 refers.

11. To review/approve fee proposal from SMP for Section Agreements

Cllr Thompson stated that no proposal had been received, and would pursue Fenella Bellinger accordingly.

Proposed Cllr C Elsmore

Seconded Cllr Thompson

On being put to the vote it was unanimously agreed

Meeting ended at 8.15pm