

**Meeting of the Car Park Committee  
held at the Parish Council Offices, Station Road, Codsall,  
on Friday 15<sup>th</sup> September 2017 at 10.00am**

**Minutes**

**Present: Councillors Barrow (Chairman), Ewart and Holland**

1. Apologies for absence were received from Cllrs Jeavons, Michell and Wright.
2. There were no declarations of interest in items on the agenda.
3. To consider way-forward and timeline of the Car Park on Oaken Drive Field: Councillors received and reviewed the updated spreadsheet of the conditions of the planning permission, following site meeting with Mr. S Does.

Councillor Holland advised that Cllr Marshall had indicated that the parking restrictions should be in place by 31st October 2017.

Following discussion, Councillors felt that it may be prudent to instruct the firm of architects that had drawn up the car park plans, to produce the tender documents. The firm of architects are qualified to produce tender documents, and it might also, as our architects are very familiar with the site and plans, avoid any misinterpretation of the plans to the tendering documentation, moreover avoiding any culpability that could occur if a third party became involved in the process.

Councillors also suggested that the Parish Council requests that the architect obtains preliminary costings for construction, this should then be reviewed by the Parish Council's Finance Committee who would bring recommendations to the Main Council.

The Clerk advised Councillors that they would need to consider Section 43(2) of the The Freedom of Information Act 2000 (FOIA) during every stage of the Tendering process.

Councillors also thought it would be beneficial that the trees at the front of the proposed entrance to be removed, are marked before the leaves fall off, and that quotations are obtained for removal.

Councillors agreed that the following recommendations are put forward for consideration at the meeting of the Council to be held on 27<sup>th</sup> September 2017:

- Thorne Architect are requested to obtain estimate costs of construction
- The Finance Committee are instructed to review the estimate costings once received, for budget review and bring any recommendations to the Main Council for consideration.
- The Clerk is authorised to mark trees for removal at the proposed driveway entrance with spray paint or something similar and obtain quotations for their removal.
- If the Car park following review by the Finance Committee and Main Council is still to go ahead – Thorne Architect are appointed to produce full specification, Tender Documents and assist in the review of Tenders and in the appointment.

4. A.O.B. None

5. Date of next meeting: TBC

[Meeting closed at 10.40am]