

**Minutes
of the Car Park Committee
held at the Parish Council Offices, Station Road, Codsall,
on Monday 4th June 2018 at 10.00am**

Before commencement of the meeting, the committee considered the election of Committee Chairman.

Councillor Jeavons proposed Councillor Holland, this was seconded by Cllr Kenyon and unanimously approved.

Present: Councillors Holland (Chairman), Caine, Chapman (late), Jeavons, and Kenyon

1. Apologies for absence were received and accepted from Councillor P Wright and Councillor Mrs M Barrow.
2. There were no declaration of interests received.

[10.05 am – Councillor Chapman arrived]

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in Section 1 of the above Act I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

3. The Tender Submission Evaluation Report was received and considered:

The Chairman read out the Clerks Tender Evaluation report (contractors names were not disclosed to Councillors, all contractors before evaluation, were numbered and referenced as bidders no 1-11, and were referred to as such, during the meeting).

The Clerk explained that the tenders were opened and numbered, in the presence of Councillor Walls, Paul Simkin [the Parish Council's Architect] and the Clerk. Tender prices were submitted with trip rail and an alternative price with grass bund in lieu of trip rail; all bids include a £10,000.00 contingency.

The Chairman then **proposed acceptance** of the grass bund alternative and an application of change in materials to be undertaken by the Clerk to the Planning Authority at SSDC; this was seconded by Councillor Caine and unanimously agreed by the meeting.

The Clerk informed the meeting that Paul Simkin partner in Thorne Architecture undertook the evaluation in her presence.

The standard Evaluation Matrix appendices one and two were then discussed in detail by the meeting and questions raised were answered by the Committee Chairman and the Clerk.

The Chairman then advised that the qualifying top four Bidders were reevaluated following clarifications, the meeting then reviewed the standard Evaluation Matrix appendix 3, showing scores and rankings for the top four tender bids.

The Chairman then asked Councillors if they had any questions; questions raised were answered by the Clerk.

The Chairman asked Councillors if they were happy with the process – all Councillors unanimously agreed that they were happy with the process.

The Committee Chairman, Councillor Holland, said that in his mind there is a very clear choice of Tender, based on price/quality and document presentation, the Tenderer being Bidder no 5, the meeting concurred.

Councillor Holland then proposed that as the Tender price comes within budget*, the following recommendations be made to Main Council:

- Acceptance of tender Bidder no 5 at a cost of £82,331
- Acceptance of grass bund in lieu of trip rail
- Appointment of the approved contractor (Bidder No 5) – subject to a pre-contract meeting and submission of documents such as method statements
- Permission for the Clerk to arrange and attend a pre-contract meeting with the approved contractor, (Bidder no 5)
- Permission for the Clerk and the Chairman of the Parish Council to enter into a JCT Minor Works contract 2016 or similar, on behalf of the Council
- Permission for the Clerk to apply for the release of planning conditions: 3,4,5,6,7,8,9 and 10
- Permission for the Clerk to apply for a change in permission for grass bund in lieu of trip rail

Following the lifting of pre - construction conditions by SSDC:

- Permission for the Clerk to arrange the removal of marked trees
- Permission for commencement of the construction of the car park.

The above was seconded by Councillor Caine and unanimously approved by the meeting.

4. A.O.B – Councillor Holland asked the meeting what Councillors thoughts were on advising committee members who were not present today. Councillor Caine advised that as the meeting is being held in confidential, because of the tendering process, confidentiality should be applied, and today's meeting should not be discussed outside of this meeting – all Councillors will have the opportunity to discuss the tender at the meeting of 13th June 2018, this was unanimously accepted by the meeting.

5. Date of next meeting – TBC

[Meeting closed 11.09 am]

* Station Car Park Budget, £98,000; Contingency for Committed Projects Budget £15,000