

MINUTES
Meeting of the Car Park Committee
held at the Parish Council Offices, Station Road, Codsall,
on Tuesday 3rd July 2018 at 10.00am

Present: Councillors B Holland (Chairman), Mrs M Barrow, Mrs V Chapman, Mrs K Ewart and T Jeavons.

1. Apologies for absence - none
2. Declarations of interest- none.

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 Clerks update report regarding the Tender submissions and the Contracts for Works was received and considered. A precis of the Clerks report is given below:

"Reassurances given that the Oak entrance is achievable – no twisting but may suffer cracking as Oak does, but this will not affect the structural integrity of the beam.

Planting scheme was discussed and Bidder no 5 (Jack Moody's) to confirm the mix of the 8 new trees.

The contract was outlined, sub-contractors would not be used; outline of work was then discussed.

Start and completion date was discussed, start date is anticipated to be W/C 20th August – anticipated 10 weeks construction; completion date anticipated 26th October.

We agreed construction entry and egress on site, fencing, the location of welfare facilities and construction vehicles left overnight. No construction vehicles will be stored on the Highway.

Health and safety and the submitted method statement was then discussed.

We agreed the contract sum of £82,3318.38 with a £10,000.00 contingency included; no variation to price following the pre- contract meeting other than an additional small sum for the maintenance entry into the bund, this will be dependent if using a service gate or removable trip rail, the location and style will be determined into the build, but the contractor thought we were looking at most £300.00.

Payment of works to be made at four weekly intervals, calculated on a percentage completed draw down, with a 5% final account, to be paid when works completed and signed off, and then 2% retention paid after 12 months.

Contact details were established for those involved in the project with the site manager identified. Emergency lines of communication was also established, and I advised I would attend site each morning at 9.30am”.

The Clerk advised the committee that no significant issues were highlighted during the pre-contract meeting with Jack Moody (Bidder no 5), other than the possibility of soft spots on site but, assurances were given by the contractor that the built in tender contingency should more than cover this issue, if it arose.

The Clerk then advised the meeting of the agreed choice of material to be used for the new entrance to the car park – Hydropave, (the committee had been copied the specification detail of Hydropave).

The Committee was then advised by the Clerk that colour samples were being delivered for the Architect to consider, but, in principle, the colour Bracken was chosen, this however is subject to alteration, following sight of the samples.

The use of Hydropave will eliminate any water run off from the site entrance onto the carriageway, without the need to dig drainage channels.

The Clerk then advised that the letters requesting quotations for tree and stump removal had been sent out.

The committee discussed the benefits of the tree works being undertaken by the same contractor for the car park – Jack Moody’s, as the tree works could be scheduled differently, with more flexibility than if we used a different contractor, [a differing contractor would mean that the tree works would have to be undertaken before Jack Moody’s came on site].

Resolved that the contract for the tree works would be given to Jack Moody’s unless the price differential made this an unrealistic proposition.

The Committee agreed that there were no recommendations to be brought to the Main Council however, the meeting **resolved** that the minutes of this meeting, and the budget report presented this morning, be copied for information only to the Main Council.

The Chairman then asked Councillors if they had any questions or required any clarification from the Clerk or himself:

Councillor Jeavons was pleased that the contractors would not sub contract out any of the works, then Cllr Jeavons went onto ask where the Contractors would enter and egress the site. The Clerk showed the Committee a site plan showing site access/egress, [site access/egress is from the existing field vehicle access, off Oaken Drive]. Councillor Holland asked if reinstatement was included within the Tender – the Clerk confirmed that it was.

Councillor Chapman asked how members of the public using the field would be protected – the Clerk showed the committee the site plan of the fencing that would be erected to protect the public from the construction; the field would remain open to the public, however, there could be some occasions, if the contractor felt it necessary for safety reasons, the field might have to be temporary closed for short periods of time.

4. Highlight Report and Monitor Progress Report dated June 2018 from the Clerk was **received and noted**.
5. Date of next meeting – the Chairman felt that no further scheduled meetings were required, however, a meeting would be convened if issues arose; the meeting unanimously agreed.

[10.30am meeting closed]