

CAM PARISH COUNCIL

MINUTES OF A MEETING OF THE DEVELOPMENT & PREMISES COMMITTEE HELD WEDNESDAY 9TH JUNE 2010 AT 6.30pm IN THE COUNCIL SHOP

PRESENT: M Nolder (Chair), D Andrewartha, J Sherman, J Fowles, B Whatling, J Daniel, P Dutfield, M Stevens

APOLOGIES: M Clifton, K Pearce

IN ATTENDANCE: J Tyndall, S Hanman (Clerk)

1) To receive apologies for absence

Apologies as listed above were received and accepted

2) To receive Declarations of Interest

None received

3) To accept Minutes of the meeting of 26th May as a correct record

It was RESOLVED that the Minutes be accepted as a correct record and signed by the Chair

4) To receive any questions, statements or submissions from members of the public in attendance or from any Councillor in respect of any agenda item in which he/she has a Prejudicial Interest

None

5) To further consider plans and proposals for the Community Resource Centre and cafe, including energy efficiency measures

6) To consider terms for tender for the construction contract for the Community Resource Centre and Cafe

It was noted that the Architect would be drawing up the tender documents, but agreed that the following issues were relevant:

- I. Tenders to be on the basis of plans and specifications to be provided by the Architect, with a separate cost to be provided for the installation of PV panels (extent of these to be confirmed).
- II. Invitations to tender to be sent to firms either known to Council or recommended by the Architect, also advertised in local press (advice would be sought on precluding from tender any firms that might be financially unviable or otherwise incapable of delivering the project)
- III. Deadline for tenders to be xx days from invitation.
- IV. Tenders to be received in marked envelopes, date stamped on arrival
- V. All tenders to be opened together by appointed Councillors in the presence of the Clerk and/or Deputy Clerk
- VI. Tenders to be on the basis of a fixed price contract



- VII. Tenders to include full details of build programme
- VIII. Tenders to include full details of proposed stage payments, including timing of these during the build period
- IX. Tenders to include details and timing of retention sums
- X. Tenders to include details of contractor's insurance and warranty
- XI. Tenders to be evaluated according the best balance of price, programming and competence of the contractor to deliver the building that the Council wants.

7) To consider the terms for an agreement for the operation of the cafe element of the new facility

Draft heads of terms were agreed as per the attached document. This would be forwarded to the Preferred Operators for comment.

8) To consider and confirm Business Plan for the Community Resource Centre and Cafe Project

9) To consider financial implications of the proposed development of the Community Resource Centre including availability of grants

10) Any other Development or Premises matters for information or referral only

