

PROPERTY DEVELOPMENT COMMITTEE

Minutes of a meeting held on Tuesday 9th June 2020,

19:30 held remotely via teleconferencing facilities



Present: Cllr Cliff Brett, Cllr Simon Cherrill, Cllr Rob Gifford (Chair, Robert de Grey (RdeG), Helen Bowlit (HB) (MKC Libraries Service) and Philip Sarre (PS) (FoSSL) (5 Members) and Lynne Compton, (Town Clerk – TC)

- PD012/20 QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC:** There were no members of the press or public present.
- PD013/20 DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA:** There were none.
- PD014/20 REQUESTS FOR DISPENSATION** in accordance with the Localism Act 2011 S33. There were none.
- PD015/20 APOLOGIES FOR ABSENCE:** There were none. All present
- PD016/20 MINUTES OF THE MEETING HELD ON MONDAY 9TH MARCH 2020:** Committee **RESOLVED** to approve the minutes as an accurate record of the meeting which would be subsequently signed by the Chair.
- PD017/20 CLERK UPDATE REPORT:** Committee noted the report (attached) and agreed the following action:
- PD018/20** Application for further S.106 monies for insulation: **Action: TC to seek quotes for Carbon offset Calculation, approaching Wolverton Community Energy in the first instance for advice and report back to Council.**
- PD019/20 REDEVELOPMENT OF 5-7 CHURCH ST:** Committee **NOTED** the report and that there had been a delay to the preparation of the tender due to the Architect being unwell. Committee **RESOLVED** to approve the following:
1. Changes to the Tender and Schedule of Work:
 - RIBA contract (changed from JCT minor works). See link to template: <https://www.architecture.com/-/media/GatherContent/Test-resources-page/Additional-Documents/2020RIBAPlanofWorktemplatepdf.pdf>
 - Skirtings: it was agreed that putting new skirtings throughout should be allowed for.
 - Roof lights: complete replacement with ability to be opened, closed automatically when it rains and blacked out.
 - Include painting all the brickwork, but to review it when contractor was on site.
 - replace all the ceilings when boarding is removed to insulate the roof.
 - Hand dryers are not to be included, as blown air spreads viruses etc.
 - A sample panel is to be prepared by the Architect with colour scheme etc.
 - Projector cabling to be included for the 1st Floor
 - Beds near the front door: contract to be explicit about not trampling on these.
 2. A start on site date of 1st September (moved back from 1st August). **Action: TC to (i) follow up with the Architect on estimated completion of Tender documents (ii) to inform LGSS Procurement of the update when the tender issue date was known.**
- PD020/20 LIBRARY SERVICE PROVISION (Helen Bowlit):** Unfortunately, due to a poor connection, Committee were unable to hear the verbal report. **Action: HB to submit a written report for circulation and appending to the minutes after the meeting (attached)**
- PD021/20 FRIENDS OF STONY STRATFORD LIBRARY (Phillip Sarre):** Committee **NOTED** the verbal report and **AGREED** to investigate safe keeping/site for relocation of the planters by the front door.
- PD022/20 Council RESOLVED to exclude press and public in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2 to discuss matters of commercial and personal confidentiality (Papers for Members only):**

PD023/20 REDEVELOPMENT OF 5-7 CHURCH ST CONTRACT TENDER: Following a lengthy discussion, Committee **NOTED** the report and **AGREED** the following for review by the Finance and Human Resources Committee (who oversee Contract Tenders):

1. Key dates for the Re-development Tender – to be agreed at a future meeting on advice of the Architect.
2. Award and Evaluation Criteria
3. Quality questions: to add: ‘Certainty of starting’ although it was agreed that if the chosen company was able to start earlier or unable to start on 1st September this would not be a reason to withhold award of the contract.
4. Evaluation Team: Cllrs Adams, Cherrill and Gifford, Robert de Grey, Contract administrator and the Town Clerk.
Committee also **AGREED:**
5. LGSS Invitation to Tender Document - TC to query with LGSS (i) ‘Collusive Tendering Certificate’ and if this should be ‘Anti-collusion’ Certificate (ii) 3.3 Should this be ‘Tenderer’ rather than ‘Tenderers’ as after the contract has been let?

Actions: (i) TC to bring forward contract details for review by Finance and HR Committee and (ii) contact LGSS regarding queries

Meeting Closed: 20:24

Date of next meeting: 8th September 2020, 7.30 pm