



Stony Stratford Town Council

Public Notice and Summons to an Ordinary Meeting of the Property Development Committee on at 7.30 pm on Tuesday 8th September 2020. This will be a 'virtual' meeting using Video Conferencing (In accordance with the *Coronavirus Act 2020).

Attendance by Press and public is welcome. Those wishing to attend are asked to contact the Town Clerk (office@stonystratford.gov.uk or 01908-566726) who will provide details of how to access the meeting remotely.

All Members of Stony Stratford Town Council Property Development Committee are **summoned** to remotely attend an Ordinary Meeting of Property Development Committee, at **7.30 pm on Tuesday 8th September 2020.**

*THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

Signed.....Date: 2nd September 2020
Lynne Compton, Clerk to the Council

Admission of the public and media: The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of business on the agenda (SSTC Standing Orders 3e).

Mobile Phones

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

Remote Meeting guidance: please ensure that you make yourself known when entering the meeting and then put your audio to mute. In the event that broadband causes a poor connection, the meeting will close briefly, a single attempt made to re-connect. If this fails, the meeting will be re-scheduled.

Agenda

Agendas and reports for the majority of the Council's public meetings can be accessed via the Internet at: <http://www.stonystratford.gov.uk/town-council-meetings>

Recording of Meetings

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and local government can be viewed at the following link:https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf

There follows a list of the business to be transacted (Agenda)





Property Development Committee Meeting
Tuesday 8th September 2020, 7.30 pm,
to be held remotely via teleconferencing facilities

AGENDA

1. QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC: Members of the press and public are welcome to attend and make representation to the Committee. In accordance with Standing Order 3f-g, a maximum of 15 minutes is allocated for public participation and no member of the public may speak for more than three minutes.
 2. DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA in accordance with the Localism Act 2011 Section 29(1). Committee to receive and note.
 3. REQUESTS FOR DISPENSATION in accordance with the Localism Act 2011 S33. Committee to consider and make resolution
 4. APOLOGIES FOR ABSENCE committee to consider and make resolution
 5. MINUTES OF THE MEETING HELD ON MONDAY 9TH JUNE 2020: *attached*
Committee to consider and make resolution to approve.
 6. CLERK UPDATE REPORT: Committee to note the report and agree any actions. *to be tabled*
 7. REDEVELOPMENT OF 5-7 CHURCH ST: *attached*
Committee to note the update report and recommendations from the Working Group meeting held on 2nd September 2020 (*Members Only – see RdeG & CA Confidential report – Agenda Item 10*)
 8. LIBRARY SERVICE PROVISION (*Helen BowIt*): Committee to note any verbal report
 9. FRIENDS OF STONY STRATFORD LIBRARY (To be advised):
Committee to note any verbal report
- Move 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):*
10. REDEVELOPMENT OF 5-7 CHURCH ST CONTRACT TENDER REPORT (RdeG & CA). *attached*
Committee to consider the reports and make resolutions on the next steps.

Signed..... Date: 2nd September 2020
Lynne Compton, Clerk to the Council

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



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 Phillip 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

Chairman Signature.....Dated:.....

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



Redevelopment of
5-7 Church Street

Property Development Committee -
8th September 2020

Agenda Item: 7

This report will outline the work to-date and provide information to the PDC to enable a decision to be made on the next steps for recommendation to Full Council.

7.1 Update Report

- The date for receipt of the tenders was 21st August 2020. 11 tenders were received but unfortunately, without exception, the tenders exceeded the budget by a high margin (the lowest of which was c£153 above the £200 k SSTC budget).
- The TC sought advice from Ruth Holt, LGSS procurement to be compliant with procurement regulations: two options were suggested:
 1. Reduce specification and re-tender
 2. Through the procurement portal only to those who have had the plans already (we can choose to do either those who expressed an interest or only those who submitted a price), give an outline of main requirements with our budget and ask them to come back with a specification and price.
- Another less realistic option is to raise more capital
- 24th August 2020, 11:00 am. A meeting (in person rather than remotely) had been set up to go through the evaluation process. This was attended by Cllrs Cherrill, Adams, the TC, the Contract Administrator (CA) (Mark Woodward) and the Architect (RdG) (Robert de Grey). The meeting was held on the first floor and attendees were socially distant and wore masks. The evaluation process and the way forward were discussed and the actions agreed from this meeting were as follows:

No:		Assigned to	Progress	Update
001/08-20	ensuring that we are not breaching the tendering rules	TC	Done	Conversation with Ruth Holt, LGSS Procurement
002/08-20	Ascertaining MKC Library Service plans and timescales	TC	In progress	HB does not know timescales, work being carried out by other officers and at Director level. TC will contact MKC Directors
003/08-20	Updating MKC Library Service of the current situation	TC	Done	
004/08-20	As a result of the current situation, asking if Stony	TC	Done	HB has only been allowed to open 5

	Stratford Library could be re-opened			libraries, CMK Olney and Woburn are still closed. Until the Rapid Service Review has been completed, unlikely that Stony Library will be able to be opened.
005/08-20	Checking procurement submissions	TC/CA and Cllr Adams	Done	One submission did not include M&E costs with the final tender price or external works.
006/08-20	preparing a draft tender report including: a) tenders received b) evaluation of tenders received c) record of any questions put to any contractors d) recommendations on what to cut from the work to achieve the budget(s); e) recommendations on the way forward.	RdG & CA	Done	Deadline: Friday 28 th August – for discussion at the meeting on 1 st September 2020 (changed to 2 nd September)
007/08-20	Bill of quantities with additional columns showing Full Cost, MKC Cost items (Libraries & S106) and SSTC items only	RdeG, MW and TC	Done	Note: The SSTC budget is £200K. The specification for the job also included MKC Libraries Service Items (Flooring and office – unknown amount) and S106 items (insulation – c£30K). HB would like a copy of this.
008/08-20	Chase up MKC regarding S.106 monies for the insulation	TC	Done	
009/08-20	Email Ruth Holt, LGSS procurement to advise that all the tenders were in excess of the budget and the Council would be considering its options over the next few weeks. It is hoped a decision will be made by end of September.	TC	Done	

	Message to go on the Procurement Portal.			
010/08-20	Hold a meeting on 1 st September 2020 at 11:30 to discuss the report and any updates. Invitees: 5-7 Church St Working Group	TC	Done – note – changed to 2 nd September at 10 am	Meeting will be in person rather than Teams and held in accordance with current Govt. guidance
011/08-20	Update SSTC	TC	Done	24/08/2020

Update: 2nd September 2020

A. Meeting of the 5-7 Church Street Project Working Group was held on 2nd September 2020.

Present: Cllr Adams, Cllr Gifford (Chair), Cllr Cherrill, Town Clerk (TC), Architect (Robert de Grey) and Contract Administrator (CA)

Following a detailed discussion on the draft Confidential Tender Report (RdeG & CA), the following recommendations were AGREED:

1. Clarify details with MKC to ensure compliance with regulations – Action: TC
2. CA to provide revised cost scheme on reduced specification – Action: CA
3. Continue dialogue with MKC and try to ascertain level of contribution to the project – Action: TC & Chair
4. Re-tender with revised (reduced) specification – Action: RdeG & CA
5. Revisit CA and Architect's fees for the additional work involved – Action: TC
6. If the revised Cost Scheme (together with knowledge of MKC contribution) cannot get within the budgets (SSTC - £200K, MKC To be advised), the project may need to be substantially reduced or, worst case scenario, 'shelved'

B. Clarification of details with MKC Procurement team

TC contacted MKC Procurement and the following was confirmed:

1. To re-tender fully will be an additional procurement fee of £480
2. The tender can be amended and sent only to those who submitted prices. This is known as the 'Clarification Stage'. This will not incur an additional procurement fee and will comply with the 'Public Contracts Regulations 2015' (for contracts over £25,000).
3. The portal message (which will need to go out following Sept Full Council) should include the new dates envisaged for the tender process.

Committee is asked to CONSIDER and make resolution on the next steps for recommendation to Full Council.

Lynne Compton, PSLCC, CertHE
Clerk to the Council

24th August 2020 v1
2nd September 2020 update v2