

Minutes of a meeting of the New Pavilion Committee held 18:00hrs, Tuesday, 09 August 2022, in the Bridge Room at the Curlew Centre, Sutton Bridge.

Present: Cllr C Brewis (chair), Cllr D Bruch, Cllr C Robinson, Cllr A Scarlett, Cllr T York, Mr D Earth (SBUFC), Mr D Smith (SBUFC), Mr R Sandell (Ridge & Partners), Mr R Smith (clerk), Mrs K Croxford (Admin. Asst.).

Absent: Cllr K Davies, Cllr R Goodwin, Cllr S Booth, and Mr D Sones (SBUFC).

- 22.029. Apologies were received from Cllr K Davies, Cllr R Goodwin, and Mr D Sones
- 22.030. There were no declarations of interest or requests for dispensation.
- 22.031. It was **resolved** to approve the minutes of the meeting held on 12 July 2022. Not having attended, Cllr C Robinson abstained.
- 22.032. It was **resolved** to move into closed session in accordance with the public bodies (Admission to Meetings) Act 1960 s.1(2).
- 22.033. **Report on matters arising from the last meeting**
01. It was noted that at the last Parish Council meeting following a request by the chair to reduce the number of members on the committee, Cllr M Booth, Cllr Perkins, and Cllr Pitt, had resigned as members of the New Pavilion Committee.
 02. It had been **resolved** by full Council for the chair to call a Parish Meeting 18:00hrs Tuesday, 04 October 2022 to provide an update of progress on the new pavilion.
 03. Matters relating to land registry of the Memorial Park were being dealt with by solicitors.
 04. It had been **resolved** by full council to delegate to the New Pavilion committee such actions as were required to send out invitations to tender for the appointment of a contractor for the design of the new pavilion.
 05. The clerk had provided Mr Sandell with previous design sketches and members' comments.
 06. The list of requirements for the new pavilion had been drawn up in priority order to enable Mr Sandell to issue a Prior Information Notice (PIN) for upload on to the Government contracts portal.
 07. Mr Sandell would update the Project Execution Plan with all amendments.
- 22.034. **Draft Invitation to Tender**
01. Mr Sandell circulated a draft invitation to tender to all members.
 02. It was noted that any spelling inaccuracies would be corrected on the finalised document.
 03. All references to the consideration of the design of the Hethersett building would be removed from the invitation to tender.
 04. Section Two - Tender Programme would include the date for notification of successful and unsuccessful bidders as 28 September 2022 and that interview would be held on 21 and 22 September 2022.
 05. As previously discussed, the scope of service would include the provision for designs of Children's play areas within the Memorial Park.
 06. The fee analysis would be attached to the final Invitation to Tender and CVs for each member would be limited to one page.
 07. Queries would be included under a separate heading.
 08. It was noted that planning fees would need to be paid by the Parish Council.
 09. In the selection of bidders, each member would use the scoring matrix as below.
 - Tender Price 40%
 - Organogram & CVs 10%
 - Policies & Procedures 5%
 - Methodology 10%
 - Case Studies 10%
 - Exclusions 5%
 - Interviews 20%
 10. The list of requirements for the new pavilion would be included under Section 3.
 11. It was **resolved** to approve the draft invitation to tender.
- 22.035. It was noted that the letter to local businesses as approved at the full Council meeting 28 June 2022 (min. ref 22.157.02.ii) would be sent out with the option to customise the letter to each

individual company name.

22.036. **Next Steps**

01. The invitation to tender would be sent out by Mr Sandell 10 August 2022. The return date from candidates was 09 September 2022.
 02. Mr Sandell would provide the committee with a shortlist of candidates, ready for a New Pavilion Committee meeting to be held 20 September 2022.
 03. It was hoped that a trial run of using Microsoft Teams in the Bridge Room at the next meeting 20 September, with the assistance of Mr Sandell.
 04. Interviews, with a short-list of between two to five candidates, was scheduled to take place via Microsoft Teams from 18:00hrs, Wednesday 21 September and Thursday 22 September 2022.
- 22.037. The next meeting was scheduled to take place at 18:00hrs, 20 September 2022:

The chairman closed the meeting at 19:29hrs.

Signed

Date.....

Chairman