

## FERRYHILL TOWN COUNCIL

Minutes of the **SPECIAL COUNCIL MEETING** held online via Zoom, on:  
**WEDNESDAY, 3 March 2021 at 7.00pm.**

**PRESENT:** *Councillor:* J Makepeace (Chair)

**Councillors:** C Atkinson, P Atkinson, J Cansella, K Conroy, D Farry, N Jones,  
J Lindsay, Z Roddam, M Walton, C Woods

**Officials:** D. Anderson, Town Clerk  
K. Younghusband, Events & Projects Officer

**77.20-21 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors G Barker, K Campbell, K Graham,  
M Seymour, L Smith, R Smith

**78.20-21 MEMBERS DISPENSATION**

There were no members' dispensations in relation to any item of business on  
the agenda.

**79.20-21 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**80.20-21 EXCLUSION OF PRESS AND PUBLIC**

Members were requested to move the following motion:

“That in accordance with the provision of Section 1 of the Public Bodies  
(Admission to Meetings) Act 1960, as amended by Section 100 of the Local  
Government Act 1972, the Council do now exclude the public and press for  
the remaining items on the Agenda by reason of the confidential nature of the  
business to be transacted since publicity would be prejudicial to public  
interest.”

**81.20.21 Dean Bank Park Bungalow Project**

- a. Mark Barlow, Logic Architecture and Phil Readman, QS, Readman  
Associates were in attendance. Mr Barlow presented the architects  
drawings for the Bungalow project explaining the value engineering  
process that had taken place in order to scale the project back from the  
original drawings and specifications.

Questions were taken, and clarification was provided on the following:

Approximately £50k savings had been made on the project through the  
value engineering process. However, market conditions and inflation were  
expected to impact on this figure, with the likelihood being that savings  
were more likely to be in the region of £40k.

The requirements of user groups had been taken into account during the  
value engineering process. Further discussions would take place with  
these groups following the receipt of tenders.

It was confirmed that an additional £30k had been allocated to the project (£25k Capital / £5k Revenue). (Minute No 59.20-21 refers).

- b. Richard Carroll and Steven Saville from Durham County Council's Procurement Section were in attendance to deliver a presentation and explain the procurement process for the Bungalow project and the evaluation criteria that tenders would be assessed against.

Confirmation was provided that a restricted process would be followed and that a ceiling price of £220k was going to be placed on the contract. Any contractor submitting a tender above this figure would be automatically excluded.

Evaluation of tenders would be based on a 60/40 split of price/quality.

JCT Contracts would be used.

In total 10 companies would be invited to tender via DCC's online electronic system. Companies that had participated in the previous tender exercise had been given an opportunity to express an interest in submitting a tender in this tendering exercise. Five had expressed an interest. Five additional companies had been suggested by DCC as suitable given their previous experience.

The intention was for the tender process to run between 8<sup>th</sup> March and 31<sup>st</sup> March 2021.

Questions were taken, and clarification was provided on the following:

Confirmation was given that all companies that had taken part in the previous tender exercise had been informed by letter that that process had been aborted. The letter invited those companies to express an interest in the new tender process by no later than 24<sup>th</sup> March. Two of the companies had not responded, while the remaining five had expressed an interest and had made preparations by registering on the NEPO Portal.

It was confirmed that the Clerk of Works/Contract Administration roles would be undertaken by Logic Architectural Services and Readman Associates, who would monitor the works, visiting the site fortnightly, or as required to assess completed works against the specifications, and issue valuation certificates before any payments could be released. At each stage there would be 5% retention. A defect period of 1 year would apply, after which time the 5% retention would then be released to the Contractor. DCC Building Control Inspector would also routinely visit the site to inspect the works. The additional expense of appointing a Project Manager was therefore not considered necessary.

It was confirmed that although regulations would be revised in time, Public Contracts were still bound by the EU Treaty. A Green Paper regarding Public Sector Procurement was currently out for consultation.

All Presentation slides would be provided to Members following the meeting.

Members voted unanimously to proceed to the Tender Stage on 8<sup>th</sup> March.

**RESOLVED**

1. That the revised designs and tender process be agreed.
2. That the tender process commence on Monday, 8<sup>th</sup> March 2021.
3. That further discussions take place with user groups following receipt of tenders.
4. That presentation slides be sent to Members.
5. That Logic Architecture provide dimensions for the building, with floor space calculations for both the original and new designs.

**CERTIFIED AS A TRUE RECORD**

**CHAIR**.....

**DATE**.....