



# Coleford Town Council

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## Bells Field Implementation Committee Thursday 9 November 2017 Minutes

Attendees: Cllrs Thompson, Allaway Martin, Penny, Kay,  
Fenella Bellinger Bellinger Design  
Cllrs C Elsmore & E Elsmore arrived at 6.35 pm

1. Apologies were noted from Cllrs Holloway, Lusty & Baird
2. There were no declarations of interest on items on the agenda
3. There were no dispensation requests
4. The minutes of meeting held on 7 November 2017 were agreed

### **5. To review timeline**

Ms Bellinger was requested to produce a revised time line to include the 2 contracts to run separately, concurrently or as a single contract.(to include costings) for the next meeting on Monday 27 November 17.

### **In Committee**

### **6. To make recommendation re the tenders for the landscaping works**

The Committee was reminded that the information provided was strictly confidential and could not be shared with anyone outside this meeting.

The tenders were carefully studied. It was proposed that the highest of the tenders be eliminated and clarification on some points is sought from the remaining 3 tenderers. It was hoped that an appointment could be made by the year end.

Proposed Cllr Penny

Seconded Cllr Thompson

On being put to the vote it was unanimously agreed  
Ms Bellinger to notify the tenderers of the decision

### **7. To make recommendation re the appointment of the project manager**

(Deferred from 7 November meeting)

Ms Bellinger provided a detailed explanation of the roles within the contract. It was agreed that this item be deferred to ensure that the role matches that of the contractual roles.