

**MAIDSTONE BOROUGH COUNCIL**

**COBTREE MANOR ESTATE CHARITY COMMITTEE**

**MINUTES OF THE MEETING HELD ON TUESDAY 18 DECEMBER  
2018**

**Present:** Councillor McLoughlin (Chairman), and  
Councillors Cox, Daley, McLoughlin and Perry

**Also Present:** Mr Roger Hext, Cobtree Charity Trust  
Ltd

37. APOLOGIES FOR ABSENCE

It was noted that apologies were received by Councillor Mrs Gooch.

38. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

39. URGENT ITEMS

There were no urgent items.

40. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

41. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

42. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

43. EXEMPT ITEMS

**RESOLVED:** That all items be taken in public unless there is a need to disclose exempt information as detailed in the Exempt Appendix.

44. MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2018

**RESOLVED:** That the minutes of the Meeting held on 7 November 2018 be agreed as an accurate record of the meeting and signed.

45. PRESENTATION OF PETITIONS

There were no petitions.

46. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

47. COBTREE PARK CAR PARK IMPROVEMENT WORKS

The Committee considered the report of Mr David Mounter, Projects Officer which detailed the procurement exercise to seek tenders from contractors to carry out car park improvement works at Cobtree Manor Park.

Mr Mounter advised that sixteen contractors had initially responded to the Pre-Qualification Questionnaire (PQQ) stage. Following that process four contractors were invited to tender.

In response to questions from the Committee, Mr Mounter advised that:-

- The main and lower car parks would provide a total of 172 car parking spaces including 10 disabled bays.
- There was potential for more parking spaces in the lower car park than there is at present as the spaces would be clearly marked.
- The difference in price in the tender was due to the size of the contractors submitting bids. The larger the contractor, the more they could compete on price.
- The quotes supplied include works to the lower car park. The contractors who had supplied the quotes had confirmed that there would be no price discount if the lower car park was not included in the works.
- The proposed works to the lower car park provided 3 disabled bays.
- The Contractors would have factored into the quote provided the risk of any delays due to adverse weather, particularly given that the likely start time was January 2019.
- An Employer's Agent would be appointed to supervise the contractor and ensure progress if there was inclement weather.
- The work was due to be completed by Easter and carried out in sections so at least 72 spaces would be available at any one time.
- The contractor had built in time for night work to carry out works to the entrance to minimise any disruption should this be necessary.

In response to a question about the funding for this project, Mr Paul Holland, Senior Finance Manager (Client) responded that the Council would charge interest on any money that the Trust borrowed so it may suit the Trust to borrow small amounts and pay back quickly. Mr Holland undertook to email around to the Committee some figures on what the initial borrowing would be.

**RESOLVED:** That

- 1) The winning tender price of £283,143.78 be accepted and the successful contractor be appointed, as detailed in the Exempt Appendix, to carry out the works as agreed.
- 2) Delegated authority be given to the Head of Regeneration and Economic Development to agree financial variations in line with the proper management of the contract in consultation with the Chairman of the Committee.
- 3) The Employer's Agent be asked to report to the Committee on an informal basis every three weeks once the contract has commenced.

Voting: Unanimous

48. DURATION OF MEETING

2.00 p.m. to 2.35 p.m.