

3g all-sports working group

7th March 2023

Minutes

Present: Louise Brice, Bill McLaughlin, Lee Seal, Nicola Stonebridge and Richard Griffiths

1. Apologies; Jeff Davis, Cllr Riordan and Mike Evans

2. Declarations of Interest - NA

3. Minutes of previous meeting – note report to Staplehurst Parish Council meeting recommending

Cllr Riordan proposed and Cllr Brice seconded to recommend to Council that if the 3G all-sports pitch project proceeds then the Parish Council needs to consider becoming VAT registered by autumn 2023 – agreed unanimously

Nicola Stonebridge proposed and Cllr McLaughlin seconded that Council clarify leases issues with JMFC, Kent FA and Football Foundation by autumn 2023 – agreed unanimously

Cllr Riordan proposed and Cllr McLaughlin seconded to recommend to the Council to review management options of Jubilee Field by autumn 2023 – agreed unanimously

4. Assessment of Bid Consultants

We sent out to five Bid Consultants named by the Football Foundation.

One has joined a company that was on the list

Two stated they did not have the capacity due to other work

Two expressed an interest and attended a site visit.

Cllr Brice led a debate that highlighted the following points;

Contractor A

Part payment

Break clause for no planning permission – to be confirmed by RG

Expense 4% on top of quote = £396.52

Total cost = £10,309.52 – fixed price

Feels more professional

Good project management / 3G pitches

Provides research / information for funding bids but does not submit bids

Does not provide marketing materials

RG chase up references

Contractor B

Need more background information – RG chase up

Fees plus VAT

12 months = £4,800 plus £5,000 bonus on “successful submission to Football Foundation” – RG chase up

Total cost £9,800 – if project drags on extra £400 per month

Focus on schools

So far one reference – Prospect Trust – RG chase up other reference

Provides research / information for funding bids but does not submit bids

Does not provide marketing materials

The initial assessment is set out below

Criteria	Percentage	A	Weighting	B	Weighting
Meets specification	Yes / no	Yes		Yes	
Assessment					
Price – lowest = 10	40%	6		4	
Qualifications	10%	7		3	
Experience of similar size projects	20%	6		6	
Quality References	20%			5	
Added value	10%	0		0	
Total	100%				

Agreed balance between a small company and a “Consultancy Company” further research required – LS chase up Aylesford

All further review

RG to chase up other items

RG contact Football Foundation about Site Feasibility Study, bonus

Finalise assessment of Bid Consultant submissions at next meeting

5. Next meeting – Tuesday 21st March 2023 – 4.45 pm at SPC offices