

HARTLEBURY PARISH COUNCIL

Proposal Template

Date	03/05/2016	
Agenda Item No	TBA	
Title	<u>Playing Fields and Landscaping Project</u>	
B a c k g r o u n d	<p>On the invitation of the Chairman, I recently attended a meeting of the Playing Fields Sub Committee (on 22 March 2016).</p> <p>During the meeting, I discovered that some progress had been made towards developing a brief by receipt of informal, but detailed scheme proposals from two contractors.</p> <p>However, I understand the proposals were not necessarily comparable and further work will be necessary in developing the scheme, including selecting alternatives and the necessary consultation with residents and with the Parish Hall Management Committee.</p>	
C o n s i d e r a t i o n s	<p>For this Parish Council, this will be a significant capital project with a cost in the region of £200k. It is therefore vital that correct competition/tendering procedures and financial regulations are used.</p> <p>Proceeding solely on the basis of a selection from dissimilar contractors' proposals risks failure to comply with the relevant requirements and could invite criticism, particularly where there is a known connection between a member of the Sub Committee and one of the contractors already consulted.</p> <p>It is therefore important for the Parish Council to consult a skilled and independent resource so that the options already considered can be pulled together and drawn up as a detailed design and specification. Formal competitive tenders can be obtained on a common basis. It is probable that potential funders will require us to do no less than this.</p>	
P r o p o s a l s	<p>I propose that the Parish Council invites fee proposals from three Landscape Architects, capable of finalizing a scheme from the information and proposals obtained to date.</p> <p>This will enable us to select an appropriate consultant to move this project forward.</p>	
Risk		
Author	David Simons	
Date	22/04/2016	