



# Holmes Chapel Parish Council

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**1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ**

## AMENITIES COMMITTEE

**TO ALL MEMBERS OF THE COMMITTEE –** Cllr JA Clowes, Cllr A Armitt, Cllr B Bath, Cllr Mike Blomeley, Cllr PA Cotton, Cllr DE Savage and Cllr MJ Street.

You are summoned to attend a meeting of the Amenities Committee on **Thursday 15 September 2016** at 1 Church Walk, Holmes Chapel commencing at 7.00 p.m.

### AGENDA:

#### Part I - Public and Press Present:

1. **Apologies** - To approve any apologies for absence.
2. **To receive Declarations of any**
  - a) **disclosable pecuniary interests or**
  - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
3. **Public Forum** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the meeting.
4. **Minutes** -To approve the minutes of the Committee meeting held on 21 July 2016 - copies circulated
5. **Matters arising –** To receive verbal reports on any matters arising from the above minutes:
  - **Goal posts** – the order has been placed
6. **Planning applications** - to consider any applications on list recently circulated by CEC and any others which appear on the Cheshire East Council web site.
  - **16/3553C** 30, London Road, Holmes Chapel. CW4 7AJ  
Variation of condition 2 (approved plan) on application 13/1562C
7. **Skate Park project** – to receive a report from the group on the proposed winning tender and to approve the appointment. **Recommendation** from Cllr Street to approve the winning tender. See report at Appendix 1
8. **Sign by Archimedes Screw** - to note the change of design to the sign and timescale for completion. See separate attachment

9. **Dane Meadow** - to receive an update on retention at the Meadow and any work undertaken by the Friends.
10. **Pathway along Croco Brook** - to receive any updates on costs for the work. A quotation has been received from Ansa breaking the work into 3 sections. See Appendix 2.
11. **Police** - to receive a verbal report on correspondence with the police regarding the PCSO contract.
12. **Garden of Remembrance** – To receive a report from Cllr Clowes on the creation of a small area on the grassed area by the mini-roundabout for the Royal British Legion.
13. **Neighbourhood Plan projects** – to consider any projects arising from the Neighbourhood Plan, for Amenities Committee to consider.
14. **Reports from outside bodies**
  - **Sandbach Almshouses**
  - **Rail report**
  - **Health Centre** - Cllr Cotton attended a meeting with the new Practice Manager on 23 August 2016.
  - **Leisure Centre** – the next Joint Management Leisure Centre meeting is being held on 22 September 2016.
  - **Partnership**
15. **Chairman and Clerk's reports**

**Nicola Clarke**  
**Clerk of the Council**  
**9 September 2016**

### **Appendix 1 – Skate park**

#### **Holmes Chapel Parish Council Youth Facilities Working Group: Evaluation of Tender Bids for the Construction of Concrete Skatepark at Holmes Chapel Community Centre**

##### **Introduction.**

Members will be aware that tenders have been sought for the design and build of a concrete skatepark at Holmes Chapel community Centre. With the aim of providing a space for young people from the Village to be able to use their skateboard, scooters and BMX bikes in a safe and secure area.

The tender process involved a fixed price single stage selective tendering process with tenderers being advised of a maximum budget and types of equipment required. Tenders were invited from 4 companies on 1<sup>st</sup> August 2016, requiring a return by 1<sup>st</sup> September 2016. The tendering process was implemented through the Parish Council's previous financial regulations (2009) and associated Standing Orders in relation to contracts.

##### **Skatepark Tender Bids Evaluation.**

The skatepark evaluation panel comprising members of Holmes Chapel Parish Council, Clerk, representatives of the skatepark users and Holmes Chapel Partnership met on Friday 1<sup>st</sup> September to evaluate the tender bids.

The tenders were sent out on 1<sup>st</sup> August July 2016 and the procurement process followed the Council's financial regulations adopted in 2009. Section 11.1(b) of the regulations requires the Council to **invite tenders** from at least 3 firms. Section 11.1 (g) requires that if less than three tenders are received for contracts above £20000 the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the work.

Four skatepark construction companies including Wheelscape, Canvas, Concreate and Gravity had indicated that they would be submitting tenders, however only 1 company, **Canvas** based in Bristol submitted tender documents for evaluation, which are summarised below.

### **Tender Bid Summary Submitted by Canvas.**

The price submitted for building the skatepark was £45825.30 (ex VAT) which was within the maximum budget of £45867 (ex VAT) and the construction phase timeline is 5 weeks. The integrity of the design was assessed by the users on the evaluation panel and considered to be a good interpretation of their requirements providing excellent flow and features to create a larger space than expected. The users considered the design to be creative and visually attractive blending in well with the existing landscape. A particular welcome feature was the appeal to multi users including skate boarders, BMX riders and scooters. Particular attention had been given to safety and design and the detailed construction methodology gives examples of reflective learning from problems associated with poor construction by other suppliers.

The warranty offered is 20 years for concrete spray systems and metal frames with a defect correction period of 12 months. Full consideration is given to traffic management within the tender with proposed working hours 8.00 am until 6.p.m Monday to Friday and 8 a.m to 2 p.m on Saturdays with no working on Sundays or Bank Holidays.

Canvas also gives evidence of extensive experience in successful skate park construction (although references will be sought from previous customers) including skateparks in Bristol, Lewes, Liverpool, Eastbourne, Bath and Cavan in Ireland.

The company confirmed public liability insurance cover of £5,000,000, employer's liability cover of £10,000,000 and professional indemnity insurance of £2,000,000 and a financial review has now been undertaken by the clerk and found to be satisfactory. The company has achieved CHAS accreditation (Contractors Health and safety Assessment Scheme).

### **Tender Evaluation.**

The tender was initially subject to a qualifying criteria assessment (detailed in section 3 of the tender document) and included assessment of the following:

1. Compliance with tendering procedure.
2. Insurance.
3. Health and Safety.
4. Experience and References.
5. Maximum Budget
6. Minimum scored standard of 'Safety of Design'.

The tender passed the qualifying criteria assessment and was then rated by the panel on its method statement showing how the tenderer proposed to deliver the services called for within the specification (detailed at section 11 of the tender document). Each question was marked within a score rating of 0-6

The assessment was based on the following questions:

### **Design. (70% of Total Score).**

- Q1. Design Integrity (Identity-Making and Location with 20% weighting)..... Scored 5.  
Q2. Flow and Features (20% weighting).....Score 5.

- Q.3. Routing and Relationship of feature (10% weighting).....Score 5.  
 Q.4. Range of Use. (10% weighting).....Score 5.  
 Q.5. safety of Design (10% weighting).....Score 5.  
**Construction and Safety. (20% of Total Score).**

- Q.6. Construction detail (10% weighting).....Score 5.  
 Q.7.Warranty. (5% weighting).....Score 5.  
 Q.8 Health and Safety (5% weighting).....Score 5.

**Other Factors. (10% of Total Score).**

- Q.9. Quality of Tender Submission (5% weighting).....Score 5.  
 Q.10. Added Value (5% weighting) the panel considered that.....Score 3  
 although the tender was ambitious and creative within the  
 maximum budget no significant evidence of added value  
 above the minimum specification could be evidenced.

**Overall Score 98/100.**

**Conclusion.**

Following a process of procurement set out in the Holmes Chapel Parish Council Financial Regulations (2009) tenders for the construction of a skate park were invited from 4 companies with one tender bid returned by the deadline of 1<sup>st</sup> September. Having fully reviewed the tender the evaluation panel unanimously agreed that the bid met the criteria determined by the users group and satisfied all necessary legal and contractual requirements required by the Parish Council.

The panel therefore agreed that the contract for the skatepark should be awarded to **Canvas.** subject to the necessary references and financial checks, which have now been completed by the Clerk and found to be satisfactory.

**Recommendation.**

To award the contract for the construction of a skate part at Holmes Chapel community centre to Canvas for the sum not exceeding £45825.30 (ex VAT)

**Appendix 2**

**Ansa prices**

Footway broken down into sections  
 All Same specification as first quote

Dunoon to Aberfeldy: £11520

Aberfeldy to Glencoe: £9600

Glencoe to Arran: £12426

Construct new retaining wall with stone boulders to stop erosion  
 All for the sum of £6373