



NOTES of a meeting of the **Calstock Parish Council, ST ANN'S SKATE PARK ADVISORY COMMITTEE**

held on **Tuesday 19 September 2023**, at the Tamar Valley Centre at 1830

Those present were; -

**COUNCILLORS:** Cllr Alex Polglase, Cllr Chris Wilkes.

**COMMUNITY MEMBERS** – None present

Clare Bullimore (Acting Clerk – *minutes*).

**1. APOLOGIES**

Jim Wakem, Mark Warwick, Ken Trapp, Ben Dance, Dave Briggs.

THE MEETING WAS NOT QUORATE. HOWEVER, AS THE DESIGN DETAILS AND MUCH OF THE DOCUMENT HAD BEEN AGREED AT THE LAST MEETING, DATES WERE REVIEWED AND ALTERED FOR THE RECREATIONS COMMITTEE TO RECOMMEND TO FULL COUNCIL.

**2. APPROVE MINUTES OF THE LAST MEETING – 23-05-2023**

Deferred.

**3. TENDERING PROCESS**

Noted that the maximum budget will be £200,000.

Alex has had an informal conversation with Maverick: whilst they will suggest and support with funding bids they do not submit bids directly.

Funding applications can commence once the tender has been approved, it can be useful to use the testimonials of the successful company in grant applications.

The tender is sent directly to Maverick and Wheelscapes but must also be published on Contract Finder which Clare has registered with.

Clare and Alex will proof read the document and ask the Recreations Committee to consider it for recommendation to full council in October.

A revised timeline was drawn up as follows:



Timeline suggested:

Recreations Committee to receive and approve document for recommendation to full council	03/10/2023
Full Council to receive and approve document	10/10/2023
Publish tender on Contract Finder and send to interested parties (Maverick and Wheelscapes)	16/10/2023
Receipt of any clarifications to be received by	30/10/2023
Responses to any clarifications by	06/11/2023
Tenders to be received by	10/11/2023, 1700
Evaluate tenders	13/11/2023
Presentations to take place on	20/11/2023
Resolution to award the contract made on	12/12/2023
Notify successful bid on	14/12/2023
Contract design works to commence	08/01/2024
Exhibition and consultation to run from	05/02/2024- 26/02/2024
Planning application to be submitted	04/03/2024
Contract construction work to begin for circa 8 months	13/05/2024

**Many thanks to Chris for his time working on this exercise.**

The meeting closed at 1930.

Signed: ..... Date: .....