

# 3g all-sports working group

7<sup>th</sup> 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	
<b>Assessment</b>					
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	
<b>Total</b>	<b>100%</b>				

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 21<sup>st</sup> March 2023 – 4.45 pm at SPC offices