

**STRATFORD- UPON- AVON TOWN COUNCIL**  
**TOWN CENTRE/TOWN TRANSPORT TASK & FINISH GROUP**  
**MEETING**

**21 December 2020**

**Notes pages 1 – 4**

**Present:**

**Councillors:**

Coles	Lee
J Fradgley	Rolfe
How	Taylor
Jackson	Vos

Clerk: Town Clerk, Committee Clerk: J Mayes

Apologies: Cllrs Curtis, Dowling, Fotjik.

1. Notes from 9 November 2020 meeting

Noted

2. Update on the Strategic Partnership meeting held on 4 December 2020

Cllr Vos gave an update on the Strategic Partnership meeting. Minutes from the meeting have been circulated to Councillors. Following Cllr Lee's presentation it had been agreed at the meeting that the Town Council Town Centre Task and Finish group would work on Town Centre Project 5. The next meeting of the Strategic Partnership is on 28 January 2020.

3. Town Centre Project 5 : Bridge Street project

Cllr Lee talked through the working draft of his proposed Bridge Street and High Street upgrade design invitation to tender document (Appendix Two). He noted that due to new work commitments in January some of the proposed timescales may need to be changed. He referred to Point 3 in the document which outlines what is being put out for tender. This is different to the original plan as it now includes High Street as well as Bridge Street. Prospective bidders will be told that the Town Council will consult with stakeholders on their plans. Point 5.1 outlines the scope of work intended to allow the bidder to inform the Town Council about what it wants to do so that

the Town Council can facilitate it. The purpose of the project is to obtain a range of options for future work on Bridge Street and High Street.

Cllr Rolfe asked if successful bidders will know in advance what the restrictions for both Bridge Street and High Street are, in relation to buses, taxis and disabled parking. Cllr Lee confirmed that this is information that the bidders will be expected to gather in advance of submitting their proposals. There was a discussion about the need to involve stakeholders early on. Cllr Lee noted that this project is in the NDP and has been voted on so the Town Council have a mandate to take the project forward and facilitate the process of getting designs. It was noted that the selection of design agencies is critical to the project's success. It was suggested that a focus on pedestrian priority rather than pedestrianisation may be a more persuasive option. There was a debate about whether the bid should be limited to 3 scenarios or whether a further option to allow bidders to submit ideas that might not have been thought of should be included.

The Town Clerk noted that an additional option would not be from the NDP and would need to be consulted on. Proposed designs would need to be consulted on before any work went ahead. Further points were made that additional costs might be incurred if bidders are asked to submit for four scenarios. It was suggested that prospective bidders are made aware that the Town Council is open to discussion on an alternative scenario to the three outlined.

Cllr Jackson noted that High Street had been incorporated into the brief and asked if Cllrs were comfortable with a potential scenario of different designs for High Street and Bridge Street and how this might be incorporated at the roundabout between the two. Any scenario will need to include plans for the roundabout.

Cllr Lee referred to the timescales, noting that he has work commitments at the end of January. There will also be a need to develop stakeholder engagement. He noted that it had been suggested at the Strategic Partnership meeting that an external agency is used to promote the message about what the project is trying to achieve. There was a discussion about using the Town Hall as a venue for members of the public to view proposed designs. The Town Clerk confirmed the Town Hall is a public building but noted the potential future constraints due to the COVID pandemic that will need to be taken in account.

Cllr Lee explained that bidders will be asked to write two documents; a technical requirement document and a commercial requirement document outlining proposed costs.

There was a discussion about the process of reporting to the Strategic Partnership and it was noted that this should be a presentation to note which may lead to a discussion but should not be encouragement to make big changes to the project. Cllrs acknowledged that the implementation of any proposed designs will be dependent on engagement from the Strategic

Partnership and therefore it is important to be open about plans. It was acknowledged that it is important to get the communication right with all stakeholders.

Cllr Lee referred to Appendix One which outlines the process of submitting a tender plan

There was a discussion about the process of submitting questions about the bidding process and the need for an email address to be used that can be monitored by officers who will then forward responses to Cllrs. The documents that are submitted will need to undergo separate technical and commercial assessment to receive a score which will then be combined into an overall score.

Cllrs reviewed the proposed list of tenders. There was a discussion about whether the tender process should be made public. The Town Clerk confirmed that she will review the standing orders in relation to submitting tenders after the meeting. Bids will be opened in the presence of two people and should be submitted by post. Three people should independently assess each part of the technical bid giving each area in the criteria a score.

The projects will be assessed within 5 working days of the closing date with a meeting on the following Friday to agree the successful bidder. It may be necessary to arrange interviews if more than one bid scores highly.

It was **agreed** that

The technical assessors will be;

Town Clerk, Cllr Vos, Cllr Lee, Cllr J Fradgley and Cllr Taylor

The Commercial assessor will be the Deputy Town Clerk.

There was a discussion about the proposed budget for the project, set at £10,000 and whether this was sufficient. If one bid is within budget but others aren't Cllrs should review what the bidder is offering and whether this fits the Town Council's requirements. If no bids fall within the budget further consideration of the proposed budget may be required. Cllrs agreed that it was appropriate for the technical and commercial score to be weighted the same.

Cllr Lee will report back to the group on proposed timescales.

The Town Clerk will check the final document.

The Chairman thanked Cllr Lee for his work.

#### 4. Strategy for overcoming objections to proposed project – for discussion

There was a discussion on how to overcome possible objections from lead partners who may not be as positive about the project. The project needs to be presented in a positive way to encourage a positive response from key stakeholders. It is important to involve BID in the process and this should be

a priority after the Strategic Partnership meeting on 28 January. It should be emphasised that this is an important project to assist in Stratford Town Centre's regeneration.

5. Date for next meeting

The next meeting will be set after the Strategic Partnership meeting or if further discussion on the tender documents is required.

*The Chairman declared the meeting closed at 11.10am*