



# Stoke Mandeville Parish Council

Minutes of the **SPECIAL PARISH COUNCIL** meeting held on Thursday 27<sup>th</sup> January 2022 on TEAMS.



Present: Cllrs G Stewart (Chair), A Clark, B Ezra, J Robinson, G Shrivastava, C Thorn and P Wood.

Buckinghamshire Council Councillors: None.

Public Attendance: None.

Clerk: A Skeggs

Assistant Clerk: Apologies

Absent: n/a

No.	Description	Action
22/14	<p><b>APOLOGIES</b> Apologies were received and accepted from Cllr Magill.</p>	
22/15	<p><b>DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION</b> There were no new declarations of interest or requests for dispensation.</p>	
	<p><b>EXCLUSION OF THE PUBLIC – Confidential Item</b> To resolve that under the Public Bodies (Admissions to Meetings) Act, the public and press be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.</p>	
22/16	<p><b>NEIGHBOURHOOD PLAN PROJECT CONSULTANTS</b> The chair explained that the reason for the special meeting was that the deadline for applying for a grant to cover some of the cost of this work was the 31<sup>st</sup> January 2022. Other grant conditions that needed to be considered were that no work could start until approval had been received and that the maximum daily rate was set at £550. Four companies had been approached, of which two had responded. Both were currently working with Buckinghamshire Council on the AGT project. The chair and Cllr Clark had had briefings with both companies prior to them submitting their quotes. Following review of the quotes by the Neighbourhood Plan Steering Group it was felt necessary to go back to both companies and request additional information:</p> <ul style="list-style-type: none"> <li>• Company A – Requested to provide quotes for Phases two and three.</li> <li>• Company B – Requested to revise quote based upon a £550 daily rate.</li> </ul> <p>On review of the revised quotes, there was no change to the phase one quote from Company A. However, the quote from Company B saw an increase in days and therefore cost. The revised quotes for all three phases were: Company A - Phase 1 £9,900, Phase 2 £6,875, and Phase 3 £8,250. Company B - Phase 1 £9,800, Phase 2 £3,000 - £7,500 and Phase 3 £5,000 - £10,000. The following questions were asked:</p>	

	<ul style="list-style-type: none"> <li>• These quotes were significantly lower than those previously estimated. The reason that the estimated figures were high was there had been no testing of the market, until now.</li> <li>• As the overall cost for all three phases was significantly lower than the estimated figure was there still the need to rush? Could there be a chance to get more quotes? The response was that this would mean the deadline for the fairly substantial grant would be missed, with no guarantee that other quotes could be obtained, and that further companies responding would not have the prior knowledge of the area (hence leading to cost/delay while this was garnered)</li> <li>• Could the parish council work with both and were they confident that both could deliver what was required? Cllrs Clark and Stewart confirmed this would be the case.</li> </ul> <p>After consideration it was proposed by Cllr Stewart and seconded by Cllr Clark that the quote of £9,900 from Company A, Untitled Practice, be accepted and that they be appointed to undertake the phase one work. This was unanimously <b>AGREED</b>.</p> <p>The clerk was to inform both parties of the decision.</p>	
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The chairman thanked everyone for their contributions during the evening.

The meeting finished at 8.10 pm.

Signed.....Chair

Date: 15<sup>th</sup> February 2022