

**Minutes of the Tews Lane Management Committee Meeting
held on Monday 30th June 2025 at 10.30am in the Beechfield Centre**

Present: Cllrs S Kingdom (Chairman), B Sherborne, D Dixon and Mr A Heighton (co-opted member, Barnstaple Youth Football Club).

Mrs V Woodhouse, Executive Officer
Mr M Steart, Director, and an Architectural Assistant, Woodward Smith Chartered Architect

2506/53 **Apologies**
Cllr J Cann.

2506/54 **Declarations of Interest**
None.

2506/55 **Public Participation Period**
None.

2506/56 **Minutes**
Members had not had chance to view the minutes, and it was **resolved**, with no votes to the contrary, to defer approval of the Minutes of the meeting held on Thursday 26th June 2025.

2506/57 It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

PART B

2506/58 **Extension to Tews Lane Pavillion**
Members were informed that 8 tenders had been received and opened in accordance with Standing Orders. The tenders had been evaluated against the following criteria:

- Costs
- Contingency
- Lead time
- Build time
- Questionnaire to be submitted with the tender for scoring
- Method

Only one company had submitted a full tender in accordance with the criteria and tender requirements that had been set. There was a second tender which was almost a completed pack. The third top scoring tender pack was not a full pack, and it was recommended to discount the further five tender submissions as they had not submitted adequate information

and had not met the tender criteria/requirements, one had submitted incorrect information for the wrong site/project.

The top two scoring tenders were similar in costs with only £3,500 between the two and Mr Steart was confident that they had produced sufficient costs to cover the build, and the £50,000 contingency requested. One company had indicated a lead time of 14 days with a three month build time the other stating a lead time of 30 days with a five month build time, which even with a longer build time is the cheaper tender. Concerns were raised about the project being delivered within three months and the risk of extra costs to the company if they run over the contract time, it was also noted that the Parish Council had no knowledge of this company and Woodward Smith had never worked with them.

After reviewing the evaluation of the tenders, it was summarised that there was one complete tender response which was also cheaper than the next closest complete tender submission, the company was well known in the parish with a good reputation against no prior knowledge of the next complete tender.

After much consideration and discussion, it was **resolved**, with no votes to the contrary, to accept the tender submission from Pearce Construction and award the contract for the extension to the Pavilion at Tews Lane to Pearce Construction.

Members asked that when preparing the contract the following items be considered/included in the contract:

1. Fenced compound area for goals etc.
2. Upgrades to the existing changing rooms including modern electrics.
3. All new guttering on the building
4. Repairs to/new roof.
5. Removal of old container from site.
6. Water heater – investigate removal of gas boiler and replace with electrical system.
7. Water harvesting to be considered.
8. CCTV.
9. Portaloo's for use by the Football Club during the project.

It was agreed that Woodward Smith would make all tender submissions aware of the decision and start preparing the contract with a potential start date on site of Monday 18th August 2025, it was noted that the contract could not be signed until the Section 106 funding had been agreed by North Devon Council.

The meeting closed at 11.08am

Signed: Dated.....