

## Grays Town Board

9<sup>th</sup> December 2021. Notes of Meeting / Key Action Points

### **ATTENDANCE**

#### **Board Members**

Justin Thomas, New River; Chair  
 Jackie Doyle-Price, MP; Vice-Chair  
 Cllr Mark Coxshall, Thurrock Council  
 Lucy Harris, Creative People and Places Partnership  
 Adam Bryan, SELEP  
 Angela O'Donoghue – South Essex College  
 Teresa O'Keefe, Love Grays Partnership

#### **Board Advisor**

Clifford Read

#### **Council**

Henry Kennedy-Skipton, Strategic Lead – Regeneration  
 Brian Priestley, Regeneration Programme Manager  
 Bernice Lim, Capital Project Manager  
 Yomi Shodimu – Senior Project Officer

#### **Apologies**

Cllr Jane Potheary, Thurrock Council  
 Nigel Stewardson, MHCLG

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies</b>	
	Justin welcomed everyone.	
<b>2.</b>	<b>Review of previous meeting minutes</b>	
	Budget: Still awaiting guidance from DLUHC on treatment of inflation and project budgeting implications. The Board will be kept informed of development.	
<b>3.</b>	<b>Introduction of Board Advisor</b>	
	<p>Clifford Read was introduced to the Board as the Board Advisor.</p> <p>CR noted his role and the need to ensure that the projects are value for money, maximises both benefits to the community and return on investment. CR highlighted the need to address these points in the business cases.</p> <p>JT advised that CR would act as the intermediary between the Board and Thurrock Council. CR would also ensure that the business plans are consistent with the original objectives of the Grays Town Investment Plan (TIP). JT noted that CR will be a useful resource for the Council to utilise.</p> <p>JT stated that CR's resume is available to all Board Members upon request.</p> <p><b>Action:</b> TC to provide CR with details on the TIP and Consultant (Design) Team tender submissions.</p>	<b>TC</b>

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4.	<b>Board Champions</b>	
	<p>As agreed at the last meeting, Board Champions were identified for specific projects:</p> <ul style="list-style-type: none"> <li>• Grays Town Jetty - JT and LH. LH has experience of working with the PLA.</li> <li>• Grays Riverfront, Beach, Grays Beach Riverside Park &amp; Kilverts Field - TO'K</li> <li>• Activity Centre- MC</li> </ul> <p>At present, there are no specific tasks for the Champions, however this is expected to change as the masterplan progresses.</p> <p>JDP advised the Champions that they can contact her directly should they require her support or assistance.</p> <p>JT requested for further details on combining the projects.</p> <p>BP explained DLUHC's requirement for a separate business case for each project listed in the Heads of Terms (HoT). However, BP is currently liaising with DLUHC on the proposal to combine projects within a business case in order to capture the augmented benefits of collective projects; for them to be reflected in the benefits costs ratio analysis.</p> <p>LH requested sight of the jetty procurement package and business case tender documentation in order for her to carry out her role as the Champion for the jetty project effectively.</p> <p>JT suggested that it would be beneficial to bring into the project, key stakeholder/ interested parties to support the Board.</p> <p>BP highlighted that Consultant (Design) Teams bidding for this commission were required to set out their approach to stakeholder engagement which include technical and community stakeholders, and that it was one of the evaluation criteria.</p> <p>JT noted that the previous Stakeholder panel, whilst it was useful, it was not adequate.</p> <p><b>Action:</b> JT encourages Board members to put forward suggestions for stakeholders which the scheme can engage.</p> <p><b>Action:</b> TC to circulate list of Advisory Group members and key stakeholders.</p>	<p><b>Board</b></p> <p><b>TC</b></p>
5.	<b>Terms of Reference (ToR)</b>	

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	<p>It was agreed at the last meeting that the ToR for the Town Board would be updated to reflect this phase of work on the Towns Fund programme.</p> <p>BP explained that the original ToR only covers the role of the Board up to the delivery of the TIP. The revised ToR takes the role of the Board from delivering TIP to their role in stakeholder engagement and delivering the business cases.</p> <p>BP highlighted that the original ToR was derived from DLUHC guidance, which was about openness and transparency.</p> <p>The Board expressed concerns with regards to some wordings within the terms and sought clarification on the Board's role. The Board highlighted that their role extends beyond 'advisory'.</p> <p>BP explained that the Council is the Accountable Body and is ultimately responsible for the delivery of the projects.</p> <p>JDP stated that the Board is there to hold the Council accountable for project delivery thus the Board's function should be monitoring as opposed to advisory as it stated in the terms.</p> <p>HKS agreed that the role of the Board is more than advisory, and that it includes ensuring that the vision and aims of the TIP are met. He stated that the Council is the accountable body to Government on delivery and spend/budget.</p> <p>LH noted that there is no youth representation on the Board. BP advised that the Board membership could be extended accordingly but this is a matter for the Board to decide. Board noted the importance of engaging with young people and agreed that specific efforts need to be made to engage with them.</p> <p>JT and JDP confirmed that they are happy to remain in their roles as Chair and Vice Chair.</p> <p><b>Action:</b> TC to review ToR and propose drafting for Grays Town Board's consideration. As per the comments from the Board, the following points in the ToR will be reviewed; taking into account how the requirements of the Board can be met in this or some other form, reflecting the level of input it should have on projects:</p> <ul style="list-style-type: none"> <li>• Role of the Board - accountability, to challenge/interrogate ideas</li> <li>• Membership - Reach out to young people.</li> <li>• Delivery programme to be updated. Note: milestones are subject to change.</li> </ul>	<p><b>TC</b></p>
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<b>6.</b>	<b>Consultant (Design) Team Procurement</b>	
	<p>BP gave a brief presentation on the Consultant (Design) Team procurement with a general overview of the tenders received.</p> <p><b>Action:</b> Consultant (Design) Team procurement briefing presentation to be circulated to Board.</p> <p>The Council was unable to share the tender documents with the Board on advice of Council's Legal and Procurement Services due to issues around confidentiality in commercially sensitive information.</p> <p>The Board expressed concerns about not having sight of tender submissions and highlighted the need for greater transparency with regard to the procurement process. HKS acknowledged the need for transparency and that the Council needs to consider how to enable this moving forward.</p> <p>MC suggested that for future procurement contracts, the Council should consider appropriate mechanism to enable the disclosure of tender documentations such as utilisation of non-disclosure agreements, as it is important that the Board can be involved in the tendering process.</p> <p>BP stated that for future tendering, particularly for larger contracts, the Council will consider inviting a few members of the Board to be part of the evaluation panel. JW noted that CR could be a part of this.</p> <p><b>Action:</b> TC to look into what tender information could be shared and update the Board on the outcome.</p>	<p><b>TC</b></p> <p><b>TC</b></p>
<b>7.</b>	<b>Schedule of Meetings</b>	
	<p>Monthly meetings to be scheduled with flexibility to be rescheduled as required.</p> <p>The Board agreed that monthly reports on progress could be circulated via email in place of a meeting - this is acceptable where appropriate. JT suggested that key decisions from the Board could also be carried out through an exchange of emails with the Board.</p> <p><b>Action:</b> TC to recirculate proposed schedule of meeting dates in line with key project delivery dates.</p>	<b>TC</b>
<b>8.</b>	<b>AOB</b>	
	None.	



# **Grays Town Fund Procurement Briefing**

**Grays Town Board Meeting**

**9<sup>th</sup> December 2021**



## Overview





## Grays Town Deal Projects



1. STATION  
GATEWAY

£2,640,000

2. ACTIVE  
RIVERFRONT  
CONNECTIVITY

£2,510,000

3. GRAYS  
RIVERFRONT

£5,590,000

4. GRAYS BEACH  
& KILVERTS  
FIELD: LEISURE  
DESTINATION

£4,570,000

5. RIVERFRONT  
ACTIVITIES  
CENTRE

£3,037,000

6. GRAYS TOWN  
JETTY

£6,600,000



**Our Projects**






## **Consultant (Design) Team Procurement**



## Procurement Programme

	Deadline
Tender Closed	24 Nov 2021
Preliminary Evaluation	08 Dec 2021
Tender Clarifications	08 - 15 Dec 2021
 <b>Grays Town Board Briefing</b>	<b>09 Dec 2021</b>
Finalising Evaluation	15 - 17 Dec 2021
Tender Report & TC Stage 2 Approval to Award Contract	20 -21 Dec 2021
Contract Award Decision Notification	22 -23 Dec 2021
Contract Formalisation	w/c 17 Jan 2022
Contract Commencement	w/c 24 Jan 2022



## Tender Summary

- **Tenders Received:** 8
- **Evaluation Criteria:** **Cost (40%) and Quality (60%)**
- **Quality Criteria:**
  - Understanding of the brief
  - Approach to delivery
  - Personnel: Technical skills and ability
  - Communication and stakeholder engagement
  - Social Value



# Questions ?