

Future Brixton: Somerleyton Road Steering Group – 30.10.13

Brixton Green – Stephen Jordan / Dinah Roake

Ovalhouse - Deborah Bestwick

Lambeth - Cllr Robbins / Bruce McRobie / Neil Vokes / Tom Bridgman / Rachel Willshire

1. Notes of previous meeting - agreed.

Spelling of 'bets'

2. Meanwhile at Number 6

The business plan for Meanwhile at Number 6 is almost complete and will be presented at the next steering group meeting.

Brixton Green will take the licence for the building and then grant a further licence to Meanwhile Use who will manage the building. Meanwhile Use will be responsible for the upkeep of the building, managing bookings and paying the bills.

Meanwhile at Number 6 will require a single point of contact and an easy to use booking system.

Comments

- the business plan will include more information on the role of a steering group for Meanwhile at Number 6;
- there should be a focus on Brixton residents;
- clear criteria for how groups are selected to use the space;
- the meanwhile uses help inform the longer term uses on Somerleyton Road.

TB and BC to bring the completed business plan back to the steering group.

3. Development manager and design team

There are two key stages to the evaluation of the bidders:

- i) Lambeth Business Questionnaire + Capability Questions (bearing in mind that questions cannot be repeated in the ITT, it is important to select the most appropriate stage in the process for specific questions to get the most useful response)
- ii) Invitation to Tender

The steering group agreed that the council would score the Lambeth Business Questionnaire and that this element should be Pass / Fail.

An evaluation panel made up of: 1 x Brixton Green rep, 1 x Ovalhouse rep, 2 x Lambeth Council (potentially Trisha Boland + Bruce McRobie) would score the capability questions and the final tenders. The evaluation panel would then feed the results back to a specially convened meeting of the steering group.

The steering group agreed that the optional sections of Health and Safety, Equalities and Finance be included within the Invitation to Tender rather than the Lambeth Business Questionnaire as these are important elements which should form part of the assessment.

The legal contract would be pass / fail and Pinsent Masons would advise the evaluation panel as to whether the bidders had passed or failed.

It was agreed that 6 organisations should be shortlisted and invited to submit final tenders.

Once final tenders have been received there would be clarification interviews held by the evaluation panel.

Agreed not to use a PIN.

Agreed the event plan.

NV to check people's diaries for the evaluation of the capability questions;

NV to revise the timetable to include Procurement Board 3;

NV to circulate the capability questions;

4. Terms of reference

The Terms of Reference had been cross referenced with the council's new constitution and included additional responsibilities for steering group members.

The group agreed that it is important to be transparent as to how organisations are funded and whether individuals are receiving an income from working on the project. **TBo to include some text in the final version of the Terms of Reference.**

Brixton Green recommended Devon Thomas and Maggie Owolade as key people to talk to in establishing the wider stakeholder group.

5. Brief on Workshop on the 21st Nov

Deferred to the next meeting.

6. Update on GLA spend

Item to be renamed 'Brixton Green update'

Brixton Green received one tender response for the legal work to look at long term stewardship models. Brixton Green will circulate an evaluation report on the tender response which will contain a recommendation to appoint.

7. Agree work plan

Topics for next meeting:

- Sign off the Terms of Reference
- Sign off the tender documents
- Brixton Green update on the workshop (21st Nov)
- Agree the business plan for Meanwhile at Number 6

AOB