



# Minutes

Name of meeting	Replacement floating bridge – initial contract meeting with Burness Corlett Three Quays (Southampton) limited
Date and time	24 July 2015 at 10:00am
Venue	Conference Room 3, 1 <sup>st</sup> Floor, County Hall
Present	Sean Newton (SN), Mark Downer (MD), Nick Symes (NS), Tim Light (TL) John Gouch, John Waters, Matthew Mills
Apologies	N/A

## 1. PROJECT TEAM

All present introduced themselves and JG outlined their project responsibilities:-

- JG – project overview
- JW – lead project manager
- MM – deputy project manager

SN explained that whilst the bridge staff were very interested in the project there were no volunteers for inclusion on the project group; however the Council is currently recruiting for a bridge engineer and it is anticipated that they will be closely involved.

## 2. CONTRACT DETAILS

Scope of works – SN confirmed as ITT

Objectives – SN confirmed as ITT

Contract and Signing – SN confirmed that the Councils procurement team lawyer was currently working on this and that it would be sent to the Southampton office in due course

JG to arrange copy of tender submission on CD to be issued

Disposal of old bridge – SN advised that the Council been

approached by Swansea Dockyards and Hayling island regarding potential disposal of the old bridge. JG advised that [REDACTED] (BCTQ) could look at and present options for this.

## 3. SHIP BUILDERS

Tender process - SN advised that following an OJEU notice seven companies had submitted PQQ's which were currently in the final stages of evaluation; SN to issue the final shortlist as soon as available.

Incentivised payments – discussion around implementation of this; agreed preferable to have set milestones and contract payments and includes these in award/contract.

Marine contracts look at using external company preferably fixed fee and potentially spit costs with the yard. BCTQ to provide details of three companies

#### 4. INSTRUCTIONS

Any instructions/variations can initially be via email; BCTQ will then implement the necessary paperwork which will be issue back to the IWC

#### 5. PAYMENT PROCEDURES

Agreed that invoices to be issued monthly in arrears and to include a cost summary  
SN to raise order for the services

#### 6. COMMUNICATION, PROCEDURES AND MEDIA

Email address group - SN to set up  
Press release - to be drafted on the appointment of BCTQ; draft to be sent to Comms and BCTQ for comment  
Queens ferry/launch – SN to pursue potential rename and Royal launch  
School involvement - contact education to establish curriculum opportunities; potentially in 'sense of place' – possibly artwork/décor/surveys  
BCTQ PR – copies to be sent to IWC  
Web – potentially own site for FB build; link to education involvement, regeneration etc.

#### 7. INFORMATION PROVIDED BY IWC

SN to forward the following:

- Slipway survey and anticipated works
- IWC land ownership
- Chain depths
- EA consent advice/flooding attenuation works
- MMO consent advice
- Planning consent advice
- Highway consent advice

Obtain copy of the proposed traffic layout as part of the regeneration proposals

Passenger counts – ascertain if this is a requirement of the MCA

Slipway works – look at separate civil engineering ITT

#### 8. INFORMATION REQUIRED BY BCTQ

In response to the email request for information NS tabled information and a set of plans for the current bridge; BCTQ to review these and advice if anything further is needed.  
Site visit to review existing bridge to be undertaken

#### 9. HEALTH AND SAFETY

Nothing to comment on

## 10. STAKEHOLDERS

Arrange to meet the following with BCTQ:-

- Cowes harbour Commission
- MCA

BCTQ to advise availability w/c 27.07.15

## 11. BCTQ COMMENTS

Advertising – investigate using the terminal areas for advertising, potentially LED screens and poster in the terminals and on the bridge

Cowes Rotary – SN advised that Cowes Rotary currently manage the advertising on the bridge; possible renegotiate this

Timetable – consider re-introducing a timetable service to improve customer confidence in service

Ship yard visit – BCTQ happy to assist with these for due diligence; potentially visit top 3 scoring yards

## 12. OWNERS REPRESENTATIVE COMMENTS

Nothing to add

## 13. IWC COMMENTS

Business case requirement to increase clearance over the chains; copy of statement to BCTQ

Details of cradle being used by the Sandbanks ferry to be sent to BCTQ

## 14. FUTURE MEETINGS

Stakeholder meetings by 07.08.15

Next meeting tbc

## 15. ANY OTHER BUSINESS

None