

PADDOCK WOOD COMMUNITY CENTRE BOARD
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**VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD HELD ON
Wednesday 6th May 2020 AT 6.30 pm**

PRESENT: Cllr M Flashman, in the Chair
Cllrs Boyle C. Williams
Borough Cllr C Mackonochie (Portfolio holder for Community & Welfare)
Mrs N Reay (Town Clerk) Mr J White (TWBC Project Manager)
Mrs D Haylett (TWBC Head of Facilities & Community Hubs)
Mr Dan Deed, Technical Project Manager (Gen2)

CCB37 The minutes of the meeting held on 4th March 2020 were agreed

CCB38 **PROJECT UPDATE**

1. The technical project manager has been appointed and started working on the project.

2. Four contractors submitted Expressions of Interest to the Kent Framework. A fifth contractor had submitted a response, but for technical reasons it had not been received. Checks will be made as to whether it can be legally accepted. All contractors were Kent based. Credit checks have been carried out on all contractors and they have been shown to be financially sound.

3. Invicta Law had been asked to advise on the right amendments to the standard JCT contracts and the most appropriate Covid 19 supplier reliefs to apply.
JW & DD explained that a contract would have standard conditions, then additional specialised amendments would need to be added for individual projects. For example, Covid 19 is an unprecedented event and this will make sure areas of liability are clear.

This advice would be given to the tenderers.

(Borough Cllr C Mackonochie joined the meeting)

4. The Tender documents have been uploaded onto the Kent Framework website. The anticipated timeline is as follows:

Final Date for Tender Clarifications	29th May 2020
Mini competition Stage 1 & 2 return deadline	5th June 2020
Post Tender clarification meetings	TBC
Anticipated PCSA contract award	17th July 2020

The Quantity surveyor will then analyse the tenders before they are given to the evaluation team.

JW & DD will put together a summary of the tenders.

Following a discussion, it was agreed that BC Matt Bailey should be asked to be part in the evaluation team as he is the only borough councillor who is not a town councillor. Also, the following two members of the working party should be asked:

Helen Fenner as she had knowledge of nursery & toddler needs, plus local community groups

Mike Ridger due to expertise in the construction industry.

The two project managers (JW & DD) and the town clerk would also be part of the team. A moderation session would be then be arranged to agree the scores.

The evaluation team's recommendations will then be made to the town council to appoint the successful contractor. That debate would need to be held during an exempt session – the successful contractor will be publicised once they have been advised.

Decision: BC Matt Bailey, Helen Fenner & Mike Ridger should be asked to join the evaluation team

CCB39 RISK ANALYSIS OF COVID-19

Members considered the attached risk register for the Covid 19 pandemic.

JW & DD agreed that now was a good time to progress the project. Prices were likely to increase if the project delayed, and competitive tenders were expected. Inflation would reduce the level of funding available.

Members agreed the risks as they were set out except for the following risk:

PWTC is seen to be delivering a project in a high-risk environment during a period when the public will not necessarily see this as a priority

Following a discussion, it was agreed to increase the risk rating to E3. The risk register will be reviewed at the next meeting.

The chairman asked for confirmation that the s106 funding was allocated for the Memorial Field for the Mascalls Farm Site & Mascalls Court Farm.

DH would check the documents and advise.

The board members asked that the working party meetings be resumed, using Zoom.

CCB40 DATE OF NEXT MEETING

The next meeting is due on Wednesday 3rd June 2020.

Meeting closed at 8.40pm

CHAIRMAN