

**PADDOCK WOOD COMMUNITY CENTRE BOARD**  
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**VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on Wednesday  
10<sup>TH</sup> JUNE 2020 VIA ZOOM AT 6.30 pm**

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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 (Project Manager)  
Mrs D Haylett (TWBC Head of Facilities & Community Hubs)

APOLOGY: Mr Dan Deed, Technical Project Manager (Gen2)

CCB41 **MINUTES OF THE PREVIOUS MEETING**  
The minutes of the meeting held on the 4<sup>th</sup> May 2020 were APPROVED.

CCB42 **MATTERS ARISING**  
There were no matters arising.

CCB43 **TENDER DOCUMENTS**  
The tender documents had been received back on the 5<sup>th</sup> June 2020 (not the 11<sup>th</sup> June as previously advised) and forwarded to board members for preliminary review.  
(Note: these documents are confidential)

Membership of the evaluation team was confirmed as:

Mr J White (Project Manager)  
Mr Dan Deed, Technical Project Manager (Gen2)  
Mrs N Reay (Town Clerk)  
Cllr Matt Bailey (TWBC ward member)  
Cllr Mike Ridger (working party)  
Helen Fenner (working party)

The reasons for selecting the team were given as follows:  
Mike Ridger –a councillor with expertise in the construction industry and the group felt it was important to have a member of the working party with technical knowledge. Apart from the two project managers, Also, member of U3A  
Helen Fenner – preschool & school age children experience, qualification in learning disabilities, local businesswoman  
Matthew Bailey - only borough councillor who is not a town councillor  
Nichola Reay – chief executive of council

It was agreed that Patrick Rynne from TWBC could offer technical advice during the process.

Once all members had sent back their scores from their independent evaluation, they would attend a meeting with a moderator from the procurement framework. The final score for each contractor would then be agreed.

The Quantity Surveyor will review the costs. The evaluation team only review the quality questions NOT the costs.

If necessary, the contractors could be invited to attend interviews for further clarification.

The Technical Project will write a report with a recommendation, which will be submitted to the Town Council at a meeting in July 2020.

A letter from Frankhams had been received offering their services as technical advisor on the architectural side of the project.

The board agreed that they did not wish to appoint Frankhams to carry out this work.

The Technical Project Manager would be asked to respond.

CCB44

**COVID 19 RISK REGISTER**

Members considered the risk register and agreed that circumstances had not changed since last month, so no amendments were required.

CCB45

**DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 1<sup>st</sup> July 2020.

CHAIRMAN