

3G Multi-Sports working group

26th September 2024

Minutes

Present: Cllrs Sharp, Alesi, Rhodes (Girl Guides) plus Mike Evans (MBC) and the Clerk.

1. Apologies; Cllr Riordan, Arger, Mclaughlin.
Nick Winter (Hawkhurst Utd) and Jeff Davis (Kent FA) feel the tendering is an issue for the Council.

In the absence of Cllr Riordan, Cllr Sharp chaired the meeting.

2. Declarations of Interest – NA

Clerk emphasised that it is vital that you do not discuss any issues during the procurement process with any of the bidders. If approached, you should just say “we are following the procurement process”. Otherwise you are placing yourself and the Council at risk of litigation from one of the other bidders.

3. Minutes of previous meeting – 22nd August 2024

Agreed by those present

4. Sport and Recreation Management contract – Draft Invitation to Tender documents

The group discussed the draft document, some key points raised were;

1. **Introduction** - Double check planning app for responsibilities i.e.
Bike shed etc
Add invite bidders to a site visit

2. **Background and context** – fine

3. Service tender requirements

3.1 **Open and close the site** – need ensure liaison with other leaseholders on the site

3.2 Security – Manage the site security and liaise with partners on the site and the Parish Council CCTV, may need to be increased.

3.3 Health and Safety

3.3.a) Health and safety - appropriate to the site

3.3b) Responsible management – add in and any future management

3.4 Cleaning – Add in “report sharps and illegal substances”

3.5 Grounds Maintenance - ok

3.6 General maintenance - Clarify split – Council structures, Bidder fixture and fittings

3.7 Refreshments – add in Clubhouse planning application

3.8 Community events – fine

3.9 Fees and Charges - emphasis that Football Foundation bid fees.

3.10 Bookings – ask example of booking form

3.11 Insurance – add in Business continuity / loss of rent

3.12 Performance management

a) Contractual performance – double check Sport England contract

3.13 Reporting and Monitoring - fine

3.14 Branding / Advertising - fine

3.15 Added value – investment - fine

3.16 Business Plan - fine

3.17 Contract Fee

This should be aggregated over the 15 year period. RG / ME double check final version. Exc VAT.

4. Contract term - fine

5. Tender submission requirements – fine

6. Tender timetable - Revised table – below

	Milestone	Date	Indicative
1	Date ITT circulated by the Council	09.10.24	09.10.24
2	Initial confirmation letter to confirm actively working on ITT (5.1)	18.10.24	18.10.24
3	Planning permission, confirmation of decision	TBC	Est 28.10.24
4	Football Foundation funding, confirmation of decision	TBC	Est 28.10.24
5	Last date for clarifications to queries (ongoing from 18.10.2024 plus 3 weeks from the date of the final permission)	Plus 3 weeks	18.11.24

6	Deadline to return ITT submission (5.2) (6 weeks from the date of final permission)	Plus 3 weeks	9.12.24
7	Council Evaluation of ITT / decision	Plus 5 weeks	3.3.25
8	Preferred supplier(s) notified.	Plus 1 day	4.2.25
9	Pre contract clarifications	Plus 5 weeks	3.3.25
10	Pre contract on site	TBC	
11	Contract start date	TBC	

TBC = To be confirmed

10. Tender evaluation methodology – amended see below

Ref 5.1 Confirmation Letter	Weighting
Acceptable covering letter including confirmation of the requirements detailed at 5.1	Pass/ Fail
Ref 3.11 Insurance	
Details of Insurance as set out in 3.11	Pass / fail
Ref 3.3 Health and Safety plus Responsible management	
3.3a Health and Safety policies	5
3.3.b Details and CV's of people responsible for Health and Safety and the management of the site, no more than 1 side of A4	2
Total	7
Ref 3 Service / Tender Requirement templates.	
These should be should set out in tender templates	
3.1 – Open / closing of the site	5
3.2 – Security	3
3.3 – Health and Safety see 3.3 above	NA
3.4 – Cleaning	3
3.5 – Grounds maintenance	5
3.6 – General maintenance	5
3.7 – Refreshments	3
3.8 – Community events	3
3.9 - Fees and Charges	5
3.10 – Booking system	3
3.11 – Insurance – see above 3.11	NA

3.12 – Performance management	3
3.13 – Reporting and monitoring	3
3.14 – Branding and Advertising	2
3.15 – Added value – see 3.17	NA
3.16 – Business Plan	10
Total	53
Ref 3.17 Contract fee	
It is proposed that the successful Bidder will retain all income with a “turnover share” to the Council, (exc VAT) and a potential added value sum. The most advantageous bid to the Council will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate.	40
Total	100

RG and ME to refine.

Note legal costs for managing the lease and contract just under £5,000 plus VAT, from professional fees.

5. Verbal update on planning application – Clerk informed MBC hoped for October 2024

6. Verbal update on Football Foundation grant submission – Clerk informed aiming for October 2024.

7. Meetings – link to assessment of tenders

October / November 2024 – site visits but invite all Councillors

Clarifications - Clerk circulate questions and draft answers – meeting if required.

28th November 2024 then need to consider Tender Assessment timetable

Invite all Cllrs to attend
Meeting closed – 9:30pm