

**Minutes of the Community Centre Committee of Aston Clinton Parish Council,
held on March 13th, 2019, 7pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

L Tubb - Chairman

C Read

M Mason

L Ronson

K Loxley

Clerks: G Merry (recording) & E Barry1 member of the public

19.25 Apologies

Apologies were accepted from Cllr Stewart

19.26 Declarations of interest

There were no declarations.

19.27 Minutes of the meetings held on 13/02/19 and 11/03/19 (working party)

These had been circulated and were approved as correct records of the meetings.

19.28 Public Participation

An extended public participation had been held at 18.30 for neighbouring residents.

Notes **appended**.

19.29 Budgets:

i. Income and Expenditure:

The clerk circulated and explained the budget summary document. This showed potential PC reserves (to cover cost of temporary accommodation) as a maximum of £145,000 but this included all council reserves, as well as suggested virements from other budgetary areas, so could not be considered as an available total for this project. It was agreed the clerk would detail the increased amount of \$106 now available for 15/00300. This increase had resulted in the expected shortfall reducing to approx. £32,756. Also circulated was a spreadsheet showing payments to-date from each item in the development costs budget, as well as pending payments. This gave a figure for the variance between estimated and actual, with a total. This was showed a small surplus of £843. Concern was expressed that the contingency was now further overspent, and it was agreed that costs must be closely monitored. The concern would be if Bucks CC queried anything on the traffic management report, as this would incur further consultant costs. The calculation in the overall budget for inflation was discussed and it was agreed this needed to be quite high but was unlikely to be incurred. Cllr Read stated that new commercial builds would not normally provide a fully- equipped kitchen and this may provide an area of saving. Cllr Tubb questioned this and pointed out that the terms of the Café lease provide for a kitchen. Cllr Mason confirmed that the cost plan includes a fully equipped new kitchen and there was discussion as to what this may or may not include, and whether the Café would be expected to transfer some of their own equipment. The clerk – projects/planning stated that this information was needed for the tender stage, but the committee would need to have control over these decisions in

due course. Cllr Mason pointed out that the kitchen is intended for community centre use and not necessarily for the Café as a business.

ii. Cash-flow:

S106 refunds had started to be received with a recent payment of £33,731. These payments would alleviate short-term cash-flow issues, but the main pinch point would still be around early 2020 (construction phase).

iii. Deed of Variation:

This was going-through but AVDC's lawyer alone was charging £3300 to- date, when both set of legal fees combined were only supposed to total approx. £3000. Cllr Tubb has requested a breakdown of the bill and this will be addressed when received. The committee expressed its disapproval at the size of this bill.

MOTION: to approve the increased costs to be incurred for the Deed of Variation, to swap developer contributions from Stratford Close for the South of Aylesbury Road site, PROPOSED by Cllr Mason SECONDED by Cllr Ronson and AGREED.

19.30 Sign-off process for CCC invoices:

The clerk – projects/planning's recommendation for the invoice sign-off process going forward, which was AGREED to by the committee, were follows: -

1. Clerk to check invoices as they come in, against work done & original proposal/quotes
2. Then two others to check – Cllrs Tubb and Read, and initial the invoice if happy
3. MOTION on agenda for recommending invoices over £5,000 to full PC for sign off
4. Under £5,000 MOTION to agree payment at CC Committee
5. CC Committee meetings to be scheduled for before F&S and PC meetings

Several invoices tend to come in at the end of the month, so could easily miss being signed-off at the CCC in time for the Finance & Staff meeting – so there may be a delay on payment of those invoices

19.31 Invoices for Approval

The clerk - projects/planning confirmed that the new system for invoice checking and approval will be in place by the next committee meeting.

19.32 New Homes Bonus (NHB):

The CC working party had discussed the current 'slippage' of the project, mainly due to the delay in planning approval. It was discussed and agreed that the clerk – projects/planning would produce a report for the NHB panel, to be signed off by this committee. The report will detail what has been done, including the appointment of consultants and the clerk's PRINCE2 training. Mr Loxley stated the report should detail phases from the date planning is approved. The clerk – projects/planning stated that inclusion of the stage plans should address this.

19.33 Project Update:

Project Manager's Report: The clerk – projects/planning read from her report:-

Reporting Period: 14th February – 13th March

Status summary: *We are progressing as planned with the Architect, Structural and Mechanical Engineers working on the detailed designs. It is difficult at this stage to know how AVDC are progressing with the application, but we are currently addressing any issues that are within our control.* **Current reporting period:**

- *Traffic Assessment now complete and submitted to AVDC*
- *Detail design work in progress, status update report received from Architect, and next stage on target subject to stage sign off by the Committee tonight*
- *AVDC's Ecologists comments are in the process of being addressed for the planning application*
- *Associated Temporary Accommodation project progressing*

Next reporting period:

- *Detailed design work is expected to continue as planned (subject to Committee sign off) and the consultants will be asked for regular progress updates to include any issues and risks)*
- *The project team will be meeting with the Architects to identify fixture and fitting requirements*

Requests for Change:

- *Possible inclusion of a stage in the Community Hall – this has been noted and will be discussed with the Community Centre Committee and architect*

Issues and risks:

- *Delays to the planning application due to:*
 - *AVDC Ecologist*
 - *Planning Authority workload*
- *VAT – Option to Tax decision*
- *Contracts with Consultants – we are ironing out a few issues but hope to resolve soon*
- *The following risks will be added to the risk register and discussed at the next F&S meeting*
 - *possibly repayment of VAT – in relation to Option to Tax*
 - *possible repayment of S106 should the building not be completed*

i. Planning Permission:

Covered in PM's report

ii. Room Data Sheets:

Covered in PM's report

Cllr Tubb added that the PC's Risk Register is currently being updated and will include: Repayment of S106 should planning permission not be granted, and the potential inability to reclaim VAT should Option to Tax not be approved. The clerk – projects/planning circulated the Stage Plan (2) and confirmed Development Stage 2. should be completed by 31/5/19. There followed discussion as to what the NHB agreement meant by 'start date' e.g. from when the temporary accommodation is installed or possibly before this, when the water and electricals are installed. Cllr Read advised the clerk to send the drainage report to Thames Water and the gas/electrical suppliers, to get lead times. Mr Loxley requested they be asked to install all in the one trench.

iii. Architect's, Structural Engineer and Mechanical Engineer's progress report:

The architect had sent a report covering these areas, which had been sent via email and Cllr Tubb also read this out (**appended**). Cllr Read asked for a definitive answer as to whether sprinklers were a legal requirement and the clerk – projects/planning agreed to find out.

iv. Next Phase of Detailed Design work:

The clerk - projects/planning referred to the stage plan and pointed out that the costs for each month are shown. It was possible to approve up to May '19. However, due to uncertainty over the VAT situation it was discussed and agreed to recommend only up to the March spend now.

MOTION: to agree commission of architect, structural engineer mechanical engineer and other services for the next stage of detailed design work, for March, PROPOSED by Cllr Ronson, SECONDED by Cllr Read and AGREED.

19.34 VAT Update

Cllr Tubb reported that the clerk/RFO is regularly chasing the Option to Tax (OTT) office who now appeared to be questioning her authority to act on behalf of the council. The clerk had sent an advisory email clarifying this point and a letter from OTT is on its way but is likely to only bring up further questions. Cllr Ronson asked if there was a higher authority for complaints and Cllr Tubb responded only an HMRC tribunal, but this would be costly and lengthy.

19.35 Temporary Accommodation

i. Quotes:

Mr Loxley had received 2 quotes and a 3rd was expected by the time of the next meeting. It was likely that a combination of one supplier, who supply a shell only, plus another for the toilets and changing rooms, would be needed. The shell would then need to be fitted- out, preferably by local tradesmen. Cllr Ronson expressed concern re. the VAT situation but Cllr Read stated purchase of the temporary accommodation would probably entail an up-front amount, then monthly rental fees thereafter, rather than a large layout. There may also be competition for the toilet/changing room supply which may bring the cost down. It was agreed to wait for the 3rd quote before revisiting this.

ii. Tender:

Cllr Tubb outlined that usually the contract would go out to tender via the Government 'Contract Finder' website, as required by Financial Regulations. However, the working party had discussed this and were recommending a procurement process involving the simpler 3-quotes route, as it would take a long time to draw up the correct specification for tendering and it could not be certain this would be correct. As the provision of temporary accommodation could be configured several ways, each supplier needed to be able to suggest different ways of solving the issues. This would make it extremely difficult to get an exact spec. and quotes were unlikely to be like-for-like. 7 suppliers had been contacted and this had resulted in 3 quotes obtained, so it was felt a thorough approach had been undertaken. This was discussed, in addition to the potential cost-saving advantage of publishing on 'Contact Finder'. However, the potential for significant time-slippage necessitated the committee agreeing to recommend the shorter route. This would entail setting aside the relevant Financial Regulations and Standing Order and going straight to presenting 3-quotes. It was agreed that a MOTION to set aside the Financial Regulations/Standing Order would be brought to the next PC meeting, with a short E.M. sometime after that, to agree a supplier.

19.36 Date of Next Meeting:

Monday 25th March at 6.30pm

.....Signed:

Date:.....

Appends

Appendix 1.

Public Participation for Invited Neighbouring Residents 13/3/19, 6.30pm

Members of Public present: 3

Cllr Tubb stated that on this occasion, only neighbouring residents had been invited and welcomed questions: -

1. How much taller will the new building be than the current one: LT responded that only the middle section is raised and provided the designs for all to view. Later in the meeting Cllr Read advised the figure to be 7.3 metres at the central peak (approx. 23 feet).
2. Will it be more attractive? LT responded that it would, and the plans were circulated. She also pointed out the designs for soft landscaping.
3. For people on the Upper Icknield Way, how will it blend in? EB responded that it is replacing the existing building, with only a slightly larger footprint. Landscaping and soft planting is planned as per advice received from AVDC at the pre-application stage. The committee has worked to develop a more attractive building.
4. What will the roofing material be? This was confirmed as zinc. LT pointed out that roofing material has to accord with the ACNP.
5. The absence of a large vent was queried and EB confirmed this is not commonly used in modern designs but instead is accommodated inside the building.
6. A member of the public stated the building looks very attractive. LT advised that a survey had also been carried out on the existing building and this was found to not be viable in the longer term. With the significant growth in the village, she pointed out there does need to be a community space.
7. It was asked that the committee consider landscaping between the road and the new building. It was pointed out that the vista from the building only affects Birch Close.
8. The potential loss of parking spaces was questioned. LT responded that the 'top' car park would be lost to the temporary accommodation for the café, soft play and football changing rooms, during the build. There will be a traffic management plan in place during the build and this will be available to view on the planning portal. EB added that visitor numbers are expected to drop during the build.
9. Concern was expressed that the Park View gate may be more likely to get blocked, affecting emergency access to the park. LT responded that the council would be extra vigilant against this happening.

Cllr Tubb invited residents to attend any community centre committee meetings to ask questions, or any PC meeting in the future.

Appendix 2.

Project: Aston Clinton Parish Council Community Centre Building

Progress report: Architect, Mechanical Engineer, Structural Engineer Provided by:
Greg Dick of Hayward Smart architects

Date: Report 12th March 2019

Hayward Smart Architects.

- Issued room data sheets, containing preliminary finish specifications to be reviewed and progressed with ACPC as soon possible. HSA to source samples as appropriate.
- Transport Statement now completed and submitted to AVDC Planning Dept
- Ecology Mitigation statement. It appears that the AVDC's Ecologist (Paul Holton) will accept a statement of mitigation from Chase Ecology in order for it to be treated as a condition of planning approval. Chase Ecology progressing.
- GA (General Arrangement) Plans are complete to the point that they can be to the team shortly for their input shortly. Works on GA sections and elevations progressing.
- Design review meeting with CBG Consultants. Mechanical design principals established in order to progress preliminary designs. This to include drainage, heating, outline electrical, ventilation H&C water supply and distribution.

CBG Consultants

Progressing preliminary design layouts for heating, ventilation H&C water supply and distribution

- Preliminary above ground internal drainage complete.
- Thermal dynamics and heat load model being progressed. We will require confirmation of occupancy numbers. I will write to your separately on this.

ARM Associates

- Design meeting held with HSA.
- Steel frame concept discussed and agreed, ground sub-structure agreed. First floor and staircase structure agreed. Fabric structure agreed. Below ground drainage discussed.
- Preliminary steel structure design complete and integrated into GA Plans.