

**Minutes of the Community Centre Committee of Aston Clinton Parish Council, held
on Monday Wednesday 25th September, 18:30
at Aston Clinton Parish Meeting Room**

Present

Cllr Tubb (Chairman)

Cllr Ronson

Cllr Watton

Cllr Read

Keith Loxley (Co-opted Member)

Giles Holder (Co-opted Member)

In attendance

Clerk E Barry, R Bennett (recording), Cllr Wyatt and Cllr Howard Members of the public: 0

19.114 Apologies

Apologies had been received from Cllr Mason

19.115 Declaration of Interests: For Councillor's to declare any personal or prejudicial interests.

There were no declarations of interest.

19.116 Minutes of the last meeting proposed by Cllr Ronson seconded by Cllr Watton and AGREED.

It was noted that there would be a Resolution to exclude press and public from the meeting for items 19.118-19.120. All Parish Councillors had been invited to attend this meeting to listen to the discussion on contractor selection, and Cllr Wyatt and Cllr Howard were in attendance in their role as Councillors.

RESOLVED: To exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 proposed by Cllr Ronson, seconded by Cllr Watton and all AGREED.

19.117 Public Participation

There was no public participation.

19.118 Community Centre Project Budget

i. External

ii. Internal

A breakdown of the spend was circulated at the meeting. Cllr Tubb highlighted the following points:

- There was a £2.02m budget for the development and this included a number of S106 pots amounting to £1.382M and a NEW Homes Bonus grant of £650K
- The requirement for the New Homes Bonus money meant that start date had to be no later than 26 October 2019.
- There was a further £50K budgeted from precept money.

- Budgeted Contractor costs were recalculated at the meeting to stand as £1793,227.00
- There had been a number of items removed from the budget in order to bring costs down which included the provision of lockers, AV equipment, a number of CCTV cameras including ANPR and this amounted to around £80K
- There were additional costs expected from the Quantity Surveyor (£3k) and the Architect (£8.75k).

19.119 Value Engineering

Cllr Tubb ran through those items that had been removed from the scope within the tender documents in order to reduce the cost of the build. These were outlined as:

- Steps, ramp and canopy at the west side of the building to be removed as these were no longer needed
- The reduction of three down to two roof lights in the main hall.
- Two roof lights removed from the officials' changing room.
- The requirements of the ventilation system were still to be looked at.
- The removal of six CCTV poles around the park.
- AV costs had been completely removed from scope and this would be managed separately by the Parish Council rather than the contractor although they would install the wiring.
- The external steel cladding would be replaced with cedar. This was more cost effect and maintenance free.
- Breeze soleil out side the main hall doors on the south side would be timber rather than steel
- There would be no brush steel plug sockets; they would be white plastic and could be replaced by the Parish Council as and when following the completion of the build.
- The glazing for the windows was still to be decided.
- Solar panels, PV panels and bollards outside would be allowed for in the future but these could be funded via a grant. They were still part of the tender for now.

MOTION: to agree value engineering items Proposed by Cllr Ronson, seconded by Cllr Reed and all AGREED.

19.120 Community Centre Contractor Valuation & Appointment

Cllr Tubb updated the committee that Cllr Tubb, Cllr Read, Giles Holder and the Clerk had met with the final two bidders. They had both given presentations and answered additional questions as required. Cllr Tubb stated that although there was not a lot of difference in the costs, one presented better than the other and scored higher on the comparison matrix. It was also noted that although there was £30k between the two quotes there were still a number of outstanding questions that needed to be addressed that could impact on the price given.

Bearing in mind that they had only met with the bidders earlier that day and that there were still outstanding questions it was felt that a decision could not be taken at the meeting. Cllr Tubb had given the bidders until Monday to provide any outstanding information. The committee would then, on Tuesday, analyse pricing and agree on a recommendation to put forward to the Parish Council meeting on Wednesday 2 October 2019.

It was agreed that references would be sought and this would include looking at previous projects completed by them on their websites.

MOTION: to recommend Contractor valuation choices to full PC proposed by Cllr Ronson, seconded by Keith Loxley and all AGREED.

19.121 Next steps and timescales

Timescale for project were not expected to slip and contractors would be on site from Monday 28 October 2019. The build was anticipated to last approximately 11-12 months.

The Clerk recommended discussing agenda item 19.123 prior to 19.122 as quotes on this agenda item subject to approval, would also need signing off on the second agenda item. This was due to the speed at which work was being required in order to meet successful project completion. This was AGREED.

19.122 Invoices for Payment

The following invoices were put forward:

- Carry out works for water and drainage connections as per quotes one, two and three - Temp Accom £3,495.00
- QS Fee invoice for works in connection with the pre contract stage. £4,060.00
- Fee for moving CCTV from old building to Parish Council building - £195 plus VAT

MOTION: To recommend payment of invoices proposed by Cllr Ronson, seconded by Cllr Reed and all AGREED.

19.123 Quotes

i. Temporary Accommodation

MOTION: to approve quote for moving CCTV from old building to Parish Council building - £195 plus VAT; proposed by Cllr Ronson, seconded by Cllr Watton and all AGREED.

MOTION: to approve extra costs for temporary accommodation electrician fees - £889.30 – £3315 had been agreed previously but this was now £4204.30; proposed by Cllr Watton, seconded by Cllr Tubb and all AGREED.

MOTION: to approve revised water and connection costs – information had been circulated via email prior to the meeting stating the cost of £3495 in total; proposed by Keith Loxley, seconded by Cllr Watton and all AGREED.

MOTION: to approve carpenter fees and materials – there was a reduction in skirting to be done however it was anticipated that there would be work for 3 carpenters for 10 days (£4-4.5k) plus materials (appx £2k). The committee has previously agreed £3-5k budget so this would need to be revised. The motion was proposed by Cllr Reed, seconded by Cllr Ronson and all AGREED.

ii. New Community Centre

MOTION: to approve quote for UKPN disconnection of supplies to existing Community Centre – this had been circulated and stood at £ 1232.40; proposed by

Cllr Ronson, seconded by Keith Loxley and all AGREED.

19.124 Temporary Accommodation

i. Update –

the temporary accommodation has been installed on time with no issues arising. It was on schedule for all electrics and to be handed over to the parish council on Friday 27 September 2019 to be fitted out. Building control still needed to sign off. The parish council would take over the insurance for the building on Friday and there would be no additional charge until its renewal on 23 October 2019.

ii. Additions –

a baby changing unit £480. Cllr Tubb and the Clerk had agreed this spend under their powers to authorize under £500.

Cllr Tubb opened up the meeting to Cllr Wyatt and Cllr Howard to ask any questions. Cllr Wyatt stated that he thought there would be more figures to consider but understood this was due to the contractor not yet being agreed. When asked about the timescale for the bidders to respond to outstanding questions, Cllr Tubb confirmed she was confident that they would reply by the deadline. It was also noted that in terms of timings for the build, a running over clause would be in the contract.

The Clerk agreed to arrange a finance meeting to discuss budgets overall including the Community Centre.

19.125 Date of next meeting

To be confirmed. It was confirmed that the Extraordinary Meeting from Friday 27 September had been cancelled.

.....Signed:

Date:.....