

**Minutes of the Community Centre Committee of Aston Clinton Parish Council, held on
Wednesday 3rd July, 20:30 at Aston Clinton Parish Meeting Room**

Present:

Cllr Tubb (Chairman)
Cllr Read
Cllr Mason
Cllr Stewart
Cllr Ronson
Cllr Watton (non-voting member)
Mr G Holder (co-opted)
Mr K Loxley (co-opted)

In attendance:

Clerk E Barry and R Bennett (recording) 1 member of the public

19.85 Apologies -

There were none. It was agreed at the last meeting that Cllr Watton would join the committee but Cllr Tubb stated that as there was no motion on this agenda Cllr Watton could join the meeting but with no voting rights and a motion would be added to the next agenda.

19.86 Declaration of Interests: For Councillor's to declare any personal or prejudicial interests –

There were none.

19.87 Minutes of the last meeting –

The minutes of the last meeting held on 10 June were PROPOSED by Cllr Stewart
SECONDED by Cllr Ronson, AGREED and signed by the Chairman.

19.88 Public Participation –

There were no questions.

19.89 Project update

i. PMs report – The Clerk gave the following update:

- As we understand it from the case officer, there are no issues with the planning application, the report has been written recommending approval and the architect and case officer are in communication over a few conditions including hours of operation.
- The Committee have met with the architect and QS to discuss the tender process.
- Aiming to be ready to go out to tender in July (19th at the earliest).
- We are currently on target to meet the October deadline.
- A proposal for the temporary accommodation is being decided on at tonight's meeting and an order will follow shortly after for delivery early September, ready for occupation before demolition.

It was confirmed that even though formal approval had not yet been received there

were no anticipated problems and that conditions could be continued to worked on once approval had been granted.

ii. Supplier report – The clerk had received the following update:

‘Architectural and Structural packages have been completed and forwarded to the QS for tender document measuring and preparation. CBGC’s package has been issued in draft, this has received comment. This together with the outstanding query resolution leave their package requiring completion and issue to the QS. DLA is scheduling the 19th July for tender with an optimum tender submission date of 31st July.’

The clerk agreed to contact the architect to confirm length of tender.

19.90 Budgets

i. Income/Expenditure –

Development costs currently on target with a slight overspend predicted of between 0.5 – 1% against a 200K budget.

ii. S106 –

It had been agreed with AVDC that invoices could be submitted on a stage by stage basis. Two amounts of £33k and £23k had already been submitted. It was noted that a payment plan would be put in place as there would soon be large amounts of money needing to be drawn down from the fund. Schedule of payments would be shared with the builder to work to and all invoices would go through the normal sign off process and then onto AVDC to pay.

Cllr Watton raised the issue of VAT as AVDC would pay net and the parish council would pay gross and the VAT would then have to be claimed back from HMRC. This needed to be considered and where the additional money could be taken from in the interim e.g. reserves. It was noted that the parish council were looking to apply for monthly VAT returns moving forward which would make this a quicker process.

Mr Loxley questioned the use of New Homes Bonus money and the clerk agreed to check that this would be drawn down in the same way as S106 money.

It was highlighted that the development on Aylesbury Road had not yet started and this could have an impact on the S106 money that would be available. The Clerk and Mr Holder agreed to make enquiries to clarify that the development would happen and the £300+K would still be available.

Mr Loxley highlighted the need to review cash flow on a regular basis and it was stated that once the tenders were agreed a schedule of payments would be put in place and shared with AVDC.

19.91 Invoices for Payment –

One invoice to CBG Consultants for £1890.50 had been approved at the Finance and Starring meeting

MOTION: To approve payment of invoices under £5,000 was PROPOSED by Cllr Ronson SECONDED by Cllr Stewart and AGREED.

MOTION: To recommend payment of invoices over £5,000, - there were none.

19.92 Quotes

i. Asbestos Survey –

There had been two quotes for the same option received; option 1 for £1250 and option

2 for £850. The second quote was the preferred option not only on price but on recommendation as they are regularly used by BCC.

MOTION: To agree a quote for a two-part asbestos survey PROPOSED OPTION 2 by Cllr Read SECONDED by Cllr Stewart and AGREED.

ii. Temporary Accommodation

MOTION: To agree a quote/supplier proposals for the temporary accommodation Cllr Tubb stated that a decision had to be made at the meeting to ensure enough time was allowed to arrange before demolition of the old building. Three suppliers were considered by the committee.

Option 1	One supplier to complete all works including hall space, café and kitchen, toilets and changing rooms, comply with H&S and Fire regs. Supplier would project manage	£138,382
Option 2	2 suppliers, one for the café and kitchen, toilets and changing rooms, and one for the Hall.	£125,880
Option 3	3+ suppliers, one for the toilets and changing rooms , one for the hall/kitchen & cafe outer shell, with the Parish Council having to build the kitchen and floors and would have to project manage as well as arrange works including floors, carpenter, H&S and Fire regs, electrician and plumber.	£107,000

The committee raised and discussed the following points:

- All options were under budget but the cheaper options required a lot more work from the parish council where they did not have the resource or expertise, therefore creating more risk of rising costs and potential delays.
- Option 3 required a project manager which would add an additional cost.

Option 1 was proposed and AGREED to with the caveat that due diligence of the company was still to be completed (Cllr Tubb would do the relevant financial searches) and a better price obtained. ACTION: for the Clerk to negotiate the best possible price.

MOTION: To agree a quote/supplier proposals for the temporary accommodation was PROPOSED by Cllr Stewart SECONDED by Mr Loxley and AGREED

19.93 Tender Process update –

it was highlighted that the tender process had been discussed at the working party meeting. The tender would run from 19th July at the earliest with a 5/6 week period. The committee would review tenders and reject/accept accordingly. In the interim there was a list of Preliminaries to work through and it was agreed this would be delegated to the working party to complete. It was also agreed to have the QS revise the cost plan at a cost of £840. This item would also be added to the Finance and Staffing meeting for retrospective agreements. The clerk highlighted the pots of \$106 money that had been confirmed.

19.94 AV Procurement - Main contract or direct by ACPC –

Following a discussion at the working party it had been agreed it would be procured by the main contractor and included in the tender.

MOTION: To agree procurement strategy for the AV requirement PROPOSED by Cllr Read SECONDED by Cllr Ronson and AGREED.

19.95 Vehicle charging point strategy –

The working party had recommended one post with 2 charging points at a cost of 3K and to be chargeable. It was suggested to lay additional hard cable next to the two bays in case there was a need for more charging points in the future.

MOTION: To agree Vehicle charging point strategy PROPOSED by Cllr Stewart SECONDED by Mr Loxley and AGREED.

19.96 CCTV & Security

The following areas were discussed, considered and agreed relating to CCTV requirements:

- Deter intruders/vandals – yes
- Capture images of vandals for use in a court of law - yes
- Number plate recognition – desirable but depended on cost
- Face recognition – need to apply with existing and new upcoming surveillance laws
- Camera coverage – inside we would take recommendations from CBG for where the cameras should be. Outside, coverage is required for the skate park, all Multi use games area (MUGA), all weather pitch, entrance to the building and park.
- Recordings to be kept for 30 days.
- Camera poles would be attached to buildings, and potentially MUGA area as we have ability to run cables to there. Not in any other areas of the park. Could have in car park if required.
- Vision in pitch black – Yes
- Notifications when X happens – No

MOTION: To agree CCTV & Security specification for tender documents PROPOSED Cllr Ronson SECONDED Cllr Read and AGREED.

19.97 Auto release fire doors informing electrical supply and fire alarm design (HSA producing fire strategy drawings).

The working party had agreed that no auto release fire doors would be installed.

MOTION: To agree fire door recommendations from CC working party PROPOSED Cllr Read SECONDED Cllr Ronson and AGREED.

19.98 Hearing loop options

The committee had to discuss and agree on the following points:

- a) First floor portable hearing loop to use within the meeting rooms.
- b) Ground floor induction loops system within the floor of the multiuse space. The induction loop would be split in two, each being either side of the movable partition wall. The partition wall would have a contactor at high level to allow the system to be switched from two systems into one depending on if the wall is open or not.

MOTION: To agree hearing loop options. AGREED recommendations above and that 3 additional counter loops at serving hatches would be included PROPOSED Cllr Ronson SECONDED Cllr Stewart, AGREED by majority.

19.99 Pre-Construction H&S Plan.

MOTION: To agree recommendations from CC working party for the pre-construction H&S Plan.

The Clerk highlighted that the plan had not yet been received and would chase the principle designer.

19.100 Ground investigation report (ARM).

The Clerk highlighted that following a past desk study the architect had suggested a more detailed ground investigation to take place. The committee had previously agreed a quote and this request was the second part of the quote; to carry out the full investigation up to a cost of £4,075.

MOTION: To agree quote for phase 2 Ground investigation PROPOSED Cllr Mason SECONDED Cllr Stewart and AGREED.

19.101 Design details – fixtures and fittings

The following items were discussed:

- New kitchen - to supply 2 sinks, extractor system, lighting, power, plaster, paint and flooring – tenant to supply the rest. All AGREED.
- The Clerk had received an email from CBG regarding the electricity capacity stating that the high voltage electricity loop and substation around Aston Clinton was close to maximum capacity and gave two options of a way forward. It was noted that the cost to upgrade the substation would be approximately £120,000.00. It was AGREED that this was not necessary and a new duct would be installed instead for future proofing.

MOTION: to agree design details (fixtures and fittings) PROPOSED Cllr Ronson SECONDED Cllr Mason and AGREED.

The Clerk circulated a picture of the concept of the light design - All AGREED.

19.102 Date of next meeting

To be confirmed.

.....Signed:
Date:.....