

**Minutes of the Community Centre Committee of Aston Clinton Parish Council, held
on Monday 24th April 2019, 11:00
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

L Tubb - Chairman

L Ronson

C Read

K Loxley (Co-opted member)

Clerks: E Barry, G Merry (recording) 1 member of the public

19.46 Apologies

Apologies were accepted from Cllr Stewart, and Cllr Mason.

19.47 Declarations of interest

There were no declarations.

19.48 Minutes of the Committee meeting held on 25/03/19 & Working Party meeting held on 15/04/19

were AGREED and signed by the Chairman.

19.49 Public Participation

There was no public participation.

19.50 Project update

i. PMs report

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

Reporting Period: 14th March – 23rd April 2019

Current reporting period:

- *Construction detail design work is in progress.*
- *Associated Temporary Accommodation – has been down selected to 3 options which are being presented at the Committee meeting on 23rd April for recommendation on budget and a supplier quote in principle. More information is required to get a final quote but we now have an understanding of the expected costs.*
- *Planning Application update –*
 - *Since the last reporting period, Chase Ecology have submitted a Bat method statement (incorporating potential designs to accommodate bats should evidence be found) and AVDC's Ecologist (Paul Holton) is now recommending to the case officer to consider this as an exceptional case due to the pending funding restrictions stating that it will be enough to condition the 'Chase' report in any planning consent granted for this application.*
 - *Email received from case officer on 28th March stating that he is "very much aiming for determining the application within the statutory period and will start to write up the report once in anticipation of receiving response from BCC and Ecology in the*

next week. I shall keep you up to date if there are any issues that need resolving prior to determination.”

- *Also received from case officer 28th March – re outstanding comments from BCC Highways following the submission of further details. “I sent on the information to Highways directly and I shall chase for a response early next week should I not hear from them.”*
- *The Architect has chased the case officer with no response as yet, and I am chasing via the parish support officer.*
- *The project team has met with the Architects to identify fixture and fitting requirements – with a few items still outstanding*
- *The Project team has also met with the Mechanical and Electrical Engineers (CBG) on 22nd April to discuss heating/cooling, electrical and lighting requirements. Also, water and drainage requirements for both the New Community Centre and temporary accommodation.*
- *S106 funds have been received from 16/00780/AOP Land Rear Of Aylesbury Road and for more than expected.*

Next reporting period:

- *The project team will be looking at the electrical requirements to include AV, data, lighting, sockets etc with a possible further meeting to be held with CBG. A number of decisions need to be made including finalising the heating requirements.*
- *Planning for next stage – Tender Process*

Requests for Change:

- *Still outstanding - 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:*
 - *Planning Authority workload*
 - *Highways Authority*
- *VAT – option to tax decision – this has been resolved for New building but waiting on confirmation for Temporary Accommodation costs*
- *Contracts with Consultants – we are ironing out a few issues but hope to resolve soon*
- *Possible repayment of S106 should the building not be completed*

ii. Supplier report

Cllr Tubb read the following update from the suppliers:

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.*
- *GA Plans and Sections prepared and preliminarily issued to ARM & CBGC*

- *Work on design Wall Sections, including critical junctions progressing to 70% including window and door junctions. Interface and coordination with ARM's preliminary steelwork designs now complete.*
- *Internal finishes and design review meeting held with ACPC. Internal floor, wall and ceiling specifications confirmed to 90%.*
- *Design review meeting with CBG Consultants and ACPC to discuss heating strategy and impact on Cafe and Main Hall spaces, options on whether to opt for full sustainable design or a "sustainability light" design which would allow for a gas supply and central heating.*
- *Ecology Mitigation statement approved by AVDC.*
- *AVDC Planning Dept yet to issue Decision Notice.*
- *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.*
- *AVDC Building Control or Approved Independent Building Inspector? ACPC to confirm.*

CBG Consultants - Are reporting progress as follows:-

- *The electrical and mechanical designs are progressing well, the drawings and schedule are currently at a RIBA stage 3 level and should be ready to discuss at the upcoming meeting.
This aligns with tabled drawing packages as presented at our meeting earlier today. Electrical small power and proposed lighting schemes have been developed and presented and await checking/approval from ACPC along with confirmation on favoured room heating strategy for the Cafe and Main Hall together with preferred sustainable heating strategy..*

ARM Associates

PROGRESS TO DATE

Drawings Issued to date:-

1035 – 01 Foundations

1035 – 02 Ground Floor Slab

1035 – 03 Steelwork

1035 – 04 Steelwork

Steelwork, foundations and floor slabs have been issued to date to RIBA stage 3.

WORKS TO BE COMPLETED

Detailed construction details for foundations, ground floor and steelwork including co-ordination with M&E design.

Review drainage design produced at planning and produce constructional details.

Production of masonry wall tie and lintel details.

It is estimated that design and detail works are 50 % complete and will be 75% complete by the end of April.

19.51 Budgets

i. S106 –

GM circulated update and informed the Committee that the S106 monies for rear of Aylesbury Road had been paid to AVDC and was for more than originally budgeted.

The Committee discussed the S106 trigger point for the 93 South of Aylesbury Road, as this was the largest S106 contribution for the Community Centre and was a risk to the funding if reserved matters were not approved, and whether the planning permission valid period was from approval of Outline or Reserved matters. The planning & projects clerk thought that it was for after approval of reserved matters but would double check. ***(Afternote: the Planning & Projects Clerk confirmed that it was for after approval of reserved matters).***

ii. Cash Flow –

GM circulated a spreadsheet with cash flow figures (see appendix A) It was AGREED that a phasing plan needed to be presented to the NHB Committee before October.

iii. Temporary Accommodation – available funds

GM circulated a spreadsheet containing general reserves availability including her recommendations and why current account balance is healthier than thought. She advised that it would be prudent to keep a bit back from each. (see appendix B)

19.52 Invoices

Invoices for payment under £5,000

Supplier	Amount	Any comments
1. CBG	£3,821.60 ex VAT	March interim fee for work completed
3. Chase Ecology	£1,195 Zero VAT	For Bat emergent surveys – to be paid after surveys complete and report received

MOTION: To approve payment of invoices under £5,000 was proposed by C Read, seconded by L Ronson and AGREED.

Invoices for payment over £5,000

Supplier	Amount	Any comments
1. Hayward Smart	£16,000 Ex VAT	£6,000 for February & £10,000 for March – as expected

MOTION: To recommend payment of invoices over £5,000 was proposed by C Read and seconded by K Loxley and AGREED.

19.53 VAT – update

As the Parish Council was now applying for the remainder of the park, the Parish Council were including Deeds to the park as part of the application, to ensure everything was covered. L Tubb had applied for these and was waiting for copies through the post.

19.54 Next phase of design work – construction details

The Planning & Projects Clerk advised that full Parish Council had agreed to delegate this decision to the Community Centre Committee and that the next phase of costs for May as costed in the Architect’s procurement plan were for £14,500.

MOTION: To agree commission of Architect, Structural Engineer, Mechanical Engineer and other services for the next stage of design work – construction details, for May was proposed by L Ronson, seconded by C Read and AGREED.

19.55 Quotes

Building Control Services:

Two quotes were presented to the Committee, one was from AVDC and one was from an independent Building control service provider in the amount of £1,600 and was recommended by the Architects. The independent quote was for less than AVDC's and the Committee AGREED that this was the quote they would like to go with.

MOTION: to agree a quote for building control services (Quote 1: independent building control service provider) was proposed by C Read, seconded by L Ronson and AGREED.

Temporary Accommodation:

L Tubb explained that out of the three quotes presented, the Committee would be recommending in principal one to Parish Council for agreement.

The Planning and Projects Clerk circulated a summary sheet and explained that both quotes 1 & 2 required a builder to create an internal kitchen area with a risk that a builder may not be able to honour the tight schedule of creating the internal kitchen area, between the external structure being installed and the kitchen being fitted out. She went on to explain that quote 3 provided for a pre-set up kitchen café area that was currently being used by a school but would be available for hire from end May. After May, it would be returned to the company's site in Luton where members of the Committee could view it if they wished.

The Committee discussed the different options and AGREED that Quote 3 was their preferred option and the one that they would recommend to the Parish Council. This would be subject to the supplier holding the Kitchen café module until required and on receipt of a satisfactory final quote. The Planning and Project's clerk explained that the costs weren't final but good enough for budgeting purposes.

The Committee discussed the budget for the Temporary accommodation, referring to the Clerk's budgetary information provided at agenda item 19.51 iii.

The Committee AGREED that they would be recommending quote 3 to the Parish Council for decision and a maximum budget of £142,000.

The Planning and Projects clerk explained that the lead time for option 3 was 10-12 weeks with 2 weeks on site to set up. The temporary accommodation would be needed in September if demolition started towards end October.

MOTION: to recommend to F&S and full Parish Council, a budget for Temporary Accommodation and in principle, recommend a supplier quote was proposed by C Read, seconded by L Ronson and AGREED as supplier quote 3, and a maximum budget of £142,000.

19.56 Management of New Community Centre – Business/Marketing Strategy & Management Plan

L Tubb explained that it had been agreed in principle at informal meetings with the café but that the Parish Council had agreed that it would be prudent to ask for something in writing. Also, it would be important to discuss whether/how the whole building would be managed, including the changing rooms and use by the football club. C Reed stressed the importance for the new lease to state who pays for what.

The Committee discussed the need to arrange a meeting for after the Parish Council meeting on the 8th as the lease extension would need to be discussed and agreed to first at that meeting. It was discussed which committees should meet with Nick and it was AGREED that it would be the Facilities Committee.

It was also AGREED that it would be prudent to invite the café tenants to Community Centre meetings where appropriate.

The Committee discussed the fact that the Committee was a member down since T Comerford left and that it would be good to fill the space with someone from a financial background. It was AGREED that A Duffield would be approached and Giles Holder from Laxton properties as an expert advisor.

19.57 Emergence Bat Survey's – 10th & 29th May

Chase ecology would be running bat surveys on the evening of 10th May and the early hours of the morning of the 29th May. L Tubb was had provided them with her number as an emergency contact and arranged with the caretaker not to lock up on those evenings. It was AGREED that park user groups and James from security would be advised.

19.58 Temporary Accommodation - update

There was no further update

19.59 Date of Next Meeting:

It was AGREED that the next meeting would be after F&S on 7th May at 7.30pm

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

Appendix A

Community Centre Payments - 23/4/19											
Development Costs											
Item	Budget Estimate (rounded)	Net	VAT	Actual + Pending	Variance (Bal Remaining)	Pending	For	To Whom	Date		
Architect:-	£ 2,850.00	£ 900.00	£ -	£ 900.00	£ 1,950.00		Feasibility Study	Ridge Property Const. It	07/09/2018		
Feasibility sketch	£ 12,040.00	£ 12,000.00	£ 2,400.00	£ -	£ 10.00		Submission	Haywood Smart	Paid £3,19		
Design Development	£ 20,017.00	£ 20,000.00	£ -	£ 20,000.00	£ 17.00		Design Dev and pre app	Haywood Smart	06/12/2018		
Building Regs	£ 28,024.00	£ -	£ -	£ -	£ -						
Tender action	£ 28,024.00	£ -	£ -	£ -	£ -						
Contract Admin (throughout)	£ 25,000.00	£ 16,000	£ 3,200	£ 16,000.00	£ -				Invoiced		
Civil and Structural engineer	£ 16,750.00	£ 625.00	£ 125.00	£ 625.00	£ -						
Mechanical and Electrical engineer	£ 20,104.00	£ 7,384.00	£ 1,476.00	£ 11,970.00	£ 8,134.00	£ 4,586.00	Mech Eng Energy Statement	CBG	Feb? ph 3 Invoiced		
Energy Statement	£ 900.00	£ 900.00	£ 160.00	£ 900.00	£ -						
Part L Modelling and EPC:-	£ -	£ -	£ -	£ -	£ -						
- Part L Modelling - planning	£ -	£ 1,200.00	£ 240.00	£ 1,200.00	£ -		Part L planning stage only	CBG	Paid		Design stage to follow
- Part L Modelling and EPC	£ -	£ 1,800.00	£ 360.00	£ 1,800.00	£ -						
(Total)	£ -	£ 3,000.00	£ -	£ 3,000.00	£ -						
93	£ -	£ -	£ -	£ -	£ -						
Cost planning	£ 1,050.00	£ 1,050.00	£ -	£ 1,050.00	£ -		Cost Planning	D Lodge Associates	07/09/2018		
Pre Contract	£ 9,950.00	£ -	£ -	£ -	£ -						
Post Contract	£ 10,800.00	£ -	£ -	£ -	£ -						
Principal Designer	£ 1,480.00	£ 3,500.00	£ 700.00	£ 3,500.00	£ -2,020.00	Part pending	CMP & other services	Crowthers	CMP expected		
Surveys:-	£ -	£ -	£ -	£ -	£ -						
Asbestos pre demolition survey	£ 800.00	£ -	£ -	£ -	£ -						
Toneographical	£ 4,500.00	£ -	£ -	£ -	£ -						
Ground investigation	£ 3,000.00	£ 775.00	£ -	£ 775.00	£ 2,225.00		Desk Survey	Geotek Mngt	11/01/2019		
Bat Survey - 1	£ 800.00	£ 380.00	£ -	£ 380.00	£ 410.00		Bat Survey - prelim rpt	Chase Ecology	09/11/2018		
Bat Survey - 2	£ -	£ 1,195.00	£ -	£ 1,195.00	£ -		Bat Survey - prelim rpt	Chase Ecology	Invoiced		
Drainage survey	£ 1,000.00	£ -	£ -	£ -	£ -						
Existing services survey	£ 800.00	£ -	£ -	£ -	£ -						
Planning and Building Control:-	£ -	£ -	£ -	£ -	£ -						
Pre-app AVDC	£ 764.00	£ 656.37	£ -	£ 656.37	£ 127.63		Pre app fee	AVDC	22/10/2018		
Building App fee	£ 5,594.00	£ 2,792.00	£ 558.40	£ 2,792.00	£ 2,792.00		Submission Cost	Portal/Plan Quest	18/01/2019		
Building control	£ -	£ -	£ -	£ -	£ -						
Plan fee	£ 750.00	£ -	£ -	£ -	£ -						
Inspections	£ 1,500.00	£ -	£ -	£ -	£ -						
Contingency:-	£ 7,500.00	£ -	£ -	£ -	£ -						
- Designs and 3D Modelling	£ 3,750.00	£ -	£ -	£ 3,750.00	£ -		Designs and 3D Modelling	Haywood Smart	02/08/2018		
- Traffic Assessment	£ 3,747.00	£ 624.48	£ -	£ 3,122.00	£ 624.48		Traffic Assessment	Bancroft Consult	Paid 23.19		
- Data for NHB application	£ 450.00	£ -	£ -	£ 450.00	£ -		Data for NHB application	CACI (Acorn Data)	07/09/2018		
- Pre app - Bucks	£ 1,000.00	£ -	£ -	£ 1,000.00	£ -		Pre app fee	Bucks CC	09/11/2018		
- Landscape Plans	£ 1,987.00	£ -	£ -	£ 1,987.00	£ -		Landscape Plans	Steve Iowers	11/02/2019		
Total spend from Contingency	£ 199,917.00	£ 10,994.00	£ -	£ 10,994.00	£ 3,434.00						
Totals	£ -	£ 99,976.37	£ -	£ 99,976.37	£ 8,976.63		Total spend plus pending				
Notes							deficit to-date				

Appendix B

Community Centre - Temporary Accommodation Possible Funds Available

	Balances & Funds	Notes	Suggested Allocation
Balance currently in Tracker	£ 72,181.00	Reserves built-up and set-aside 2015-2017	£ 72,181.00
Current Account year-end Balance	£ 101,901.00	Due to: reserve not transferred 2017-18, plus some reserve always held-over to new financial year. Suggest no more than £30,00 considered available for this project, to account for creditors provisions.	£ 30,000.00
Balance Sheet year-end 2018-19	£ 40,911.00	i.e. actual income over expenditure BUT must consider at least £20,911 as VAT liabilities	£ 20,000.00
Set Aside in 2019-20 budget	£ 50,000.00	Set aside for whole project not just Temp Accom.	£ 20,000.00
			£ 142,181.00