

**Minutes of the Community Centre Committee of Aston Clinton Parish Council,
held on 18th June 2018, 7pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

T Comerford - Chair (co-opted)

K Loxley (co-opted)

R Stewart

Clerks: G Merry (recording), E Barry

1 members of the public

18.024 Apologies

Apologies were received from Cllrs Mason, Tubb and Read. Mr Comerford was nominated to chair the meeting.

18.025 Declarations of interest

There were no declarations.

18.026 Minutes of the last meeting held 30/5/18

These had been circulated and were approved as a correct record of the meeting.

18.027 Public Participation

It was requested that the football club be asked to ground-share, during the build i.e. move out temporarily. This would save on temporary accommodation costs and also the pitch may become unplayable anyway due to the building work.

18.028 Committee Terms of references.

This item was largely deferred. The clerk advised looking again at the committee's Terms of Reference in case they could be made more practical in terms of authorisation levels etc.

18.029 Project Progress:

- i. **Architect's Feedback and revisions to the Spec:** The architect had produced initial draft plans, and these were viewed. Issues raised were as follows, and the clerk (EB) agreed to feed this back to the architect: -
 - There is no patio, something currently well-used by the café. Having an 'overhang' balcony upstairs was discussed and this would give patio space below.
 - The main hall upstairs was felt to not be large enough for the bigger, more boisterous community groups. Mr Loxley felt the Café and soft play area downstairs was a lost opportunity as between the 2, it gave enough room for a larger community hall. For the sake of the café not wishing to store the soft play away each night, this was a significant lost opportunity to have the space necessary for the community. The clerk (GM) suggested the use of partitioning upstairs which, along with some reconfiguration, would give a much larger space as the small function room and the main hall could be combined. Other than that, it may necessary to lose the small function room and/or the balcony to get the larger space.
 - Another solution would be to make the downstairs into the main hall, with the soft play put away each day.
 - There seemed to be no kitchen downstairs - only a prep area, which would not be big enough. There was a kitchen upstairs where a prep area would be sufficient.
 - Upstairs does need to be able to provide a toddler-free coffee shop/bar.

- It was agreed the changing rooms/showers were very large and it needs to be clarified if this was due to F.A. regulations.

ii. **Timeframe: Suggested from the Architect:**

- Feasibility design - by 6th July
- First client sign-off design- by 11th July
- Cost Plan - by 18th
- Client sign off - by 20th July
- Adjustments if necessary 20-25 July
- Submission - 27th July

If each stage needs full committee approval, the architect feels that it may hold things up. He will endeavour to improve on the dates but thinks these are realistic.

iii. **Trial Pits:** The architect had advised using trial pits to assess the deeper ground condition. It was enquired why these were necessary and the clerk (EB) agreed to find out. The PC has to commission this work, the results of which then feed into the costings required for the NHB application. The clerk (EB) agreed to obtain the quotes and it was agreed the PC would organise this work to be carried out.

iv. **Contractors for Civil and Structural Services:** The clerk (EB) circulated 3 quotes and explained the reasoning as: -

- Phase 1: Initial advice regarding the foundations which then feeds into the cost plan
- Phase 2: A further stage to progress design to end of RIBA Stage 4 Technical Design

It was agreed that phase one should be implemented so as not to risk holding up the NHB application. The 3 quotes were discussed and 'Ridge' was agreed at a cost of £900, but without any commitment to progress to phase 2 with this supplier.

MOTION: to agree a quote for the structural report, as above PROPOSED by Cllr Stewart SECONDED by Mr Loxley and AGREED.

v. **Temporary Accommodation for Café, Soft play and Football:** Mr Loxley had done some preliminary costings for this but questioned the need. The cost will be significant and since the plans have been sited further south than the current footprint, he suggested one building could possibly go up whilst the other is still in use. This was discussed, however, it was agreed it would present a significant encroachment onto the Park, as well as possibly affecting the football pitches, and was not supported. Concern was expressed as to why the plans had been sited so far into the Park and not on the current footprint. The clerk (EB) agreed to find out the reason. It was felt the perception would be that Park ground had been lost, even if space was created behind the building (north side). The clerk (GM) reminded all that money had been earmarked from council reserves to pay for the temporary accommodation.

18.030 NHB Application/Business Plan

- Update on Working Party progress:** The working party had met and had a productive session. Mr Comerford was unsure what revisions he needed to make to appendix 6 but would discuss with Cllr Tubb.
- Amendments to NHB Application:** Cllr Tubb was re-working the document accordingly but had not yet circulated the revised copy.
- Subscription to Data Company:** the clerk (EB) presented Cllr Read's recommendation to commission CACI for the provision of comprehensive data about the village, to be used for the NHB application. It was suggested that going forward, this data would also prove useful in planning-related matters. The clerk advised there was budget for all preliminary work on the community centre.

MOTION: to agree the subscription cost to CACI at £450 PROPOSED by Mr Comerford
SECONDED by Cllr Stewart and AGREED.

- iv. **Further Actions:** Mr Comerford reminded the committee that there had previously been offers from professional project managers to manage this project and he advised that for a project of this complexity this would be essential. This was agreed by all and the clerk (GM) agreed to put this on the next agenda for discussion. She also advised that 3 proposals would be needed. The clerk (EB) suggested considering co-opting from any expertise within the village.

18.031 Funding

The clerk (GM) explained that phasing of payments would be proposed to both the NHB panel and to the S106 officer, as follows: -

- By Dec '18 – Planning permission applied for – money from earmarked reserves
- Spring '19 – Demolition – funding needed
- Spring '19 – relocation of café, soft play and football club – money from earmarked reserves
- Summer '19 – Groundworks in – funding needed
- Summer to Autumn – Build and Fit – funding needed.

18.032 Date of Next Meeting: Monday 9th July at 7pm. the working party is meeting on Thursday 5th July at 10am

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