

Minutes from the Community Centre Committee,  
held on 20th November 2018, 6.30pm  
at Aston Clinton Parish Meeting Room

**Present:**

L Tubb, C Read, K Loxley, L Ronson, T Comerford

G Merry (recording), E Barry

Public: None

**18.63 Apologies**

Apologies were received from Cllr Mason and Cllr Stewart

**18.64 Declarations of Interest**

There were no declarations

**18.65 Minutes of the last meeting**

These were the Working Party of 5/11/18 and the Committee of 18/10/18. Both were agreed and signed.

**18.66 Public Participation**

There were no items.

**18.67 Budgets:**

- i **New Homes Bonus:** The clerk/RFO presented an updated budget showing the effect of the NHB being £100K less than applied for. This showed a potential shortfall of £246,806 but assumed the larger S106 sum from the Aylesbury Road development, would not be swapped-in, for the lesser Stratford Close sum. This may not be the case though and the Deed of Transfer for this was currently in progress. If the swap took place, the projected shortfall in funding would be £64,688 and may be reduced by lower costs in the procurement phase. It was also felt that the contingency of £50k may not be needed and the £81K for inflation may also be too high. Mr Loxley advised that the £90K set aside for the temporary accommodation is unlikely to be enough. This would also come as a monthly cost. Cllr Tubb confirmed that following a meeting the football club would be staying in the Park during the build. Cllr Read added that the build may not take as long as 15 months.
- ii **Forecast Income and Expenditure:** The clerk/RFO circulated a forecast I&E and the swap-in of the Stratford Close money was again discussed. Cllr Tubb reported that AVDC's lawyers were asking for a further sum of £1500 in addition to the £1000 for the developer's lawyers. It had been agreed to pay for this legal work, so that the transfer could happen. It was agreed that the additional £1500 would need to be paid, to get the transfer 'over the line'. This approval would need to be ratified at the December PC meeting.
- iii **Phased Plan for NHB and S106:** The Clerk/RFO presented an income and expenditure projection grouped into quarterly phases. This was intended to be presented to the S106 officers to apply for phased release of S106 monies. Cllr Tubb felt the spreadsheet did not show enough detail. Cllr Read stated that the detail for costs during the build could not yet be known. The clerk – Projects/Planning stated that the officer needs broad information at this stage. The Clerk/RFO expressed concern that the detail of income and expenditure during the build phase would not be known until nearer the time but release of the first phase of money would be needed imminently to avoid going into the red. It was discussed and agreed to send the spreadsheet to AVDC with an explanation of the figures and offer to provide more

detail if needed. The clerk/RFO hoped that AVDC would agree to group payments together, against paid invoices and that pre-approval for the quarterly totals could be obtained from the relevant AVDC committee. It was agreed to aim to negotiate 60-day invoices from suppliers. When the bulk of expenditure occurred, at the time of the build, it would be necessary to switch to NHB monies and a detailed I&E forecast would be needed at that point, to apply for phased payments of the NHB. It was also agreed to apply to reclaim what has been paid out so far. The F&S committee had also discussed asking the bank for an overdraft facility.

#### 18.68 Project Update:

- i **Pre-App Advice AVDC:** Cllrs Tubb and Read, along with the architect had attended a pre-application meeting with a case officer at AVDC. The officer had promised a list of all necessary documents to be submitted but this was still awaited. He had requested 2 extra reports: A Soft Landscaping Plan and a Construction Management Plan. Cllr Read had obtained one quote already for the landscaping plan and was working on 2 more. Cllr Tubb suggested the landscaping needed to be minimal, as the football pitches go almost right up to the build footprint. It was agreed Cllr Read would continue to pursue quotes, but contractors would not be engaged until the written advice from the case officer had been received. The cost would need to come out of contingency and the Clerk Projects/Planning agreed to put this on the next agenda for approval. Construction Management Plan: Cllr Read stated that the Principal Designer (as listed on the original cost pan) should be producing this and he had phoned 3 separate companies. He recommended one, quoting significantly less than the others at £3,200 and the architect had advised that what they were offering was correct. Cllr Tubb advised that legally the Principal Designer must carry out all Health and Safety work for the entire project and they must have the most recent qualifications for legal compliance. Cllr Read read out what this contractor was covering, and this was approved. However, 2 more quotes would be needed and would be discussed and agreed at the next meeting.
- ii **Pre-App Advice Bucks CC:** It had previously been agreed to utilise Bancroft Consulting for traffic surveying/advice. They were currently awaiting Bucks CC pre-app response and would advise once known.

**MOTION** To agree payment of £1000 to Bucks County Council for pre-app advice (retroactive) PROPOSED by Cllr Ronson SECONDED by Cllr Read and agreed.

- iii **Bat Survey:** This was complete, and the report had been circulated. The surveyors had not been able to access the roof space and it was agreed to submit the information with the planning application anyway. If the planning authority needed more information, they would advise at a later date.
- iv **Mechanical Engineer Selection:** The Clerk – Projects/Planning reported that CBG Engineers had been selected at the parish council meeting. Herself and Cllr Tubb would check through the contract before it is issued.
- v **Ground Investigation:** Cllr Tubb stated it had been suggested to do this via a desktop survey at £775 plus VAT and this was agreed.

**MOTION:** to agree desk top study only required, rather than full investigation, at £775 plus VAT, PROPOSED by Cllr Tubb SECONDED by Cllr Ronson and AGREED.

#### 18.69 Quantity Surveyor

The Clerk - Projects/Planning expressed concern that although Part A of the QS cost plan had been formally agreed, parts B and C had not, and the sums were sufficiently large to need PC approval. It

was agreed to invite the QS to meet to discuss what parts B and C will include, then put a proposal to the next PC meeting.

**18.70 Architect's Invoice**

The current invoice amounted to £20,000 – 1.25% of the contract value of the build (£1.6m). The Clerk – Projects/Planning had circulated the architect's agreement for verification of the amount and it was agreed he had satisfactorily completed all items for this stage.

**MOTION:** to agree to recommend to full council, payment of the architect's invoice of £20,000 plus VAT, for design and development services including the pre-app meeting **PROPOSED** by Cllr Ronson **SECONDED** by Mr Comerford and **AGREED**.

**18.71 Update from meeting with Football Club**

Cllr Tubb reported that ACFC wished to stay in the Park during the build, due to significant issues with finding a suitable ground-share. They were prepared to make do with less-than-optimum accommodation, for a better end result. The FA were likely to agree to this temporary suspension of the rules. ACFC were happy with the storage planned for them in the new building.

**18.72 Temporary Accommodation**

Mr Loxley updated that he was struggling to obtain quotes but was pursuing these. Preliminary quotes pointed to a cost of approx. £3,500 per month plus installation, plus services – water, electricity and drains. Services will need to be installed underground.

**18.73 Date of Next Meeting:**

It was agreed there was a need to meet before the next PC meeting, in particular to agree the QS costs, and the next meeting was agreed as: **Monday 3<sup>rd</sup> December 2018 at 8pm**

..... Signed .....Date