

**Minutes of the Community Centre Committee of Aston Clinton Parish Council,
held on 27th September 2018, 7pm
at Aston Clinton Parish Meeting Room**

Present:

Councillors: -

L Tubb (Chair)

T Comerford - (co-opted)

R Stewart

C Read

K Loxley (co-opted)

L Ronson

Clerks: E Barry (recording)

1 member of the public

18.042 Apologies

Apologies were received from Cllr Mason

18.043 Declarations of interest

There were no declarations.

18.044 Minutes of the last meeting held 09/07/18

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

18.045 Public Participation

There was no public participation.

18.046 Budgets – the Projects and Planning Clerk had circulated a number of documents prior to the meeting including: Revised Procurement Plan to include staged architect's fees; Community Centre Finances sheet including income breakdown and expenditure points; S106 breakdown & QS summary cost plan (attached with this document). The Projects and Planning Clerk explained that the main focus for discussion at this meeting would be the Development costs and how these would be funded over the coming months.

- i. **Cost Plan** – Cllr Read queried the Architect's design and development fees in terms of what they covered and T Comerford responded that these are for the fully worked up designs. There were discussions regarding what would be included in the architects Planning application consultation fees and Cllr Read queried the QS Post contract fee along with the the differing percentage figures on the Procurement plan and the Qs cost plan relating to the Architect's fees. The Project & Planning Clerk had checked the Architects original contract/proposal and confirmed that the QS appeared to have presented these figures the wrong way around. K Loxley expressed concerns over demolition costs as he believed they might be higher given the potential asbestos removal. Following the discussions, the following were **AGREED** to:
 - a. The Architect would be asked for: a breakdown of the Planning application consultation fees; clarification on the QS post contract fee & Principle designer fee & Topographical survey (to be discussed at a meeting with the Architect).
 - b. The Development budget would be used as estimated for the time being as recommended by Cllr Tubb.
- ii. **Precept, S106 & New Homes Bonus (NHB)** –

The group discussed the figures that had been provided by the Clerk/RFO (Community Centre Finances (26/9/18) attached).

Precept: Available now from reserves – total sum of £130,000. The Committee queried the allocation for £90k to development costs and £40k for re-siting of the Café and changing rooms as they had thought it was the other way around. The Projects and Planning Clerk said that she would clarify with the Clerk/RFO and the Committee agreed to look back through the minutes.

S106: Phased payments - Joe Houston at AVDC had confirmed that in order to start releasing S106 funds, they would require a written plan with the project phases. Also, money could be released on receipt of invoice and with evidence of completed works at the end of each phase. The Committee Agreed that there would be a need to ensure payment terms that would be at least 30 days from completion/invoice.

S106: Allocations and triggers – The Committee went through the (attached) S106 allocations and triggers spreadsheet which clearly highlighted the following:

- Total funds received by AVDC to date = £482,603
- Funds expected with AVDC shortly = £280,000 (trigger is 48 occupied – (after note: latest confirmed figures are 39 currently occupied)
- If allocated to CC, expected with AVDC within a few months = £305,000
- Delivery date as yet unknown = £170,000

18.047 VAT Situation/Update: Cllr Tubb reported the following – the VAT advisor had recommended not setting up as a Charity, given the proposed use of the new Community Centre, but instead was recommending registering the Parish Council for VAT. This would mean changes to how users such as the football club and café were charged going forward but this would be a discussion for another time and committee. Cllr Read asked if the VAT advice costs had been taken from the Community Centre budget, to which Cllr Tubb responded no, as this was not the only reason the Parish Council had been advised to register for VAT. The recommendations would be going before the full Parish Council next Wednesday, for approval or otherwise.

18.048 Project progress.:

- i. **It was AGREED that as part of the review and sign off of the final designs,** the Architect would be asked to attend a meeting at the Parish Council offices. At this meeting, the Committee would also have an opportunity to ask questions.

It was AGREED that the Projects & Planning dates would put the following dates and times forward to the Architect for a meeting. 3rd October (3-4pm), 8th & 9th October from 4pm.

- ii. **Agreement of contractors for civil and structural engineering services.** The Projects and Planning Clerk had circulated the proposals and explained that proposal 1 was from the contractor who had provided structural engineering services for work that had fed into the cost plan for the New Homes Bonus application. He had since left that company and set up on his own. In light of this, he was able to offer a more competitive rate and the Architect provided his own recommendation stating that his company had used him on many occasions and always been satisfied with his work. His quote was also one of the lowest. Weighing all the options in mind, the Committee AGREED that proposal 1 was the

right choice. It was also AGREED that the Projects and Planning Clerk should ask if there was room for a further reduction in costs but that this would not change the decision.

MOTION: to agree a quote for the structural engineers; was amended to –
to agree a quote for the structural engineers, to recommend to full council, as above, proposed by T Comerford, seconded by Cllr Stewart and AGREED

- iii. **Pre-app advice** – The Committee discussed whether to go for pre-application advice/meeting with AVDC before submitting the full application and also, whether to seek specialist planning advice to help with the application itself. It was felt that seeking planning advice should be explored further only if the planning application process was proving problematic. With regard to applying for pre-application advice from AVDC, the Committee felt that this would be a good idea subject to how long it would take to obtain that advice. If a meeting could be secured within 4 weeks it was felt that this would be worth it. The Planning & Projects Clerk would contact AVDC to find out.

MOTION: To agree to sign up for Pre-app advice, proposed by Cllr Read, seconded by Cllr Ronson and AGREED (subject to the above time frames)

- iv. **Planning Application** – As part of the planning application process, the Architect had identified that there may be a need for Traffic analysis including parking & access details. The Projects and Planning Clerk had investigated this further, seeking advice from both BCC and AVDC with AVDC advising there will be an element of traffic analysis required and BCC advising to seek pre-application advice from Highways. On the basis of this, the Project & Planning Clerk approached the Parish Council's traffic consultants who presented a proposal and quote for the work. The costs would be in the range of £1,500 to £3,000 dependent on the complexity of the work required, which would be dependent on both BCC and AVDC requirements.

The Committee AGREED to recommend the proposal to full Parish Council for approval.

- v. **Working group/Project progress meetings** – It was AGREED that for the foreseeable future, a working group/project progress meeting should be held once every two weeks on a set date and time. It was AGREED that the first one would be held on Monday 8th October and then every two weeks thereafter.

18.049 Other:

- i. **Subscription to Smart sheets – for project planning and reporting** at a cost of up to £20.00 a month.

MOTION: To agree subscription to smart sheets as per proposed costings proposed by Cllr Ronson, seconded by Cllr Stewart and AGREED.

- ii. **Recommendation for local specialist support** – Jan Roffe of AVDC had put forward a suggestion of potential support for the project from a local resident who had experience in the construction field. The Committee AGREED to the Projects and Planning Clerk responding that they would be happy for her to put them in touch with the Parish Council. They AGREED that if the individual wished to meet with them, the Projects & Planning Clerk would arrange for this and it was AGREED that Cllr Read, Cllr Ronson and T Comerford would be present at that meeting.

18.050 Temporary accommodation for the café, soft play and FC

K Loxley reported the following – with a ‘crude’ price of £100,000 he felt certain that there would be a number of suitable options and had already looked at 4 as a possibility. He reminded the Committee that he had already circulated links to their websites for all to take a look and report back their thoughts to him. He also recommended a small working party made up of himself, Cllr Read and the Projects and Planning Clerk. The group would work ‘offline’ to a budget of £100,000 and report back to the Committee.

AGREED ACTIONS:

1. K Loxley to obtain preliminary quotes looking at both rental and purchase options
2. Projects & Planning Clerk to set up a meeting between K Loxley, Cllr Read and herself

Cllr Read asked, when looking at the rental route, could it be ascertained whether the companies would make good the ground after it has been taken away, as part of the agreement. T Comerford thought that perhaps this should be stipulated as a requirement.

18.051 Date of Next Meeting: The working party would meet on 08/10/18, 22/10/18 and every other week thereafter (until agreed otherwise). The next formal Committee Meeting was TBD.

..... SignedDate