

Minutes from the Community Centre Committee,
held on 3rd December 2018, 8.00pm
at Aston Clinton Parish Meeting Room

Present:

Cllr L Tubb, Cllr C Read, Cllr R Stewart , Cllr L Ronson, K Loxley (co-opted)

Planning & Projects Clerk, E Barry (recording), Clerk/RFO G Merry

Public: None

18.74 Apologies

Apologies were received from Cllr Mason and T Comerford (Co-opted)

18.75 Declarations of Interest

There were no declarations.

18.76 Minutes of the last meetings

These were:

Working Party meeting of 19th November

Meeting with ACFC of 19th November

Community Centre Committee Meeting of 20th November

Temporary Accommodation working party meeting with ACFC of 27th November

Proposed by Cllr Read, seconded by Cllr Ronson and AGREED.

18.77 Public Participation

There were no members of the public.

18.78 New Homes Bonus (NHB):

- i **Formal announcement of grant received:** Cllr Tubb explained that as part of the NHB agreement with AVDC, the following words were to be read out and minuted:
*This project received a grant from **Aylesbury Vale District Council's New Homes Bonus Funding Scheme**. If you would like more information about the grants available, please call the Grants Officer, Jan Roffe, on 01296 585186 or email jroffe@aylesburyvaledc.gov.uk*
- ii **Funding Agreement - New Homes Bonus Funding Scheme:** A copy of the agreement had been circulated to the Committee prior to the meeting. The Committee AGREED to the contents and for the Clerk/RFO to sign and return to AVDC. From the agreement the following items were noted and actions AGREED:
 - Requirement for a plaque or equivalent acknowledgement of the AVDC New Homes Bonus Funding to be displayed – this would be added to the project actions.
 - AVDC logo to be included on relevant project documents – Project's & Planning Clerk to add to any internal project plan documents and to provide the Architect for adding to the plans.
 - A copy of the minutes of this meeting, containing the formal announcement of the grant received, to be sent to the Grants Officer when available.
 - AVDC representatives to be invited to any launch or celebration event – this would be added to the project actions.

- At the end of the financial year in which the project is completed, the Parish Council is to hold a properly organised and quorate Annual General Meeting and a Council representative is invited to attend. The Grants Officer is to receive a copy of the PC's annual report and AGM minutes – this would be added to the project actions.
- Press releases regarding the project to be copied to the Grants Officer to be agreed by the Communications & marketing teams at AVDC prior to issue. Clerk/RFO to draft a press release for the Bucks Herald to forward to the Community Centre Committee and AVDC for sign off.

Further, it was noted that if the grant had not been claimed within 12 months of the date of the funding agreement (dated 26th October 2018), or if the project is delayed, to contact the Grants Officer as the Grants Panel would have to approve an extension to the funding agreement.

18.79 Budgets:

- S106 update:** Cllr Tubb reported that she had received the deed of variation for the Stratford Close development S106 switch out along with some questions. She would review and report back.
- Forecast income and expenditure:** The Clerk/RFO reported that the project was well underway with expenditure towards development costs (in relation to the planning application) already being met by the Parish Council. Item iii) covers progress on funding from S106 contributions to cover this expenditure.
- Phased plan for NHB & S106:** The Clerk/RFO reported that she had received an email from Joe Houston at AVDC advising that they are happy with the phasing as presented but that before any S106 funds could be drawn down, a current S106 authorisation form should be completed and returned to him including an explanation regarding the risks detailed in his email. The Planning & Projects Clerk reported she had received a phone call from Joe Houston confirming that he is making recommendations that they start paying ahead of planning approval, subject to the satisfactory completion of the authorisation form. He had also confirmed that they would pay for planning costs but probably not for the temporary accommodation.

18.80 Project update

- Community Centre designs:**
Previously a small working party made up of Committee members had gone through the latest Architect's designs in order to feed into this meeting. The Planning & Projects Clerk had marked the plans up with the working party's recommendations (see plan at the end of this document for reference and below for details).

Numbered in yellow on the plan at the end of this document and in relation to the building

1. Public toilet in the changing room area to be changed to 2 x store cupboards because the café would be open during operating hours and therefore there would be accessibility to the toilets in the main building.
2. Possibility for one shower to be shared between the two officials was discussed and Cllr Tubb reported that she had spoken to the FA who had confirmed that there was a requirement for the shower facilities for both home and away officials, therefore, it was AGREED that they would stay as designed. There were discussion around whether the officials could share the toilet facilities but it was AGREED that they would stay as designed for now.
3. Cold store room for the café – the Planning & Project's clerk had emailed the Architect asking if he thought it possible to change the store near the entrance to a cold store with an air con unit on

the outside and his response was that he may be able to pull the air con through from the plant room instead. The Committee AGREED to changing the store room to a cold store room.

4. It was AGREED that the balcony size depth be increased from the current proposed 2.18m, to flush to the building outer edge, increasing it to 2.63m. The Architect would ask the QS for updated costs for this.

Numbered in green on the plan at the end of this document and in relation to landscaping

1. Grass & ornamental trees or shrubs to be added
2. Shielding round the terrace with shrubs etc to be added
3. Possibly some trees for screening in the South West corner to be added.

MOTION: to agree minor amendments to the designs, proposed by Cllr Ronson, seconded by Cllr Stewart and AGREED (as per the recommendations above)

ii **Pre-app advice (AVDC)**

The Planning & Projects Clerk had been advised by AVDC that the report had been written up and pending sign off.

iii **Pre-app advice (BCC) and Traffic analysis incl parking & access details**

The Planning & Projects Clerk reported she had been unable to get hold of Bancroft Consulting prior to the meeting although she had emailed and left messages. Members of the Committee had been concerned regarding the content of BCC's pre-app advice as it made reference to incorrect floor area differences between the existing and proposed buildings and wanted the traffic consultant to update BCC with the correct information. The Planning & Projects Clerk stated that she would continue to chase and would ask for clarification from the Architect for the correct floor areas.

iv **Landscape proposal**

At the Pre-app meeting with AVDC, the officer had asked for soft and hard landscape plans to be included in the planning application. Cllr Read had approached the company who had recently and satisfactorily completed a large piece of work for the Parish Council in the form of a landscape assessment, recommendation and report to accompany the Aston Clinton Neighbourhood Plan. The quote for a soft & hard landscaping scheme for the new Community Centre was for the sum £ 1,950.00, plus minor expenses.

MOTION: To agree to appoint Steve Jowers, Landscape consultant as per his proposal was proposed by Cllr Stewart, seconded by Cllr Read and AGREED.

v **CDM Consultant**

Cllr Read explained to the Committee that at the Pre-app meeting with AVDC, the officer asked that a Construction Management Plan be included. This meant that a Principal Designer would need to be appointed as soon as possible with the Construction Management Plan forming part of the proposal. 3 proposals were sought and two of these provided a quote, with the third who had been provided by the Architect, being deemed to be too far away (as they were based in Warwickshire). The proposals were for Principal design services for the entire project and Cllr Read had spoken to the companies that were quoting for the work and recommended Crowthers for a number of reasons including their ability to complete Construction Management Plan before Christmas, the fact that they were local and as a result of a lengthy and detailed conversation with the consultant to ascertain how he proposed to satisfactorily complete the work. The proposal that he was recommending was in the sum of £3,500.

MOTION: to agree to a CDM Consultant proposal for the Construction Management Plan and further works, was proposed by Cllr Ronson, seconded by Cllr Tubb and Agreed (to appoint Crowthers as per their proposal)

vi **Statement of Community Engagement & Employment and Regeneration**

MOTION: to agree to the wording of the statement of community engagement & employment and regeneration for the planning application was proposed by Cllr Read, seconded by Cllr Stewart and AGREED

vii **Outstanding & new items**

There were none.

18.81 Café additional requirements

i **Storage – one for cold, one for dry and one other**

Cllr Tub and the Clerk/RFO had met with the tenants of the Café who had made recommendations for café storage for the new community centre. The Committee AGREED the following:

One Cold and one dry stating there was plenty of storage being provided in the main hall for 'other'. Cllr Stewart recommended that there was a COSHH lockable cupboard for storing any chemical items.

ii **Gas – for central heating if possible**

The café tenants had also suggested the need for central heating to which the Committee AGREED. Cllr Read stated that the Architect had previously been advised for the need for this.

18.82 Quantity Surveyor

3 quotes had been circulated to the group and the preferred contractor was chosen as Dawn Lodge Associates, the company that had completed the first stage of the Quantity Surveyor requirement which was the initial cost plan for the New Homes Bonus. The committee were now making a recommendation for the next stages of the work to include Pre & Post Contract Stage Quantity Surveying.

MOTION: to recommend to full Parish Council a proposal for QS services for the next stages was proposed by Cllr Tubb, seconded by Cllr Stewart and AGREED.

18.83 Draft Contracts

The Planning & Projects Clerk reported that these were in progress.

18.84 Update from meeting with Aston Clinton Football Club held on 27th November

i **Temporary Accommodation**

K Loxley reported that it had been a good meeting and that he now had the detail he needed in terms of their requirements. He explained that regardless, the untis will have to be standard ones so will try and match to the requirements as much as possible but warned that they may not get all they want but would be as close to as feasibly possible.

18.85 Date of Next Meeting:

The next working party meeting would be 10th December but no date was set for the next Committee meeting.

..... SignedDate

Plan in relation to agenda item 18.80 Project update i) Community Centre designs:

