

Minutes of the Community Centre Committee of Aston Clinton Parish Council,  
held on February 13th, 2019, 19.00  
at Aston Clinton Parish Meeting Room

Present:

Councillors: -

L Tubb - Chairman

L Ronson

M Mason

R Stewart

K Loxley (co-opted)

Clerks: E Barry (recording) & G Merry

3 members of the public

**19.13 Apologies**

Apologies were received and accepted from T Comerford (co-opted) and Cllr Read

**19.14 Declarations of interest**

There were no declarations.

**19.15 Minutes of the meetings held on 22/01/19 (Committee) and 28/01/19 (Temporary Accommodation Working Party)**

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

**19.16 Public Participation**

The following items were raised and discussed:

- A representative from the Lunch club held at the Churchill Hall, had been asked to raise the concerns of his attendees with regard to loss of parking during the build phase. Elderly members were concerned that if the lunch club were to close, even temporarily, that it would not open again. Of particular concern, was during the summer months and being able to get a space close to the building.
- K Loxley explained that the car park closest to the Churchill Hall could be out of action as early as July but more likely from beginning of September.
- Cllr Tubb expressed her appreciation of the lunch club and understanding of their concerns and suggested the possibility of allocating some parking spaces during the busy season while the small car park was out of action. This would be for discussion and decision by the Committee at another meeting. She also explained that there would be a Construction Management Plan in place during the build, ensuring continued park use and to ensure park user safety.
- The representative said that he would feedback to his lunch club attendees and explained that the Lunch Club was very popular.
- Cllr Ronson suggested approaching the Baptist Hall to use it during the build and the representative said that would be a last resort.
- Cllr Tubb asked the representative to talk to his regulars and feedback to the Committee.
- Another member of the public mentioned the AVDC ecologist's comments on the planning portal with regard to the planning application and Bat survey, and noted that it was going to be discussed later on the agenda.

**19.17 Budgets:**

- i. & ii **Income & Expenditure and Cash flow:**

The Clerk/RFO reported the following

- Possibly now only looking at a 10k surplus this year and not the 30k originally expected. So looking at total of 80K surplus.
- There had been no update with regard to the deed of variation for the S106 funds swap to the 93 dwellings south of Aylesbury Road. It had been confirmed that the trigger point for payment is prior to commencement. (Cllr Tubb stated that we must be aware that there is a risk, albeit a small one, to the development never being built, which would impact on the Community Centre budget)
- The S106 release authorisation form had been signed and returned to AVDC with a response that it had been forward to the Committee for sign off and should take a week. After which, the PC could start claiming money back from invoices paid.

Budget highlights:

- Refund for 50% of the planning application was due to be received soon
- Although it looked like the budget for the development costs were coming in under budget, the contingency budget had already been spent, due to costs not taken account by the QS but that had subsequently been stipulated by AVDC planning officer, at pre-app advice stage. To include:
  - Traffic assessment & BCC pre-app fees (totalling £4,000)
  - Landscaping plans (totalling £2,000)

Further,

- Cllr Ronson drew the Committee's attention to an email that had been sent with regard to a crowd funding event being held at AVDC and Cllr Tubb volunteered to attend.
- The Committee discussed providing the New Homes Bonus representative with an update towards the end of March.
- K Loxley stressed the need to negotiate costs down for the building phase and suggested savings could possibly be made on the temporary accommodation costs.
- Cllr Mason asked the question whether a potential depressed market could mean more room for negotiation.

**19.18 Traffic Consultant:**

Cllr Tubb and the Planning & Project's Clerk updated the Committee with the ongoing issues of being provided with a completed traffic assessment report from the traffic consultants, including the recent communication saying that the consultant was not well. Cllr Stewart recommended contacting The Chartered Institution of Highways & Transportation (CIHT) and the Planning & Project's Clerk said she would look into it.

As the Committee had no way of knowing at this stage when or whether the consultant would be in a position to complete the work, they decided not to approve the motion at this time and asked the Planning & Project's clerk to contact the consultants stating that a response was required by Monday the 18<sup>th</sup> February, confirming that the report would be completed by the end of that week at the latest.

**MOTION:** To agree payment in the amount of £3,000 plus reasonable disbursements on satisfactory completion of the traffic report and associated works. The Committee agreed to defer the decision until the work had been completed and invoiced.

### 19.19 Tender Process

#### i. Construction of New Building

The Planning and Projects Clerk confirmed that the Parish Councils financial regulations stipulated the following:

*Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations - The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts*

#### ii. Temporary Accommodation

The same would apply as above, however, Cllr Tubb thought that exceptions could be applied in specific circumstances and that for the temporary accommodation, it might be more suitable to follow the standard 3 quotes rule. This required further investigation and discussion.

In the meantime, it was AGREED to start working on a tender document and specification at the next W/P meeting.

### 19.20 Project update

#### i **Updated Procurement Project Plan:** The Planning & Projects Clerk presented the Procurement Project Plan which had been circulated to the group, and explained that it had been updated to include the next stages of the detailed design work, including consultant's and Architect's phased costs. She also provided the following highlights:

- S106 – the agreement to pay back any S106 funds drawn down if planning is refused could be deemed as minimal as Pre-app advice from AVDC suggested that there were no show stoppers to the plans.
- Changes to designs incurring extra cost should AVDC request any – The Architect did not anticipate anything major, again as a result of the advice given at the Pre-app stage.

Cllr Tubb explained that she had expected to have received a response from HMRC with an update to the VAT option to tax situation. Unfortunately, this wasn't the case but it was being chased. She also explained that it had been AGREED at the Parish Council Meeting that subject to agreement by the Community Centre Committee, the Architect, ME and SE would receive approval to start work on the February phase of the work. The Planning & Project Clerk highlighted the following costs for this phase:

February Interim Fee –  
Architect - £6,000 + VAT  
M&E - £2,520 + VAT  
SE - £1875 + VAT

Although the Council were hopeful that the Option to tax would be back dated, this meant that were the Committee to agree to proceed, there would be a potential loss of circa £2,000 in unclaimable VAT fees.

Cllr Stewart expressed concerns that the delay of not approving the next phase of work could impact on the New Homes Bonus deadlines and potentially put those funds at risk. However, she also expressed concerns over the reported delays at the local planning authority on approving planning applications. Cllr Ronson asked if the PC had insurance that could cover any potential loss of money. K Loxley expressed his confidence that Community Centre would get built and therefore the only potential loss at this stage could be the VAT if the VAT office's option to Tax date was in the future. Cllr Stewart asked how long the planning permission would remain valid for and K Loxley replied 5 years. Cllr Tubb stated that she felt that the commitment to NHB deadlines meant that the project should keep moving forward.

**MOTION:** To agree commission of Architect, Structural Engineer, Mechanical Engineer and other services for the next stages of plan, proposed by Cllr Mason, Seconded by K Loxley (but subject to February stage only and to hold off any invoices where possible.)

Cllr Tubb asked that a discussion to provide and update to the NHB Committee be put on the next Community Centre Committee agenda.

- i **Planning Application progress** – The Planning & Project's Clerk provided the following updates:

- a. Bat survey – AVDC Ecologist's report

The Planning & Projects Clerk had spoken with the Architect with regard to AVDC's Ecologist's recommendation to delay the planning decision until after the Bat survey's in May, and he recommended that the PC's Ecologist consultant prepare a response. The Ecologist was in the process of preparing a pre-mitigation response which the Planning & Projects Clerk would circulate the Committee for sign off. The Committee were happy with this approach.

- b. Other reports

Archaeology Officer at BCC had commented on the planning application and had no objections.

AVDC Acoustics had requested that before use of the development commences, a noise mitigation scheme be submitted

AVDC Public comment – there was a supportive comment but with one concern around the division of meeting rooms on the first floor and access to them if all were in use. The Architect had fed back via the Planning & Projects Clerk that he hadn't envisage that all three rooms would be used at the same time. The two partitions are to create different layout options only.

- ii Extended public participation for local residents

- a. Draft letter – It was AGREED that Cllr Tubb would draft and circulate the invitation letter to the Committee by the end of the week and that her daughter had volunteered to deliver them to residents
- b. Timings – It was AGREED that a 30 minute extended public participation would be held at the beginning of the next Community Centre Committee meeting.

**19.21 Feedback from meeting with the café**

i. New Community Centre

It was AGREED that the café tenants would be consulted on the internals of the new building.

ii. Temporary Accommodation

It was AGREED that they would also be invited to the potential supplier site visits for the temporary accommodation. Also, Kylie had expressed concerns with regard to the good hygiene requirements and had been asked to provide a list.

**19.22: VAT Update**

CLlr Tubb reported that HMRC had provided the Parish Council with the wrong address to send the documents to which had caused further delays to the process. A second copy of the documents had now been sent to the correct address.

**19.23 Temporary Accommodation (TA) – supplier visits**

K Loxley provided the following update:

- The TA working party had met with Supplier no. 1 representatives and they would be sending their PM on the 20<sup>th</sup> to survey the site. Originally, they had only been asked to quote for the toilets and showers, but were now quoting for the whole job
- Supplier no. 2 were scheduled to meet with the TA the following day
- Supplier no. 3 who were quoting for the main building only, were scheduled for a site visit and meeting on the 21<sup>st</sup>

**19.24 Date of Next Meeting:** Wednesday 13<sup>th</sup> March 2019, 7pm (with an extended half hour public participation from 6.30pm)

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