

Minutes of the Community Centre Committee (CCC) of Aston Clinton Parish
Council, held on 18th October 2018, 6pm
at Aston Clinton Parish Meeting Room

Present:

Councillors: -
L Tubb (Chair)
C Read
M Mason
K Loxley (co-opted)
L Ronson

Clerk: E Barry Planning & Projects Clerk (recording)

1 member of the public

18.052 Apologies

Apologies were received from Cllr Stewart & T Comerford (co-opted)

18.053 Declarations of interest

There were no declarations.

18.054 Minutes of the last Committee meeting held on 27/09/18, Working party & Temporary Accommodation meetings held on 08/10/18

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

18.055 Public Participation

There was no public participation.

18.056 Budgets –

- i. **New Homes Bonus (NHB)** – The Planning and Projects Clerk reported that the NHB panel would be announcing the NHB grant awards on or around the 26th October, following a 7-day calling in period.
- ii. **Forecast income & expenditure** – the Committee AGREED that this was dependent on the awarding of the NHB.
- iii. **Phased plan for NHB & S106** – the Committee AGREED to defer this to the next working party meeting in order to have the time to discuss in detail.

18.057 Design review & sign off –

MOTION: To Agree the revised designs to include addition of lightweight cladding panels at high level (colour and material to be agreed at a later date) proposed by Cllr Read, seconded by Cllr Ronson and AGREED.

18.058 Pre - app

- i. Update – The Planning and Projects Clerk confirmed that she had received confirmation form AVDC that the pre-app advice request is in the system.
- ii. Pre-app advice fee -

MOTION: to agree payment of £764, proposed by Cllr Ronson, seconded by Cllr Mason and AGREED.

18.059 Planning Application -

- i. **Report on actions and decisions following meeting with Architect** – the Planning and Projects Clerk reported the following Action points from the meeting with the Architect on the 9th October.

Actions for the Architect
<p>Pre- app:</p> <ul style="list-style-type: none">• <i>Complete online pre-application form ASAP (afternote: this was not necessary as the system had changed and AVDC communicated that the email that the Planning and Projects Clerk had sent to them was sufficient).</i> <p>Planning app:</p> <ul style="list-style-type: none">• <i>To provide design statement for application & all drawings and other written statements with the exception of Community Engagement & Employment & Regeneration</i>• <i>To co-ordinate the traffic analysis work with the PC's chosen contractor (Bancroft consulting)</i>• <i>Ecological survey – to source supplier and present proposals to the CCC via the Planning and Projects Clerk</i>• <i>Bat survey – to look into whether necessary & if so source quotes for a survey</i>• <i>To bear in mind there may be a requirement for some kind of air conditioning unit for a cold store on the ground floor.</i>• <i>CCVT – indicate on planning drawings without over committing</i> <p>Other</p> <ul style="list-style-type: none">• <i>To send RIBA guide to the CCC – (the Planning and Projects Clerk reported that since the meeting, the Architect emailed saying that it no longer existed)</i>
Actions for the CCC:
<p>Pre-app:</p> <ul style="list-style-type: none">• <i>Statement of Community Need – Cllr Tubb to draft ASAP</i>• <i>NHB Business Plan – Planning and Projects Clerk to send a copy to Architect (redacted if necessary for GDPR)</i>• <i>After pre-app submission, if not heard back into 2nd week, chase and then escalate to chief of planning (or district councillor or NHB contact) if necessary – Elaine to do</i> <p>Planning app:</p> <ul style="list-style-type: none">• <i>Statement of Community Engagement – Cllr Tubb to draft</i>• <i>Statement of Employment & Regeneration – Cllr Tubb to draft</i>• <i>Asbestos Survey – PC to commission (Planning and Projects Clerk)</i>• <i>Drainage survey – send copy of recent drainage survey to Architect (Planning and Projects Clerk)</i>• <i>Temporary accommodation – provide Architect with outline of where the temporary accommodation will be sited and pass contact details of the company K Loxley has already approached (K Loxley)</i>

- ii. **Bat survey** – 3 proposals were presented to the Committee and Chase Ecology Ltd were chosen as the preferred supplier.

MOTION: to agree a quote for a Bat survey, proposed by Cllr Ronson and seconded by Cllr Read and AGREED (as per above).

Chase Ecology had given their availability for the following Monday and the Planning and Projects Clerk was asked to book them in for then.

- iii. **Statement of Community Engagement** – Cllr Tubb had circulated the draft to the Committee and after incorporating a few suggested changes, presented the final version to the Committee and the wording was AGREED.
- iv. **Statement of Employment and Regeneration** – Cllr Tubb is in the process of drafting this and would circulate shortly.
- v. **Asbestos Survey** – in the process of obtaining quotes, the Planning and Projects Clerk discovered that the survey would require a significant amount disruption and damage to parts of the building and as the building was still in use, recommended that the survey be done closer to time of demolition. The CCC AGREED along with deferring the motion.
- vi. **Drainage Survey** – the Planning and Projects Clerk reported that the Architect had since communicated that this would be included in the Structural Engineer services. It was therefore AGREED, that the MOTION was no longer required.
- vii. **Energy Assessor** – the Planning and Projects Clerk reported that the Architect had since communicated that he doesn't think this will be needed as it would be included in the Mechanical Engineer services. It was therefore AGREED, that the MOTION was no longer required.

18.060 Other

- i. **Mechanical Engineer services** – The Projects and Planning Clerk presented the three proposals and the Committee AGREED that the preferred service provider was CBG but had a few questions they wanted answering before recommending to full council, including whether it would be easy to source the acoustic element separately. It was AGREED that Cllr Read would speak with CBG and present the finalised proposal to full Parish Council following any amendments.

MOTION: to recommend a Mechanical Engineer quote to full Parish Council, proposed by Cllr Read, seconded by Cllr Tubb and AGREED, subject to the above.

- ii. **Full ground investigation** – The Projects and Planning Clerk presented the three proposals and the Committee discussed whether they believed a full ground investigation would be necessary or whether the desk top survey would be sufficient. It was AGREED that Cllr Read, K Loxley and the Projects and Planning Clerk would speak to the Structural Engineer who had provided the quotes regarding this.

MOTION: to agree Structural Engineer quote for additional ground investigation, was not AGREED as per the above (after note: it was later agreed between the Committee and the Structural Engineer that a desk top study would be sufficient and a cost was agreed for £775 excl VAT for the work)

18.061 Temporary accommodation for the café, soft play and FC

Football Club (FC) – At a previous working group meeting to discuss the temporary accommodation, it had been agreed that a meeting should be organised to discuss the football club's temporary requirements during the build. The Clerk had sent a doodle poll with suggested meeting dates.

K Loxley reported that the showers and toilets would have to be in separate cabins and that it could be fairly costly to get the facilities that the football club would potentially require. Cllr Tubb explained that the FA can give waivers on a temporary basis so the requirement might not be as stringent as for permanent accommodation. Cllr Read asked whether the Committee knew how many showers and toilets would be necessary and K Loxley suggested this question be put to the FC when the Committee met with them. K Loxley also stated that he was currently seeking quotes based on the existing facilities.

Temporary Accommodation Quotes – K Loxley reported that he had sent a diagram to the companies quoting for the job and requested detailed quotes. He also stated that he would provide the Architect with a copy of the diagram and indication of the location, for the purposes of the planning application. He also asked that the following question be asked of the football club: will separate space for home and away officials be required?

Details of site location and dimensions –

Location: Small car park near Parish Offices (K Loxley stated that he envisaged that the entire car park would be out of action for vehicles).

Dimensions: K Loxley reported that the structures he had been looking into were 12m as the standard span, but the length could be any measurement. Height to be 2.4m.

18.062 Date of Next Meeting: Date of the next Committee meeting was set for 20th November 2018.

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