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Monday, 22 January 2024

To All Board Members:

As a Member of the **Ashbourne Reborn Programme Board**, please treat this as your summons to attend a meeting on **Tuesday, 30 January 2024 at 1.30 pm** in the **Council Chamber, Town Hall, Matlock, DE4 3NN**

Yours sincerely,

Helen Mitchell
Director of Corporate and Customer Services

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AGENDA

1. APOLOGIES FOR ABSENCE

Please advise the Democratic Services Team on 01629 761133 or email committee@derbyshire.gov.uk of any apologies for absence.

2. PUBLIC PARTICIPATION

To enable members of the public to ask questions, express views or present petitions, **IF NOTICE HAS BEEN GIVEN**, (by telephone, in writing or by email) **BY NO LATER THAN 12 NOON OF THE WORKING DAY PRECEDING THE MEETING**. As per Procedural Rule 14.4 at any one meeting no person may submit more than 3 questions and no more than 1 such question may be asked on behalf of one organisation.

3. INTERESTS

Members of the Programme Board are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Ashbourne Reborn Programme Board Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member, their partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at the time.

4. APPROVAL OF MINUTES OF PREVIOUS MEETING (Pages 3 - 6)

12 December 2023

5. ASHBOURNE REBORN PROGRAMME UPDATE (Pages 7 - 40)

The report summarises activity to progress the Ashbourne Reborn Programme, highlights key programme risks and sets out next steps.

Members of the Programme Board - Councillor David Hughes (Chair), Councillor Simon Spencer (Vice-Chair) (Derbyshire County Council), Councillor Peter Dobbs, Councillor Steve Flitter, Councillor Stuart Lees, Sarah Dines MP, Councillor Steve Bull (Derbyshire County Council), Tony Walker (Ashbourne Methodist Church), Anne Wright (Ashbourne Town Team), Sue Bridgett (Ashcom), Councillor Anthony Bates (Ashbourne Town Council).

NOTE

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committee@derbyshiredales.gov.uk

Ashbourne Reborn Programme Board

Minutes of a Ashbourne Reborn Programme Board meeting held at 1.30 pm on Tuesday, 12th December, 2023 in the Council Chamber, Town Hall, Matlock, DE4 3NN.

PRESENT

Councillor David Hughes - In the Chair

Board Members: Councillor Simon Spencer (Vice-Chair) (Derbyshire County Council), Councillor Steve Bull (Derbyshire County Council), Councillor Peter Dobbs (Derbyshire Dales District Council), Tony Walker (Ashbourne Methodist Church), Sue Bridgett (Ashcom) and Councillor Anthony Bates (Ashbourne Town Council)

Present as substitute: Kim Dorrington (Ashbourne Town Team)

Paul Wilson (Chief Executive), Steve Capes (Director of Regeneration & Policy), Karen Henriksen (Director of Resources), Jim Seymour (DCC Assistant Director for Regeneration and Major Projects), Giles Dann (Regeneration and Place Manager) and Tommy Shaw (Democratic Services Team Leader)

Note:

“Opinions expressed or statements made by individual persons during the public participation part of a Council or committee meeting are not the opinions or statements of Derbyshire Dales District Council. These comments are made by individuals who have exercised the provisions of the Council’s Constitution to address a specific meeting. The Council therefore accepts no liability for any defamatory remarks that are made during a meeting that are replicated on this document.”

APOLOGIES

Apologies for absence were received from: Councillor Steve Flitter (Derbyshire Dales District Council), Councillor Stuart Lees (Derbyshire Dales District Council), Anne Wright (Ashbourne Town Team), Sarah Dines MP and Laura Simpson (Principal Regeneration Officer, Derbyshire Dales District Council).

10 - PUBLIC PARTICIPATION

There was no public participation.

11 - INTERESTS

There were no declarations of interest.

12 - APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved by Councillor Anthony Bates, seconded by Councillor Peter Dobbs and

RESOLVED (unanimously)

That the minutes of the meeting of the Ashbourne Reborn Programme Board held on 26 October 2023 be approved as a correct record.

The Chair declared the motion **CARRIED**.

13 - ASHBOURNE REBORN PROGRAMME UPDATE

Giles Dann, Regeneration and Place Manager (Derbyshire Dales District Council) introduced an updating report to Board Members which summarised the work completed to progress the Ashbourne Reborn Programme, highlighted key programme risks, and set out the next steps. It was noted that the grant funding agreements were now signed by all relevant parties and in place. It was also noted that confirmation had been received from the Department for Levelling Up Housing and Communities (DLUHC) that a project adjustment request would not be required at this stage as they were comfortable with the revised funding profile into 2025/26. Regarding programme communications, it was reported that a Communications Officer had now been appointed by the District Council and was due to start after the Christmas break.

The Terms of Reference of both the Ashbourne Reborn Link Community Hub Project Board and the Highways and Public Realm Project Control Board were presented to Programme Board Members for approval, following finalisation by their relevant Project Boards.

Jim Seymour, Assistant Director for Regeneration and Major Projects (Derbyshire County Council) presented Board Members with an update on the Highways and Public Realm project. Regarding the minutes of the November Project Control Board meeting and a question raised by Councillor David Hughes (Derbyshire Dales District Council), it was confirmed that a working group was being arranged to review the programme of town centre events and the future management of public space assets.

In relation to the delayed completion of the funding agreement between Derbyshire County Council and Derbyshire Dales District Council, it was considered important that this process be learnt from moving forwards. Councillor Simon Spencer (Derbyshire County Council) suggested that a mechanism be developed that could be implemented to solve any similar partnership issues quickly, should they occur in the future. Regarding the change management process for the project, it was noted that Kim Dorrington (Ashbourne Town Team) had previous experience in this area and would be happy to provide support.

Following the news of the successful appointment of a Communications Officer, Councillor Simon Spencer (Derbyshire County Council) informed the Board that the proposed Main Contractor for the Highways and Public Realm project intended to set up a project office within a vacant town centre property which could provide office space within Ashbourne for the newly appointed Communications Officer.

Regarding the issue of Hostile Vehicle Mitigation on the Market Place, it was noted that due consideration needed to be given to the views of the Police and for the risk assessment process to run its course.

Tony Walker, Ashbourne Methodist Church, presented Board Members with an update on the progress of the Link Community Hub Project. It was noted that the planning application for the major works of the project was due for consideration by the District Council's Planning Committee on the evening of Tuesday 12th December and that the application was recommended for approval.

It was noted that following the signing of the Grant Funding Agreement, the Church was keen to receive payment of the LUF grant for their expenditure to date. It was also noted that the first payment had now been issued.

In response to a question from Councillor David Hughes (Derbyshire Dales District Council) regarding the current cost plan estimate, it was noted that further value engineering was being undertaken with the aim of reducing costs to within the available budget.

Regarding the mobility hub and proposed external grant funding towards this (from the Bus Service Improvement Plan), it was noted that a meeting would be required with Derbyshire County Council Officers early in the new year to discuss the matter.

It was moved by Councillor Anthony Bates, seconded by Kim Dorrington and

RESOLVED (unanimously)

1. That the Terms of Reference for both the Ashbourne Reborn Link Community Hub Project Board and the Highways and Public Realm Project Control Board be approved by the Programme Board, in accordance with Governance requirements.
2. That the Procurement Strategy/Guideline document for the Link Community Hub is circulated to the Programme Board for noting under written procedures.
3. That the Board considers progress to date and the position regarding programme, cost, deliverables, and risks be received and noted.
4. That the proposed approach to seeking advice from DLUHC on the Project Adjustment Request process be approved.

The Chair declared the motion **CARRIED**.

Meeting Closed: 2.30 pm

Chair

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Ashbourne Reborn Programme Board – 30 January 2024

ASHBOURNE REBORN PROGRAMME UPDATE

Report of the Director of Regeneration and Policy

Report Author and Contact Details

Laura Simpson, Principal Regeneration Officer
01629 761146 or laura.simpson@derbyshiredales.gov.uk

Wards Affected

Ashbourne North and South

Report Summary

The report summarises activity to progress the *Ashbourne Reborn* Programme, highlights key programme risks and sets out next steps.

Recommendations

1. That the Board considers progress to date and the position regarding programme, cost, deliverables and risks be received and noted.
2. That the Board notes partnership activity to consider a proportionate response to hostile vehicle mitigation, supported by the procurement of specialist support.
3. That the Board notes the key period for decisions following cost updates and work to understand any requirement for descoping should this prove necessary.

List of Appendices

Appendix 1 Minutes of the H&PR Project Control Board 09/01/24

Appendix 2 Minutes of the LCH Project Board 09/01/24

Appendix 3 Minutes of the H&PR Project Control Board 05/12/23

Appendix 4 Minutes of the LCH Project Board 05/12/23

Background Papers

Ashbourne Reborn Programme Board Update Report 27 September 2023.

Ashbourne Reborn Programme Board Update Report 26 October 2023.

Ashbourne Reborn Programme Board Update Report 12 December 2023.

Consideration of report by Council or other committee

No

Council Approval Required

No

Exempt from Press or Public

No

ASHBOURNE REBORN PROGRAMME UPDATE

1. Background

- 1.1 As set out in the papers of previous Programme Board meetings, Ashbourne Reborn is a £15.22m programme aimed at transforming Ashbourne town centre through significant improvements to highways and public realm and the development of the Link Community Hub. The programme is principally funded by the UK Government through a £13,373,509 funding allocation from the Levelling Up Fund, Round Two. The programme comprises the following projects:

Project 1: Public Realm & Highways Improvements led by Derbyshire County Council - £8.804m

Project 2: Link Community Hub led by Ashbourne Methodist Church - £6.418m

- 1.2 Derbyshire Dales District Council (DDDC) is the Accountable Body for Ashbourne Reborn. Matters that could have a significant impact on the programme, potentially resulting in a change to the approved bid / Memorandum of Understanding between the District Council and the Department for Levelling Up, Housing and Communities (DLUHC) in terms of deliverables, timescales, cost, outputs / outcomes and risk should be matters for decision by the strategic Programme Board and are required to be escalated by Project Boards.

2. Key Issues

Project Progress, Procurement and Risks:

- 2.1 Partners continue to work collaboratively to progress both projects. Brief project-based updates are set out below, with further detail provided in Appendix 1 – Minutes of the Highways and Public Realm Project Control Board 09/01/24, and Appendix 2 – Minutes of the Link Community Hub Project Board 09/01/24. Minutes of the previous Project Board meetings in December are also provided, following verbal updates at the December Programme Board in advance of the written Minutes being available.

Highways and Public Realm Project:

- 2.2 The DCC-led Highways and Public Realm Project is progressing through RIBA Stage 4 design including completion of Shrovetide Walk and Millennium Square designs to the required level of detail to enable updated cost estimates and subsequent construction. However, any associated increase in costs will need to be reviewed by the Project Board.
- 2.3 Early Contractor Involvement (ECI) continues with framework contractor Galliford Try (at risk) to enable a review of the estimated project cost and provide an indicative phasing plan as soon as possible. This work should also inform recommendations in March 2024 about the extent of any descoping that may be necessary to stay within the project budget. In the meantime, reflecting points raised by partners, the project team is preparing

further project finance information with the aim of sharing an update on the current position with members of the Project Control Board.

- 2.4 There has been a delay in entering into a formal contract with Galliford Try, which was previously anticipated before the end of December 2023. This is now scheduled by the end of January 2024 to avoid any resultant delays to project development. A further verbal update will be provided at the Programme Board meeting.
- 2.5 The new working group to consider the management of event space during and following completion of Ashbourne Reborn met on 11 January 2024. Membership of this group includes representatives of key project partners alongside AECOM and Galliford Try, and is intended to be modified to bring in appropriate wider knowledge and expertise as the work develops. To reflect the urgent need to provide clarity for planned events, it was agreed that initial construction work will be managed to work around events in the early summer, with minimal anticipated disruption. Events later in the year are likely to be more influenced by the construction programme, which will be better understood over the next few months, prior to communication with events organisers.
- 2.6 The working group activities also include issues that may influence final detailed design. An action log was initiated and further sub-group workstreams will follow. These will take into account licensing arrangements, the extent of a potential canopy to support flexible use of the Market Place, a palette of materials for new street furniture allowed by future 'sitting out' type licences and associated work elements to ensure the enhanced event space can be used effectively. As advised by the District Council at bid submission stage, the management of event spaces upon completion of the works will be a matter for local partners. Local partners are asked to consider the approach to enable discussion as an agenda item at a future Board meeting.
- 2.7 Highest scored risks for the Highways and Public Realm Project currently include budget pressures, traffic management and phasing of delivery, disruption to traders and stakeholder management. A risk workshop is scheduled for 29 January to review and update project risks to reflect recent and planned activity.

Hostile Vehicle Mitigation:

- 2.8 A series of partner working group meetings (including a representative from Emergency Planning) have been held to consider a proportionate approach to hostile vehicle mitigation for Ashbourne Reborn, following feedback from the Police on the application for Listed Building Consent on the Market Place and Victoria Square. This includes but is not limited to consideration of the likely implications of Martyn's Law, alongside wider risks associated with hostile vehicles. However, following a fatality in Ilkeston Market Place in December as a result of hostile vehicle activity, and having identified a precedent in Chesterfield where the Borough Council has also needed to review the approach to hostile vehicle mitigation as part of their LUF programme, the

officer recommendation is to seek specialist advice. This approach was accepted at the Highways and Public Realm Project Control board on 9 January 2024 and a brief is currently being prepared to determine the costs of this work. The funding approach is to be agreed.

- 2.9 Procurement is proposed to be led by Derbyshire County Council, who need to consider other locations within the county. This will enable other partners / localities to 'call-off' services as required. Ashbourne Reborn will be prioritised within the brief, supported by Derbyshire Dales District Council.
- 2.10 The specialist advice will result in evidence-based recommendations being made regarding any implications to the design of the highways and public realm within Ashbourne Reborn. Resultant cost implications will also need to be reviewed by the Project and Programme Boards.

Link Community Hub:

- 2.11 The Link Community Hub Project, led by Ashbourne Methodist Church, continues to progress through RIBA Stage 4 detailed design. Planning consent was granted following consideration of the application at the December Planning Committee. Consideration of the responses to the application from consultees informed associated planning conditions, including those associated with strategies to protect bats.
- 2.12 The Procurement Guidelines/Strategy for the Link Community Hub has been updated and will be provided to the Programme Board for noting (to follow this paper reflecting an action from the previous meeting). The second stage of the main contractor procurement process is due to commence shortly, with good indications of interest in the project at PQQ stage.
- 2.13 Work continues to consider solutions to remain on budget and address the estimated 15% cost gap for the Link Community Hub identified by Greenwoods Projects Ltd on behalf of the Methodist Church Project Team. Confirmation of whether an element of descoping is likely to be required to remain on budget will be provided by March 2024 to inform any changes that need to be considered by the Programme Board prior to discussion with DLUHC.
- 2.14 Highest scored risks for the Link Community Hub Project continue to include project costs and unforeseen costs, the potential outcome from intrusive surveys e.g. building fabric / structure, worse than anticipated and failure to obtain sufficient tenders for the construction work within the budget.

DLUHC Information and Processes

- 2.15 An online meeting was held with DLUHC on 20 December. DLUHC officers confirmed again that current changes to the funding profile and completion date should not require a formal Project Adjustment Request (PAR). However, further changes beyond those identified and changes outside permitted thresholds for outputs and outcomes may still trigger a PAR. Further guidance is expected but there was no information about likely timeframes for this.

- 2.16 DLUHC officers were requested to confirm the process to formal agreement of the proposed changes to date, especially to ensure that the anticipated Memorandum of Understanding for the 2024/25 financial year is not based on obsolete information. A mechanism was also sought to identify that further changes may be required, informed by activity expected to conclude in March to confirm the extent of any descoping that may be required to remain within the Programme budget.
- 2.17 The next monitoring requirement for DLUHC is the Quarter 3 Monitoring Report, which is required to be submitted by 2 February 2024. An online survey was also submitted on 10 January following a request on 21st December for information about project delays and what support might help to unlock barriers. This was informed by discussion of the approach at partner project boards, with additional LUF funding identified as the most helpful possible support, although this was not included within the available options. The target for physical completion was confirmed as Q3 (October) 2025.
- 2.18 As explained earlier in this section, both projects within the Ashbourne Reborn programme will prepare indicative information about the need for any descoping over the next few months to support recommendations in March/early April. It is possible that recommendations from Project Boards will need to be reviewed outside the current schedule of Programme Board dates to enable discussion with DLUHC and inclusion of the outcome within the Quarter 4 monitoring return in April.

3. Options Considered and Recommended Proposal

- 3.1 Not applicable.

4. Consultation

- 4.1 To support agreed priorities for programme-wide communication and engagement, Anna Paxton has been appointed by the District Council as the Communications officer for Ashbourne Reborn. Anna joined the team in the first week of January and has spent time meeting partners, attending Project Boards and reviewing comms and engagement work to date, alongside issuing the first newsletter of 2024, reflecting work in the 12 months since the LUF funding announcement.
- 4.2 Alongside regular comms updates, next steps will include a review of the Communications and Engagement Plan, the setting of the 2024 meeting schedule for the partnership Communications Group and the maintenance of the Comms Grid as a live document to identify opportunities and requirements for comms activities through the remainder of the Ashbourne Reborn programme. A meeting is also to be arranged with main contactor (once in contract) for the Highways and Public Realm project to plan / co-ordinate local engagement activities.

5. Timetable for Implementation

- 5.1 The latest update on progress against milestones will be included in the presentation to Programme Board.

- 5.2 Programme delivery currently remains on track for defrayal of the LUF grant by Quarter 3 2025/26, as set out in the October 2023 Quarterly Monitoring Return to DLUHC. This remains subject to a formal agreement mechanism to be determined DLUHC, as set out on Section 2 of this report, but with acceptability of the approach confirmed by DLUHC in December 2023.

6. Policy Implications

- 6.1 Ashbourne Reborn is one of the District Council's Corporate Plan priorities within the 'prosperity' theme. The LUF proposals are closely linked to the Council's Economic Recovery Plan and Economic Plan. They support the Corporate Plan priority of '*Prosperity*'. In particular, the proposals directly contribute to the corporate target area: *Promote investment to stimulate the economy of our market towns.*

7. Financial and Resource Implications

- 7.1 The latest financial position will be provided within a presentation at the Programme Board meeting, reflecting information provided at Project Board meetings on 9 January and to support the Quarterly Monitoring Return to DLUHC on 2 February.
- 7.2 As set out for previous Programme Board meetings, cost plans were updated for both projects following the completion of RIBA Stage 3 design. Costs have risen considerably since the LUF bid, with much higher than predicted levels of inflation and challenging market conditions. Alongside rising construction costs and costs of materials, project fees have also increased from the original estimates prepared by the consultant bid team.
- 7.3 Ashbourne Reborn Project Boards continue to consider value engineering, prioritisation and, as a last resort, potential de-scoping activities to remain within budget. Any resultant recommendations that could have direct or cumulative implications for commitments made to the DLUHC will be escalated to the Programme Board for consideration when confirmed, with updates and related recommendations likely to be available for review in March/early April, as set out in Section 2 of this report.
- 7.4 The cost implications of specialist hostile vehicle mitigation advice and resulting recommendations will need to be considered at subsequent board meetings.
- 7.5 The financial risk is assessed as High.

8. Procurement Implications

- 8.1 The Procurement Strategy/Guideline document for the Link Community Hub is due to be circulated in advance of the Programme Board meeting. The Procurement Strategy for the Highways and Public Realm Project was received and noted at the September 2023 Programme Board meeting. Delivery partners are required to follow these procedures in procuring project activity.

- 8.2 Procurement of Stage 4 Design for the Highways and Public Realm project has now been progressed in line with the agreed Procurement Strategy and ECI contractor appointment by DCC is anticipated by the end of January.
- 8.3 As indicated, procurement of the main contractor for the Link Community Hub is ongoing, with a promising response to the initial PQQ stage before Christmas.

9. Legal Advice and Implications

- 9.1 Key legal agreements and required methodologies are now in place, including grant funding agreements, procurement strategies and Terms of Reference to support governance arrangements. Partner responsibilities with regard to these agreements and active management of agreed processes and methodologies will continue to be essential through the remaining phases of design and delivery. The legal risk is assessed as medium.

10. Equalities Implications

- 10.1 None additional at this stage, but equalities remain an important consideration for detailed design. An Equality Impact Assessment (EIA) was prepared for the *Levelling Up Fund* bid and was submitted to the Derbyshire Dales District Council C&E Committee meeting on 29th June 2022. A further equalities assessment will be required on final scheme proposals to assess the implications of any significant changes to the project.

11. Climate Change Implications

- 11.1 None additional at this stage, but Climate Change Implications remain an important consideration for detailed design. A Climate Change Impact Assessment was prepared for the *Levelling Up Fund* bid and was submitted to the Derbyshire Dales District Council C&E Committee meeting on 29th June 2022. A further climate change assessment may be required on final scheme proposals to assess the implications of any significant changes to the project.
- 11.2 In terms of other environmental considerations, there are synergies between the traffic management element of Ashbourne Reborn and the air quality considerations for the area. Where the delivery of Ashbourne Reborn can contribute to and complement activity to improve air quality, this will be reflected in the Air Quality Action Plan.

12. Risk Management

- 12.1 Project level risks have been highlighted within the report in section 2, with further detail to be presented at the Programme Board meeting. The highest strategic risk is currently considered to be Project Costs.
- 12.2 Current programme level risks reflect:

- Early cost challenges, consistent with the national picture. Mitigation at this stage includes working with delivery partners to reduce fee expenditure (where possible), early contractor involvement and value engineering.
- Stakeholder expectations. Mitigation at this stage includes early stakeholder engagement and regular communications, expectation management and quality control.
- Programme and Resources. Delivery timeframes are challenging, and the programme is resource-intensive at all levels. Ongoing consideration of resources is required, including any related challenges facing delivery partners.
- As set out in section 2 of this report, work is ongoing to understand the formal mechanism for agreeing the timing of delivery and funding profile of the Ashbourne Reborn Programme within 2025/26. This includes reflecting changes to date that have already been identified by DLUHC as acceptable and any potential further changes identified through detailed design and ECI.

11.2 Project and Programme risks continue to be monitored actively, including to enable required quarterly reporting to Government on Ashbourne Reborn. A high level review will inform the Quarter 3 return to DLUHC in advance of the outcome of risk workshops and more detailed consideration in advance of the Quarter 4 return, also to be influenced by the outcome of work to update cost plans and determine the extent of any potential descoping.

Report Authorisation

Approvals obtained from:-

	Named Officer	Date
Chief Executive	Paul Wilson	23/01/2024
Director of Resources/ S.151 Officer (or Financial Services Manager)	Karen Henriksen	23/01/2024
Monitoring Officer (or Legal Services Manager)	Helen Mitchell	23/01/2024

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BENTLEY

Ashbourne Reborn – Highways and Public Realm
Derbyshire County Council

Minutes of Meeting

09th January 2024 at 1:30pm – Ashbourne Town Council

Attendees

Cllr Simon Spencer (Cllr SS)
Jim Seymour (JS)
Kevin Parkes (KP)
Gary Thompson (GaryT)
Giles Dann (GD)
Laura Simpson (LS)
Anna Paxton (AP)
Kim Dorrington (KD)
Anne Wright (AW)
Sue Bridgett (SB)
Carole Dean (CD)
Ian Marsh (IM)
Ryan Hunt (RH)
Jamie Missenden (JM)
Jen Riley (JR)
Ranbir Mander (RM)

Company

Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire Dales District Council (DDDC)
Derbyshire Dales District Council (DDDC)
Derbyshire Dales District Council (DDDC)
Town Team (TT)
Town Team (TT)
AshCom (AC)
Ashbourne Town Council (ATC)
Ashbourne Methodist Church (MC)
Aecom (A)
Galliford Try (GT)
Bentley (B)
Bentley (B)

Apologies

Sue Hunter (SH)
Cllr Charlotte Cupit (Cllr cc)
Scott Harris (ScottH)
Tim Challans (TM)

Bentley (B)
Derbyshire County Council (DCC)
Aecom (A)
Town Team (TT)

Action

1. Introductions

- 1.1. **Welcome & Apologies** – As listed above
- 1.2. **Declaration of interest** – Nothing to declare.

Action All – To complete the Declaration of interest form and return to the email address provided.

All

2. Minutes of Meeting

CD requested section 3.2 of the last meeting the reference to the Christmas Tree be corrected to Christmas Lights.

Otherwise minutes were a true record of the meeting

Matters Arising

2.1. Hostile Vehicle Mitigation (HVM)

GD confirmed meetings took place on the Thursday 7th December and Monday 18th December to complete the Operational Requirements form for Hostile Vehicle Mitigation measures to help determine the approach to HVM. Attendees



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of this working group consisted of DCC, DDDC, Aecom and Emergency Planning officer. The group reviewed site vulnerabilities and the current design proposals. . However, the process had not resulted in an understanding of the highest risks and options to mitigate these due to lack of specialist knowledge.

Whilst Martyn's Law is yet to become legislation (it was noted that further public consultation on the tier standards was expected), the need to consider a proportionate response to Hostile Vehicle Mitigation was necessary and triggered by the Police responding to our Application for Listed Building Consent. Although the likelihood of a terrorist attack is considered low, there is a risk of a hostile vehicle attack or a large HGV losing control and entering the market place.

In December 2023, there was a fatality in Ilkeston Town Centre caused by a Hostile Vehicle attack. It was also noted that public realm design guidance for Hostile Vehicle Mitigation had been issued by Government (first published in 2015). The collective view of the working group is that further work is needed to assess the risks and recommend an approach with regard to the Ashbourne Reborn proposals.

DDDC has found from neighbouring Authorities like Chesterfield Borough Council (CBC), that they are also considering the impact of HVM on their LUF project: Town Centre Improvement Scheme. CBC has commissioned a specialist consultant to provide a Vehicle Dynamics Assessment and make recommendations.

DCC and DDDC officers including emergency planning team, recommend that external expertise is sought. At this stage the project team need to agree the scope of the brief and the resourcing needed from the specialist, to ensure the matter is addressed properly, and then establish cost for the work.

CLr SS – Is the District Council going to take a universal approach to reviewing HVM across all land owned by the District including the Market Place? Is this the responsibility of this project or DDDC as landowner?

GD – the need to review HVM on Ashbourne Market Place has come about because of the police enquiry on our LBC and the changes proposed to activate this area as an event space. Whilst Martyn's Law is not yet actual Law, the District Council has taken early steps to consider the matter, but the changes proposed through Ashbourne Reborn have accelerated the need to consider proposals with regard to HVM.

GD Recommendation – to put forward a proposal to commission a specialist detailing the brief and proposed cost to the programme board for a decision.

KD – is there opportunity for economies of scale, whereby DCC and DDDC work with neighbouring authorities to use the specialist resource, thereby minimising the financial impact and any programme delays on this project?

KP/JS – HVM is also a concern for the County Council and DCC is looking into how we can use the services of a specialist across multiple projects to achieve economies of scale. (Chesterfield, Long Eaton, Ashbourne)

Action LS – to add a progress update on HVM to the programme board agenda. DDDC/DCC to provide a verbal update to the board

Action GD/JS – to draft a brief and obtain 3 quotes for a specialist to review the impact of HVM. Take the recommendation to programme board for approval.

LS

GD/JS



2.2. Events During the Construction Period

LS (DDDC) was tasked with setting up a working group to consider future use of public spaces including events programmed through the construction period. This meeting was scheduled for 11 January.

LS has shared the Events Schedule with all project partners including Galliford Try.

JM confirmed the construction team will review the events schedule against their construction programme and consider how the construction team accommodate the events during the construction phase.

Action AP - to liaise with LS and working group to support Ashbourne Reborn comms around these events and any alterations required. **AP**

2.3. Levelling Up – Sports England

LS confirmed Sports England is offering support to projects improving Active Travel.

LS confirmed she had advised Sports England that this is something the PCB or wider Ashbourne partners/community groups may wish to consider as we further develop the designs on this project as long as doing so does not impact on the current programme.

Action LS – Liaise with KD for contacts at the Ashbourne Sports Community Partnership as they have indicated an interest. **LS**

2.4. DLHUC Information for January 2024

LS - DLHUC have identified there are a number of round 1 schemes and round 2 schemes that are likely to go beyond the March 2024 and March 2025 deadline dates.

DLHUC have issued a separate 'assistance request form' to all projects, which may need assistance from DLHUC to overcome delays. The form also asks accountable bodies to confirm completion dates. The deadline for submission of this form is 5pm on Wednesday 10th January 2024.

DDDC's last quarterly return included the funding draw down profile, this was based on completion in October (Q3) 2025. A realistic programme which includes Galliford Try's construction dates is currently being developed.

DDDC has caveated their last quarterly return, advising DLHUC that changes to programme milestones will be reported to DLHUC in March 2024.

CIlr SS – we need to give a consistent message to DLHUC and advised we raise issues to DLHUC as they arise.

It was agreed to retain the completion date in Q3 2025.

3. National Grid Sub-Station Enquiry

A substation has been proposed on Millennium Square which may have an impact on detailed design.



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GT, CD and RH met National Grid on site to discuss their plans and investigate alternative locations. Union Street was proposed as an alternative to Millennium Square as the Town Council as land owner wouldn't give their consent and the adjacent surfaces had listed building consent. However the Board disagreed given it's prominent position and instead suggested that it be recessed into the scout hut land.

Recommendation – Cllr Spencer suggested contacting the 2nd Ashbourne Scout Group as they have land adjacent to this location that may be more suitable.

CD – Ashbourne Scout Hut are putting in another planning application, it may be worth reviewing the extent of this.

Action Ian Marsh - to provide Gary T with contact details for Paul Elliott at Ashbourne Scouts Hut. **IM**

Action Gary T – to contact Paul Elliott and relay information on the options for an alternative location of the substation **Gary T**

4. Millennium Square update

4.1. Heras Fencing at Millennium Square needs to be replaced. ATC have tried contacting the contractor but to no avail.

Galliford Try recommended some alternative options for hoarding around the site, which range from £4,000 to £15,000.

PCB partners agreed that as Millennium Square is part of the Ashbourne Reborn project, a decision should be taken by PCB members on the preferred hoarding.

KD – suggested Galliford Try will need to erect robust hoarding during the construction phase so recommended that this work be bought forward. There is opportunity that the improved hoarding will also serve the Shrovetide event which is on 13th and 14th February 2024.

JM confirmed Galliford Try would be happy to install the hoarding but would need to be in contract to allow for the company's insurance to cover the work.

DCC confirmed the contract is in progress and should be signed by end of January 2024.

Action DCC (Kevin P/Cllr SS) - to ensure Galliford Try is in contract by end of January 2024 **KP/Cllr SS**

Action LS – to set up a working group with Gary T / Kim D / Carole D to review and agree the preferred hoarding and cost implication for commissioning this element of work early. **LS/KD**

Action Carole D – to seek budget from Ashbourne Town to support the commission of this package of works. **CD**

5. Design Development

5.1. Design Development

RH issued 2 sets of design drawings to demonstrate the changes to parking layouts on Dig Street and pedestrian access over the bridge. The proposed changes to these designs were to avoid significant utility diversion costs



following the return of the C3 budget costs and requirement for a parapet on the bridge . RH ran through the designs changes:

- Removing the eastern footway over the bridge
- Changes to parking immediately north of King Edward Street
- Change to location of the loading bays
- Disabled bay to the north of Dig Street

Action RH – to lead on the review to design changes with the project, ensuring: **RH**

- Retaining the eastern footway
- Amend the design before sharing it with local businesses
- Ensure parking angles work without losing or compromising the number of car park spaces
- Liaise with Steve Allcock and Gary T to review the herringbone parking further down the road on Dig Street (noting this is out of the Ashbourne Reborn scope).

5.2. C3 Searches – Aecom has had returns on the C3 Searches with the exception of GTC (Network Company). Aecom is inputting these results into the designs.

Aecom has received budget estimates from utility providers where further investigation is required. At this stage these budget estimates appear excessively high because the utility provider does not know the depth of the services (the quotes based on the worst-case scenario).

The highest 3 quotes are as follows:

- Cadent £27,000
- BT £250,000
- Severn Trent Water £750,000

Aecom is looking at how we can minimise the cost impact of these C3 estimates by:

- If feasible; amend the design to design out the risk
- Undertake trial holes to prove the depth of the services
- Have discussions with the utility providers to minimise the potential clash

Action RH & Bentley – revisit the utility risk on the risk register

**RH &
Bentley**

Severn Trent Water has confirmed SUDS would be nice to have on this scheme but will not be essential. Aecom will review the potential Tree pits channelling water into the drainage system.

5.3. Traffic Survey Outcomes (For Information Only)

A traffic survey was completed in September 2023 along Buxton Road and survey results confirmed.

- There were up 5,000 vehicles travelling along Buxton Road
- There was a high count of Heavy Goods Vehicles, 5%
- Speeds going up Buxton Road were averaging 30mph (uphill)
- Speeds going down Buxton Road were averaging 22mph (downhill)

The findings of this survey will inform the carriageway pavement design.

5.4. Drainage Survey (For Information Only)



BENTLEY

A Drainage Survey was completed in December 2023, combined with a jet wash. There was approx. 15% silt in the drainage network which has been cleared. The good news is there is nothing of concern (major repairs etc).

The results of this survey will inform the detailed drainage designs.

5.5. Repaving Land Owned by 3rd Parties

Gary T (DCC) has completed land Searches and will map these on a central plan. He needs contact details for Kay Harrison who lived on North Avenue regarding some land in her ownership

Action KD – to provide contact details for Kay Harrison to Gary T.

KD

Once the designs have been prepared, DCC & Anna (communication officer) will need support from KD and TC (Town Team) to communicate key changes to local businesses.

The Street Lighting Assessment currently includes the Horse and Jockey Yard. The Street Lighting Assessment will be discussed at the next meeting.

Action RM – to add Street Lighting Assessment to the Agenda

RM

6. ECI

6.1. Potential Compound Locations – JM confirmed Galliford Try has reviewed the recommended locations provided by DCC and Aecom. Galliford Try would prefer the following:

- To take up an **empty retail unit along the high street** - which would serve as a drop-in centre for members of the public.
- **Material Compound** – GT's preference would be to utilise the airfield business park outside Ashbourne Town.

Next Steps – Once contracts have been signed Galliford Try will to contact the shop owner to set up on the high street to commence mobilisation.

6.2. Contractors Programme – Galliford Try has an understanding of the overarching project milestones and will be developing the phasing and contractor's programme accordingly.

Action JM – to issue Contractor's programme to Bentley for incorporation into the overarching master programme.

JM

6.3. Contractor's Cost Review – Galliford Try is still developing their initial price, this will be firmed up as we progress with detailed design.

Galliford Try is in discussion with DCC streets team to understand the preferred working times as these are likely to have an impact on programme and therefore also cost.

6.4. Temporary Works (Hoarding at Millennium Square) – as discussed under item 3.1.

7. Risk

7.1. No changes to the risk register since the last reporting month. However, the cost of utilities diversions now needed to be added.

Bentley

It was clarified that the project risk was currently assessed as green overall.



BENTLEY

A reminder to all PCB partners of the risk reporting process. Please use the Risk Proforma to report of any new risks or changes to any existing risk. Please email the completed risk proformas to Jen Riley and Ranbir Mander at Bentley.

Bentley to set up a risk workshop with the project team and GT to allow the contractor risks to be updated on the project risk register. GT will also have their own contractors risk register.

Action JR - to add a trend column at the end of the project risk register which demonstrates change. **JR**

Action JR / RM – to review the RIBA stage 3 risks and close off any risks that are no longer apply to the project. **JR/RM**

LS – the next monitoring return to DHLUC is on 2nd February 2024. LS confirmed that this would be based on current information with the intention to provide a more significant risk update in the following quarter. If there are any specific risks that need to be highlighted within this return please email Laura Simpson and CC Jen Riley/Ranbir Mander within the next 2 weeks. **All**

8. Project and Programme update

8.1. Programme update

JR referred to the Highlight Report on project and programme update.

Bentley will be developing a Master Programme to incorporate Aecom's Detail Design programme and the contractor's indicative programme.

8.2. Cost Position – a commercial workshop took place to review the Stage 3 cost position and assumptions.

Refer to slides 6 and 7 within the Highlight Report for an update on the overarching cost position.

KD, AW & SB requested further financial detail of the project, confirming the position re: project expenditure against the project budget.

DCC monitor the project expenditure and has details of expenditure to date. Bentley is appointed to provide details of the overarching cost position of the project.

Action KP with support from Bentley – to provide a cost position against the project budget. (project expenditure against the project budget). **KP**

9. Communications

9.1. Anna Paxton has been appointed as the new Communications Officer for the Project. Anna introduced herself to the Board. The comms grid created by Aecom was circulated with the board papers.

KD – we need to think about interaction with other projects, for example BSIP has commenced their works at the traffic lights. Has this been communicated?

Clr SS – confirmed an article about the wider DCC works programme will be going out on Wednesday 10th February 2024.



BENTLEY

Action AP – liaise with Jenni Hodgkinson the communications officer at Derbyshire County Council. She is aware of planned works in the Ashbourne area which will inform Ashbourne Reborn of any communications that Anna needs to do.

AP

PCB members agreed for the Ashbourne Reborn website to include weblinks to refer users to the wider DCC works programme.

Action AP – to liaise with other DCC project teams and include their weblinks to their schemes on the Ashbourne Reborn website.

AP

10. Any Other Business

Date of Next Meeting – 6th February 2024 at 1:30pm at ATC



Ashbourne Reborn Link Community Hub

Link Project Board nr 9- 3.45pm on 9th January 2024 Meeting Minutes

9.1.0 Attendees & Circulation		Circulation Steve Capes (DDDC) Apologies None
Attendees (In Person) Ian Marsh (AMC) - Chair Richard Barratt (AMC) Laura Simpson (DDDC) Giles Dann (DDDC) Adrian Bates (Greenwood Projects) Mike Harrison (AJA Architect) Tony Walker (AMC) John Barker (AMC) Anna Paxton (DDDC – AR Prog Comms)		
Ref	Note	Action by
9.2.0	Corrections to Project Board nr 8 Minutes	
9.2.1	The minutes of Project Board nr 8 were accepted without alteration.	
9.3.0	Any other matters to be added to the Agenda	
9.3.1	Anna Paxton was welcomed to the meeting as the newly appointed DDDC Communications Manager for the overall Ashbourne Reborn programme.	
9.3.2	Declarations of Interests None were declared	
9.4.0	DLUHC/LUF matters	
9.4.1	An additional DLUHC schedule is required for submission on 10 th January. Completion of the information will be discussed following the Project Board.	
9.4.2	DLUHC Quarterly Report. The template for the next Quarterly Report to DLUHC appears to be being updated. LS asked AMC to update their information using the previous format and return to her by Tues 16 th Jan.	AMC (RB)
9.4.3	There has been some discussion about possible support to the AR programme from Sport England. This does not seem to fit with the current LCH works so no further action was proposed.	
9.4.4	AMC outstanding invoices, net of VAT, are now being paid by DDDC. A meeting to discuss AMC's VAT reclaim and LPWGS processes was held before Christmas. The invoices for VAT remain held by DDDC awaiting clarification from their VAT advisers. An internal DDDC meeting is expected shortly to clarify. The issue for DDDC is that they should avoid paying Grant funds to AMC for what might eventually be determined as recoverable VAT.	DDDC
9.5.0	Grant Funding Agreement - Letter of Comfort	
9.5.1	DDDC have received bullet points proposed by Browne Jacobson of areas to be included in the proposed 'letter of comfort'. These will be forwarded to AMC / Anthony Collins after review. Anthony Collins will then draft the letter for discussion.	DDDC AMC (AC)

9.6.0	Communications and Publicity	
9.6.1	An AR Board for display at the church is to be created. A draft photograph / graphic and text is to be provided by TW to AP. AP will then arrange for two banners to be made. Arrangements will then need to be made to mount these.	AMC (TW)
9.6.2	AP is now the custodian of the Comms Grid produced by Aecom. AMC will update the Grid.	AMC (TW)
9.6.3	Noted that future meetings of the AR comms group will be scheduled by AP.	
9.7.0	Highways & Mobility Hub	
9.7.1	Road and Footpath layout drawings for Station Road are awaited from Aecom.	
9.7.2	Traffic Regulation Order (TRO) submissions will be required for the proposed changes on Station Road. In an AMC/DCC meeting, DCC suggested to mark the loading bay as a red route. The merits were discussed and concluded that IM is to go back to DCC to mark the loading bay/ drop off bay as such and AMC accept this will take more on site management. Each TRO submission has a cost to the AR programme, but AMC's view it was not part of the LCH project was noted. LS noted that multiple locations and changes can be included in one TRO submission, and this approach should be encouraged to contain costs within the over AR scope.	AMC (IM)
9.7.3	Legal processes for updating the buttress wall ownership, associated Land Registry changes, and legal agreement for the planned scope of work are with DCC / National Highways. The LCH design will continue on the basis this is satisfactorily concluded in due course. Technical discussion with DCC is ongoing. A wall design that supports the buttress wall is being made by AMC's design team for submission to DCC.	GPL (Rider)
9.7.4	The Hoarding License application and separate Parking Bay suspension application have been made by GPL. GPL to follow up progress of these applications	GPL
9.7.5	The DCC Match funding (£38,750) to the AR Programme related to the Mobility Hub remains outstanding. LS and TW to approach David Hilton Barber at DCC to progress / resolve. This issue may be referred to the AR Programme Board.	DDDC (LS) / AMC (TW)
9.8.0	Design Progress	
9.8.1	Client review of design progress was undertaken on 14 th December. While there were few surprises, these were generally well received and constructive comment offered. There is more work to complete the Stage 4 RIBA co-ordinated designs. These will be completed 'building by building' to release work packages to the QS to start the Tender Bill of Quantities. The tender pack is scheduled for issue on 19 February.	
9.8.2	AJA's proposed finishes will be presented to a wider AMC group on 11 th Jan.	AJA
9.8.3	The Planning Conditions require more stakeholder agreement for the 'soft' areas of the Garden design. The development of these soft areas will be removed from the main contractors works, to allow time for this.	
9.8.4	The appointed Building Control Approved Inspector, has reviewed the plans. The escape from the Worship / Performance space cannot be via an external staircase as intended, but can be an external ramp.	
9.8.5	The AV package of works is being drawn up by AMC for internal AMC review, ahead of ITT ad coordination with the services technical design.	

9.9.0	Programme & Project Management	
9.9.1	The Planning Conditions as worded are more onerous than for the previous Planning Approval. The wording of the conditions means more items have to be discharged before any works are started. This is likely to limit the scope of any early works and require additional surveys. The main contract start could be delayed while waiting for agreement that conditions have been discharged. At this stage no challenge to the wording is proposed, but AJA will engage with the Planners to explore if works such as removal of pews, site clearance and asbestos removal can be progressed.	AJA
9.9.2	The winter bat surveys are ongoing. No bats have been seen during EMEC's visits, but the recordings have still to be analysed.	
9.9.3	The enquiry for a licensed bat worker has been issued for return in late January	
9.9.4	Noted that some Planning Approval Conditions duplicate the Listed Building Conditions, for example approval of some materials, bricks etc.	
9.9.5	GPL programme has been reviewed and the target Main Contractor start on site is now mid June. The potential impact of discharging the Planning Conditions has not yet been assessed.	
9.9.6	The following new items for procurement have been identified and are being progressed. <ul style="list-style-type: none"> • The 'contestable' works for the new site electricity supply • A site Ecology Clerk of Works to create and manage the required site ecology management plan 	
9.9.7	AMC are to update the schedules in the Procurement Guidelines and re-issue the document.	AMC (RB)
9.10.0	Cost Plan / Main Procurement	
9.10.1	Ahead of issue of the tender pack, GPL will prepare a pre-tender cost plan. As required to match scope to budget, VE proposals will be reviewed and the tender pack adjusted. Noted that significant scope change because of VE would need agreement of AMC Trustees. Scope change that affected Outputs or Outcomes would also need to be taken to the AR Programme Board / DLUHC. Noted that the issued tender can have some works shown as options to be priced. In addition, the selected procurement route allows for a 3rd stage negotiation if required to best match scope, contractors price and budget.	GPL
9.10.2	6 responses to the PQQ for the Main Contractor appointment have been received, evaluated and scores moderated. GPL have to complete checking the pass / fail questions and apply the weightings to the moderated scores. They will then prepare the Recommendation Report for review and agreement.	GPL
9.10.3	AMC's VAT advisor is scheduled to make the first LPWGS application at the end of January, and 'true up' the HMRC VAT account to reflect the actual costs paid.	AMC (ARA)
9.11.0	Health and Safety	
9.11.1	The Design Risk Assessments of residual risk are being prepared. In many cases the design team will add the DRA information to the drawings.	AJA
9.11.2	AJA are preparing the Pre-Construction H&S plan, which will be issued as part of the Tender pack.	AJA

9.12.0	Actions from Previous Meeting not already covered	
9.12.1	Previous 8.4.3 – There is no further information to circulate describing the Project Adjustment Request process.	
9.12.2	Previous 8.12.2.– The last DLUHC report has been circulated	
9.13.0	AOB	
9.13.1	No further attendees are proposed for the next LCH PB meeting. However, when the Aecom Station Road layouts are available, it made be appropriate to invite Gary Thompson to a pre meeting to cover the Highways interface.	
9.14.0	Future Meetings	
9.14.1	The next LH PB meetings are scheduled as follows: Tuesday 6 th February 2024 Tuesday 5 th March 2024 Tuesday 9 th April 2024 Tuesday 7 th May 2024 All at 11am at Ashbourne Methodist Church. In Century Hall unless notified otherwise.	
9.14.2	Noted that AR Programme Meetings are scheduled as - 30 January 2024 8 th March 2024	

Ashbourne Reborn – Highways and Public Realm
Derbyshire County Council

Minutes of Meeting

05th December 2023 at 1:30pm – Ashbourne Town Council

Attendees

CLlr Simon Spencer (CLlr SS)
CLlr Charlotte Cupit (CLlr cc)
Jim Seymour (JS)
Kevin Parkes (KP)
Gary Thompson (GaryT)
Giles Dann (GD)
Laura Simpson (LS)
Kim Dorrington
Tim Challans
Sue Bridgett
Carole Dean
Ian Marsh
Scott Harris
Caroline Vann-Pickering
Kathryn Ashton
Rob Walsh
Ryan Murphy
Jen Riley
Ranbir Mander

Company

Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire Dales District Council (DDDC)
Derbyshire Dales District Council (DDDC)
Town Team (TT)
Town Team (TT)
AshCom (AC)
Ashbourne Town Council (ATC)
Ashbourne Methodist Church (MC)
Aecom (A)
Aecom (A)
Aecom (A)
Galliford Try (GT)
Galliford Try (GT)
Bentley (B)
Bentley (B)

Apologies

Ryan Hunt
Sue Hunter

Aecom (A)
Bentley (B)

		Action
1.	Introductions	
1.1.	Welcome & Apologies – As listed above	
1.2.	Declaration of interest – Declaration of Interest forms were issued to all PCB member within the meeting Information pack. Action All – To complete the Declaration of interest form and return to the email address provided.	All
2.	Minutes of Meeting	
2.1.	True record of the meeting	
2.2.	Matters Arising – no other matters	
2.3.	Update on Grant Funding Agreement - DCC confirmed the GFA has been agreed, signed and sealed on 04 th December 2023.	



<p>2.4.</p>	<p>Appointment of Design Team for Detailed Design – DCC have received the fee proposal from Aecom. Due to a flux between 2 frameworks, DCC’s Procurement Team had to review the appointment against procurement regulations and the procurement strategy. DCC procurement team have confirmed they can appoint Aecom under the latest iteration of the MHA’s Professional Services framework, PSP4.</p> <p>KP confirmed DCC has secured approval from the Executive Director to appoint Aecom. DCC have instructed Aecom to commence detailed design.</p> <p>KD – Queried the management of Change Control. It was confirmed that any change is managed through the NEC Contract via the Compensation Event Route. It is set out within the Contract documents and the framework and offers the flexibility needed.</p> <p>Action KP – Share the change control process under the framework agreement with Kim Dorrington.</p>	<p>KP</p>
<p>2.5.</p>	<p>Hostile Vehicle Mitigation (HVM) – A meeting has been set up for Thursday 7th December to work through a specialist risk assessment to inform a proportionate approach to HVM. Attendees of this working group will consist of DCC, DDDC, Aecom and Emergency Planning officer(s). The group will review the current design and the extent of the risk from hostile vehicles for the proposed uses for the Market Place, with due consideration to Martyn’s Law.</p> <p>Action Giles Dann/Ryan Hunt – to co-ordinate recommendations related to HVM for the board to consider, prior to making any design changes.</p> <p>Action Gary T – invite County Emergency Planning Officer to discuss with District Emergency Planning Officer the risk assessment for HVM.</p> <p>TC – if there are any design changes, will this mean submitting a new LBC and will this impact the project programme?</p> <p>GD – if there are material changes then we will need to submit a new LBC application. However, any new application may be for the specific item rather than the whole site. We will review any potential impact on the programme accordingly and try to accommodate where we can.</p> <p>Cllr S – Request that the working group review the HVM so that it works within the parameters of Martyn’s Law but please keep in mind that the objective of the project is to create an open space that encourages pedestrian footfall.</p> <p>Action KD – to ask the Shrovetide Committee what measures they have to manage HVM during their event and share findings with Ryan H and Gary T.</p>	<p>GD/RH</p> <p>GT</p> <p>KD</p>
<p>2.6.</p>	<p>Future Management of Public Spaces – DDDC has undertaken internal consultations in relation to licences and bookings for use of public spaces. DDDC and the Town Council have compiled a list of known events for next year, which has been shared with DCC for consideration by Galliford Try as they plan the detailed work programme..</p> <p>CD – Ashbourne Town Council review events on a rolling basis and have an authorisation process in place. The Town Council plan and budget events some of which are on a rolling basis. Requests for events on the Market Place are escalated to the District Council for approval.</p> <p>RW – confirmed Galliford Try will review the list of planned events against the proposed construction sequence. They will look to coordinate the phasing to works or</p>	



	<p>work with ATC and DDDC to agree a solution so events may continue to take place (where possible and appropriate) within Ashbourne.</p> <p>TC – Declared an Interest – The Streetfest event takes place in June 2024. If the timing of this event clashes with the construction programme, they would be prepared to relocate elsewhere in Ashbourne. The Streetfest team would need to know in advance so that they may plan their event accordingly.</p> <p>KD – the Town Team would like visibility of the construction phase programme so they may plan and co-ordinate the relocation of future events. CD- confirmed it takes some volunteers up to 6 months to plan these events therefore advance notice would be appreciated.</p> <p>Action LS – to co-ordinate meetings of a wider working group to support communications about the planned events and consider future management of public spaces beyond construction. Representatives at this group need to include Galliford Try, DDDC licencing Team, DCC Traffic Management Team as well as the Town Team, Town Council and AshCom.</p>	LS
2.7.	<p>Terms of Reference – Cllr S confirmed the financial liability of the project sits with DCC and DDDC.</p> <p>TC – If the PCB group is responsible for making decisions which have a financial implication on the project then the Town Team feel they cannot sign up to this because they do not have the full information about the project budget.</p> <p>Cllr S – PCB members are looking at the project and making decisions when required from a strategic level not a delivery level. When a decision from PCB members is required, a paper will be issued to set out the context, option analysis and recommendations, including the associated cost and programme implications in sufficient detail for board members to make well-informed decisions. Recommendations made to PCB will be on a case-by-case basis. Any related decisions that may have implications for the agreed commitments to DLUHC will be escalated to the Programme Board with the recommendations of PCB.</p> <p>KD’s comments on the Terms of Reference were reviewed and accepted;</p> <ul style="list-style-type: none"> • Board accepted KD’s proposal for 6 out of 9 votes being deemed as acceptable • ‘Day-to-day decisions’ changes to ‘material decisions’ • Added CEN committee to the decision hierarchy • Roles and Responsibility guidance document was updated with the recommendations provided by KD /SB and TC <p>Decision – Agreed to make the amendments to the TOR as discussed during the meeting and accept the ToR.</p> <p>Action RM - to complete the amendments to the ToR as discussed</p> <p>Action LS – to issue the accepted ToR to Programme Board</p>	RM LS
3.	<p>Millennium Square update</p>	
3.1.	<p>CD – following demolition of the hut, heras fencing has been installed around Millennium Square. Concerns have been raised about the stability/security of the fencing especially during Shrovetide.</p> <p>Marketing material can’t be erected on the side of the fencing as this may cause the health and safety issues as the fencing could blow over. It was requested that the</p>	



	<p>Town Council contact the fencing supplier to have them address the stability concerns by adding proper weighting to the fencing.</p> <p>LS – confirmed the vinyl marketing material for the project should be delivered by the end of the week.</p> <p>Action RW – Galliford Try has agreed to supply options for erecting a replacement hoarding around the former shelter. Gary T has reviewed them but sought costs for their erection to be supplied in conjunction with the options before sharing.</p> <p>Action CD: Contact Cawarden Co Ltd to address the weighting of the fencing.</p> <p>Action LS&CD – to review where we can erect the Ashbourne Reborn marketing material elsewhere in the town in advance of the Lantern Parade on Friday 8 December.</p>	<p>RW</p> <p>CD</p> <p>LS & CD</p>
3.2.	<p>Millennium Square Stage 4 Design – CD confirmed the Stage 4 designs for Millennium Square needed further work to include for lighting and power. M&E designs need to be developed to power the Christmas tree and the clock.</p> <p>KD – referred to the highlight report, questioning why there was an increase in costs to Millennium Square and that additional M&E designs could lead to a further increase in costs.</p> <p>JR – confirmed the cost position of Millennium Square reflects the evolution of the design from bid stage where the costs were based solely on a feasibility drawing. The updated design now includes retaining structures and ramps etc that were not previously understood.</p> <p>Gary T – Aecom will look at the design and see how we can bring it back into budget.</p> <p>Action CD – To notify the Town Council of the budget challenges, particularly in relation to items requested beyond those included in the current planning consent.</p> <p>Action RH – To work with Ashbourne Town Council to review the design and bring it back into budget.</p>	<p>CD</p> <p>RH</p>
3.3.	<p>Shrovetide Walk Stage 4 Designs – SB noted the cost position for Shrovetide has decreased due to a reduction in the scope / specification of materials.</p> <p>SB stated that this is incorrect. It was resolved to check the drawings that GTA supplied to Aecom and to obtain the correct versions to be shared with Bentley to allow the cost plan to be updated and reflect the scheme.</p>	<p>GT/ML</p>
4.	<p>Design Development</p>	
4.1.	<p>Road Space Bookings – Aecom has provisionally booked Road Space from April 2024 onwards. This will be reviewed against the construction programme as soon as it has been developed by Galliford Try.</p> <p>Drainage survey works are underway. The Board expressed a concern that they were not informed directly of such works. The communication on the survey works happening around Ashbourne should have been issued through media channels but instead only consisted of a letter drop. Cllr S requested better coordination of any disruptive works through Comms teams and to Elected Members directly in future.</p> <p>Action Aecom Comms Team – to update PCB members with a comms calendar</p>	<p>CVP</p>



	Derbyshire Dales is interviewing for the Comms Officer position on Wednesday 6 th December 2023. This role will co-ordinate the communication function, develop a central communications plan and oversee how information is circulated across the Ashbourne Reborn Programme.	
4.2.	<p>C3 Searches - Aecom has commenced the C3 Searches and information returned to date is as follows;</p> <ul style="list-style-type: none"> • BT costs are prohibitively high, therefore Aecom will review the designs to mitigate this. • National Grid have not submitted anything as yet. • Section 58 notices to protect the completed surfaces will need to be considered against Galliford Try's construction programme. • We are following up with the gas board to seek information on future works. <p>Action Gary T – to engage with service providers and obtain information to feed into phasing of the construction programme.</p>	GT
4.3.	<p>Design Co-ordination and Progression – Gary T and LS had a discussion with Ashcom and ATC to review the Stage 4 designs issued by Guy Taylor. The group established that further detail design is required and proposed that Aecom are best placed to help plug the design gaps alongside the remaining design work for the wider project, subject to an agreed specification and costs.</p> <p>SB confirmed the planning reserved matters on Shrovetide walk are not anticipated to change. As above, it came to light that the cost position within the highlight report were based on an earlier iteration of the designs.</p> <p>Action SB – to issue the correct Stage 4 designs to the project team Action Bentley – to review the cost position of Shrovetide Walk against the latest design drawings.</p>	SB ML
4.4.	<p>BSIP presentation – Board welcomed the input from the BSIP Team, especially given the scope of works the BSIP programme was going to take on and how this tied nicely with the works outside the Methodist Church and the Highways improvement. It was noted that for now at least these costs would remain in the Ashbourne Reborn cost plan should the BSIP works not be delivered for any reason.</p> <p>Costs of the retaining wall at Station Street were clarified to IM. The costs refer to the retaining structure to the rear of the site that is owned by DCC, not the AMC programme of works for which AMC have their own budget.</p> <p>Action Cllr C – to obtain and share with the project team the programme and design for the BSIP work.</p>	Cllr C
5.	ECI	
5.1.	<p>Potential Compound Locations – RW confirmed Galliford Try has reviewed the recommended locations provided by DCC and Aecom. Galliford Try would prefer the following</p> <ol style="list-style-type: none"> To take up an empty retail unit along the high street - which would serve as a drop-in centre for members of the public. Galliford Try will display the project progress information in the shop frontage. This hub will also be a location from which the appointed Communication Officer and other project 	



	<p>team members can potentially work alongside and to co-ordinate with Galliford Try's Public Liaison Officer.</p> <p>b. Material Compound – GT's preference would be to utilise the airfield outside Ashbourne Town. If agreed, this location will potentially be used by up to 3 gangs (30 site workers) to park and be transported onto site by mini-bus. Galliford Try chose this location to reduce traffic congestion towards the town centre, especially as materials will be delivered via artic lorries which would only add to congestion pressures in the town.</p> <p>Next Steps – Galliford Try need the contact details of the owners of shop units that may be available to rent.</p> <p>Action Cllr S: to forward the contact details.</p>	Cllr S
5.2.	<p>Contractors Programme – A programme workshop was undertaken last week. Galliford Try has an understanding of the overarching project milestones and will be developing the phasing and contractor's programme accordingly.</p> <p>Action RW – to issue Contractor's programme to Bentley for incorporation into the overarching master programme.</p>	RW
5.3.	<p>Contractors Cost Review – Galliford Try is still developing their initial price, this will be firmed up once the programme and design has further developed.</p> <p>Galliford Try is in discussion with DCC streets team to understand the preferred working times as these are likely to have an impact on programme and therefore also cost.</p> <p>Cllr S – suggested to allow flexibility but keep cost in mind. On previous schemes contractors have worked from 6pm to midnight.</p>	
5.4.	Temporary Works (Hoarding at Millennium Square) – as discussed under item 3.1.	
6.	Risk	
6.1.	Hostile Vehicle Mitigation – as discussed under item 2.5	
6.2.	Appointment of Aecom for Detailed Design – as discussed under item 2.4	
7.	Project and Programme update	
7.1.	<p>Programme update – Bentley will be developing a Master programme once Aecom and Galliford Try have issued their design and construction phase programmes.</p> <p>As detailed in the highlight report we are delayed by 5 weeks due to time taken to appoint Aecom onto the detailed design stage. We will need to pull this back.</p> <p>KD – requested that approvals of the detail design are phased to allow enough time for review and comments to prevent further delay to a start on site.</p>	
7.2.	<p>Cost Position – as discussed throughout the meeting.</p> <p>Action Bentley – to respond to the following questions:</p> <ul style="list-style-type: none"> • What is the estimated construction cost for the highways works? • What is cost the split between highways and public realm works? • £300k of the contingency has been used, where has it gone? • Are ECI fees included in the professional and design fees? • What is the position in terms of project costs spent to date vs budget? 	ML



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	<p>KD requested a round table discussion to review the project cost against the project budget.</p> <p>JR – at this stage there are too many provisional sums and assumptions to provide a cost position of expenditure against budget.</p> <p>KP – confirmed we still need to process invoices to understand the position of the current spend. Now that the GFA has been signed DCC and DDDC will be in a better position to report against spend and drawdown of grant funding.</p> <p>Action Gary T – to arrange a commercial workshop with Bentley, Aecom and Galliford Try, DCC and DDDC to review the design assumptions.</p>	GT
8.	Communications	
8.1.	As discussed throughout the meeting.	
8.2.	<p>Aecom comms update – Aecom has developed a communications grid which captures the planned events and communications.</p> <p>Action CVP – to circulate the comms grid to the project team.</p>	CVP
9.	DLUHC update	
9.1.	<p>DDDC will be preparing for the Q3 reporting submission in January 2024 which is due to be submitted by 2nd February 2024.</p> <p>We are anticipating a Project Adjustment Request (PAR) may be needed for the Ashbourne Reborn Programme based on the revisions to the funding profile and delivery plan to date. DDDC will be seeking flexibility in an attempt to limit the number of change requests that may be needed and the date updated cost and programme information is requested by is 18th March, to inform any PAR that might be required following further consultation with DLUHC. This date is a compromise to maximise the available evidence without leaving any negotiations too late to achieve certainty in advance of the start of construction.</p>	
10.	Any Other Business	
10.1.	Date of Next Meeting – All agreed to change to 9 th January 2024 at 1:30pm at ATC	
10.2.	Any Other Business – Once the Communication Officer has been appointed, LS will arrange the next partnership Comms group meeting.	



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Ashbourne Reborn Link Community Hub

Link Project Board nr 8 - 3.45pm on 5th December 2023 Meeting Minutes

8.1.0 Attendees & Circulation		
Attendees (In Person) Ian Marsh (AMC) - Chair Richard Barratt (AMC) Laura Simpson (DDDC) Giles Dann (DDDC) Adrian Bates (Greenwood Projects) Mike Harrison (AJA Architect) Tony Walker (AMC) John Barker (AMC) Kathryn Ashton (Aecom) Caroline Vann Pickering (Aecom)	Circulation Steve Capes (DDDC) Apologies None	
Ref	Note	Action by
8.2.0	Corrections to Project Board nr 7 Minutes	
8.2.1	The minutes of Project Board nr 7 were accepted without alteration.	
8.3.0	Any other matters to be added to the Agenda - none	
8.3.1	Declarations of Interests None were declared	
8.4.0	DLUHC/LUF matters	
8.4.1	The TOR for this Project Board have been revised and agreed by email prior to the meeting. They are for inclusion in the next Programme Board documents.	
8.4.2	The submission date for the next Quarterly Report to DLUHC is expected to be 2 nd Feb. To allow for Programme Board review, the AMC input to the report will be required in early January 2024.	
8.4.3	A formal Project Adjustment Request will need to be made to cover changes across the whole AR programme. DDDC reported the likely submission date is 18 March 2024. The DLUHC process allows for their response 20 days after a 'correct' proforma has been submitted. It was noted that dialogue to improve / correct the proforma could extend this response time. To maintain programme, AMC are undertaking as much of the their VE work as practical for inclusion in the Tender Pricing documents due to be sent out in February. LS will copy a relevant paper submitted to the Programme Board on this to all PB members.	LS
8.4.4	AMC outstanding invoices, can now be paid as the GFA is now signed. DDDC would like to clarify the VAT invoice process before payment to be satisfied we avoid advanced or overpayment.	DDDC
8.4.5	A meeting is to be arranged to clarify the VAT being Invoiced by AMC, and the processes and timings of VAT recovery / LPWGS funding application. Noted that until the project and all financial matters are complete, the VAT payable to HMRC is an estimated amount.	DDDC / AMC

8.5.0	Grant Funding Agreement	
8.5.1	Signing of the final, agreed GFA by both parties was completed on Monday 4 th December 2023. 2 signed copies are held by the Methodist Church, and the third by DDDC. A scanned copy will be circulated by DDDC.	DDDC
8.5.2	It is agreed a 'letter of comfort' will be produced to amplify the arrangements should AMC cease to exist. Browne Jacobson will produce a bullet point list of the key content for Anthony Collins to then draft the letter.	DDDC / BJ
8.6.0	Highways & Mobility Hub	
8.6.1	Ian attended the Public Realm project board, which was agreed to be helpful. The suggested AJA concept for the pavement works on Station Road should now be worked up by Aecom into the overall design. This includes a suggested location for the Totem. Noted that some delays may occur in completing these designs, while contracts for full scheme design works are put in place.	
8.6.2	On a related point, AJA pointed out DCC have responded to the planning consultation identifying a possible S278 requirement for some form of retaining along Station Road to the south of the shop. This is to be checked when the design is received.	GPL
8.6.3	The coordinated technical design of the Link foundations adjacent to the Station Road buttress wall, and infill works are agreed in principle with DCC.	
8.6.4	Legal processes for updating the buttress wall ownership, associated Land Registry changes, and legal agreement for the planned scope of work are now with DCC / National Highways. In the meantime, AMC will proceed on the assumption the formal agreements will follow in due course.	
8.6.5	The proposed temporary hoarding along Station Road has been submitted for approval and the separate, associated proposal to suspend the car parking bays has been made by GPL.	
8.6.6	The resolution of DCC Match funding (£38,750) to the AR Programme related to the Mobility Hub remains outstanding. LS and TW to approach David Hilton Barber at DCC to progress / resolve.	LS/TW
8.7.0	Design Progress	
8.7.1	The Stage 4 design strands are still being co-ordinated in detail, to deliver final designs that are sympathetic to the heritage of the building. This is taking longer than planned due to a number of special challenges. The issue of designs to GPL QS to create the Tender Pack and Price Schedules is now planned for early January.	
8.7.2	As a further VE option, it is proposed to retain the existing Century Hall wood floor, rather than renew. This removes the impacts on the skirtings and doorways which would have been bespoke 'heritage' work.	
8.7.3	AJA have discussed options for finishes with Ian and Richard to agree some principles to allow the design to continue. A presentation to a wider AMC group will be made by AJA in the New Year to consider the colour, look and feel of the options.	AJA
8.7.4	More detailed work to the Garden design has been undertaken and the levels of the terrace area adjusted to reduce the slope across the paved terrace. So that the terrace can run onto the 'softer' garden area without a step, the design now shows the 'soft' area levels being built up from existing.	

8.11.0	Communications and Publicity	
8.11.1	<p>Kathryn and Caroline of Aecom, were welcomed and updated the meeting on their communications support work</p> <ul style="list-style-type: none"> • The Communication Grid work and access should be ready mid December, and AMC will then be able to update this. • A 12 days of Christmas campaign is planned to cover the achievements of the programme in 2023, and a Newsletter planned for the new year. Before releasing email addresses for inclusion on the Newsletter circulation list, AMC will need to seek individuals' permissions. • The Public Realm strand will hold a 'meet the contractor's team' event mainly aimed at the impacts on retail and the town activities. • To allow engagement with local suppliers and contractors, AMC will consider organising a 'Suppliers Forum' once a Main Contractor is appointed. • A publicity board is being installed at Millenium Square. This can be used as a template for a board at the church site. • Noted that AMC project milestones are listed in the DLUHC reports, but other more detailed points could be provided for future comms. 	
8.12.0	Actions from Previous Meeting not already covered	
8.12.1	Previous 7.4.2 – The last DLUHC report is to be circulated to this Project Board members	LS
8.12.2	Previous 7.6.1 – As the Station Road design is changing a new RSA is expected. GPL will therefore await for a new RSA before responding	
8.13.0	AOB	
8.13.1	None	
8.14.0	Future Meetings	
8.14.1	The next LCH PB meeting is on Tuesday 9 th January 2024 at 15:45 at Ashbourne Methodist Church	
8.14.2	Until the main contractor is on site, it was agreed to continue on the first Tuesday of each month but moving the meeting to the morning to start at 11:00 from February 2024.	All to note