

Ashbourne Reborn Link Community Hub

Link Project Board nr 11- 11am on 5th March 2024 Meeting Minutes

11.1.0 Attendees & Circulation		
Attendees (In Person) Richard Barratt (AMC) Chair Laura Simpson (DDDC) Giles Dann (DDDC) Adrian Bates (Greenwood Projects) Mike Harrison (AJA Architect) Toby Ellison (AJA Director) Tony Walker (AMC) John Barker (AMC) Anna Paxton (DDDC – AR Prog Comms)	Circulation Steve Capes (DDDC) Kayley Harrison (GPL) Apologies Ian Marsh (AMC) -	
Ref	Note	Action by
11.2.0	Declaration of Interests	
11.2.1	None were declared	
11.3.0	Agenda and Previous Minutes	
11.3.1	The minutes of Project Board nr 10 were accepted without alteration.	
11.3.2	No additional items were added to the meeting agenda. Noted the order of the Agenda had been altered to give time for the most important matters first.	
11.4.0	Programme & Delay	
11.4.1	A note regarding additional delay to the project had been prepared by GPL and circulated in advance of the meeting. This reported a new delays totalling 8 weeks to the Award of Contract date and included a detailed schedule up to the revised Award of Contract date. It was noted that some of the delays should have been identified and reported at the February Project Board.	
11.4.2	Richard, Adrian, Mike, and Tony each gave a view as to how the delays had arisen, issues and actions each could have done differently to identify report or mitigate the delay, and how this kind of unreported delay could be avoided in the future. For the future GPL have had additional PM resource in place since February, and all parties undertook to work more openly.	
11.4.3	The schedule to Award of Contract will continue to be reviewed by the Project Board members as some durations appear optimistic. To deliver other activities, meetings need to be booked into diaries in sufficient time to avoid slippage.	ALL
11.4.4	The Construction programme information included in the tender documents, should set a realistic target duration for tenderers to base their bids on, but the overriding emphasis must be for the tenderers to offer best value for money, even if this is to a different overall duration. The current 44 week programme included in GPL programmes should be verified with the design team, against the Stage 4 information.	GPL

11.4.5	A Client/ Professional team workshop will be scheduled for w/c 8 April after receipt of the PTE. This will focus on scope and VE options that are affordable from the project budget.	GPL
	DLUHC/LUF matters	
11.5.1	LS reported additional DLUHC support available in regard to the VE process. A meeting will be scheduled after the Client / Professional team workshop, to take advantage of this additional support.	AMC / DDDC
11.5.2	AMC Project Finance Manager will schedule a proposed VAT cashflow, after the AMC VAT adviser has reviewed the Stage 4 / PTE information. This is to avoid claiming DLUHC funds for VAT amounts that may be subsequently recovered either form HMRC or through the LPWGS. AMC monthly invoices will be for the pre VAT amount until this information is available and agreed with DDDC.	AMC
11.5.3	Information from AMC for the next quarterly report is required before Tues 16 th April	AMC
11.6.0	Grant Funding Agreement - Letter of Comfort	
11.6.1	AC will discuss the proposed LoC with TMCP. The AMC view is that the LoC needs to remain within the parameters previously discussed with TMCP.	
11.7.0	Communications and Publicity	
11.7.1	The AR display boards are now installed	
11.7.2	The LUF Branding is not generally required on LCH project paperwork. Use on the cover of the ITT pack or similar, is appropriate and the Branding Guidelines will be included in the tender information.	GPL
11.8.0	Highways & Mobility Hub	
11.8.1	Road and Footpath layout drawings for Station Road are awaited from Aecom on behalf of DCC. (No change sine PB 10)	
11.8.2	For the proposed Loading Bay, AMC have responded to DCC identifying double yellow lines as the most appropriate for the proposed use of the bay.	
11.8.3	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. (No Change since PB 10)	
11.8.4	The Hoarding License application and separate Parking Bay suspension application have been made by GPL. GPL continue to follow up progress of these applications	
11.8.5	The DCC Match funding (£38,750) to the AR Programme related to the Mobility Hub remains outstanding. LS and TW to engage with DCC (C Hegarty) and if required escalate further with DCC. This issue may be referred to the AR Programme Board if it remains 'stuck'. (No progress since PB 10)	DDDC (LS) / AMC (TW)
11.8.6	In respect of the possible Cycle Hire facility, a brief update email will be sent as there has been no engagement for many months. There is no current funding for this facility	AMC
11.9.0	Design Progress	
11.9.1	The GPL covers the current position regarding the Stage 4 Designs, and the process for Planning Condition and Methodist Section 98 Condition discharges/	
11.9.2	The Fire Strategy has been reviewed on site with input from the Fire Officer and the appointed Building Control team. The proposed use of evacuation	

	chairs for people of restricted mobility is not preferred and the Fire Service would not make use of evacuation chairs. The recommended solution is for a ramp exit in the current location.	
11.9.3	The AV package of works is being drawn up by AMC for internal AMC review, ahead of ITT coordination with the services technical design.	
11.9.4	The need for an intruder alarm system and the scope of any internal or external CCTV is under review within AMC and with the Insurers.	
11.10.0	Project Management	
11.10.1	The GPL PM report covers the trackers for discharge of Planning and Methodist Section 98 Conditions NOTE: The DDDC Planning Team have a high workload at present and as much advance notice of submissions/ discussions will aid the process.	GPL
11.10.2	The winter bat surveys of the church roof space are ongoing. To date no bats have been observed, or sounds recorded. The final bat recorders are due for removed on 18 March. A meeting with the newly appointed Bat Worker (Rachel Hacking Ecology) who will make the NE application clarified the 'no work period' for roofs as May – September. They propose to make the application to NE in April.	
11.10.3	Following competitive tender, Rachel Hacking Ecology have been appointed as Ecologist for the site. They will prepare the Management Plans for Planning Condition Discharge during March. To allow for tree removal, required for construction access to the site, they will undertake a site survey, and provided no birds have started to nest, they will authorise tree removals within 48 hours of their survey. This will be discussed with Planning Officer in advance to confirm the approach.	AJA/ RHE
11.10.4	As yet, no alternative 'heritage' site has been found that could take the Horsa hut. GPL will produce a report of the enquiries made for submission to Joanne Bamforth via AJA.	GPL
11.10.4	The following 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 • Asbestos removal works • AMC/AMCD Insurances • Off Site Store for AMC Decant 	
11.11.0	Cost Plan / Main Procurement	
11.11.1	The PTE is now due by Friday 5 th April. The finalised scope of works to be included in the ITT will follow PTE review.	
11.11.2	The main construction contract will include requirements for being 'back to back' with the GFA, for localisation monitoring, works insurances, LADS against the full operating cost plan, but no requirement for a bond. The tender programme will include the Professional Team's 44 week target, but allow for the contractor to offer best economic programme using this target as a guideline.	
11.12.0	Health and Safety	
11.12.1	The preparation of the Design Risk Assessments of residual risk is continuing..	AJA
11.12.2	AJA are preparing the Pre-Construction H&S plan, which will be issued as part of the Tender pack. Discussion of the site logistics plan is ongoing.	AJA

11.13.0	Actions from Previous Meeting not already covered	
11.13.1	Previous 10.10.1 – the recommended D&B credit report /checks on tenderers have not yet been completed	GPL
11.13.2	Previous 10.12.1 – the Waivers associated with direct procurement are to be drafted and agreed.	AMC (RB)
11.14.0	AOB	
11.14.1	TW asked AJA to clarify the acoustic work to Century Hall. In the current design acoustic treatment is to be added to the walls and sloping ceiling but the hanging elements are omitted. AJA will forward the acoustic design report to allow clarification of this important planned upgrade.	AJA
11.14.2	It was confirmed that a replacement hearing loop for the church is in the current AV plans. Alternative compliance with the Equality Act can be considered and loop systems for all the halls as required for compliance would be considered.	
11.14.3	To provide the high quality digital connectivity referred to in the LUF bid, enquiries have been made with OpenReach. However they have no plans to provide fibre to the premises during the project delivery timescales. The Government has awarded a contract to Full Fibre /Fibre Heroes to provide fibre to the premises in Ashbourne. However the range of service providers who will contract with Fibre Heroes is restricted, limiting our choice of provider, often to localised but recent startup suppliers.	
11.15.0	Future Meetings	
11.15.1	The next LH PB meetings are scheduled as follows: The April 2024 meeting will be rescheduled following the PTE / Scope Workshop Tuesday 7 th May 2024 All at 11am at Ashbourne Methodist Church. In Century Hall unless notified otherwise.	
11.15.2	Noted that AR Programme Meetings are scheduled as - 24 April 2024	