

Ashbourne Reborn Link Community Hub

Link Project Board Nr 18 - 11:00 on 1st October 2024
Meeting Minutes

18.1.0 Attendees & Circulation

Attendees (In Person)

Tony Walker (AMC) - TW
 Ian Marsh (AMC) - IM
 Richard Barratt (AMC) - RB
 John Barker (AMC) - JB
 Laura Simpson (DDDC) - LS
 Giles Dann (DDDC) - GD
 Anna Paxton (DDDC – AR Prog Comms)- AP
 Mike Harrison (AJA Architect) - MH
 Kayley Harrison (Greenwood Projects)- KH

Circulation

Steve Capes (DDDC)

Apologies

Adrian Bates (Greenwood Projects) - AB

Ref	Note	Action by
18.1.0	Apologies and Welcome	
	Apologies were received from AB.	
18.2.0	Declaration of Interests	
18.2.1	None noted.	
18.3.0	Agenda & Minutes	
18.3.1	<p>Corrections/ Clarifications to the minutes of meeting nr 17 A post meeting note was added to the previous minutes to note that on item 17.4.4 the Church Council voted on the finalised scope of works on Monday 16th September.</p> <p>It was also noted that a correction is required to the date of the previous meeting noted in section 17.12.1 (page 5) to read 6th August 2024.</p>	
18.3.2	<p>Anything to be added to the agenda? No items noted.</p>	
18.4.0	Procurement Status	
18.4.1	<p>Stage 3 Negotiations Strategy An interim meeting took place with DDDC on 26th September. An email sent on Friday 27th September summarised the position which is as follows:</p> <ul style="list-style-type: none"> • Current progress on the stage 3 negotiations is such that an order will be placed on 11th October 2024, the date as reported to the August and September Project Boards. • The order will initially be a letter of intent of contract for the value authorised by the church (£5.05 million) to reflect the increased financial commitment, which will include a value to expend prior to the contract documents being in place (by a given date). • The value and duration set within the instruction will be determined by the new tender programme that is being provided. It is expected to be around 12 weeks. 	

	<ul style="list-style-type: none"> The order will set a start and completion date that is considered to achieve the earliest spend of the grant. The timeline previously reported was a start on site of 25th Nov 24 based on the 6 week lead in period advised in the tender programme. Discussions are ongoing with the contractor to try and reduce this period and the operations around the Christmas break will impact on this. Upon placing the order, AMC will complete various enabling works. The order for the new electrical supply has been placed. <p>It was noted that the initial order must include programme critical works. The programme is needed to inform what is going to be included in the value of the initial instruction. Actions required to achieve the Letter of Intent are now being tracked.</p>	
18.4.2	<p>Target date for Stage 3 conclusion The target is for the Letter of Intent to be agreed by both parties by Friday 11th October.</p>	
18.4.3	<p>Contract T & C's Messenger have queried three points on the Contract terms and these are now with RB to review and respond. None of the items are of significant concern.</p>	RB
18.4.4	<p>Insurances The Methodist Insurance questionnaire needs to be filled in and submitted to AMC.</p>	KH
18.4.5	<p>Bond and/or PCG Messenger have offered a parent company guarantee as an alternative to a bond. The risks need to be reviewed, and the parent company guarantee status researched. AMC to make a decision on the preferred option. Not having a bond would provide a saving of £37,000.</p>	AMC
18.4.6	<p>Close out of tender clarifications, breakdowns and queries Messenger and GPL are working to close out tender clarifications and queries. Tom Birch and James Bessant of Messenger are meeting early next week to review, and these actions are included on the tracker that has been produced.</p>	
18.4.7	<p>Site Set up and Welfare Arrangements Messenger came out to site yesterday and confirmed that they would use Chapel House and Waterside as their site welfare. The HORSAs Hut can be disconnected and removed. KH to obtain confirmation in writing. Messenger to confirm which kitchen equipment they would like AMC to leave in place.</p>	KH
18.4.8	<p>Lead Paint Survey Report KH to provide to Messenger. This is an item included on the tracker.</p>	KH
18.4.9	<p>Contract Programme Duration & Lead In The Letter of Intent must have a contract start and end date, the programme will be included in the contract for information. Both parties need to sign the letter of intent. The contractor is aware of a 3 month lead in to vacate Cornerstone and the aim to minimise the closure period.</p>	

18.4.10	Likely start on site	
	The current start date is 25 th November based on a six-week mobilisation period. The amount and scope of works for the initial order will be affected by the Christmas break and how the site can be left during that period.	
18.4.11	<p>Early/Enabling Works Orders & Proposed Dates</p> <p>These are works that are being instructed by AMC direct. IM confirmed the dates for the following:</p> <ol style="list-style-type: none"> Asbestos Removal – 4th November Scaffold to HORSAs Hut- now 28th October Strip out boiler room- now 24th October Pew Removal- 28th October- joiner in place Electrical isolation of HORSAs hut with National Grid within next 4 weeks Diversion of BT Cable above the Link Diversion (need to progress) Disconnect organ console- ideally after funeral on 23rd Grand piano removal- TW progressing <p>DDDC queried the position regarding off site storage. AMC confirmed that storage is being utilised and new beds have already been obtained to go into the refurbished Gateway building.</p>	
18.4.12	<p>Procurement register update</p> <p>RB has issued a revised register showing completed procurements and pipeline. Some are direct orders of small value, for example a joiner. Not all of the waivers have been completed. RB to do more work on this.</p>	RB
18.5.0	Project Management	
18.5.1	<p>GPL Project Report</p> <p>KH talked through the PM Monthly Report dated 30th September 2024. The programme (rev 12) has not altered since the previous project board as the actual start on site date has not altered. The contract award date will now be the date that the Letter of Intent is issued.</p>	
18.5.2	<p>Planning Discharge Conditions Update- Noise/ Ecology/Drainage</p> <p>TW requested a change to the format of the planning tracker to make it clear that some items in red are not overdue despite them not having been submitted for planning discharge yet.</p> <p>There is outstanding paperwork on pre-commencement conditions- DDDC have not provided formal discharge. The noise mitigation is due to be discharged tomorrow.</p>	
18.5.3	<p>Bat Licence Application</p> <p>Natural England will not communicate until after the statutory period is over – after 10th October. The licence is required before any works begin that could affect bats. Site mobilisation will not affect the bats- the only restriction is timing on the roof.</p>	

18.5.4	<p>AMC Vacating Premises</p> <p>a. Emptying Premises The last event is 23rd October 2024. There are a lot of items to be removed, and a request for volunteers is being included in the church notices.</p> <p>b. Emptying Equipment As above</p> <p>c. Removing fixtures and fittings (incl. historical items) The archive team have now advised on the historical items and made recommendations about what is being kept and what is being retained.</p>	
18.6.0	Costs/Finance	
18.6.1	<p>Updated estimated spend profile</p> <p>A cash flow from Messenger is required based on their latest programme- we need to provide an outline to LS by Wed/Thurs next week to inform potential grant drawdown.</p> <p>Achievable expenditure by March 25 is to be confirmed so it can be determined what amounts are to be defrayed to the 25/26 financial year.</p>	GPL to liaise with MCL
18.6.2	<p>AMC- AV scope of works/design</p> <p>AMC are working on as time resource allows.</p>	
18.6.3	<p>VAT- AMC Operational Company</p> <p>The intention is those parts of the building that are not defined for religious use (Gateway, Cornerstone and the new Link) will be leased to new Link Centre Ltd. AMC Development Ltd will receive all bills from suppliers and bills will be split to the relevant company.</p>	
18.6.4	<p>VAT- whether AMC could exclude VAT on grant applications</p> <p>AMC are assessing whether it is an option to exclude VAT on all grant applications. For the non-recoverable VAT, the impact on cash flow needs to be established. This is being worked through with the VAT advisor.</p>	
18.6.5	<p>VAT- LPWGS</p> <p>The first LPWGS application will follow the start of construction works on site- the first valuation is expected to be in November.</p>	
18.7.0	Design Progress Report	
18.7.1	Planning- see update in GPL report as 18.5.1	
18.7.2	<p>Design VE</p> <p>A design VE scoping meeting took place with GPL and Messenger to review items for potential savings. TB has submitted a list and AJA have responded. There are some items for CPW and Ridge to review. The letter of intent set out a scope of works marked up on the drawings. Further drawings updates may be required for contract.</p>	
18.7.3	<p>M & E VE</p> <p>Compass have reviewed the M & E and have made some VE suggestions. Further work is required over the coming weeks.</p>	

18.7.4	Methodist Church LBC- update from AJA Progress is detailed on the planning tracker. J Balmforth is comfortable with suggestions. Sample panels will be required.	
18.7.5	Buildings Regulation Plan Approval When the scope is finalised, changes to the plan approval will be discussed with Quadrant MH does not foresee any building regulations issues as the main change is a reduction in work to buildings.	
18.7.6	Location of new incoming supply The order has been placed for the new incoming supply. This is going into the new build Link- which will not be wind and waterproofed. It could come into the Waterside kitchen area. This is an item for further discussion with the design team and Messenger.	
18.8.0	Highways & Mobility Hub	
18.8.1	Liaison on timing of AR Station Road footpath work, A mtg with DCC is arranged for 16 th Oct. A revised programme is awaited from DCC for these works. The dates will need to be factored into Messenger's programme.	
18.8.2	BSIP Totem size and location This is a 2.3m high totem showing the bus timetable and other information relevant to Ashbourne. It will be located outside the Link building and during the Station Road footpath works.	
18.8.3	Cycle Charging outlets potentially supplied by DCC Hub TW and RB met with an expert who confirmed that there are no standard bike charging units available and 3 pin electrical sockets should be provided. TW sent an email to ensure that this satisfies government requirements. AMC to decide how this is secured as it will need to be publicly accessible.	
18.8.4	Station Road Traffic barriers order and date The decision where these go and who provides them needs to be confirmed with GP and MCL. If being supplied by AMC, a delivery date needs to be established.	GPL
18.9.0	Health and Safety	
18.9.1	Designers' Risk Assessments- to be updated following conclusion of Stage 3 To be completed following stage 3 VE review when the scope is known.	
18.9.2	Tenderer's site logistics and welfare review in Stage 3 This will be included in the Construction Phase Plan following the Letter of Intent.	
18.9.3	F10 This will be issued following LOI.	GPL

18.10.0	MHCLG Matters	
18.10.1	<p>Quarterly Report due 1st Nov 2024</p> <p>The quarterly monitoring report is required by 1st November. The adjustment request will go in slightly later. Evidence may be required of a start on site, LS to confirm but the information needs to be consistent with the report.</p> <p>Pending issue of the new template, AMC are to use the existing template with the same information. LS will modify to suit the new template.</p> <p>Programme Board report is to be issued by 14th October.</p>	
18.10.2	<p>It was noted that AB has completed a full review of the risk register. Although this is regularly assessed, it would be useful to schedule in a formal interim review.</p>	
18.11.0	Communications & Publicity	
18.11.1	<p>Feedback from Programme Board (covered in interim meeting on 26th)</p> <p>The announcement of the public engagement sessions will form the start of the campaign. Regular progress updates will then begin. A communications group have contributed to an outline proposal on how the sessions will run.</p> <p>There will be Library drop-in sessions with 2 or 3 project representatives and then a public meeting with the two project leads (Tony Walker and Councillor Spencer) with a panel of people from each of the projects who will answer questions.</p>	
18.11.2	<p>Proposed open meeting 19th November</p> <p>The date is not fixed yet but ideally it would be in advance of the start of construction works on site. It is not a consultation. It will be to show details of what is being delivered to the community and high level programme details. A key issue for the community is what parts of the town are going to be closed and when. Until that information is available, it is not advisable to hold a public meeting.</p> <p>GD understood that it would be difficult to confirm this on the wider AR by 19th November and the meeting may have to be later.</p>	
18.11.3	<p>AMC communication with trustees and congregation</p> <p>The team are continuing to update the church regularly.</p>	
18.11.4	<p>AMC communication with neighbours</p> <p>The team are continuing to update regularly as the project progresses.</p>	
18.11.5	<p>Other comms or publicity items</p> <p>One of the first items for consideration will be the design of the hoarding on Church Street. The design is currently with Stuart (Publicity Officer). The hoarding is a blank canvas and is likely to change as the project progresses. Funding acknowledgement requirements will need to be incorporated.</p>	

