

Ashbourne Reborn Link Community Hub

Link Project Board #5 - 3pm on 5th September 2023

DRAFT Meeting Minutes

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| 5. 1.0 Attendees & Circulation | | |
| Attendees (In Person) Ian Marsh (AMC) - Chair Laura Simpson (DDDC) Richard Barratt (AMC) Tony Walker (AMC) John Barker (AMC) Jane Willars (AJA Architect) Ollie Cradock (AJA Architect) Adrian Bates (Greenwood Projects) Giles Dann (DDDC) | Circulation Steve Capes (DDDC) Mike Harrison (AJA Architect) | |
| Ref | Note | Action by |
| 5 .2.0 | Corrections to Project Board #4 Minutes | |
| 5 .2.1 | The minutes of Project Board #4 were accepted without alteration | |
| 5 .3.0 | Any other matters to be added to the Agenda | |
| 5. 3.1 | Declarations IM advised that he has become aware that one of his neighbours worked on the tender submission of one of the companies who tendered for the Structural and Civil Engineering Consultancy. The company was not selected as the recommended tenderer. IM was part of the tender evaluation process. | |
| 5. 4.0 | DLUHC/LUF matters | |
| 5. 4.1 | The next Programme Board is on Weds 27 th September. | |
| 5 .4.2 | LS reminded the meeting that the report from DDDC to DLUHC is due for submission in October, based on the project status at the end September. This needs to include the current risk position, updated cashflow, and further detail of Outcome & Output monitoring processes. <ul style="list-style-type: none"> • Some Outcome / Output baseline work is required to be undertaken at programme level. LS and TW will discuss if any baseline data is required for the specific LCH project measures. • Risk and Cashflow information should be provided by GPL for submission to the Project Board on 3rd October, after discussion and workshops with the AMC Ops team (RB and IM). The progress report information (text) should follow the July format | LS / TW GPL GPL/AMC |
| 5 .4.3 | DDDC (LS) are to issue the DDDC order number for AMC to use on Invoices for the quarter. The current claim and invoice submission process is working, but payments are held until the GFA is finalised. | LS |
| 5. 5.0 | Funding Agreement update | |
| 5. 5.1 | The draft GFA is with AMC's solicitors, Anthony Collins, for final checks and /or updates. A list of clarifications and recommendations has been received. These are seen as minor. The document is subject to final review by TMCP for them to confirm the agreement complies with Methodist rules and charity law. | |
| 5. 5.2 | Once all parties are agreed on the final GFA version, it will be signed by two designated AMC Trustees and then by DDDC authorised person(s). | |

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| 5. 5.3 | All parties should note that for DDDC to report spend to DLUHC for this project, the GFA needs to be concluded in sufficient time for payments to AMC to be made by the end September. | |
| 5. 5.4 | DDDC have shared the advice received from their solicitors on subsidy control with AMC. | |
| 5. 6.0 | Mobility Hub | |
| 5. 6.1 | TW has had additional information from Michael Rich regarding the DCC match funding included in the LUF bid. Based on this and the overall letter of support for the bid from DCC, TW will draft for LS, a proposed joint AMC/DDDC response to DCC to endeavour to progress this funding. It was agreed to progress this separately from other DCC issues, such as the Station Road pavement works. | TW / LS |
| 5. 6.2 | Station Road shared pavement /cycle way designs have been produced by AECOM. The associated costs should be known as part of the Public Realm Stage 3 cost plan expected by end September. The costs for this cycle way and pavement changes are not in the current PR budget cost plan. Noted that under Air Quality improvements, new Traffic Lights at the Station Road / Church St junction are proposed for installation late 2023/early 2024. | |
| 5. 6.3 | No further substantive work to facilitate a cycle hire building has been undertaken. The next AMC Planning submission will not include this facility, but the garden design allows for later inclusion. | |
| 5. 7.0 | Design Update | |
| 5. 7.1 | The full design team has now been in place for nearly two months. Fire Strategy, Acoustics and Landscape design works are within the AJA appointment. CPW (Services) and Ridge (Structural / Civil) are AMC appointments. | |
| 5. 7.2 | More detailed building layout work is progressing. An alternative for Chapel House has been agreed which simplifies the work / cost. The vestry outrigger layouts and toilet arrangements at the garden entrance are being worked on. | |
| 5. 7.3 | The garden layout has been revised following discussion with AMC. The proposal to remove the copper beech has yet to be discussed with the DDDC tree officer. Support was requested to facilitate this discussion. | DDDC |
| 5. 7.4 | For the planning submission, the required Flood Risk report and the Heritage Statement of Significance are complete, and the Arboricultural report is being finalised. The Ecology report is outstanding. The scope of the bat roost surveys has been extended for a second time. In August an additional survey on Chapel House was required. Unexpectedly, a further night survey for the Century Hall roof bat roost is now required, which is planned for 7 th September. The report is quoted as taking 4 weeks beyond last survey (ie to 6 th Oct). This delays the Planning submission, and improvement will be sought. AJA are continuing to liaise with the DDDC planning officer. Support was offered by LS to see if (as an exception) the Planning Application can be accepted before the Ecology report is ready. AJA will prepare a suitable briefing paragraph for LS. Council Planning Meeting dates are December 12 th 2023 or 16 th January 2024. | AJA AJA AJA / LS |
| 5. 7.5 | Appointments have been made during August for surveys and minor works: Asbestos R&D survey - survey completed. | |

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| | <p>Archaeology survey – Site meeting has agreed that the scope can be reduced to omit any new inspection trenches</p> <p>Trial Pits for Civil Engineer - underway</p> <p>Fabric opening up for Architect and Services Engineers – underway</p> <p>Drainage Survey – Planned for 25th September</p> <p>Building Control Inspections – Note that site inspections are included at 2 week intervals during construction.</p> <p>Quotes are awaited for the Ground Investigation core sampling.</p> | |
| 5. 7.6 | The revised submission for Methodist Church Listed Building Approval was considered at the meeting on 18th July. Whilst written confirmation is awaited, verbal positive feedback has been received. The minute is needed for the Planning submission. | AJA |
| 5. 7.7 | A positive meeting with DCC to discuss the Station Road wall was held on 6 th September. Kevin Parkes provided a point of contact (John Malinowski) for GPL to follow up co-ordination of the technical design, and for AMC to discuss subsequent legal issues (Howard Moncaster). | GPL |
| 5. 8.0 | Programme | |
| 5. 8.1 | The GPL report includes the relevant programme information. The overall construction period of 13-14 months is agreed but the detailed phasing is continued to be discussed with AMC. | |
| 5. 8.2 | Initial proposals for Station Road hoardings are to be shared with AECOM / DCC to co-ordinate and minimise potential disruption across the whole programme. | GPL |
| 5. 8.3 | GPL have produced a procurement plan outlining the process for the construction works ITT. Once reviewed and agreed with AMC this will be copied to DDDC for information. | AMC/GPL |
| 5. 9.0 | Cost Plan | |
| 5. 9.1 | The cost plan remains significantly over budget, and the Design Team are continuing to review scope options, challenging material standards and other VE. GPL have taken note of recent market cost and inflation pressure on budgets experienced on a separate DDDC project, where re-tendering was required. | |
| 5. 9.2 | GPL will calculate the cashflow/ spend profile, for the October DLUHC report. | GPL |
| 5. 9.3 | The increased construction industry rate of inflation beyond LUF bid assumptions is a significant element of the budget pressure. The indication is that DLUHC are unlikely to award additional funding, so a submission to formally reduce the LUF scope may be required. GPL advised they know of NLHF projects where claims for exceptional inflation have been accepted. DDDC asked if details of these claims can be provided. | GPL |
| 5. 10.0 | Health and Safety | |
| 5. 10.1 | The GPL report includes the relevant information | |
| 5. 11.0 | Communications and Publicity | |
| 5. 11.1 | DDDC outlines some additional Comms resourcing proposed. On the Public Realm strand the AECOM Comms Team have provided some proposals to increase the profile and hopefully 'wow' aspects of the public facing comms. Across the programme (but funded elsewhere) DDDC are also proposing a 2 year appointment of a new Comms staff post. The use of Hoardings to promote the overall programme was discussed. Forthcoming construction contract ITT will include for suitable hoardings. | |

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| 5. 11.2 | TW confirmed the Town Council were progressing with the Thinking Place proposals. Funding is now in place for the first stage work. The Town Team will act as client's agent to work with Thinking Place. | |
| 5. 12.0 | Actions from Previous Meeting not already covered | |
| 5. 12.1 | Previous 4.11.2. The social media questions have been responded to. | |
| 5. 12.2 | Previous 4.13.2. The requested briefing meeting of the LCH project for David Hughes was held on 16 th August | |
| 5. 12.3 | Previous 4.13.3 The AMC Procurement Strategy document entitled Procurement Guidelines was issued on 12 th August. | |
| 5. 13.0 | AOB | |
| 5. 13.1 | AJA lead architect will shortly start maternity leave. Ollie Cradock will continue in role working to Mike Harrison. Post Meeting Note – an AJA / AMC handover meeting is scheduled to clarify roles and responsibilities to avoid gaps, and ensure smooth transfer and continuance of the AJA work. | |
| 5. 14.0 | Future Meetings | |
| 5. 14.1 | The preference is for these meetings to be in person for the future, which all attendees are content with. | |
| 5. 14.2 | The next meeting is on Tuesday 3 rd October at 15:45 at Ashbourne Methodist Church | |