

BENTLEY

PROJECT MANAGEMENT

ASHBOURNE REBORN – HIGHWAYS AND PUBLIC REALM Meeting Minutes

Project Control Board Meeting

Tuesday 3rd October 2023

Attendees

CLlr Charlotte Cupit
Kevin Parkes
Giles Dann
Laura Simpson
Kim Dorrington
Tim Challans
Sue Bridgett
Ryan Hunt
Ranbir Mander

Apologies:

CLlr Simon Spencer
Jim Seymour
Carole Dean
Scott Harris
Jen Riley
Sue Hunter

Company

Derbyshire County Council
Derbyshire County Council
Derbyshire Dales District Council
Derbyshire Dales District Council
Town Team
Town Team
Ashcom
Aecom
Bentley Project Management

Derbyshire County Council
Derbyshire County Council
Town Council
Aecom
Bentley Project Management
Bentley Project Management

1.00 Welcome and Apologies

Apologies as above

2.00 Declaration of Interest

Discussed under item 3.03.

3.00 Minutes of last meeting and matters arising

3.01 **Grant Funding Agreement (GFA)** The GFA is currently with DCC for final round of comments. DCC finance team need to review it before the legal team. GD stressed the urgency of completing the agreement. KP will confirm the timescales for when DCC will complete their review.

KP

LS advised that whilst DCC/DDDC have an agreement in principle in place, we must prioritise having the GFA signed by all parties so that it can be reported back to DHLUC, ideally for the return on 27th October.

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Cllr Cupit advised KP to speak to Cllr Spencer as portfolio holder for finance and legal to see if they can expedite their reviews in time for the DHLUC return.

3.02 **Terms of Reference (ToR)** – DDDC have reviewed and commented on the draft ToR. It is currently with DCC for comments. JS and KP will be reviewing it this week.

DDDC have requested that the latest draft is issued to Programme Board on Friday 13th October.

- **Action JS/KP** to review the draft ToR by Friday 6th Oct **KP**
- **Action BPM** – to collect comments and issue the latest Draft of ToR to PCB members by Friday 13th October **BPM**

3.03 **Declaration of Interest (DoI)** – Significant progress has been made. DCC have confirmed the Declaration of Interest form is specific to this project but follows the Members Declaration form.

Signed forms will need to be held by both DCC and DDDC for accountability.

Approval – DCC confirm the Declaration of Interest form is approved in principle

Action JS – to issue the Declaration of Interest form to Cllr Spencer for reference **JS**

Action BPM – to issue the Declaration of Interest form to all members of the PCB for completion ahead of the next PCB. **BPM**

3.04 **TRO process/timeframes** – Aecom recommended early planning of TRO to allow the current delays due to the shear workload. Current timeframes for decisions on TRO is 6-9months. There is a risk that further increase to this timeframe will mean we will be on site before the TRO. Whilst a Temporary TRO could be put in place to accommodate the work, an objection to the TRO could put the project at risk.

Aecom recommend we start the work on the TROs.

Action GT – to issue Aecom with the DCC contact for the TRO in the area. **GT**

Road space bookings – GT issued information to Aecom detailing road space bookings that have been committed. He advised the project will need 2 sets of road space booking permits. An Early Permit (12 weeks prior to start on site) and then Confirmation Permit before starting on site. Aecom will speak to Davina Harrison at DCC to secure road space bookings.

The added benefit of proactively booking road space for the Ashbourne Reborn project will help identify which utilities are also planned for the key project areas, thereby offering opportunity to work collaboratively.

Early Contractor Engagement will also allow us to review the dates proposed for road space bookings and ensure they are realistic in terms of sequence of works and buildability.

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Aecom welcome early ECI discussions to ensure the detailed design are ready in line with the construction sequence.

KD recommended this is something for the comms team to communicate.

Action RH/GT – to develop a TRO schedule.

RH/GT

N.B. Cllr Cupit advised to build in some flexibility into the TRO schedule and programme, as any objections to TRO will mean it is escalated to Cabinet.

Action BPM – to add Road Space bookings/TRO process and C3 bookings to next month's PCB agenda

BPM

3.05 Use of Overflow Car Park – DDDC confirm the overflow car park is not currently being considered for the traveller community. It was always DDDC's intention to make the overflow car park available whilst construction takes place for this project.

The overflow car park will remain as a car park during the construction phase and, subject to the outcome of the District Council's Car Parking review, will be considered for use after project completion, to accommodate the increased demand as an outcome of the project. The overflow carpark drainage was repaired in 2020.

Action – RH/GT - To draft a list of potential sites across Ashbourne that could be used as site Compound. The list will be reviewed with the ECI. Project Team to be invited to the meeting.

RH/GT

Suggestions include the Car park on King Edward Street

3.06 Minutes of the last meeting were approved.

Action BPM – remove 'draft' watermark off the minutes and issue the final set to DDDC by Friday 13th October

BPM

4.00 Design Development

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- 4.01 Listed Building Consent (LBC) update** – we have had one formal objection to the LBC, from flower café. They object to the close proximity between the proposed parking space and their benches for outdoor seating.
- The flower café proposed moving the parking bays or suggested installing bollards between the parking bays and outdoor seating. Both suggestions are not viable.
- After discussions on this objection the following Actions were agreed
- Action LS** - will set up a working group to review the sitting out licence and look at formalising the outdoor seating which meets the needs of the project and will help address the current issue of anti-social behaviour in the area. DDDC want to replace current outdoor seating with a palette that creates the look and feel of a communal outdoor space. **LS**
- Action Aecom - to check with the planning team what our next steps are
- Action RH** – arrange a meeting with DDDC/DCC/TT/BPM to agree a design strategy of the outdoor seating area, and share this specification with DDDC licencing **RH**
- Action RH** - DDDC / Aecom and TT to meet with café owner and discuss the objection. Give assurance to them and see if it can be removed. **RH**
- 4.02 Stage 4 design** – the detailed design plan will be issued to DCC by the end of the week.
- DCC S278 team are reviewing the designs at the minute.
 - ECI contractor will be consulted to review the current design assumptions.
 - Liaison with Ashbourne Methodist church and signals work is underway, and things are progressing well.
- Caroline and Kathrine** joined the meeting remotely via Teams. Aecom have been appointed to offer Temporary Comms Support for both the Ashbourne Methodist Church and Ashbourne Reborn projects.
- Aecom’s Comms Team will develop a programme of proactive communications to promote both schemes, across social media and local media channels.
- 4.03 WIFI Hotspot** – this may be a potential VE opportunity. PCB need to consider the cost of installing and maintaining it. TT asked is it worth pursuing, why would you need it?
- LS confirmed it is an output in the LUF bid and the BCR calculation will have been linked to it. Therefore it’s a project output.
- Ashbourne Reborn is LUF will only fund capital project costs. The WIFI is the only items within the project that has a revenue implication.
- The WIFI will need to triangulate across 3 existing WIFI points/masts to create a hot spot. PCB suggested the town hall, library and Methodist church as public buildings.
- Further investigative works is required in order to develop a WIFI proposal that could be considered by PCB.

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Action Aecom – to provide an indication capital cost for installation.

RH

Action KP – to speak to Digital Derbyshire

KP

BPM – seek advice from Adocco

RM

5.00 Millennium Square Update

5.01 Demolition work has commenced and is progressing. A press release will be issued today via the District Council.

DDDC are looking at installing vinyl display boards to promote each element of the Highways and Public Realm project (and link Community Hub), which will need to be approved by DHLUC.

Carole to provide update next meeting.

6.00 Communication Strategy Post Update

6.01 GD advised a joint paper went to Programme Board, which detailed the provision of interim comms support, that would be provided by Aecom, and for the appointment of a 2 yr. post for a dedicated Communications and Engagement Officer for the Ashbourne Reborn programme with further engagement required with each project board regarding the working arrangements for the role.

Revenue funding for the post was agreed at the District Council's full Council meeting on 28 September. The post will be based at DDDC. The next stage is to commence recruitment.

7.00 Risk Register

New Risks to be added to the Risk Register

Risk Title	Risk	Mitigation
NGED new cable installation	NGED have been asked to provide a new supply in the Ashbourne area. This will involve installing an additional cable on the bridge which crosses the Henmore Brook, the bridge may be called Compton Bridge. The work would involve drilling through either side of the bridge and then clipping the cable on the external wall, there are already numerous cables in place, this would just involve installing a new one. The works will be done via scaffolding to allow safe systems of work.	Aecom to engage with NGED to understand their design and install and how this aligns with the Ashbourne Reborn project, including installation

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Flooding and Surface water run off	Flooding caused by heavy rain along Dig Street and Market Place.	Drainage surveys and jetting will be undertaken to ensure correct drainage details are available to inform detailed design
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Potential Risk

Further to the issue being raised at preliminary design stage, GD highlighted a potential issue which could impact design and become a potential project risk.

Martyn's Law – based on advice from police the designs may need to be changed to ensure the safety of public from terrorism.

Under Martyn's Law premises and events including outdoor areas need to be separated using a public barrier.

Mitigation measures - the event organiser and public authorities to be responsible for ensuring safety attendees.

DCC/ DDDC have a meeting/training with the police to understand PAS68. After the training, the project team will review PAS68 and understand the implications on design and the LBC.

An update will be provided at next month's PCB meeting.

8.00 Programme update

8.01 Programme update – RM referred to the highlight report submitted with the PBC papers. The project programme is delayed due to the delay in signing the Grant Funding Agreement.

A programme workshop will be held next week to review the detailed design programme against the overall project programme.

LS advised the programme board is on 26th October and would need update on the programme to inform board.

Action – RM arrange programme workshop for week commencing 9th October

RM

9.00 DHLUC

DHLUC deadline – assurance document need to be completed by the 20th October 2023 and next monitoring return sent to DHLUC by the 26 October.

DLUC Programme extension – DHLUC have deemed it acceptable to extend the programme to account for the delay they took in the decision process.

As part of the last monitoring return we were asked to profile to 2025/2026. This was so that DHLUC have an indication of the number of projects likely to go over the March 2025 deadline. Based on feedback to date it is understood that the 3month extension to July is acceptable.

Working with delivery leads, DDDC need to ensure the programme completion and funding profile are correct for the October grant return. It was noted that DLUHC had requested confirmation of expenditure to be carried into 2025/26 in this claim..

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10.00 AOB

10.01

- **Drainage Survey** - The team have a 2 week lead in time meaning they can respond quicker. Aecom will need to ensure the Road space booking is confirmed. GT said there may be benefit in doing the surveys overnight.
- **Martyn's Law** – advice from the police and PCSO is that this scheme may be impacted by Martyn's Law. Action for LS and RH is to discuss the scheme with Derbyshire Police and then consider the impact if any on design.
- **Project Cost and Project Budget** – to be discussed at the next PCB meeting and an updated cost plan summary to be shared. The position will also need to be reported at the next programme board.

DRAFT