

Ashbourne Reborn Link Community Hub

Link Project Board nr 6 - 3.45pm on 3rd October 2023 Meeting Minutes

6.1.0 Attendees & Circulation		
Attendees (In Person) Ian Marsh (AMC) - Chair Laura Simpson (DDDC) Giles Dann (DDDC) Tony Walker (AMC) John Barker (AMC) Adrian Bates (Greenwood Projects)		Circulation Steve Capes (DDDC) Mike Harrison (AJA Architect) Apologies Richard Barratt (AMC) Jane Willars (AJA- now on maternity leave)
Ref	Note	Action by
6.2.0	Corrections to Project Board nr 5 Minutes	
6.2.1	The minutes of Project Board nr 5 were accepted without alteration	
6.3.0	Any other matters to be added to the Agenda	
6.3.1	Declarations None were declared	
6.4.0	DLUHC/LUF matters	
6.4.1	The next Programme Board is on 26 th October, with papers to be issued on before 19 th October 2023.	
6.4.2	The restructuring of the reporting boards is an opportunity to review the Terms of Reference for each Board. LS to reissue the previous ToR issued by Michael Rich and the latest Programme Board ToR. AMC to review and respond with their proposal, by 13 th October if possible so it can go to the Programme Board. It was noted this should include such as an escalation process, a means for agreeing matters between meetings and extent of decision-making authority for the LPB.	JB
6.4.3	The 6 monthly DLUHC report is due on 27 th October. AMC asked DDDC when they wanted the information from AMC; LS explained DDDC wanted the proposed report to go to the Programme Board, therefore she would like it by 13 th October if possible.	AMC
6.4.4	Information required from AMC This needs to include the current risk position, updated cashflow, and further detail of Outcome & Output monitoring processes. <ul style="list-style-type: none"> • Output & Outcome update -which LS and TW are working on. LS clarified a query from TW on the baseline. AJA to confirm latest GIFAs. • Risk Register – workshop held 2nd October, GPL to issue the updated RR on 5th October for RB/IM to review. LS asked that the RR clearly identified the top 10 risks, GD asked that the delay in finalizing the GFA be identified in the RR. 	TW/LS RB/IM

	<ul style="list-style-type: none"> • Spend profile – A preliminary update was issued 1st Oct by RB, RB & IM to review. LS to resend the July 23 return and asked AMC to transfer the spending profile figures into this template. • Progress report – LS confirmed it is the same questions as the last report. GPL draft is with AMC for review. LS reminded everyone there is a 500 word limit, to include the Public Realm project. 	IM/RB RB/AB
6.4.5	<p>LS explained the additional reporting requested by DLUHC related to governance and assurance matters. The information DDDC are collating includes:</p> <ul style="list-style-type: none"> • The governance TOR, which will be addressed by 6.4.2 above. • The GFA being in place. • Procurement strategy – DDDC (see 6.8.2 below) • Reporting – for which DDDC want to include the minutes of this LPB as accepted. It was agreed this can be done by email 	JB IM IM
6.4.6	<p>DDDC advised DLUHC have set up a free support service to be provided by Visit England and Cultural England. It was intended to advise on business planning and cultural event planning. AMC acknowledged this service could potentially inform plans for the Community Hub and would review what was being offered. LS to circulate details.</p>	LS
6.4.7	<p>DDDC have raised the question of excessive inflation with DLUHC but no response has yet been received GPL have previously advised that NLHF have made additional grant for inflation on a project there are involved in, AB to share as much of the details with DDDC as he is able.</p>	AB
6.5.0	Grant Funding Agreement	
6.5.1	<p>The version finalized between AMC & DDDC's respective advisors is now with TMCP for a final review. AMC are pushing TMCP as much as they can and fully appreciate the urgency.</p>	IM
6.5.2	<p>The email exchanges about MCA requiring a Charge to provide a loan to AMC were discussed. AMC apologized for any misunderstanding, they thought they had been up front about this at all stages, IM said he remembers raising this in earlier meetings with DDDC and specifically the challenge of both DDDC and MCA wanting a charge which would require a hierarchy to be agreed. Apologies were given if this had not been clear at the time. That AMC raised this again as part of the GFA review was a continuation of that open approach. TW clarified the history of MCA and advised that MCA were <u>not</u> part of the Methodist Connexion as had been stated; if they had been then they wouldn't need a Charge. The current GFA wording on this matter is agreed.</p>	
6.6.0	Highways & Mobility Hub	
6.6.1	<p>TW has drafted a joint response to DCC on the DCC match funding for the Mobility Hub included in the LUF Bid. This has been passed to LS for information. It was agreed this matter would be taken further at an appropriate opportunity.</p>	

6.6.2	The Totem design circulated was considered too high and couldn't be supported by AJA as it dominated the Link and Cornerstone. It was agreed that once the Totem sign details and location were agreed, it would be for DCC to obtain the necessary consents, including planning permission if required.	
6.6.3	<p>GPL had led a productive meeting early that day that included representatives of AJA, AMC, Ridge, the new DCC PM Gary Thompson and DCC Technical representative John Malinowski. Separate minutes will be issued by GPL but as an overview the matters discussed included:</p> <ul style="list-style-type: none"> • Technical matters around the design of the Link substructure to suit the existing masonry buttress wall. • An acknowledgement that there was a legal process required for DCC to adopt the wall but understood to be a procedural matter. • Potential Easement required to maintain the wall. • The raised footpath levels to tie into the new Link entrance. • The likely impact on the design due to the planned BSIP works to add traffic lights at the adjacent Station Road/Church Street junction, AMC had no objection to relocating the Drop off bay as proposed. • Temporary traffic orders that would be required during the Link construction and how GPL can progress these. A Hoarding plan is being produced. <p>A decision on a preferred design principle on the buttress wall is awaited from DCC to allow Ridge to continue and GPL will arrange a follow up meeting to maintain progress.</p>	<p>AB</p> <p>AB</p>
6.7.0	Design Progress	
6.7.1	VE options are being proposed by the Design Team for AMC's consideration. Although savings are being identified it was clear this will not solve the budget challenge on its own. Further review meetings to be arranged.	AB
6.7.2	Surveys are nearly complete, and the last reports were coming through. None of these had revealed anything significantly different to that anticipated. The final Ecology report is awaited following the additional DNA sample testing.	
6.7.3	The R&D asbestos survey report has been received and is to be distributed.	IM
6.7.4	A RIBA Stage 3 design review is planned for w/c 16 th October.	AJA
6.8.0	Programme & Project Management	
6.8.1	The GPL report includes the relevant programme information. The phasing and extent to which buildings are to be vacated are the subject of ongoing discussion between AMC, GPL, and AJA as PD.	
6.8.2	DDDC responded with comments on the main contract procurement plan earlier in September, and this is to be reissued by AMC. DDDC would like to include this in their additional DLUHC submission.	RB

6.8.3	GPL have produced a proposed main works ITT and this is being reviewed within the team. It was agreed it would be helpful to have the benefit of DDDC Procurement Officer's input so this will be issued to DDDC for their comment.	AMC/GPL
6.8.4	The planning application was submitted on 28 th September 2023. The application is being accepted with the final ecology report to follow.	
6.8.5	The planning fee is now being paid.	AMC
6.8.6	AJA are chasing the final piece of supporting information from the LBC Conservation Officer	AJA
6.8.7	Risk Workshop – covered in 6.4.4 above.	
6.9.0	Cost Plan	
6.9.1	The cost plan remains significantly over budget.	
6.9.2	AMC have used the latest GPL cost plan to produce the spend profile for the DLUHC report.	
6.10.0	Health and Safety	
6.10.1	The GPL report includes the relevant information. AB reported the current focus was on production of the Tender Information with the Construction Phase Health & Safety Plan.	
6.11.0	Communications and Publicity	
6.11.1	TW advised from the Programme Board that the strategy would include coordinated information boards around the town, with these updated to suit progress.	
6.11.2	DDDC advised they had established a post responsible for Comms.	
6.11.3	The AR public realm project had obtained a resource through Aecom to provide some interim Comms support.	
6.12.0	Actions from Previous Meeting not already covered	
6.12.1	Previous 5.4.3 – The DDDC order number for AMC is in hand.11.2.	LS
6.13.0	AOB	
6.13.1	Mike Harrison (Director of AJA) has now got into the role as AJA lead and has confirmed he can attend the next two LPB meetings.	
6.13.2	DDDC may chose to bring a Comms person to meetings if appropriate.	
6.14.0	Future Meetings	
6.14.1	The next meeting is on Tuesday 7 th November at 15:45 at Ashbourne Methodist Church	
6.14.2	Post meeting note – the only other LPB date set is 5 th December 2023	