

Ashbourne Reborn Link Community Hub

Link Project Board nr 7 - 3.45pm on 7th November 2023 Meeting Minutes

7.1.0 Attendees & Circulation		Circulation Steve Capes (DDDC)
Attendees (In Person) Ian Marsh (AMC) - Chair Richard Barratt (AMC) Laura Simpson (DDDC) Giles Dann (DDDC) Adrian Bates (Greenwood Projects) Mike Harrison (AJA Architect) Tony Walker (AMC) John Barker (AMC)		
		Apologies None
Ref	Note	Action by
7.2.0	Corrections to Project Board nr 6 Minutes	
7.2.1	The minutes of Project Board nr 6 were accepted without alteration. They had previously been agreed by email and circulated to the October Programme Board.	
7.3.0	Any other matters to be added to the Agenda	
7.3.1	Declarations None were declared	
7.3.2	Public Realm Project Board Invitation / Attendance Clarified that TW will receive an invite on behalf of AMC, and the relevant AMC member will attend where the Agenda has matters relevant to AMC. For example designs, works and funding for Station Road and Church St elements. LS will help flag meetings where attendance would be beneficial.	
7.4.0	DLUHC/LUF matters	
7.4.1	Minor changes to the Terms of Reference for the LCH PB have been discussed and the TORs will be updated. An agreed version is requested for the next Programme Board on 12 th December. As papers are to be issued before the next LCH PB, it was agreed to finalise and agree the TORs and by email, by Friday 4 th December.	JB
7.4.2	The 6 monthly report to Government was submitted by DDDC. A copy of the submission will be circulated to LCH PB members for information. Noted that the advice requested by AMC regarding inflation and / or programme scope alteration processes was included in the report. DLUHC have responded with a firm 'no' to additional funds being available for inflation.	DDDC
7.4.3	The status of additional documents and information for governance and reporting, as discussed at PB 6 (Ref 6.4.5), is as follows <ul style="list-style-type: none"> • TORs – As 7.4.1 above • The GFA – Not yet completed. As 7.5.1 below • AMC's Procurement Guidelines & Procurement Plan and Main Works Contract Strategy documents. Further DDDC comments to be made and discussed post meeting. 	

	<ul style="list-style-type: none"> • PB minutes. The process to agree by email is in place. 	
7.4.4	DDDC advised that they wish to separately discuss the processes for keeping the unrecoverable VAT estimate as current as possible. AMC noted that they had already asked their VAT adviser to make applications to LPWGS and update the HMRC VAT account for 'best current view' at least every 6 months in January and July.	DDDC
7.5.0	Grant Funding Agreement	
7.5.1	<p>The GFA is with DDDC solicitors to review, following TMCP/AC requested changes.</p> <p>DDDC advised that some further clarification is to be sought regarding successor arrangements should AMC cease to exist.</p> <p>Once finalised, it was agreed that two (2) printed copies would be signed by AMC and then DDDC, with one original signed copy held by each party. DDDC will also scan their copy.</p>	DDDC
7.6.0	Highways & Mobility Hub	
7.6.1	<p>A technical meeting between DCC/AECOM and AMC professional team has been requested by GPL to review / finalise the proposed Station Road layout. Noted that there is a loss in car parking spaces of on Station Road, which may be mitigated by parking bay changes on Church St.</p> <p>Noted that the Station Road junction changes under the BSIP, may begin before Christmas.</p> <p>GPL will respond to the RSA undertaken for DCC. It is thought the more recent pavement and road layout designs will have addressed most of the safety audit points.</p>	<p>GPL</p> <p>GPL</p>
7.6.2	<p>Following an earlier meeting on site, the Link building designs at the Station Road buttress wall have been revised and circulated to DCC. GPL to chase DCC for 'technical approval in principle' of the designs.</p> <p>It is now proposed to fill the space between the existing buttress wall and new Link wall to avoid future inspection needs. The Link wall design is now thicker to cope with the new loading from this fill.</p> <p>Related legal and ownership issues are being discussed with DCC officers.</p>	GPL
7.6.3	<p>As an acceptable location for the Totem with the AMC boundary has not been agreed, a suggested location has been made by AJA by showing a Totem in the pavement designs. GPL to include discussion of this in the planned technical meeting with the DCC / AECOM team.</p> <p>Noted that if the Totem is outside the AMC boundary, power to the Totem would be for DCC to arrange.</p>	
7.6.4	<p>The DCC Match funding (£38,750) to the AR Programme related to the Mobility Hub remains outstanding.</p> <p>LS and TW to approach David Hilton at DCC to progress / resolve.</p>	LS/TW
7.7.0	Design Progress	
7.7.1	<p>The VE process is ongoing.</p> <p>The Design Team have proposed simplification of works to Cornerstone. Most M&E services in the seating areas will remain 'as is', and the main heavy construction works concentrated in the kitchen and disabled toilet areas. The kitchen fit out and refloor / redecoration throughout Cornerstone</p>	

	<p>is proposed to be by the occupier, funded either as a capital contribution or rent relief in the new lease arrangements.</p> <p>For Chapel House, Building Control require floor insulation and similar works to achieve current thermal standards. Simplification is proposed by retaining the chimney throughout, and omitting the 1st fl terrace.</p>	
7.7.2	<p>The Garden layout remains partially indicative. The zone within 10m of the Henmore brook has multiple planning consultees including the EA, Ecologist, Tree Officer and Highways. For the Construction Tender it is proposed to exclude detailed designs in this zone. This gives time to clarify and/or revise designs in the area to comply with the likely (but unknown) conditions. Noted that the site did not flood after recent heavy rains which caused flooding elsewhere along the Henmore's route through Ashbourne.</p>	
7.7.3	<p>All planned surveys have been completed, and reports received with the exception of the Ground Investigation.</p>	
7.7.4	<p>An initial Stage 3 review was undertaken in mid October, and is generally in line with client expectations. The combined formal Stage 3 report is not yet issued and awaits 'written up' drainage and M&E information, which was verbally presented.</p>	AJA
7.8.0	Programme & Project Management	
7.8.1	<p>AMC's Procurement Guidelines & Procurement Plan and Main Works Contract Strategy documents have been revised and re-issued to DDDC. The Main Construction PQQ has been prepared and issued to the market.</p>	
7.8.2	<p>An option to create a limited 'early works' package (or packages) is being discussed with the Design Team. The aim is to simplify the main construction package and make it a more attractive market prospect. Activities which could be moved to an early works package include, soft strip, asbestos removals, services decommissioning, vegetation clearance, limited demolitions, temporary access ramp and site hoardings and fencing.</p>	AMC/GPL/AJA
7.8.3	<p>A VE workshop is to be scheduled, as the current scope of works remains significantly over budget. As noted at 7.4.2 above, DLUHC funding cannot be increased.</p> <p>The VE workshop will review where scope or design can be simplified further but may also have to consider omitting packages of work from the scheme to achieve budget.</p>	GPL
7.8.4	<p>GPL will issue the proposed hoarding plan for the required permissions. There is a suggestion that hoarding costs may be funded by the Public Realm strand of the AR programme.</p>	GPL
7.8.5	<p>The Planning Application was completed after payment of the application fee on 10th October and Registered on 17th October. The Application is scheduled for Listed Building Decision on 12th December 2023, and Planning Decision on 16th January 2024.</p> <p>AJA have had an update call with the Planning Officer. She is aiming, if possible, to bring the case forward to the Planning meeting on 12th December, provided her report can be completed by 1st December. This will be dependent on the progress of consultee responses.</p> <p>EA have advised they are taking longer to respond to consultations than usual at present. In light of the previous approved scheme, it may be possible</p>	

	<p>for the Planning Officer to recommend conditioning the decision in this respect.</p> <p>AJA propose to maintain the dialogue with the Planning Officer, so that comments or concerns may be discussed before her report is concluded.</p>	AJA
7.8.6	<p>The full report of bat surveys completed over the summer, was issued by EMEC in early October, and this has been added to the Planning submission. The survey work included DNA analysis of droppings which identified Long Eared Brown bats. Long Eared Brown bats are winter roosting and have summer maternity roosts.</p> <p>In line with recently revised current best ecology practice, further winter bat surveys are now required to clarify if there is a winter roost. Together with the summer survey report, these winter surveys will inform the detailed scope of mitigation works that is required as part of the necessary Natural England license application.</p> <p>The previous planning approval was conditioned to require such a NE licence, and AJA will continue liaison with the Planning Officer on this. While these additional winter bat surveys are required before making the NE license application, AJA's view is that the Planning Decision date should not be delayed due to this.</p> <p>As the timeline for the new winter bat surveys and associated report become clear, the overall programme implications will be assessed.</p>	AJA AMC/GPL
7.8.7	<p>GPL are currently preparing procurement documents for the required Bat Licensed Worker activities. The scope will include; creating the required bat mitigation plan, make the NE application, and supervising / undertaking the bat mitigation works.</p>	GPL
7.9.0	Cost Plan	
7.9.1	<p>The cost plan is to be updated in line with the Stage 3 scope and report. It will be further updated during the VE process.</p>	GPL
7.9.2	<p>The cashflow / spend profile issued as part of the DLUHC October report, was adjusted to 'discount' the GPL cost plan figures to match the available budget. It was further adjusted to give a recommended 'back stop' profile, rather than the 'best current view'. This reduces the likelihood of spending late against the profile issued to DLUHC.</p>	
7.10.0	Health and Safety	
7.10.1	<p>AJA as Principal Designer for Safety under the CDM Regulations do not recommend occupation during the early main construction period for the existing church, halls and Gateway. A phased re-occupation is planned. AMC Church Council are therefore now seeking alternative locations for church worship and related activities of the church society.</p>	
7.11.0	Communications and Publicity	
7.11.1	<p>The additional Aecom communications support is developing a comms matrix. AMC will contribute high level milestones to this such as 'Tender Pricing start' 'On Site' etc, which are included in the DLUHC reports.</p>	

7.12.0	Actions from Previous Meeting not already covered	
7.12.1	Previous 6.4.6 – The details of support available by Visit England and Cultural England have been circulated.	
7.13.0	AOB	
7.13.1	DDDC queried the status of a VAT report by S3Tax and previously circulated. This report was commissioned as a 'second view' to give AMC and TMCP assurance that the principles being followed by Alan Rashleigh are the industry 'norms'. The exact values of unrecoverable Vat can only be made at the end of the scheme after determination with HMRC.	
7.13.2	Further to the Project Manager's report, DDDC queried if full contracts for the professional team were now in place. These are not yet in place, as the final contract terms and conditions have to be reviewed /updated against the GFA obligations. This awaits completion of the GFA.	
6.14.0	Future Meetings	
6.14.1	The next LCH PB meeting is on Tuesday 5th December at 15:45 at Ashbourne Methodist Church	
6.14.2	LCH PB meeting for 2024 are to be scheduled. Until the main contractor is on site, it is proposed to continue on the first Tuesday of each month, adjusted for Christmas and Easter as required.	RB