

Ashbourne Reborn Link Community Hub

Link Project Board nr 9- 3.45pm on 9th January 2024 Meeting Minutes

9.1.0 Attendees & Circulation		
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) Anna Paxton (DDDC – AR Prog Comms)	Circulation Steve Capes (DDDC) Apologies None	
Ref	Note	Action by
9.2.0	Corrections to Project Board nr 8 Minutes	
9.2.1	The minutes of Project Board nr 8 were accepted without alteration.	
9.3.0	Any other matters to be added to the Agenda	
9.3.1	Anna Paxton was welcomed to the meeting as the newly appointed DDDC Communications Manager for the overall Ashbourne Reborn programme.	
9.3.2	Declarations of Interests None were declared	
9.4.0	DLUHC/LUF matters	
9.4.1	An additional DLUHC schedule is required for submission on 10 th January. Completion of the information will be discussed following the Project Board.	
9.4.2	DLUHC Quarterly Report. The template for the next Quarterly Report to DLUHC appears to be being updated. LS asked AMC to update their information using the previous format and return to her by Tues 16 th Jan.	AMC (RB)
9.4.3	There has been some discussion about possible support to the AR programme from Sport England. This does not seem to fit with the current LCH works so no further action was proposed.	
9.4.4	AMC outstanding invoices, net of VAT, are now being paid by DDDC. A meeting to discuss AMC's VAT reclaim and LPWGS processes was held before Christmas. The invoices for VAT remain held by DDDC awaiting clarification from their VAT advisers. An internal DDDC meeting is expected shortly to clarify. The issue for DDDC is that they should avoid paying Grant funds to AMC for what might eventually be determined as recoverable VAT.	DDDC
9.5.0	Grant Funding Agreement - Letter of Comfort	
9.5.1	DDDC have received bullet points proposed by Browne Jacobson of areas to be included in the proposed 'letter of comfort'. These will be forwarded to AMC / Anthony Collins after review. Anthony Collins will then draft the letter for discussion.	DDDC AMC (AC)

9.6.0	Communications and Publicity	
9.6.1	An AR Board for display at the church is to be created. A draft photograph / graphic and text is to be provided by TW to AP. AP will then arrange for two banners to be made. Arrangements will then need to be made to mount these.	AMC (TW)
9.6.2	AP is now the custodian of the Comms Grid produced by Aecom. AMC will update the Grid.	AMC (TW)
9.6.3	Noted that future meetings of the AR comms group will be scheduled by AP.	
9.7.0	Highways & Mobility Hub	
9.7.1	Road and Footpath layout drawings for Station Road are awaited from Aecom.	
9.7.2	Traffic Regulation Order (TRO) submissions will be required for the proposed changes on Station Road. In an AMC/DCC meeting, DCC suggested to mark the loading bay as a red route. The merits were discussed and concluded that IM is to go back to DCC to mark the loading bay/ drop off bay as such and AMC accept this will take more on site management. Each TRO submission has a cost to the AR programme, but AMC's view it was not part of the LCH project was noted. LS noted that multiple locations and changes can be included in one TRO submission, and this approach should be encouraged to contain costs within the over AR scope.	AMC (IM)
9.7.3	Legal processes for updating the buttress wall ownership, associated Land Registry changes, and legal agreement for the planned scope of work are with DCC / National Highways. The LCH design will continue on the basis this is satisfactorily concluded in due course. Technical discussion with DCC is ongoing. A wall design that supports the buttress wall is being made by AMC's design team for submission to DCC.	GPL (Rider)
9.7.4	The Hoarding License application and separate Parking Bay suspension application have been made by GPL. GPL to follow up progress of these applications	GPL
9.7.5	The DCC Match funding (£38,750) to the AR Programme related to the Mobility Hub remains outstanding. LS and TW to approach David Hilton Barber at DCC to progress / resolve. This issue may be referred to the AR Programme Board.	DDDC (LS) / AMC (TW)
9.8.0	Design Progress	
9.8.1	Client review of design progress was undertaken on 14 th December. While there were few surprises, these were generally well received and constructive comment offered. There is more work to complete the Stage 4 RIBA co-ordinated designs. These will be completed 'building by building' to release work packages to the QS to start the Tender Bill of Quantities. The tender pack is scheduled for issue on 19 February.	
9.8.2	AJA's proposed finishes will be presented to a wider AMC group on 11 th Jan.	AJA
9.8.3	The Planning Conditions require more stakeholder agreement for the 'soft' areas of the Garden design. The development of these soft areas will be removed from the main contractors works, to allow time for this.	
9.8.4	The appointed Building Control Approved Inspector, has reviewed the plans. The escape from the Worship / Performance space cannot be via an external staircase as intended, but can be an external ramp.	
9.8.5	The AV package of works is being drawn up by AMC for internal AMC review, ahead of ITT ad coordination with the services technical design.	

9.9.0	Programme & Project Management	
9.9.1	The Planning Conditions as worded are more onerous than for the previous Planning Approval. The wording of the conditions means more items have to be discharged before any works are started. This is likely to limit the scope of any early works and require additional surveys. The main contract start could be delayed while waiting for agreement that conditions have been discharged. At this stage no challenge to the wording is proposed, but AJA will engage with the Planners to explore if works such as removal of pews, site clearance and asbestos removal can be progressed.	AJA
9.9.2	The winter bat surveys are ongoing. No bats have been seen during EMEC's visits, but the recordings have still to be analysed.	
9.9.3	The enquiry for a licensed bat worker has been issued for return in late January	
9.9.4	Noted that some Planning Approval Conditions duplicate the Listed Building Conditions, for example approval of some materials, bricks etc.	
9.9.5	GPL programme has been reviewed and the target Main Contractor start on site is now mid June. The potential impact of discharging the Planning Conditions has not yet been assessed.	
9.9.6	The following new items for procurement have been identified and are being progressed. <ul style="list-style-type: none"> • The 'contestable' works for the new site electricity supply • A site Ecology Clerk of Works to create and manage the required site ecology management plan 	
9.9.7	AMC are to update the schedules in the Procurement Guidelines and re-issue the document.	AMC (RB)
9.10.0	Cost Plan / Main Procurement	
9.10.1	Ahead of issue of the tender pack, GPL will prepare a pre-tender cost plan. As required to match scope to budget, VE proposals will be reviewed and the tender pack adjusted. Noted that significant scope change because of VE would need agreement of AMC Trustees. Scope change that affected Outputs or Outcomes would also need to be taken to the AR Programme Board / DLUHC. Noted that the issued tender can have some works shown as options to be priced. In addition, the selected procurement route allows for a 3rd stage negotiation if required to best match scope, contractors price and budget.	GPL
9.10.2	6 responses to the PQQ for the Main Contractor appointment have been received, evaluated and scores moderated. GPL have to complete checking the pass / fail questions and apply the weightings to the moderated scores. They will then prepare the Recommendation Report for review and agreement.	GPL
9.10.3	AMC's VAT advisor is scheduled to make the first LPWGS application at the end of January, and 'true up' the HMRC VAT account to reflect the actual costs paid.	AMC (ARA)
9.11.0	Health and Safety	
9.11.1	The Design Risk Assessments of residual risk are being prepared. In many cases the design team will add the DRA information to the drawings.	AJA
9.11.2	AJA are preparing the Pre-Construction H&S plan, which will be issued as part of the Tender pack.	AJA

9.12.0	Actions from Previous Meeting not already covered	
9.12.1	Previous 8.4.3 – There is no further information to circulate describing the Project Adjustment Request process.	
9.12.2	Previous 8.12.2.– The last DLUHC report has been circulated	
9.13.0	AOB	
9.13.1	No further attendees are proposed for the next LCH PB meeting. However, when the Aecom Station Road layouts are available, it made be appropriate to invite Gary Thompson to a pre meeting to cover the Highways interface.	
9.14.0	Future Meetings	
9.14.1	The next LH PB meetings are scheduled as follows: Tuesday 6 th February 2024 Tuesday 5 th March 2024 Tuesday 9 th April 2024 Tuesday 7 th May 2024 All at 11am at Ashbourne Methodist Church. In Century Hall unless notified otherwise.	
9.14.2	Noted that AR Programme Meetings are scheduled as - 30 January 2024 8 th March 2024	