

BENTLEY

Ashbourne Reborn – Highways and Public Realm
Derbyshire County Council

Minutes of Meeting

05th December 2023 at 1:30pm – Ashbourne Town Council

Attendees

CLlr Simon Spencer (CLlr SS)
CLlr Charlotte Cupit (CLlr cc)
Jim Seymour (JS)
Kevin Parkes (KP)
Gary Thompson (GaryT)
Giles Dann (GD)
Laura Simpson (LS)
Kim Dorrington
Tim Challans
Sue Bridgett
Carole Dean
Ian Marsh
Scott Harris
Caroline Vann-Pickering
Kathryn Ashton
Rob Walsh
Ryan Murphy
Jen Riley
Ranbir Mander

Company

Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire County Council (DCC)
Derbyshire Dales District Council (DDDC)
Derbyshire Dales District Council (DDDC)
Town Team (TT)
Town Team (TT)
AshCom (AC)
Ashbourne Town Council (ATC)
Ashbourne Methodist Church (MC)
Aecom (A)
Aecom (A)
Aecom (A)
Galliford Try (GT)
Galliford Try (GT)
Bentley (B)
Bentley (B)

Apologies

Ryan Hunt
Sue Hunter

Aecom (A)
Bentley (B)

		Action
1.	Introductions	
1.1.	Welcome & Apologies – As listed above	
1.2.	Declaration of interest – Declaration of Interest forms were issued to all PCB member within the meeting Information pack. Action All – To complete the Declaration of interest form and return to the email address provided.	All
2.	Minutes of Meeting	
2.1.	True record of the meeting	
2.2.	Matters Arising – no other matters	
2.3.	Update on Grant Funding Agreement - DCC confirmed the GFA has been agreed, signed and sealed on 04 th December 2023.	



<p>2.4.</p>	<p>Appointment of Design Team for Detailed Design – DCC have received the fee proposal from Aecom. Due to a flux between 2 frameworks, DCC’s Procurement Team had to review the appointment against procurement regulations and the procurement strategy. DCC procurement team have confirmed they can appoint Aecom under the latest iteration of the MHA’s Professional Services framework, PSP4.</p> <p>KP confirmed DCC has secured approval from the Executive Director to appoint Aecom. DCC have instructed Aecom to commence detailed design.</p> <p>KD – Queried the management of Change Control. It was confirmed that any change is managed through the NEC Contract via the Compensation Event Route. It is set out within the Contract documents and the framework and offers the flexibility needed.</p> <p>Action KP – Share the change control process under the framework agreement with Kim Dorrington.</p>	<p>KP</p>
<p>2.5.</p>	<p>Hostile Vehicle Mitigation (HVM) – A meeting has been set up for Thursday 7th December to work through a specialist risk assessment to inform a proportionate approach to HVM. Attendees of this working group will consist of DCC, DDDC, Aecom and Emergency Planning officer(s). The group will review the current design and the extent of the risk from hostile vehicles for the proposed uses for the Market Place, with due consideration to Martyn’s Law.</p> <p>Action Giles Dann/Ryan Hunt – to co-ordinate recommendations related to HVM for the board to consider, prior to making any design changes.</p> <p>Action Gary T – invite County Emergency Planning Officer to discuss with District Emergency Planning Officer the risk assessment for HVM.</p> <p>TC – if there are any design changes, will this mean submitting a new LBC and will this impact the project programme?</p> <p>GD – if there are material changes then we will need to submit a new LBC application. However, any new application may be for the specific item rather than the whole site. We will review any potential impact on the programme accordingly and try to accommodate where we can.</p> <p>Cllr S – Request that the working group review the HVM so that it works within the parameters of Martyn’s Law but please keep in mind that the objective of the project is to create an open space that encourages pedestrian footfall.</p> <p>Action KD – to ask the Shrovetide Committee what measures they have to manage HVM during their event and share findings with Ryan H and Gary T.</p>	<p>GD/RH</p> <p>GT</p> <p>KD</p>
<p>2.6.</p>	<p>Future Management of Public Spaces – DDDC has undertaken internal consultations in relation to licences and bookings for use of public spaces. DDDC and the Town Council have compiled a list of known events for next year, which has been shared with DCC for consideration by Galliford Try as they plan the detailed work programme..</p> <p>CD – Ashbourne Town Council review events on a rolling basis and have an authorisation process in place. The Town Council plan and budget events some of which are on a rolling basis. Requests for events on the Market Place are escalated to the District Council for approval.</p> <p>RW – confirmed Galliford Try will review the list of planned events against the proposed construction sequence. They will look to coordinate the phasing to works or</p>	



	<p>work with ATC and DDDC to agree a solution so events may continue to take place (where possible and appropriate) within Ashbourne.</p> <p>TC – Declared an Interest – The Streetfest event takes place in June 2024. If the timing of this event clashes with the construction programme, they would be prepared to relocate elsewhere in Ashbourne. The Streetfest team would need to know in advance so that they may plan their event accordingly.</p> <p>KD – the Town Team would like visibility of the construction phase programme so they may plan and co-ordinate the relocation of future events. CD- confirmed it takes some volunteers up to 6 months to plan these events therefore advance notice would be appreciated.</p> <p>Action LS – to co-ordinate meetings of a wider working group to support communications about the planned events and consider future management of public spaces beyond construction. Representatives at this group need to include Galliford Try, DDDC licencing Team, DCC Traffic Management Team as well as the Town Team, Town Council and AshCom.</p>	LS
2.7.	<p>Terms of Reference – Cllr S confirmed the financial liability of the project sits with DCC and DDDC.</p> <p>TC – If the PCB group is responsible for making decisions which have a financial implication on the project then the Town Team feel they cannot sign up to this because they do not have the full information about the project budget.</p> <p>Cllr S – PCB members are looking at the project and making decisions when required from a strategic level not a delivery level. When a decision from PCB members is required, a paper will be issued to set out the context, option analysis and recommendations, including the associated cost and programme implications in sufficient detail for board members to make well-informed decisions. Recommendations made to PCB will be on a case-by-case basis. Any related decisions that may have implications for the agreed commitments to DLUHC will be escalated to the Programme Board with the recommendations of PCB.</p> <p>KD’s comments on the Terms of Reference were reviewed and accepted;</p> <ul style="list-style-type: none"> • Board accepted KD’s proposal for 6 out of 9 votes being deemed as acceptable • ‘Day-to-day decisions’ changes to ‘material decisions’ • Added CEN committee to the decision hierarchy • Roles and Responsibility guidance document was updated with the recommendations provided by KD /SB and TC <p>Decision – Agreed to make the amendments to the TOR as discussed during the meeting and accept the ToR.</p> <p>Action RM - to complete the amendments to the ToR as discussed</p> <p>Action LS – to issue the accepted ToR to Programme Board</p>	RM LS
3.	<p>Millennium Square update</p>	
3.1.	<p>CD – following demolition of the hut, heras fencing has been installed around Millennium Square. Concerns have been raised about the stability/security of the fencing especially during Shrovetide.</p> <p>Marketing material can’t be erected on the side of the fencing as this may cause the health and safety issues as the fencing could blow over. It was requested that the</p>	



	<p>Town Council contact the fencing supplier to have them address the stability concerns by adding proper weighting to the fencing.</p> <p>LS – confirmed the vinyl marketing material for the project should be delivered by the end of the week.</p> <p>Action RW – Galliford Try has agreed to supply options for erecting a replacement hoarding around the former shelter. Gary T has reviewed them but sought costs for their erection to be supplied in conjunction with the options before sharing.</p> <p>Action CD: Contact Cawarden Co Ltd to address the weighting of the fencing.</p> <p>Action LS&CD – to review where we can erect the Ashbourne Reborn marketing material elsewhere in the town in advance of the Lantern Parade on Friday 8 December.</p>	<p>RW</p> <p>CD</p> <p>LS & CD</p>
3.2.	<p>Millennium Square Stage 4 Design – CD confirmed the Stage 4 designs for Millennium Square needed further work to include for lighting and power. M&E designs need to be developed to power the Christmas tree and the clock.</p> <p>KD – referred to the highlight report, questioning why there was an increase in costs to Millennium Square and that additional M&E designs could lead to a further increase in costs.</p> <p>JR – confirmed the cost position of Millennium Square reflects the evolution of the design from bid stage where the costs were based solely on a feasibility drawing. The updated design now includes retaining structures and ramps etc that were not previously understood.</p> <p>Gary T – Aecom will look at the design and see how we can bring it back into budget.</p> <p>Action CD – To notify the Town Council of the budget challenges, particularly in relation to items requested beyond those included in the current planning consent.</p> <p>Action RH – To work with Ashbourne Town Council to review the design and bring it back into budget.</p>	<p>CD</p> <p>RH</p>
3.3.	<p>Shrovetide Walk Stage 4 Designs – SB noted the cost position for Shrovetide has decreased due to a reduction in the scope / specification of materials.</p> <p>SB stated that this is incorrect. It was resolved to check the drawings that GTA supplied to Aecom and to obtain the correct versions to be shared with Bentley to allow the cost plan to be updated and reflect the scheme.</p>	<p>GT/ML</p>
4.	<p>Design Development</p>	
4.1.	<p>Road Space Bookings – Aecom has provisionally booked Road Space from April 2024 onwards. This will be reviewed against the construction programme as soon as it has been developed by Galliford Try.</p> <p>Drainage survey works are underway. The Board expressed a concern that they were not informed directly of such works. The communication on the survey works happening around Ashbourne should have been issued through media channels but instead only consisted of a letter drop. Cllr S requested better coordination of any disruptive works through Comms teams and to Elected Members directly in future.</p> <p>Action Aecom Comms Team – to update PCB members with a comms calendar</p>	<p>CVP</p>



	Derbyshire Dales is interviewing for the Comms Officer position on Wednesday 6 th December 2023. This role will co-ordinate the communication function, develop a central communications plan and oversee how information is circulated across the Ashbourne Reborn Programme.	
4.2.	<p>C3 Searches - Aecom has commenced the C3 Searches and information returned to date is as follows;</p> <ul style="list-style-type: none"> • BT costs are prohibitively high, therefore Aecom will review the designs to mitigate this. • National Grid have not submitted anything as yet. • Section 58 notices to protect the completed surfaces will need to be considered against Galliford Try's construction programme. • We are following up with the gas board to seek information on future works. <p>Action Gary T – to engage with service providers and obtain information to feed into phasing of the construction programme.</p>	GT
4.3.	<p>Design Co-ordination and Progression – Gary T and LS had a discussion with Ashcom and ATC to review the Stage 4 designs issued by Guy Taylor. The group established that further detail design is required and proposed that Aecom are best placed to help plug the design gaps alongside the remaining design work for the wider project, subject to an agreed specification and costs.</p> <p>SB confirmed the planning reserved matters on Shrovetide walk are not anticipated to change. As above, it came to light that the cost position within the highlight report were based on an earlier iteration of the designs.</p> <p>Action SB – to issue the correct Stage 4 designs to the project team Action Bentley – to review the cost position of Shrovetide Walk against the latest design drawings.</p>	SB ML
4.4.	<p>BSIP presentation – Board welcomed the input from the BSIP Team, especially given the scope of works the BSIP programme was going to take on and how this tied nicely with the works outside the Methodist Church and the Highways improvement. It was noted that for now at least these costs would remain in the Ashbourne Reborn cost plan should the BSIP works not be delivered for any reason.</p> <p>Costs of the retaining wall at Station Street were clarified to IM. The costs refer to the retaining structure to the rear of the site that is owned by DCC, not the AMC programme of works for which AMC have their own budget.</p> <p>Action Cllr C – to obtain and share with the project team the programme and design for the BSIP work.</p>	Cllr C
5.	ECI	
5.1.	<p>Potential Compound Locations – RW confirmed Galliford Try has reviewed the recommended locations provided by DCC and Aecom. Galliford Try would prefer the following</p> <ol style="list-style-type: none"> To take up an empty retail unit along the high street - which would serve as a drop-in centre for members of the public. Galliford Try will display the project progress information in the shop frontage. This hub will also be a location from which the appointed Communication Officer and other project 	



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	<p>team members can potentially work alongside and to co-ordinate with Galliford Try's Public Liaison Officer.</p> <p>b. Material Compound – GT's preference would be to utilise the airfield outside Ashbourne Town. If agreed, this location will potentially be used by up to 3 gangs (30 site workers) to park and be transported onto site by mini-bus. Galliford Try chose this location to reduce traffic congestion towards the town centre, especially as materials will be delivered via artic lorries which would only add to congestion pressures in the town.</p> <p>Next Steps – Galliford Try need the contact details of the owners of shop units that may be available to rent.</p> <p>Action Cllr S: to forward the contact details.</p>	Cllr S
5.2.	<p>Contractors Programme – A programme workshop was undertaken last week. Galliford Try has an understanding of the overarching project milestones and will be developing the phasing and contractor's programme accordingly.</p> <p>Action RW – to issue Contractor's programme to Bentley for incorporation into the overarching master programme.</p>	RW
5.3.	<p>Contractors Cost Review – Galliford Try is still developing their initial price, this will be firmed up once the programme and design has further developed.</p> <p>Galliford Try is in discussion with DCC streets team to understand the preferred working times as these are likely to have an impact on programme and therefore also cost.</p> <p>Cllr S – suggested to allow flexibility but keep cost in mind. On previous schemes contractors have worked from 6pm to midnight.</p>	
5.4.	Temporary Works (Hoarding at Millennium Square) – as discussed under item 3.1.	
6.	Risk	
6.1.	Hostile Vehicle Mitigation – as discussed under item 2.5	
6.2.	Appointment of Aecom for Detailed Design – as discussed under item 2.4	
7.	Project and Programme update	
7.1.	<p>Programme update – Bentley will be developing a Master programme once Aecom and Galliford Try have issued their design and construction phase programmes.</p> <p>As detailed in the highlight report we are delayed by 5 weeks due to time taken to appoint Aecom onto the detailed design stage. We will need to pull this back.</p> <p>KD – requested that approvals of the detail design are phased to allow enough time for review and comments to prevent further delay to a start on site.</p>	
7.2.	<p>Cost Position – as discussed throughout the meeting.</p> <p>Action Bentley – to respond to the following questions:</p> <ul style="list-style-type: none"> • What is the estimated construction cost for the highways works? • What is cost the split between highways and public realm works? • £300k of the contingency has been used, where has it gone? • Are ECI fees included in the professional and design fees? • What is the position in terms of project costs spent to date vs budget? 	ML



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	<p>KD requested a round table discussion to review the project cost against the project budget.</p> <p>JR – at this stage there are too many provisional sums and assumptions to provide a cost position of expenditure against budget.</p> <p>KP – confirmed we still need to process invoices to understand the position of the current spend. Now that the GFA has been signed DCC and DDDC will be in a better position to report against spend and drawdown of grant funding.</p> <p>Action Gary T – to arrange a commercial workshop with Bentley, Aecom and Galliford Try, DCC and DDDC to review the design assumptions.</p>	GT
8.	Communications	
8.1.	As discussed throughout the meeting.	
8.2.	<p>Aecom comms update – Aecom has developed a communications grid which captures the planned events and communications.</p> <p>Action CVP – to circulate the comms grid to the project team.</p>	CVP
9.	DLUHC update	
9.1.	<p>DDDC will be preparing for the Q3 reporting submission in January 2024 which is due to be submitted by 2nd February 2024.</p> <p>We are anticipating a Project Adjustment Request (PAR) may be needed for the Ashbourne Reborn Programme based on the revisions to the funding profile and delivery plan to date. DDDC will be seeking flexibility in an attempt to limit the number of change requests that may be needed and the date updated cost and programme information is requested by is 18th March, to inform any PAR that might be required following further consultation with DLUHC. This date is a compromise to maximise the available evidence without leaving any negotiations too late to achieve certainty in advance of the start of construction.</p>	
10.	Any Other Business	
10.1.	Date of Next Meeting – All agreed to change to 9 th January 2024 at 1:30pm at ATC	
10.2.	Any Other Business – Once the Communication Officer has been appointed, LS will arrange the next partnership Comms group meeting.	

