

Ashbourne Reborn Link Community Hub

Link Project Board nr 8 - 3.45pm on 5th December 2023 Meeting Minutes

8.1.0 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) Kathryn Ashton (Aecom) Caroline Vann Pickering (Aecom)	Circulation Steve Capes (DDDC) Apologies None	
Ref	Note	Action by
8.2.0	Corrections to Project Board nr 7 Minutes	
8.2.1	The minutes of Project Board nr 7 were accepted without alteration.	
8.3.0	Any other matters to be added to the Agenda - none	
8.3.1	Declarations of Interests None were declared	
8.4.0	DLUHC/LUF matters	
8.4.1	The TOR for this Project Board have been revised and agreed by email prior to the meeting. They are for inclusion in the next Programme Board documents.	
8.4.2	The submission date for the next Quarterly Report to DLUHC is expected to be 2 nd Feb. To allow for Programme Board review, the AMC input to the report will be required in early January 2024.	
8.4.3	A formal Project Adjustment Request will need to be made to cover changes across the whole AR programme. DDDC reported the likely submission date is 18 March 2024. The DLUHC process allows for their response 20 days after a 'correct' proforma has been submitted. It was noted that dialogue to improve / correct the proforma could extend this response time. To maintain programme, AMC are undertaking as much of the their VE work as practical for inclusion in the Tender Pricing documents due to be sent out in February. LS will copy a relevant paper submitted to the Programme Board on this to all PB members.	LS
8.4.4	AMC outstanding invoices, can now be paid as the GFA is now signed. DDDC would like to clarify the VAT invoice process before payment to be satisfied we avoid advanced or overpayment.	DDDC
8.4.5	A meeting is to be arranged to clarify the VAT being Invoiced by AMC, and the processes and timings of VAT recovery / LPWGS funding application. Noted that until the project and all financial matters are complete, the VAT payable to HMRC is an estimated amount.	DDDC / AMC

8.5.0	Grant Funding Agreement	
8.5.1	Signing of the final, agreed GFA by both parties was completed on Monday 4 th December 2023. 2 signed copies are held by the Methodist Church, and the third by DDDC. A scanned copy will be circulated by DDDC.	DDDC
8.5.2	It is agreed a 'letter of comfort' will be produced to amplify the arrangements should AMC cease to exist. Browne Jacobson will produce a bullet point list of the key content for Anthony Collins to then draft the letter.	DDDC / BJ
8.6.0	Highways & Mobility Hub	
8.6.1	Ian attended the Public Realm project board, which was agreed to be helpful. The suggested AJA concept for the pavement works on Station Road should now be worked up by Aecom into the overall design. This includes a suggested location for the Totem. Noted that some delays may occur in completing these designs, while contracts for full scheme design works are put in place.	
8.6.2	On a related point, AJA pointed out DCC have responded to the planning consultation identifying a possible S278 requirement for some form of retaining along Station Road to the south of the shop. This is to be checked when the design is received.	GPL
8.6.3	The coordinated technical design of the Link foundations adjacent to the Station Road buttress wall, and infill works are agreed in principle with DCC.	
8.6.4	Legal processes for updating the buttress wall ownership, associated Land Registry changes, and legal agreement for the planned scope of work are now with DCC / National Highways. In the meantime, AMC will proceed on the assumption the formal agreements will follow in due course.	
8.6.5	The proposed temporary hoarding along Station Road has been submitted for approval and the separate, associated proposal to suspend the car parking bays has been made by GPL.	
8.6.6	The resolution of 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.	LS/TW
8.7.0	Design Progress	
8.7.1	The Stage 4 design strands are still being co-ordinated in detail, to deliver final designs that are sympathetic to the heritage of the building. This is taking longer than planned due to a number of special challenges. The issue of designs to GPL QS to create the Tender Pack and Price Schedules is now planned for early January.	
8.7.2	As a further VE option, it is proposed to retain the existing Century Hall wood floor, rather than renew. This removes the impacts on the skirtings and doorways which would have been bespoke 'heritage' work.	
8.7.3	AJA have discussed options for finishes with Ian and Richard to agree some principles to allow the design to continue. A presentation to a wider AMC group will be made by AJA in the New Year to consider the colour, look and feel of the options.	AJA
8.7.4	More detailed work to the Garden design has been undertaken and the levels of the terrace area adjusted to reduce the slope across the paved terrace. So that the terrace can run onto the 'softer' garden area without a step, the design now shows the 'soft' area levels being built up from existing.	

8.8.0	Programme & Project Management	
8.8.1	<p>The construction programme has been reviewed and updated. To allow for the Winter Bat Surveys required (prev. minute 7.8.6), the resultant slip of 8 weeks is now included for the main contractor's start on site.</p> <p>This programme version will be used for tendering and so the target construction period has been reduced to minimise time related prelim costs. The construction key target dates are now:</p> <p>Main Contractor On Site Start 10 June 2024 Main Contractor 'Practical Completion' / off site 11 April 2025 (42 working weeks)</p>	
8.8.2	The Main Works PQQ has been issued for return on 18 th December. The evaluation of these submissions will allow 4 tenderers to be taken through to the pricing stages in the New Year.	
8.8.3	An option to create limited 'early works' packages is being discussed with the Design Team. The aim being to simplify the main construction package and make it a more attractive market prospect. It would also allow works to commence whilst a contractor appointment was being concluded. 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.	AMC/GPL/AJA
8.8.4	For better overall cost efficiency, some works are being considered for new packages to follow the main contractor's completion. Scope being considered include Fit out of Chapel House, the 'soft' landscaping of the Garden, and possibly the Changing Places specialist fit out are under this review.	AMC/GPL/AJA
8.8.5	The Planning Application is now scheduled for the Committee meeting on 12 th December. AJA recommend that someone from AMC, rather than AJA, speak in support of the application. AJA reported that the DWT consultation response recommended deferring the decision until the winter bat survey report is available. This would significantly delay the construction programme.	AJA/AMC
8.8.6	The Winter bat surveys are now being undertaken by EMEC. Their report is due for issue in mid-April, with an earlier provisional report for information.	
8.8.7	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.	GPL
8.9.0	Cost Plan	
8.9.1	GPL have recommended that they focus resources on completing the detailed pre-Tender Cost Plan, rather than on a Stage 3 plan which would be 'out of date'. AMC have agreed this recommendation. This Cost Plan will drive the VE workshop ahead of completing the Tender Stage Pricing documents	
8.10.0	Health and Safety	
8.10.1	The Design Risk Assessments of residual risk are starting to be prepared. In most cases the design team will add the DRA information to the drawings.	

8.11.0	Communications and Publicity	
8.11.1	<p>Kathryn and Caroline of Aecom, were welcomed and updated the meeting on their communications support work</p> <ul style="list-style-type: none"> • The Communication Grid work and access should be ready mid December, and AMC will then be able to update this. • A 12 days of Christmas campaign is planned to cover the achievements of the programme in 2023, and a Newsletter planned for the new year. Before releasing email addresses for inclusion on the Newsletter circulation list, AMC will need to seek individuals' permissions. • The Public Realm strand will hold a 'meet the contractor's team' event mainly aimed at the impacts on retail and the town activities. • To allow engagement with local suppliers and contractors, AMC will consider organising a 'Suppliers Forum' once a Main Contractor is appointed. • A publicity board is being installed at Millenium Square. This can be used as a template for a board at the church site. • Noted that AMC project milestones are listed in the DLUHC reports, but other more detailed points could be provided for future comms. 	
8.12.0	Actions from Previous Meeting not already covered	
8.12.1	Previous 7.4.2 – The last DLUHC report is to be circulated to this Project Board members	LS
8.12.2	Previous 7.6.1 – As the Station Road design is changing a new RSA is expected. GPL will therefore await for a new RSA before responding	
8.13.0	AOB	
8.13.1	None	
8.14.0	Future Meetings	
8.14.1	The next LCH PB meeting is on Tuesday 9 th January 2024 at 15:45 at Ashbourne Methodist Church	
8.14.2	Until the main contractor is on site, it was agreed to continue on the first Tuesday of each month but moving the meeting to the morning to start at 11:00 from February 2024.	All to note