

## Ashbourne Reborn Link Community Hub

### Link Project Board nr 10- 11am on 6<sup>th</sup> February 2024 Meeting Minutes

<b>10.1.0 Attendees &amp; Circulation</b>	
<b>Attendees</b> (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)	<b>Circulation</b> Steve Capes (DDDC)  <b>Apologies</b> None

Ref	Note	Action by
<b>10.2.0</b>	<b>Declaration of Interests</b>	
10.2.1	None were declared	
<b>10.3.1</b>	<b>Agenda and Previous Minutes</b>	
10.3.1	The minutes of Project Board nr 9 were accepted without alteration.	
10.3.2	No additional items were added to the meeting agenda.	
<b>10.4.0</b>	<b>DLUHC/LUF matters</b>	
10.4.1	AMC provided the required information to DDDC who completed the quarterly report to DLUHC. An amendment to the AMC cashflow information was made in respect of VAT payment discussions.	
10.4.2	The formalised change process that may be required across the AR programme remains an ongoing work in progress with DLUHC.	
10.4.3	DDDC to arrange a meeting with AMC to discuss the issue of order numbers for AMC to quote on invoices and the level of VAT that AMC include on monthly invoices.	DDDC (LS)
10.4.4	DDDC have received another DLUHC request to complete an assurance report. LS will flag any AMC input if required	DDDC (LS)
10.4.5	DLUHC are establishing additional help to LUF projects and propose a portal / website. DDDC will share a link to a webinar	DDDC
<b>10.5.0</b>	<b>Grant Funding Agreement - Letter of Comfort</b>	
10.5.1	Exchanges between solicitors continue. Anthony Collins recommend to AMC that the LoC remains within the framework of previous TMCP comments.	
<b>10.6.0</b>	<b>Communications and Publicity</b>	
10.6.1	The AR display boards to be installed at the church have been ordered and due by 16 Feb. AMC are requested to provide photographs when installed	AMC(TW)
10.6.2	From Programme Board it was noted that the protocols would be updated in respect of short notice and urgent items. The roles of business and community stakeholders would be updated.	AMC (TW)
10.6.3	Noted the comms grid is being updated, and an AR email is planned to cover Shrovetide arrangements. A press release regarding the drainage clearance and survey works is planned.	

<b>10.7.0</b>	<b>Highways &amp; Mobility Hub</b>	
10.7.1	Road and Footpath layout drawings for Church Street/Station Road are awaited from Aecom on behalf of DCC.	
10.7.2	DCC had requested more information from AMC about their proposed need and use for the Loading and Drop Off Bay. A paper has been circulated to the Project Board members for comment, before issue to DCC (Gary Thompson). This can then better inform the options for any required TRO	All PB Members
10.7.3	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.	
10.7.4	The Hoarding License application and separate Parking Bay suspension application have been made by GPL. GPL to follow up progress of these applications	GPL
10.7.5	The DCC Match funding (£38,750) to the AR Programme related to the Mobility Hub remains outstanding. LS and TW to engage with DCC (C Hegarty) and if required approach David Hilton Barber at DCC to progress / resolve. This issue may be referred to the AR Programme Board if it remains 'stuck'	DDDC (LS) / AMC (TW)
<b>10.8.0</b>	<b>Design Progress</b>	
10.8.1	The Stage 4 designs are practically complete, and specifications and other information for tender is being prepared by the Design Team. It was confirmed that the designs include secondary glazing to the Church, and acoustic improvements to Century Hall.	
10.8.3	The Planning Conditions require more stakeholder and statutory body agreement for the 'soft' landscaping areas of the Garden design. The development of these soft areas will be removed from the main contractors works, to allow time for this engagement. It is possible that a wider Henmore project could integrate these 'soft' areas, hopefully with additional funding. Apart from the top of the access ramp, no other work within 10m of the Henmore is now included in the main contractors package.	
10.8.4	The appointed Building Control Approved Inspector, has reviewed the plans. The overall design intents are agreed, but some technical detail is to be submitted to fully substantiate the design (eg Rebar details). The escape from the Worship / Performance space cannot be via an external staircase as intended, but can be an external ramp.	AJA
10.8.5	The AV package of works is being drawn up by AMC for internal AMC review, ahead of ITT coordination with the services technical design.	AMC (RB)
10.8.6	The need for an intruder alarm system and the scope of any internal or external CCTV is under review within AMC and their Insurers.	AMC (IM)
<b>10.9.0</b>	<b>Programme &amp; Project Management</b>	
10.9.1	GPL have created a full detailed tracker for discharge of planning and listed building consents conditions. A simplified version of the most critical items will be produced for future Project Bboard reporting.	GPL
10.9.2	The winter bat surveys of the church roof space are ongoing. To date no bats have been observed, or sounds recorded. The surveys continue to mid March.	
10.9.3	LS has met with the Planning Officer. A number of Planning Conditions relate to statutory consultees and would be hard to influence. Other conditions for sign off by DDDC may be open for discussion. Once the GPL	GPL/AJA

	tracker is fully populated, AJA/GPL can produce a focussed scope of the conditions for discussion or request some form of dispensation whilst maintaining the desired protection afforded by the condition. It would be proposed to 'bundle' responses to conditions, limiting the number of submissions for the Planning Officer to review.	
10.9.4	In respect of the Ecology conditions, an enquiry for a specialist to address and monitor these has been prepared	GPL
10.9.5	GPL noted that the programme gannt chart is missing from their report. The work to produce the Bill Of Quantities and Pre-Tender Cost Estimate is two weeks behind previous programme dates as the designs packs are being produced more slowly. The tender pack ready date has moved back to March from late February. Before issuing the tender, the 'core' and 'option' work packages need to be agreed, so the returned tenders are as close to available budget as possible. The period allowed for scope amendment during the tender period is to be reviewed. The procurement process allows for a third stage.	GPL
10.9.6	As yet, no alternative 'heritage' site has been found that would take the Horsa hut. GPL will produce a report of the enquiries made for submission to Joanne Bamforth via AJA	GPL
10.9.7	The following items for procurement have been identified and are being progressed. <ul style="list-style-type: none"> <li>• The 'contestable' works for the new site electricity supply</li> <li>• A site Ecology Clerk of Works to create and manage the required site ecology management plan</li> <li>• Asbestos removal works</li> </ul>	
<b>10.10.0</b>	<b>Cost Plan / Main Procurement</b>	
10.10.1	6 PQQ returns were received and have been evaluated. The PQQ report recommending the 4 companies with highest evaluation scores will be shared with DDDC for review and comment. The PQQ returns included financial information, but separate financial checks are recommended. These were not completed as part of the PQQ evaluation.	GPL
10.10.2	AMC have started discussion with GPL on completing the JCT form of contract and contract T&C's. This includes what level of LAD's are appropriate, Terms of payment / Valuation due dates, and amendments to ensure the GFA requirements are 'back to back'.	
10.10.3	The Pre-tender cost estimate will be produced against the BoQ, to inform scope review of the tender works. Some tender flexibility will be included by identifying works as options to be costed.7	GPL
10.10.4	Quotations have been received for the Bat Licenced Worker activities and after review Rachel Hacking selected in a recommendation report from GPL. A Natural England pre-submission advice service has been identified, and Hacking will be asked to follow up. This may allow for a 'soft' ramp up of the formal bat licence process.	
10.10.5	AMC are meeting with their Vat advisor on 21st February to progress the HMRC 'true up' and first LPWGS application.	

<b>10.11.0</b>	<b>Health and Safety</b>	
10.11.1	The preparation of the Design Risk Assessments of residual risk is continuing.	AJA
10.11.2	AJA are preparing the Pre-Construction H&S plan, which will be issued as part of the Tender pack. Discussion of the site logistics plan is ongoing.	AJA
10.11.3	The phasing of the site works in relation to the café trading / closure dates and periods is ongoing, with continuing engagement with the existing café operator.	
<b>10.12.0</b>	<b>Actions from Previous Meeting not already covered</b>	
10.12.1	Previous 9.9.7 – The AMC Procurement Guidelines were updated and re-issued to DDDC. The schedules in Annex 1 and 2 are to more fully completed, and the corrected Annex 3 from GPL added.	AMC (RB)
<b>10.13.0</b>	<b>AOB</b>	
10.13.1	AMC Asked for guidance about use of site hoardings beyond the AR boards (as 10.6.1. above). For example it would be proposed to have solid hoarding on the Church St frontage. DDDC noted there remains a requirement to follow LUF approved signage guidance.	
10.13.2	It remains unclear if DCC have included the cost of Station Road fencing/ vehicle barriers. To be taken up with DCC in due course.	
10.13.3	The possibility of including a time lapse camera and /or drone shots to record construction progress will be considered.	
<b>10.14.0</b>	<b>Future Meetings</b>	
10.14.1	The next LH PB meetings are scheduled as follows: Tuesday 5 <sup>th</sup> March 2024 Ian away – Richard to chair Tuesday 9 <sup>th</sup> April 2024 Tuesday 7 <sup>th</sup> May 2024 All at 11am at Ashbourne Methodist Church. In Century Hall unless notified otherwise.	
10.14.2	Noted that the next AR Programme Board is scheduled for 8 <sup>th</sup> March 2024	