

## Community, Leisure & Recreation Committee

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| <b>Date:</b>            | <b>6 February 2018</b>   |
| <b>Title:</b>           | <b>Cricket Club Clubhouse Redevelopment</b>                      |
| <b>Contact Officer:</b> | <b>Graham Hunt, Town Clerk<br/>Janine Howells, Asset Manager</b> |

### Purpose of this Report

1. To provide a verbal / written update on the progress of the redevelopment of the Cricket Club clubhouse.

### Update

2. Much has happened since the last report to the Community, Leisure and Recreation (CLR) Committee on 24 October 2017 at which it was recommended that Council continues to support the Cricket Clubhouse Redevelopment by adopting the additional funding proposals outlined in item 7, paragraph 20, of the Cricket Clubhouse Redevelopment report.
3. At the Council meeting on 14 November 2017 it was resolved that the Council continues to support the Cricket Clubhouse Redevelopment by adopting the additional funding proposals as recommended by the Community, Leisure and Recreation (CLR) Committee on 24 October 2017.
4. The Cricket Club Clubhouse Redevelopment Working Group (CCCRWG) met on 16 November 2017 and discussed various matters relating to the project following the decision at Council on the 14 November 2017.
5. A meeting was held on 24 November 2017 with representatives from the Council, Cricket Club, Ridge & Partners and Sports Clubhouses Ltd. to discuss contract splits, forms of contract, work programmes and expectations of all parties. Following this meeting a letter of intent was sent to Sports Clubhouses Ltd. to enter into formal Contracts to undertake the construction of the new two storey cricket pavilion together with associated external works; demolition of the existing cricket pavilion and extension of the adjacent car park for the contract sum of £983,074.92. The terms and conditions of the Contract will be the JCT Design and Build Contract 2016 Edition as detailed in the tender documents. The Council will enter into a Contract with Sports Clubhouses Ltd. for £760,380.00 and Thame Town Cricket Club will enter into a Contract with Sports Clubhouses Ltd. for £222,694.92. The actual split may change over time.
6. A meeting was held with the Council's solicitor and Town Clerk on 29 November 2017 to work on revisions to the Drafts of the Agreement to Lease, An Agreement to Work Together and the revised 99 year Lease (all between the Cricket Club as Tenant and Town Council as Landlord). The Council's solicitor has also confirmed that the Cricket Club is now registered at Companies House as Thame Town Cricket Club Ltd. Following this meeting and updated revisions, a comprehensive line by line walk through with the Cricket Club and the Town Clerk took place on 15 January 2018. It is hoped both parties can shortly agree the final documentation for sealing. At the CLR meeting held on 25 July

2017, it was resolved that CCCRWG be given delegated authority to seal such agreements / leases on behalf of the Council, subject to its own due diligence.

7. The Construction Traffic Management Plan was reviewed and agreed by Ridge & Partners on 5 December 2017 and submitted to SODC on 6 December 2017 to discharge condition 7 of the Planning Permission.
8. On 14 December 2017 Oxford Archaeology carried out a single evaluation trench along the footprint of the proposed pavilion. The trench contained no archaeological features.
9. On 20 December 2017 an application was submitted to SODC to discharge condition 2 – materials of the Planning Permission. Material approval was sought for the roof finish, gutters and downpipes, windows and external doors, timber cladding and natural stone walling. On 22 December 2017 SODC confirmed approval of the sample materials as per Condition 2.
10. On 8 January 2018 a pre start meeting was held with representatives from the Town Council, Thame Town Cricket Club, Sports Clubhouses, Ridge & Partners and subcontractors. Various matters were discussed regarding the build including Health and Safety, contract, insurance, site, communications, finance and quality control. Details of a ground breaking event will be arranged shortly by the Thame Town Cricket Club.
11. On 12 January 2018 an application was submitted to SODC to discharge conditions 3 and 4 of the Planning Permission - Archaeological Written Scheme of Investigation and The Archaeological Evaluation and Watching Brief Report.
12. On 12 January 2018 Ridge & Partners submitted formal notification to the Health & Safety Executive of the construction project. This details information about the construction work and those involved with the project and declares that the parties involved are aware of their duties under the Construction (Design & Management) Regulations 2015 (S.I. 2015.51).
13. Ridge & Partners have reviewed the construction phase plan prepared by Sports Clubhouses and have advised on 12 January 2018 that the Health and Safety Plan has been adequately prepared by the Principal Contractor to enable the construction phase of the project to commence.
14. Sports Clubhouses commenced work on site on 15 January 2018. Appendix 1 (attached) details the indicative work programme for the scheme with a completion date of 19 October 2018.
15. The Council's Solicitor has also been working with SODC regarding the Capital Grant Agreement. On 15 January 2018 the Council's solicitor advised that SODC want an agreement to follow their normal format for voluntary organisations and that this is not entirely appropriate for the Council. Further communication will follow once an agreed lease has been established between the Council and the Cricket Club.



16. Valuation and payment dates have been agreed with Sports Clubhouses and Ridge & Partners enabling the Council to forecast cash flow and ensure funds are available from investments, grants and s106 monies.
17. The ECB (English and Welsh Cricket Board) have raised concerns regarding the Council's VAT Management Plan in relation to the ECB grant and the separate project costs between the Cricket Club and Council. The Town Clerk engaged specialist VAT advice from the Parkinson Partnership to advise the Council on these concerns. On 22 December 2017 the Parkinson Partnership provided an initial view based on information and documents supplied to them for review and have expressed a view on the basic concepts that is "The Council's VAT strategy appears to be sound". The response from the Parkinson Partnership has been shared with the ECB.
18. Monthly meetings are being held with immediate neighbour Mr Boundy and the Town Clerk. A site meeting has also been held with Mr Boundy and Sport Clubhouses / Contractors. These meetings are held to ensure communication is maintained with neighbours and any areas of concern regarding the development can be addressed. Mr Boundy informed the Town Clerk that at the PEORA AGM held on the 18 January 2018 the development had been positively discussed. Some concerns have been raised by other neighbours and the Cricket Club is progressing meetings and communications to address those concerns. The first in a series of monthly newsletters has been drafted.
19. Officers continue to manage the project in line with the maximum core financial contribution of £200,000 as agreed by Council on 14 November 2017. Total funds committed as at 23 January 2018 was £101,130.71 of which £79,553.29 has been invoiced and paid. The 1<sup>st</sup> contract payment of £71,561.00 + VAT has been paid to Sports Clubhouses. The total contract sum payable to Sports Clubhouses is £983,074.92 + VAT.

### **Action Required**

1. To note the report.