

## Community, Leisure & Recreation Committee

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<b>Date:</b>	<b>10 April 2018</b>
<b>Title:</b>	<b>Cricket Club Clubhouse Redevelopment</b>
<b>Contact Officer:</b>	<b>Graham Hunt, Town Clerk Janine Howells, Asset Manager</b>

### Purpose of this Report

1. To provide a 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 6 February 2018 with this fast moving project.
3. The project is fundamentally progressing as closely to the plan as can be expected, all still in line with the £1.14m overall project cost.
4. There has been no need for the Cricket Club Clubhouse Redevelopment Working Group (CCCRWG) to formally meet in the period, though some decisions have been taken by e-mail circulation.
5. Build Contracts: Following the meeting 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, 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 build contract sum of £983,074.92. The terms and conditions of the Contract are 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. Following further discussions re collateral warranties, and Sports Clubhouses submission of further detailed plans, all parties have now confirmed agreement to the draft contracts. Ridge & Partners are arranging for the contracts to be formally issued for signature.
6. The Town Clerk continues to work with the Council's solicitor on 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). 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. Some minor refinements / clarifications have been agreed in the period, but ineffective version control by third party solicitors has caused frustrating delays. The documents are now back with the Town Clerk again for final checking that all requested amendments have been effectively applied.

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. SODC have now confirmed approval of the plan.
8. 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. SODC have now confirmed clearance of these conditions.
9. The Council's Solicitor continues to work with SODC regarding the Capital Grant Agreement. On 19 March 2018 the Council's solicitor advised that SODC had sought further clarification on a number of matters and recommended a response which has been agreed by the Town Clerk to ensure the matter is concluded at the earliest opportunity to enable the Agreement to be signed.
10. The ECB (English and Welsh Cricket Board) 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. On the 12 March 2018 ECB advised that they are hopeful that they can now formalise the grant. The Cricket Club loan from the ECB will be progressed once the new lease is in place between the Town Council and Cricket Club.
11. A local residents, organisations and businesses meeting was held at Thame Barns Centre on 13 February 2018 with representatives from the Cricket Club, Town Council, Ridge & Partners and Sports Clubhouses. The meeting was well attended and updated those present on the progress of the project and allowed for comments / concerns to be raised. Further similar meetings will be held over the period of the construction works.
12. On 20 February 2018 Cllr. Wyse officially marked the start of the physical building work for the new cricket clubhouse at a ground-breaking ceremony with representatives from Sports Clubhouses, Cricket Club and the Town Council.
13. On 7 March 2018 Sports Clubhouses issued drawings and specifications for the new clubhouse these included the internal drawings which also detail finishes, lighting, heating and electrical design, which will form part of the JCT contract.
14. As part of the project management responsibilities, Ridge & Partners Health and Safety Consultant has undertaken a second Construction (Design & Management) Regulations 2015 (CDM) site visit on 8 March 2018 and has submitted a second report of their site findings. A number of actions were identified for Sports Clubhouses to implement and Ridge & Partners will continue to audit the site to ensure health and safety compliance.



15. In line with the SODC Capital Grant, a Monitoring Form detailing an update on the project and funding was submitted on 12 March 2018. It is a requirement of the grant to supply updates on the project when requested from SODC.
16. Applications for S106 money were submitted to SODC on 14 March 2018 totalling £79,828.22. This is funding that has been identified within the Thame Sports Strategy S106 Fund allocations.
17. The Cricket Club received confirmation on 21 March 2018 that they had been successfully awarded a grant of £5,000 from Trust for Oxfordshire's Environment (TOE) towards the insulation of the new clubhouse.
18. On the 22 March 2018 Sports Clubhouses requested a 7 day extension to the work programme. This has been requested due to the extremely cold weather conditions that have led to heavy snow on site and subsequent ongoing unworkable site conditions. The revised contract completion date is now 26 October 2018. It is proposed by the CCCRWG to accept the revised date formally at the next project meeting on 10 April 2018.
19. A revised position for the new incoming gas main has been obtained with the new supply being accessed from the existing network on the Aylesbury Road and then brought around the cricket field to the new pavilion. This is a more favourable position than the initial proposal of bringing the new supply from Church Road and disturbing Thame Barns Centre and other local businesses and residents. Sports Clubhouses have confirmed that this alternative position does not have any programme implications and the additional costs will be met from the contingency fund.
20. The second newsletter from Sports Clubhouses was provided on 14 March 2018 providing a useful update on the project. The newsletter is distributed via the Council's weekly e-newsletter, local media sources and to all the local residents, organisations and businesses that have signed up to receive updates regarding the project following the local residents meeting on 13 February 2018. Local site display was also organised.
21. With the practice nets being out of action the Cricket Club have been looking at alternatives to accommodate practice training, predominately for the 100 junior members. The cricket club are proposing to install a non-turf pitch equivalent to one wicket /strip fitted on the edge of the square. Formal landlord permission has been given, subject to there being no impact on the Cricket Club's financial support of the Cricket Clubhouse redevelopment project. Any necessary permissions / planning approvals will be the responsibility of the Cricket Club to obtain.
22. Landlord permission has also been given for two wedding reception marquees on 7/9/18 and 29/12/18.
23. Monthly progress meetings are being held on site with Sports Clubhouses, Ridge and Partners, Cricket Club and Town Council. These meetings (14/2/18, 8/3/18, 10/4/18) receive a contractors report and discuss health and safety, works programme, design matters, employer's agent matters, cost control / contract, employer's matters and site risks. Minutes are circulated to the CCCRWG and Sports Clubhouses.

24. 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 client side funds committed as at 4 April 2018 was £101,130.71 of which £84,660.29 has been invoiced and paid. A further £100,000 (making £171,100 in total) has been drawn down from Rathbones Capital Receipt Reserve.
25. Monthly valuations and payments are made in line with the build works as executed. (£71,561, £61,783, £40,963 so far). These funds are forward spent from s106, ECB and SODC grants. The Cricket Club are due to start making their contractual payments from July. The total contract sum payable to Sports Clubhouses remains at £983,074.92 + VAT.

### **Action Required**

1. To note the report.