

Community, Leisure & Recreation Committee

Date:	10 July 2018
Title:	Cricket Club Clubhouse Redevelopment
Contact Officer:	Graham Hunt, Town Clerk Janine Howells, Asset Manager

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 10 April 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 and with contract completion date of 26 October 2018.
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. Project updates have been sent regularly to the CCRWG by the Town Clerk.
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 formally issued the contracts for signature on 14 May 2018 to Sports Clubhouses. These will then be signed and sealed by the Council.
6. An up to date site plan for the legal documents detailing the new building layout has been provided by Ridge and Partners. This also includes the boundary changes with the Bell Close residents agreed in 2014.
7. The Town Clerk continues to work with the Council's solicitor on all legal aspects of the project and leases with the Cricket Club. Both parties have signed 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), ready for exchange. The registering of these documents with the Land Registry is required to release some of the grant payments and a fast track approach is being investigated.

8. The Council's Solicitor continues to work with SODC regarding the Capital Grant Agreement. SODC will not complete the Agreement (or release grant funding) until the Lease to the Cricket Club has been registered at the Land Registry.
9. Sports Clubhouses are working closely with SODC Planning Officers and a Non-material Amendment application is to be submitted for alterations to the appearance of the rear doors for designs without vision panels for security reasons and also for the scoreboard location mountings.
10. The ECB (English and Welsh Cricket Board) Award of Grant letter was received on 20 April 2018 confirming their grant award. The acceptance form was duly signed and returned with the requested supporting information. The ECB advised on the 15 June 2018 that they will be seeking a restriction to title on the site and this will be progressed through the Council's Solicitor. On 21 June 2018 a claim form was received from the ECB and will be submitted to claim the grant award.
11. The next neighbours meeting consisting of local residents, organisations and businesses is envisaged to be held once the Operations Manager for the clubhouse has been appointed. The majority of concerns raised by neighbours at the meeting on 13 February 2018 related to potential issues once the clubhouse is in operation.
12. As part of the project management responsibilities Ridge and Partners are also undertaking post contract designer monitoring and health and safety consultancy. Ridge & Partners Health and Safety Consultant has undertaken a third Construction (Design & Management) Regulations 2015 (CDM) site visit on 18 May 2018 and has submitted a third 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. Ridge and Partners have commented that on the whole the site is looking good and most issues are well attended.
13. Ridge and Partners Building Surveyor has also been reviewing / approval of the design information provided by Sports Clubhouses and their sub-contractors or suppliers of the development and also undertaken site inspections monitoring the build. A fourth report has been issued covering the programme and progress, quality, workmanship and materials, statutory approvals, employers requirements and statutory services following the latest site visit on 12 June 2018.
14. As of 21 June 2018 six Contract Instructions (i.e. agreed scope changes) have been issued to Sports Clubhouses by Ridge and Partners on behalf of the Council (approx. £6,672) and one on behalf of the Cricket Club (approx. £2,985). The value of these instructions have been offset by the contingency allowance included within the authorised expenditure.
15. In line with the SODC Capital Grant, a Monitoring Form detailing an update on the project and funding will be submitted by 27 July 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. The Town Clerk has had to answer a number of queries from the new SODC officer relating to the application and it is hoped that the applications can be agreed in the near future.
17. The Cricket Club have successfully been awarded a grant of £1,000 from the Doris Field Charitable Trust. Cricket Club Members continue to fund raise for the project and an example of this is the 1st XI captain recently fund raised £800 by running the Hackney half marathon.
18. The Cricket Club and Barns Centre are working together managing parking for events at the Barns Centre and training / fixtures at the Cricket Club. All users are being asked to find alternative means of transport to the site where possible. When an extremely busy day is expected with both sites having events, parking marshals have been provided by the Cricket Club to ensure best use of available parking space.
19. The text of the Parking Licenses for the Barns Centre and the Church has been agreed by the Town Clerk, and form part of the lease.
20. As landlord, written consent has been sent to SGN Connections for the new gas service pipe installation. This will be installed in a revised position 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. Additional costs of £824 will be met from the contingency fund and form part of Contract Instruction TTC no.06.
21. The third newsletter from Sports Clubhouses was provided on 8 June 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. The newsletter is also displayed at the site entrance within the ground at Aylesbury Road.
22. Landlord permission has been given for the fourth summer picnic ball on 7/7/18 which will raise funds for the project.
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, 8/5/18, 12/6/18 and 10/07/18) 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. The Cricket Club, Ridge and Partners and Sports Clubhouses have now commenced meetings to discuss finishes to the building. Copies of minutes of these meetings are distributed to the Council for information.
25. A site visit with Councillors and Staff took place on 3 July 2018. This included looking around the interior of the building. A separate site visit has been arranged for Day Centre Trustees.

26. Confirmation has been received from an HMRC VAT Assurance Officer that our VAT management of the project is all in order. Also that the potential £40k loan to the Cricket Club (to assist with their cash flow) will not have an impact on those VAT arrangements.
27. 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 20 June 2018 was £101,442.71 of which £88,986.04 has been invoiced and paid.
28. Monthly valuations and payments are made in line with the build works as executed. (£71,561, £61,783, £40,963, £65,596, £85,392, £145,647 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 mid-July. The total contract sum payable to Sports Clubhouses remains at £983,074.92 + VAT.
29. Given the delay in physical receipt of £80k s106 funds, the ECB grant and the £250k SODC Capital Grant, overall Town Council cash flow has been impacted. The 32-day notice account is now exhausted and interest opportunities are therefore being lost. It is likely that further temporary pull down will be required from the Rathbones Capital Receipt Reserve to support cash flow (which will reduce investment growth opportunities), while parallel efforts are maintained to get the grants physically released as soon as practically possible.

Action Required

1. To note the report.