

Community, Leisure & Recreation Committee

Date:	23 October 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 July 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. There will be an implementation / acceptance / training / handover period beyond building completion to ensure that the building is fully and safely operational before first formal use.
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 CCCRWG by the Town Clerk. It has been noted that the CCCRWG will need to start meeting from now on – replacing the monthly project build meetings, and concentrating on the remaining client-side activities.
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 have entered into a Contract with Sports Clubhouses Ltd. for £760,380.00 and Thame Town Cricket Club have entered 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 confirmed agreement to the draft contracts, which have since been sealed.
6. 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). The Council will receive the original documents from the Solicitors on conclusion of the matter. 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.

7. 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.
8. Sports Clubhouses have worked closely with SODC Planning Officers and a Non-material Amendment application has been approved for alterations to the appearance of the rear doors for designs without vision panels for security reasons, the external scoreboard location and confirmation that the roof eaves will be closed rather than open for ventilation reasons.
9. The ECB (English and Welsh Cricket Board) grant was fully received on 3 August 2018. As part of the Grant Award conditions a Service Level Agreement has been signed between the Oxfordshire Cricket and Thame Town Cricket Club and has been returned to the ECB.
10. 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.
11. Following the first neighbours meeting held on 13 February 2018 a second neighbours meeting consisting of local residents, organisations and businesses was held on the 19 September 2018. The Cricket Club introduced the person who will be responsible for bookings and day to day operations of the building. A number of items were discussed / raised at the meeting. The main points being the landscaping of the site and the haul road reinstatement. Other matters discussed related to parking, events and management of noise, lighting, traffic etc. The costs to address some of these items (e.g. additional landscaping) will come from the client-side contingency. The impact on parking of the proposed retention of the apple tree is being considered.
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 have undertaken further Construction (Design & Management) Regulations 2015 (CDM) site visits on 12 July and 13 September 2018 and have submitted reports of their site findings following each site visit. A number of actions were identified for Sports Clubhouses to implement in each report which have been actioned. Ridge & Partners will continue to audit the site to ensure health and safety compliance. Ridge and Partners have also reviewed the demolition Risk Assessment Method Statement (RAMS) prior to the demolition works being undertaken.
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 seventh 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 25 September 2018.
14. As of 6 September 2018 seven Contract Instructions (i.e. agreed scope changes) have been issued to Sports Clubhouses by Ridge and Partners on behalf of the Council (approx. £10,345) and one on behalf of the Cricket Club (approx. £1,019). The value of these instructions have been offset by the contingency allowance included within the

authorised expenditure. Since then, various further scope changes have been agreed, including changes to floor finishes and the inclusion back into the build contract of tarmac the car park. Remaining project-side contingency is now around £2.5k. The tarmac work will extend beyond the building handover – and is likely to be completed by mid-November.

15. In line with the SODC Capital Grant, a Monitoring Form detailing an update on the project and funding was submitted on 9 July 2018. It is a requirement of the grant to supply updates on the project when requested from SODC. A further submission was made on 27 September 2018.
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 via two different SODC officers relating to the application. There appears to be particular sticking point with regard to Sports England equality requirements. An escalation was made on 28 September 2018, and it is hoped that the applications can be agreed in the near future. The Cricket Club continue to seek other funding sources, but it is now almost certain that we will ultimately apply for the full £50k of additional Community Facility s106 funding as allocated in November 2017.
17. The Cricket Club have provided an update on their funding position to the Town Clerk and for cash flow reasons have requested to take up the loan of £40,000 from the Council. This funding proposal (and repayment terms) was agreed at Council on 14 November 2017.
18. The Cricket Club and Barns Centre continue to work 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. With the cricket season now finished it is hoped that there will be less pressure for parking within the site.
19. The installation works for the new gas supply commenced on 3 September 2018 with work being undertaken by SGN Connections. The new supply has been accessed from the existing network on the Aylesbury Road. Traffic control was in place for the week of the work on the Aylesbury Road which regrettably inconvenienced adjacent neighbours during the work. The Cricket Club have taken the opportunity to have a French drain installed utilising the trench excavations for the gas pipe. The French drain discharges into the existing ditch at its end point on the site boundary with Aylesbury Road.
20. Demolition works commenced on 10 September 2018. The Council has taken into storage a number of machines and kitchen appliances from the old buildings until these can be accommodated within the new building.
21. The fifth newsletter from Sports Clubhouses was issued on 17 September 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 initial local residents meeting on 13 February 2018. The newsletter is also displayed at the site entrance within the ground at Aylesbury Road. One final newsletter will be prepared by Sports Clubhouses once handover has been completed. Further publicity will then revert back to the Cricket Club and Town Council to co-ordinate.

22. Landlord permission was given for a marquee for a wedding reception 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, 8/5/18, 12/6/18, 10/07/18, 14/08/18, 11/09/18 and 9/10/18) 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 are now working closely together agreeing finishes to the building and also timings of contractors undertaking work directly for the Cricket Club e.g. bar roller shutter and bar equipment. The Cricket Club has also engaged other direct contractors to install the kitchen(s) and CCTV provision.
25. Mechanical and Electrical (M & E) snagging is anticipated the end of w/c 8 October 2018 with a meeting to discuss snagging with Sports Clubhouses and Ridge and Partners w/c 15 October 2018. Members from the Cricket Club will also attend M & E plant training sessions before handover of the building.
26. A formal opening of the building is anticipated to take place before the end of November 2018. Date to be advised.
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 10 October 2018 was £101,242.71 of which £94,743.54 has been invoiced and paid. Separate legal fees of £5,356 have been met against existing budget line 101/4056.
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, £24,392, £69,881, £63,393 + VAT so far). These funds are covered by grants received from the ECB / Thame Welfare Trust, core Town Council funding, and forward spending of s106 and SODC grants. The Cricket Club began 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 and the £250k SODC Capital Grant, overall Town Council cash flow has been impacted, which in turn has reduced the opportunity for short and medium term interest bearing term deposits, Officers continue to maintain efforts to get the grants physically released as soon as practically possible from these sources.

Action Required

1. To note the report.