

Community, Leisure & Recreation Committee

Date:	5 February 2019
Title:	Cricket Club Clubhouse Redevelopment
Contact Officer:	Graham Hunt, Town Clerk Janine Sparrowhawk, 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 23 October 2018, including the successful completion and handover of the building.
3. The project continued to progress as close to the plan as could be expected with final minor works now being completed outside of the scope of the original build contract. The scheme is all still in line with the £1.14m overall project cost. Contract completion with Sports Clubhouses was on schedule with Practical Completion on 26 October 2018. There was an implementation / acceptance / training / handover period shortly after the building completion with members of the cricket club to ensure that the building was fully and safely operational before its first formal use.
4. The Cricket Club Clubhouse Redevelopment Working Group (CCCRWG) last formally met on 29 October 2018, with the meeting concentrating on the remaining client-side activities. Other decisions have been undertaken by e-mail circulation. Project updates have been sent regularly to the CCCRWG 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 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 could still change on final invoicing. 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. The collateral warranties were signed and sealed by Council on 22 January 2019.
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 was being investigated.

7. The Council's Solicitor continues to work with SODC regarding the Capital Grant Agreement. The agreement is now sealed, but SODC will not release grant funding until the Lease to the Cricket Club has been registered at the Land Registry.
8. Following receipt of the full grant the ECB (English and Welsh Cricket Board) have advised that they will be seeking a restriction to title on the site. This is still being progressed through the Council's Solicitor and has been ongoing since June 2018.
9. A further Neighbour meeting was held on 12 November 2018. These meetings are extended to local residents, organisations and businesses that are in the close vicinity of the building. The main points raised were the landscaping of the site (the proposed planting design drawings were displayed and landscaping works completed in December), haul road reinstatement (subsequently reinstated to everyone's satisfaction), lighting from the car to building (proposals being investigated), velux blinds to roof lights on top floor (blinds received January, require fitting), parking (car park relined and partly resurfaced), bins (including the installation of one won by the Town Clerk in a raffle), intruder alarm activation (subsequent issues resolved) and a request for installation of air hand dryers to replace paper towels in toilets.
10. Ridge and Partners continued their Project Management / Health and Safety Construction (Design & Management) Regulations 2015 (CDM) site visits / Design & Quality monitoring with the 8th and final quality report delivered on 1 November 2018. All of this activity has now been consolidated into a single set of snagging items, the first report being completed on 26 October 2018. Ridge and Partners are working with Sports Clubhouses ensuring that all of the snagging items are completed and signed off.
11. As of 3 December 2018 eight Contract Instructions (i.e. agreed scope changes) have been issued to Sports Clubhouses by Ridge and Partners on behalf of the Council (approx. £18,245) and three on behalf of the Cricket Club (approx. £8,961). The value of these instructions have been offset by the contingency allowance included within the authorised expenditure.
12. In line with the SODC Capital Grant, Monitoring Form updates on the project and funding were submitted on 9 July, 27 September and 21 December 2018. It is a requirement of the grant to supply updates on the project when requested from SODC. A final submission on full project completion will be submitted which will include all copies of all invoices relating to the scheme.
13. Applications for s106 money were submitted to SODC on 14 March 2018 totalling £79,828.22 for three s106 contributions which had been received by SODC at the time. This is funding that had been identified within the Thame Sports Strategy s106 Fund allocations. The Town Clerk has had to answer numerous queries via different SODC officers relating to the application. An escalation of this matter was made to a senior officer on 28 September 2018. On 25 October 2018 it was agreed with SODC that the application be amended to include a total of seven s106 contributions for a total of £168,915, including funds yet to be received by SODC. A report by SODC Officers was finally submitted to Cabinet for consideration and subsequently recommended to be agreed by SODC on 20 December 2018. SODC have also advised that they will require a legal agreement with the Council for the use of the funds to ensure that is spent only on the

project. £148,951.72 will be paid by SODC subject to completion of building regulations and the legal agreement. The balance of £19,963.28 will be paid once the equivalent funds have been received from developers under the s106 agreements. A last minute change to the submitted report by SODC Officers means that a further application for approximately £40k s106 sports funding is still required, which will be submitted in due course alongside the application for £50k from community facilities s106 funds.

14. The Cricket Club provided an update on their funding position and took up the loan of £40,000 from the Town Council. This funding proposal (and repayment terms) was agreed at Council on 14 November 2017. A full loan agreement and repayment schedule was agreed before the release of the funds. The Leader grant is going through the final approval process and should be paid to the Cricket Club in the next couple of weeks. Once received they will arrange for the repayment of a £9,400 loan surplus amount back to the Council.
15. The Cricket Club and Barns Centre continued to work together during the build works managing parking for events at the Barns Centre and training / fixtures at the Cricket Club. All users were being asked to find alternative means of transport to the site where possible and this proved very successful and will continue to be promoted. Now that the car park resurfacing / relining has been completed, the agreed new parking license is being put in place.
16. Following completion of the building, the Maintenance Team have returned a number of machines and kitchen appliances from the old buildings that were being stored at the depot.
17. Due to the closeness of the building completion, the final newsletter from Sports Clubhouses was that issued on 17 September 2018. On Practical Completion, further publicity on the build reverted back to the Cricket Club and Town Council to co-ordinate.
18. Monthly progress meetings have been 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. The final meeting was held on 26 October to complete the snagging schedule, handover and confirm practical completion of the build.
19. The Cricket Club have recently submitted a Premises Licence application to SODC for consideration for the new building. Following various objections from neighbours a meeting was held with objectors, co-ordinated by SODC licencing. It is expected that a Licencing Panel will be convened in due course. The Town Clerk is assisting where relevant.
20. Various landscaping and fencing works have now been completed around the site including the planting of trees and hedging along adjoining residential property boundaries. This has included remedial tree works to the apple tree that has been retained within the car park.
21. 15 loads of spoil were removed by grab lorry from the site during mid-October in readiness of building completion. The cost of £3,300 + VAT was covered by the client contingency fund.

22. Following practical completion of the new building the Council added the building to its buildings insurance cover contract with effect from 26 October 2018.
23. The Building Control Final Certificate was received on 2 November 2018.
24. The opening event of the new building was held on the 16 December 2018 and was formally opened by the Mayor and the Chairman of the Cricket Club. The event proved very successful with good media coverage and the building is now fully operational.
25. The remaining client side works continue, which may require further planning permission or non-material amendments. These include the re-siting of the shed, the reinstatement of the nets and some realignment of the score box windows. It is hoped that the car park lighting can be covered under Parish Council permitted development rights.
26. 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 24 January 2019 was £123,008.10 of which £116,063.96 has been invoiced and paid. Separate legal fees of £5,356 have been met against existing budget line 101/4056.
27. 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, £82,954 and £24,644 + VAT so far). On Practical Completion, the retention fund was reduced, in line with the contract, to 1.5%. 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, though still subject to a final statement from Ridge & Co, which will establish the exact final remaining contingency amount.
28. At a meeting on 7 December 2018 a list of the final items requiring completion / purchase on the project was prioritised, along with which were likely to be funded from remaining contingency funds and which the Cricket Club would need to fund itself. It is evident that the full project value of £1.14m will now be expended. These client-side items are outside of the scope of the Sports Clubhouses build contract.
29. That meeting also discussed how to resolve an external lighting issue – with all external lights on a single time controlled only switch. The rear three lights are to be wired out of that arrangement to enable independent control.
30. Further funds of £28,900 have been released as of 4 January 2019 from the Capital Receipts Reserve held with Rathbones. This is the remaining maximum core financial contribution of £200,000 that was agreed by Council on 14 November 2017.
31. Given the delay in physical receipt of the s106 funds and the £250,000 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

32. To note the report.