

PHCC Premises Sub- Committee Meeting – 9 May 2013 at Hamworthy Labour Club

Attending: Frazer Ely, Steve Hills, Tom Short, and Bill Jaggs.

Apologies: Jez Bragg, Lynette Short, Sally Crawford and John Crawford.

1. Actions from the last meeting on 9 April 2013 –

4(i) Design – Draft Design Brief produced for comment and agreement.

4(ii) Building Costs - Action: Steve to look at costs recd to date and see if a revised cost for our part of the building can be estimated. **Outstanding**

4(iii) Sport England – Steve has contacted and updated Sport England.

4(iv) Communication – Ongoing.

4 (v) Project Board – Ongoing.

4(vi) Planning Application has been withdrawn by ECA.

2. Update – There was a general update discussion on how things had progressed over the last month. The notes of the meeting attended by Bill with BoP formed the basis for much of our discussion. The Notes are attached at Appendix 1. Also discussed was a draft Project Brief that ECA had produced – a copy of that with amendments is shown at Appendix 2 and will be passed to BoP for further comment. Support within BoP, within Environment and Consumer Protection Services and with leading Members seems positive; but the decision making process to allow them to start spending on the Project is not totally clear and will run for some time. An email received from Kate Mitchell of BoP (9 May 2013) sets out the current situation and thinking.

'Hi Bill,

Thanks for our chat just now, I found it very useful. To summarise what we discussed:

- The project has support from the Portfolio Holders (Cllr Judy Butt and Cllr Xena Dion) as well as from ward councillors.

- The paper that went to Environment Overview and Scrutiny Committee (EOSC) on 2 May confirmed a general consensus for the Toilet Review.

- We need to take additional information on certain elements, including this project, back to EOSC. There is a special meeting on 11th June to discuss these issues; in order to get this item on the agenda we need to get a paper ready by Monday 20th May. We're aware this is very tight and suggest that this paper sets out our general approach for the partnership agreement and seeks agreement for a financial commitment towards the surveys/professional fees.

- The partnership agreement needs to be agreed in order for us to start spending money; however we can continue working on some aspects of the project such as planning/timescales/funders etc. We are aware that we will need the information from surveys to inform the detail of designs and costings for the project.

I am due to meet with Richard about this in the morning and we will specifically discuss:

- What the process and timescales are to get the partnership agreement sorted

- What detail is needed for the report for EOSC

- What further sign off would be required (NB EOSC may say this needs to go to full Cabinet)

- What the overall project timescales are

I'm very aware that you and PHCC are keen to understand when we'll have an official green light to run with this. In order to get to that point we do need to go through the relevant sign off processes and we'll make sure we keep you informed as to the timescales and progress of this. We'll be back in touch tomorrow."

Andy Young had put Bill in contact with Bill Foster of a business called Foster Brandt. The business deals with funding applications and Bill Foster had given some free advice on next steps dealings with Sport England.

Overall it was agreed that taking forward a joint project with BoP represented the best option for PHCC at present.

3. Decisions, next steps and Actions

(i) Sport England – Now impossible that and end of December 2013 finish to our Project.

Action: Steve to provide thorough update to Sport England and to seek their advice on next steps.

- (ii) Project Board Membership/Interaction with BoP** – Agreed that PHCC should seek to have 2 members at each Project Board meeting. Those reps should be drawn from Frazer, Bill, Steve and John. John's input in agreeing the MOU/Partnership Agreement would be key. Noted that Bill would not be available during June. **Action: Bill to arrange meeting with Richard Nicholson – Frazer and Steve to attend.** (Date suggested 21 May at 4pm)
- (iii) Process** – The process outline in Appendix 2, Para 3 was agreed. **Agreed** that we propose that the split on Design/Planning fees should be 30% BoP – 70% PHCC (Para 3(i)). **Action: Bill to pass this on and seek BoP contact that Helen can liaise with to confirm VAT on build costs situation.**
- (iv) Design Brief /Project Timetable** – The draft was discussed and comments/additions shown in Appendix 2. The timetable will need to be amended once BoP process is clearer. **Actions: Bill to forward draft to BoP for their input. Bill to see if ECA could produce some initial design ideas and at what cost.**
- (v) ECA Fees** – Action: Bill to forward Invoice No 13092 (£480) to Helena for payment.
- (vi) Communication** – Action: Frazer to update Committee and consider communication to update membership.
- (vii) Funding** – Action: Tom to see if funding could be obtained through BCU Grant process.
- (viii) Nature Reserve Land** – Action: Steve to contact Julie Taylor to advise that PHCC no longer have interest in land and have stopped maintaining it.

No date set for future meeting.

Notes compiled by Bill Jaggs.

Appendix 1

PHCC Boat House Proposals at Lake Pier

Notes of Meeting held at ECPS on 3 May 2013. (Richard Nicholson additions shown in red)

Attending: Richard Nicholson (BoP), Heather Clark (BoP). Bill Jaggs (PHCC), Martha Covell (ECA) and Adam Covell (ECA).

The purpose of the meeting was primarily to discuss design requirements for the new building and latest views on process. Key Points/Actions were as follows:

1. **Sport England (SE) Funding** - SE comments about the change in project had been received:

Hi Steve,

Thank you for the update. As BoP should know by the end of May (not sure where the end of May came from, we are trying to get the matter onto a committee in June) if their toilet project is achievable we can extend the project decision until then. By the end of May I will need confirmation of the following:

- *Written confirmation from BoP that they are going ahead with the toilet project, that they will fund it and that the project will progress to timescales that will allow the boathouse to be completed by the 20th December 2013. (see above and at present we can give no assurance about end to end times)*
- *Confirmation of the dates when planning permission will be applied for if it is applicable and the timescales of how long this will take to get a decision. (Planning permission will be needed, the date of submission depends on the Memorandum of understanding, see below, the design phase and the disposal notice process. Key to the start is the MoU)*
- *Confirmation of when the lease will be drafted and signed by both parties. (See above)*
- *Confirmation that the project can be built during Q4 (during months where the weather is typically cold). (see above)*

Once this information is received Sport England will then review the information and make a decision about the project. We need to ensure that the project can be delivered within the 18 months timescale and that the payment conditions such as lease and planning permission will also be met during this time, so that payments can be release for the project.

Unfortunately as I am based in the Loughborough office I will not be available to attend a meeting, but I believe that this can be resolved via emails between ourselves and the Council. I am happy for the Council to contact me directly if required.

Many thanks

Nicola Just Grants Manager T: 0207 273 2018 M: 07879 602883

Action: Following a meeting with other BoP officers on Tuesday, 7 May 2013 (which will clarify the outcome of a recent Council Committee Meeting) Richard will respond to the points SE have raised. He will provide the information in an email to Bill Jaggs, by Thursday 9th May when PHCC have a premises meeting.

2. BoP Approval

Richard Nicholson has support from Councillors Judy Butt and Xena Dion for a joint approach for a joint building combining the Public Toilets and PHCC Boat store. Also included in Committee report of 2 May 2013.

Richard Nicholson confirmed that the approach had been agreed with the planners. Natural England have declared this part of the SSSI 'destroyed'

3. **Outline Process** – BoP current thoughts are that the overall process would be as follows:-

(i) (E&CPS require that a Memorandum of Understanding or Partnership agreement is agreed and signed before we commission the architects etc. This is new to me today and I have contacted Property Services and legal Services to find out how long the process takes) .PHCC commission ECA (PHCC choice) to develop a design that meets the needs of both partners and obtain planning consent. PHCC/BoP would agree a proportional split on fees to be paid to ECA. The exact amount is to be agreed. Initial suggestion that this is based on floor area is not appropriate, due to alternative cost to BoP of completely rebuilding the toilets. PHCC to suggest alternative proportions following receipt of ECA fee proposal (we need to agree a split).

(ii) BoP would take action to obtain 'Disposal Notice' for the proposed development. Initial designs need to be prepared by ECA to accompany this process. It takes about 28 days.

(iii) BoP can provide legal services and pay for drawing up lease etc with PHCC. This will save PHCC fees.

(iii) The contract for build would follow BoP procedures and they would oversee the build. PHCC would pay BoP their agreed share of the build costs. BoP view is that this would mean that VAT could be reclaimed on the build costs.

Action: Bill to get PHCC in principle support to this approach.

3. Next Steps_ - Following actions identified:-

(i) (See i above about the Memorandum of Understanding) **Action – ECA to draft Design Brief and Project Timetable (based on current PHCC design in terms of storage and facilities required and taking on board BoP requirements).** Noted, that BoP Building Surveyor will need to approve design before a lease can be agreed and that this should be covered off at the pre planning stage.

(ii) **Action- BoP** investigates availability of **Land Survey** to ascertain (1) site area; (2) utilities- in particular drainage and tanks to the rear. Design cannot be progressed until this information is obtained. (Basic levels data only available in paper form dated 1997. New survey needed).

(iii) **Action-BoP – Richard to see if BoP can provide QS support.** Essential to provide initial costing on design proposals and confirm Sport England and others that the scheme is financially viable. (Funding dependent on MoU see above)

(iv) **A Project Team** needs to be formed once BoP green light obtained. Make up proposed - for BoP Richard N (ECPS), Julie Taylor (Legal) and other specialist support as required. For PHCC – 2 representatives (plus specialist input as required) and ECA. An early action will be to draw up a Partnership Agreement. **Action – Bill to discuss in PHCC. Team to be managed by BoP.**

4. Other information/updates

(i) **Natural England** have confirmed that they have no objection to a new building on the site - as previously indicated by David Mansell. **Action: Richard to forward this confirmation to PHCC. Done**

(ii) **Sewerage Pumping Chamber** – Cannot be built over. Would cost @ £50k to move.

Appendix 2 – Draft Project brief with PHCC comments shown in red.

CLIENT: PHCC

DATE: 7TH MAY 2013

PROPOSED BOAT STORE AND PUBLIC TOILETS:

- DESIGN BRIEF
- PROJECT TIMETABLE

TO: PHCC FROM: ECA

Overall

The purpose of the proposed building is to provide a larger boat house for PHCC and modern public Toilets for BoP. **A major consideration must be that available budget for the build is likely to be limited to around £160K.**

The design brief for the proposed building is as follows:

INTERNAL REQUIREMENTS

1. Make provision for 3 public toilets **(1 with disabled access)**, with separate entrances directly off the car park in locations which will benefit from natural surveillance. Toilets to be fitted out and maintained by BoP.
2. To provide a club building for PHCC with an approximate gross floor area of 270 square metres.
3. Provide storage area capable of storing up to 86 Kayaks on racks and equipment, with a floor area of 120 SqM
4. Provide separate male and female changing (no toilets or showers) 35 SqM
5. Provide two toilets (potential for fitting out later) with a floor area of 6 SqM
6. Provide office/ first aid room with a floor area of 8 SqM
7. Provide Kayak learning centre/ training room with a floor area of 45 SqM
8. Provide kitchenette with connection to main water supply 7 SqM
9. Provide for main electricity supply to toilets to be sub-metered by the PHCC facility. **(Can we separate service supplies so PHCC and BoP are separately metered?)**

EXTERNAL REQUIREMENTS

10. Provide external wash down/ hard standing area for boats, adjacent to building entrance.
11. Provide secure entrance to boat storage in a location which enables unimpeded access to the adjoining beach.
12. Provide interpretation board (BoP).
13. Consider the provision of a covered shelter and seat **(BoP)**.
14. ~~Provide~~ **Consider** rain water harvesting to be used to wash down boats.
15. Consider incorporating sustainable features such as solar panels or grass roof.

INFORMATION TO BE SUPPLIED BY OTHERS

1. Measured site survey showing:
 - the area which can be built upon;
 - Site constraints- such as under water storage tanks and other utilities.
 - Levels of site including bank to the rear.
 - Trees, ponds drainage

2. Services of a Quantity Surveyor

- To provide on-going QS advise on build costs.

DRAFT PROJECT TIMETABLE (Note – we need to review timescales once BoP clear on their decision making process – some May deadlines are not achievable)

Month	Week	Task	Action
May	1	Agree design brief	PHCC & BoP
	2	Obtain site information	BoP
	3	Appoint QS	BoP
	4	Prepare schematic designs Pre-application planning submission	ECA
June	1	<i>Project Team meeting</i>	<i>BoP</i>
	2		
	3	Submit planning application	ECA
	4	Obtain disposal notice (BoP)	BoP
July	1	<i>Project Team meeting</i>	
	2	Draft lease	BoP/ PHCC
	3	Tender drawings to be prepared	PHCC
	4		
August	1	<i>Project Team meeting</i>	
	2		
	3		
	4		
September	1	Planning application to be determined	BoP
	2	Prepare building control drawings	PHCC
	3	<i>Project Team meeting</i>	
	4		
October	1	mobilisation	BoP
	2	<i>Project Team meeting</i>	
	3		
	4		
November	1	Site clearance	BoP
	2		
	3		
	4		

December	1	Commence on site	BoP
	2		
	3		
	4		
March 2014	1	Complete work on site	BoP
	2	Let building to PHCC	
	3	PHCC building fit out	
	4		