



## Bletchley and Fenny Stratford Town Council

### Minutes of the Newton Leys Building Committee of Bletchley and Fenny Stratford Town Council held at Bletchley Library, Westfield Road, Bletchley on Tuesday 23 October 2018 beginning at 6.30 pm

**Present:** Mr Graham Anderson, Cllr Keith Ely, Cllr W Hewitt, , Cllr Ethaniel Kelly-Wilson (Chairman), Pastor Stuart Pattico, Mr Frank Sime and Cllr Lewis Webster

**Absent:** Cllr Sam Brown and Cllr Richard Graham

**In attendance:** Andrew Page, Concept Project Management Ltd, Sam Jivram, Facilities Officer and Delia Shephard, Town Clerk

Min Ref	Actions
NLBC18/19-19	<b>Apologies for Absence</b> Apologies for absence had been received from Cllr Graham. Apologies for absence had not been received from Cllr Browne.
NLBC18/19-20	<b>Declarations of Interests</b> There were no declarations of interest.
NLBC18/19-21	<b>Public Speaking Time</b> No members of the public were present.
NLBC18/19-22	<b>Meetings</b> It was <b>RESOLVED</b> to approve the minutes of the meeting held on 3 May 2018 as a correct record of proceedings and to note that meetings scheduled to take place on 5 July 2018, 28 August and 25 September 2018 did not take place. It was noted that as a consequence of difficulties with establishing a quorum the Town Council had agreed to increase the size of the committee by two additional councillor members and had proposed that an additional community member be invited to join the committee.
NLBC18/19-23	It was <b>RESOLVED</b> to note the election of Cllrs Browne and Webster to the committee by Full Council and to welcome Cllr Webster to the committee.
NLBC18/19-24	<b>Practical Completion</b> Andy Page, PM for Concept Management reported that from his point of view the building was in a fit state for the practical completion notice to be issued. Snagging lists (including an M&E snagging list) has been prepared and a date of 7 November agreed to complete remaining snags. Frank Sime reported on his satisfaction with the work completed in the week leading up to Friday 19 October 2018 and provided additional information on the snagging and proposed timetable (which had been given to the clerk and members of the committee in advance of the meeting). It was noted that Mr Sime and Brian O'Malley would be attending a de-snagging meeting scheduled for 7 <sup>th</sup> November 2018. The PC certificate would be issued in the next two weeks. It was <b>RESOLVED</b> to note the position.  AP, Concept FS, clerk
NLBC18/19-25	<b>Legal Transfer and Timetabling of handover</b> A draft transfer document prepared by Taylor Wimpey's legal advisors had been circulated in advance of the meeting. A formal opinion from the council's  Clerk



# Bletchley and Fenny Stratford Town Council

legal advisors on the details of the transfer was awaited and meanwhile members had no comments to make.

Taylor Wimpey had suggested 16 November 2018 as the backstop date for the legal transfer and it was hoped this deadline could be met and if possible anticipated. The proposed timetable thereafter was that BFSTC should begin soft fit out on 19 November and a formal handover ceremony would be planned for 14 December 2018.

Clerk, SJ

Discussion of fibre broadband provision followed and it was **RESOLVED** to note that the only option for fibre provision was BT lease line and a range of quotes had indicated that the likely cost was £400 per month. Whilst the committee still favoured fibre provision it was recognised that unless the cost could be reduced this was prohibitively expensive at the present time. Further investigations into alternative solutions would continue meanwhile the telephone broadband had been installed.

Clerk

NLBC18/19-27

## Transition Arrangements and Bookings

The Facilities Officer reported that with one exception all existing users of the Community Centre were planning to transition to the new building Draft terms and conditions for bookings were discussed in detail and it was **RESOLVED** to make the following amendments:

- Include information about the designated smoking area in the car park and include vaping in no smoking condition
- Clarify that bookings are at BFSTC's discretion
- Include clause on advertising of events at the venue which must include the full name Newton Leys Pavilion and not just the postal address

Members discussed frequency of changes to rates for hiring and the date from which any changed rates would apply although a decision was deferred to a future date.

Clerk/SJ

At this point in the meeting it was noted that the committee had not considered co-opting an additional community member to join the committee. It was **RESOLVED** to invite Debbie Scott of MK Youth Network to join the committee.

Proposed terms and conditions for the long term pre-school booking were also discussed. It was noted that payment would be expected in advance and that an initial holding deposit would be required from which any cleaning costs incurred by failure to comply with the terms and conditions could be deducted.

NLBC18/19-28

## Fit out of Building

Quotations for furniture, fixtures and fittings had been obtained but it was **RESOLVED** to defer this item of business to 30 October 2018 due to competing demands on staff time caused by the Town Council's recent move of premises in the preceding 48 hours.

SJ

NLBC18/19-29

## Services

Discussion on initial service provision including cleaning, legionella compliance, security and the need for longer term specification of the services needed followed. It was **RESOLVED** that the cleaning contractor providing services at Newton Leys Community Centre would begin cleaning at the Pavilion as soon as the legal transfer was concluded on a short term arrangement to be agreed. A detailed specification would then be developed for agreement by the

Clerk/SJ



## Bletchley and Fenny Stratford Town Council

committee based on experience and procurement would follow. Members stressed that a high standard of cleanliness was expected and that the holding deposit of hirers would be retained if additional cleaning was needed due to failure to comply with terms and conditions. It was anticipated that cleaning contractor attendance would be daily once the Pavilion was in full operation.

Legionella prevention and safety measures would be the subject of specific advice from the Town Council's health and safety advisors. Clerk

Consideration of security arrangements was deferred to the next meeting. Clerk

NLBC18/19-30

### **Further update reports**

The Project Manager advised that a checklist for certifications and taking possession of services such as the Charge master charging posts had been prepared and he reminded the Council of the need to register the postal address. A reinstatement valuation had been prepared which TW was kindly willing to share with BFSTC to assist in the procurement of insurance. A schedule of regularities for checks and planned maintenance would be provided with the M&E manuals. It was agreed that CCTV fitting would be after the legal transfer. Clerk

Colin Radford of Taylor Wimpey had visited the building on 19 October 2018 and agreed to provide reinforcement of the grassed areas in the desire lines from the changing rooms and the outdoor store area to the pitches so as to protect the turf this offer was much appreciated by the Committee. It was also planned that TW would provide an access route onto the pitches for grass cutting equipment and a gate to prevent unwanted ingress at the present time near the ECL store. It was noted that the temporary fencing between the pitches and the pavilion would remain until the pitches were transferred.

The clerk confirmed that a full health and safety audit would be undertaken on the premises and first aid kits, fire blankets etc. provided by BFSTC. Clerk

Cllr Webster volunteered to provide financial information to assist with the 2017/19 budget for the facility. LW

NLBC18/19-31

### **Next Meeting**

It was **RESOLVED** to hold an extra meeting on Tuesday 30 October 2018 primarily to discuss revision to terms and conditions and to make decisions about the soft fit out of the building. Clerk

The meeting closed at 8.15 pm