

BOVEY TRACEY COMMUNITY CENTRE STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON WEDNESDAY 28TH FEBRUARY 2018 AT 3.00PM

Present:

Cllr Tony Allen (TA)
Cllr Rob Bray (RB)
Mr Peter Hall (PH)
Miss Erica Steer – Bovey Tracey Information Centre Trust (ES)
Mr Mark Wells – Town Clerk (MW)

In the absence of Cllr Kelly, Mark Wells chaired the meeting.

1. Apologies for absence:

Cllr Mrs Kerswell (Town Mayor)
Cllr Robert Ashby
Cllr Eoghan Kelly
Mrs Jackie Paxman – Bovey Tracey Library
Mr Paul Cooper – Peregrine Mears Architects
Mr Scott Fry – Libraries Unlimited
Mr Matt Stone - DCC

2. Minutes of Previous Meeting

Mark circulated copies of the meeting minutes of 26th October 2017. The group agreed they were an accurate record of discussion.

3. Actions from Previous Meeting

Application for GDLeaf Funding

MW explained that a formal application for £100,000 has now been submitted and will be determined following the granting of Planning Permission. The intervention rate is 80%, so if successful the project will receive approximately £80,000 towards the costs of the incubation offices.

Capital contribution request from TDC

MW explained that the Business Manager for Economy and Assets has responded to a request for a capital contribution explaining that no financial contribution will be made. It has been suggested that a lease of the area of car park required would be given in favour of a financial contribution. PH reported that this was very disappointing as assurances had been given previously that TDC would contribute to the inclusion of public toilets and should honor this officer from previous discussions. It was suggested that District Councillors progress this.

Potential income figures from office rentals

At a previous meeting, RA requested information on potential income levels. MW explained that a draft Cashflow Forecast has been submitted to GDLeaf to accompany our application

for funding which states that the Incubation Offices could achieve £40.00 per week, per office (e.g. £1,920 per quarter for all 4 x offices).

Funding Update

MW explained that further investigations into other external funding avenues towards the centre include: S106, Almshouse Grant and Reaching Communities (Big Lottery) funds. An initial enquiry has been sent to the S106 Officer at TDC to ascertain potential funding available. An outline letter summarizing the project has been sent to Big Lottery to ascertain whether or not the project is eligible. The group also agreed that an approach should be made to the secretary of the Almshouse. **MW to action.**

Temporary relocation of the Information Centre

ES reported that the trustees considered relocating to a shop located along Station Road, however the Trustees felt that a continued presence in the car park would be preferred. Therefore, a meeting was held with Teignbridge who have agreed for a cabin to be sited near to the public toilets, taking up to 4 parking spaces. Dates for relocating remain unknown, but would be confirmed when Planning permission is granted. Bovey Town Council has secured an Elector Grant of £2,000 towards the hire costs.

4. Planning permission Update

See attached report.

5. Design Team Appointments/Update

See attached report. The SG considered the quotes for the Site Investigations work/Contamination Report as per the report and resolved to approve the appointment of Integrale at a cost of £2,925 plus vat.

The SG discussed the CCTV Drainage Survey quotation. PH asked if this was entirely necessary? MW highlighted that recent works in the Station Road area commissioned by DCC may already hold this information. MW to approach DCC to see if information is already available. If not, it was agreed that the quote provided should be held whilst at least 1 further comparable quote is obtained.

6. Tender Process for Main Contractor

See attached report. Following discussions, it was agreed that PH, RB and RA would represent the SG at the selection/shortlisting interviews (RA nominated in his absence. MW to contact RA to see if RA would be willing to take part and also available on the dates proposed).

PH requested a list of preferred contractors approached by PMA. MW to request from PC.

7. Room Data Sheets

See attached report. It was agreed to arrange a separate discussion with PC/ES/JP/MW to consider these. MS has also offered assistance. PH highlighted that although there are boxes for completion, don't make a guess. Some of these areas will be competed by the M&E consultants etc. PH suggested that only focus should be on fixtures and fittings.

8. Agenda Items for next meeting

None raised.

9. AOB

TA raised the issue of parking for workman on site. PH suggested that normally the builder will negotiate parking directly. MW to request an 'in principle' decision from TDC for parking at Station Road and for details to be confirmed nearer the time by the appointed contractor.

TA suggested a public competition for the naming of the centre. PH suggested the school might liked to be invited to design a logo. It was agreed to discuss this further at a future meeting.

10. Date of next meeting

TBC

DRAFT