

BOVEY TRACEY COMMUNITY HUB STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON WEDNESDAY 1ST FEBRUARY 2017 AT 10.30AM

Present:

Cllr R Ashby
Cllr R Bray
Cllr E Kelly
Mr P Hall
Ms D Eckhart – Devon Communities Together
Miss E Steer – Bovey Tracey Information Centre Trust
Mr M Wells – Town Clerk
Mr P Mears – Peregrine Mears Architects
Mr P Cooper – Peregrine Mears Architects

The meeting was chaired by Cllr Eoghan Kelly.

1. Apologies for absence:

Cllr T Allen (Town Mayor)
Mrs J Paxman – Bovey Tracey Library

2. Minutes of Previous Meeting

Mark circulated copies of the meeting minutes of 22nd November 2016. The group agreed they were an accurate record of discussion.

Mark thanked Matt Stone, Cllr Bray, Cllr Ashby and Peter Hall for their assistance with the architects appointment process achieving the timescales that were set out in the minutes. Cllr Ashby thanked Mark for keeping the process on schedule.

3. Architects Appointment/Introductions/Press Release

Eoghan introduced Peregrine and Paul to the Steering Group.

Mark explained that the formal appointment agreement is currently being perused by the Town Council's Legal Advice Service. A copy will be sent to Peter also for comment.

Mark circulated a draft press release prepared by Peregrine in relation to the recent appointment. Erica suggested amending 'Tourist Information Centre' with 'Information Centre' and Mark to insert the number of tender submissions received.

Mark to circulate the draft to the Comms Group for approval and re-schedule a photo op with the Town Mayor for the morning of 3rd February.

4. Timeline to reach Planning

Peregrine presented the draft project plan to achieve planning – copy attached. Key milestones included:

Next Steering Group Meeting	-	8 th March
Stakeholder Consultation sessions	-	14 th March

A discussion took place around whether or not the steering group should meet again before the stakeholder consultations, however it was agreed that some sketches to show the relationships between areas would be useful to comment on at the next meeting.

5. VAT Report

Mark circulated a draft VAT report commissioned by the Town Council and written by NALC's VAT Advisor. Mark asked members of the Steering Group to read the report and feedback any comments. It appeared at a glance that the preferred way forward to minimise the VAT implications for the build was to opt to tax the building. A report will be prepared in more detail for Councillors to consider in March. Peregrine highlighted the need to ascertain the VAT implications on the construction budget as soon as possible.

6. Agenda Items for next meeting

It was agreed that the next meeting would focus around findings from information/site studies gathered by Peregrine. It was also agreed for Peregrine to present sketch ideas of relationships between areas/massing studies.

7. AOB

No other business was discussed.

The date of the next meeting is Wednesday 8th March – 4.00pm.