

BOVEY TRACEY COMMUNITY CENTRE STEERING GROUP MEETING
HELD IN THE COUNCIL CHAMBER ON THURSDAY 26TH OCTOBER 2017 AT 2.00PM

Present:

Cllr Mrs Kerswell (Town Mayor)
Cllr Tony Allen
Cllr Robert Ashby
Cllr Rob Bray
Cllr Eoghan Kelly
Mrs Jackie Paxman – Bovey Tracey Library
Miss Erica Steer – Bovey Tracey Information Centre Trust
Mr Mark Wells – Town Clerk
Mr Peregrine Mears – Peregrine Mears Architects

Cllr Eoghan Kelly chaired the meeting.

1. Apologies for absence:

None received.

2. Minutes of Previous Meeting

Mark circulated copies of the meeting minutes of 22nd August 2017. The group agreed they were an accurate record of discussion.

3. Quantity Surveyor Report – Preliminary Cost Estimate

Perry presented the revised plan of the centre, which incorporates a slight change following discussions with the Planning and Conservation Officers at Teignbridge DC. The Conservation Officer had concerns about the view of the building, approaching from the west of the town (along Station Road via Fire Station Roundabout). Her concerns relate to the corner of the building which accommodates the Clerk's office, which in her opinion protruded to far forward. The building design has now been adapted to address these concerns.

Perry presented two project cost estimates. A cost estimate which excludes the business enterprise offices and a project cost forecast which includes the business enterprise offices. These are as follows:

Project Cost Estimate – Excluding Business Enterprise Offices

Total estimated project cost (ex VAT)	-	£950,362
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Project Cost Forecast – Including Business Enterprise Offices

Total estimated project cost (ex VAT)	-	£1,065,358
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Perry confirmed that the inclusion of the offices had been added since the initial design brief was tendered and a grant funding application is currently pending in relation to this.

Members discussed whether or not to proceed with an application for planning permission with the inclusion or exclusion of the enterprise offices?

During discussion, it was agreed that the enterprise offices fit well with the overall ethos of the centre and there is demonstrable demand for office space. It was noted that they will also provide a useful income stream and would therefore be a great shame to have to lose these. It was agreed that Perry should proceed and submit the plans, continuing to include this provision of the enterprise offices **(action)**. The Town Clerk agreed to pursue the application for GDLeaf funding in support of this, with assistance from Devon Communities Together **(action)**.

It was noted that the costs associated with the maintenance building were not included within the estimates.

Perry was asked if, in his opinion, he felt that this was a robust estimate? Perry explained that all budget lines were relatively tight, however a value engineering exercise will be undertaken with the appointed contractor.

The group discussed the support from Teignbridge District Council. It was highlighted that a formal approach should be made for a capital contribution to assist with the public toilet provision costs. The Town Clerk explained that the District Council had agreed to 'gift' an area of the car park to enable the building to overflow from the confines of the site, in favour of any capital contribution. It was noted that as a smaller area is required, then some form of capital contribution should be requested. Perry to provide a square meterage cost for the provision of public toilets **(action)** and to calculate the potential area of car park required **(action)**. Mark to enter into negotiations with Teignbridge DC in relation to any capital contribution **(action)**.

Robert asked to see potential income figures from the rental of the offices at the next meeting **(action)**.

4. Agenda items for next meeting

- Funding Update
- Temporary relocation of the Information Centre
- Potential Income Figures from office rental

5. AOB

The group discussed the process for recruitment and selection of contractors. It was agreed that the favoured approach would be a two-stage tender. A recommendation to be made to Council that this is the favoured tender process to employ **(action)**.

6. Date of next meeting

TBC