



Stony Stratford Town Council

Public Notice and Summons to an Ordinary Meeting of the Property Development Committee on at 7.30 pm on Tuesday 9th June 2020. This will be a 'virtual' meeting using Video Conferencing (In accordance with the *Coronavirus Act 2020).

Attendance by Press and public is welcome. Those wishing to attend are asked to contact the Town Clerk (office@stonystratford.gov.uk or 01908-566726) who will provide details of how to access the meeting remotely.

All Members of Stony Stratford Town Council Property Development Committee are **summoned** to remotely attend an Ordinary Meeting of Property Development Committee, at 7.30 pm on Tuesday 9th June 2020.

*THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

Signed.....Date: 3rd June 2020

Lynne Compton, Clerk to the Council

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of business on the agenda (SSTC Standing Orders 3e).

Mobile Phones

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

Agenda

Agendas and reports for the majority of the Council's public meetings can be accessed via the Internet at: <http://www.stonystratford.gov.uk/town-council-meetings>

Recording of Meetings

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and local government can be viewed at the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf

There follows a list of the business to be transacted (Agenda)





Stony Stratford Town Council

Property Development Committee Meeting
Tuesday 9th June 2020, 7.30 pm,
to be held remotely via teleconferencing facilities
AGENDA

1. QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC: Members of the press and public are welcome to attend and make representation to the Committee. In accordance with Standing Order 3f-g, a maximum of 15 minutes is allocated for public participation and no member of the public may speak for more than three minutes.
2. DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA in accordance with the Localism Act 2011 Section 29(1). Committee to receive and note.
3. REQUESTS FOR DISPENSATION in accordance with the Localism Act 2011 S33. Committee to consider and make resolution
4. APOLOGIES FOR ABSENCE committee to consider and make resolution
5. MINUTES OF THE MEETING HELD ON MONDAY 9TH MARCH 2020: *attached*
Committee to consider and make resolution to approve.
6. CLERK UPDATE REPORT: Committee to note the report and agree any actions. *to be tabled*
7. REDEVELOPMENT OF 5-7 CHURCH ST: *attached*
Committee to note the report, consider and make resolutions on the Working Group recommendations.
8. LIBRARY SERVICE PROVISION (*Helen Bowlf*): Committee to note any verbal report
9. FRIENDS OF STONY STRATFORD LIBRARY (Phillip Sarre):
Committee to note any verbal report

Move to exclude press and public in accordance with Public Bodies (Admissions to Meetings) Act 1960 sect 1.2 to discuss matters of commercial and personal confidentiality (Papers for Members only):

10. REDEVELOPMENT OF 5-7 CHURCH ST CONTRACT TENDER. *attached*
Committee to consider and make resolutions on the following:
 - 10.1 Key dates for the Re-development Tender
 - 10.2 Award and Evaluation Criteria
 - 10.3 Quality questions
 - 10.4 Evaluation Team

Signed..... Date: 3rd June 2020
Lynne Compton, Clerk to the Council

Date of next meeting: 8th September 2020, 7.30 pm



PROPERTY DEVELOPMENT COMMITTEE

Minutes of a meeting held on Monday 9th March 2020,
18:30 at the Library@5-7 Church St, Stony Stratford MK11 1BD



Present: Cllr Cliff Brett (arrived 18.55 pm), Cllr Simon Cherrill, Cllr Rob Gifford (Chair), Robert de Grey (RdeG), Helen Bowlt (HB) (MKC Libraries Service) and Philip Sarre (PS) (FoSSL), (5 Members)
In attendance: Lynne Compton (Clerk and RFO) (TC)

- PD001/20 QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC (15 mins): There were no members of the press or public present.
- PD002/20 DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA: Robert de Grey, Architect declared an interest in accordance with the Localism Act 2011 Section 29(1) as the contracted Architect.
- PD003/20 REQUESTS FOR DISPENSATION in accordance with the Localism Act 2011 S33: There were none.
- PD004/20 APOLOGIES FOR ABSENCE: There were none.
- PD005/20 MINUTES OF THE MEETING HELD ON TUESDAY 10th December 2019: Committee RESOLVED to approve the minutes as an accurate record of the meeting.
- PD006/20 CLERK UPDATE REPORT: Committee NOTED the report and agreed that the TC should continue to explore grants to assist with the costs of the project. *Action: TC to apply for grants*

18:55 pm Cllr Brett arrived.

- PD007/20 REDEVELOPMENT OF 5-7 CHURCH ST: Committee NOTED the report and made the following decisions:
- PD008/20 DESIGN DEVELOPMENT: Following discussion, Committee unanimously AGREED that the broad outline plan was correct and RESOLVED to recommend the revised outline plans (386/sk 503 & 504/D) to Full Council. Committee NOTED that as well as the library fittings, the detail of the room divider on the first floor needed to be thought through (to ensure both practical and sound-proof). Committee AGREED that the TC and RdeG should meet as soon as possible to discuss with Helen Bowlt and MKC Library Services the detail of the interior for agreement to be reached on the Library elements of the project. *Action: TC to organise a meeting*
- PD009/20 DRAINAGE SURVEY: The TC had ascertained that these surveys cost between £95 and £300, MKC Property Services had been initially asked to provide a quote. Following discussion, Committee RESOLVED to delegate the drainage survey to the TC. *Action: TC to organise.*
- PD010/20 LIBRARY SERVICE PROVISION: Committee to NOTED the verbal report (HB) and welcomed (i) the increase to the fund for new books and (ii) confirmation that whilst the library was closed (during the refurbishment), the Mobile Library would be sited at York House (times tba), rather than in the Market Square Car Park. Committee AGREED that if possible, the mobile Library should also be made available on Fullers Slade. *Action: HB to (i) inform Library groups of the impending closure of the Library (so they can make alternative arrangements), (ii) Ascertain the Mobile Library movements and if these could be altered to include Fullers Slade.*
- PD011/20 FRIENDS OF STONY STRATFORD LIBRARY: Committee NOTED the minutes of 9th January and 20th February and AGREED that MKC Libraries Service should endeavour to retain the Thursday children's Story and Rhyme time whilst the Library is closed for refurbishment. *Action: HB to investigate and report back.*

Meeting Closed: 19:40

Chairman Signature..... Dated:

Date of next meeting: 9th June 2020, 6.30 pm (time subject to agreement at May Full Council)





Redevelopment of
5-7 Church Street

Property Development Committee -
9th June 2020

Agenda Item: 7

Update Report

A. Background:

- Following the many iterations of the design (thank you to Robert de Grey) for the refurbishment over the last six years, the design is now finalised.
- An engineering investigation took place which informed on the number of additional columns necessary to support the first floor with the removal of the central staircase.
- A drainage investigation has been carried out which informed on the specification, enabling one additional WC to be included resulting in one male/unisex, one female/unisex and one disabled WC. Based on the investigation, there is also the possibility of kitchen facilities on the first floor using existing trunking.
- MKC Highways have confirmed that the Section 278 application for works to the public highway needs to be completed before changing the entrance.
- The 5-7 Working Group Team (Cllr Adams, Cllr Cherrill, Cllr Gifford, Robert de Grey and the Town Clerk) met via Zoom on Thursday 21st May to scrutinise the specification and schedule of work. The following recommendations were made:

1. Contract conditions for the building work

NBS/Schedule of work – payment on a monthly basis in arrears

2. Schedule of Work:

- Skirtings: it was agreed that putting new skirtings throughout should be allowed for.
- Roof lights: complete replacement with ability to be opened, closed automatically when it rains and blacked out.
- There was a discussion about painting all the brickwork and it was agreed to include for this, but to review it when contractor was on site.
- Boarded ceilings: it was agreed to replace all the ceilings when boarding is removed to insulate the roof.
- Hand dryers are not to be included, as blown air spreads viruses etc.
- A sample panel is to be prepared.

Committee is asked to CONSIDER and make resolution on the amendments

3. Programme

It was recommended that the contractor's target date for start on-site should be 01 August 2020. However, it is not clear what state the building industry, including suppliers, would be in following lockdown. Keep under review.

4. Architect's appointment (already approved by Full Council): After a brief discussion particularly about the transfer of responsibility from architect to the contract administrator, it was agreed that two copies would be prepared for signatures.

5. Public Art - S106 money for public art is possibly available: some ideas for a proposal were discussed, to be kept under review.

6. Liaison with MKC Libraries Service: it was agreed that the specification would be shared with MKC as soon as possible.

B. Financing the Project:

- The final consultation (of a series of public consultations over the years) indicated that the majority were in favour of a Loan (paid for from an increase to the precept) to carry out the improvements to 5-7 Church Street (ensuring sustainability for the next 40 or more years).
- The Public Works Loan application for £200,000 together with supporting evidence was submitted (in May) for review by the Buckinghamshire Association of Local Councils (BALC).
- If the Association considers that the application form is complete with no obvious omissions or errors, and that the application is made in good faith, the application will be forwarded to the Ministry of Housing Communities and Local Government (MHCLG) for approval.
- This process takes approximately 15 days. I would expect to know the outcome by 1st July at the latest. Please note, from other Council's experiences, there is still the possibility that the MHCLG will ask for further information.

C. Procurement Process

- As usual, Council is using Local Government Shared Services (LGSS) to Milton Keynes Council. An expression of interest was put on the portal in late February. In addition, the TC contacted several nominated companies individually to ensure they were aware of the LGSS Procurement portal. Over 30 expressions of interest were received. The Clerk has been in regular contact with the procurement team to organise the draft Tender invitation which has been circulated.
- LGSS have confirmed that many of the thirty or so companies who originally expressed an interest have contacted them to ask when the contract is going to tender.
- Tender Documents (Pink Paper for Members Only due to Commercial Confidentiality) – see Agenda Item 10

Lynne Compton, PSLCC, CertHE
Clerk to the Council

3rd June 2020