

PC079/21: Report September 2021 - Community Hub Expansion

Build Progress

Work on the upgrade and expansion of the Hub building is complete. The Hub Bookmark Café reopened on August 9th 2021. The Library reopened two weeks later and is being followed by the active marketing of the new Meeting Rooms from this week onwards.

Some external works remain outstanding, with landscaping to the front, side and rear of the building still waiting for a contractor date. These residual works are being carried out in conjunction with SDC, the main contractor for the TTP-Bruntwood SciTech Science Park expansion. SDC have generously offered to carry the entire costs of the remaining external landscaping as a gift to the Community Hub and Parish Council.

The expanded and upgraded building is everything that was expected and perhaps more. Building Control sign off is in progress with an on-site visit tomorrow 28th September in conjunction with the architects to agree the Fire Safety approval details.

The project has been completed to budget. The latest Summary Spend Status Report is appended to these notes. It can be seen that an unspent balance of just over £25,000 currently remains, with a few invoices still expected. As reported at the last Parish Council meeting the Community Hub paid for the electrical installation and upgrade needed as part of the building work, intercepting these costs on behalf of the Parish Council project during the build. This arrangement was agreed as necessary for logistical and site management reasons. At the October Parish Council meeting the Community Hub will seek approval for the reimbursement of the electrical costs intercepted during the build, taking these out of the unspent balance.

Governance

Weekly Steering Meetings involving various permutations of the Clerk, RFO, MPC Chair, 1731 Ltd and Hub management were held on

14th July 2021

28th July 2021

It was agreed at the 28th July meeting, because the vast majority of the project work was complete and only a few remaining invoices were still awaited, that regular Steering Meetings would be suspended. A further meeting will take place in October to finalise the project accounts and agree in principle any transfers of funds due to the abovementioned electrical work independently paid for by the Community Hub.

There were no issues arising that required the committee to urgently refer changes to the full council for either noting or formal ratification.

Summary

Apart from a few final details, the long awaited Hub upgrade project is successfully completed. The Community Hub management would like to record their thanks and gratitude, firstly to the Melbourn Parish Council for facilitating this project, to local Councillors and District Councillors for their help and support, but also to the many partners, local businesses and individuals who have so generously given of their time and resources to making the project happen. Significant community discounts were received from many suppliers. Lastly, special thanks to the Hub staff, volunteers and directors who have given so much to create a more viable, attractive and new-look public resource for the benefit of South Cambridgeshire residents, community groups and local business.

**Hub Extension/Upgrade Project
Budget Tracking – Spend Summary September 2021**

Item	Budget	Expenditure to date	Balance Remaining	Balance %	Notes
Main Building Contractors	57,190.80	59,433.11	- 2,242.31	- 4%	Additional cost due to agreed minor scope changes.
Materials Supplies	39,615.00	38,425.26	1,189.74	3%	
Plumbing and Heating	10,819.20	2,263.58	8,555.62	79%	
Professional Services	11,100.00	11,261.67	-161.67	-1%	Added costs due to Gas Supply increased quote and further structural engineering fees.
Landscaping Works	3,900.00	3,230.00	670.00	17%	Remaining works to be carried out at SDC cost
Contingency (8.4% of total)	13,455.80	Nil	13,455.80	100%	Amended contingency from May 10 th MPC meeting
Other Costs		373.42	- 373.42	-100%	Previously incurred MPC tender advertising costs
Internal Finishing	38,191.25	34,025.18	4,166.07	11%	Global costs agreed at MPC meeting 10 th May 2021
Totals	174,272.05	149,012.22	25,259.83	14%	
Funds Available	174,272.05				Community Capital Grant, TTP s106 grant & s106 funds allocated to Hub storage works