



Mayfield & Five Ashes Combined Medical & Community Centre Project Sponsor Board Meeting

Tuesday 16th February 2021, 14:00pm - Microsoft Teams

Minutes

Present

Board Members

Cllr Bob Standley	Leader, WDC
Cllr Brian Redman	Local Ward Member, WDC
Gill Weavers (Chair)	Chairman, Mayfield & Five Ashes Parish Council
Chris Lilly	Chair of Finance & General Purposes Committee Mayfield & Five Ashes Parish Council

Officers

Coralie Holman	Head of Commercial & Assets, WDC
Gill Cameron-Waller	Strategic Projects Manager, WDC
Charles Hawkeswood	Property Development Surveyor, WDC
Kyle Simpson	Strategic Projects Officer, WDC

Welcome and Introductions	Actions
<ul style="list-style-type: none">Cllr Standley welcomed the group to the first Project Sponsor Board (PSB) meeting for the Mayfield & Five Ashes combined medical & community centre project.The Project Sponsor Board approved the appointment of Gill Weaver as chair of the Project Sponsor Board for the first two meetings of the PSB.	
Terms of Reference (Gill Cameron-Waller WDC)	
<ul style="list-style-type: none">Gill presented the terms for the Project Sponsor Board, as outlined in the report circulated in the PDF pack, prior to the meeting.The paper differentiated between the roles of the Project Sponsor Board, who are there to oversee the project and take key decisions, and the project management team who will work on the day-to-day running of the project.The board agreed that members who sit on the Project Sponsor Board, should not also sit on the project management team.The project management team will draft a Project Execution Plan, formally setting out the project objectives and strategy. This will happen in parallel with taking the project forward and will not delay key milestones such as the appointment of an architect.	

<ul style="list-style-type: none"> The agenda, minutes and other background papers of project management team meetings will be circulated to PSB members. <p>Actions</p> <ul style="list-style-type: none"> WDC to check with legal that two signed counterpart versions of the the Memorandum of Agreement have been received. WDC to add a note in the terms of reference, stating that PSB decisions can also be agreed virtually or via email to ensure timely decision making. WDC to send over a link to its contractual procedure rules to Mayfield board members. Mayfield to confirm who will sit on the Project Sponsor Board and Project Management Team. 	<p>*WDC</p> <p>*MFAPC</p>
<p>Project Programme (Charles Hawkeswood WDC)</p> <ul style="list-style-type: none"> Charles Hawkeswood presented a high-level programme, outlining the timescales for the key RIBA Stages 0-6, as well as the lease term negotiations. The target completion is Q1 2023 (April-June). The project management team will meet with the GP's at Ashdown Forest Health Centre in late February to confirm their requirements for the project. A high-level project plan will be used for external engagement with quarterly/seasonal timeframes. Internally, the project management team will use a more detailed project plan. <p>Actions</p> <ul style="list-style-type: none"> Mayfield to share the project business plan with WDC. <p>Project Status</p> <ul style="list-style-type: none"> The project team will now meet to agree the basis of project approach, this will include members of WDC Strategic Projects team and Chris Lilly from the Parish Council. 	<p>*MFAPC</p>
<p>Architect Brief & Appointment Process</p> <ul style="list-style-type: none"> Architects tenders received from Clague; Cowan and Roberts Limbrick, (all are under £50k.), will be evaluated using a weighted scoring system covering both quality and cost. 	
<p>Communications Protocol</p> <ul style="list-style-type: none"> It was agreed all correspondence will include all members of the project team. The parties will consult with each other prior to any external communications being released about the project. 	



<ul style="list-style-type: none">Chris Lily made the Sponsor Board aware of the monthly project update that goes out in parish newsletter.	
<p>AOB</p> <ul style="list-style-type: none">A financial schedule will be issued as soon as possible so the parish council can provide notice to PWLB on how much they intend to borrow for the coming financial year.Chris also made the board aware that the parish has committed to going out to public consultation on the design options for the new facility. <p>Actions</p> <ul style="list-style-type: none">WDC to organise dates for quarterly Project Sponsor Board Meetings and monthly Project Management meetings.WDC to issue a financial schedule as soon as it is available.	WDC