

MELBOURN PARISH COUNCIL MINUTES

Minutes of Car Park Executive Working Party Meeting held on Wednesday 12 February 2014 in the Melbourn Community Hub.

Present: Cllrs. J Regan (Chairman) M Sherwen, (Vice Chairman), R.Tulloch and Sarah Adam.

Apologies for Absence: Cllrs Gatward, Hales and Krosby.

1. Apologies for Absence

Councillors Hales, Gatward and Krosby.

2. Declarations of Pecuniary and Non – Pecuniary Interest

None

3. Minutes of 29th January 2014

It was confirmed that the minutes were a true record.

Cllr Sherwin suggested contacting Frank Shires Tree Surgery to discuss trimming the large tree on car park from the bottom rather than the crown.

Phase 2 of the project will include the resurfacing of the footpath behind the memorial and bollards.

4. Matters arising not already on the agenda

None

5. Agree Terms of Reference

The first draft of Terms of Reference were sent out for comment by Monday 3 February 2014 and were provisionally agreed but will be monitored on a regular basis.

6. Agree Project Requirements

Cllr Regan to circulate Draft Tender Document for the appointment of a Project Manager for review and comments by Friday 15 February.
Clerk Peter Horley is to send Final Tender Document out on Monday 17 February 2014. Cost of a Project Manager estimated £15000.
Tender needs to be sent to at least five contacts suggested by Cllr Hales and Cambourne.

Review Project Programme

Friday 18 March 2014 John Regan/Mike Sherwin/Jose Hales to analyse tenders. Select Project Manager by 24th March 2014.

8. Review results of Traffic Survey

The Parish Council would like to thank Tim Stebbings for all his time and submitting a very useful Car Park Survey.

Sarah Adam to arrange for Tim Stebbing to come and discuss his findings at the next Car Park meeting. Cllr Sherwen pointed out that most importantly we need to maximise the car park space.

9. Planning Issues

Provided we stay in the area/size provided we will be able to design and manage the whole space. Cllr Regan to speak with Richard Arnott – Garden Design Solutions Tel: 01763 263231 Email: mail@richardarnott.com

10. Identify Project Risks and Mitigation

The three most important ???events that must happen are to blacktop the carpark with markings and identify the safe route to school and lighting.

Buildings and landscaping can be arranged later and plant and vegetation can be done anytime.

Risks are: Contractor Period/Weather/Contractor is a risk.

Mitigation: Black top down and markings and safe route to school and conduit for lighting.

Decide where soakaways should go.

A: If no tenders come back

B: If tenders are no good

**Answer: Go straight to contractor for design and build option
Go to Cambourne and see what they suggest
Or Talk to South Cambs for their help.**

11. Public Relations / Communications Issues

**What are we telling the public. Article in the village magazine.
Before we say anything we need to know we are going to meet with the deadline proposed. Once we have recruited a suitable Project Manager by 24th March we can then prepare a statement to go on the notice board/website.**

12. Any Other Business

There was no other business and the meeting was closed at 2.50pm.

The next meeting will be held on Tuesday 18 March in the large upstairs meeting room of the Hub.

