

MELBOURN PARISH COUNCIL MINUTES

Minutes of Car Park Executive Working Party Meeting held on Wednesday 29 January 2014 in the Melbourn Community Hub.

Present: Cllrs. J Regan (Chairman) M Sherwen, (Vice Chairman) K.Crosby, R Gatward, R.Tulloch, J.Hales. In Attendance: Sarah Adam

1. Project Governance

Previous experience suggests that this project needs a dedicated committee in view of its cost and sensitivity. It was agreed that John Regan would be Chairman and Mike Sherwen Vice Chairman, committee members would be Bob Tulloch, Jose Hales, Kimmi Crosby, and Rosemary Gatward

It was agreed that the Car Park Committee would report directly to the Planning Committee and there would be an agenda item titled "Report from Car Park Committee" included in the Parish Council meetings. Full Terms of Reference to be prepared by Chairman.

2. Plan Going Forward

Chairman to prepare tender documents for a Project Manager (Quantity Surveyor) who would then act as our agent with the delegation to tender for the construction work, evaluate bids and make recommendations to the Parish Council prior to award.

Planning permission is a key issue and an early meeting is to be arranged with Planning to agree way ahead. (post meeting note this has now been arranged for 6th February 2014).

3. Future Meetings

It was decided to have the Car Park Committee meeting once every two weeks on a Wednesday afternoon at 2pm. This will allow appropriate co-ordination with, and briefing to, the Planning Committee.

4. Conservation and Landscaping

Following discussion a final decision is to be made on the removal of trees and roots under the existing car park and their replacement with evergreen trees. It was also agreed that flowers/shrubs were needed to bring in any future landscaping scheme and colour back into the front of the High Street.

5. Programme

Chairman is to produce a provisional programme with a target completion date of 3 September 2014. Noting that Melbourn Primary School summer holidays are as follows:
Wednesday 23 July – Wednesday 3 September 2014.

6. Finance

A very rough estimate for the work suggests that £120K would be required including a 10% contingency/risk allowance.

At present £40K is available from the hub project and a further £90K will be required from Parish Funds.

A business case will be required to justify the expenditure and identify/agree the source of the additional funds.

7. Grants

It was agreed that the Parish Council investigate the availability of grants particularly in view of improved safety for school children and power points for charging electrical cars. Councillor Hales to discuss with Bridget Smith

8. Routes to School

The car park is currently designated as a safe route to school, however the current route diagonally across the car park is considered unsafe and designated fenced routes around the perimeter of the car park will be required. The type of fencing was discussed and Councillor Sherwen agreed to look at pricing of fencing/wood and height protection. The tender documents for the Project Manager will recommend that the fence siting and construction materials are to be agreed.

For marketing and public relations it was also agreed that Melbourn Parish Council publicise the fact that they are improving routes to school to make them better and safer and this would be enhanced by designating the routes as "Melbourn Routes to School".

It was also agreed that PTFA be approached to undertake a survey on the car park for 3 days and establish how many parents use the car park during morning and afternoon drop off/pick up busy periods.

Sarah Adam to investigate.

8. Next Meeting

Next Meeting Wednesday 12 February at 2pm. Small meeting room at the Hub.

The Chairman closed the meeting at 3.30pm