

MELBOURN PARISH COUNCIL MINUTES

Minutes of Car Park Working Party Meeting held on Wednesday 8 January 2014 in the Parish Office.

Present: Cllrs. M Sherwin, (Chair) K.Crosby, R Gatward, R.Tulloch, J.Hales, J Regan.

In Attendance: Sarah Adam

1. Agree Future Procedural Format and Reasons

Executive Sub Committee of planning with executive powers to spend.

People in the village want to know what is happening to the car park and why it has not been actioned before.

Cllr Gatward confirmed that residents did not want the work before.

Cllr Hales confirmed contractors working on the hub needed the car park instead of parking on the highway.

2. Confirm/Agree Design

Cllr Gatward to check car park plan/scale. All other Cllrs agreed the car park plan was a true likeness.

Cllr Gatward suggested storeroom could be placed behind the bus shelter. Cllr Hales talked through the existing plan with the storeroom situated in the far left of the car park and using the safe access paths to the school entrance. If a double space for the storage room is used it will leave 49 spaces in the car park.

Suggested ideas for a new bus shelter were: needs to be robust and cleanable, permanent and attractive. Made of oak beams and brick work must be vandal proof!!

Cllr Sherwin said he had a previous design that he would find and show the working party.

Cllr Hales stated that there needed to be electricity run into the bus shelter so a bright light could be fitted. The lights need to be vandal proof.

3. Finance of Project

Estimated budget is £100,000 to include contingency.

£40,000 car park budget from the Hub.

£6,000-8,000 from Planning Budget.

£30,000-£40,000 from reserves and rest from 106.

4. Next Step, ie Need for Planning, Submit Proposals for Police Approval

Cllr Regan to write up tender for QS and correct Terms of Business.

Present this at the next meeting on 29 January 2014.

Once this has gone out to tender the contractor will need to discuss with the Police Liaison Officer for approval. Deal with drainage issues/power to storage room etc. Can suggest two options to Contractor: 1: Work to this existing plan. 2: This is what we want, design us a new plan for car park.

5. Impact of Revamp on Car Park Usage and Alleviating Problems During This.

Cllr Hales suggested car park could be closed in one go for a shorter period or closing off one half at a time would obviously take longer. Work to be carried out at the beginning of August finishing early September during the school summer holidays.

6. Effect on Rates

Cllr Hales stated rates would be a lot cheaper if car park was closed in one go.

7. Usage Restrictions Waiver ie Kebab Van etc.

The Council will need to find Kebab man a temporary site. Cllr Hales suggested removing the small tree on the left hand side before you go into the car park and place hard standing material near the old tree so the Kebab man could use this area. This keeps the Kebab Van in the same area of Melbourn.

8. Public Relations

Kebab man has a licence granted by South Cambs so we will need to notify both the Kebab Man and the Fish Man in May 2014. Cllr Hales suggested large signs posted on the way in and way out of the car park and at the ranch at the back. Also to put notes on people's windscreens that use the car park, to post onto Melbourn Parish Office website and in the Melbourn Magazines June edition.

9. Urgent Matters

Cllr Hales suggested that due to Cllr Regans previous knowledge of planning he should now Chair this Car Park Working Party.

Cllr Regan to draw up tender documents for meeting on Wednesday 29 January 2014 at 2pm.

Cllr Sherwin and Cllr Regan to talk through existing plans/QS and technical leads.

10. AOB

Date of Next Meeting – Wednesday 29 January 2pm at The Hub

The Chairman closed the meeting at 3.30pm