

DRAFT 1 20TH June

Notes From Meeting of the Melbourn Parish Council Car Park Sub- Committee Held at Melbourn Hub on 18th June at 0900

Present: Rosemary Gatward, Mike Sherwen, Jose Hales, Chris Stead and John Regan

Apologies: Bob Tulloch, Kimmi Crosby, Andrew Mulcock

1. TOR's

1.1 It was agreed that the TOR's now need to be updated to include the new committee members and work to install new bollards. A further amendment may be necessary depending on the outcome of discussions regarding the provision of a bus shelter at the junction of High St and Vicarage Lane.

Action – John Regan

2. Programme

2.1 The initial draft programme was circulated for comment and is seen as indicative only at this stage. Key dates show construction start in October 2014 with a completion date of January 2015. Members believed that the programme did not recognise the time taken within the council for major planning approvals and finance to be approved and requested that the programme be updated to include this timescale.

2.2 Some members had expressed concern over the existing poor lighting levels particularly as the project construction will now take place in autumn/winter months. Following these concerns it was stated that the project manager had been requested to look at the implications of bringing forward the lighting improvements in either new or temporary form by the end of September.

Action- John Regan

3. New Store/Workshop

3.1 Members agreed that the project is to include a new building to house the Parish Council van and provide storage for signs, Parish equipment etc and the ability to undertake minor repairs as necessary with basic power tools. It was also agreed that the building be 200 cu m (maximum without formal planning permission) as this would future proof the building for any potential use. A power supply would be required and the cost/benefit of providing a sink with separate water supply and drainage is to be examined. The building is to be secure/vandalproof and be coated in anti-graffiti paint

Action- John Regan

4. Appointment of Sub Consultants

4.1 The quotes submitted to the project manager for land surveying services and members agreed that the lowest quotation of Survey Solutions (£525) be recommended to the Parish Clerk for acceptance.

4.2 The combined quotations for building surveying and mechanical/electrical services were examined. Following discussions members agreed to accept the combined quotation of Sweett and Roger Parker in the sum of £12900. Although not the lowest combined tender by £480 members agreed that having Sweett in the design team would retain single point of responsibility for design and this would outweigh the additional cost. The tender is to be recommended to the full Parish Council for acceptance.

Action – John Regan

5. Parish Council Approvals

5.2 In order to expedite the decision making process and minimise any programme delays whilst awaiting approvals it is recommended that the Car Park project be included as a standing agenda item on all future Parish Council and F&G meetings until the physical and financial completion of the project.

Action – John Regan