

**MELBOURN HIGH STREET CAR PARK
EXTRAORDINARY DESIGN TEAM MEETING – FRIDAY 15 AUGUST 2014
NOTES OF MEETING**

Configuration and size of car park bays – drawing no 108743/001.

1. The basic configuration as shown on the drawing was accepted with the exception of the following amendments:
 - a. The wider mother and child parking bays are no longer required and are to be replaced by standard car parking bays;
 - b. The current position of the disabled spaces are to be moved adjacent to the Beeton Close footpath area;
 - c. A car parking space is required for the burger van which is slightly larger than a transit van;
 - d. The length of the kerb line designating individual parking areas is to be shortened by approximately 900mm. Kerbs to be chamfered where possible;
 - e. In order to minimise anti-social behaviour, a number of strategically placed sleeping policemen are to be placed around the car park access and egress routes. The product recommended is similar to the one used at Melbourn Village College entrance;
 - f. In order to minimise any potential difficulty in egressing the car park, the radius of the kerb at exit is to be reduced and amended.

Footpaths and Fencing designating safe route to school

2. It was agreed that new footpaths designated as safe route to school be 1.8m wide.
3. It was agreed that the safe route to school footpaths be designated on the three sides of the car park.
4. The safe route to school fencing was discussed, in particular the risks associated with children in pushchairs, crushed limbs and children running into the path of parking vehicles. The following was agreed:
 - a. A timber post and rail fence would be provided approximately 450mm high to the underside of the rail (the 450mm is not exact but should reflect standard sizes available);
 - b. To minimise the danger of crushed limbs and cars reversing into occupied pushchairs etc., it was agreed to site the new timber fence approximately 600mm from the kerb designating the footpath. This will allow for any vehicles overhanging the kerb when parking.
 - c. The fence should be punctuated with openings to allow access from cars to the safety of the footpath. It was suggested that we have around 3m of fence punctuated with a gap of 1.8m for access to the footpath. It was also accepted that line markings in the form of zebra crossings be painted on the surface to lead drivers and occupants to the openings in the fence.

Height and Width Restrictors

5. It was agreed that there was to be no physical height restrictors to the car park.
6. With regard to the width restrictors, members believed the existing RSJs although structurally sound, should be removed and replaced with large timber posts (300mm x 300mm oak was

suggested and recommended). These are to be placed in a sleeve in a concrete foundation, designed to take impact forces from Lorries.

7. The new timber posts are to have reflectors and eyebolts fixed to the rear with a provision of 2 heavy duty chains.

Workshop/Store – Drawing No: 108743/003

8. At an estimated cost of approximately £40K and the current uncertainty as to the exact requirements for the building, members were urged to consider its viability.
9. Following Intense discussion, it was agreed that the building was necessary and its central location on the car park was considered appropriate. There was also a question mark over the timing of its construction. It was agreed that:
 - a. The building is necessary due to the uncertain future combined with the potential reduction in services currently provided by South Cambs;
 - b. the construction of the building is to be included within the car park contract;
 - c. the project manager is to review the design in order to minimise costs and provide a shell only (e.g. roof lights in lieu of windows) together with services for the Parish Council to fit out at a later date. The final product must not appear to be of an industrial type nature;
 - d. the project manager is to review potential cost savings resulting from parking the Parish Council vehicle directly outside the building behind a lockable rising bollard;
 - e. the Parish Council is to provide a list of equipment to be stored in the building, to ensure it is of sufficient capacity;
 - f. it was also noted that a building would be required to house the CCTV equipment and new lighting controls.

Bus Stop – Drawing No: 108743/002

10. The project manager was of the opinion that the robust nature of the current bus stop should be sufficient to meet our purposes and in his opinion the Parish Council would be better served by refurbishing it to create a rural design. Members agreed in principle and suggested the following modifications:
 - a. A duo pitched tiled roof cantilevered over the front of the bus stop to provide greater protection from the elements;
 - b. The new roof is to be hipped at both ends to enable ease of rainwater drainage via a downpipe at the rear;
 - c. The rainwater goods are to be robust and rigidly fixed to minimise anti-social damage;
 - d. The existing external brickwork is to be clad in suitable timber cladding of a rustic appearance;
 - e. The interior is to be jet-washed and coated with anti-graffiti paint and a new robust seating arrangement provided;
 - f. It is proposed to remove the large fir tree adjacent to the bus stop and the Parish Council are to advise the project manager as to the species of its replacement.

Car Park Lighting

11. Details of the car park lighting were reviewed and generally accepted. A copy of the lighting details to be circulated to all members through the sub- committee chairman.
12. It is important that the lighting has either baffles or some form of masking to prevent light pollution spreading to adjacent properties.
13. The luminosity of the lighting levels along the new western footpath adjacent to the close boarded fence is to be reviewed to ensure there are no dark spots for anti-social behaviour activities.
14. The Parish Council's wish to have the new lighting complete before the end of British Summer Time will not be achievable. The current provisional programme shows that the new lighting will not be in place until the end of the project, which is anticipated some-time early in the New Year. A decision will need to be taken whether we continue with the existing poor quality lighting or provide improved temporary lighting.

Bollards

15. The project manager circulated possible alternatives for bollards adjacent to the Co-op and Leeches butchers. It was confirmed that the purpose of these bollards was primarily to protect pedestrians and not prevent ram-raiding.
16. Following a review of the alternatives, the project manager was requested to look at the bollards currently in Church Walk, as these were seen to be the preferred option and adopting this product would allow for consistency around the village.
17. Notwithstanding the bollards in para 16 above, it was also agreed that timber bollards be provided along the car park frontage to prevent unwanted access. This product would be consistent with the timber fencing in the car park area.

Car Park Drainage

18. The new car park design will require a review and re-assessment of the existing car park drainage recognising that it will not be possible to discharge any surface water into the existing High Street drainage system.
19. The project manager submitted separate quotations for a drainage survey and a re-design of the drainage system to prevent any ponding. The Chairman is to recommend acceptance of the lowest tenders to the Parish Clerk early next week.

Programme

20. The project manager is to advise the Chairman of the date when the amendments recorded above will be completed. Once this date is known, the Chairman will arrange a formal meeting of the Car Park Sub Committee to which the project manager will be invited to present the revised scheme together with costs.
21. It now seems likely that this meeting will not take place prior to the next Parish Council meeting on 26 August 2014. The target is now to have the full scheme and costings presented to the September Parish Council meeting.
22. Provisionally, assuming the Parish Council have no objections, the likely start date will be mid to end of November with a minimum of 4 months construction period which will be weather dependant. This can be reviewed at the next Car Park Sub Committee meeting.