

**MELBOURN PARISH COUNCIL
MINUTES : CONFIDENTIAL**

Minutes of the Extraordinary Meeting of the Parish Council held on Monday, 23 October 2017 in the Upstairs Meeting Room of Melbourn Community Hub at 7.00pm.

Present : Cllr Norman (Chair), Cllrs Buxton, Cross, Hart, Gatward, Hales, Kilmurray, Porter, Regan, Sherwen and Travis.

In attendance: The Assistant to the Clerk, Mr D Baker and Mr M Swann (both for the Car Park Working Party), Mr I Dewar (CAPALC)

1. To receive any apologies for absence

No apologies were received.

2. Declarations of Pecuniary or Non-Pecuniary Interests of councillors regarding items on the agenda.

The following Councillors applied for dispensation on the basis that they were serving at the time of the car park project: Cllrs Hales, Regan, Sherwen, Gatward, Norman. The Clerk confirmed that the dispensations would be allowed.

3. To discuss the Car Park Report recommended by the Car Park Working Party

The Chair clarified that the purpose of the meeting was not to discuss the Car Park Working Party's (CPWP) report but to address questions to the CPWP prior to the public meeting of the Parish Council at 7.30pm when the report would be put to the Parish Council to accept. Full discussion of the report will take place at the November meeting of the Parish Council.

The Chair thanked the CPWP for their work on the report and queried if the letter to the Parish Council will be published with the report. This was confirmed. A member queried if the letter of resignation from Mr Potter, the independent chair of the CPWP, would be published. This was confirmed.

IT WAS PROPOSED that the letter from the CPWP be published together with the email from Mr Potter.

PROPOSED by Cllr Hart, SECONDED by Cllr Travis. All in favour. THIS WAS CARRIED.

There followed discussion as to the availability and reliability of Mr Potter during Phase II of the review. In particular, his reluctance to accept the draft report prepared by members of the CPWP and his failure to respond to requests for further input or information from the CPWP. Mr Potter told the CPWP that he had drafted a 20 page report. He said that he had shown that report to others (not specified) for their advice. The other CPWP members have never seen either the 20 page report or any advice that Mr Potter received. The report passed to the CPWP was 3 pages long.

The Chair invited Mr Dewar to comment on this. Mr Dewar noted concern that the CPWP was not given access to the original report drafted by Mr Potter and that it was not possible to comment further having not seen the report.

There was discussion as to whether it was appropriate to release Mr Potter's draft (3 page) report to the public as this may reassure them as to the integrity of the review. The CPWP felt that this was not appropriate without Mr Potter's consent. Mr Dewar noted that ownership of the report lies with the CPWP rather than with an individual. It was noted that Mr Potter's draft report is incorporated in the final report but has been expanded upon. Members requested that

Mr Potter's report be released as a separate document and the Chair suggested that a proposal for the public meeting of the Parish Council could be for the release of the CPWP report and Mr Potter's report with his additional comments. A member suggested that the Terms of Reference also be released at this time.

There was discussion regarding individuals identified in the report. The Chair suggested that, for the sake of completeness, a list of the names of all councillors involved in the car park project should be published with the report. Agreed that a request for this would be made at the public meeting to follow.

The Chair closed the meeting at 7.30pm.