

# MELBOURN PARISH COUNCIL SKATE PARK WORKING PARTY

## Notes of the meeting of the Skate Park Working Party held on Monday, 31 January 2022 at 19:00 via Zoom

**Present:** Cllrs Travis, Baker, Clark, Davey

**In attendance:** Claire Littlewood, Parish Clerk (CL), Graham Rank and Ryan Foulger

- 1 To elect a chair for the Skate Park Working Party

It was:

RESOLVED that Cllr Clark would take the Chair.

Proposed by Cllr Baker, seconded by Cllr Davey. All in favour.

- 2 To elect a vice chair Skate Park Working Party

It was:

RESOLVED that Cllr Baker would be Vice Chair

Proposed by Cllr Davey, seconded by Cllr Clark. All in favour.

- 3 To receive any apologies for absence

There were no apologies for absence.

- 4 To note the Terms of Reference for the Skate Park Working Party

It was:

RESOLVED to accept the Terms of Reference for the Skate Park Working Party.

Proposed by Cllr Travis, seconded by Cllr Baker. All in favour.

- 5 To discuss design and location of the proposed skate park

Various options for skate park designs were discussed. Noted that Haslingfield was a popular skate park but is currently closed pending repair/replacement. Other villages with skate parks include Foxton and Cambourne. A member noted that Melbourn has a BMX park at Grinnell Hill but that this is aimed at older, experienced riders. The purpose of this project is to provide something for all ages and abilities.

Different options were discussed including pumptracks, concrete and wooden structures. Noted that wooden structures are vulnerable to damage. There was also discussion with regard to location of a skate park. Possibility of Old Rec to be investigated further.

Noted that there is s106 money available and possible match funding from grants. Noted that a clear plan will be required before applying for grants.

### **ACTIONS:**

- Clerk to seek further information with regard to Haslingfield skate park revamp project.
- Clerk to see what further information is available with regard to Foxton and Cambourne skate parks.

- All to look at different options for design and build and submit to Clerk for next meeting.
  - Clerk / Cllr Travis to look into grants available (including Amey and Lottery funding)
- 6 To consider timing and frequency of Skate Park Working Party meetings

Next meeting to be arranged in a month's time to continue discussions. Frequency of future meetings to be discussed as project progresses.

- 7 To receive items for future agendas

Discussion with regard to online survey for public consultation.

- 8 To note date of next meeting

The next meeting will be held on Monday, 7 March 2022 at 7pm via Zoom.

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Meeting closed: 19:47

..... (Signed) Dated:

## MELBOURN PARISH COUNCIL



DRAFT Document  
4.16 Melbourn Parish

### TERMS OF REFERENCE: SKATE PARK WORKING PARTY

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Skate Park Working Party

**SCOPE:** This document covers all those activities related to the design and installation of a skate park

**DEFINITIONS:** **Skate Park Working Party** – ‘SPWP’  
**Melbourn Parish Council Maintenance Committee** ‘the Committee’  
**Melbourn Parish Council** – ‘the Council’  
**Melbourn Parish Councillors** – ‘Councillors’  
**Members of the Skate Park Working Party** – ‘Members’  
**Clerk to Melbourn Parish Council** – ‘the Clerk’

#### 1. Membership & Controls

1.1 The SKWP will consist of up to five Councillors and up to two members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the SPWP.

1.4 The SPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the SPWP will elect any Councillor member to act as chair for that meeting.

1.5 The SPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The SPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The SPWP will remain active for the duration of the project to install a skate park in Melbourn.

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1.9 The SPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The SPWP has no authority to approve expenditure.

### 2. Reporting

2.1 Notes of meetings of the SPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

### 3. Terms of reference

3.1 To engage with the Maintenance Committee and full Council with regard to the location and provision of a skate park in Melbourn.

3.2 To engage with suppliers with regard to design and supply of a new skate park in Melbourn.

3.3 To engage the public and to seek their views with regard to the choice and layout of a new skate park.

3.4 To oversee and manage the project to install a new skate park which will be funded by s106 funds.

3.5 To ensure that the project is delivered on budget.

3.6 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.6 To seek opportunities to publicise and communicate throughout the project.

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of approval : 22 November 2021**

Review Policy: Six monthly

### **Haslingfield (ongoing)**

Material : Concrete (contractor is working with a low carbon option)

Budget : £??

Contractor to be approved at next PC meeting so no details available at this time. HPC are applying for funding from Amey but contractor is also supporting them to find other sources of funding.

They did an online consultation via Google Forms (66 responses). Also lots of interest from outside the village including Camskate. Will go ahead with further public consultation to consider designs.

### **Cambourne (appears to have been installed 2020/21??)**

**Material : Metal**

**Budget : £100,000**

Cambourne carried out an online survey seeking views on 7 design options.

<https://www.surveymonkey.co.uk/r/cambourneskatepark?fbclid=IwAR3Vqkb-sZgl-WToxri3W9y6t99puYNfo1vmRjdOcD8zhMRJIMb02S8cUvs>

### **Foxton (installed 2014)**

**Material : Concrete (Bendcrete installed in 2014)**

**Budget : £70,000**

### **Burwell (installed 2018)**

**Material : Concrete**

**Budget :** Funding for the skatepark included an £80,000 grant awarded by WREN from the Landfill Communities Fund, £29,000 from Burwell Parish Council and £6,000 raised by the Burwell Skatepark User Group.

### **Other sources of information:**

**Cam-Skate** - <http://cam-skate.co.uk/values/>

Pro skating forum based in Cambridge. Good source of information and may be able to help with design advice.

**Lets Go Skate** - <https://www.letsgoskate.co.uk/skate-parks/>

Company offering skating lessons etc. But, also a good source of information and useful page with details of local skate parks.

**Skateparks.co.uk**

General information including links to skate parks - <https://www.skateparks.co.uk/cambridgeshire/>

And skate park builders - <https://www.skateparks.co.uk/builders/>