

CAM PARISH COUNCIL

**MINUTES OF A MEETING OF THE DEVELOPMENT & PREMISES COMMITTEE HELD ON WEDNESDAY 25TH
MAY 2011 AT 6.30PM IN THE CAM COUNCIL SHOP**

PRESENT: D Andrewartha, J Daniel, N Ledoux, D Pritchard, J Sherman, B Whatling

APOLOGIES: M Clifton, M Nolder, B Tipper, D Jones

IN ATTENDANCE: Cllr D Cornell, S Hanman (Clerk)

DP.10.6. To elect a Chair for 2011/12

Cllr Andrewartha was unanimously elected Chairman for 2011/12

DP.10.7. To elect a Vice Chair for 2011/12

Cllr Whatling was unanimously elected Vice-Chairman for 2011/12

DP.10.8. To receive apologies for absence

Apologies as listed above were received and accepted

DP.10.9. To receive Declarations of Interest

None received

DP.10.10. To accept Minutes of the meeting of 27th April as a correct record

It was RESOLVED that the minutes be accepted as a correct record and signed by the Chairman

DP.10.11. To receive any questions, statements or submissions from members of the public in attendance or from any Councillor in respect of any agenda item in which he/she has a Prejudicial Interest

None received

DP.10.12. To receive report of Project Management Board meeting held 19th May and confirm position with regard to:

- i) **Revised Plans** – Revised plans were tabled and accepted, with the following points being made:
- Signage for the building would need to be agreed. That for the cafe would be the responsibility of the tenant, but should be agreed with the Council
 - It was agreed that external lighting would be needed to ensure safe use of the external area, especially bearing in mind the potential for this to be used as a pedestrian route between Chapel Street and the shops. The potential of LED lighting would be explored and it would be ensured that this aspect is included in the build contract. Any additional lighting associated with the cafe use of the external space would be the responsibility of the tenant, but should be agreed with the Council.
 - Some concerns were raised with regard to the potential use of the outside space as a pedestrian through-route, including access into and out of the car park, possible problems if used by cyclists

etc. However, it was felt that this was something that could not be properly assessed until the building is in use, although efforts should be made to design the accesses from the car park to be as safe as possible.

- Solar panels – It was agreed that solar thermal panels for the roof of the cafe should be included in the plans, with the intention that the cafe should get the benefit of the heated water that these would generate, with the Council getting the benefit of the residual heat incentive. Further investigation would be carried out to ensure that this is possible. It was noted that the cafe would need to be provided with a storage tank for the hot water, which should be able to be located in the roof space. Normal practice as to responsibility for this installation would be checked and incorporated into the lease agreement as appropriate.
- ii) **Submission of planning application** – It was RESOLVED that the new planning application should be submitted as soon as possible.
- iii) **Heads of Terms for land transfer** – It was agreed that the Heads of Terms were broadly acceptable, with the following points to be made and agreed with the District Council:
- Amenity Area – The location of the bin storage area adjacent to the boundary with the Tesco site was agreed. It would be stressed that this was intended as a paved area where bins could be stored only, with no structure to be erected. The paving would be extended to the boundary to enable bins to be removed from the site. It was agreed that the front boundary of the amenity area should be fenced with a 2m high close boarded fence, in line with the building, with gates for access. Together with the chain link fence to the rear of the site, as required by the District Council, this would provide security for this somewhat secluded area and prevent unauthorised access across the site, but would enable the District Council to implement its right to access to the remainder of the site if and when it decides to do so. It would stressed to the District Council that the Parish Council will be happy to remove the fence if and when a permanent access is needed, and suggested that the wording in the land transfer should refer to a right of access for the District Council across this land, rather than an actual access. Bollards would be provided at the car park boundary to prevent vehicular access at this point.
 - Chapel Street boundary – This would be marked with bollards to prevent vehicular access, one of which should be lockable and removable to enable such access in an emergency, for maintenance etc.
- iv) **Heads of Terms for Cafe lease** – The amended Heads of Terms as agreed by the Project Management Board (copy appended to these Minutes) were agreed, to which would be added points about responsibility for external lighting and hot water, as noted above. An appointment would be made with the Council's solicitor, whose advice would be sought on the issues raised on the HOT, as noted in the attached document. His advice would also be sought as to how use of the external space should be regulated so that the cafe is clear about the area it can use but that the space is available for other occasional uses such as farmers' markets etc.

DP.10.13. To note the current situation regarding the budget for the project, borrowing and to agree any further actions

The current budget position, as shown on the attached sheet, was noted.

DP.10.14. To note any other Development or Premises matters for information or referral only

- **Lease on current premises** – It was noted that the Landlord had formally offered to extend the lease at its current cost until the new building is complete, as previously agreed. He would be advised of the probable start date as soon as development commences. The agreement with the landlord would be signed by the Chair as soon as possible.
- **District Council** – it was agreed that Cllr Paul Denney should be invited to future meetings of this Committee, and should be provided with background information on the project.

- **Art Work** – various suggestions were made as to possible locations and types of art work for the outside of the building or the external space. The possibility of involving local children in the design of this was mentioned. It was agreed that this should be an agenda item for the next meeting.
- **Porch** – the possibility of adding a porch to the front of the building if necessary to improve energy efficiency would be discussed with the architect.

There being no further business, the meeting was declared closed at 7.20pm.

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