

CAM PARISH COUNCIL

MINUTES OF A MEETING OF THE DEVELOPMENT & PREMISES COMMITTEE HELD ON WEDNESDAY 22ND JUNE 2011 AT 6.30PM IN THE CAM COUNCIL SHOP

PRESENT: B Whatling (chairman), J Daniel, N Ledoux, D Pritchard, J Sherman, M Clifton

APOLOGIES: D Andrewartha, M Nolder, B Tipper, D Jones, J Fowles

IN ATTENDANCE: D Cornell, S Hanman (Clerk)

DP.11.15. To receive apologies for absence

Apologies as listed above were received and accepted

DP.11.16. To receive Declarations of Interest

None received

DP.11.17. To accept Minutes of the meeting of 25th May as a correct record

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

DP.11.18. 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.11.19. To note and approve revisions to the Heads of Terms and associated plans for the land transfer from the District Council

Following a site meeting, and reflecting the revised siting of the building, the following matters were agreed:

- With regard to the amenity area at the end of the building, it was agreed that this should be extended out to the existing boundary hedge and fenced/gated at right angles at the end of the building to enclose the area.
- Freehold of the front part of this area would then be transferred together with the remainder of the land for the building, with this Council to have a lease or licence to occupy over the remainder of the amenity space.
- A 1m strip down the side of the building would also be transferred, which will allow access for maintenance etc and mean that the large window in the meeting room can be provided (Building Regulations would not permit this if the window is on a site boundary).
- The rear boundary would need to be fenced as previously agreed, but no gate in this was considered necessary.
- The District Council will retain a right of access over the area to be transferred, in case this is needed in association with their development of the remainder of the site. If it is decided in the future that SDC do not need the retained area of the amenity space, the remaining freehold will be transferred to this Council. This arrangement will enable this Council to use the whole of the amenity area as it wishes until such time that the District might require use of its retained part.

If this happens, use of the front section for bin storage etc would be protected as this would be owned by the Parish Council.

- Part of the boundary hedge to the front of the amenity area might have to be removed to provide access, and Council might wish to erect a secure fence inside the hedge.

The architect was preparing a revised plan to show these changes, which would be circulated as soon as it is available.

Whilst on site, there had been some discussion about the general landscaping around the District Council car park. It was agreed that the Parish Council may remove the end of the hedge at the Chapel Street end of its site to allow pedestrian access, and the District would look at cutting back the adjacent hedge to widen the existing pedestrian access at this point. It was acknowledged that the District Council's maintenance of the landscaping is not as good as it should be – the landscaping was to be reviewed and consideration given to changing this to make it more manageable and attractive. This includes the area outside the boundary hedge at Chapel Street, where it is possible that the current untidy planting will be removed, the area grassed over and this Council invited to take on maintenance, as it does for the amenity areas on the other side of the Cam Pitch junction. This might provide an improved appearance for this central area, and a better view through to the cafe and Resource Centre. As visibility etc at the junction is an issue in respect of the projected increase in traffic from the planned expansion at Tesco, they might be approached for a possible contribution to the work.

DP.11.20. To confirm request to Snape Construction to produce revised tender documentation to reflect agreed changes in the design and layout of the building and proceed with detailed design work

It was RESOLVED that Snape Construction be asked to prepare a revised tender to reflect the changes in design and layout of the building. Only if this varies significantly from the previous tender was it considered that it would be necessary to undergo another competitive tender process.

DP.11.21. To consider requirements for the detailed landscaping proposals for external space

The following requirements were agreed:

- Paving should be textured to reduce possibility of slips and incorporate different colours etc to break up the area. There should be uniformity across both sections of the building, although different treatment at each of the entrances is possible. If a pedestrian route across the site from Chapel Street to the pedestrian access to the car park at the lower end could be delineated in the paving, it would be useful.
- The edge between the paving and soft landscaping should be staggered to produce a soft appearance.
- Tactile paving should be provided at the pedestrian access points to the car park.
- Planting should include species with flowers and berries in the interests of wildlife and should be low level and slow growing.

These would be passed to the contractor, who would be asked if he has a landscape designer who can complete a detailed specification – if not this service would be procured elsewhere.

DP.11.22. To reconsider and revise Heads of Terms for the cafe lease and agree the way forward

Following advice from a Surveyor/Estate Agent, it was agreed that the Heads of Terms be revised as per the document attached to these Minutes. This would be sent to the preferred tenant for approval, before being

forwarded to the solicitor to draft the lease. Further legal advice would also be sought on associated agreements for use of external space and for the operation of the cafe, also regarding the provisions of the Landlord and Tenant Act.

DP.11.23. To approve payment of account for architect services

The account as follows was approved for payment:

“To assisting with the investigation into the positions of the various service pipes crossing the site, including meetings on site with the building contractor.

Preparing alternative versions of the proposed building to show revised sitings and footprints.

Liaison with yourselves and Stroud District Council, and attendance at meetings

Producing final version of proposals, preparing all documentation and submitting new planning application”

31 hours @ £75 £2,325.00

6 hours @ £35 £ 210.00

£2,535.00 + VAT

DP.11.24. To note and approve revised Project Management Plan

Details were provided on the use of commercial software for the production of and access to the Project Management Plan. Further information would be added to the Plan as progress is made with the revised tender and contract.

DP.11.25. To note any other Development or Premises matters for information or referral only

It was noted that Woodfield Infant School had indicated that it would be happy to be involved in a project to involve children in the design and/or production of art work for the new building.

It was queried whether it was likely that the District Council would impose parking charges in in the Cam car park, and the impact that this might have on the use of the Resource Centre and cafe. However, it had been indicated that the introduction of charges in Cam was extremely unlikely at present.

There being no further business, the meeting was declared closed at 7.25pm