



*Canon Park Development Committee Meeting
held on Monday 30th November 2020 at 7pm via Zoom
Local Authorities have been handed new powers
to hold meetings virtually by using video or telephone*

Minutes

Present:

Councillor J Sealey (Chair)
Councillor E Carter
Councillor T Tucker
Mark Edwards
Justin Lane
J Hopkins (Clerk)

1.	Apologies and absence Cllr Palmer was absent. Cllr Howell has resigned from the Committee and his resignation was accepted.
2.	To receive declarations of interest and consider requests for dispensations There were none.
3.	To note the Terms of Reference The Terms of Reference were reviewed and the membership section was updated to say 'any number of members'.
4.	Tenders Received – see attached The Project Managers Report, Recommendations and Considerations were discussed. It was resolved to recommended the following to Full Council: The Canon Park Committee recommends that the following tenders be accepted: Lot 1: Blakedown Sports Lot 2: Wicksteed Lot 3 : Fresh Air Fitness This is based on the scoring matrix within the tender documents and using the Play and Fitness Assessments, as suggested by Sports and Play Consulting. It was also resolved to include the recommended additions and removals to keep the project within budget. This includes an extra 1m run off, de-contamination area, extra gate and tarmac pathway for Lot 1 (and the

	<p>monthly maintenance package, which we will try to negotiate on), and removal of goal recess. On Lot 2 remove 1 picnic table and bench and remove the pathway which will now be part of Lot 1.</p> <p>It was resolved to purchase the maintenance package for at least the first year and then consider purchasing the maintenance machine and employing someone at a later date. The bookings were discussed with the hope that it will become self sufficient.</p>
5.	<p>To discuss the Planning Process</p> <p>The Chair, Clerk and Project Manager are meeting a Planning Officer from Stroud District Council on Thursday 3rd December for pre-app advice.</p> <p>A couple of zoom meetings have been held with Sport England (and the Gloucestershire FA who will be statutory consultees). We need to work together and they have advised that we put together a robust business plan including management, maintenance and sinking fund provision. Sport England considers proposals affecting playing fields in light of the National Planning Policy Framework (NPPF) and against its own playing fields policy.</p> <p>The drainage was discussed and the Clerk agreed to send out the plans she has to Mark Edwards so that he can confirm this is in place.</p> <p>The electricity supply at the Pavilion was discussed, the Project Manager said that some of the suppliers thought that the supply at the Pavilion would be adequate as the LED lights do not use much power (this will be considered further when we are at the planning stage).</p>
6.	<p>Stroud District Council Project Proposal</p> <p>It was noted that Stroud District Council have confirmed that our Project Proposal has been approved by Management. The approved amount is £151,228.00 from planning application S.14/0619/FUL. Details on how to claim the funding have been provided.</p>
7.	<p>To note VAT Implications on the build, and to discuss involving a specialised company</p> <p>The Parkinson Partnership have provided us with some free advice through GAPTC but now have quoted the following to help us further: <i>‘A report on the VAT implications of the project, including assessment of any options available to maximise VAT recovery and a guide on the steps needed to achieve this, along with assistance in developing the financial aspects of a business plan, would be a fixed fee of £600’</i></p> <p><i>It was resolved to recommend to Full Council that we accept the quote and that it is split between Main Council Activity and Canon Park, as some of the advice is generic to council activities including the Town Hall.</i></p>

8.	<p>To discuss the Business Plan for the future Management and Maintenance of the MUGA/AGP including the budget and template from FA – see attached draft</p> <p>The Business Plan was discussed and changes made, the financial side will be included when item 7 is finalised with the VAT company.</p> <p>The charging policy and opening hours of the MUAG/AGP were also discussed and will part of discussions at future meetings.</p>
9.	<p>The next meeting will be held on Monday 11th January at 7pm via Zoom.</p>