



*Canon Park Development Committee Meeting
Held on Monday 1st March 2021 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 K Palmer
Councillor T Tucker
J Hopkins (Clerk)
Michael Carter (Project Manager)

1.	Apologies and absence Mark Edwards was absent.
2.	To receive declarations of interest and consider requests for dispensations There were none.
3.	To approve the minutes of the following meetings: <ul style="list-style-type: none">Monday 30th November 2020 (missed from the Jan agenda)Monday 11th January 2021 It was resolved to adopt the minutes of the above meetings and it was agreed that they can be signed at a later date.
4.	To receive an update from Project Manager Michael Carter There was a discussion during which the following points were raised: <ul style="list-style-type: none">Fresh Air Fitness will start installing the fitness equipment on Wednesday 3rd March and it will be complete by 10th March. A Rospa inspection will then take place. Unfortunately, due to Covid, outdoor gyms remain closed until at least 29th March so it was agreed to ask Fresh Air Fitness to leave the heras fencing in place until at least then. The bin requested is out of stock so they will put in a replacement and swap it out when the one we ordered is available. There will be two training sessions which will take place when Covid allows (possibly as part of an open day depending on Government Guidelines at that time).The Play equipment installation is due to start no later than 19th April and will take three weeks. Note: there is no requirement for planning permission for the playground. We may consider some sympathetic planting and mounding around the area after the MUGA is built (planning dependent).

	<ul style="list-style-type: none"> MUGA/AGP – Planning permission has been applied for and the lighting and noise assessments are included with the application. There have been some queries regarding the location of the MUGA/AGP and that will be discussed in item 9.
5.	<p>To receive a summary from the Clerk regarding the VAT implications (full report has been emailed to everyone, from The Parkinson Partnership) and to discuss the Business Plan and Financial Risk Assessment</p> <p>After an extensive report from the Parkinson Partnership, and a further discussion with the Chairman of the Planning & Finance Committee (Cllr Somerset), the Clerk and Cllr Somerset have calculated an ‘annual partial exemption calculation’ and confirmed that the VAT incurred on exempt activities should be below £7500 in the year of construction, so we can claim back the full amount on the build.</p> <p>It was agreed that the Business Plan is fit for purpose, and that we can use our Risk Management & Risk Assessment Policy to assess the financial risk.</p>
6.	<p>To receive two drawings from Blakedown (MUGA) and Wicksteed (Playground) showing agreed locations – as attached</p> <p>The two drawings were noted.</p>
7.	<p>To note that the Planning Application has been submitted on 4th February 2021 and to receive an update on queries raised so far by residents and the Environmental Health</p> <p>It was noted that the planning application has been submitted and that some comments have already been received. We have received queries from 2 members of the public and the Environmental Health. The topics were discussed and it was agreed that the clerk can reply. It was also resolved to agree to share the pre-app information.</p>
8.	<p>To discuss communication with residents (to note that details of the planning application have been reported in the March ‘Berkeley Flyer’ and posted on facebook)</p> <p>It was agreed that communication via the ‘Berkeley Flyer’ and facebook was targeting the correct audiences and that this was the best way to inform all residents of the on-going work.</p>
9.	<p>To discuss moving the MUGA/AGP nearer the boundary and removing the trees</p> <p>A meeting was held on site with the contractor who is building the MUGA. The location of the MUGA was discussed as the football teams who use the area would like to ensure there is enough space left to mark out a 7x7 grass pitch. Using the dimensions 55 x 36.5m, the grass area is not large enough (if we continue with the current planned layout). The dimensions need checking.</p>

Possible Solutions

Committee member Mark Edwards has suggested removing the trees along the boundary and re-positioning the MUGA tight to the field boundary (this should leave enough room to mark out the 7x7 grass pitch). The football club has tree surgeons who are members and Mark will discuss options with them.

Tree Felling Requirements

The Clerk asked the SDC Tree Officer the following: *'It's possible we may need to re-locate the MUGA closer to the boundary where there are some trees, are we allowed to fell trees on our own land or do we need permission? Also is there a season when we are not allowed to cut down trees due to birds nesting?'*

The tree officer replied saying that we need to make sure that they are not in a conservation area (they are not) and that the trees are not subject to a tree preservation order (they are not).

However, a felling license may be needed, the clerk has contacted the Forestry Commission to ask for their advice on this (no reply received as yet).

Reply from Planning Officer:

'The trees do not seem to be protected as such I see no reason why you cannot remove them in planning terms. Separate laws may protect the wildlife the trees contain, as such I would wait until the bio-diversity team are able to comment on the application before any works are undertaken '

Bird Nesting Season Reply from SDC Senior Biodiversity Officer

'It is best practice to undertake tree felling outside of the bird breeding season March – August, all nesting birds are protected under the Wildlife & Countryside Act 1981, however, if works are required during bird nesting season a suitably qualified and experienced ecologist would need to be present to check for nests prior and during felling.

The town council should be mindful that bats can roost in trees, a bat survey should be undertaken to understand if the trees have potential to support roosting bats. All bats and their roosts are fully protected under the W&CA 1981 and the Conservation of Habitats & Species Regs 2017.

There was a discussion during which the following points were raised:

- If we push the MUGA to the boundary then we need another £180/m = £1800-£2700 approx for extra pathway
- If we move the tarmac pads to the east (near the houses) the additional cost is £2500.00 to extend the pathway around the corner
- If we push the MUGA to the boundary there may be extra costs for drawings, and other assessments may need re-doing
- If we push the MUGA to the boundary we have to re-submit the

	<p>planning application and the consultation process re-starts (however there still should be enough time)</p> <ul style="list-style-type: none"> • If we remove the trees then we need funding to pay for the tree works, felling license, the services of an ecologist (due to it being bird nesting season) and a bat survey • The budgetary cost increase could be up to £5000 • We need to consider balls going into the Orchard field • There is strong support to consider this move because it is very important to the football club and this is the time to consider any changes • We could consider putting the tarmac pads back by the gate and save £2500 but this would also encroach on the 7x7 grass pitch area • The dimensions required for 7x7 must be checked, we agreed to ask the Football Club/Sevenside to measure it out again, using the dimensions they need, and report back to us. There is a concern regarding the width as well. <p>It was agreed that the Clerk will discuss all of these considerations with Mark Edwards tomorrow. The Clerk will also get quotes for the suggested work and bring it to Full Council for a decision on 15th March.</p>
10.	<p>To discuss problems with the boundary ditch between the Orchard and the field</p> <p>Berkeley Estate have confirmed that the field boundary is where the old posts are, and they have said that their tenant is planning to put up a stock fence on their side of the boundary so he can put cattle on the ground.</p>
11.	<p>To discuss forward planning details for when build is complete:</p> <ul style="list-style-type: none"> • Caretaker role or volunteer-Opening and locking up • Security • Keyholders/number lock • Will changing facilities/toilets be offered with bookings • Floodlights- Timer or manual? • Bookings and to confirm hourly rate of £20 • Overall Management-Committee to continue or Main Council • It has already been agreed that Blakedown will provide a full maintenance programme for the MUGA/AGP for the first year <p>It was agreed to move this item to the next meeting.</p>
12.	<p>The next meeting will be held on Tuesday 6th April at 7pm via zoom.</p>