



*Canon Park Development Committee Meeting held on
Tuesday 6th April 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 K Palmer
Councillor T Tucker
J Hopkins (Clerk)
Michael Carter (Project Manager)
Mark Edwards*

*Present for part of the meeting

1.	Apologies and absence Apologies were received from Cllr Elizabeth Carter.
2.	To receive declarations of interest and consider requests for dispensations There were none.
3.	To approve the minutes of the last meeting held on Monday 1 st March It was resolved to adopt the minutes from Monday 1 st March and it was agreed that they can be signed at a later date.
4.	To receive an update from Project Manager Michael Carter <ul style="list-style-type: none">• Outdoor Gym-This is now complete and has been inspected. Overall, it's a fantastic job and the grass is starting to grow through the matting as expected. There are 2 training sessions to be booked in (when covid allows). A maintenance schedule and invoice will be sent through this week.• Playground-There has been a 2 week delay due to equipment and staff shortages due to covid. The new start date is 10th May. Cllr Sealey will let the residents know and it will be posted on facebook.• MUGA/AGP-There has now been a new noise assessment produced and we are pleased to note that it does not show any difference. The planning application is still awaiting a decision.
5.	To receive updates since the last meeting: <ul style="list-style-type: none">• The Committee agreed (to go to Full Council) to move the secondary sports areas (part of the MUGA/AGP) back to their original position after a residents meeting. The drawing has now been superseded on

	<p>the planning application. The noise assessment had to be updated at a cost of £250-this was agreed (to be resolved by Full Council). The clerk asked about the electricity supply (for the flood lights and CCTV), this will be checked once the planning has gone through and an engineer will go to site.</p> <ul style="list-style-type: none"> • The spoil and turf, left after the MUGA/AGP has been built, will be used to create mounding/landscaping (with some trees) at the end of the field, near to the residents gardens. It was agreed to apply for a grant from CPRE (Ash die back grant). The clerk will ask Stroud Valleys Project for their help/quote. Other play areas have used sleepers to create seating, and embankment slides alongside seeding and turf. • Cllr Sealey and Mark Edwards have marked out the MUGA/AGP final dimensions using posts as markers. The 7x7 pitch will now encroach 10m onto the main pitch. Moving the MUGA/AGP as close as possible to the boundary without encroaching on the tree roots will cost another £1260 in pathing (however we will be saving £2500 by moving the secondary sports areas back to their original position, in pathing). This was agreed (to be resolved by Full Council). • A leaflet was posted through the doors of all residents in the immediate area with updated information and contact details. No emails have been received from any residents. • The fitness equipment has been installed and a post installation inspection report completed. The fitness equipment was opened on 29th March in line with the Government roadmap out of Covid19. A risk assessment was completed along with covid signage.
6.	<p>To note that the planning application date has now been extended to allow for revised comments from the Environmental Health Officer in regards to the noise assessment This was noted.</p>
7.	<p>To re-consider the opening hours of the MUGA/AGP The opening hours being considered are Monday-Friday 8am-9pm, Saturdays, Sundays and Bank holidays 9am-8pm. After a meeting with local residents, we were asked to consider an earlier closing time Monday-Friday. After a discussion it was resolved (to be resolved at Full Council) to leave the closing time as 9pm Monday to Friday. It was agreed to erect signage (on the MUGA/AGP and Pavilion) asking users to 'please leave quietly as you are in a residential area'. This will be monitored through the 'Noise Management Plan'.</p>
8.	<p>To note requests from the Bio-diversity officer The Biodiversity Team have requested that within three months of commencement, a specification (including methodology and programme of implementation) for the enhancement of biodiversity through the provision of bird and bat boxes and planting of the field margins, shall be submitted to and approved in writing by the Local Planning Authority. It was agreed for the clerk to get some further advice and quotes.</p>

9.	<p>To discuss forward planning details for when the build is complete:</p> <ul style="list-style-type: none"> • Caretaker role-It was agreed to ask the Staffing Committee to start to work on the paperwork and discuss advertising of the position. The job description will be for a Canon Park Caretaker, including daily maintenance of the whole area, monitoring, opening and closing the MUGA/AGP, organisation of the floodlights, play equipment/fitness equipment monitoring, litter picking. Depending on the budget it was agreed an hour a day should be sufficient but may need to be monitored. • Security-CCTV details-The Planning & Finance Committee agreed to move the car park camera and to install CCTV onto the MUGA/AGP. The Canon Park Committee would also like them to consider moving one of the cameras currently on the Pavilion to the play area. This is because of the worry of anti-social behaviour from residents. The Clerk will ask for a quote and take it back to Planning and Finance. • Keyholders/number lock-Will be part of the Caretaker and Clerks role. • Will changing facilities/toilets be offered with bookings-Will need to be booked separately with the Football Club. • Floodlights- Timer or manual-there was a discussion regarding having the lights on a timer so that when 9pm comes they switch off automatically, and therefore there is no way for bookings to run over, this needs further discussion. • Bookings and to confirm hourly rate of £20-It was agreed to look at a bookings system. The hourly rate of £20 was agreed (to be resolved by Full Council). The council already has a Charging Policy which includes a discount structure for local community groups (this will be reviewed in May). • Overall Management (including complaints)-It was agreed to continue the Committee (to be resolved by Full Council). • It has already been agreed that Blakedown will provide a full maintenance programme for the MUGA/AGP for the first year • It was agreed (to be resolved by Full Council) to look at organising an open day (when covid allows).
10.	The next meeting will be held on Tuesday 4 th May at 7pm via Zoom.

Recommendations to go to Full Council:

- The Committee agreed (to be resolved by Full Council) to move the secondary sports areas (part of the MUGA/AGP) back to their original position after a residents meeting. The drawing has now been superseded on the planning application. The noise assessment had to be updated at a cost of £250-this was agreed (To be resolved by Full Council). The clerk asked about the electricity supply (for the flood lights and CCTV), this will be checked once the planning has gone through and an engineer will go to site.
- Moving the MUGA/AGP as close as possible to the boundary without encroaching on the tree roots will cost another £1260 in pathing (however we will be saving £2500

by moving the secondary sports areas back to their original position, in pathing). This was agreed (to be resolved by Full Council).

- To re-consider the opening hours of the MUGA/AGP-The opening hours being considered are Monday-Friday 8am-9pm, Saturdays, Sundays and Bank holidays 9am-8pm. After a meeting with local residents, we were asked to consider an earlier closing time Monday-Friday. After a discussion it was resolved to leave the closing time as 9pm Monday to Friday (to be resolved by Full Council). It was agreed to erect signage (on the MUGA/AGP and Pavilion) asking users to 'please leave quietly as you are in a residential area'. This will be monitored through the 'Noise Management Plan'.
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