



*Canon Park Development Committee Meeting
held on Monday 6th September 2021 at 7pm
at the Town Hall, Berkeley*

Minutes

Present:

Cllr J Sealey
Cllr I Bamfield
Cllr E Carter
Mark Edwards
J Hopkins (Clerk)

1.	Apologies and absence Cllr Palmer gave his apologies, Cllr Tucker was absent.
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 28 th June 2021 It was resolved to adopt the minutes of the meeting held on Monday 28 th June and it was agreed that they can be signed.
4.	To note that the MUGA is now complete and an inspection and completion handover, with the Site and Project Manager, was held on Thursday 2 nd September There was a discussion during which the following points were noted: <ul style="list-style-type: none">• The contamination grid will be installed at a later date due to supplier issues• All areas where grass was damaged have been re-seeded• Leaves will need to be brushed up at least weekly• The goals are self-weighted so should be unbreakable• It was recommended to put a padlock on the double gates• It was recommended to put a lock on the netball post• It was agreed to replace the padlock on the single gate with a door coded borg lock, which should be fitted this week• It was confirmed that a 5% retention is held for 12 months.
5.	To discuss the maintenance schedule Blakedown will start the monthly routine w/c 4 th October. They have supplied interim maintenance guidelines which will be passed on to the new caretaker. It was also agreed to ask Blakedown if they could install a counter on the electricity supply, in the pavilion, for the floodlights, as previously agreed.

6.	<p>To receive an update on the Caretaker Role</p> <p>We have appointed a new caretaker who will start on 1st October. It was agreed to ask the Planning and Finance committee to budget for a phone, and Hi-viz tabards.</p> <p>In the interim the MUGA will be opened and locked up by Councillors and the football club.</p>
7.	<p>To note and discuss the meeting with 'Stroud Valleys Project' on Wednesday 1st September</p> <p>Stroud Valleys Project have suggested some new ideas that will be costed and brought to the next full council meeting. The Clerk can then go back out for funding to CPRE.</p>
8.	<p>To plan the Open Day on Sunday 19th September 2021 from 1-4pm</p> <p>There was a discussion and the following points raised:</p> <ul style="list-style-type: none"> • The Open Day will be run by World Jungle and they have asked us to man the BBQ and Bouncy Castle, they will provide the food. Mark Edwards agreed to run the BBQ. Cllr Golding has agreed to help with the bouncy castle • Cllr Carter will write a press release, and invite the press, and the District and County Councillors • To ask the Planning & Finance Committee to agree to a £200 contingency budget (soft drinks and possibly more food) • It was agreed to have a donations bucket with donations going to BEST • The opening ceremony will be at 1.15pm as there is a football match at 2pm • Fresh Air Fitness cannot supply the personal trainer on this day so fitness training sessions are being arranged for 3rd October at 10am and 12 noon. • The mural on the football stand will be complete by the 19th.
9.	<p>To receive an update on the Fencing</p> <p>Cllr Somerset is the point of contact with the residents and the fencing supplier. The contractor is due to start on 13th September and Cllr Somerset will meet with him before then. Cllr Sealey will send out an email confirming this with the residents.</p>
10.	<p>To change the Terms of Reference of the Committee as it will be continuing in a management role</p> <p>As the project infrastructure is now complete, it was agreed to disband the Committee, after the next meeting on 8th November. From then on it will be part of Full Council Meetings.</p>
11.	<p>To arrange the date of the next meeting</p> <p>The next meeting will be held on 8th November 2021 at 7pm.</p>