

COMMUNITY DEVELOPMENT COMMITTEE

Minutes of a meeting on Monday, 15th November 2021 at 7.00pm

Committee members present: Cllrs Honeywill (Chair), Hall, Johnson, Munro, Palmer and Parnham.

In attendance: Mrs Joanna Noles (Clerk), Mrs Anna Macfadzean (Community Development Officer)

The meeting started at 7.00 pm.

14/21/22 Recording and filming of meetings

There was no request to record or film the meeting.

15/21/22 Apologies

Received and accepted from Cllrs Holt, Grimshaw, Reid and Williams.

Cllrs Cockwill, Gosling, Hodges, Lansley and Smith did not attend the meeting.

16/21/22 Declarations of interest

No declarations of interest were received in relation to items on the agenda.

17/21/22 Minutes of the previous meeting

The minutes of the previous meeting of the Committee, which took place on 8th July 2021, were formally agreed and signed by Cllr Honeywill as an accurate record of proceedings.

18/21/22 Structure and way of working of the Community Development Committee

The split of the Community Development Committee into separate Standing Committees focusing on Community Engagement and Wellbeing and Community Assets from 1st January 2022 was UNANIMOUSLY AGREED and will be recommended to the Full Council meeting on 29th November 2021 for approval.

Action: Clerk to circulate details of the two new committees so that Councillors can consider which committee(s) they wish to join ahead of the Full Council Meeting. It was noted that some Councillors may wish to attend both. The membership of the different working groups will also be revised based on this.

Action: Clerk to draft Terms of Reference for the two new committees which will be brought for approval at a future Full Council Meeting.

Action: Clerk to split the budget for the Community Development Committee between the two new committees for the remainder of the current financial year subject to the new committees being approved at the Full Council meeting on 29th November 2021.

Suggested dates for future committee meetings were shared as follows: Monday 17th January (Assets), Monday 14th February (Community Engagement), Thursday 10th March (Assets) and Monday 11th April (Community Engagement).

It was suggested that working groups may wish to meet on their “off” month in order to keep forward momentum on the projects.

Action: New action plans will need to be agreed by the new committees in January after the budgets are agreed (subject to the reorganisation being agreed at Full Council).

Cllr Munro suggested that there should be a standing item on the Agenda of the new committees to note items of relevance from their counterpart (i.e. the **Assets** Agenda noting items of relevance from the Minutes of **Community Development** and vice versa) so that they can continue to support each other. E.g. Volunteers helping to maintain community assets like the St Mary’s Churchyard.

19/21/22 Annual Action Plan

The latest version of the Annual Action Plan was noted and an update in relation to the various Working Groups provided as set out below. **The Community Development Officer will circulate an amended version of the Action Plan incorporating updates from this meeting.**

Community Engagement & Wellbeing

- **Working Group – Community Involvement**

- **Village Volunteers** – A range of ideas were discussed around how the Parish Council might involve a range of volunteers including our younger residents.
Action: The way forward in relation to the establishment of a Village Volunteers scheme will be considered as part of the scoping of volunteer involvement following the recent Strategy Meeting.

- **Working Group – CK Health Connect**

It was felt that Cllr Johnson has done an excellent job of keeping council up to date and so no update was required.

- **Working Group – CK Futures**

Cllr Parnham explained that CK Futures is seen as a leader on environmental issues and has attracted a number of partner organisations who want to work with CK Futures as a result of this.

Cllr Parnham said that a member of Leckhampton Parish Council is focusing on transport and electric vehicles and so CK Futures is happy for them to lead in this area.

- **Working Group – Youth**

There is not currently a Youth Working Group but it is anticipated that one will be set up in due course. Cllr Parnham suggested that the working group should be renamed Youth in Partnership. It was agreed that the name and parameters for the working group should be agreed after the committee is split.

There is however a Youth Stakeholders Group, set up by the Parish Council, which brings together representatives of organisations that work with young people. Together with a number of other partners, the Parish Council is currently supporting a Cheltenham-wide youth project, co-ordinated by Cheltenham Borough Council. Consideration of further funding for the project in 2022-23 will be considered at the Full Council meeting on 29th November 2021.

Community Assets

- **Working Group – Heritage and Conservation**

- **Work with GWT to better protect Key Wildlife Sites in the parish** – It has been previously noted by Cllr Williams that this project is subject to having a Councillor who is willing to lead on it. It was suggested that Cllr Hawkins might be asked to take this on.
- **Local transport initiative** - Cllr Lansley was not present to report on the project. See earlier point 19/22/21 CK Futures and the work of Leckhampton Parish Council.
- **St Mary's Churchyard** – Cllr Munro said that the next Working Group meeting is on 17th November. Cllr Munro explained that an increased budget is planned for the next financial year to enable remedial and preventative works to be undertaken. Cllr Munro feels that he now has a better understanding of the buildings and structures of historical and architectural significance. Cllr Munro explained that the wildflower area in the churchyard has been scarified in preparation for seeding

- **Working Group – Local Highways Initiative**

Liaison with Gloucester Highways - Cllr Palmer reported that, following a recent meeting with Gloucester Highways, the Parish Council is proposing to work with Borough and County Councillors to gather sufficient evidence that the criteria to establish a permanent 40MPH zone heading out of Charlton Kings past Dunkertons and as far as Koloshi Restaurant can be met.

Cllr Palmer reported on the concerns residents of Cudnall Street Area have raised regarding inappropriate parking. **Action: Cllr Palmer has agreed to pursue a FOI request on warden attendance and fines issued in Cudnall Street and the surrounding roads and to approach the local PCSO to increase their surveillance in the area.**

- **Working Group – Church Piece & Environs**

The replacement of the rill mosaic has been successfully completed. Cllr Munro reported that the renovation of the benches and walls is completed but new blue paint will be required for ongoing upkeep. The bench lights are water damaged along with the internal wooden structure of the cement benches and so replacing the internal structure and electrics is a larger job than anticipated.

Action: Cllr Munro, supported by the Administrative Officer, will produce a recommendation whether to proceed with lighting the benches or whether to look at alternative methods of lighting the precinct.

- **Working Group – Grange Field**

All weather path and recreational equipment – Quotes for this work will be brought to the Full Council meeting on 29th November 2021 with a recommendation regarding the preferred contractor from the Grange Field Working Group.

It was noted that funding for new bins for Grange Field will be included in the budget for 2022– 23.

It was noted that Cllr Grimshaw has been asked to provide a brief regarding a topographical survey of Grange Field to help better understand the flooding issue.

It was noted that Cllr Palmer will include a sinking fund for tree work in the Grange Field budget for 2022-23

- **Working Group – Rights of Way**

It was noted that Cllr Reid is arranging a meeting to involve himself, Cllr Holt, the Clerk and the Gloucestershire County Council Rights of Way officer.

It was noted that the Clerk is arranging a meeting to involve herself, Cllr Reid and the Administrative Officer regarding the Walking Maps project.

- **Working Group – Property & Estates**

- **Bus Shelters** – A new contractor is in place for cleaning
- **Winter Maintenance** – The Parish Council’s Winter Action Plan was updated in August 2020.
- **Noticeboards** – **Action: The Clerk will speak to the Administrative Assistant regarding process for cleaning and maintaining the noticeboards. Repairs will be added to the Schedule of Maintenance.**

20/21/22 Schedule of Maintenance

The updated Schedule of Maintenance was noted and agreed.

21/21/22 Community Development budget

A copy of “half-year” management accounts as at 30th September 2021 was circulated with agenda.

Councillors are completing project plans which will be provided to Cllr Hodges in order to produce the Community Development budget for 2022-23.

22/21/22 Any other business

Action: Clerk to circulate information on the election process to councillors.

Cllr Palmer has thanked Charlton Kings in Bloom for their continued efforts and in particular their recent work on Church Piece. Action: A system of recognising and showing appreciation to volunteers will be considered as part of the scoping of volunteer involvement following the recent Strategy Meeting.

23/21/22 Items for the next meeting

No items were identified for inclusion on the agenda for the next meeting.

24/21/22 Date of next meeting – The next meeting will take place at 7.00 pm on Monday, 17th January 2022

The meeting closed at 8.46 pm

Date of next meeting: on Monday, 17th January 2022, 7.00pm.

These minutes are subject to approval at the next Committee meeting. Minutes prepared by the Clerk to the Council 01242 250087 or clerk@charltonkingsparishcouncil.gov.uk