

COMMUNITY DEVELOPMENT COMMITTEE

Minutes of a meeting on Thursday, 8th July 2021 at 7.00pm

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

In attendance: Mrs Joanna Noles (Clerk)

The meeting started at 7.00 pm.

01/21/22 Recording and filming of meetings

There was no request to record or film the meeting.

02/21/22 Apologies

Received and accepted from Cllrs Cockwill, I Gosling, Grimshaw, Hodges, Lansley, Munro, O'Sullivan and Williams.

03/21/22 Declarations of interest

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

04/21/22 Minutes of the previous meeting

The minutes of the previous meeting of the Committee, which took place on 19th April 2021 were formally agreed and signed by Cllr Honeywill as an accurate record of proceedings.

05/21/22 Election of Vice Chairs

Cllr Johnson, having been proposed by Cllr Hall and seconded by Cllr Palmer, was DULY ELECTED UNANIMOUSLY as Vice Chair (Services) for 2021-22.

Cllr Munro, having been proposed by Cllr Parnham and seconded by Cllr Holt, was DULY ELECTED UNANIMOUSLY as Vice Chair (Assets) for 2021-22.

It was noted that the Vice-Chairs would support Cllr Honeywill in drafting the Community Development budget for 2022-23.

06/21/22 Terms of Reference

The updated Terms of Reference for the Community Development Committee, which had been circulated in advance of the meeting, were UNANIMOUSLY AGREED and will be recommended to the Full Council for approval.

07/21/22 Structure and way of working for the Community Development Committee

NB: This item was taken out of sequence and considered before agenda items 05/21/22 and 06/21/22.

Cllr Johnson presented a PowerPoint, produced by Cllr Munro and herself at the request of Cllr Honeywill. The PowerPoint showed how the Community Development Committee might be split into two separate committees – one focusing on “Community Assets” and one focusing on “Community Services”. **The Clerk will circulate a copy of the PowerPoint to all Committee members.** Several members of the Committee expressed their support for the proposal.

It was agreed that that further consideration of the new structure would take place at the Parish Council’s Strategy Meeting which will take place in autumn 2021. A proposal would then be brought to a Full Council meeting for approval with the aim that the new structure would be in place from May 2022. **Councillors who have any comments or suggestions should contact Cllr Johnson or Cllr Munro.**

Cllr Honeywill thanked Cllrs Johnson and Munro for their work on devising the proposed structure.

08/21/22 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 Clerk will circulate an amended version of the Action Plan incorporating updates from this meeting.**

- **Working Group – Heritage and Conservation**

- **CK Futures** - Cllr Parnham provided an update on the work of CK Futures as follows. Cllr Parnham said that the next phase of CK Futures would focus on youth engagement. Cllr Reid said that he had found the most recent CK Futures webinar, which had been about electric vehicles, very informative.

It was agreed that the extent to which CK Futures had delivered against its strategy would be reviewed in January 2022. It was noted that, as for any new project, there would be some areas where goals had been exceeded and other where they had not been met which might be due to factors beyond the control of CK Futures. The review in January 2022 would feed into an updated strategy for CK Futures.

Cllr Johnson stressed the importance of having a review stage for all major projects which celebrated successes and enabled an understanding of why some goals may not have been achieved.

- **Local transport initiatives** – It was noted that negotiations were ongoing with Gloucestershire Highways regarding installation of electric vehicle charging points at Church Piece and Sixways.

- **Working Group – Local Highways Initiatives**

- Cllr Palmer said that it had been agreed with Cllr Grimshaw that she would now lead on liaison with Gloucestershire Highways. She said that a meeting had been arranged with Gloucestershire Highways for 10.00 on 27th July 2021. **Any Councillor who would like to be involved in the meeting, should contact Cllr Palmer.** Cllr Palmer confirmed that there was regular dialogue with Gloucestershire Highways regarding the “School Streets” initiative.

- **Working Group – Church Piece and environs including Grange Field and recreational initiatives and funded events (Summer and Christmas Fayres)**

- **Church Piece refurbishment –** Cllr Honeywill thanked Cllr Munro and the Administrative Officer for their work in relation to the refurbishment of Church Piece which is nearing completion. It was noted that Cllr Palmer has been informed by Cheltenham Borough Council that it would be happy for the Parish Council to take steps to tidy up and maintain the flower bed near the mosaic rill. **It was agreed that the Administrative Office would ask the handyman to provide a quote for power-washing the stone around the mosaic rill.**
- **Funded events – It was agreed that the Clerk would order two 3 metre square gazebos for use at community events.** It was noted that a number of Councillors had said that they would like to use the gazebos as a base for community engagement in relation to Grange Field in August 2021. Cllr Honeywill said that preparation was in hand for the Autumn Fayre which would take place on Saturday, 18th September on Grange Field. Cllr Johnson said that representatives of various services in the CK Health Connect Directory would be invited to have stalls at the Autumn Fayre. The Clerk suggested that representatives of Inspire to Aspire, the deliverers of the new detached youth work initiative, might also be invited to be present at the Fayre.

- **Working Group – Grange Field**

- Cllr Palmer said that the handyman had been asked to weed around the new saplings on Grange Field. The cost would come from the budget for grass cutting/maintenance for Grange Field. Cllr Palmer reminded the Committee that an open meeting for local residents regarding the way forward for Grange Field would take place at 7.00 pm on Wednesday, 21st July 2021. The way forward would be considered by the Grange Field Working Group following the open meeting and a proposal would be brought to Full Council for approval in due course.

Cllr Palmer said that a number of residents had made suggestions about Grange Field and these would all be fed into deliberations about the way forward. She said that one resident had highlighted the need to provide public space in which girls in particular felt comfortable. Cllr Palmer said that she is liaising with representatives of Cheltenham Borough Council to determine a way forward in relation to flooding issues, which residents had identified as a major issue of concern. She said that it was expected that Cheltenham Borough Council would be replacing the litter bins on Grange Field in due course. Cllr Palmer said that

Cllr Munro had been in touch with the Air Training Corps 125 Squadron regarding the possibility of placing a CCTV camera on their hut on the edge of Grange Field.

There was a general discussion about the way forward in relation to the proposed Friends of Grange Field group. It was agreed that the brief of the group should be widened so that the focus would not just be on Grange Field but would also encompass Church Piece and its environs. The group would be re-named - "Village Team" and "Village Friends" were suggested – and would involve co-ordination of local residents to help out on maintenance and other projects in the vicinity and also elicit their views about possible future projects. **Cllr Honeywill will liaise with Cllr Palmer and the Clerk to develop the way forward for the new group.**

- **Working Group – Rights of Way, Walking Maps and Environmental Initiatives**

- **Rights of Way** - Cllr Reid reported that there was a plan to train volunteers to use the strimmer and hedge trimmer owned by the Parish Council for use on Rights of Way upkeep. The aim would be to set up working parties, with proper risk assessment and supervision, to help address maintenance issues. The Clerk is checking the insurance implications of this proposed project. Cllr Reid thanked Cllr Holt for his work in monitoring potential issues relating to Rights of Way in Charlton Kings. Cllr Reid has asked that a proposal is brought to the Full Council meeting on 26th July 2021 to give a donation to the Cotswold Wardens in respect to their work on Rights of Way in Charlton Kings.
- **Walking Maps** – Cllr Reid reported that the walking maps are almost completed. He said that development of the urban maps, which would highlight places of historical issues, depended on a Councillor with an interest in this area agreeing to lead the project. **If any Councillor is interested in being involved in the development of the urban maps, they should contact Cllr Reid.**

- **Working Group – Community Wellbeing including Community Meeting**

Cllr Johnson said that the CK Health Connect Directory had recently been updated. Cllr Lansley had offered at the Full Council meeting on 28th June 2021 to assist with a thematic analysis of the recent CK Health Connect survey. This was almost finished and would be considered at the CK Health Connect "core group" meeting on 12th July 2021.

Cllr Johnson reminded the Committee that the "Digibus", an initiative of IT Schools Africa, would be visiting Charlton Kings from 26th to 28th August 2021 and would provide a range of training and support for local residents. Cllr Johnson has produced a piece for inclusion in the August edition of the Local Answer to publicise the project. Other publicity material is being provided by IT Schools Africa. Cllr Johnson thanked Cllr Katie Gosling for leading on the "Digibus" project. **If any Councillor is interested in volunteering on the "Digibus" when it visits Charlton Kings, they should contact Cllr Katie Gosling.**

Cllr Johnson said that a new survey of young people would take place in partnership with local schools in late September or early October 2021. This would be within the context of a wider focus on support for young people which would be discussed at the CK youth work stakeholders meeting on 15th July 2021.

- **Working Group – Property and Estates**

- **The Clerk will ask the Administrative Assistant to find out when the bus shelters were last cleaned by the contractor.**
- Cllr Parnham read out an update from the Administrative Officer regarding the project to replace the existing noticeboards which had been agreed at the Full Council meeting on 28th June 2021. **Cllr Palmer will liaise with the Administrative Officer regarding new signs for Grange Field including obtaining quotes for purchase and installation and checking the necessary permissions required under the lease from Cheltenham Borough Council.**

09/21/22 Schedule of Maintenance

The Schedule of Maintenance was noted and no changes proposed.

In response to a question from Cllr Johnson, the Clerk said that membership of the Finance and General Purposes Committee had to be agreed by Full Council. If any Councillor would like to request any additions to the membership of Finance and General Purposes, or any other Committee, they should ask the Clerk if it could be included on a Full Council meeting agenda. It was noted that this might be appropriate in due course if the Community Development Committee is split as suggested under agenda item 07/21/22.

10/21/22 Community Development Officer

The Clerk reported that initial interview of four candidates for the role had been conducted by Cllr Honeywill and herself on 2nd July 2021. It was anticipated that recommendation of a preferred candidate would be brought to the Full Council meeting on 26th July 2021 for agreement.

11/21/22 Any Other Business

- Cllr Smith asked whether the Council should consider how it might attract more Councillors from diverse groups. Cllr Honeywill said that there was a watching brief to remove any barriers for application to become a Councillor for members of diverse groups.

There was a general discussion about ways in which to “hear the voice” of young people in Charlton Kings. It was noted that strategies to do this should emerge from the work of the new detached youth workers and also through the CK youth work stakeholders group. It was agreed that there needed to be a co-ordinated approach. Possible ways to engage mentioned included: inviting secondary school pupils who were studying politics or related subjects to attend Parish Council meetings as observers; suggesting that the Parish Council could work with students undertaking Extended Project Qualifications in areas related to Parish Council activities; involving young people in Parish Council projects which reflect their particular areas of interest.

There was no other business.

12/21/22 Items for the next meeting

No items were identified at the meeting.

13/21/22 Date of next meeting – The next meeting will take place at 7.00 pm on Monday, 15th November 2021.

The meeting closed at 9.00 pm

Date of next meeting: Monday, 15th November 2021, 7.00 pm

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