



26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

## COMMUNITY DEVELOPMENT COMMITTEE

### Minutes of a virtual meeting on Monday 19<sup>th</sup> April 2021 at 7.00pm

**Committee members present:** Cllrs Honeywill (Chair), Cockwill, Hall, Holt, Johnson, Munro, Palmer, Parnham, Reid, Smith and Williams

**In attendance:** Cllr Ian Gosling, Mrs Joanna Noles (Clerk)

*This meeting is allowable under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 4<sup>th</sup> April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until 7th May 2021. The published agenda for this meeting stated that members of the public wishing to attend should contact the Clerk prior to its start to receive an invitation containing a link that could be used to join it.*

The meeting started at 7.00 pm.

There was a period of silence at the start of the meeting in memory of His Royal Highness, The Prince Parham Philip, Duke of Edinburgh.

#### **30/20/21 Recording and filming of meetings**

There was no request to record or film the meeting.

#### **31/20/21 Apologies**

Received and accepted from Cllrs Hodges, Grimshaw and O'Sullivan. Cllr Lansley did not attend the meeting.

#### **32/20/21 Declarations of interest**

Cllr Reid declared an interest in any discussions regarding the Kings Hall as he is a trustee of the Charlton Kings Youth and Community Centre. No other declarations of interest were received in relation to items on the agenda.

#### **33/20/21 Minutes of the previous meeting**

The minutes of the previous meeting of the Committee, which took place on 8<sup>th</sup> February 2021 were formally agreed and signed by Cllr Honeywill as an accurate record of proceedings. **Cllr Honeywill will send the signed minutes to the Clerk.**

#### **34/20/21 Project Proposal Form**

The Committee agreed unanimously that a project proposal form should be used in relation to new projects and, retrospectively, for major ongoing projects. This recommendation will be brought to the Full Council meeting on 26<sup>th</sup> April 2021.

Cllr Munro cautioned that the information in the form needed to be proportionate to the size and complexity of the project. In some instances, a number of the information boxes in the proforma would not be applicable.

The following amendments to the draft form were agreed:

- a box regarding legal implications of the project;
- a box regarding the environmental implications of the project;
- a box regarding “key dependencies and risks”;
- reference under the budget section to initial and ongoing project costs.

**Any Committee members who had additional suggestions for amendments to the form should notify the Clerk as soon as possible. The Clerk will circulate an amended version of the project proposal form to all Councillors prior to it being brought for approval to the Full Council meeting on 26<sup>th</sup> April 2021.**

### **35/20/21 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. If any Councillor is interested in joining any of the Working Groups, they should notify the Clerk.**

- **Working Group – Heritage and Conservation**
  - **Specimen trees and National Tree Charter Day** – Cllr Williams reported that more specimen trees will be planted in 2021-22 and activities organised in relation to National Tree Charter Day in 2021.
  - **National Grid bid (now known as the Restoring Cheltenham’s Limestone Grasslands Project)** - Cllr Williams said that management of the project by the Parish Council will be considered at the Full Council on 26<sup>th</sup> April 2021. **It was agreed that Cllr Williams will produce a project proposal form in relation to the project.**
  - **Inventory of green spaces** – Cllr Williams reported that public green spaces are identified in the map attached to the Parish Plan.
  - **Protection of key wildlife sites** – Cllr Williams said that progress in this area depended on a Councillor with an interest in environmental matters agreeing to lead on it.
  - **CK Futures** - Cllr Parnham provided an update on the work of CK Futures as follows.
    - The CK Futures Carbon Footprint Challenge is underway.
    - The Clerk has updated the CK Futures webpages.
    - An “energy audit” of the Parish Office has taken place.
    - The EcoExchange is progressing.
    - There has been a lot of engagement with key partner groups. A campaign to encourage residents to consider reducing their carbon footprint will be launched in March/April 2021.
  - **Local transport initiatives** – It was noted that a representative of Zwings, which is involved in the electric scooter trial in Cheltenham, will be speaking to the Full Council meeting on 26<sup>th</sup> April 2021. Cllr Holt said that progression of local transport initiatives needed to be kept on hold until after the COVID-19 outbreak had diminished.

- **St Mary's Churchyard** – Cllr Munro reported that the trees in the churchyard had been pruned and thanked Cllr Williams for his input. Cllr Munro will be meeting the vicar and the mowing contractor shortly to discuss arrangements for 2021-22. Cllr Munro is monitoring the condition of the lychgate which might soon need some maintenance and has obtained a list of specialist contractors from the Diocese. Cllr Honeywill commented that it might be possible to obtain a grant to undertake work on the lychgate. Cllr Munro has also been considering the issue of wastebins at the churchyard within the wider consideration of this issue in Church Piece, Grange Field and environs.
- **Stocks and War Memorial** - Cllr Honeywill asked all Councillors to look out for any maintenance issues and to report them to the Clerk.
- **Historical walking maps** - Cllr Ian Gosling said that he would be interested in working with Cllr Reid in relation to the third set of walking maps which would show points of historical interest. **Cllrs Ian Gosling and Reid will liaise regarding this project.** Cllr Smith reported that Spring Bottom is now clear.

**It was agreed that the Clerk would write to Smith and Mann to express the Council's appreciation of the way the exterior of its building has been presented and a photograph will be included on the Parish Council website.**

- **Working Group – Local Highways Initiatives**
  - **Speed Monitoring Equipment** – It was agreed unanimously that a recommendation should be put to Full Council at its meeting on 24<sup>th</sup> May 2021, that the existing speed equipment is written off as it is now outdated.
  - **Liaison with Gloucestershire Highways** – Cllr Palmer said that if any Councillor identifies an issue relating to road condition (eg potholes) they should notify the Administrative Assistant who can log these issues with Gloucestershire Highways. Cllr Palmer said that a liaison meeting, involving herself and Cllr Grimshaw, would take place shortly and would include discussion of the issues with footpath at St Edward's Walk and also ask whether Gloucestershire Highways might be prepared to provide the Parish Council with speed monitoring equipment. **The Clerk will include a "ticker" item on the Parish Council website encouraging members of the public to report potholes to Gloucestershire Highways.**
  - **Design guide** – It was noted that the Planning Committee had considered the way forward in relation to production of a design guide but had concluded that this was not currently feasible. **The Clerk will remove this item from the Action Plan.**
- **Working Group – Church Piece and environs including Grange Field and recreational initiatives and funded events (Summer and Christmas Fayres)**
  - **Church Piece refurbishment** – Cllr Munro reported that the handyman had started cleaning the walls at Church Piece. Installation of the restored mosaic rill would be delayed due to the contractor's recent health issues. Cllr Munro said that the Green Space Development Manager at Cheltenham Borough Council had said he would be happy if the Parish Council maintained the planted area adjacent to the rill.

Cllr Munro has considered the issues regarding the colour of the bench bases and walls, and taken advice from a local designer, and proposes that the walls should be slate grey and the benches mid-blue. It was felt that these colours would be modern without being intrusive and would blend with the existing colour scheme at the MUGA. **It was agreed that Cllr Munro would obtain sample colours and circulate to Committee members. He would also obtain a view on the colours from the Green Space Development Manager at Cheltenham Borough Council and from residents of properties adjacent to Church Piece. Subject to the feedback received, the Committee unanimously agreed the proposed colour scheme.**

- **Funded Events** – It was noted that a provisional date of 18<sup>th</sup> September 2021 had been agreed for the Autumn Fayre. **The Clerk will check with the Administrative Assistant to ensure that there are no other local events planned for that day. Cllrs Holt and Munro will progress plans for the Christmas event at Sixways.** It was agreed that a project proposal form would be filled out in relation to this project in due course.

- **Working Group – Grange Field**

- **It was agreed that Cllr Ian Gosling would no longer be a member of the Working Group and that Cllrs Katie Gosling and Parnham would be added to the group.**
- Cllr Palmer provided a brief update on Grange Field. The schedule of fees for rent of the field had been agreed by Full Council but no bookings had been received to date. Cllr Williams is due to meet the mowing contractor to discuss arrangements for 2021-22. The next meeting of the Grange Field Working Group will be at 4.00 pm on 27<sup>th</sup> April 2021 and any member who has not received an invitation should contact the Clerk. A meeting of the Friends of Grange Field group will be arranged in due course and it is anticipated that, amongst other items, it will include consideration of issues around littering and dog waste. Cllr Cockwill emphasised the importance of ensuring frequent engagement with residents in relation to significant projects in order to promote involvement and trust.

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

Cllr Reid reported that there was now a new Cotswold Warden and five new “footpath guardians”. The Timbercombe triangle is due to be resurfaced in the next week. Cllr Reid will be updating the maps that are displayed in the windows of the Stanton Suite. Cllr Holt is supporting Cllr Reid in relation to the walking map project.

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

Cllr Johnson provided an update on CK Health Connect. The online survey was launched last week and promoted on the Parish Council website, social media and through a number of partner groups. To date, 115 responses had been received. The survey is likely to be redesigned, in liaison with the headteachers of St Edwards and Balcarra, to encourage a greater response from young people. The output of the survey will be collated after 10<sup>th</sup> May and will feed into the Young Minds Matter event which is provisionally scheduled for 12<sup>th</sup> to 14<sup>th</sup> July. Cllr Smith said that a

similar wellbeing survey was being circulated by central government and she would send details to Cllr Johnson. Cllr Reid has delivered a large number of posters in relation to the CK Health Connect survey and will liaise with Cllr Johnson and the Administrative Officer regarding distribution of further posters.

The Annual Parish Meeting will take place virtually at 7.00 pm on Thursday, 29<sup>th</sup> April 2021 and a further face-to-face Community Open meeting, focusing on young people's wellbeing and mental health, will take place in July 2021. Cllr Johnson is not able to attend the Annual Parish Meeting on 29<sup>th</sup> April and has arranged for Cllr Katie Gosling to make the short presentation about CK Health Connect.

- **Working Group – Emergency Planning**

Nothing to report.

- **Working Group – Property and Estates**

The way forward in relation to upgrading of the Parish Council's noticeboards will be considered at the Communications and Community Engagement Working Group meeting on 20<sup>th</sup> April 2021.

### **36/20/21 Community Development Worker**

The Clerk reported that the new role would be advertised at the start of May with interviews in June and July. It was hoped that, subject to any notice period, the successful candidate should start in post in late August or early September 2021. In response to a question from Cllr Cockwill, the Clerk said that following from previous recruitment experience, the role would initially be advertised through Indeed and local and sector-specific networks. As previously, the number and quality of applications would be monitored during the advertisement period and a view would be taken on whether to advertise it by other methods.

### **37/20/21 Schedule of Maintenance**

The Schedule of Maintenance was noted and no changes proposed.

### **38/20/21 Any Other Business**

There was no other business.

### **39/20/21 Items for the next meeting**

No items were identified at the meeting.

### **40/20/21 Date of next meeting** - The date of the next meeting will be confirmed after agreement of dates for Full Council and Committee meetings at the Full Council meeting on 26<sup>th</sup> April 2021.

The meeting closed at 20.36 pm

Date of next meeting: To be confirmed

*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*