

COMMUNITY ASSETS COMMITTEE**Minutes of a meeting on Monday, 17th January 2022 at 7.00pm**

Committee members present: Cllrs Munro (Chair), Gosling, Hall, Hawkins, Hodges, Holt, Honeywill, Palmer and Williams

In attendance: Mrs Joanna Noles (Clerk)

No members of the public attended the meeting.

The meeting started at 7.00 pm.

Cllr Munro welcomed Committee members to the first meeting of the Community Assets Committee.

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 Grimshaw and Reid.

03/21/22 Declarations of interest

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

04/21/22 Election of Vice-Chair

Cllr Palmer, having been proposed by Cllr Honeywill and seconded by Cllr Holt was duly ELECTED BY MAJORITY (1 abstention: Cllr Palmer) as Vice-Chair of the Community Assets Committee for the remainder of 2021-22.

05/21/22 Terms of Reference

The Terms of Reference for the Community Assets Committee were formally noted.

Cllr Hodges had suggested prior to the meeting that the Terms of Reference should be amended so that it is clear that there has been a choice by the Community Assets Committee to take on responsibility for some areas of work where no legal responsibility exists. **Cllr Munro and the Clerk will consider alternate wording to address this issue and will circulate this to Community Assets Committee members for comment. Committee members should notify Cllr Munro and the Clerk if they have any comments or suggested amendments to the Terms of Reference.**

The Clerk will include consideration of the Terms of Reference on the agenda for the Community Assets Committee meeting on 10th March 2022.

06/21/22 Matters arising

The minutes of the Community Development Committee's final meeting on 15th November 2021 were formally noted. All action points relating to Community Assets had either been actioned or were on the agenda for the current meeting.

The Clerk will include the minutes of the latest Community Engagement and Wellbeing Committee as a supporting paper at each Community Assets Committee meeting.

07/21/22 Community Assets budget

- **To review the budget for 2021-22**

Spend up until 31st December 2021 against the Community Assets budget for 2021-22 was noted.

- **To provide input, as applicable, to the proposed budget for 2022-23**

Cllr Hodges provided an update relation to the budget for 2022-23. For the benefit of new Councillors, he explained that an informal meeting, involving budget holders, had taken place on 13th January in order to agree the draft budget for 2022-23. This would be brought for approval to the Full Council meeting on 31st January 2022. The Clerk would then submit the precept request for 2022-23 to Cheltenham Borough Council.

Cllr Hodges said that the following changes had been made to the draft Community Assets budget at the meeting on 13th January.

- The Grange Field drainage budget had been reduced from £10,000 to £2,000 as it was unlikely that significant work would take place in the 2022-23 financial year.
- The budget for repairs to the wall at St Mary's churchyard will be £6,000 consisting of £4,000 brought forward as a reserve and £2,000 allocated from the budget for 2022-23.

In response to a query from Cllr Palmer, the Clerk will circulate a note of what has been agreed by Full Council in relation to allocation of the Community Infrastructure Levy income which was received in October 2020.

08/21/22 Working Groups

Membership and lead Councillors for Community Assets Committee Working Groups were agreed as set out in the schedule that was circulated as a supporting paper to the agenda. If any Councillor wishes to change their Working Group membership, they should notify Cllr Munro and the Clerk.

09/21/22 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. **An amended version of the Action Plan, incorporating updates from this meeting, will be circulated to Community Assets Committee members following the meeting.**

Natural Environment

- **Working Group – Restoring Cheltenham’s Escarpment Grasslands Project**

Cllr Williams reported that the focus in the next two months would be the production of a management plan for the escarpment. National Grid has committed to pay the next tranche of the grant in April 2022 which will allow seasonal work to take place to an appropriate timescale. A member of the project steering group has produced a financial report. **The Clerk will send a copy of the report to Cllrs Munro and Hawkins.**

It was noted that Cllrs Williams and Reid, who currently represent the Council on the Working Group, were intending to step down as Councillors in May 2022. Cllr Williams will continue working for the project as a volunteer. Cllrs Munro and Hawkins will join the Working Group with immediate effect with the intention that they will continue as Council representatives after May 2022. **Cllr Williams will send a copy of the template for recording volunteer time spent on the project to Cllrs Munro and Hawkins.**

In response to a question from Cllr Hodges, it was noted that National Grid does not have any specific audit requirements in relation to the project but does have directions on how the funds are managed and on reporting. The project is compliant with its requirements that there is a separate bank account and cost centre for the project.

- **Working Group – Rights of Way**

As Cllr Reid was not present at the meeting, Cllr Holt provided a report on Rights of Way. **Cllr Holt will walk the Rights of Way in spring 2022 and produce a report, for consideration initially by the Community Assets Committee, which will set out ways in which the benefactor’s donation might be used in 2022-23 and beyond.**

The Clerk reported that she had been liaising with Cllr Reid in order to set up a meeting regarding the hand-over of Rights of Way work from May 2022 onwards. The meeting will involve Cllrs Gosling, Holt, Munro, Reid and the Clerk. **The Clerk will confirm a date for the meeting regarding Rights of Way in 2022-23 and beyond.**

The Clerk reported that she had been liaising with Cllr Reid in order to set up a meeting regarding the deadlines for completion of elements of the work in 2021-22 and agree arrangements for the hand-over of the Walking Maps project from May 2022 onwards. The meeting will involve Cllrs Gosling, Holt, Munro, Reid, the Clerk and the Administrative Officer. **The Clerk will confirm a date for the meeting regarding the Walking Maps project in 2022-23 and beyond.**

Cllr Munro said that there was a plan to walk the Parish bounds as part of the celebrations for the Queen’s Platinum Jubilee in 2022. This could become an annual event.

In response to a query from Cllr Hodges, Cllr Williams confirmed that the benefactor’s donation could be used towards urban walks as a sufficient number

of them had the ZCK designation. **Cllr Williams will circulate a link to a map which shows the ZCK designations for the Rights of Way in the Parish to all members of the Community Assets Committee and the Clerk.**

Cllr Munro said that contact had been renewed with the Charlton Kings Local History Society (CKLHS) and it was hoped that this would be a productive relationship. Its “Five Walks Around Charlton Kings” booklets are available at St Mary’s Church and the Parish Office. **It was agreed that the Community Development Officer will include an item in a future Parish Council Newsletter regarding the CKLHS booklets and also on the Tree Guide to Newcourt Green.**

- **Working Group – Initiatives to Conserve and Enhance the Natural Environment**

Cllr Williams reported that, as the allotments were the land owned by the Parish Council, it was necessary to work in partnership with Cheltenham Borough Council and others in order to improve local green spaces.

The Clerk will include Cllr Williams’ proposal for a project to set up a network of Tree Guardians in Charlton Kings on the agenda for the Full Council meeting on 31st January 2022. Cllr Munro suggested that the launch of the project could be linked to the celebrations of the Queen’s Platinum Jubilee which included a broader focus on trees and tree planting.

The Clerk is convening a meeting regarding development of a partnership and volunteer strategy, arising from the Strategy Meetings in autumn 2021. It is the intention that the strategy would be brought to a future Full Council meeting for approval and would be pertinent to the work of both the Community Assets Committee and the Community Engagement and Wellbeing Committee. **The Clerk will bring an update on the partnership and volunteer strategy to the Community Assets Committee meeting on 10th March 2022.**

Cllr Munro reported that the two oak trees, which had been gifted to the Parish Council by the Honourable Company of Gloucestershire, had been “heeled in” on one of the allotments. Cllr Munro is liaising with the Community Development Officer regarding arrangements for planting of the trees on Newcourt Green and the associated ceremony.

Cllr Williams reported that a policy framework had been drawn up to create a natural flood management system at Hearne Brook. **Cllr Williams will provide an update on this project at the Community Assets meeting on 10th March 2022.**

Community Facilities

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

Cllr Munro said that the renovation work at Church Piece was almost completed with outstanding items being the lighting, in particular in the benches, and bollards. **Cllr Munro will provide an update on this project at the Community Assets meeting on 10th March 2022. The Administrative Officer will ask the electrician to switch off the power to the existing lights.**

Cllr Williams has been liaising with the Green Space manager at Cheltenham Borough Council regarding adding a metal edging to the mosaic rill to prevent damage by skateboarders. **Cllr Williams will provide an update at the Community Assets meeting on 10th March 2022.**

Cllr Palmer reported that the area near the mosaic rill had been cleared by volunteers from Charlton Kings in Bloom. However, there was a need to consider how ongoing maintenance of the area would be undertaken. This will be considered as part of the development of a partnership and volunteer strategy.

It was noted that the Handyman had been asked for a quote for cleaning of the benches in Church Piece. **The Administrative Officer will follow this up with the Handyman and also ask him to provide a quote for weeding of Church Piece in 2022-23.**

- **Working Group – Grange Field**

The Clerk reported that Star Legal had been asked to provide an opinion on the Deed of Variation to the Grange Field lease. She had asked for this in advance of the Full Council meeting on 31st January 2022 so that, hopefully, the Deed can be approved at that meeting. In response to a query from Cllr Palmer, the Clerk said that she had been advised that the Deed of Variation would cover future improvements to Grange Field. Cllr Palmer reported that she hoped that the contractor who would be installing the easy access path would also install the new noticeboards on Grange Field. Cllr Palmer is looking into the drainage issues on Grange Field and is liaising with Cllr Grimshaw to produce a specification for a topographical survey. It was noted that the “Friends of Grange Field” project would now come under the remit of the Community Engagement and Wellbeing Committee, have a wider brief and would be considered as part of the partnership and volunteering strategy.

- **Working Group – Community Facilities Maintenance**

The Clerk reported that the Admin Assistant, who was responsible for putting notices on the Parish Council noticeboards, undertook visual inspections as part of this role and reported any instances where repairs were required.

The Clerk will bring a Schedule of Maintenance to the Community Assets Committee meeting on 10th March 2022.

- **Working Group – Local Transport Initiatives**

Cllr Palmer reported that her next meeting with Gloucestershire Highways was scheduled for January 2022 and would focus on implementing a permanent 40 mph speed limit on the A40. She particularly wishes to clarify how much supporting evidence is required to facilitate this change and who will make the decision regarding this issue. Cllr Williams will also attend the meeting. Cllr Holt has recently undertaken a short survey of traffic in the area. **Any Councillor who has an issue that they wish to feed into the meeting with Gloucestershire Highways should notify Cllr Palmer by 25th January 2022.**

It was agreed that, in line with the new strategy for CK Futures, the project to negotiate with Cheltenham Borough Council regarding Electric Vehicle Charging points would no longer be pursued.

Built Heritage

- **Working Group – St Mary’s Churchyard**

Cllr Munro reported that he was developing a rolling maintenance plan for the churchyard walls. The S211 Tree Work plan for 2022-24 will be submitted to Cheltenham Borough Council by August 2022.

- **Working Group – Other heritage assets**

As stated above (under Working Group – Rights of Way), contact has been renewed with the Charlton Kings Local History Society (CKLHS) and Cllr Munro and the Community Development Officer are exploring areas for possible co-operation.

10/21/22 Financial matters

It was noted that under the Terms of Reference of the Community Assets Committee, and the Financial Regulations, items of expenditure under the Committee’s budget between £500 and £2,500 might be brought to future meetings for approval. Items under £500 may be approved by a Councillor who is a budget holder. In respect to the Community Assets budget in 2021-22, this would be Cllr Munro for all items except the Restoring Cheltenham’s Escarpment Grasslands project for which Cllr Williams is the budget holder. Lists of invoices for approval are circulated to budget holders by Parish Office staff.

11/21/22 Fundraising

The report on the meeting on 25th November 2021 regarding a future fundraising strategy was noted. It was agreed that a list of projects for which external fundraising might be appropriate would be compiled and brought to the next meeting of the Community Assets Committee and the Community Engagement and Wellbeing Committee.

The requirement for funding towards landscaping of Grange Field will be included on the list. Cllr Honeywill suggested that funding for youth support, which would come under the remit of the Community Engagement and Wellbeing Committee, might also be included on the list. **If any member of the Committee has any additional suggestions, they should notify the Clerk. The Clerk will bring the list to the meeting of the Community Engagement and Wellbeing Committee on 14th February 2022 and to the Community Assets Committee on 10th March 2022.**

12/21/22 Grant-making

The report on the meeting on 25th November 2021 regarding developing the Council’s grant-making strategy was noted. **The Clerk will include consideration of the way forward on the agenda for the Community Engagement and Wellbeing Committee**

on 14th February 2022 and the outcome will be reported to the Community Assets Committee on 10th March 2022.

13/21/22 Any other business

There was no other business.

14/21/22 Date of next meeting – The next meeting will take place at 7.00 pm on Thursday, 10th March 2022.

The meeting closed at 8.45 pm.

Date of next meeting: on Thursday, 10th March 2022.

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