

**COMMUNITY ASSETS COMMITTEE****Minutes of a meeting on Thursday, 14<sup>th</sup> July 2022 at 7.00pm**

**Committee members present:** Cllrs Munro (Chair), Gosling, Grimshaw, Hall, Hawkins, Honeywill and Palmer

**In attendance:** Mrs Helen Johnston (Administrative Officer)

No members of the public attended the meeting.

The meeting started at 7.00pm.

**17/22/23 Recording and filming of meetings**

There was no request to record or film the meeting.

**18/22/23 Apologies**

Received and accepted from Cllr Holt.

**19/22/23 Declarations of interest**

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

**20/22/23 Minutes of the last Community Assets Committee meeting**

The minutes of the meeting held on 31<sup>st</sup> May 2022 were agreed as an accurate record and were signed by Cllr Munro in his role as Committee Chair.

**21/22/23 Minutes of the last Community Engagement and Wellbeing Committee meeting**

The minutes of the Community Engagement and Wellbeing Committee meeting on 20<sup>th</sup> June 2022 were formally noted.

**22/22/23 Management Accounts and Community Assets budget 2022-23**

The management accounts and budget for 2022-23 as at 30th June 2022 were not available for review at this meeting due to limited staff resource.

**23/22/23 Progress Update**

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.

Cllr Munro discussed the value of using Cllr Gosling's Action Log in correlation with the Annual Action Plan, which allows for accessible action tracking on complex projects. The use and adaptation of the action log for other projects was highly recommended.

**1) Natural Environment**

- a) Restoring Cheltenham's Escarpment Grasslands

- i) An update report from former Councillor Rob Williams, which was previously circulated, was noted. Cllr Munro reported that Rob Williams was pursuing 4 of the 5 highlighted 'urgent priorities'. The fifth related to the application for the Countryside Stewardship scheme. Cllr Munro confirmed that we have already obtained a Single Business Identifier (SBI) number, as required. The next step is for a more detailed application form to be completed.

**Administrative Officer/Clerk to prepare application form for Countryside Stewardship Scheme and bring to Full Council for approval**

The proposed visit to Ravensgate Common was also discussed. A number of dates had been circulated to interested parties, but firm plans had not yet been made.

- ii) The terms of reference for the Ravensgate Common management committee, which were previously circulated, were UNANIMOUSLY APPROVED.

b) **Rights of Way**

- i) The update report on Rights of Way project, which was previously circulated, was noted. Cllr Gosling reported that the resurfacing work on ZCK48 is scheduled to take place in early September. Cllr Gosling also reported that Cllr Holt had been in contact with the benefactor and agreed to make them aware of any relevant expenditure as it occurs.

- ii) Cllr Gosling provided an update on the "walking maps" project as agreed at Full Council Meeting on 27<sup>th</sup> June 2022. He asked to consult with the office staff with a view to having some promotional posters produced to advertise the first batch of walking maps. The aim is to have a number of walking maps ready for distribution at the Autumn fayre in September.

**Cllr Gosling to meet with Administrative Officer/Community Development Officer to plan web access to maps and promotional campaign**

Cllr Gosling also reported that no more dog bins would be required at this time, and that the review of the Rights of Way equipment was ongoing.

**2) Community Facilities**

a) **Grange Field and environs**

- i) Cllr Palmer provided a verbal update on the next phase of the Grange Field project. She advised that the topographical survey had been carried out in July and we are awaiting the report. The vehicle gate is scheduled for installation in early August and the office staff are currently seeking quotes for a replacement bench, similar to those in Cox's Meadow. There is also the intention to install a history board on the field, similar to that for the stocks, for which we hope to collaborate with the Local History Society.

**Cllr Munro will approach the Local History Society to discuss collaboration on history board**

Cllr Palmer also reported that the environmental project working group was scheduled to meet later in July to discuss engagement with the public in relation to potential design options for an environmental area.

Further to discussions with a local specialist, Cllr Palmer reported that she had been advised that camomile could be planted in the existing grassed area near to the library.

**Cllr Palmer to progress discussions with specialist in relation to planting camomile in grassed area near library**

b) Community Facilities maintenance

i) Cllr Munro reported that he was in the process of establishing the initial meeting of the Community Facilities maintenance working group as agreed at Full Council Meeting on 27<sup>th</sup> June 2022.

Cllr Munro also reported on the situation regarding the maintenance of Church Piece. The lighted bollards are still out of order due to problems accessing a key to gain entry to the unit. Cllr Grimshaw advised he may be able to source a suitable key.

Cllr Palmer agreed to approach Charlton Kings in Bloom in relation to weeding the grassed area by the rill.

c) Local Highways Initiatives

Cllr Palmer reported that there had been no further progress with the Community Speedwatch Fund, and suggested contacting Cllr Angie Boyes for an update. Cllr Grimshaw suggested establishing a volunteer group to conduct speed camera checks, as has been done in Shurdington.

Cllr Palmer reported that the next meeting with Gloucestershire Highways was scheduled to take place in August.

**25/22/23 Financial Matters**

It was AGREED UNANIMOUSLY to purchase 4 new litter bins from the Cheltenham Borough Council recommended supplier Broxap at a cost of £1018.80 (including carriage). It was also AGREED UNANIMOUSLY that Greenfields Ltd should be appointed to dig out the existing bins from their concrete fixings at a cost of £150.

**26/22/23 Fundraising**

There was nothing to report on fundraising.

**27/22/23 Grant-making**

There was nothing to report on grant-making.

**28/22/23 Partnership and Volunteering**

There was nothing to report on partnership and volunteering.

**29/22/23 Any Other Business**

There was no other business.

**30/22/23 Date of next meeting**

The date of the next meeting is scheduled for Monday 12<sup>th</sup> September 2022 at 7.00pm.

The meeting closed at 7.57 pm.

*Minutes prepared by the Administrative Officer and overseen by the Clerk to the Council 01242 250087 or clerk@charltonkingsparishcouncil.gov.uk*