

COMMUNITY ASSETS COMMITTEE**Minutes of a meeting on Thursday, 29th September 2022 at 7.00pm**

Committee members present: Cllrs Munro (Chair), Gosling, Hall, Holt and Palmer

In attendance: Mrs Joanna Noles (Clerk) and Mrs Helen Johnston (Administrative Officer)

No members of the public attended the meeting.

The meeting started at 7.00pm.

31/22/23 Recording and filming of meetings

There was no request to record or film the meeting.

32/22/23 Apologies

Received and accepted from Cllrs Grimshaw, Hawkins and Honeywill.

33/22/23 Declarations of interest

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

34/22/23 Minutes of the last Community Assets Committee meeting

The minutes of the meeting held on 14th July 2022 were agreed as an accurate record and were signed by Cllr Munro in his role as Committee Chair.

35/22/23 Minutes of the last Community Engagement and Wellbeing Committee meeting

The minutes of the Community Engagement and Wellbeing Committee meeting on 8th August 2022 were formally noted.

36/22/23 Management Accounts and Community Assets budget 2022-23

The management accounts and budget for 2022-23 as at 31st August 2022 were noted. Cllr Palmer commented that the lag time between expenses being approved and then actually processed, created a misleading view of the budget. The Clerk advised that she kept a running total of accrued expenses for RCEG and would make that available as a supporting paper at future Community Assets meetings.

37/22/23 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.

1) Natural Environment**a) Restoring Cheltenham's Escarpment Grasslands**

- i) An update report from former Councillor Rob Williams, which was previously circulated, was noted. The Clerk advised that paperwork

relating to the transfer of assets had been sent to Cheltenham Borough Council but had not yet been signed and returned.

Cllr Munro advised that Rob Williams had been asked to provide an updated report for the webpage, which has been forwarded to the Community Development Officer to upload.

The terms of Reference for the Ravensgate Common Working group were approved in August and the first meeting is scheduled to take place in the autumn.

The proposed visit to Ravensgate Common has been pushed back until spring 2023.

The Clerk advised that she will be working with Rob Williams on the application for future DEFRA funding, with the aim for the application to be submitted in early February 2023, once the application forms become available.

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 had just been completed. The responsibility for replacing Pilley Bridge was discussed and it was noted that Gloucestershire County Council has primary responsibility. **Cllr Palmer agreed to discuss at the upcoming Gloucestershire Highways meeting on 12th October. It was also agreed that Cllr Holt would contact Cllr. Baker in his combined role of County and Borough Councillor.**

The possibility of undertaking large scale projects, such as on ZCK23 was discussed. It was agreed that a considerable amount of exploratory work would be required to properly understand the requirements of any large project and that liaising with Cotswolds Wardens was advisable.

Cllr Gosling to liaise with Administrative Officer in advance of Community Assets meetings to ensure the Action Plan aligns with the RoW action tracker.

Cllr Gosling reported on the successful launch of the Walking Maps and the positive feedback received at the autumn fayre.

Cllrs Gosling and Holt to advise on next steps for Walking Maps project at the Community Assets meeting on 14th November.

2) **Community Facilities**

a) Grange Field and environs

- i) Cllr Palmer's update report on Grange Field, which was previously circulated was noted. Cllr Palmer also reported on the drawing of the environmental planting project which a landscape designer had been commissioned to create. The drawing was initially displayed at the Autumn Fayre and received a very positive response. The consultation will continue until mid-October. The intention is to hopefully enlist volunteers to assist with the environmental project, including the ATC cadets whose presence at the Autumn Fayre was greatly valued.

Cllr Munro enquired on the maintenance costs relating to the environmental planting project.

Cllr Palmer advised that she would liaise with the landscape designer to understand the associated maintenance costs.

Cllr Palmer advised that although the topographical survey had been received, there had so far been no in-depth analysis of it.

Cllr Grimshaw had offered to analyse the survey but would need it to be printed in A0 to facilitate this.

Administrative Officer to liaise with Cllr Grimshaw to arrange professional printing of large scale survey.

b) Community Facilities maintenance

Cllr Palmer suggested approaching a local resident who had weeded the Grange Field hedge to gauge her interest in weeding the grassed area by the rill.

The Administrative Officer will make contact with local resident regarding rill area weeding.

The Administrative Officer advised that Watkins Iles are contracted by Cheltenham Borough Council to maintain the mosaic water rill, including daily checks and periodic repairs.

Administrative Officer to communicate with Watkins Iles as necessary when mosaic tiles need to be replaced.

c) Local Highways Initiatives

Cllr Palmer provided a verbal update on local highways initiatives.

3) **Built Heritage**

a) St Mary's Churchyard

It was agreed that the churchyard would be discussed under the next item (38/22/23).

b) Heritage and Conservation

Cllr Palmer discussed the ongoing intention to create a history board for Grange Field and accompanying historical leaflet. The cost of this project will need to be included in the budget for 2023/24.

Cllr Munro reported that he was working with Cllrs Morton and Parnham to produce a tree leaflet of the churchyard for Tree Charter Week in November.

38/22/23 St Marys Churchyard

- Cllr Munro's update report, which was previously circulated, was noted.
- The appointment of Cllr Morton to the St Mary's Workshop Working Group as a representative of the Parish Council was UNANIMOUSLY APPROVED.
- Cllr Munro discussed the sinking fund that had already been established for future large-scale work on the churchyard perimeter walls, but suggested a better approach might be to tackle small sections of wall each year. The prioritisation of sections of wall to be addressed would be guided by the findings of a stonemason's survey. This approach was UNANIMOUSLY APPROVED.
- Cllr Munro reported on the condition of some of the gravestones and monuments in the churchyard, explaining that some are degrading and will require attention. O'Hare Stone Conservation have supplied a quote to survey two particularly pressing monuments, a Grade II listed Preaching Cross and the Grade II listed Walter Higgs chest tomb. The quote for £250 was UNANIMOUSLY APPROVED.

39/22/23 Financial Matters

There were no financial matters that had not been covered under other agenda items.

40/22/23 Fundraising

The Clerk advised that funding for particular projects will be more readily identifiable through the budget planning process.

41/22/23 Grant-making

There was nothing to report on grant-making.

42/22/23 Partnership and Volunteering

Cllr Holt reported that a low key gathering will be scheduled to engage with the newly signed up Rights of Way volunteers before putting them in contact with the Cotswold Wardens.

43/22/23 Strategy Meeting

Cllr Munro asked that all project leads prepare an overview to be presented at the Strategy meeting on 16th October.

44/22/23 Any Other Business

There was no other business.

The meeting closed at 9.10 pm.

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