

COMMUNITY DEVELOPMENT COMMITTEE

Minutes of the meeting held on 19th November 2018 at 7.00 pm

Members present: Cllrs Honeywill (Chair), Grimshaw, Hall, Hodges, Jarrett and Palmer. Cllr Reid, who is not currently a member of the Committee, also attended the meeting.

12/18/19 Recording and filming of meetings

No members of the public were present.

13/18/19 Apologies

Received and accepted from Cllrs Holt, Joanna Hughes, John Hughes and Johnson.

14/18/19 Declarations of interest

None were received.

15/18/19 Election of Vice-Chair

Cllr Palmer, having been proposed by Cllr Hall and seconded by Cllr Honeywill, was duly elected as Vice-Chair.

16/18/19 Terms of Reference

The revised Terms of Reference for the Committee, which had been circulated prior to the meeting, were UNANIMOUSLY APPROVED with no suggested changes and **will be brought to the Full Council meeting on 26th November for approval.**

17/18/19 Annual Action Plan

The Annual Action Plan was discussed and amended in the context of the various Working Groups. **An updated version will be circulated with the minutes.**

The Action Plan will provide the basis for ongoing work by the various Working Groups and a context for reports back to the Community Development Committee. The various actions, and their parameters, will be refined and developed by the various Working Groups.

18/18/19 Working Group – Heritage and Conservation

It was agreed that Cllr Williams will lead this Working Group. Membership will include Cllr Reid (support in relation to Ravensgate Common) and others as determined by the Working Group lead based on their expressed interest and skills/experience.

19/18/19 Working Group – Local Transport Initiatives

It was agreed that Cllr Grimshaw will lead this Working Group. Membership will include Cllrs Kuszniarski, Williams and others determined by the Working Group lead based on their expressed interest and skills/experience.

Cllr Grimshaw will explore ways in which data gathered from speed monitors can be used to produce meaningful reports in liaison with Cllrs Kuszniarski and Hodges.

20/18/19 Working Group – Church Piece and environs including Recreational Initiatives and Funded Events (Summer and Christmas Fayres)

It was agreed that Cllr Honeywill will lead this Working Group. Membership will include Cllrs Hall, Hodges, Joanna Hughes, Palmer and Reid. In addition to the actions listed in the first draft of the Action Plan the Working Group will liaise with existing and potential Kings Hall tenants, prior to redevelopment, to obtain their input regarding the build. Short-term financial incentives could be offered to attract or retain tenants.

It was noted that Cllrs Hodges and Jarrett were due to meet representatives of Cheltenham Borough Council shortly to discuss ways in which financial support might be obtained towards the Kings Hall project and, amongst other things, ascertain its current position in relation to a community café in the building. Feedback from stakeholders will also be obtained in relation to a proposed community café. Further development of the idea will be informed by input from both these processes. The report circulated by Cllr Honeywill of the meeting on 16th November 2018 regarding Funded Events, was noted.

21/18/19 Working Group – Rights of Way, Walking Maps and Environmental Initiatives

It was agreed that Cllr Reid will lead this Working Group. Membership will include Cllr Hodges (support in relation to the historical built environment), Cllr Holt (support in relation to Rights of Way), Helena McCloskey and others as determined by the Working Group lead based on their expressed interest and skills/experience.

22/18/19 Working Group – Community Wellbeing including Community Open Meeting

Cllr Joanna Hughes leads this Working Group. Membership includes Cllrs Hall, Honeywill, Johnson and others as determined by the Working Group lead based on their expressed interest and skills/experience. The update on progress from Cllr Joanna Hughes, which was circulated prior to the meeting, was noted. A meeting of the Working Group has been provisionally arranged for 7.00 pm to 8.30 pm on Thursday 6th December in the Conference Room and all members of the Community Development Committee are invited to attend.

23/18/19 Working Group – Emergency Planning

It was agreed that Cllr John Hughes will lead this Working Group. Other members will be determined by the Working Group lead based on their expressed interest and skills/experience.

24/18/19 Working Group – Property and Estates

It was agreed that Cllr Honeywill will lead this Working Group. Membership will include Cllrs Hall, Reid (support in relation to Winter Maintenance), Williams and others as determined by the Working Group lead based on their expressed interest and skills/experience.

Cllr Hall has undertaken some research regarding notice boards within the Parish. It was agreed that **an audit of all noticeboards will be undertaken led by Parish Office staff, supported by Councillors, to identify ownership, gauge current condition and map their locations.** Once this information has been gathered, decisions can be made in relation to refurbishment, replacement or relocation of existing boards or purchase of new boards. Noticeboards owned by the Parish are included on the Asset Register but there are also others, such as the one in the car park entrance to Church Piece which are owned by the Borough and for which applications for stewardship could be submitted. It was noted that the redevelopment of the Kings Hall should provide new noticeboard space. The possibility of electronic signage at the Parish Office or at Kings Hall might also be explored in due course.

It was agreed that a similar **audit should be undertaken in relation to bus shelters, led by Parish Office staff, supported by Councillors, to gauge current condition and map their locations.**

Cllr Jarrett said that the "Charlton Kings" signs on the Cirencester Road no longer reflect the legal boundaries of the extended Parish. **Cllr Grimshaw will raise this point with Cheltenham Borough Council.**

A query from a member of the public regarding a new bus shelter at Sixways was noted. Cllr Jarrett said that Cheltenham Borough Council would not approve a shelter in the desired position as it is adjacent to a listed wall. **The Clerk will inform the enquirer.**

25/18/19 List of Approved Contractors

The initial list of jobs that could be undertaken by the handyman, or another approved contractor, was noted. The following items will be added to the list:

- **Repair of Stanton Hall chairs**
The need to assess the condition of the chairs in the Stanton Hall and repair or replace them as necessary, was noted. **It was agreed that Cllrs Honeywill and Palmer will do this initial assessment (the Clerk will notify them of a day when the Stanton Hall is free.)** The handyman might then be asked to undertake repairs as necessary. A budget allocation has already been agreed towards the cost of purchase of any new chairs.
- **Refurbishment of benches in Church Piece**
Cllr Jarrett said that the benches currently belong to Cheltenham Borough Council. However, there was potential to upgrade by replacing lightbulbs and putting a new top onto the existing concrete bases. **Cllr Jarrett will research possible costs with the aim of putting a proposal to Cheltenham Borough Council.**
- **Window cleaning in Stanton Suite**

The Clerk will update the list of jobs, include level of urgency, frequency and likely cost/hours and circulate it to Committee members for comment.

26/18/19 Meeting Dates

The next meeting will take place from 7.00 pm on Monday, 8th April 2019. **The Clerk will circulate possible dates for meetings in July and November 2019 in due course.**

27/18/19 Any Other Business

In response to a point raised by Cllr Hall, the Clerk will clarify current Health & Safety procedures.

No other items were raised.

28/18/19 Items for the next meeting

No items were identified at the meeting.

The meeting closed at 8.50 pm

Date of next meeting: Monday, 8th April 2019 at 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