

**Minutes of the Works Committee Meeting** held on  
Wednesday 21st February 2024 at 6.00 p.m. at the Parish Centre, Gerald's Way  
in accordance with notice given

**In the Chair:** Cllr Samaroo

**Present:** Cllrs Funnell, Gardiner, Oakley, D Taylor, L Taylor, Wood

**In attendance:** Clerk, Assistant Clerk & Chris Attwood

**W.01.02.24 Apologies – None.**

**W.02.02.24 Public participation – None**

**W.03.02.24 Declarations of interest –** Agenda item 9 – Allotment rental review; Cllr Wood declared an interest.

**W.04.02.24 Minutes of last meeting -** Cllr Oakley proposed “**acceptance of the minutes of 17<sup>th</sup> January 2024**” This was seconded by Cllr Gardiner and unanimously agreed.

Cllr Samaroo explained that the Assistant Clerk was in attendance to support with agenda item 9 and suggested that this agenda item was moved to the top of the agenda. The Committee agreed.

**W.9.02.24 Allotment Rental Review –** The Assistant Clerk had prepared a document to show a comparison of what CPC and neighbouring Parish/Town Council's offer, this was circulated to the Committee for their consideration prior to the meeting. Allotment charges have not been reviewed since 2019. Following a thorough discussion Cllr Funnell proposed “**we recommend an increase of £5 per full plot, pro rata for smaller plots for the 2024/2025 allotment year**” This was seconded by Cllr Oakley there was one abstention.

During the discussion it was agreed that the one off set up fee should also be increased. Cllr Gardiner proposed “**we recommend that the one off set up fee is increased from £15 to £25 for the 2024/2025 allotment year**”. This was seconded by Cllr Funnell there was one abstention.

Both recommendations will be referred to the Charity Committee for consideration at their AGM.

**ACTION: Clerk/Assistant Clerk**

**W.05.02.24 Clerk's Report – attached**

**Assistant Grounds Person vacancy –** The closing date for applications was Monday 18<sup>th</sup> February. Four applications were received, two candidates have been invited to interview on Monday 26<sup>th</sup> February.

**W.06.02.24 Correspondence –**

The residents responsible for building the wall at Sycamore Grove, Middle Hill sent a letter detailing some of the comments contained within their petition to keep the wall. Several emails were received relating to the Cotswold stone wall at Sycamore Grove, Middle Hill, and a freedom of information request has been received. Copies of all correspondence were circulated to the Committee for their information. Cllr D Taylor was shocked at the tone of the emails that were sent to the Clerk.

**W.07.02.24 Works Budget –** There were no questions.

#### **W.08.02.24 Proposals from ChalCAN;**

a) to install a bike rack at the Parish Centre - Cllr Oakley proposed ‘in principle we approve ChalCAN’s request to install a bike rack at the Parish Centre, subject to clarification of the angle at which the bike rack is to be positioned’ This was seconded by Cllr Wood and unanimously agreed. Councillor Oakley will meet with ChalCAN to clarify the details. **ACTION: Cllr Oakley**

b) to plant a memorial tree at Bussage Pleasure Ground Project – Cllr Wood proposed ‘we approve ChalCAN’s request to plant a memorial tree on Parish Bank’ This was seconded by Cllr Funnell and unanimously agreed. **ACTION: Clerk**

**W.10.02.24 The Old Common posts** – There was no question that posts of some sort should remain in place to prevent vehicles from parking on this area of land. Although the replacement recycled plastic posts are relatively expensive, they will not rot and they offer a long-term solution, and expenditure will be spread out over a long period of time. Cllr Oakley proposed ‘we continue replacing the wooden posts with recycled plastic posts’ This was seconded by Cllr Funnell and unanimously agreed. It was agreed to investigate alternative suppliers. The Clerk will advise SDC of our decision. **ACTION: Clerk**

**W.11.02.24 Sycamore Grove wall update and agree next steps** – Cllr Samaroo expressed her disappointment at not having been asked to attend the site meeting on the 8<sup>th</sup> February as she has been involved with this matter since November 2023. She explained that until now our relationship with Greensquare Accord (GSA) has been very good, however, following the site meeting an email had been sent to the Clerk, Cllr Samaroo read the email. As Cllr Gardiner had attended on the 8<sup>th</sup> February, Cllr Samaroo asked Cllr Gardiner if he could provide an update as to what was discussed. Cllr Gardiner explained that he and Cllr Pearson had attended, and District Cllr Watson arrived during the meeting. Two representatives from GSA were present and around 15 residents. The consensus between all parties was that a properly constructed wall should remain. GSA agreed that they would investigate what could be done to retain the wall. Cllrs Gardiner and Pearson handed out copies of the Parish Council’s statement to residents.

It was agreed to respond to GSA’s email. **ACTION: Clerk**

Cllr Gardiner suggested that the PC report GSA to SDC Enforcement as they have not met their planning conditions to plant a hedge along the front boundary of the development, and indeed to point out that a hedge being planted in this position was never going to be a viable option as it wouldn’t thrive under the shade of the trees. Also, currently there is no back edge to the pavement bordering the development; this matter is in hand although the remedial work has been delayed as GSA have lost one of their ground-workers. It was agreed for the Clerk to refer this matter to the Plans Assessment Committee for consideration at their next meeting which is due to be held tomorrow. Cllr Wood proposed ‘we refer this matter to the Plans Assessment Committee for consideration’ this was seconded by Cllr Oakley, there was one abstention. **ACTION: Clerk**

**W.12.02.24 Bussage Pleasure Ground update** – Cllr Samaroo explained that the working group are meeting at 2pm on 22<sup>nd</sup> February in the office to look at suitable items of play equipment. Once the play equipment has been decided upon, play equipment companies will be contacted and invited to meet to discuss in more detail.

**W.13.02.24 Skate Ramp extension** – Cllr L Taylor has been approached by two residents about extending the skate ramps. The Clerk had gathered some quotes from Gravity Parks, the company who installed the skate ramps originally to get an idea of what type of extension is possible and associated costs. A relatively modest extension was quoted at £45,000. Cllr Wood suggested that in April/May we should consult with Frith Youth Centre and local schools to establish if there is a need for an extension and towards the end of the year the Committee will have a better idea of available funding. Cllr Gardiner proposed ‘we set up a working group to investigate the skate park extension and to start the consultation process’ This was seconded by Cllr L Taylor, a vote

realised four in favour and three abstentions. Cllrs Gardiner, Samaroo and L Taylor agreed to form the working group. **Action: Cllrs Gardiner, Samaroo, L Taylor and the Clerk.**

**W.14.02.24 Footpath Group report** – A copy of Cllr Oakley's report was circulated to the Committee prior to the meeting.

Cllr Oakley explained that the group are planning to paint the metal barriers at the playing field entrances yellow to help the visually impaired. The colour yellow is the recommended colour, but Cllr Oakley suggested that we consult with residents about this. Cllr Oakley will draft some wording so that we can consult members of the public about this, this will be shared via our website, Facebook page, noticeboards and mailing list. **ACTION: Cllr Oakley/Clerk**

Cllrs Gardiner highlighted that the work of the footpath working group does not go unnoticed and is very much appreciated. Cllr Samaroo echoed this and asked Cllr Oakley to pass on his thanks to the group.

**W.15.02.24 Chris Attwood report** – Chris Attwood's report was circulated to the Committee prior to the meeting. Cllr Samaroo asked if the new noticeboard had been installed at belvedere mews, Chris Attwood confirmed that he has installed this.

Cllr Samaroo asked Chris Attwood of his plan to carry out the actions from the annual play inspection reports. Chris Attwood confirmed that he will carry this work out on an ongoing basis.

Cllr D Taylor asked Chris Attwood how many grave plots were remaining in Frith Wood Cemetery. Chris Attwood confirmed that there is approximately ten.

Cllr Oakley asked if the resident from Brownhill has collected the replacement plaque, the Clerk confirmed that the plaque is now in the resident's possession.

Cllr Wood advised that there is grass encroaching onto the pavement on the path near to the telephone box library on Silver Street, Chalford Hill. Chris Attwood will have a look and cut back as necessary. **ACTION: Chris Attwood**

**W.16.02.24 Ward Matters –**

Cllr D Taylor advised the Committee that there are broken posts by the car ports in Freame Close. The Clerk confirmed that responsibility of some of these areas can be ambiguous but that residents generally carry out repairs.

Cllr Samaroo advised the Committee that Friends of Frith Wood (FOFW) will be planting snow drops in the PC owned area of the wood. These will be purchased from FOFW's budget.

Cllr Samaroo mentioned the episode of Countryfile that aired on the 18<sup>th</sup> February as this featured Chalford and snow drops.

Cllr Samaroo reported on the meeting she had attended with Siobhan Ballie at Salmon Springs with Royal Mail. Cllr Samaroo will report at Full Council, but she explained that Royal Mail confirmed that they are recruiting more staff in due course and that the strike action had set them back. Cllr Samaroo presented all the questions gathered by the Clerk and ensured that the post people in Chalford were praised for their hard work.

**W.17.02.24 Any Other Matters** – There being no further business the Chair closed the meeting at 7.45pm.