



*Canon Park Development Committee Meeting  
held on Monday 24<sup>th</sup> May 2021 at 7pm  
at the Town Hall, Berkeley*

**Minutes**

**Present:**

Councillor J Sealey  
Councillor K Palmer  
Councillor T Tucker  
Councillor E Carter  
Councillor I Bamfield  
Mark Edwards  
J Hopkins (Clerk)

1.	Election of Chair and Apologies and absence Councillor Joanne Sealey was duly elected as Chair of the Committee. There were no apologies or absences.
2.	To receive declarations of interest and consider requests for dispensations There were none.
3.	To approve the minutes of the last meeting held on Tuesday 6 <sup>th</sup> April 2021 It was <b>resolved</b> to adopt the minutes from Tuesday 6 <sup>th</sup> April and it was agreed that they can be signed.
4.	To receive an update from Project Manager Michael Carter (via zoom) <ul style="list-style-type: none"><li>• Outdoor Gym – There are still two training days to be organised which could be combined with an open day. It was recommended that the council keeps a log on usage of the equipment. Fresh Air Fitness met with our caretaker to show him how to maintain the equipment.</li><li>• Playground – The installation will be complete by Thursday 27<sup>th</sup> May with a Rospa inspection on Friday 28<sup>th</sup> May.</li><li>• MUGA/AGP – The planning application has been granted with little restrictions-see attached. There will be a pre-start meeting with Blakedown on Tuesday 1<sup>st</sup> June at 3pm. The start date will be 21<sup>st</sup> June and the build will take approximately 8 weeks (weather dependent). There will be a temporary 3m haul road for the construction traffic which will go from the car park, past the playground and onto the build site. There will be heras fencing around the site but we need to be aware of the public in the area. After a discussion, the committee decided that we will ask Severnside Youth Football Club to find an alternative area for training for the period of the build. It was also</li></ul>

	decided to do an article for the flyer with our concerns, asking people to take care around the build site.
5.	To note and discuss the MUGA/AGP Planning Application and note concerns from the Environmental Health Officer (all sent by email) The planning application has been granted, and the environmental health concerns noted.
6.	To discuss the role for a Caretaker at Canon Park and to discuss the Contract and Job Description – see attached draft There was a discussion and the following points raised: <ul style="list-style-type: none"> <li>• To ask the Planning &amp; Finance committee to consider a role at 40 hours per month at a budget of £5k. This will come from the general fund as it was not included in the staffing budget. It was agreed that it needs to be more than 7 hours a week to meet the maintenance obligations of the Fitness Equipment, Playground and MUGA.</li> <li>• To ask Blakedown to explain the operating systems of the floodlights and gates, to help us consider the needs of the role.</li> <li>• There has been an increase in litter around the field and this problem was discussed. CCTV at the fitness end of the field was discussed again and will need to be brought back to Full Council for a decision from all Councillors.</li> <li>• To ask the Staffing Committee to postpone their next meeting until we have answers on the above.</li> </ul>
7.	To discuss landscaping at the East end of the field and funding for trees The Clerk has asked Clare Mahdiyone, Chief Executive, at Stroud Valleys Project to meet on site to discuss landscaping. They have planted hedging on top of mounding at Slimbridge and this is something that we are interested in. We have also put in a funding application to the CPRE Tree Fund and she is a member of the assessment panel, so will consider our project at the same time. This is on 8 <sup>th</sup> June at 2.45pm. We will need to put together a proper plan with the location of the planting in more detail.
8.	The next meeting will be held on Monday 28 <sup>th</sup> June at 7pm, in the Town Hall.