



Canon Park Development Committee Meeting  
held on Monday 28<sup>th</sup> June 2021 at 7pm  
at the Town Hall, Berkeley

**Minutes**

**Present**

Cllr J Sealey  
Cllr I Bamfield  
Cllr E Carter  
Cllr Palmer  
Cllr Tucker  
J Hopkins (Clerk)

1.	Apologies and absence Apologies received from Mark Edwards.
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 Monday 24 <sup>th</sup> May 2021 It was <b>resolved</b> to adopt the minutes from Monday 24 <sup>th</sup> May and it was agreed that they can be signed.
4.	To receive an update from Project Manager Michael Carter <ul style="list-style-type: none"><li>• MUGA/AGP-work started on Monday 21<sup>st</sup> June and will finish in the second half of August. Michael will visit weekly.</li><li>• Outdoor Gym-Reminder that the two training sessions are still to be booked. The Committee would like these to be part of an open day when covid restrictions allow.</li><li>• Playground-There has been some concerns regarding how close the bottom of the slide is to the swings. Even though it is within the recommended guidance, and the Rospa Inspector was happy, Wicksteed have agreed to move the swing set free of charge. A meeting has been arranged to discuss a new location.</li></ul>
5.	To receive a report from Cllr Sealey regarding a residents meeting held on site and to discuss a budget for potential fencing along the east boundary of Canon Park field The residents along the East boundary of Canon Park field would like the Council to consider putting up a fence along the East side of Canon Park. The Council has already considered mounding (using the left over spoil from the MUGA/AGP) with a hedge on top but the residents are worried that this may

	<p>encourage play or anti-social behaviour on or around it.</p> <p>The Committee agreed to get three quotes for fencing, and then to recommend to the Planning and Finance Committee, that they consider the quotes, and if agreed that the funds come out of the contingency budget.</p> <p>There has been a complaint from the Stroud District Council Environmental Health Officer, the Committee agreed to reply noting the recent actions and decisions that have been taken, and the involvement of PCSO Mike Trebble.</p>
6.	<p>Caretaker Role:</p> <ul style="list-style-type: none"> <li>• To note that the Planning &amp; Finance Committee agreed a budget of £6000 for a new caretake role</li> <li>• To finalise the Job Description and to pass onto the Staffing Committee-see attached</li> </ul> <p>There was a discussion and the following points were raised:</p> <ul style="list-style-type: none"> <li>• Can we consider a 12 month fixed contract-The Clerk will look into this</li> <li>• The hours will be 40 a month</li> <li>• Agreed to add in that a job share will be considered</li> <li>• Agreed to add in that the post holder will help us to implement the Noise Management Plan, and as it is a new position, the job description may develop</li> <li>• Agreed to add in flexible hours, dependent on bookings</li> <li>• Agreed that the free-use will not include the floodlights, so free-use in daylight hours</li> </ul> <p>It was resolved to recommend that the Staffing Committee move forward with the process as above.</p>
7.	<p>To discuss the quote from 'Stroud Valleys Project' for landscaping It was agreed to update 'Stroud Valleys Project' as the brief has now changed due to the residents meeting. The mounding will now be in the north east corner and the committee would like to develop it as a wildlife area rather than creating an area to block the view. They would like to meet Clare on site again.</p>
8.	<p>To discuss the artwork &amp; wording for the MUGA signage-see attached examples It was agreed that Cllr Carter will work on the signage, incorporating the Code of Conduct and emphasising that the MUGA/AGP has been created for everybody in Berkeley.</p>
9.	<p>To discuss the Hiring Agreement and Code of Conduct Document It was resolved that the current Hiring Agreement is fit for purpose. The Code of Conduct will be attached for MUGA/AGP bookings as agreed in our Noise Management Policy.</p>
10.	<p>To arrange the date of the next meeting The date of the next meeting is to be arranged.</p>