

**MINUTES OF THE HIGHWAYS COMMITTEE MEETING  
HELD ON TUESDAY 22<sup>nd</sup> NOVEMBER 2011**

**Present:** Cllr Boulton                      Cllr M Jones                      Cllr Hinton  
                 Cllr Harwood                      Cllr Mumford                      Cllr Winney

**In attendance:** Rev Brian Atkinson, Penny Ibbotson

**H105 To note apologies for absence**

Cllr Winney apologised in advance for a late arrival.

**H106 Declarations of Interest**

None declared

**H107 To confirm the Minutes of Previous Meeting held on 25<sup>th</sup> October 2011**

It was RESOLVED to sign the minutes of the meeting held on 25<sup>th</sup> October 2011 (pp089-091 11/12) as a true and accurate record of the proceedings.

**CHURCHYARD/BURIAL GROUND**

**H108 To receive feedback from PCC re maintenance in the Churchyard**

The PCC has identified 6 areas of maintenance for discussion. All discussions refer to the Closed area of the Churchyard only.

**Grass Cutting:** The Town Council is already responsible for the grass cutting contract. Rev Atkinson asked if the contract could be amended to add a clause to clear the gullies around the church after each cut.

**ACTION: The Clerk to amend the contract accordingly**

**Headstones and Monuments:** Maintenance includes their safety, repair and conservation. The Friends of Fairford Church have commissioned an assessment of the five Grade 2\* tombs. If the Friends are happy with the assessment and costs involved, they will consider a rolling programme of restoration.

A representative from the Church needs to be present when the safety of monuments is checked during the Risk Assessment. It was agreed that stones should be marked, not laid down.

**Boundary walls:** All the Church walls are insured by the central Church. Clarification is needed on the extent of walls in the Closed area for general repair/maintenance. Cllr Mumford asked if there was a standard level of maintenance required for the insurance to be valid.

**ACTION: Rev Atkinson to check on level of maintenance required for insurance purposes.**

**Gates:** The cost to replace the double gates a few years ago was shared 50/50 between the PCC and FTC. Clarification is needed on the responsibility for repair and maintenance of the two gates.

**Footpaths:** The footpath to the main gate is clearly within the Closed Area, other paths need to be clarified in terms of responsibility.

Cllr Winney arrived.

**Trees and Bushes:** Safety and maintenance needs to be discussed. Albert currently carries out trimming & tidying up work, including leaf collecting.

It was agreed that a plan needs to be prepared to define and agree areas of responsibility between the PCC and FTC. The items listed above need to be considered by the Highways committee, before discussing again with Rev Atkinson at the next meeting.

**ACTION: Rev Atkinson and the Clerk each to locate a plan of the Churchyard showing the extent of the closed section. Councillors to consider the various maintenance issues before the next meeting with Rev Atkinson.**

**H109 To review situation to date re Anne Rose memorial**

Cllr Boulton brought in a sample of Portland stone for Rev Atkinson to look at. Cllr Boulton is still waiting for a quote to prepare a replacement memorial. Rev Atkinson offered to obtain a second quote.

**ACTION: Cllr Boulton and Rev Atkinson to circulate quotes when received.**

**H110 To discuss Risk Assessment Protocol**

In the Risk Assessment carried out in June 2010, it was stated that inspections should be advertised in advance including action if unsafe memorials are found. This was not carried out for the assessment carried out in March 2011 but should be adhered to in the future.

The carrying out of Risk Assessments needs to be included in the maintenance list above.

**ACTION: The Clerk to inform Rev Atkinson when the next Risk Assessment is planned for the Churchyard (due March 2012) and also advertise it in the Council Newsletter. The Clerk and Cllr Mumford to preparing a draft written protocol for consideration at the next meeting.**

The Burial Ground Regulations state FTC has the right to lay down memorials if considered unsafe – this perhaps should be reviewed.

**ACTION: Review of Regulations to be added to agenda for next meeting.**

**H111 Cleaning of War Memorial**

The War Memorial was put in by public subscription in 1920 and is the responsibility of the community. Some of the names have become damaged though pressure cleaning and a suggestion has been put forward to have a scroll of names in the Church. A volunteer has offered to jet clean the memorial if the names can be recorded on a scroll.

**ACTION: The Clerk to investigate alternative methods of cleaning the War Memorial and who is responsible. Other towns with War Memorials in Churchyards could be approached. The person who offered to clean the memorial is to be thanked and advised we will contact them after further information has been sought regarding cleaning.**

**HIGHWAYS****H112 To receive income and expenditure for Highways committee**

All items are well within budget. Grass cutting costs have been low due to the dry summer.

**H113 Review of Matters Arising from previous minutes:**

- **Path to Dilly's Bridge:** Unfortunately there has been no progress from Public Rights of Way.
- **Town car park:** Cllr Boulton has spoken to County Highways and when scalplings are available, a path will be constructed around the edge of the car park until there are funds to replace the whole surface.
- **Churchill Place:** A letter has been sent to the Road Safety Unit at GCC to see if they can advise on how to reduce speed in this area.
- **Wall along Cinder Lane:** The Trustees for Jones' Field have asked a local walling contractor for a quote to repair the wall and are also liaising with the Football Club regarding the sign.
- **Big Community Offer:** The Clerk circulated additional information on the three aspects of the scheme:
  - Community Action – much of this already occurs in Fairford eg snow warden, reporting street lights, grass cutting
  - Community Match: County Highways will match fund schemes for improvement, though there is a £100 charge to apply.
  - Community Top-up: Various services can be bought in but prices seemed very high.

#### **H114 To receive further feedback from County Highways regarding request to reduce the speed limit along London Road from 40mph to 30mph**

County Highways is not willing to support the scheme even if FTC paid costs, as it is their opinion that 40mph is the appropriate speed for this stretch of road. The committee suggested that residents should park on the north side of the road rather than the verge opposite as this would force traffic to slow down.

#### **H115 To receive initial analysis of parking survey and agree wording for 2<sup>nd</sup> public consultation**

This item is to be deferred to the next meeting as the Clerk has not had chance to study the information. Cllr Harwood had noticed that on the two full days he carried out surveys, 39% and 45% of cars were parked for all or the majority of the day.

**ACTION: Item to go on next agenda**

#### **H116 To receive update on the proposed multi use path**

BRB Ltd has given permission to install steps on the embankment up to Escott Bridge. The letter has been sent to ECT for comment.

#### **H117 To review quotes for summer bedding in Market Place Tubs**

Three quotes had been requested and two were returned. It was RESOLVED to ask Coln House School to supply and plant the flower tubs at a cost of £245.

**ACTION: The Clerk to contact Coln House School.**

### **MAINTENANCE**

#### **H118 2012 grass cutting and footpath maintenance contracts**

The proposed programme is as follows:

12<sup>th</sup> -23<sup>rd</sup> December 2011: send out tender documents (23<sup>rd</sup> Dec – last date to contact FTC for documents)

13<sup>th</sup> January 2012: deadline to return priced tenders

24<sup>th</sup> January 2012: review tenders and agree contractors at Highways committee meeting

There are already 4 contractors interested in tendering for the grass cutting and footpath maintenance contracts respectively. References need to be collected from any new contractors.

#### **H119 Items the Chair considers urgent:**

- Fairford Town Charity wishes to donate a bench to commemorate the Diamond Jubilee next year and have suggested the Oxpens as a location. It was felt there was enough seating in this area and an alternative suggestion was to replace the bench at the top of the High Street, which is now looking rather tired. This bench could be located to a less central location, where there would be less intensive usage.

**ACTION: The Clerk to feedback the suggestion to Fairford Town Charity.**

*Post meeting note: The existing bench at the top of the High Street has a plaque A.E.B. 1911 on it. Some effort needs to be made to find out who donated it.*

- Cllr Winney asked about the seat outside the Hospital and when it would be fixed. We are still waiting for County Highways to come and install the seat.

**ACTION: The Clerk to chase County Highways.**

- Cllr Harwood asked if bus times and routes could be considered at the next meeting as Horcott is still not covered by a service. **ACTION: Item to be added to next agenda**

#### **H120 Date of next meeting**

It was agreed that there would not be a meeting in December. The next meeting will be on Tuesday 24<sup>th</sup> January 2012.

There being no further business, the meeting closed at 8.20pm