

**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING
HELD ON TUESDAY 22ND July 2014**

Present: Cllr Mumford Cllr Boulton Cllr Sanford
 Cllr Harwood Cllr Roberts Cllr Bowen

In attendance: Vanessa Lawrence (Clerk), Cllrs Hing and Dudley

WC047 14/15 To note apologies

None received – all present

WC048 14/15 To confirm the minutes of the Works and Community Committee meeting held on the 24th June 2014.

Some minor spelling mistakes were corrected. It was **RESOLVED** to confirm the Minutes of the Works & Community Committee meeting held on the 24th June 2014 are a true and accurate record of the proceedings. Proposed Cllr Mumford, seconded Cllr Bowen – all in favour.

WC049 14/15 Matters Arising

The Clerk reported as follows:

- **Locations for Burial Ground** – A new Burial Ground needs to be found as Redbarn ground is not suitable. A new location has been suggested, and will be looked in further detail and discussed at the next meeting with the Ernest Cook Trust.
- **Update on WW1 Commemoration Ceremony** - The Clerk reported that the Clergy from all the churches in fairford, together with representatives from the RBL, the Army, Navy and Airforce, the Wilts & Glos Standard and RAF Fairford, have been invited to attend a low key ceremony on the 4th August 2014 in Gassons Field, where an Oak Tree and plaque will be planted to commemorate the start of the First World War. Cllr Roberts said that she would prepare an Agenda. **ACTION:** Cllr Roberts to prepare an Agenda.
- **UBICO collection** – A waste collection service for Horcott Lakes has been organised. Collection will take place every two weeks.
- **Flags** – The Clerk reported that she is still trying to find prices for the Commonwealth Flags. Cllr Roberts said that it would be nice if we were to put up the flags in March for Commonwealth Day(9th March).
- **Active Together Grant** - The Clerk reported that the grant application has been sent to County Cllr. Theodoulou.
- **Update on Fairford Welcomes You leaflet** - The Clerk reported that the supplier will start work to find advertisers for the next Fairford Welcomes You Leaflet will commence at the end of July.
- **Livery – Town Crier** – Details of a suitable outfitter has been forwarded to the prospective new Town Crier and it is hoped that he will be contacting them soon. **ACTION :** Clerk to chase up during August.
- **Funding for Highways Projects** – A list of projects which might be considered for funding has been sent to County Cllr. Theodoulou.

- **Bloor Homes – removal of planters** – Bloor Homes has been contacted to confirm that they can remove the planters at the entrance to Fairford in order to complete works on the Highway. The planters to be replaced/renewed upon completion of the works.
- **Quarry Alley** – Contractors have been contacted in order to obtain quotes for immediate improvements to Quarry Alley, but also for annual maintenance work.
- **Resurfacing High Street** – The Clerk reported that Glos. Highways will be resurfacing the High Street in Oct/November 2014 and that this will probably tie in with the reinstatement of parking restrictions.

WC050 14/15 To consider funding for an additional defibrillator box – approx. £630+ VAT.
Discussion took place regarding the offer of another defibrillator, where the Town Council would have to purchase a suitable external box. It was agreed that a location in Horcott should be found. The Clerk to contact the Youth Football Club, and businesses on the industrial estate. **ACTION: Clerk to contact Youth Football Club and business on Horcott Industrial Estate and to add this item to the Agenda for the next Finance meeting.**

WC051 14/15 To consider the most recent payments & receipts figures.
The Clerk reported that invoices from A. Slade were overdue. The Committee agreed that a letter should be written to Mr. Slade requesting overdue invoices by the middle of August. **ACTION: Clerk to write to A. Slade.**

WC052 14/15 Playing Fields
To consider and agree inspection rota August/September 2014
Cllrs agreed the rota as follows:-
1st – 4th August – Cllr Bowen
8th – 11th August – Cllr Sanford
15th – 18th August – Cllr Boulton
22nd – 25th August – Cllr Mumford
29th Aug – 1st September – Cllr Dudley

WC053 14/15 Update on Christmas Lights Project
The Clerk reported that a quote has been received for upgrading the lighting loom for the Christmas decorations. It was agreed that a further two quotes should be sought. Clerk to write to residents where the lighting loom will be fitted to seek their approval. **ACTION: Clerk to contact two other electricians and to write to residents.**

WC054 14/15 To consider and agree payment for licences for Christmas Market
- **£250 Street Trading Licence**
- **£21 Temporary Events Licence**
- **£115 Road Closure Order**
It was **RESOLVED** to pay for licences for Christmas Market, but to appeal against the Street Trading Licence. Proposed Cllr Mumford, second Cllr Harwood – all in favour. **ACTION: Clerk to apply for licences and to appeal against the cost of the Street Trading Licence.**

- WC055 14/15 To consider and agree to pay for Road Closure Order for Italian Market - £115**
It was **RESOLVED** to pay for the Road Closure Order for the Italian Market. Proposed Cllr Mumford, seconded Cllr Sanford – all in favour. **ACTION: Clerk to submit application .**
- WC056 14/15 To discuss e-mail re. ‘Fly a Flag for the Commonwealth’ event – 9th March 2015**
Cllr Roberts suggested that the Town participate in the celebrating Commonwealth Day, independently of the organisation who is running this event, by putting up our own set of Commonwealth flags in early March.
- WC057 14/15 To consider and agree construction of frame for slide.**
Mr Les Webb of LRE Engineering has kindly offered to construct a frame for a slide, obtained F.O.C. Mr. Webb has asked to be paid for the materials required and that he would not charge for labour. He has quoted £150 for the cost of materials. It was **RESOLVED** to accept Mr Webb’s kind offer. Proposed Cllr Harwood, seconded Cllr Sanford – all in favour. **ACTION: Clerk to contact Mr. Webb to accept his offer and to thank him for his kind contribution.**
- WC058 14/15 Update on car park resurfacing (extra lighting)**
Work has commenced on resurfacing of the car park and extra lighting will be installed. The contractor has advised us that there have been a few problems with the removal of the slabs, which are breaking rather more than was expected. He is endeavouring to salvage as many of the old slabs as possible for reuse. He will keep us updated with progress.
- WC059 14/15 Update on works to verge opposite Victory Villas, London Road**
The Clerk reported that as a result of a rejection of the plans by one resident at Victory Villas, London Road, the plans that Bromford Housing had to create car parking immediately in front of these properties cannot now go ahead. The Clerk has asked them if they would consider contributing towards rectifying the damage done to the verge opposite, a reply is awaited. The Clerk has also contacted contractors with a view to quoting for improving the appearance of the verge and possibly creating a suitable parking area for residents at Victory Villas. **ACTION: Clerk to maintain contact with Bromford Housing and to chase up contractors quotes.**
- WC060 14/15 To consider and agree submission from ECT regarding creation of footpath along Mill Lane.**
The original plans submitted by the ECT, for the creation of a footpath across Gassons Field, to facilitate a safer route for residents living to the west of the town , has been altered. Cllr Boulton explained the revised plan. It was agreed that costs need to be obtained for this project and then proposals should be submitted to Public Rights of Way. This project has been renamed the ‘Mill Lane Footpath Project’. This item to be considered again when costs have been obtained. **ACTION: Clerk to add this item to future Agenda.**

WC061 14/15 To consider and agree installing public toilet in the Walnut Tree Field (playground area)

The Clerk reported that 3 quotes have been received. Cllr Mumford said that this should be added to future projects. The Clerk was asked to research this matter further, to establish what the planning requirements are. **ACTION: Clerk to contact CDC Planning Department.**

WC062 14/15 To consider issue relating to ownership and maintenance of trees adjacent to properties in Lakeside, Fairford and The Mere.

The Clerk reported on findings relating to the land bordering The Mere and to the rear of properties in Lakeside. Cllrs agreed that this land is not the responsibility of the Council and that should residents wish to address any matters relating to the trees on this parcel of land, they seek professional help.

WC063 14/15 To consider and agree costs for maintaining Quarry Alley.

Two quotes have been received detailing costs for the immediate clearance of the alley , together with costs for annual maintenance. It was **RESOLVED** to accept the best quote. Proposed Cllr Harwood, seconded Cllr Bowen – all in favour.

WC064 14/15 Date of next meeting 26th August 2014

.....Chairman

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