

**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING
HELD ON TUESDAY 26th August 2014**

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

In attendance: Vanessa Lawrence (Clerk)

WC065 14/15 To note apologies

Apologies were received from Cllr Roberts

WC066 14/15 To confirm the minutes of the Works and Community Committee meeting held on the 22nd July 2014.

It was **RESOLVED** to confirm the minutes of the Works & Community Committee meeting held on the 22nd July 2014, as amended, are a true and accurate record of the proceedings. Proposed Cllr Mumford, seconded Cllr Sanford – all in favour

WC067 14/15 Matters Arising

- **Mill Lane Footpath** – The Clerk reported that several residents had commented on the direction of the proposed footpath. Contractors have been contacted for quotes.
- **Defibrillators** – The Clerk reported that a defibrillator(AED)has been installed in The Bull porch and training has been organised for the 1st November 2014. Two further defibrillators will be provided by Fairford & Lechlade First Responders and these to be located in Horcott and to the East side of Fairford. Locations to be advised.
- **Preparation for Christmas Market** - The Clerk reported that invitations to stall holders had been sent out.
- **Victory Villas, London Road** – The Clerk reported that she is still waiting for quotes from contractors to reinstate the verge opposite Victory Villas, London Road. It was agreed that the Clerk should contact Glos. Highways to arrange an on site meeting to discuss the best way forward with this project. **ACTION: Clerk to contact Glos. Highways.**
- **New seat –river walk** – The Clerk reported that she met with the landowner of the suggested site and he has agreed to allow a seat to be placed on the river bank opposite Cutler’s Farm. This will be fitted in due course.

WC068 14/15 To consider the most recent payments & receipts figures.

Payments & receipts were considered with no comment

WC069 14/15 Playing Fields

To consider and agree inspection rota September 2014

5th – 8th September – Cllr Bowen

12th – 15th September – Cllr Boulton

19th – 22nd September – Cllr Boulton

26th – 29th September – Cllr Bowen

WC070 14/15 To consider and agree way forward with plans for revised lighting loom for Christmas Lights.

The Clerk reported that residents in The High Street, Market Place and London Street had been contacted regarding obtaining their permission to install a permanent cable which would supply power for the Christmas decorations. Replies are still awaited from several householders and businesses. However of the replies received to date there are a few who have refused permission. The Clerk to contact the electrician to establish whether there another way of providing power or of adapting the current cable to accommodate the extra decorations to be erected.

ACTION: Clerk to contact electrician and to add this to the Agenda for the next W & C Committee meeting.

WC071 14/15 To consider and agree entertainer for Christmas Market

It was **RESOLVED** to contact either of the two previous street entertainers to see if either are available to attend the Christmas Market. Proposed Cllr Mumford, seconded Cllr Sanford – all in favour. **ACTION: Clerk to contact Jake Ensor.**

WC072 14/15 To consider and agree change of layout for Christmas Market

The layout of the Christmas Market was discussed and the Clerk made suggestions regarding the placement of the stage, Santa's Grotto and the fairground and the provision of a small marquee. It was **RESOLVED** to change the layout to accommodate all of the above. Proposed Cllr Mumford, seconded Cllr Sanford – all in favour. **ACTION: Clerk to source a suitable marquis.**

WC073 14/15 To consider and agree to hire/purchase PA equipment for Christmas Market and other town events.

It was **RESOLVED** to purchase a suitable PA system for the Christmas Market and other events. Proposed Cllr Mumford, seconded Cllr Sanford – all in favour.

ACTION: Clerk to contact PA suppliers.

WC074 14/15 To consider and agree design for new Town Crier outfit.

The Clerk reported that a new Town Crier outfit has been chosen. It was **RESOLVED** to agree the design for a new Town Crier outfit. Proposed Cllr Mumford, seconded Cllr Sanford – all in favour. **ACTION: Clerk to speak to the tailor to establish when this can be made and final cost.**

WC075 14/15 To consider and agree purchase of replacement and additional camera in the Walnut Tree Field.

The Clerk reported that she has been making enquiries to upgrade the current camera, currently overlooking part of the playground area. The camera is not showing clear enough images due to a compromise made when it was originally installed for better night vision availability. The suppliers have confirmed that more modern cameras can now provide better night and day vision. The Clerk has also been researching a new camera to be installed to cover the new adult exercise equipment to be installed later this year. It was agreed to firm up details for two cameras in the playground area and to add this item to the Agenda for the next W & C Committee meeting.

WC076 14/15 To consider and agree signs to aid crossing on London Road by Keble Alley
It was agreed to contact Glos. Highways to arrange a meeting to discuss this.
ACTION: Clerk to contact Richard Grey at Glos. Highways.

WC077 14/15 To consider and agree restarting the footpath project from Hatherop Lane to Escott Bridge
As the footpath project from Fairford to Lechlade is now not going ahead. Cllr Harwood has asked for the Fairford section of this path to be reconsidered. The path would be a permissive path, with fencing on both sides, steps to be installed up the embankment. It was **RESOLVED** to investigate this again and to obtain quotes from contractors. Proposed Cllr Harwood, seconded Cllr Sanford – all in favour.

WC078 14/15 To consider and agree general maintenance for trees owned by FTC
Following discussion as to the location. It was **RESOLVED** to agree to maintaining any trees under the control of FTC. Proposed Cllr Harwood, seconded Cllr Bowen – all in favour. **ACTION: Clerk to establish at what intervals trees should be maintained and to contact Glos. Highways regarding maintenance of trees under their control.**

Cllr Mumford left the room.

WC079 14/15 To agree 1st payment for tree/hedge maintenance at St. Mary's Drive
It was **RESOLVED** to agree 1st payment for tree/hedge maintenance at St. Mary's Drive. Proposed Cllr Boulton, seconded Cllr Bowen – all in favour.

Cllr Mumford returned

WC080 14/15 To consider and agree potential additional funding required for car park
Cllr Boulton reported that resurfacing is progressing steadily. Additional paving is required as a result of many blocks being unsuitable for re-use. It was **RESOLVED** to agree potential additional funding for the car park. Proposed Cllr Sanford, seconded Cllr Bowen – all in favour.

WC081 14/15 To consider items the Chair considers urgent
A job description for the Groundsman has been completed. Discussion took place regarding possible organisations/contractors that could be contacted regarding carrying out certain tasks, which the current Groundsman is relinquishing. It was also agreed that an advertisement should be placed in the newsletter and in Ripples for a part-time Groundsman/Handyman to work alongside our current Groundsman.
ACTION: Clerk to contact: Farmors School, Ubico and other local contractors and to place an advertisement when all the details have been confirmed.

WC082 14/15 Date of next meeting 23rd September 2014

.....Chairman

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