

**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING  
HELD ON TUESDAY 25<sup>th</sup> November 2014**

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

**In attendance:** Vanessa Lawrence (Clerk), Roz Capps (Assistant Clerk), Cllr Hing

**WC117 14/15 To note apologies**

Apologies were received from Cllr Winney

**WC118 14/15 To confirm the minutes of the Works and Community Committee meeting held on the 28<sup>th</sup> October 2014**

It was **RESOLVED** to confirm the minutes of the Works & Community committee meeting held on the 28<sup>th</sup> October as a true and accurate record of the proceedings. Proposed Cllr Harwood, seconded Cllr Mumford – 4 in favour, 1 abstention

Cllrs agreed to bring forward Item WC126 to allow Cllr Hing the opportunity of speaking on this matter. Proposed Cllr Mumford, seconded Cllr Bowen – all in favour.

**WC126 14/15 To consider and agree responsibility for Memorandum of Understanding for 4 x 4 responders for (e-mailed 19/11/14)**

Cllr Hing explained the background to this request and asked that the Committee recommend to Full Council that responsibility should fall to FEAG and therefore the Memorandum of Understanding is duly signed by the Chairman of FEAG. Following discussion it was agreed to recommend to Full Council that the Memorandum of Understanding is signed by FEAG. Proposed Cllr Mumford, seconded Cllr Bowen – all in favour.

**WC119 14/15 Matters Arising**

- **Victory Villas, London Road** – The Clerk reported on an onsite meeting held with members of the Council, and representatives from Glos. Highways & Bromford housing. The meeting was to look at ways of improving parking at Victory Villas and making good the verge.
- **AED(defibrillator) –Horcott** – the Clerk reported that the AED for Horcott is due to be fitted on the wall of the Youth Football Club building.
- **Christmas Market – rota (e-mailed)** – The Clerk advised the Committee that Cllrs have come forward to help with the Christmas Market. Posters advertising the event will be erected at the entrances to Fairford and in shop windows.
- **Leafield Road** – Cllr Roberts and Mumford reported on the outcome of the meeting held recently with the head teachers of both Farmors and the Primary School regarding the traffic problems on Leafield Road. The Clerk was asked to arrange another meeting with the head teacher of the Primary school , Christine Blackwell and Tim Middleton. **ACTION: Clerk to arrange a meeting.**
- **Letter to Mr. Hodgkinson – re. Post Office.** – Cllr Harwood reported that he had been contacted by Mr. Hodgkinson.

- **List of topics for discussion at forthcoming meeting with The ECT - 2<sup>nd</sup> December** – Cllr Mumford is due to meet with The ECT and topics for discussion were put forward.

It was agreed to take Item WC124 together with WC120 - All in favour

**WC120 14/15 To consider the most recent payments & receipts figures.**

The payments & receipts were considered with no comment.

**WC124 14/15 To consider request from the Finance Committee for justification of budget figures for Nominal codes 4190(£3k), 4191(£1500) and 4196(£2000).**

Members of the W & C Committee have been asked by the Finance Committee to justify their 2015/16 budget requests in three categories.

Festive Market & Other Events – Cllrs agreed that the request for £3k was not an increase in the figures requested for 2014/15. It was felt that the Festive Market and other events, such as the two continental markets, brought business into the town and should be promoted. Funds were required in to fund all the events and any other events that might be requested.

Town Crier – It was felt that £1.5k for this should be agreed to accommodate any events that the Town Crier might attend in 2015/16, and this amount would then be reviewed for 2016/17.

Christmas Lights – Members felt that £2k is required to cover the extra costs that we now have to pay for Licences, the installation and removal of the Xmas Lights, Cherry Picker etc. It was also agreed that we would need to fund an extra electricity box to prevent any overload.

**WC121 14/15 Playing Fields**

**To consider and agree inspection rota December/January 2014**

The following playground inspection rota was agreed as follows:

**5<sup>th</sup> – 8<sup>th</sup> December** – Cllr Boulton

**12<sup>th</sup> – 15<sup>th</sup> December** – Cllr Sanford

**19<sup>th</sup> – 22<sup>nd</sup> December** – Cllr Boulton

**26<sup>th</sup> – 29<sup>th</sup> December**- Cllr Bowen

**2<sup>nd</sup> – 5<sup>th</sup> January 2015**- Cllr Mumford

**WC122 14/15 To consider and agree to replace existing CCTV camera, with two new higher resolution cameras for the Walnut Tree Field. (£1700 + VAT).**

Following debate as a result of the information received from the supplier prior to this meeting, on the best solution for improving the coverage and quality of the CCTV images, Cllrs agreed to recommend to Full Council that the current camera should be replaced with a new better resolution camera and to add a new camera to cover the right hand side of the play area . Proposed Cllr Harwood, seconded Cllr Bowen – all in favour. **ACTION: Clerk to add this item to the Agenda for the next Full Council meeting.**

**WC123 14/15 To consider and agree location for new slide in the Walnut Tree Field**

Cllrs considered the location and agreed that it should be placed between the witches hat and the swinging basket. Rubber matting should be laid around the slide. The Clerk said that she would find out if we had any matting left from previous installations. **ACTION: Clerk to contact L. Webb with the agreed location and to arrange for matting to be laid.**

**WC124 14/15 To consider request from the Finance Committee for justification of budget figures for Nominal codes 4190(£3k), 4191(£1500)and 4196(£2000)**

See above.

**WC125 14/15 To consider and agree to reduce cost of Fairford & Lechlade Walks book**

- **Fairford & Lechlade Walks Books** – The Clerk reported that Lechlade are prepared to lower the cost of the Fairford & Lechlade Walks Book and wanted agreement from FTC to lower the cost to £3. Cllrs agreed the cost. **ACTION: Clerk to contact Lechlade T.C.** Debate took place on how best to market the book and it was suggested that contact should be made with the Ramblers Assoc., St. Mary's Church and Walkers are Welcome. **ACTION: The Clerk to contact various groups.**

**WC126 14/15 To consider and agree responsibility for Memorandum of Understanding for 4 x 4 responders for (e-mailed 19/11/14)**

See above.

**WC127 14/15 To consider and agree reply to Jo-Anne Leigh's e-mail of 5<sup>th</sup> Nov – forwarded 6/11/14 – WILD Education.**

It was agreed to contact Ms Leigh to seek clarification on her request and to ask if she could attend a meeting to explain further. **ACTION: Clerk to contact Ms. Leigh.**

**WC128 14/15 To consider reducing the size or removing the island in the market place car park**

Following discussion on the reason for this item, i.e. that the island is not user friendly, people using mobility equipment cannot access the island from the post office as there is no dropped kerb, also the shape of the island does not permit easy access to the car park, especially if cars are parked close to the post office. The Clerk was asked to obtain costs for reducing the size of the island and adding dropped kerbs. **ACTION: Clerk to contact Glos. Highways.**

**WC129 14/15 Date of next meeting 23<sup>rd</sup> December 2014**

.....Chairman

.....2015