

**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING  
HELD ON TUESDAY 27<sup>th</sup> JANUARY 2015**

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

**In attendance:** Roz Capps (Assistant Clerk), Jenny Phelps

**WC130 14/15 To note apologies**

Apologies were received from Cllr Winney

**WC131 14/15 To confirm the minutes of the Works and Community Committee meeting held on the 25<sup>th</sup> November 2014**

It was **RESOLVED** to confirm the minutes of the Works & Community committee meeting held on the 25<sup>th</sup> November as a true and accurate record of the proceedings. Proposed Cllr Harwood, seconded Cllr Bowen – all in favour

It was agreed to hear the presentation from Jenny Phelps (WILD project)

The Committee received a brief presentation about the WILD Project (Water with Integrated Local Delivery). They are creating a more formal database of watercourses and associated issues which are likely to affect flooding in the area, with funding from the Environment Agency amongst others. Jenny will send more information which can be put to Full Council in February.

**ACTION: Clerk to add to February Full Council Agenda for discussion.**

**WC132 14/15 Matters arising**

- **AED (defibrillator) – installed at the Youth Football Club** – the AED has been installed and is up and running.
- **Update on allotments** - Kevin Haynes from Bloor Homes has been in touch. Assuming they stick to the current build schedule, the allotments should be ready in September. Prior to that date, FTC will be invited to view the allotments and also the legal transfer of the land will be completed.  
**ACTION: Clerk to contact Bloor to request that they include a trough (that drains) in the plans for the allotment users to fill watering cans from.**
- **Response from Gladman re. burial ground** – Our request for a piece of land has been rejected by the land owner.  
**ACTION: Clerk to contact the owner of the adjacent land to ask if he would consider allowing FTC to use it as a burial ground.**
- **Update on Mill Lane footpath** – work is due to commence on 9<sup>th</sup> Feb and should take approx 6 weeks. ECT and the tenant farmer are meeting with the contractor on 3<sup>rd</sup> Feb.
- **Update on road repairs** – Park Street is due to be closed in early March for resurfacing.  
**ACTION: Clerk to check that no interim remedial work is to be carried out as it would be a waste of resources.**

The Junction of High Street/London Street is due to be closed in April for water main repairs. The official diversion route takes traffic away from Fairford. However it can be assumed that local traffic will use Mill Lane.

**ACTION: Clerk to contact Glos Highways to ask if temporary traffic lights could be installed on Mill Lane for this time to alleviate traffic congestion on that road.**

- **Update on French & Italian Markets** – French Market has no weekend dates available in 2015, and cannot give us dates in 2016 at this time. We are waiting for confirmation from the Italian Market regarding dates.
- **Update on off-site Highways works (part of Bloor Homes UU)** – Andy Jenner at ClarkeBond is preparing a submission to GCC for the crossing at the top of the High Street and the improvements to the junction of Milton Street & Coronation Street. The application should be ready for submission in February 2015.
- **Update on CCTV in the WTF** – this was deferred by Full Council until February awaiting further information.  
**ACTION: Clerk to write a more detailed recommendation for consideration by Full Council in February**
- **Update on CCTV in the Car Park** – since the introduction of the boulders and the lighting being fixed, there have been no more reports of anti-social behaviour in the car park. The Committee agreed to defer this item until April, unless there is an increase in reports of anti-social behaviour in the car park.
- **Update on Walks Books** – the Clerk contacted Walkers are Welcome to be told that Fairford is no longer a member.  
**ACTION: Clerk to find out why Fairford is no longer a member and establish if it is worth rejoining.**  
**Clerk to contact Cirencester Ramblers to ask if the book can be publicised on their website**  
Cllr Roberts reported that she had been in discussion with Coln Stores and they are happy to sell the books for us.  
**ACTION: Clerk to take 10 copies to the shop for them to sell, priced at £3.00.**
- **Update on WILD Education** - see above
- **Update on reducing or removing the island in the Market Place** – after discussion it was agreed to approach Cllr Theodoulou to ask if he has funding available to enable FTC to put dropped kerbs on the island in order to make it more accessible and useful as a refuge for people crossing.  
**ACTION: Clerk to contact Cllr Theodoulou and also contact Glos Highways to ask what permissions need to be in place for the work to be carried out.**

**WC133 14/15 To consider the most recent payments & receipts figures.**

Noted - Figures as at January Full Council.

**WC134 14/15 Playing Fields**

**To consider and agree inspection rota February/March**

**31<sup>st</sup> Jan – 1<sup>st</sup> Feb – Cllr Bowen**

**6<sup>th</sup> – 8<sup>th</sup> Feb – Cllr Boulton**

**13<sup>th</sup> – 15<sup>th</sup> Feb – Cllr Harwood**

**20<sup>th</sup> – 22<sup>nd</sup> Feb – Cllr Sanford**

27<sup>th</sup> Feb – 1<sup>st</sup> March – Cllr Mumford

**WC135 14/15 To consider and agree quotation for installing slide in the WTF**

Two quotes have been received. The Committee agreed that once the 3<sup>rd</sup> quote has been received, a decision to appoint the contractor can be made by email. (Funds from 4201 playground facilities.)

**ACTION: Clerk to contact LR Engineering for a third quote and email out for a decision.**

**WC136 14/15 To consider outstanding repairs to WTF equipment**

Current outstanding issues are:

- Graffiti in the toddler house
- Broken hinge on the big dustbin
- Missing matting and hole under basket swing
- Entrance from the Croft needs addressing

**ACTION: Clerk to write a list of issues on the board in the office and get them fixed, either by asking Albert, Councillors, Farmor's School or getting contractors to do the work.**

**The list should be live and updated weekly as the checks are done.**

**WC137 14/15 To consider and agree further action on potential scooter / cycle path in Walnut Tree Field.**

The Committee agreed that a path that runs around the toddler area encompassing the spider and the bench behind the swings, with spur running to the entrance of the toddler area should be investigated. The surface should be the same as the basketball court.

**ACTION: Clerk to draw a plan and contact Greenfields and ask them to quote for the work.**

**WC138 14/15 To consider topics for discussion at the next meeting with ECT (scheduled for 4<sup>th</sup> March)**

- Scooter path in WFT
- Update on Mill Lane Footpath
- Resurfacing the entrance from the Croft into WTF
- Update on resurfacing the drive
- Update on FTC involvement with WILD project

**WC139 14/15 To consider request from the Primary School for assistance with various projects**

The Committee are still waiting for information from the Primary School as to what they want FTC help with.

**ACTION: Clerk to contact the school and also request a copy of their travel plan.**

**ACTION: Cllr Roberts to contact Richard Gray regarding the school crossing markings.**

**WC140 14/15 To note Police & Crime Commissioners planned visit to Fairford on 4<sup>th</sup> June 2015**

Noted. Cones will need to be put out in the Market Place in front of the bus shelter.

**WC141 14/15 To consider and agree purchasing a grit bin for The Plough**

The Committee agreed to purchase a 160l grit bin from Glasdon at a cost of £143.87. (Funds from 4305).

**ACTION: Clerk to order the bin.**

**WC142 14/15 To consider and agree purchasing a bespoke Christmas Tree stand and new post clamp for lamp post decoration.**

It was agreed to recommend to Full Council that the Christmas Tree Stand is purchased.

**ACTION: Clerk to write a recommendation sheet.**

It was agreed to purchase the lamp post clamp as quoted by LR Engineering (funds from 4196).

**ACTION: Clerk to place the order.**

**WC143 14/05 To consider and agree quotes for cutting the beech hedge in the burial ground and works to hedges and trees in the car park**

The Committee agreed to accept the quote from BGG as they had done the work previously and always to a high standard. (Funds from 4255 – churchyard, 4305 – car park).

**ACTION: Clerk to contact BGG**

**WC144 14/15 To consider and agree to pay for the installation of the interpretation boards.**

The Committee agreed to accept the quote from Aark to install the boards. (Funds from 4315).

**ACTION: Clerk to contact Aark**

**WC145 14/15 To consider and agree Ripples articles**

- Community transport survey as emailed 23.01.15
- Update on Mill Lane footpath
- Forthcoming elections
- Grants awarded by FTC

The deadline for submission is Friday 13<sup>th</sup> February

**ACTION: Clerk to write up and circulate to Full Council for comment and amendments**

**WC146 14/15 To consider and agree linking aerial footage of Fairford to the FTC website**

The Committee agreed to put a link to the footage supplied by Mr Stevens once it is complete.

**ACTION: Clerk to contact Mr Stevens**

**WC147 14/15 To consider and agree the plan of action to form a Festive market working party.**

After discussion it was agreed that the administration of the market should be done by the Council office, and that the Clerks should get assistance from Councillors as and when required with regards to the admin.

More volunteer help is required on the day, and so Councillors and Clerks will contact willing volunteers closer to the time to enlist their help. A list of jobs will be circulated and people assigned to tasks. The idea of offering a meal or a drink at a local restaurant to volunteers as a thank you was mooted and will be brought back to the Committee at a later date.

It was agreed that, as the format of the market will remain essentially the same, the formation of a formal working party is not necessary at this time.

A slightly larger stage would be an asset, and the Committee asked the Clerk to look into finding one for hire.

**ACTION: Clerk to look for staging vehicle and report back to Committee at a later date.**

**WC148 14/15 Items the Chairman considers urgent**

An email was received regarding the allocation of the charity stall at the Wednesday market. It was agreed that the email should be sent to the market operator for reply.

**ACTION: Clerk to forward email to the market operator.**

**WC149 14/15 Date of next meeting – 24<sup>th</sup> February 2015**

.....Chairman

.....2015