

**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING
HELD ON TUESDAY 28th JULY 2015**

Present: Cllr Sanford Cllr Boulton Cllr Bowen
 Cllr Rao Cllr Roberts Cllr Hing (Part)

In attendance: Roz Capps (Clerk)

WC028 15/16 To elect a Chairman

It was **RESOLVED** to elect Cllr Boulton as Chairman. Proposed Cllr Bowen, seconded Cllr Rao – all in favour.

WC029 15/16 To note apologies

Apologies were received from **Cllr Fenby**

WC030 15/16 To confirm the minutes of the Works and Community Meetings held on the 23rd June 2015

It was **RESOLVED** to confirm the minutes of the W & C meetings held on the 23rd June 2015, as a true and accurate record of the proceedings. Proposed Cllr Bowen, seconded Cllr Roberts – all in favour.

WC031 15/16 Matters arising

- **Update on white lines etc.** – Lines have been completed at the Primary School, on Mill Lane/Coronation St Junction and on the High Street.
ACTION: Clerk to chase Amey regarding lines on Horcott Road outside CHS.
- **Update on meeting date regarding Victory Villas.** A meeting has been arranged for 7th September at 10.00am. Cllrs Roberts & Boulton to attend.
- **Update on Mill Lane highways improvement.** After a meeting with Glos Highways, it was agreed to take no further action.
- **Update on Mill Lane footpath.** Greenfields will be completing the works shortly.
- **Update on Xmas lights.** Replacement white string lights for the small trees have been ordered.

WC032 15/16 To consider the most recent payments & receipts figures (July). Received.

ACTION: Clerk to contact Glos Highways regarding the grant for footpath works.

WC033 15/16 Playing Fields

To consider and agree inspection rota August

31st July – 3rd August – Janet

7th – 10th – Steve

14th – 17th – Steve

21st – 24th – Jennie

28th – 31st - Rob

WC034 15/16 To consider and agree the purchase and installation of additional cycle stands in the Market Place and top of High Street

It was resolved to apply for the free cycle stands and fund their installation. Glos Highways have given consent for the stands to be installed outside the Post Office and at the top of the High Street.

ACTION: Clerk to apply for the free stand.

ACTION: Clerk to ascertain if permission would be granted to site the stands outside Lloyds Bank.

- WC035 15/16** To receive information regarding the weight restriction in Latton. Information received.
ACTION: Clerk to contact Cllr Theodoulou to find out why Gloucestershire CC wasn't consulted.
- WC036 15/16** To consider and agree removing/reducing the tree in the Council Yard
It was resolved to apply for permission from CDC to remove the tree (a self-seeded Ash) in the Council yard.
ACTION: Clerk to complete application form and submit it.
- WC037 15/16** To consider and agree accepting a quote for repairing the church path
Maintenance of the church path from the High Street to the main door is the responsibility of FTC. The path is uneven and several of the slabs are broken and are a trip hazard. Also walking sticks get stuck the gaps between the slabs where the mortar has eroded. The following quotes have been received:
Aark: To rake out and repoint the pathway - £885 (does not include replacing slabs)
SP Building & Property Maintenance – replacing and repairing the broken slabs and repointing the path - £1300 (including materials & labour)
John Maunder – would do the work, but couldn't say how long it would take and therefore couldn't quote a figure.
It was deemed that insufficient information was available for a decision to be made.
ACTION: Clerk to contact Aark for a quote to replace the broken slabs.
ACTION: Cllr Sanford to contact Mark Higgs for a quote
ACTION; Clerk to contact John maunder for a more accurate quote.
ACTION: Clerk to add to August Agenda.
- WC038 15/16** To retrospectively agree recommendation for replacement zip wire.
Proposed Cllr Boulton, seconded Cllr Bowen. All in Favour.
The Ernest Cook Trust has given permission for the works to go ahead. LR Engineering have been given the go-ahead.
- WC039 15/16** To consider and agree paying the remaining £1562.50 owed to Farmor's re. grass cutting 2014/15 SLA.
Proposed Cllr Boulton, seconded Cllr Rao. All in favour.
- WC040 15/16** To note that Mr John Clark has volunteered to assist Mr Flatman in the churchyard and burial ground. Noted
- WC041 15/16** To consider and agree next steps for youth provision.
Young Gloucester (YG) has not sent through the information requested regarding a drat contract etc, so no decision could be made.
ACTION: Clerk to chase YG for the information
ACTION: Clerk to add to Full Council Agenda in August.
- WC042 15/16** To consider and agree to install power points on the lampposts outside the church yard and to purchase illuminations to display on them.
Only one of the street lights outside the church is suitable for an illumination to be installed. The other would need to be replaced before deemed strong enough for an illumination to be installed. It would cost £200 for the socket to be fitted, or £800 for a new lamppost with a socket. The Committee agreed to ask the Finance Committee for additional funds to replace the lamp post.
ACTION: Clerk to add request to September Finance Committee Agenda.
The Committee also discussed alternatives including using the green and red lights in the trees in the churchyard.
ACTION: Clerk to contact Rev. Symcox to ask for permission to put the coloured lights in the trees in the churchyard.

WC043 15/16 To consider and agree list of street cleaning projects to request funding from District Cllrs for.

There are several street signs (Bettertons Close, Churchill Place, Crabtree Park) that require cleaning and the alley way from A417 to Back Lane by Londis requires a clean.

ACTION: Clerk to find out if sign cleaning can be carried out under this scheme.

ACTION: Clerk to add to Full Council Agenda for further ideas.

WC044 15/16 To consider and agree quotations to have the trees in the Croft lifted and the lime tree in St Mary's Drive lifted.

The trees in the Croft are growing right across the road and weeping very low so making it difficult for larger vehicles to get through. The trees need reducing urgently, and would benefit from being pollarded in the winter. Glos Highways will not pay for the work to be done as they don't have the budget and do not consider the trees to be dangerous.

Fairford Tree Services Crown lifting three trees in the Croft - £900

Fairford Tree Services Crown lifting Lime tree in St Mary's Drive - £80.00

It was resolved to contract the work to Fairford Tree Services. Proposed Cllr Bowen, seconded Cllr Boulton, all in favour.

ACTION: Clerk to apply for permission from CDC

ACTION: Clerk to engage Fairford Tree Services.

WC045 15/16 to consider and agree supplier for badges.

At Full Council in July, Cllr Sanford mooted the idea of Councillors having badges that could be worn at public events or external meetings. Council were broadly supportive of the idea.

Badges can easily be sourced online. Companies seem to offer either a service whereby you either pay an initial fee to set up a template with a logo etc. and then add names, or each badge is done individually. Prices vary wildly depending on the quantity required and the fixings preferred.

The Committee agreed to accept the cheapest quote and go ahead and order the badges.

ACTION: Clerk to order the badges from Name Badge International once the new hi-res logo have been agreed.

It was agreed to take item WC048 out of turn.

WC048 15/16 To consider and agree commissioning a high resolution digital image of the FTC logo.

FTC currently only has a low-res digital image of the Council logo. It is adequate for an email signature, but gives a poor quality image when used in print, or online.

Recently the FTC logo has been requested by outside organisations, such as the EA for inclusion on promotional/information boards, and the low res image supplied has not been of sufficient quality. Given the number of projects that the Council is either already part of, or proposing e.g. the NDP, Facebook site, badges/business cards etc. it would seem reasonable to invest in a high res image.

A high res image could be used by the council for promotional material, stationery, badges, web presence etc. and would last a lifetime!

The proposal is not to redesign the logo, but to commission the current logo to be redrawn and presented in various digital formats.

Quotes:

Company	Ex Vat price
Blumango Creative	£375
Daniel Duhig Design	£160
CDC	£130.60
Peppermint Solutions	£120

It was agreed to award the contract to CDC, as, although not the cheapest, they are known to the Council and have done excellent work in the past.

ACTION: Clerk to contact CDC.

WC046 15/16 To consider and agree response to email from a resident regarding parking restrictions.

The Committee considered the email, and the response received from Gloucestershire Highways. The Committee has every sympathy with the situation the residents is in, however the council is not going to re-consult on the issue, and the suggestion that a resident permit is introduced as a one off is not feasible. The Committee recognises that the current situation is a compromise for residents, business, and visitors alike, however a resident parking permit is no guarantee of a parking space.

ACTION: Clerk to reply to resident.

WC047 15/16 To consider and agree request for funding from Farmors School for 6th Formers Record of Achievement.

The Committee is broadly in favour of granting the £500 requested, however it is a decision that has to be made at the Finance Committee meeting in September.

ACTION: Clerk to add to Finance Committee Agenda

ACTION: Clerk to email Sue Dorey to let her know how her request is being dealt with.

WC048 15/16 To consider and agree commissioning a high resolution digital image of the FTC logo. – See above.

WC049 15/16 To consider and agree the way forward regarding engaging a contractor to carry out grounds maintenance

After discussion it was agreed to get quotes from contractors to carry out the duties listed on the current job spec.

ACTION: Clerk to contact local contractors and bring it back to the Committee for further discussion in August.

WC050 15/16 Items the Chairman considers urgent.

When Albert does retire, the Council must ensure that he is recognised for all his years of hard work.

WC051 15/16 Date of next meeting – 25th August 2015.

.....Chairman

.....2015