

**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING  
HELD ON TUESDAY 22<sup>nd</sup> September 2015**

**Present:** Cllr Hing                      Cllr Bowen  
              Cllr Fenby                      Cllr Boulton

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

**WC074 15/16 To note apologies**

Apologies were received from Cllr Rao, Cllr Sanford and Cllr Roberts

**WC075 15/16 To confirm the minutes of the Works and Community Meeting held on the 25<sup>th</sup> August 2015**

It was **RESOLVED** to confirm the minutes of the Works & Community meeting are a true and accurate record of the proceedings. Proposed Cllr Bowen, seconded Cllr Fenby – all in favour.

**WC076 15/16 Matters arising**

- **Trees in the Croft – work completed on crown lifting trees in The Croft –** The Clerk reported that an invoice has been sent to Glos. Highways for reimbursement of costs for this work. She will chase this payment accordingly.
- **Overhanging shrubs & trees –** The Clerk reported that a majority of those homes contacted regarding overhanging shrubs/trees have carried out work to rectify the problem. Cllr Fenby suggested putting something in either the newsletter or Ripples to thank all those that have carried out this work.
- **Allotments –** The Clerk reported that Bloor Homes will not now be releasing the grow plots until the Spring. Land is still be sought for allotment usage. Cllr Boulton has approached the ECT with suggested sites.
- **Great Western Ambulance Clothing Bank –** The Clerk reported that following the last meeting, she inspected the area outside the Fire Station, but unfortunately there is no room there to accommodate another clothes bank for the Ambulance Service.
- **CCTV – Market Place –** It was agreed to defer this item until information has been received regarding an audit of the CCTV equipment and quality of image. Cllr Dallow to advise and the Clerk to chase up further information from current suppliers.
- **Verge at Victory Villas – London Road -**
- **Verge on London Road next to Victory Villas Verge –** These two items were taken together – Cllr Boulton reported that we are still waiting for quotes for works to the verge along London Road. It was suggested that alternative contractors to AMEY are contacted to obtain quotes for carrying out works to the top part of the verge near Manor Close.
- **Additional street furniture –** The Clerk reported that an audit is to be carried out, when time allows.
- **Update on change of road name from ‘Tomlinson Close’ to ‘Thomlinson Close’ –** The Clerk reported that CDC have agreed to change the street name on the new estate from Tomlinson Close to Thomlinson Close as originally requested.

**ACTION: The Clerk to chase GCC for payment for tree works**  
**ACTION: The Clerk to include a paragraph into the next Ripples magazine thanking residents who have cut back overhanging vegetation.**  
**ACTION: The Clerk to contact the Ambulance Service to advise.**  
**ACTION: Cllr Dallow to advise on CCTV auditing and the Clerk to contact the current supplier for further information.**  
**ACTION: The Clerk to contact alternative contractors for quotes for works to the verge opposite Manor Close**

**WC077 15/16 To consider the most recent payments & receipts figures (August)**  
 The recent payments and receipts were considered without comment.

**WC078 15/16 Playing Fields**  
 To consider and agree quotes for picnic table/s in Walnut Tree Field – Following debate it was **RESOLVED** to order the ‘special offer’ for picnic tables, to be placed in the Walnut Tree Field. The cost to be contained within the budget. Proposed Cllr Hing, seconded Cllr Fenby – all in favour

**ACTION: The Clerk to contact supplier to place an order.**

**WC079 15/16 To consider and agree accepting a quote for repairing the church path.**  
 The Clerk reported that 3 quotes have now been received for works to improve the church path. Following debate it was **RESOLVED** to accept the quote from Green Attitude. Proposed Cllr Fenby, seconded Cllr Hing – all in favour.

**ACTION: Clerks to contact Green Attitude**

**WC080 15/16 To consider and agree the way forward regarding engaging a contractor to carry out grounds maintenance.**  
 The Clerk reported that information from UBICO was still awaited with regard to them being able to carry out general works in Fairford. It was **RESOLVED** recommend to Full Council, to agree, in principal, to allow UBICO to carry out general maintenance works in Fairford, subject to a satisfactory quote. Proposed Cllr Hing, seconded Cllr Boulton – All in favour. **POST-MEETING NOTE: UBICO are unable to carry out work as required.**

**ACTION: The Clerk to add this item to the Agenda for the next Full Council meeting.**

**WC081 15/16 To consider and agree issues relating to Tree Maintenance for trees under the control of FTC.**  
 It was agreed to defer this item to a future meeting, to allow an audit of trees, numbers and species, to be completed.

**ACTION: Audit of trees to be carried out.**

**WC082 15/16 To consider and agree installation of dog/rubbish bins for the new housing estate.**  
The Clerk reported that she had been in contact with Bloor Homes regarding the placement of bins on the new estate, and they have sent a map showing only 2 bins, both on the Milking path. The Clerk was asked to speak to Cllr Rao, who lives on the Estate and who had brought this to the attention of the Council, for more information as to residents requirements.

**ACTION: The Clerk to contact Cllr Rao**

**WC083 15/16 To consider and agree to reinstate notice board in Horcott.**  
Cllr Hing gave a background report on the reasons for installing a noticeboard in Horcott. Following debate it was **RESOLVED** to reinstate a noticeboard subject to size and price being acceptable. Proposed Cllr Boulton, seconded Cllr Bowen – all in favour.

**ACTION: The Clerk to obtain quotes for suitable noticeboard**

**WC084 15/16 To consider and agree a photographic competition (with prize)**  
It was **RESOLVED** to agree to hold a photographic competition. All in favour.

**ACTION: Tourism group to progress this event**

**WC085 15/16 To consider and agree installing more flower containers in the High Street and London Street – “Fairford in Bloom”.**  
It was agreed to defer this item to the next meeting, in Cllr Roberts absence.

**ACTION: The Clerk to add this item to the Agenda for the next W & C Committee meeting in October.**

**WC086 15/16 To consider and agree improvements to current ‘Welcome Pack’.**  
It was agreed to defer this item to the next meeting, in Cllr Roberts absence.

**ACTION: The Clerk to add this item to the Agenda for the next W & C Committee meeting in October.**

**WC087 15/16 To consider and agree request for £1000 to be held by our solicitor for legal costs for works to Highways at Coronation Street and Mill Lane (e-mailed 8/9/15)**  
The Clerk reported that money for this work has already been received from the developers. Following debate it was **RESOLVED** to agree to forward £1000 to the solicitor to be held by them to cover legal costs. Proposed Cllr Boulton, seconded Cllr Hing – all in favour.

**ACTION: The Clerk to forward £1000 to Davey Franklin**

**WC088 15/16 To consider and agree purchase of suitable heavy duty gazebo for Santa's Grotto**  
Following debate it was **RESOLVED** to recommend to the Finance Committee to purchase a suitable heavy duty gazebo for Santa's Grotto, to include an extra set of covers. All in favour.

**ACTION: The Clerk to add this item to the Agenda for the next Finance meeting.**

**WC089 15/16 To consider and agree the street entertainer for the Festive Market**  
It was **RESOLVED** to employ Jake Ensor as the street entertainer for the Festive Market. Proposed Cllr Boulton, seconded Cllr Bowen – all in favour

**ACTION: The Clerk to contact Jake Ensor**

**WC090 15/16 To consider and agree purchase of 20 small Christmas trees @ £12 each plus £20 delivery and time for volunteers to attach light strings week commencing 23<sup>rd</sup> December.**

It was **RESOLVED** to purchase 20 small Christmas trees. Cllr Bowen will contact some volunteers to help with putting the Christmas lights onto these trees. Proposed Cllr Boulton, seconded Cllr Fenby – all in favour.

**ACTION: The Clerk to order Christmas trees and Cllr Bowen to contact volunteers**

**WC091 15/16 To discuss matters relating to graffiti and vandalism (Cllr Rao)**  
In Cllr Rao's absence, it was agreed to defer this item to the next W & C Committee meeting.

**ACTION: The Clerk to add this item to the Agenda for the next W & C meeting.**

**WC092 15/16 To agree playground rota for October/November**

The following Cllrs will be undertaking the playground check as follows:

**9<sup>th</sup> – 12<sup>th</sup> October** – Cllr Boulton

**16<sup>th</sup> – 19<sup>th</sup> October** – Cllr Rao

**23<sup>rd</sup> – 26<sup>th</sup> October** – Cllr Sanford

**30<sup>th</sup> Oct – 2<sup>nd</sup> November** – Cllr Bowen

**WC093 15/16 To consider and agree attendance at Playground Inspection Course – 17<sup>th</sup> November – Lydiard House Conference Centre, Swindon**

Following debate it was **RESOLVED** that a member of the Committee should attend the above course. Proposed Cllr Boulton, seconded Cllr Fenby – all in favour. Cllr Boulton volunteered to attend. **POST- MEETING NOTE: The Swindon course is booked up and an alternative date has been received - 4<sup>th</sup> February 2016.**

**ACTION: The Clerk to complete booking form**

**WC094 15/16 To consider and agree attendance at GPFA AGM on the 10<sup>th</sup> October at Cheltenham Rugby Club**

Following debate it was agreed that a member of the Committee should attend. It was agreed to ask Cllr Sanford if she would attend upon her return from her holiday.

**ACTION: The Clerk to e-mail Cllr Sanford**

**WC095 15/16 To consider and agree 1<sup>st</sup> stage of budget setting for 2016/17.**

Cllrs considered all the categories covered by the W & C Committee and allocated funds as the 1<sup>st</sup> draft for consideration by the Finance Committee. The Clerk to circulate the figures to the Committee for approval and to add this to the Agenda for the next Finance meeting in November.

**ACTION: The Clerk to circulate suggested 1<sup>st</sup> draft figures for the W & C Committee Budget for 2016/17 and to add this to the Agenda for the next Finance meeting in November.**

**WC096 15/16 Items the Chairman considers urgent.**

- Following an incident on Dilly's Bridge recently, Cllrs felt that the slats on the bridge needed to be checked. The Clerk advised that a meeting is to be held soon with PROW and she would ask them to look at the bridge.
- Cllr Hing asked if Cllr McKinley could be asked to sit on the W & C Committee to allow him to step down.

**ACTION: The Clerk to speak to Mr. Barton of PROW and to ask David McKinley if he would sit on the W & C Committee.**

**WC097 15/16 Date of next meeting – 27<sup>th</sup> October 2015.**

.....Chairman

.....2015