

**MINUTES OF THE  
WORKS & COMMUNITY COMMITTEE MEETING  
HELD ON TUESDAY 27th October 2015**

**Present:**        **Cllr Boulton**                      **Cllr Roberts**                      **Cllr Rao**  
                         **Cllr Bowen**                              **Cllr Sanford**                      **Cllr Fenby**  
                         **Cllr McKinley**

In attendance: Vanessa Lawrence (Clerk), Roz Capps (Assistant Clerk), Cllr Winney, Cllr Lear

**WC098 15/16 To note apologies**

No apologies received – all present

**WC099 15/16 To confirm the minutes of the Works and Community Meeting held on the 22nd September 2015**

It was **RESOLVED** to confirm the Minutes of the Works & Community meeting held on the 22<sup>nd</sup> September are a true and accurate record of the meeting. Proposed Cllr Bowen, seconded Cllr McKinley - 4 in favour, 3 abstentions

**WC100 15/16 Matters arising**

- \* Church Path -
- \* Tree Audit -
- \* Photographic Competition (Cllr Roberts) – Cllr Roberts reported that the Tourism Group have agreed to go ahead with the photography competition and prize money has been donated. The cost incurred for printing digital prints for short listing will be advised. Following debate it was agreed to go ahead and to recommend to the Finance Committee to release funds for costs incurred.

<b>ACTION: Clerk to add recommendation to the Agenda of the Finance Committee</b>
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- \* Location of June Lewis-Jones memorial seat – Cllr Fenby reported that Mr Jones had requested that the memorial seat is placed in the Churchyard. Unfortunately, since this request was made Mr. Jones has also passed away. The Committee agreed that wording for the plaque should be discussed with Mr. Jones' family.
- \* Update on Bund & planting – London Road verge – the Clerk reported that there has been a holdup in starting work on the bund due to a misunderstanding relating to the provision of the topsoil. Arrangements have been made to collect the topsoil, which has delayed the start date. It was agreed to update residents via the Facebook page.

**WC101 15/16 To consider the most recent payments & receipts figures (September)**

The payments and receipts were considered with no comment

**WC102 15/16 Playing Fields**

The Clerk asked the Committee to consider the placement of an additional picnic table in the Walnut Tree Field. The Clerk will contact ECT to ask if they are happy for another picnic table be installed.

**ACTION: Clerk to contact ECT and to add this item to the Agenda of the next W & Committee.**

**WC103 15/16 To consider and agree the way forward regarding engaging a contractor to carry out grounds maintenance.**

Willow Gardening Contractors have agreed to carry out grounds maintenance for the town. This will be carried out once/twice a week and will ensure that the bins are put out for Monday collection. Cllr Sanford asked the Clerks to ensure that the contractor is aware that volunteers are available on Tuesdays to help with any work. It was **RESOLVED** to recommend to Full Council that we accept the contractors quote (£120 a month). It was also agreed to recommend to Full Council that a suitable thankyou to Albert for his years of service is agreed. Proposed Cllr Fenby, seconded Cllr McKinley - all in favour.

**ACTION: Clerk to add recommendation to Agenda for next Full Council meeting in November**

**WC104 15/16 To consider and agree installation of dog/rubbish bins for the new housing estate**

Cllr Rao advised the Committee that he and several of his neighbours have commented that there are no bins on the new housing estate. He explained that the problem with litter was particularly evident along the milking path. The Clerk said that she would contact Bloor Homes to establish if they could install some bins. Debate took place about the requirement for bins generally in the town, together with seats. Cllrs Roberts and Sanford recently undertook a survey of bins and seats in the Town and their recommendation is that bins are required at Vines Row, Cirencester Road and Marston Meysey junction, either end of the new Mill Lane path, Hatherop Lane and London Road junction, a total of 5 bins. Cllr Boulton reported that the farmer, farming Gassons field would only allow one bin to be situated close to the Memorial tree. Cllr Rao reported that the Bloor Homes plans show seats on the Estate, but at the present time, no seats have been installed. The Clerk advised that she would also ask Bloor Homes about seating on the estate. Following the audit of benches by Cllrs Roberts and Sanford, Cllr Roberts reported that seats could be placed by the bus stop on Cirencester Road, next to Yells Yard, in the alcove next to the Bull Tap, at the bus stop on Hatherop Road, near the fire station and Cllr Boulton advised that a request has been made for a seat outside the Post Office, a total of 4 seats.

**ACTION: Clerk to contact Bloor Homes to ask if litter bins could be installed on the estate and if they were planning to install seats.**

**WC105 15/16 To consider and agree notice boards for Palmer Hall and Horcott footpath(replacement) – see Recommendation sheet e-mailed 21/10/15**  
 Cllr Winney asked the Committee if arrangements could be made to collect the broken noticeboard in Horcott. Cllr Boulton said he would arrange this. It was **RESOLVED** to recommend that funds should be made available to purchase 2 noticeboards. Cllr Roberts asked if the noticeboard outside Mitchell & Sargent could be repaired or replaced and the Clerk reported that this has already been looked into and a quote received for replacement as it was deemed irreparable.

**WC106 15/16 To consider and agree recommendation to Finance Committee to pay for survey of Palmer Hall (£750)**  
 Following debate it was **RESOLVED** to recommend to the Finance Committee that FTC pay for a structural survey of the Palmer Hall, to enable the Council to consider funding for future refurbishment of the Hall, as Custodian Trustees. Cllr McKinley felt that the amount requested was too restricted and suggested that up to £1000 should be made available. Proposed Cllr McKinley, seconded Cllr Fenby - all in favour. The Clerk was asked to research ownership of the wall adjacent to the Palmer Hall.

**ACTION: Clerk to add recommendation to the Agenda of the next Finance meeting and to contact Land Registry to establish ownership of the wall adjacent to the Hall.**

**WC107 15/16 To consider and agree installing more flower containers in the High Street and London Street – “Fairford in Bloom”.**  
 Cllr Roberts reported on the current situation with installation of flower containers. The issue of watering of tubs was discussed, as this was proving difficult to implement. Some kind of incentives was discussed. No decision was made as more research is required. This item to be deferred to the next meeting.

**ACTION: Clerk to add this item to the Agenda of the next W & C Committee**

**WC108 15/16 To consider and agree improvements to current ‘Welcome Pack’.**  
 Cllr Roberts apologised that she has been unable to consider further improvements to the Welcome Pack. This item to be deferred to the next meeting of the W & C Committee.

**ACTION: Clerk to add this item to the Agenda of then next W & C Committee**

**WC109 15/16 To discuss matters relating to graffiti, litter and vandalism (Cllr Rao & Cllr McKinley)**  
 Cllr McKinley reported that he has been researching ways of improving community interaction for litter picking. He will be sending out details of the Keep Britain Campaign for the Committee to consider. Consideration was given to whether we could ask Jasmin Beech if she would be a litter champion, that we could use as an example for everyone to follow if the council decide to take on board the Keep Britain Tidy programme. A possible litterpick to be organised for the Spring. It was agreed to advertise this in the newsletter and in Ripples.

Cllr Rao reported that he has noticed graffiti at various locations in the town, namely the Skate Ramp, on seats at the Oxpens and at the Library. He wanted to know how to deal with getting this removed. The Clerk reported that the graffiti on the skate ramp has been removed. Cllr Boulton reported that the seating at the Oxpens was under the control of The Ernest Cook Trust, who would be informed. The Clerk also reported that graffiti at the Library will be reported to GCC. It was agreed to defer these items to the next W & C Committee.

**ACTION: Clerk to add these items to the Agenda for the next W & C Committee. Cllr McKinley to circulate information regarding Litter picking.**

**WC110 15/16 To agree playground rota for November**

**Cllrs agreed the following rota for November**

6th – 9th November - Cllr Rao  
 13th – 16th November - Cllr Boulton  
 20th – 23rd November – Cllr Bowen  
 27th – 30th November –Cllr Sanford

**WC111 15/16 To consider and agree renewing playground equipment**

A recommendation to replace the swings was made. Cllr Sanford suggested that rather than replace completely the current swings, new seats should be purchased for toddlers and a new swing kit installed for the older children. Following debate it was **RESOLVED** to obtain quotes for updating equipment in the Walnut Tree Field, to include a new swing and replacement swing seats, toddler equipment and other equipment. Proposed Cllr McKinley, seconded Cllr Bowen – all in favour. This item to be brought back to the Committee upon receipt of suitable quotes, for a final recommendation to be agreed and proposed to Full Council.

**WC112 15/16 Update on preparation for Christmas Market**

The Clerk updated the Committee on progress with preparations for the Festive Market.

**WC113 15/16 To consider Report from Cllr Roberts re: Public meeting to discuss traffic issues on Leafield Road by school campus.**

Cllr Roberts reported on a recent Public meeting held to discuss traffic issues on Leafield Road by the school campus. Items discussed were:-

- A 20mph speed limit -
- GCC replacement Lollipop person
- Speed bumps
- 2 parents have come forward to act as parent representatives at future meetings. They have agreed to help to support the Lollipop person
- Farmors re-routing buses. Timing of buses, parking in Park Street.
- Stopping parking at peak times
- Purchase of land for new parking for Primary school

- Zebra Crossing – GCC have reported that is not advisable as it leads to a false sense of security
- Pelican crossing – this would not be allowed as there is no evidence of any accidents in the last 5 years.

It was agreed that a recommendation should be made to Full Council that a 20mph speed limit is requested for Leaffield Road.

**ACTION: Clerk to add recommendation for request to GCC Highways for a 20mph speed limit for Leaffield Road**  
**ACTION: Clerk to add further proposals for consideration to the Agenda of the next W & C meeting.**

**WC114 15/16 To consider the placement of a suitable bin on Mill Lane path and at the WW1 tree memorial.**

Discussed above.

**WC115 15/16 To consider and agree request from Church Youth Club organiser (Thursday group) Chris Saunders, for a small grant (£150).**

It was **RESOLVED** to grant the Deanery Youth Club £150. Proposed Cllr Roberts, seconded Cllr Boulton – all in favour.

**ACTION: Clerk to contact South Cotswold Team Ministry to raise an invoice - £150**

**WC116 15/16 To consider and agree to ask PROW to add Bull Alley to the Definitive Map.**

The Clerk reported that Bull Alley appears to be owned by no one. Public Rights of Way are willing to take the alley and add it to the definitive map of footpaths, and they would therefore maintain the alley. Following debate it was **RESOLVED** to ask PROW to add Bull Alley to the Definitive Map.

**WC117 15/16 To consider and agree allotment fees.**

The Clerk advised the Committee of fees paid for allotments for several towns in the area. As the Town Council will hold the tenancy agreement for the grow patches at Bloor Homes, of which 10 will allocated by Bloor Homes to residents and the other 10 will be allocated to people on the FTC list of those waiting for allotments. Following debate it was **RESOLVED** to charge £25.00 per annum for the grow patches that will shortly be available on the Bloor Homes site. Proposed Cllr Roberts, seconded Cllr McKinley – all in favour.

**WC118 15/16 To consider and agree to purchase 2 Sheffield Bike Stands – approx. £60.00 and agree installation of all 4 bike stands for £375 + VAT.**

The Clerk reported that the two free bike stands are to be fitted at the top of the High Street. Further requests have been made for more bike stands to be installed near the Post Office. GCC have agreed to allow bike stands to be fitted at both locations. Following debate, It was **RESOLVED** to purchase 2 Sheffield bike stands at an approx. cost of £60 each. Proposed Cllr Fenby, seconded Cllr Boulton – all in favour. The contractor fitting the free stands has agreed to include the fitting of the extra stands at the same price.

**ACTION: Clerk to order 2 stands.**

**WC119 15/16 Items the Chairman considers urgent.**  
None

**WC120 15/16 Date of next meeting – 24th November 2015**

.....Chairman

.....2015