



## Fairford Town Council

### MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 25<sup>TH</sup> JULY 2017

- MEMBERSHIP:** Cllr Bowen  
Cllr Doherty  
Cllr McKinley  
Cllr Roberts
- Cllr Sanford  
Cllr Boulton (ex-officio)  
Cllr Dudley (ex-officio)
- Present:** Cllr McKinley  
Cllr Bowen  
Cllr Dudley
- Cllr Boulton  
Cllr Roberts  
Cllr Sanford
- In attendance:** Vanessa Lawrence, Roz Capps (Clerks), Cllr Hing (part), Norman Brown  
(Groundsman)?
- WC022 17/18** **Apologies for absence**  
Apologies received from Cllr Doherty
- WC023 17/18** **Declarations of Interest in Items on the Agenda**  
Cllr Roberts declared a personal interest in Item 033.
- WC024 17/18** **To approve the Minutes of the Works & Community Committee meeting held on 27<sup>th</sup> June 2017**  
It was **RESOLVED** to approve the Minutes of the Works & Community Committee meeting held on the 27<sup>th</sup> June 2017, as a true and accurate record of the proceedings. Proposed Cllr Boulton, seconded Cllr Roberts – 3 in favour, 2 abstentions.
- WC025 17/18** **Clerks' Report (circulated) & Chairman's comments.**
- The Clerk reported on the outcome of **ACTIONS** carried out from previous meetings and on issues that have arisen since the last meeting.
  - The Chair had circulated a report prior to this meeting.
  - Norman Brown – groundsman – reported on issues in the Walnut Tree Field with particular reference to the cutting back the long grass on the perimeter of the play ground area. He also made recommendations relating to the grass under the scale swing and the planting up of the tubs to be placed on the grass bund on London London.
- ACTION: Cllr Boulton to organise some compost for one tub to establish the quantity required for all the tubs.**
- WC026 17/18** **Review of finances**  
The finances for the Committee were considered with no comment.

**WC027 17/18** To agree to adjourn the meeting for Public Participation, if members of the public are present– there is a 5-minute time limit (if applicable)  
N/A

**WC028 17/18** To agree to reconvene the meeting following Public Participation (if applicable)  
N/A

**WC029 17/18** **Update on transport from surrounding villages to Wednesdays market.**  
The Clerk reported that a poster has been circulated to the Parish Clerks for the villages, for the new Wednesday bus service. Residents of those villages will be able to contact Community Connexions directly if they wish to book a seat. The Village Agent, Lynn Costello, has also been contacted.

**WC030 17/18** **Update on Project Brief regarding Wednesday market and agree next step**  
Following a meeting between the Chair and Cllr Roberts, the Chair is proposing that only urgent matters should be added to the next W & C meeting and that a workshop takes place to consider all elements for promoting and improving the market and all the facilities in the town, including branding. Cllr Roberts reported on information relating to branding.

**ACTION: Clerk to place urgent matters only on the next Agenda for W & C and to liaise with the Chair regarding a workshop**

**WC031 17/18** **To consider and agree additional cost for installation of defibrillators at Milton Street and Hatherop Road Fire Station.**  
Following discussion it was **RESOLVED** to approve the additional cost for the installation of the defibrillators to be allocated from the Street Furniture budget. Proposed Cllr Boulton, seconded Cllr Dudley – all in favour.

**ACTION: Clerk to order defibrillators and contact contractor to arrange date for installation.**

**WC032 17/18** **To consider letter received from a resident of Fairford re: improving the Skate Ramp and to agree the way forward (pending availability of youth representation)**  
Youth representation not available.

**WC033 17/18** **To consider and agree the next steps regarding issues with trees at St. Mary's Drive. Report e-mailed and trees on Cirencester Road.**

- Trees at St. Mary's Drive – The arboriculturalist and tree surgeon's report had been circulated and following discussion it was **RESOLVED** to cut down two Ash trees adjacent to 1 Park Close. Proposed Proposed Cllr Boulton, seconded Cllr Bowen – 3 in favour, 2 abstentions.
- It was **RESOLVED** to cut down 1 x Lime tree adjacent to 25 St Mary's Drive. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour.
- An update on the projected works for the removal of trees along Cirencester Road was considered only as this was a planning issue.

**ACTION: Clerk to contact the tree surgeon to arrange removal of trees.**

**WC034 17/18 To consider and agree the best way of auditing Fairford's trees, verges and street furniture.**

Cllr McKinley suggested various options for auditing but it was agreed that in the first instance the Groundsman should be asked if he would be prepared to carry out this extra work. It was also agreed that all the information received should be serialised and added to a full-scale map of the town. Cllr Harrison to be consulted to see if this could be done using Parish on Line mapping systems. Clerk to report back to the Committee.

**ACTION: Clerk to speak to Norman and Cllr Harrison.**

**WC035 17/18 To consider overnight parking in the Town Car Park**

It was agreed that this item should be considered along with the installation of a CCTV camera in the same location. The Clerk pointed out that a request for overnight parking would have to be made to the ECT and if CCTV was to be installed within the boundary of the car park, a similar request for its installation would have to be made. Following further debate it was agreed to obtain a quote for the installation of CCTV and to approach the ECT. The Clerk to report back to the Committee.

**ACTION: Clerk to contact ECT and VSM for a quote for CCTV camera**

**WC036 17/18 To consider and agree any works to lighting in the Town Car Park – quotes e-mailed 17/7/17**

Quotes have been received from SKANSKA in relation to repair work to the lights in the car park. Following debate the Committee concluded that Option 1 is the most affordable. It was therefore **RESOLVED** to recommend to the Finance Committee that funds should be allocated for replacement of SON Lantern and lamps for all the lights in the car park - £1089.02 + VAT. Every effort would be made to ensure that the new lamps would be installed in sync with the upgrade in CCTV coverage. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour.

**ACTION: Clerk to include recommendation to the Agenda of the Finance Committee meeting in August.**

**WC037 17/18 To review Fairford Street Plan**

Following discussion, it was agreed that the town map needs to be improved to include the new developments, walks and other items of interest. The Clerk was asked to contact Walkers are Welcome to see if they have any up to date plans that could be incorporated into a map. The Clerk asked Cllrs to consider the articles contained within the current Plan to see if any changes are required. This will be brought back to W & C Committee when updates and new plans have been completed, for approval.

**ACTION: Clerk to circulate Street Plan to Cllrs and to contact Walkers are Welcome and to add this item to an Agenda for the W & C Committee within the next few months**

**WC038 17/18 To consider and agree whether to install a drinking water fountain in the High Street**

Cllrs considered a request made for a drinking water fountain, but were unsure where this could be placed. As a suitable location could not be established, a vote was taken and it was **RESOLVED** not to install a drinking water found in the High Street. Proposed Cllr McKinley, seconded Cllr Boulton – 4 in favour, 1 abstention.

**WC039 17/18** To consider and agree to resurface under the scale swing in the WTF. Quotes e-mailed.

Cllrs were advised of the options for resurfacing under the scale swing and following discussion, it was **RESOLVED** to install the Ecomulch surface which had been recommended, subject to approval from the ECT. Proposed Cllr Boulton, seconded Cllr Bowen – all in favour. The Clerk to source this or similar product from various suppliers in order to obtain a better quote, if possible.

**ACTION: Clerk to contact the ECT and multiple suppliers**

**WC040 17/18** To consider and agree installation of dog poo bin along Milking Path – (Cllr Doherty)

Cllrs checked the map for the exact location and it was **RESOLVED** to install a dog bin at the specified point along the Milking path. Proposed Cllr Dudley, seconded Cllr Bowen – all in favour. The funds to be allocated from the Street Furniture budget.

**ACTION: Clerk to order bin**

**WC041 17/18** To consider and agree amendments to W & C functions and Terms of Reference.

Cllr McKinley detailed various amendments to this document and advised the Committee that the document in its current form was too lengthy and could be substantially reduced. It was agreed that Cllr McKinley would amend the document to a more user-friendly format in line with the guidance provided by the Procedures Committee. This to be considered at a future meeting – all in favour.

**ACTION: Cllr McKinley to amend document and circulate when completed**

**WC042 17/18** To consider and agree any actions to go forward

- Cllr McKinley confirmed suggestions from Norman Brown regarding tidying up the perimeter grass around the playground area should go forward
- Re-positioning seat opposite Pips Field development – to be added to the Agenda for the next W& C committee meeting.

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**ACTION: Clerk to add seat to Agenda for August agenda.**

There being no further business the meeting closed at 8.40pm

.....Chairman

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