

**MEMBERSHIP:**  
Cllr Boulton (ex-officio)  
Cllr Bowen  
Cllr Doherty  
Cllr McKinley  
Cllr Roberts  
Cllr Sanford

109 17/18



## Fairford Town Council

### MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 23<sup>RD</sup> JANUARY 2018

- Present:** Cllr McKinley Cllr Boulton  
Cllr Bowen Cllr Sanford  
Cllr Roberts Cllr Doherty
- In attendance:** Vanessa Lawrence, Roz Capps (Clerks)
- WC120 17/18 Apologies for absence**  
None received. All members present
- WC121 17/18 Declarations of Interest in Items on the Agenda**  
None received
- WC122 17/18 To approve the Minutes of the Works & Community Committee meeting held on 28<sup>th</sup> November 2017**  
It was **RESOLVED** to approve the Minutes of the Works & Community Committee meeting held on the 28<sup>th</sup> November 2017, as a true and accurate record of the proceedings. Proposed Cllr Sanford, seconded Cllr Bowen – all in favour.
- WC123 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
- WC124 17/18 To agree to reconvene the meeting following Public Participation (if applicable)**  
N/A
- WC125 17/18 Clerk's/ Chairman's/ Groundsman's Reports**  
No reports presented by the Clerk or the Groundsman. The Chairman wished to record his thanks to former Cllr Dudley, who has recently resigned from the Council, for his work and assistance with this Committee. The Chair also reported that 2018 will see many events this year such as Centenary of the RAF, 10<sup>th</sup> Anniversary of the Community Centre. The Town Council may be required to arrange or contribute to celebratory events.

- WC126 17/18 Update on Fairford Post Office – parcel collection service**  
The Deputy Clerk and Cllr Sanford reported that following a lengthy conversation with Royal Mail, a letter from the Fairford Post Mistress has been sent to confirm her commitment to providing a parcel service, if Royal Mail would re-consider allowing the service to be brought back to Fairford. We are currently awaiting a reply from Royal Mail. **NOTE: A reply has now been received from Royal Mail.**
- WC127 17/18 Update regarding failure of 1/2 lights in car park**  
The Clerk reported that Associated Electrical have inspected the lights and have discovered where the fault lies. Once this has been repaired, the installation of the CCTV camera in the car park can then be completed. The cost of repair is circa £120. Funding for the installation of the CCTV cameras to be taken from the Street furniture budget.
- WC128 17/18 Review of finances**  
Cllr Doherty reported that the final budget would be approved at the next Finance meeting in February. The final EMR figures to be checked and approved.
- WC129 17/18 To consider and agree re-allocation of underspent funds to include: -**
- i) Trees in the churchyard**  
It was agreed to remove this as monies have already been set aside for tree works in the current budget. The tree surgeon will be coming out in the next few weeks to check the trees and report on any trees that require attention. Trees will be checked regularly.
  - ii) Path in the churchyard –** It was agreed that this is a priority on the grounds of health & safety. PROW have been consulted and quotes are to be obtained for the path in the garden section of the churchyard and other paths in the churchyard.

<b>ACTION: Clerk to chase quotes.</b>
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- iii) Additional CCTV equipment**  
The Clerk has received a quote for the equipment required to maintain the CCTV system, which is currently running at full capacity. Quotes have also been received for the installation of further cameras at other locations in the town. Following debate, it was agreed to add this to the Project list on the 18/19 Business Plan. Cllr Doherty expressed his willingness to meet with the installers to discuss locations and the specification of the required new equipment. This to be formally agreed at the next W & C Committee meeting in February.

<b>ACTION: Clerk to add this item to the Agenda for the W&amp; C Committee meeting in February. To include the CCTV upgrade to the 18/19 Business Plan as a capital project and ensure that the business Plan has a suitable objective to include strategic infrastructure.</b>
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**WC130 17/18 To consider and agree to include agreed amount for Broadband upgrade to the EMR list.**

Following an explanation from Cllr Doherty it was agreed that whilst the amount had been agreed it had been omitted from the EMR list and should be included. It should also be included to the 18/19 Business Plan as a capital project. Cllrs agreed to include this accordingly.

**ACTION: Clerk to amend the EMR list and to include this to the Business Plan.**

**WALNUT TREE FIELD****WC131 17/18 To consider and agree promotion of youth shelter.**

Following debate it was **RESOLVED** to use social media, local news, radio, GPFA to promote the introduction of the youth shelter in the Walnut Tree Field. The aim was to promote the success of the Young Ambassador. The launch date is scheduled for 24<sup>th</sup> February 2018 – All in favour.

**ACTION: Clerk to contact local newspaper, local radio stations and GPFA.**

**EVENTS****WC132 17/18 Update on feedback from Festive Event 2017 and to agree any changes for 2018 Festive Event**

The Clerk reported on the positive feedback received from the Christmas Events. The Festive Market proved to be very well attended and the new layout was well received by the traders. We had increased numbers of traders. Improvements and additional equipment was considered as follows:

1. Additional cable covers (Health & Safety)
2. White cable ties
3. Electrician to look at ways of simultaneous switching on of lights.
4. Fairground Location
5. Possible extension of the market to include the top of the High Street.
6. Location of Santas Grotto
7. It was also agreed to talk to Cotswold Markets, our new market organiser, to discuss the layout. It was agreed that for 2018 the market should start earlier at 5.30pm, closing at 8.30pm.

Cllr Roberts reported that she had received comments about the new layout, that it was congested in the middle and was difficult for people with pushchairs to get around. Cllr Roberts suggested going back to the old layout and moving it further up the High Street. The Clerk also reported that she had received many positive comments about the new layout.

**ACTION: Clerk to order 10 more cable covers, white cable ties and to contact electrician. Purchases to be completed in this financial year. Market organiser to be contacted to discuss layout and times to be altered. Market to be added to future Agenda later in the year.**

**WC133 17/18 To consider and agree whether to continue subsidising Wednesday bus service with possible changes to route and frequency, following advice from Community Connexions, with a view to possible official registration of route.**

Following debate it was **RESOLVED** to continue to subsidise the bus for a further 6 months to August 2018, and to discontinue the northern route due to lack of passengers, but to increase the frequency for the southern route to once a week. It was felt that with the market being re-launched in April, this might encourage more people to come to Fairford. Proposed Cllr McKinley, seconded Cllr Sanford – all in favour. Cllr Sanford proposed that a further leaflet drop is required to advise residents in the villages of the changes.

**ACTION: Clerk to contact Community Connexions and to print flyers for a mail drop. Add the Wednesday Market bus service to the EMR and 18/19 Business Plan.**

**PROJECTS****WC134 17/18 To consider installation of permanent toilet block in WTF or reinstatement of Portaloo on permanent basis.**

Following debate it was **RESOLVED** to install a portaloo in the Walnut Tree Field from the end of March for 1 year, this to be reviewed in January 2019. The portaloo to be funded from the playground budget. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

**OTHER MATTERS****WC135 17/18 To consider and agree details of re-design for FTC website and branding**

The re-design of the website was discussed, with examples from the designer being presented for consideration. It was agreed that this should be put on hold until branding has been agreed, to enable all the ideas to be considered as a whole to enable uniformity. It was agreed to invite branding companies to quote for this work. This item to be deferred until we have sufficient information to present for branding.

**ACTION: Clerk to contact branding companies and to put website re-design on hold for a short time.**

**WC136 17/18 To consider and agree contract with Cotswold Markets for the running of the Wednesday Market.**

This could not be discussed as the final contract has not been finalised. Defer to next W& C Committee meeting.

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

**WC137 17/18 To consider and agree location of trees for planting**

It was agreed to defer this item to the February W & C Committee meeting, to allow time to decide on suitable locations.

**ACTION: Cllr Boulton and Norman Brown to consider locations.**

**WC138 17/18 To consider and agree design for tubs and any other floral decorations to commemorate RAF 100**

It was agreed that Red, White and Blue should be the colours used. Baskets to be hung around the town were also considered. This item to be deferred to allow time for the groundsman to look at a suitable design and for quotes to be obtained for baskets.

**ACTION: Clerk to consult with the Groundsman and to obtain quotes for flower baskets and other display options.**

**ANYTHING THE CHAIR CONSIDERS URGENT.**

None

.....Chairman

.....2018