



Fairford Town Council

MINUTES OF THE WORKS & COMMUNITY MEETING HELD ON THE 28TH FEBRUARY 2017

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

In attendance: Vanessa Lawrence & Roz Capps (Clerks), Cllr Hing

- WC154 16/17 Apologies for absence**
Apologies were received from Cllr Bowen, Cllr Dudley & Cllr McKinley
- WC155 16/17 Declarations of Interest in Items on the Agenda**
None received
- WC156 16/17 To approve the Minutes of the Works & Community meeting held on 24th January 2017**
It was **RESOLVED** to approve the Minutes of the Works & Community meeting held on the 24th January 2017, as a true and accurate record of the proceedings. Proposed Cllr Doherty, seconded Cllr Sanford – 3 in favour, 1 abstention
- WC157 16/17 Matters arising**
Meeting with Mike Barton – The Clerk reported that Mike Barton (PROW), attended a meeting recently where various matters relating to paths in the town were discussed. He will be looking at all the queries and will advise in due course.
Bins – Leaffield Road – The bins at Lovers Lane and Leaffield Rd/Queensfield have been installed.
Date of Litter Pick (Great British Spring Clean) – 8th April 2017 – This event will be published in The Ripples magazine, the newsletter and on the facebook page.
- WC158 16/17 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
- WC159 16/17 To agree to reconvene the meeting following Public Participation (if applicable)**
N/A
- WC160 16/17 Update on negotiations with Bromford Housing and GCC regarding Victory Villas, London Road.**
The Clerk reported on a recent meeting with representatives from Bromford Housing, GCC (Highways), and CDC (Conservation Officer), regarding the possible establishment of off-road parking at Victory Villas, London Road. Plans that were drawn up some years back, by Bromford, were considered again and it was agreed that these needed to be amended. Bromford will be re-drawing the plans and will be approaching the relevant department regarding funding for this project. They will be advising FTC as soon as they can.

ACTION: Clerk to chase Bromford
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WC161 16/17 Update on work on Hoggin Path and works to road surfacing – Bloor 2

The Clerk reported that work on the Hoggin Path (Bloor 2), is due to commence this week and we will be advised in due course of the extent of work required on the road surface between Bloor 1 & 2 on the A417.

WC162 16/17 Update on information regarding bus shelter – Market Place

The Clerk reported that she has been in touch with a company that installs ATM machines for various organisations. She has asked for a representative visit the site to establish whether it is viable to install a cash machine in the bus shelter in the market place, before taking this any further.

ACTION: Clerk to chase up Cardtronics

WC163 16/17 To consider and agree installation of K-barriers at Dillys Bridge

Cllr Boulton explained that Mrs Wells whose land is traversed by the PROW, is keen to stop bicycles from speeding along the path outside her house and would be happy to have barriers installed at either end of the path. Two possible styles of barriers are available and Mrs Wells is happy with the cheaper option which is not as cumbersome as the other option. Following debate it was **RESOLVED** to purchase two barriers, subject to PROW approval. Proposed Cllr Doherty, seconded Cllr Boulton – all in favour

ACTION: Clerk to contact Mike Barton – PROW and if order barriers if this cannot be done via PROW

WC164 16/17 To consider and agree website improvements

Cllr Doherty has been looking at ways of improving the website and has suggested that we establish what version of software is installed after which he will be able to see how best to improve the general appearance and ease of use.

ACTION: Clerk to contact Athena Web Design & Cllr Doherty to advise

It was agreed to bring forward Item No. 178 at this point. All in favour.

WC178 16/17 To consider and agree suggested FTC ICT Improvements

Cllr Doherty, whose field of expertise lies in ICT, has suggested that the systems currently in operation are below par and need to be upgraded. The computers used do not need to be replaced but upgraded and the screens used need to be bigger. He also pointed out that the security systems for the network needed to be improved as a matter of urgency. The Clerk asked if a budget of approx £2k was made available would this be adequate to carry out all the improvements. Cllr Doherty said that this would be more than adequate. It was also suggested that Office 365 might be cheaper to buy outright rather than to continue subscribing for this through a third party. The Clerk said that she would obtain a price for this software. It was agreed to make recommendation to the Finance Committee.

ACTION: Clerk to add this item to the Agenda for the Finance Committee and to obtain price for Office 365 software package

WC165 16/17 To consider and agree whether to upgrade the CCTV camera in the market place to NPR camera and to install a CCTV camera in the Mill Lane car park and to ask Skanska to replace lights in the Car Park as part of their ongoing replacement lighting scheme.

Cllr Doherty has been checking how best to improve the camera in the market place to enable capturing number plates. He will be contacting a specialist to obtain more information in order that the Committee can make a decision on whether to pursue an upgrade. It was agreed to defer this matter to the next W & C meeting.

ACTION: Clerk to add this matter to the Agenda for the next W & C meeting.

The Clerk reported that following notification from Skanska regarding upgrading all the streetlights to LED, she considered whether it would be worth consulting them regarding the vandalised lights in the car park and what the cost would be. Following debate, it was agreed to establish whether vandal proof lighting units exist and if so, whether they could be installed together with costs.

ACTION: Clerk to contact Skanska at GCC.

WC166 16/17 To consider and agree to purchase recycled wood effect notice boards, for Horcott Road, and new housing estates.

Following debate, it was **RESOLVED** to purchase 2 notice boards to be installed at Bloor 1 and Horcott Road. Proposed Cllr Roberts, seconded Cllr Boulton – all in favour.

ACTION: Clerk to obtain best quotes and place order

WC167 16/17 To consider and agree e-mail from CDC regarding commemoration of WW1

Following debate it was agreed to add an article in the next newsletter to establish what the Community would like to do for this commemoration.

ACTION: Article to be placed in the next Newsletter

WC168 16/17 To consider and agree reply to letter regarding seat at jct. Leaffield Rd/Queensfield.

Following debate it was **RESOLVED** that the Clerk should draft a reply to letter received, which will be circulated to the Committee for e-mail approval.

ACTION: Clerk to draft a reply

WC169 16/17 To consider and agree ordering seeds/bulbs for grass verge London Road.

Following debate it was agreed to speak to our Groundsman to seek advice on what to plant on the verge. It was agreed to plant in clumps rather than along the whole length of the verge, to allow grasscutting. It was agreed to defer this item to the next W & C meeting.

ACTION: Clerk to speak to the Groundsman and to add this item to the Agenda for the next W & C meeting.

WC170 16/17 To consider and agree Annual playground inspection and to select contractor.

The Committee considered the two companies who could carry out the ROSPA check and it was **RESOLVED** to remain with the company as last year. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

ACTION: Clerk to contact John Hicks & Associates.

WC171 16/17 To consider information relating to Natural Burial Grounds

The Clerk reported on information received from the Natural Death Centre. It was agreed that it would be prudent to try to obtain some feedback from the Community on their thoughts on this type of burial. The ECT should once again be approached and any other landowners to see if there is approx. 1.5 – 2 acres of land available that the Council could purchase. Cllr Sanford reported that she has been in touch the landowner of Jones' Field. The Clerk suggested that an article is placed in the next Newsletter asking for people's views and asking landowners to come forward with offers of any available land.

ACTION: Clerk to add article in the Newsletter

WC172 16/17 To consider and agree work on the water pipes in the Burial Ground to enable the supply to be used independently of the church.

Cllr Boulton explained that this was necessary work. It was **RESOLVED** to carry out work on the water pipe in the Burial Ground. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

WC173 16/17 To consider and agree to purchase 2 x dog bins for the Walnut Tree Field

Following debate it was agreed to install 1 dog bin on the verge next to The Croft entrance to the Walnut Tree Field. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour. The Clerk would contact Richard Gray (Glos. Highways), to seek permission and if approved, would order the bin.

ACTION: Clerk to contact Richard Gray and order bin if approved

WC174 16/17 To consider and agree to promote the WILD volunteering project – e-mailed information.

Following discussion, it was **RESOLVED** to advertise this on the website and in the Newsletter and include a link.

ACTION: Clerk to advertise this project

WC175 16/17 To consider and agree Risk Assessment of Burial Ground.

Cllr Boulton and the Clerk reported on the last risk assessment and the problems that arose from this. It was agreed that another Assessment was due, but the Clerk pointed out that there are differing opinions as to how and who could carry this out. More information is required and the Clerk was asked to research this further and to add this to the Agenda for the next W & C meeting.

ACTION: Clerk to research Risk Assessment of Burial Ground and to report back to the next W & C Committee.

WC176 16/17 To consider 'Community Right to buy/bid' under the General Power of Competence, for premises in Fairford.

Following debate it was agreed that more information is required on this subject and that this should be deferred to a briefing session with all Councillors.

ACTION: Clerk to obtain more information and to arrange a Briefing for all Councillors.

WC177 16/17 To consider Community broadband infrastructure

Cllr Doherty reported that Gigaclear has pulled out from providing faster broadband to areas of the Town that have not been provided with this by BT in their Phase 1 project, which includes the new housing developments. Phase 2 is on hold. Cllr Doherty asked if the Committee would consider the possibility of using some of the Developer monies to move this forward. It was agreed to add this item to the Agenda for the Finance Committee meeting in March.

ACTION: Clerk to add this item to the Agenda for Finance meeting in March

**WC178 16/17 To consider and agree suggested FTC ICT Improvements
See above****WC179 16/17 To consider and agree carrying out a survey of drain covers along the A417 in Fairford to establish their condition.**

Following a report from a resident regarding the condition of drain covers in Milton Street, the Clerk is proposing that all the drain covers along the A417 through Fairford are surveyed and a report sent to GCC Highways. Following debate it was **RESOLVED** to ask the Groundsman to carry out a survey. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

WC180 16/17 To consider and agree to carry out regular cut of grass area fronting Mill Lane path.

The Clerk reported that this plot of land receives a large amount of complaints especially in the summer months, with visibility being obscured by long grass on Mill Lane. It was **RESOLVED** to carry out regular grasscutting of this small patch of ground. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

ACTION: Clerk to speak to Groundsman

WC181 16/17 To consider and agree replacement sign for Walnut Tree Field
The sign at the Park Street entrance has been vandalised and the Clerk would like approval to order another one. It was **RESOLVED** to order another sign and for Groundsman to re-instate. Proposed Cllr Boulton, seconded Cllr Doherty – all in favour.

ACTION: Clerk to contact sign writer

WC182 16/17 Other matters
-To consider information received regarding land at Whelford Road (ex-concrete batching plant).
The Clerk reported that she has been in contact with the landowner to establish what is happening to this parcel of land. The land is currently leased but if a project for developing the land into a site for small industrial units was put to the landowner, this might be considered.

.....**Chairman**

.....**2017**