

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

059 17/18



## Fairford Town Council

### MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 26<sup>TH</sup> SEPTEMBER 2017

**Present:** Cllr McKinley Cllr Boulton  
Cllr Sanford Cllr Roberts

**In attendance:** Vanessa Lawrence & Roz Capps (Clerks)

**WC057 17/18 Apologies for absence**  
Apologies received from Cllrs Dudley, Bowen and Doherty

**WC058 17/18 Declarations of Interest in Items on the Agenda**  
Cllr McKinley declared a personal interest in item WC072.

**WC059 17/18 To approve the Minutes of the Works & Community Committee meeting held on 22<sup>nd</sup> August 2017**  
It was **RESOLVED** to approve the Minutes of the Works & Community Committee meeting held on the 22<sup>nd</sup> August 2017. Proposed Cllr Boulton, seconded Cllr Roberts – all in favour.

**WC060 17/18 Clerk's/ Chairman's/ Groundsman's Reports/Young Ambassador**  
The Clerk had circulated her report prior to the meeting. The Clerk reported that she has been seeking information relating to PSPO's (Public Spaces Protection Orders) and asked the Committee if they would like her to continue researching this. The Committee agreed and this would be brought back as an Agenda item with all relevant details.

**ACTION: Clerk to seek more information on PSPO's and to add to Agenda for next W & C meeting in October.**

Cllr Boulton reported that the Groundsman had asked if the phone box now housing the defibrillator on Milton Street, which needs refurbishment, could be painted green and that one of the glass panels needed to be sign written with the word 'DEFIBRILLATOR'. Members felt that the box should remain red.

- WC061 17/18**     **Review of finances**  
The Clerk reported that the figures were those already distributed for the the Full Council meeting earlier in the month. She also reported that there were sums that would need to be taken out this month which would reported next month, but would be available for the Finance meeting next week. The Chair reported that the finances were consistent with the plan. He would be carrying out a review of the finances and preparing figures on the 9<sup>th</sup> October in readiness for budget setting.
- WC062 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
- WC063 17/18**     **To agree to reconvene the meeting following Public Participation (if applicable)**  
N/A
- WC064 17/18**     **Update on Wednesday Market bus service**  
The Clerk reported on figures for August and for this month to date. Although these were disappointing, it was agreed that it was still early days and that there needs to be greater publicity for this service.

<b>ACTION: Clerk to contact the Village Agent</b>
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#### WALNUT TREE FIELD

- WC065 17/18**     **To formally agree, costs for resurfacing works around the roundabout in the Walnut Tree Field as part of the recommendation from the ROSPA report.**  
It was **RESOLVED** to formally agree costs for resurfacing around the roundabout. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.
- WC066 17/18**     **To consider and agree installation of a Youth Shelter in the Walnut Tree Field**  
Following debate, it was agreed to refer this to the Young Ambassador to see if she is able to gather information of what young people want in the town, whether it be a youth shelter and /or expansion of the skate ramp. Cllr Boulton reported that he would be meeting with the Young Ambassador in October and would broach the subject with her.

<b>ACTION: Clerk to contact the Young Ambassador</b>
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- WC067 17/18**     **To agree a date for the removal of the portaloo in the Walnut Tree Field**  
Following debate, it was agreed to remove the portaloo at the end of October and to budget accordingly for next year.

<b>ACTION: Clerk to contact Abbeyloos</b>
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#### EVENTS

- WC068 17/18**     **To formally agree, supplier of stalls for Christmas Market.**  
It was **RESOLVED** to formally agree the supplier of the Christmas Market stalls. Proposed Cllr Boulton, seconded Cllr Roberts – all in favour. The Clerk will be meeting with the supplier in the next week to discuss the layout.

- WC069 17/18 To consider and agree requirements for Christmas Market 2017.**  
The Clerk had e-mailed details of last years expenditure for this annual event and reported on items already purchased ready for this year's event. The outstanding item to be agreed was for the street entertainment. Following debate, it was agreed to book the Balloon modeller only and that we should source small items that could be branded with the Fairford crest. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour.

**ACTION: Clerk to contact Little Party Heaven to book entertainer**

- WC070 17/18 To consider and agree cherry picker training for Cllr Boulton and Norman Brown**  
Cllr Boulton's licence expires this year and requires renewal. It was proposed that our Groundsman should also attend the course, as his help at Christmas would be invaluable. It was **RESOLVED** to book two training places for Cllr Boulton and Norman Brown for Cherry Picker training at a cost of £185.00 pp.

**ACTION: Clerk to contact Ermin Plant Hire to arrange training.**

#### HIGHWAYS

- WC071 17/18 To consider and agree to carry out remedial work to the phone box on Milton Street, now housing the defibrillator.**  
This matter was mentioned earlier in the meeting. Following debate, it was agreed to set aside £300 as a starting point for equipment and time to strip down and repaint the phone box. Cllr Boulton said that the top glass panel should be labelled DEFIBRILLATOR. Norman Brown to be asked to report back on the extent of the work to be done to improve the condition of the box. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour.

- WC072 17/18 To consider and agree any actions resulting from highways works currently in progress or planned.**  
**Works on London Road, Bovis Estate** – It was agreed to wait until the work is complete before commenting  
**Works on Cirencester Road** – It was agreed that whilst workmen seem to have completed the work there seems to be areas that are not completed to the original specification. Clerks were asked to confirm the extent of remaining works. The Deputy Clerk reported that a meeting is to be held this week with GCC Highways (Richard Gray) and she would ask for more information on these works.  
**Leaffield Road** – The Deputy Clerk reported that she will be meeting with Richard Gray (GCC Highways) later this week and plans for works to Leaffield Road close to the school would be discussed. Roz would report back to Full Council on the outcome of the meeting.  
**VAS London Road** – We are currently awaiting a report from Glos. Highways regarding the failed **VAS** on London Road.

**ACTION: Clerk to report back to the relevant committees regarding the above issues.**

#### OTHER MATTERS

- WC073 17/18 To formally agree, costs for CCTV cameras to cover the Town Car Park and the top of the High Street.**  
It was **RESOLVED** to formally agree costs for CCTV cameras for the Town Car Park and top of High Street. Proposed Cllr McKinley, seconded Cllr Boulton – all in favour.

- WC074 17/18 To consider details regarding joining the Cirencester Twinning Association (Cllr Hill)**  
As Cllr Hill could not be present, an e-mail from him was read out to the Committee. He reports that he is still awaiting more information from Cirencester but that they would be happy to join with Fairford and rename the Association to reflect the link with Fairford. Following discussion, Cllr Roberts said that Lechlade are also very keen for Fairford to join their twinning association. It was agreed to consider this further at the next W & C meeting. Cllr McKinley said that he would like to know more about the benefits for Fairford.

**ACTION: Clerk to contact Lechlade TC and speak to Cllr Hill**

- WC075 17/18 To consider possible grant funding from Commissioners Fund 2018/19 towards projects relating to crime reduction and public safety.**  
The Clerk asked the Committee if they wished her to apply for this to help with current projects relating to public safety. All Cllrs felt that this is worth pursuing.

**ACTION: Clerk to make further enquiries.**

- WC076 17/18 To consider and agree upgrade to Website, details e-mailed, approx. £800**  
Following debate, it was agreed that this should be put on hold for a short time to allow the Committee time to consider branding where the website would be integral in promoting the town. The Clerk was asked to contact other branding specialists and website designers (e.g. those from Cotswold Tourism and Cotswold Water Park) to obtain quotes and specifications for upgrading the website.

**ACTION: Clerk to add to a future Agenda. Clerk to contact other website designers**

- WC077 17/18 To consider and agree response to CDC Street Licence Application.**  
It was **RESOLVED** that no comment would be submitted to the application. Proposed Cllr Boulton, seconded Cllr McKinley – all in favour.

**ACTION: Clerk to contact CDC with response.**

- WC078 17/18 To consider and agree any actions to go forward**  
Cllr Roberts asked what the Committee could do to move forward with improvements to the Wednesday Market. Following discussion, it was agreed that a letter is drafted to be sent to the current market organisers.

**ACTION: Clerk to draft a letter to Forest Textiles**

- WC079 17/18 To consider and agree renewal of Licence for Horcott Lakes circular path.**  
It was **RESOLVED** to agree renewal of Licence for Horcott Lakes. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour. The Chair signed the Licence.

**ACTION: Clerk to forward document to Hansons**

**Date of next meeting – 24<sup>th</sup> October 2017**

**There being no further business the meeting closed at 8.45pm**

.....Chairman

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