

MEMBERSHIP:

Cllr Boulton (ex-officio)
Cllr Jim Frank (ex-officio)
Cllr Bowen
Cllr Doherty
Cllr Roberts
Cllr Sanford
Cllr Winney
Cllr Morgan



**MINUTES OF THE WORKS & COMMUNITY COMMITTEE MEETING
HELD ON TUESDAY 28TH AUGUST 2018**

Present: Cllr Boulton Cllr Roberts Cllr Winney
Cllr Sanford Cllr Morgan

In attendance: Vanessa Lawrence & Roz Capps (Clerks)

In the absence of the Chairman, Cllr Sanford took the Chair. All in favour.

WC056 18/19 Apologies for absence.

Apologies were received from Cllr Frank and Cllr Bowen

WC057 18/19 Declarations of Interest in items on the Agenda.

None received.

WC058 18/19 To approve the Minutes of the Works & Community Committee meeting held on 24th July 2018.

It was **RESOLVED** to approve the Minutes of the Works & Community Committee meeting held on the 24th July 2018 as a true and accurate record of the proceedings. Proposed Cllr Boulton, seconded Cllr Sanford – All in favour

WC059 18/19 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

WC060 18/19 To agree to reconvene the meeting following Public Participation (if applicable).

N/A

WC061 18/19 Clerk's/ Chairman's Reports.

The Clerks report had been circulated prior to the meeting. The report covered Actions taken from the last meeting. The Clerk also reported that the new 'Hare' had been completed and will be delivered back to the Council office on Friday. Mr. L. Webb- L.R. Engineering has kindly agreed to install the Hare at the top of the High Street in between the two seats.

ACTION: Clerk to contact Mr. Webb

WCo62 18/19 Review of finances.
The finances were reviewed with no comment.

OTHER MATTERS

WCo63 18/19 To consider and agree to further investigate the possibilities of repurposing the bus shelter in the Market Place into a shed for storing barriers etc.
Following debate, it was agreed not to proceed with this but to look at alternative options. Cllr Sanford said that she would speak to The Bull to see if there was any storage area to the rear of the Bull that could be utilised.

ACTION: Cllr Sanford to speak to The Bull and report back

WCo64 18/19 To agree to commission the “Brand Book” as part of the original brief and agreed scope of work from Allison Murray. (Cost: £1000 PO 16 18-19).
Cllrs considered this, and it was explained that this formed part of the original quote for which money had already been set aside. Following debate, it was **RESOLVED** to commission the ‘Brand Book’, which would help with future improvements.

ACTION: Clerk to contact Allison Murray Designs

WC65 18/19 To consider and agree, in principle, how to proceed with the production of visitor information on walks in the area.
The Clerk reminded Cllrs that quotes had been received for printing of various walks leaflets, however, having spoken to Walkers are Welcome, the suggestion that a booklet rather than individual leaflets was mentioned. Cllrs discussed various options and it was suggested that help for the creation of a booklet might be sought from one of the many rural organisations in Gloucestershire.

ACTION: Clerk to source any possible grants and to obtain quotes for creation of booklet

WCo66 18/19 To consider and agree to appoint contractor to carry out work to trees in St Mary’s Drive, to prune the laurel hedge at St Mary’s Drive and to prune Quarry Alley. – Quotes posted on Cllrs area of the website.
The Clerk reported that quotes had been received for carrying out the above works. Cllr Winney asked the Clerk to confirm the exact area that FTC are responsible for in Quarry Alley. Following debate, it was agreed to appoint A.J. Arborists. Proposed Cllr Boulton, seconded Cllr Roberts – all in favour.

ACTION: Clerk to confirm area of responsibility in Quarry Alley and to contact contractor

WCo67 18/19 To consider and agree quote to prune the walnut tree next to the youth shelter in the Walnut Tree Field to enable the CCTV camera to pick up images without obstruction.
The Clerk reported that approval to carry out the above works had been given by Cotswold District Council and the Ernest Cook Trust. Quotes had been received and the best quote received was chosen. It was **RESOLVED** to agree quote from Fairford Tree Services. Proposed Cllr Sanford, seconded Cllr Roberts – all in favour.

WCo68 18/19 To consider and agree in principal to install waste bins on the Keble Fields Estate if required.

It was agreed to defer this item to the next W&C meeting to allow the Clerks to obtain a response from Bovis Homes about this matter.

ACTION: Clerk to chase up Bovis Homes

WCo69 18/19 To consider and agree to install a bin on the A417 between Marlborough and Jacob's Piece (request from resident via Cllr Doherty).

It was **RESOLVED** to install a waste bin on the Cirencester Road adjacent to the new housing estates. Proposed Cllr Sanford, seconded Cllr Roberts – all in favour.

ACTION: Clerk to order waste bin

WCo70 18/19 To consider and agree purchase of entirely new horizontal balance beam, as part of the trim trial, to replace existing rotten beam.

The Clerk reported that the rotten beam had been removed from the playground. Quotes have been received for the replacement unit and it was **RESOLVED** to accept the quote from Greenfields, who will supply and install the unit when they carry out work already booked for the playground. Proposed Cllr Sanford, seconded Cllr Boulton – all in favour. Cllr Roberts asked if Greenfield could be asked to determine any other parts of the trim trail that is rotting and for our Groundsman to be on hand to confirm their findings.

ACTION: Clerk to contact contractor and to speak to the Groundsman

WCo71 18/19 Update from attendees regarding meeting with Bulldog re. the website contents.

Cllr Roberts briefed the Committee on the outcome of the meeting. Bulldog have been tasked with making the required amendments.

WCo72 18/19 To consider and agree to purchase bulbs for the new flower beds and plants for the tubs and flower beds.

Following discussion, it was agreed that the Clerk should speak to the plant man on the market for advice and for our groundsman to select suitable bulbs which can be planted now ready for spring and summer. It was **RESOLVED** to purchase small flowering shrubs that could be planted in the flowerbeds at the entrances to Fairford for the Autumn/Winter. Proposed Cllr Boulton, seconded Cllr Sanford - All in favour.

WCo73 18/19 To consider and agree next steps for the subsidised Wednesday bus service. The agreed trial period has now ended.

Debate took place and it was **RESOLVED** to recommend to the Finance Committee that the service is continued for a further 3 months to allow Community Connexions to decide if this service can be run as a normal route, which would not require a subsidy from the Town Council. Proposed Cllr Boulton, seconded Cllr Sanford – all in favour.

ACTION: Clerk to add recommendation to Agenda for the Finance Meeting in September

WCo74 18/19 To consider and agree whether any changes to the regular Christmas preparations are required.

After due consideration it was **RESOLVED** to change the location of the grotto which would be moved to just outside Colston House with the entrance facing into the Market Place. Proposed Cllr Sanford, seconded Cllr Morgan – all in favour. The Clerks required confirmation that the

Committee were happy for the MEWP to be ordered to enable the erection of the Christmas Tree. The Committee agreed that this should be ordered as soon as possible.

ACTION: Clerk to order MEWP.

WCo75 18/19 To consider and agree to carry out tree safety survey and associated works at Snake Lane, with a view to contacting landowners for remedial work.

As a result of information received just prior to this meeting it was agreed to defer this item for the present time.

ACTION: This matter to deferred until further information is received from PROW

WCo76 18/19 To agree a date to take down the flags.

It was agreed to take down the flags on Sunday 16th September 2018.

ACTION: Clerk to circulate date to other Council members

WCo77 18/19 Anything the Chair considers urgent.

World Clean up Day – 15th September – The Council to obtain litter picking kits for litter pickers and to advertise accordingly.

ACTION: Clerk to contact CDC for litter picking kits and to advertise on website and facebook page

WCo78 18/19 Date of next meeting – 25th September 2018.

There being no further business the meeting closed at 8.40pm

.....Chairman

.....2018