

## MEMBERSHIP:

Cllr O'Connell  
Cllr Roberts  
Cllr Sanford  
Cllr Baker  
Cllr Lafford  
Cllr Lipscombe- Kettel  
Cllr Stroud



## MINUTES OF THE WORKS & EVENTS COMMITTEE MEETING HELD ON TUESDAY 25<sup>th</sup> July 2023

**Present:** Cllr O'Connell Cllr Roberts Cllr Sanford  
Cllr Baker Cllr Lipscombe-Kettel Cllr Lafford

**In attendance:** Vanessa Lawrence, Roz Morton (Clerks)

- WE39 23/24 To consider and agree to accept apologies for absence.**  
Apologies were received from Cllr Stroud and were accepted.
- WE40 23/24 Declarations of Interest in items on the Agenda.**  
None received.
- WE41 23/24 To approve the Minutes of the Works & Events Committee meeting held on 27<sup>th</sup> June 2023.**  
It was **RESOLVED** to approve the Minutes of the Works & Events committee meeting as a true and accurate record of the proceedings. Proposed Cllr Sanford, seconded Cllr Lipscombe-Kettel – 4 in favour, 2 abstentions.
- WE42 23/24 Clerks/Chairman's Report.**  
The Clerk's report had been circulated prior to the meeting and related to actions taken following the last meeting and updates on matters arising. Cllr Roberts asked if the Council still had possession of a speed-gun and was told that the handheld gun was kept in the office and was occasionally lent out to smaller villages when requested. Cllr Roberts wondered this could be sold but the Chair suggested that we hold on to it for a while.
- WE43 23/24 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
- WE44 23/24 To agree to reconvene the meeting following Public Participation (if applicable).**  
N/A
- WE45 23/24 Review of finances.**  
The Clerk reported that the figures were those presented to Full Council. No comments were received.

## WALNUT TREE FIELD

### **WE46 23/24 Update on work to complete skate park**

The Clerk reported that the structure was now complete. The turf had been laid and we are awaiting protective matting to be laid later this week. Solar lighting will be installed sometime in August. The new CCTV cameras have been updated and now show images across the whole of the skate park and youth shelter.

### **WE47 23/24 Update on plans for Skate Park opening ceremony.**

ATBskate will be coming along on Sunday 6<sup>th</sup> August with music, demonstrations, merchandise, and coaching. The Mayor will be cutting the ribbon together with Monty Morris who was instrumental in getting the ball rolling for this project.

### **WE48 23/24 To consider and agree the way forward for updating the toddler area.**

Quotes had been received prior to the skatepark project taking off. However, it was agreed that companies need to be contacted again and asked to revisit these quotes so that we have a clear indication on costs for this project. Options such as crowd funding, grants etc., were considered and it was also agreed that we should plan on an aspirational budget of circa £40k (based on previous quotes). Cllr Sanford asked if there was any news on obtaining a new toddler seat for the swing set, but was advised that the company we would normally contact are closed for 2 weeks but that the clerks would contact them as soon as they re-open. It was therefore proposed that we aim to have the toddler area re-fitted with new equipment by the Spring of 2024. Proposed Cllr Lafford, seconded Cllr Lipscombe-Kettel – all in favour.

<b>ACTION: Clerk to contact playground equipment contractors to obtain new quotes and to research grant funding organisations.</b>
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## NEW BURIAL GROUND

### **WE49 23/24 Update on details relating to new burial ground.**

The Clerk reported that we are still waiting for the legal documents and also for a date from the bishop for consecrating some of the ground.

### **WE50 23/24 To consider and agree to mark out burial plots in the new burial ground and to agree the size of plot.**

The Clerk reported that she has been looking at ways of marking out the ground so that we record interment of ashes in a more efficient way. The burial ground regulations need to be amended to reflect any changes made. In line with the requirements from the ECT as part of the sale, any memorial stones would have to be laid flat. Following debate, it was **RESOLVED** to change the regulations so that memorial stones should be 60cm x 60cm with a 40cm gap between each stone and that there should be a metre gap between each row to allow the lawnmower to pass. Proposed Cllr O'Connell, seconded Cllr Baker – all in favour. Cllr Sanford asked if there could be a garden of remembrance and it was agreed to wait until the area had been marked up to decide on this and other details, such as seating. Cllr O'Connell also expressed his view that the area should be put to wildflowers in the interim period whilst we wait for the legal documents to be signed off. This could be returned to grass later.

**GENERAL TOWN MAINTENANCE & HIGHWAYS**

**WE51 23/24 To consider and agree other areas of the town that could be planted up with wildflowers & trees.**  
This matter deferred until Cllr Stroud can attend.

**WE52 23/24 To consider and agree the exact location for the new Community Speedwatch camera following meeting with police and their agreement at two locations, as advised.**  
Following a site visit with a representative from the Police and the Clerk two areas were agreed upon. One on the Cirencester Road near Scott Thomlinson Road and one on the London Road near Morecombe Way. Following debate, it was **RESOLVED** to install the new camera, which is f.o.c, when it arrives, at the London Road end of the town but to obtain details and exact cost for another camera to be installed at the Cirencester Rd end of the town. Proposed Cllr O’Connell, seconded Cllr Sanford – all in favour. The Clerk advised that the cost was around £500 but would confirm in due course.

**ACTION: Clerk to arrange installation of new camera when it arrives.**

**OTHER MATTERS**

**WE53 23/24 To consider and agree to increase the rental charge for allotments.**  
The Clerk reported that as a result of increased costs to the Council for water, maintenance etc, increase in the rental of the allotments would need to be considered. Following debate, it was **RESOLVED** to increase the cost in 2025 in line with allotment regulations, and to write to allotment holders to advise that the cost would be put up to £75 but reduced to £45 if they did their own grass cutting, hedge and shed maintenance. A breakdown of costs to be included in the letter. Draft letter to be circulated to the Committee for approval. Proposed Cllr Lipscombe-Kettel, seconded Cllr Lafford – all in favour.

**WE54 23/24 To consider and agree to purchase a generic banner for events (£170)**  
Cllr Roberts asked for the committee to consider purchasing a generic banner which could be used for all events. This would have the town logo and wording “supported by Fairford Town Council”. Following discussion, it was **RESOLVED** to purchase a generic banner as described. Proposed Cllr O’Connell, seconded Cllr Lafford – all in favour.

**ACTION: Clerk to contact the supplier and place order**

**WE55 23/24 Anything the Chair considers urgent.**  
None.

**WE56 23/24 Date of next meeting – Tuesday 26<sup>th</sup> September 2023**

**There being no further matters to discuss the meeting closed at 8.15pm**

.....Chairman

.....2023