

**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 23<sup>rd</sup> January 2024**

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

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

**WE117 23/24 To consider and agree to accept apologies for absence.**  
Apologies were received from Cllr Stroud and Cllr Lafford and were accepted.

**WE118 23/24 Declarations of Interest in items on the Agenda.**  
None received.

**WE119 23/24 To approve the Minutes of the Works & Events Committee meeting held on 28<sup>th</sup> November 2023**  
It was **RESOLVED** to approve the Minutes of the Works & Events Committee meeting held on the 28<sup>th</sup> November 2023, as a true and accurate record of the proceedings. Proposed Cllr Baker, seconded Cllr Sanford – all in favour

**WE120 23/24 Clerks/Chairman's Report.**  
No report from the Clerk as matters addressed in the Agenda. No report from the Chair.

**WE121 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

**WE122 23/24 To agree to reconvene the meeting following Public Participation (if applicable).**  
N/A

**WALNUT TREE FIELD**

**WE123 23/24 To consider and agree to have a maintenance contract with for the solar lighting at the skate park.**  
Debate took place regarding the necessity of a maintenance contract, further details regarding the warranty, are required before a decision can be taken. This matter to be deferred to the next meeting.

**ACTION: Clerk to add this item to the Agenda for the next meeting.**

- WE124 23/24 Update on toddler area project.**  
The Clerk reported that there is a display showing 3 options for equipment in the toddler area. This is currently at Flying Start nursery where comments are being collected. At the end of this week, the display will be moved to Little Explorers, and this will be left with them for a week in order for further comments to be collected. At the end of this consultation period the results will be collated and presented to the Committee when a decision will be made on the equipment to be purchased.

#### **NEW BURIAL GROUND**

- WE125 23/24 To consider and agree contractor to install water pipes in the new burial ground.**  
Quotes have been received from contractors. Following debate, it was **RESOLVED** to appoint Durnford Landscapes to carry out this work. Proposed Cllr O'Connell, seconded Cllr Lipscombe-Kettel. All in favour.

**ACTION: Clerk to contact contractor to advise.**

- WE126 23/24 To consider and agree contractor to clear foliage and fencing in the new burial ground and plant new hedge.**  
Quotes have been received but there is some confusion regarding the quote from Willow Gardening Services. The Clerk was asked to confirm the details of this quote and it was **RESOLVED** that should this quote, when clarified, be cheaper than the other quotes received this should be accepted. If not, the other cheapest quote should be accepted. Proposed Cllr O'Connell, seconded Cllr Sanford – all in favour  
Regarding the planting of a new hedge, debate took place about the best way to ensure that the new hedge succeeds. It was agreed that Cllr Stroud should be contacted to write a planting preparation spec and then new quotes should be sought.

**ACTION: Clerk to contact Willow to confirm details of quote.**

**ACTION: Clerk to contact Cllr Stroud re planting spec.**

- WE127 23/24 To consider and agree to appoint supplier for circular tree seats in the new burial ground (quotes on the website).**  
Quotes have been received and following debate it was **RESOLVED** to accept the quote from LRE Engineering.

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

#### **GENERAL TOWN MAINTENANCE & HIGHWAYS**

- WE128 23/24 To consider whether to investigate costs for the purchase of a utility vehicle for general town maintenance works and events.**

The Clerk asked the Committee to consider the need for some form of utility vehicle to help with increasing work around the town and for events. Following debate, it was agreed to obtain further information, regarding running costs, options for storage etc. The Clerk was also asked to contact the ECT.

**ACTION: Clerk to obtain further information and to add this item to a future agenda.**

- WE129 23/24 To consider and agree contractor to remove hawthorn trees in the car park.**  
**Quotes have been obtained. Following debate it was RESOLVED** to appoint Cotswold Trees to carry out the work. Proposed Cllr O'Connell, seconded Cllr Baker – all in favour.

**ACTION: Clerk to contact Cotswold Trees**

**WE130 23/24 Update on EV charging points.**

The Clerk reported that the EV charging points are due to be installed on the 9<sup>th</sup> February. Cllr O'Connell advised that these will be installed on two bays in the High Street with cabling being laid underground with sufficient cabling to allow further charging points to be installed if required. Work should be completed within 2 weeks. Bays will be marked up accordingly.

**ACTION: Clerk to contact GCC Highways regarding a letter to residents outlining the planned works**

**WE131 23/24 To consider whether a meeting in Sept with CDC officers regarding future car parking needs would be useful and to agree attendance if required.**

The Clerk read the e-mail received from CDC and it was agreed to meet with representatives in order to establish possible future public parking requirements in the town.

**ACTION: Clerk to contact CDC to advise**

**WE132 23/24 To consider and agree to look at options for marking parking bays in the town car park.**

Cllr O'Connell reported that although this had been considered some months ago and it was decided not to proceed, further information from Cllrs Thornhill and Foxall and the ECT has prompted re-consideration of this matter. The Clerks were asked to investigate options for marking out bays (not painted lines) in the car park and to report back to the Committee. This matter will be re-considered when further information is available.

**ACTION: Clerk to investigate options and obtain costs and to add this item to Agenda for next meeting.**

**WE133 23/24 To consider and agree to install additional bike racks in the town and to agree funding and location.**

The Clerk reported that GCC Highways would be happy for further racks to be installed near the post office and that they will be re-installing racks at the top of the High Street. Debate took place and it was agreed that at the present time no further bike racks are required, but this will be monitored and reviewed if required.

**EVENTS**

**WE134 23/24 To note date for Town Crier Competition (28<sup>th</sup> September 2024) and to agree next actions.**

Date noted. It was agreed that the Clerks should proceed with obtaining costings and exact requirements for this event. Contact should be made with various organisations and businesses in the town. This matter to be added to future agenda.

**ACTION: Clerk to proceed with preparations for this event.**

**WE135 23/24 To consider and agree options for alternative Christmas decorations for 2024.**

The Clerk reported that the 3-year hire agreement for the Christmas globes has now expired, and the Committee need to consider options for the future. Debate took place regarding hire or purchase and the Committee were shown images of other decorations that might be considered. Councillors favoured the globes, but options were to be further investigated. Small Christmas trees were also considered looking the the possibility of pre-lit artificial trees. Further research is required. It was **RESOLVED** to purchase globes once the special price has been confirmed and approved. Proposed Cllr O'Connell, seconded

Cllr Roberts – all in favour. The matter to be deferred to next months' meeting.

**ACTION: Clerk to contact suppliers to obtain further information and costs.**

**WE136 23/24 To consider and agree details for FTC events 2024.**

Councillors considered the following:

- The Festival Fete – agreed that the Council should organise stalls for this event as in previous years.
- Town Crier Competition – see above
- Christmas Market – Councillors advised that stall supplier will not be able to provide stalls for this event due to staff shortages. The Clerks were asked to try to find alternative supplier and to contact current supplier to see if there is an alternative solution.

**ACTION: Clerk to research alternative suppliers and to contact current supplier.**

Discussion took place regarding other events that might take place over Air Tattoo weekend. The Clerks to contact RIAT and other businesses in the town.

**ACTION: Clerk to speak to RIAT and businesses**

### YOUTH PROVISION

**WE137 23/24 Update on community youth provision**

The Clerk reported that The Door will be interviewing 2 candidates for the role of youth worker. We await further information.

### OTHER MATTERS

**WE138 23/24 To consider and agree what to do with area behind the bus shelter on Milton Street.**

The Clerk reported that a quote has been received for work to tidy up the area behind the bus shelter on Milton Street. Following debate, it was **RESOLVED** to accept the quote from Cotswold Trees (£740). Proposed Cllr O'Connell, seconded Cllr Baker – all in favour.

**ACTION: Clerk to contact contractor to advise.**

**ACTION: Clerk to submit planning application**

**WE139 23/24 To consider and agree options for CCTV maintenance contract.**

Following debate regarding the maintenance contract, the Clerk was asked to speak to the current contractor to see how best to deal with problems that arise when the contractor is away.

**WE140 23/24 Anything the Chair considers urgent.**

The Clerk apologised for the omission of an agenda item regarding the grass cutting contract for 2024-25. Quotes had been circulated prior to this meeting and Cllrs agreed to accept the quote from Willow Gardening Services. This to be added to the Agenda for the next meeting for formal approval.

**ACTION: Clerk to add this item to the next agenda for agreement of Grass cutting contract for 2024-25.**

**WE141 23/24 Date of next meeting – Tuesday 27th February 2024**

**There being no further matters the meeting closed at 9.00pm.**

.....Chairman .....2024