MINUTES of the Works Committee Meeting held on
Wednesday, 17 January 2018 at the Parish Centre, Gerald’s Way, Chalford
at 7.00 p.m. in accordance with notice given

In the Chair: Councillor Wood

Present: Councillors Ellis, Lilly, Ramsey, D, Taylor, L Taylor

In attendance: The Clerk

Apologies: Cllrs Baldwin, Beacham, Oakley

W.01.01.18 PUBLIC PARTICIPATION – None

W.02.01.18 DECLARATIONS OF INTEREST - None

W.03.01.18 MINUTES OF LAST MEETING

Present – Cllr Oakley was in attendance.
Cllr Ellis proposed, “with this amendment, Cllr Ellis proposed, “acceptance of the 15 November 2017 minutes”. This was seconded by Cllr Lilly and unanimously agreed.

W.04.01.18 CLERK’S REPORT – attached.

Update: Bussage Telephone Kiosk – new door has now been fitted. Books (adult and children) are needed for the four kiosks in the Parish. Books to be given to the Parish Centre for distribution. ACTION: All

Grit – we received a supply at the beginning of this week but now need more which we are advised will be delivered by the end of the week. Chris Attwood has been replenishing grit bins. We have received 6 blue tubs from an ex-councillor for use as bins.

Abnash trees – the Clerk is still trying to establish ownership for the unkempt area of land where branches were snapped off during recent snowfall. A nearby householder has given us some information that we will follow up.

W.05.01.18 REFERRALS – none

W.06.01.18 CORRESPONDENCE – damaged verges: a parishioner has expressed concern at two areas in Chalford Hill. The parishioner has written to one of the perpetrators (a building contractor), asking him to reinstate the verge to its former condition but is unaware as to the culprit of the other. Chris Attwood will look at this area and see if he is able to do anything. ACTION: CA

Dog fouling – a parishioner has emailed regarding the amount of dog fouling she has seen when walking from her property in Burcome Way to Chalford Hill School. The Clerk has informed Josie Oak, SDC Dog Warden. Josie has stencilled the area and has also witnessed fouling in the area. Josie will patrol the area as will the Neighbourhood Warden, Peter Tiley. Councillors are asked to advise the Clerk or Josie if they witness a dog owner permitting their dog to foul. ACTION: All

W.07.01.18 WORKS BUDGET - attached

Councillors considered the current figures. Recreation Grounds and Open Spaces – there is £1700 to be added to this budget once a cheque has been received from Chalford Allotments for the Labouring Poor, for the cost of the water trough at France Lynch Allotments. This will increase this budget to £1958. Play Equipment Repairs and Improvements – invoices for the swing parts have now been received. This will reduce the budget to £237. An up to-date chart showing the earmarked reserve balances was given to all present.
W.08.01.18  WINTER MANAGEMENT

a. **Snow Procedure** – Cllrs Ellis and Lilly will meet to update the 2013 Snow Procedure.
b. **Grit bin replacements** – it was agreed to install one of the blue tubs on the Parish Bank.
   There is a total of 89 grit bins in the Parish, out of which there are 7 in a very poor condition.
   There is £150 in the current year's budget which could possibly fund two replacements. In the
   2018/19 budget there is £300. Cllrs Ellis and Lilly will liaise with Chris Attwood as to priority
   needs and report back to the Committee. **ACTION: Cllrs Ellis/Lilly**

W.09.01.18  MANAGEMENT OF SMALL POCKETS OF PARISH LAND

Cllr Ramsey distributed information sheets from Gloucestershire Wildlife Trust in respect of the
management of land for the protection and encouragement of wildlife. Cllr Ramsey has spoken to
Stroud Valleys Project who will identify sites and advise how to manage them with a scheme of
planting and maintenance. There would be a charge of £250 per day with a minimum of 4 people
involved. Grants such as Awards for All can be obtained to cover the cost. Cllr Wood advised this is
a grant that we may want to use for the new France Lynch play equipment. Cllr Ramsey advised that
an alternative could be to ask the Footpath Working Group to carry out occasional maintenance of
such sites. The area of land at the rear of the doctors’ surgery was considered. After a short
discussion, it was agreed to let this area revert back to grass. Tree guards will need to be fitted to
the tree trunks to protect them from strimming. The Clerk will make the doctors’ surgery aware.

Abnash Bank – wooden stakes were installed in the bank, between which Rosebay Willowherb is
permitted to grow. In all other areas this plant will be controlled. Parish Bank – this area would be
ideal for planting but is designated Common Land. Permission would be needed to plant. Frithwood
path – the strip of land between the fences and the path could be a suitable area. The Clerk will
investigate how much of this land is the responsibility of the Parish Council. Cllr L Taylor referred to
the uncultivated part of Middle Hill Allotments, suggesting this area could be suitable for wildlife
planting. The Clerk will provide Cllr Ramsey with a copy of a chart showing land in the Parish and
responsibility. To be finalised at a later date. **ACTION: Clerk**

W.10.01.18  TREE INSPECTION REPORT OF OTHER AREAS

Cllr L Taylor and Chris Attwood had considered the report and visited some of the areas. Cllr L
Taylor recommended work to a tree near to the rear entrance of Bussage School that is not on Sam’s
list. The tree is an Ash which is not currently a problem but could be in the future. Cllr L Taylor
recommended taking a limb off. This was agreed. The Clerk will obtain a cost before instructing
Sam to proceed. Cllr L Taylor ran through the report and made recommendations as to how to
proceed. After a discussion, it was agreed to ask Sam to carry out work on his report as follows:
1. Cemetery, 2. Footpath leading up to rear of Bussage School plus the ash tree stated above,
4. Alder Way, 6. Parish Bank, 8. Coppice Hill Car Park. Vehicle owners will be asked to move their
   vehicles during this work. Cllr L Taylor and Chris Attwood have still to inspect the trees on the
   ‘Jubilee Green’, after which they will advise the Clerk accordingly. Chris Attwood will carry out the
   work required in 3. Vatch End Green. 5. Brantwood Green – the Clerk will report the BT lines
   running through the canopy to Highways. Eagle Close – this work was agreed. France Lynch
damaged tree – Sam has taken down a hazardous broken limb. It was agreed to ask Sam to quote
for work to ‘tidy up’ this tree due to the damage. **ACTION: Clerk/CA**

W.11.01.18  TOWPATH STRIMMING

On presenting our invoice for the above for the 2017 season, Sarah Macaulay-Lowe, PROW Officer,
reminded the Clerk that they will no longer be paying Parish Councils for grass cutting along PROW.
Sarah will honour our invoice of £210 but in future can only pay what they pay their current
contractors for grass cutting, 10p per square metre. Their contractor strims along the whole length of
the towpath twice a year. Chris Attwood advised that the length of towpath in our parish that he cuts
is 2050 square metres. Based on the PROW current rate, this would give a total of £205. The Clerk
will advise Sarah of the above length and for confirmation of the total amount payable. **ACTION:
Clerk**
W.12.01.18  PARISH CENTRE NOTICE BOARD

Cllr Ramsey has inspected the board and advised that the doors have dropped, the capping is loose and the bottom rail needs replacing. Cllr L Taylor advised that G K Joinery had made it. The Clerk will obtain quotes for a repair. **ACTION: Clerk**

W.13.01.18  CHALFEST REQUEST

The Chalfest organising committee has asked if they could widen and improve the access into France Lynch Pleasure Ground from Brantwood Road as per the attached. Cllr D Taylor recommended the installation of a metal gate rather than a wooden one. The consensus is that a wooden gate would be more in keeping with the area. After a short discussion, Cllr Ellis proposed, **“we authorise the Chalfest Committee to proceed with the widening and improvement of the Brantwood Road access into France Lynch Pleasure Ground at their expense subject to agreement by the Parish Council on the quality of a lockable gate”**. A vote realised 5 in support and 1 objection. A dog bin situated near to the entrance would have to be moved. The Clerk will make the Chalfest Committee aware that the Council must have sight of the gate specification prior to purchase to ensure it is of a high quality. The gate must have galvanised fittings as shown in the attached picture. **ACTION: Clerk**

W.14.01.18  FOOTPATH GROUP

Cllr Oakley’s report is attached, together with a task report from the volunteer group. Regarding item 4 – ‘MCH11’ parallel to Ashley Drive – the committee considered the suitability of the type 1 stone surface and Cllr Oakley’s question as to whether a layer of ‘dust’ should be put on the top. The Committee agreed the current surface should be left as it is to see how it performs over the next 6 months. Cllr Wood referred to the end of the path where it goes through a verge, stating it is currently very muddy and asked whether the path surface should be extended to improve this area. It was agreed to leave and review in 6 months time.

Cllr Wood referred to item 5 – flooding on MCH69 below Wembley Villa. Cllr Wood will meet with Cllr Oakley and Susan Newson to discuss this. **ACTION: Cllr Wood**

W.15.01.18  HIGHWAYS REPORT

Kerb work near to Chalford Hill and Christchurch Schools – both will be done within the next six months. The work to the kerb near to Christchurch School will mean Old Neighbourhood being closed whilst work is being done.

Path from Vatch Lane down Toadsmoor – there are several large trees down. Cllr Ellis advised that there is tree maintenance being carried out in the area. Cllr Ellis will monitor to ensure the footpaths are cleared when the work has finished. **ACTION: Cllr Ellis**

The Clerk advised that Yakub Mulla had said that daily Highway concerns such as trees down, pot holes, overgrown hedges etc must be reported via the GCC web site. Yakub referred to the format of the Bisley with Lypiatt Parish Council monthly Highways meeting where more strategic items are considered. Our new Highways Manager, Paul Helbrow, has said he will attend our monthly meetings but cannot meet on a Tuesday morning. It was agreed to change these to a Wednesday morning. The Clerk has spoken to the Bisley with Lypiatt Clerk regarding their format. It consists of three Councillors, one from each of the wards, the Clerk, the Highways Manager and the Highways Representative. Items such as parking, road signs, speeding and traffic calming requirements are some of things discussed. It was agreed that we should adopt this format. Cllr L Taylor resigned from the role of Highways representative. It was agreed that Cllr Ellis will be the Bussage/Brownshill ward councillor, Paul Lilly and Peter Ramsey will act as both Hill and Valley ward councillors. Cllr
Ellis proposed, “we adopt the Bisley with Lypiatt format for Highway reporting”. This was seconded by Cllr Lilly. A vote realised 4 in support, 1 objection and 1 abstention. \textit{ACTION: Clerk}

\textbf{W.16.01.18} \textbf{CHRIS ATTWOOD’S REPORT} – attached.

Chris has commenced maintenance work to play equipment and will continue to do so during the winter period.

\textbf{W.17.01.18} \textbf{WARD MATTERS}

Cllr Ellis referred to the path running down the side of Newcombe House, linking The Ridgeway with Cowswell Lane, stating that foliage is still overhanging the path and obstructing access. A second letter has been sent requesting the foliage is cut back. A419 Cowcombe Hill – approximately 100 metres up this hill there is evidence of subsidence. To be referred to the Highways meeting. \textit{ACTION: Clerk}

Cllr Ramsey referred to the new build in Lynch Road. The planning consent included a condition that the boundary wall is retained. The Clerk emailed the applicant who has advised they are working on the curtilage of the house and has asked us to be patient and they do have plans to make the boundary secure. The Clerk will email back and ask for clarification as to the work and remind them of the planning condition. \textit{ACTION: Clerk}

Cllr D Taylor referred to a car port which backs on to Freame Close, stating that it was in a very untidy state. The Clerk will arrange a meeting with Cllr D Taylor and our Neighbourhood Warden, Peter Tiley to consider what can be done. \textit{ACTION: Clerk}

Cllr Wood referred to the 30mph speed sign on the approach from Bisley to Chalford, near to Fourways Crossroads, which had been obscured by a For Sale board. Councillors present did not know whether the board had been removed. Cllr Wood will check. Verge bordering development at this crossroads – there is no evidence that the householder’s contractors have caused damage to the verge but Highways has sent a letter expressing concern. \textit{ACTION: Cllr Wood}

\textbf{W.18.01.18} \textbf{ANY OTHER MATTER} – none

There being no further business, the Chairman closed the meeting at 8.59 p.m.