**Highways and Public Safety Minutes**

**Tuesday 23 November 2021**

**Minutes**

**Present:** Cllrs M Cox, C Elsmore, C Allaway-Martin, N Penny & S Cox,

**Note, in Cllr. Holloway’s absence, as Chair, Cllr Penny proposed, and it was unanimously agreed, to take the Chair.**

1. Apologies were noted from Cllr N Holloway and Stuart Budd, GCC Highways

**2. There were no declarations of interest.**

**3. There were no new dispensation requests.**

**4. To agree minutes of 22 June 21 Highways & Public Safety Committee**

The minutes of 22 June were unanimously agreed.

**Cllr. Penny signed a copy of the minutes, as a true record.**

**5. Matters arising from 22 June 21 Highways & Public Safety Committee**

**Item 6:** Cllr, M Cox referred to the outstanding actions re: H Marking on Sparrow Hill and, after some discussion, Cllr. Allaway-Martin agreed to consider this further, within her allocated GCC budget, as CCC Councillor, and report back.

Other matters arising to be taken under Item 7

**6.** There were no members of the public present.

**Highways:**

1. **To receive an update from GCC Highways re: outstanding works, and to make recommendations, as necessary**

The update provided by Stuart Budd, GCC Highways was discussed, also the wider context of their attendance at this Committee, and to seek clarity re: Stuart Budd’s membership of this Committee, as Brian Watkins replacement, in post. The outstanding matters were discussed in more detail, although the absence of clarity regarding others, raised some more fundamental concerns, and it was proposed, and unanimously agree that:

**Recommendations:**

**the Town Clerk engages Jenny Goodson, GCC Highways, to arrange a meeting, to consolidate, and clarify, outstanding matters, by way of a meeting, and to involve other staff, as necessary, and appropriately.**

**Cllr. Allaway-Martin also raises matters in her capacity as County Councillor, with senior members of Glos. County Council**

1. **To review upcoming works in the Parish**

Cllr. Penny summarised outstanding works schedule, as outlined in ‘Streetworks’ Bulletin’ and other works known, re: centre of Coleford; and Cllr. M Cox further reported regarding utility works, drainage, infrastructure, and other outstanding works, activity, in the wider parish also.

After further discussion, it was again noted that GCC Highways updates were further required, and for the Town Clerk to seek further clarification, again through GCC Highways direct.

**9.** **To make recommendation re priority areas for 20mph speed limits within the Parish**

Cllr. Penny led discussion on this item, and it was recognised that there were a number of factors that would determine this speed limit, including the adoption of roads being necessary. The campaign for 20mph limits was also discussed, where the principle, and rationale, for this speed limit, might apply, within the parish; especially where there were built up areas, schools. It was noted as an item that should be kept in view, and placed on subsequent committee agendas

**10. To make recommendation re CCTV upgrades for 2022/23 budget**

Cllr. Penny led discussion re: additional CCTV coverage and, after further discussion, it was proposed, and unanimously agreed that budget provision should be made for:

**Recommendation:**

**2 additional CCTV units for Bells Field, maintenance contract, and some allocation for CCTV adjustment activity within the next financial year, approximately £7,500.**

**11. To make recommendation re all other budget items for 2022/2023**

In respect of wider committee budgeting, Cllr. M Cox led discussion re: Resilience and, after further discussion, it was propose, and unanimously agreed to:

**Recommendation:**

**to allocate £500 for Contingency Planning.**

**12. To make recommendation re Gloucestershire Fire Service CRMP**

Cllr. Penny proposed, and it was unanimously agreed, that this Item be deferred, and taken at Full Council, under this committee agenda item, if Cllr. Simister is available to lead on this matter.

**Public Safety:**

**13. To make recommendation re: annual Risk Assessment**

Cllr. Penny summarised, stating that this annual assessment had already been noted by Full Council. After further discussion, it was proposed, and unanimously agreed, that:

**Recommendations:**

**the Town Clerk should explore, through GAPTC, and ‘benchmarking’ with other Town Councils, how this Town Council’s annual risk assessment procedure might be improved, and more focussed.**

**following this review, for new, improved procedures, to be implemented in time for the annual risk assessment exercise to be undertaken within this Financial year.**

**Training needs for Councillors, to also be identified, as part of the annual risk assessment exercise**.

**14.** **To review any outstanding Resilience Plan actions, and to make recommendations, as necessary**

Cllr. M Cox summarised the current position and, after some discussion, it was proposed, and unanimously agreed that:

**Recommendations:**

**A hardcopy of the latest Resilience Plan is made easily accessible in the Town Council Office, and for all listed personnel to have access to copies also, in the event of an emergency.**

**GDPR requirements are fully clarified, and fully implemented, including Councillor data, having secured appropriate permission.**

**The meeting closed at 20:09pm**