



Minutes of the Meeting of the Operations Committee Held on Wednesday 16th April 2014 At 11 am in the Community Office

Present:

Councillors:

Ian Hill
Bob West
Tim Horton
Robert Barber
Linda Nicholson – co-opted member

Officer:

Kristina Tynan

Members of the Public:

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31/14 Election of Chairman

Robert Barber proposed Bob West and this was seconded by Ian Hill. There were no other nominations.

Resolved: That Bob West be elected as Chairman.

32/14 Election of Vice-Chairman

Tim Horton proposed Robert Barber and this was seconded by Ian Hill. There were no other nominations.

Resolved: That Robert Barber be elected as Vice-Chairman.

33/14 Apologies for Absence

Tony Williamson.

35/14 Minutes of the Meeting held on 19th March 2014 which were accepted by Council on the 8/4/2014 to be agreed

Resolved: That these minutes were a correct record of this meeting and that they be signed by the Chairman.

36/14 Declarations of Interest

There were no declarations of interest notified.

37/14 Matters arising

Post box at Christmas Common – LN reported that she had investigated the cost of a cast-iron post box and this would cost in the region of £1000. RB said that the residents of Christmas Common were very pleased that the Royal Mail put a new box in after the old one was stolen as there was some thought that it would not be replaced. He said it is now possible to get a larger letter into the box. It was agreed that we take no further action on this issue.

38/14 Outstanding Issues

1. **Pothole by Car Park** – It was noted that our caretaker has done a temporary repair which will probably last until we get very bad weather. We have received a quote from Scion which is for a complete job or digging out the trench etc. RB said that we should look into doing this job properly rather than just filling in the pothole as would last a long time.

Resolved: That we obtain two more quotes for this work for the next meeting. **KT/BW**

2. **Howe Road Phone Box** – The Clerk has sent an email on this to British Telecom – no reply has been received to date. After discussion it was:

Resolved: To send a letter to the community of Howe Hill asking them if they would be prepared to maintain this. **KT**

39/14 Property

a. Car Park

i) **Car Park Entrance/Watcombe Road** – TH reported that he will send a letter to the Co-op asking for a meeting on this issue. It would be useful if an officer from OCC would also be able to be present.

TH

ii) **Cast Iron Bell Bollards** – 1 quote received. It was agreed that this be added as an item to the meeting above with the Co-op. TH proposed a temporary solution of putting posts in the bank (Watcombe Road) which would stop the bank being eroded any more. Discussion took place on this and it was:

Resolved: To put a plastic post (like the one by the Chip Shop) into the bank at a cost of up to £250 to also include installation. **RB/KT**

b. Public Conveniences

i) **Updating of the facilities** – TH to update regarding draft tender of works. TH reported that he has not been able to do this as yet as he needs more technical advice.

Resolved: That TH and BW meet up to this issue and how to move it forward. **TH/BW**

c. Community Office

i) **WIB request** – WIB have requested that a box be stored in the loft area and would like consent to put the latest certificates from Britain in Bloom in the office.

Resolved: That the request above be agreed.

40/14 Open Spaces

a. Recreation Ground

i) **Parish Controlled Trees** – RB stated that the Parish has a lot of trees and that we have a duty of care to maintain them. We have done remedial works when needed but need to have a comprehensive report showing all our trees and a programme of works for them. He referred to the report from Martin Gammie at Consulting with Trees (Arboricultural Consultants) and the 3 options that he has quoted for. The three options were considered and it was thought that option 2 would be best for WPC. TH stated that technically we have nothing in the budget for this to be done and competitive tendering would need to be done. TH said that he would look to see if there are any grants available. After discussion it was:

Resolved: To ask Martin Gammie to attend the next Operations Committee meeting to discuss this issue.

ii) **Dog Fouling Issues** – No new information received. To discuss at the next meeting.

iii) **I-Play** – TH reported that Playdale have sent the following information. That the five year guarantee package provides cover for the replacement of any defective parts including labour over the five years and also includes an inspection of the unit every six months. This package covers all I play parts for the period. Items that are, for instance, covered for two years would be extended to five years. Our I Play unit received a refurbishment in May 2013 which consisted of all the mechanical and electrical components in the switches being replaced. These items then have the original warranty period reinstated. The switch software and control boards revert to a two year guarantee, the switch springs

also revert to a two year guarantee while the bearings revert to a three year guarantee. The guarantee for the software, control boards and springs will therefore end in May 2015. The guarantee on the bearings will end in May 2016.

Resolved: That we take up the above contract from May 2015 (when our current contract runs out with Playdale) and that we inform them of this decision. **KT**

iv) **Skateboard 1/2 pipe** - TH said that he has arranged a meeting with Mr Ramsey to look at this issue. TH will email date and time out to members to see if anyone can attend the meeting.

b. **Mansle Gardens** – It was noted that we dealt with the Ash and Cherry tree issue and this will be done at a cost of £540. Timing is crucial and it was agreed that we need to do this ASAP. **RB/KT**

RB brought up the issue of the height of the hedge which was discussed at last month's meeting. He said that he thought 5ft was too low for the first section of the hedge. It was agreed that in principle the hedge height should be about 6ft internally.

Resolved: That RB and KT meet with Berinsfield Community Business to discuss this issue and what height is best and how it could be achieved.

TH said that Mansle Gardens looks very good at the moment and it was agreed that some photos need to be taken. It was agreed that an article on these gardens should be put in the Watlington Times.

Path in Mansle Gardens – RB said that he has been to look at the path and noted that there are lots of tree roots on the path. He reported that it would be very expensive and very tricky to do anything to the path as it could affect the trees. There is no simple solution but one idea may be to possibly build up the level.

41/14 General Issues

1. **Meeting with John Howell** – report on this if any issues relevant to this committee. - IH reported that there are no issues to be discussed by this committee, issues will be for the Strategy Committee to discuss.

2. **Flooding issues around Watlington** – OCC have been coming out and are dealing with the problems of flooding in Brook Street. The flooding situation at the Goggs is being monitored a meeting will be taking place with OCC, SODC and the Environment Agency and TH and TW will be present. He will report on this meeting to the committee next month.

It was thought that this should be an issue that the Strategy Committee should discuss with regard to future years. The mapping of flooding problems from the major authorities will be a valuable tool for the future and will show vulnerable areas in Watlington.

We have received an email from Simon Morrissey re Brook Street which states he will be surveying the culvert when the water levels are lower with a view to finding out what caused the flooding and to piece together a plan to hopefully prevent it from happening in the future. It was agreed to reply to him that we hope he will consider the capacity of the culvert in this location. **KT**

3. **Road Issues** - TH said that he has identified road issues in Watlington which he will report on at the May meeting.

4. **Emergency Plan** – some change needed and to add more volunteers – LN will do this and the updated Plan will be circulated to all the appropriate people.

LN/KT

5. **Bike Racks in Town** – Nothing to report.

6. **Co-option onto Committee**

Recommendation to Council: That the new Operations Committee (to be agreed at Full Council May 2014) co-opt Linda Nicholson onto the Operations Committee from May 2014 to April 2015.

42/14 Budget and Financial and Staff Issues

1. **Infrastructure Money available from SODC** – TH said that he has taken pictures of four bins that need replacing in the town and he will bring a proposal to the next meeting.

43/14 Action List

To note any outstanding actions if needed and to note completed actions on the caretaker list.

44/14 Correspondence

1. **Sue Cooper – Mat for office step** – It was thought that this was a good idea and KT to look into it.
2. **Playdale** – I-play – attached to agenda. – Discussed above.
3. **Thames Valley Police – Do we wish to nominate anyone** –Deadline 15th May. It was agreed that we do nominate anyone for the community award.
4. Clinton Evans – Asking to put a skip in car park for 6-8 weeks whilst work takes place on a house in the High Street. This was discussed and it was:
Resolved: That we allow the skip to be put in the 1st space by the Phone Box for a six- eight week period at a weekly fee of £30 per week.

45/14. Future Issues for Discussion

Paddock – various issues– WIB will give us a wish list at some point.

46/14 Any Other Business

Date of Next Meeting – The Clerk stated that the next meeting is scheduled for the same day as the Annual Parish Meeting and asked that it be changed. This was discussed and it was agreed that the next meeting take place on **Wed 7th May at 11am in the Community Office.**

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 12.40PM