



Minutes of the Meeting of the Operations Committee Held on Wednesday 18th November 2015 At 10am in the Community Office

Present:

Councillors:

Bob West (BW) - Chairman
Tom Bindoff (TB) - Vice-Chair
Roger Beattie (RB)
Ian Hill (IH)
Liz Winton (EW)
Rachel Huckvale (RH)
Jane Bryant (JBt)
Terry Jackson (TJ)

Officer:

Kristina Tynan

Members of the Public:

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113/15 Apologies for Absence

Tony Williamson.

114/15 Minutes of the Meeting held on 21st October 2015 which were accepted by Council on the 10/11/2015 to be agreed as a correct record

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

115/15 Declarations of Interest

There were no Declarations of Interest notified.

116/15 Matters arising

Johnson's Alley Hedge – This work has been done by Owain Devey. Two residents complained prior to the work being done and BW and TB met with them and compromised on a height of approx. 7ft instead of 6ft. The Clerk reported we have had several residents state what an improvement this has made to the car park.

117/15 Outstanding Issues

i) **Drain Cover- Watcombe Road** – KT has contacted Openreach (Ref THOAVP88). The latest update is that a new cover and frame have been ordered. Still not repaired as at today.

118/15 OCC Issues

Regarding all the issues below, it was:

Resolved: That the Clerk email our County Councillor, Steve Harrod and ask him to arrange a meeting with Keith Stenning to discuss all the issues below. Councillors said that they would be happy to have a meeting in Oxford if this would be easier.

- i) **Area behind Library** – SH is following this up with Greg Stacey. [*Post Minute Note: Mike Young has said that he will clear up this area*]
- ii) **Pavement on Britwell Road beyond The Goggs**- SH has stated that this is with the OCC Section 106 Team to see if there is any funding available.
- iii) **Pound Close/Pyrton Lane issue** – SH has said that there are no issues here at the moment. The streams are all dry.
- iv) **Hamp Assessments** – The list for the roads to be re-assessed is with Keith Stenning.
- v) **Cuxham Road –collapsed road into brook** – This is on the list to be repaired.
- vi) **Brook Street** – SH is chasing this.
- vii) **Cobbles outside Public Conveniences** – Awaiting response from OCC
- viii) **Drainage and Street Lighting** – Awaiting OCC response. KT has asked SH to chase up.

119/15 Open Spaces

a. Recreation Ground

- i) **Dog Fouling Issues** – EW said that she and some other volunteers are putting up new posters around the Town. She reported that people have been taking dogs on the school field and not picking up after their dogs.
- ii) **Recreation Ground Car Park** – Following the last PSFC meeting they have asked the Operations Committee to obtain quotes for the best layout of the car park. BW and TB will look at the schemes and let the Clerk know the preferred layout so quotes can be obtained. It was also agreed to speak to our electrician about the cost of putting in some low lights. Security alternatives to be discussed with Jon Lorimer.
- iii) **Half Pipe** – The painting work will now need to wait until Spring. TB said that perhaps a working party could be set up to get this work completed. The Clerk to find out where the paint is. The rivets need addressing also.

b) Paddock

- i) **New Play Equipment Project** – RH has had three companies to visit site and has obtained 3 quotes. The SODC grant deadline is at the end of next week so a decision needs to be made today on this issue. After discussion it was agreed that the Playdale quote seemed to be the way forward.
Resolved: That we go ahead with a grant application to SODC based on the Playdale quotation. RH/EW and JBt will contact playgroups, schools this week to get their views on the proposed new play equipment for the paddock area. RH to lead on this and submit with the Clerk a grant application.

120/15 Property

a. Car Park

- i) **Car park clearance/drainage ditches** – TB to arrange a working party after Christmas (Jan/Feb 2016) to deal with this. The Clerk to arrange for a skip once a date has been agreed.
- ii) **Civil Enforcement** – The Clerk reported that there has been some monitoring of the 2 hour spaces and some notices were given out. TB said that there was a week survey done about 5 years ago asking people parking there some questions. He said that it would be useful to do this again. TB said he would speak to the NPF about asking one of the activity groups to take this on.

b. Public Conveniences

- i) **Updating of the facilities** –TJ/JBt had obtained a quote for total refurbishment to both the gents and ladies toilets. TB and JBt to see if they can obtain two further quotes. The Clerk will speak to Thame Town Council to see who refurbished theirs. It was noted that we will also need to obtain

quotes for replacement windows. BW said it was good to see some progress on this issue. The money we have earmarked over the years for this project would not cover the total cost and it was agreed that the Clerk contact SODC to see if we could get a few years payment in advance so that this project can be done. It was noted that the Public Conveniences belong to SODC and that they pay WPC to manage them.

Bin in Car Park- TB has been researching bins for the car park and he has asked that a quote from Wycombe Waste be sent to the Clerk. This will be an agenda item for the next meeting to see if we can save some money on this. It was noted that WW only empty the bins when full not a weekly service as we have at present.

c) Pavilion

i) **Recreation Ground Tuck Shop for holiday times** –RH is still looking into this issue.

121/15 Budget Update and Budget Recommendation for Finance Committee – see attached
After much discussion it was:

Resolved: That the following budget for 2016/2017 be sent to the Finance Committee.

Operation Committee Budget

Proposed 2016/2017

	Budget 2015/2016	ACTUALS TO 16/9/15	Draft Proposed 2016/2017	
CAR PARK				
Car Park Business Rates	5200	3096	5356	3%
Car Park Resurfacing Sink Fund TO EM	1500	0	1500	
Caretaker services	2120	1060	2162	2%
Car Park Lighting	1200	996	1050	
Car Park Grundon bin	600	374	700	
Maintenance, Green maintenance hedges	1500	582	1500	
Car Park Lining	0	495	0	
Total expenditure	12120	6602.58	12268.4	
Car Park Trader Income	-10000	-10000	-10000	
Car Park Other Income	-130	-130	-130	
Car Park income	-10130	-10130	-10130	
Transferred to General C Park Earmarked				
Car Park total	1990	-3527	2138	
PUBLIC CONVENIENCES				
Caretaker services	1310	655	1336.2	2%
Public Toilets Contracts	2000	1274	2000	
Pub Convenience Maintenance	1000	697	1000	
Public Conveniences Improvements				
Total expenditure	4310	2626		
SODC Pub Convenience grant	-7147	-7147	-7250	
Amount to be put in Earmarked Res	-2837	-2837	-2914	
Public Convenience total	0	-1684	#VALUE!	
GREEN SPACE MAINTENANCE				

Grass cutting & ground maintenance	9800		12000	
Grass Cutting inc HG		1877		
Mansle Gardens Main		82		
Marlbrook Maint				
Play Area Grass Cutting in Rec		976		
War Memorial and tubs and H Baskets		228		
Paddock Main		2901		
Tree and Hedge Maintenance	2500	1140	2500	
Tree Audit	0	0	0	
WEG Insurance	300	0	350	
Paddock Contingency	100	72	100	
Caretaker services (Recreation Ground)	2120	1060	2162	2%
Caretaker services (Paddock)	1060	530	1081	2%
Operations contingency	2500	0	2500	
Public Charities Grant	-1500	0	-1500	
Green Space Maintenance Total	16880	8866	19193.4	
MINOR WORKS SAFETY AND CLEANING				
Caretaker services (Street cleaning)	6210	3105	6334	2%
Dog Bin Emptying	400	324	400	
Black/Recycling Sacks	50	0	50	
Street Cleansing Grant	-5750	-2908		?
Minor Works	800	644	800	
Bollard Repair/Replace	500	0	500	
Bollard Income	0	0	0	
Weekend Caretaker	600	300	612	
Total	2810	1465	8696	
Play and Equipment Maintenance				
Play Equip Main (Rec & Paddock)	1600	16	1600	
Playbark		1158		
Paddock New Equipment Project		50	2000	
Porta Loo		56		
Play Equipment Grants	0	0		
Total	1600	1280	3600	

122/15 General Issues

1. **Traffic Surveys** – One has been done at Christmas Common.

Resolved: That we order two more surveys, one for Howe Road and one for Brook Street. It was noted that the WPC will only need to pay for the one on Howe Road.

2. **Phone Box at Christmas Common** – Outreach issue.

3. **Footpath 4** – Robert Barber has sent the exact map showing where the original footpath went before it was changed by Beechwood Estates. OCC will then come back with witness forms to be completed.

4. **Speeding on Pyrton Lane** – KT has contacted Pyrton PC on this issue for their comments and they

have stated that *'The Parish Council considered your email about Pyrton Lane at their meeting on Monday. It was noted that a consistent theme of the replies to the very recent Pyrton neighbourhood plan questionnaire was a desire for the parish to resist creeping urbanisation. For this reason the Parish Council does not feel able to offer you its support in this matter. As an aside one of the councillors recalled a proposal some years back to create some kind of gravel or shingle path. Funding for this was not forthcoming so nothing happened.'*

It was agreed that the Clerk write to Peter Logan on this as he had first asked the question. Regarding the footpath TB said that this is something that the NP should deal with. Pyrton Lane at the bends was thought to be dangerous especially when there are people walking/running on it.

Resolved: That we ask OCC to put up some 'Beware of Pedestrians' notices up in this location.

5. Issues raised from Walkabout -Cuxham Road Triangle – It was agreed that the Clerk obtain a price from Berinsfield for a clearance of this area. It was suggested that this area could be planted with edibles. Once the area has been cleared Councillor to look at this area and come back with suggestions to a future meeting.

6. Hedge and Scrub Issues

Hedge at Davenport Place – The sides have been cut but the top is now very high. KT to chase up the owner and ask him to cut this.

7. Watlington Walk Leaflet – It was noted that it would cost £650 for 10,000 copies and it was:

Resolved: To ask the Finance Committee to look at whether this cost could be found in this years budget.

8. Watering Points in the Town – TJ said that it would be very useful to have a watering point in the Hill Road car park. She suggested putting up a cycle rack with a roof with the water collected in a water butt. It was agreed that this would not be a good idea as it would not collect enough water. It was thought that TJ could speak to the neighbours and see if they would allow us to use water from one of their houses. It was thought that a handpipe may be a possibility and that the committee look at this in the Spring.

9. Tree Issues – There has been a tree come down in Willow Close and BT is dealing with it. Martin Gammie is now doing the WPC Tree Audit. This should be available after Xmas.

123/15 Correspondence

1. Plantlife - National Plant Monitoring Scheme. - **This was noted. TJ was interested in this.**

2. SODC - Christmas Tree Collection – to agree if we do this again this year and which location.

Agreed that the Recreation Car Park be used again for the collection of Xmas Trees. KT to inform SODC.

3. Gill Bindoff – Paddock Play Equipment – **Noted.**

4. Robert Barber- copy letter and map sent to K Skinner at OCC on Footpath 4 –**Discussed above.**

5. SOHA – West Room issue – **The Clerk has dealt with this issue.**

6. SODC – South News – Grants for next year – **Noted.**

7. Mr and Mrs Shepherd – Damage to Thatch Cottage and asking WPC support in more bollards being installed. Photographs were included. Councillors had had a look at this site prior to the meeting and measurements had been taken. After discussion it was:

Resolved: That WPC are now happy to support the installation of bollards in this location.

124/15 Future Issues for Discussion

Handpipe in Hill Road Car Park – March/April
Public Convenience – Refurbishment
Recreation Ground Car Park – Lining
Cuxham Triangle
Recreation Ground Tuck Shop
Paddock new Play Equipment
Traffic Survey Data – once they have been done.
WPC Tree Audit – when received from Martin Gammie.

125/15 Any Other Business

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 11.45AM

