



Minutes of the Meeting of the Operations Committee Held On Wednesday 18th October 2017 at 8pm In the Community Office

Present:

Councillors:

Bob West (BW)
Tom Bindoff (TB)
Ian Hill (IH)
Fiona Paterson (FP)
Terry Jackson (TJ)
Roger Beattie (RB)

Co-opted Member:

Jenny Wilkinson (JW)

Officer:

Kristina Tynan (KT)

106/17 Apologies for Absence

Tony Williamson, Rachel Huckvale.

107/17 Minutes of the Meeting held on 20th September 2017 which were accepted by Council on the 10/10/2017 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 Chair of this meeting.

108/17 Declarations of Interest

There were none.

109/17 Matters arising

There were none other than agenda items.

110/17 Update on Outstanding /Completed Issues

1. Unofficial path to Watcome Road in the corner of the Hill Road Car Park – **On-going**
2. Cobbles by Public Conveniences clearing out – **This is currently being done. BW will investigate the best cement and sand mix, he has tried one but was not happy with it.**
3. Car Park hatching opposite disabled bays – **Bob Thomas to do.**
4. Defibrillator Training – **KT to organise this Feb/March 2018. She will put a post asking for interest on the Watlington Town Facebook page.**
5. Painting of the outside of the Pavilion – **The work has now been completed.**

6. Half- Pipe- **Bruce Garside has welded the metal surface and this is now safe. Dixie and the skateboarders will paint this. KT has the paint to give them.**

7. MUGA Proposal for Recreation Ground – **RB investigating this.**

8. I-Play – **The work has been done and this was working well. However today when the equipment was inspected by Bob Thomas no speakers were working. Playdale have been contacted. KT said their bill will not be paid until the unit has been fixed.**

9. Zip-Wire spring broken –**The work has been done and this is now working**

10. Dog Fouling/ Poover – **KT has spoken to Keith Woolfson (WTFC) and he now has some volunteers who are willing to use this. KT will now order.**

11. New Chairs for the Office – **Awaiting suitable ones for sale.**

111/17 Highway/Footpath/Tree Issues

1. **Trees in Watlington** –TB updated the Committee on the following tree issues:

a) **Hornbeam Tree on Left Hand side of the Paddock** – A resident has complained about this tree leading to loss of light in his house. This was pruned last year but not very severely. It was agreed that we ask Martin Gammie to seek tenders for a major pruning of this tree as well as the Hazel tree adjacent to it. It was also noted that the hedge in this location has not been cut and KT will organise for the hedge to be cut to the height of the 6ft fence.

Action: TB to meet with Martin Gammie regarding all tree issues.

2. **Footpaths**

a) **Footpath 13** – Email from Jon Beale – Committee members were requested to look at the footpath in Aston Rowant. TB said he has been to look at it and the committee felt that this would be a too urban look for the footpath to the willow pond. TB said that there has been some work done to this footpath and it should be a lot better this winter. See photographs below.



Footpath 13 September 2017



Aston Rowant Footpath September 2017

Resolved: that we take no action at present and that we monitor this footpath over the winter.

112/17 Open Spaces

1. Recreation Ground /Sports Field/Pavilion

a) **CCTV on Pavilion/Recreation Area** – one quote attached to the agenda. The PSFC will be discussing

this issue at their meeting next Monday. The committee discussed this and it was:

Resolved: That the Operations Committee agreed that this is a good idea and that the PSFC deal with the details on getting this installed if this does not require any funding from this Committee.

b) **Paving Slabs broken at the ½ pipe** - It was agreed at the last meeting that we obtained quotes for tarmac this area. BW said that it would be much better to get this area concreted. RB will seek quotes for this area (approx. 20ft x 4ft) for the next meeting,

c) **Lighting for the Car Park** – Two quotes attached were looked at.

Resolved: The committee were in agreement with the principle of doing this and agreed that the PSFC deal with the detail getting this installed if this does not require any funding from this Committee.

It was noted that a grant for funding, from the District Councillors Fund, for b) and c) above will be submitted.

d) **Container for WTFC in the Recreation Ground Car Park** –WTFC have requested permission for a new 20ft Container to be put in this area.

After discussion it was thought that this would stick out too much in the car park and could be a hazard. WTFC to be notified of this and to consider a smaller one.

e) **Skip in Recreation Area to remove all unwanted items from Pavilion, Sports Club, Youth Container**

KT has sent an email to both Sports sections and the Youth Club about sharing the cost of one, she is awaiting responses to this.

f) **Guttering on Pavilion** –RB is organising for the broken guttering to be replaced. Bob Thomas will help him.

g) **Possible Mobile Mast in Recreation Ground** – IH and KT had met with ‘Shared Access’ on site who had a proposal to put a phone mast in this area (following a notice to quit on their existing site) for a one-off lump sum of money. However they have now been offered another site. Discussion took place on the principle of this, if we get another offer.

RECOMMENDATION TO COUNCIL: That Council agree in principle to the erection of a mobile mast in the recreation car park area if we receive another offer.

2. Paddock

a) **Performance Space** – Steve from the Watlington Band has said he would do some designs but we have not yet received anything from him. BW said he has tried to contact him but with no success. KT will ask Sarah Pullen for his email address. It was noted that we would like to move forward with this and it is hoped we will have some information for the next meeting. It was thought that a modern sail style design was probably the most in keeping with this area.

b) **Hedging around the fence around the Children’s Play Area** – KT has spoken to our Gardener regarding this. She will look at see if it is possible to plant it on the outside of the fence and also to see how many plants would be needed. It was noted that by putting in this we will be adding to our maintenance costs.

c) **Noticeboard for Children’s Play Area** – KT and RH have been looking at noticeboards and have found one in the shape of a teddy bear which could be put up on the back fence. This would hold 4 pieces of A4 paper and is lockable. KT said that she has also seen a really nice noticeboard in the shape of a tree which would be more than the £300 teddy one. TB



Teddy External Novelty Shaped Notice Board

said that we need to make sure that we order the best one. KT will look into the cost of the tree noticeboard and bring back to the next meeting where a decision can then be made.

d) **Extra piece of equipment for Play Area** – RH is looking into this.

3) Other Areas

a. **Triangle on Cuxham Road** –The Strategy Committee has asked Operations to come up with some designs for this area before making a decision on whether to keep or sell this piece of land. TJ and JW brought some designs to the meeting which were considered. The design needs to be low maintenance. TJ stated that if the two trees are removed, which has been recommended it will make this area much lighter and things will grow better. TJ and JW will bring designs back to the next meeting.

113/17 Property

1. Car Park

a) **Putting in trees in the middle of the car park** – TJ had asked that the committee consider doing this. After discussion a vote was taken on this: 4 against, 2 in favour – NOT CARRIED

Resolved: That we do not plant trees in the middle of the car park.

b) **C Pereira – Request to keep the hedge higher on Johnsons Alley and offer of payment to do this.** (Letter No 66 was attached to the agenda) There was discussion on this letter and the photos that she had provided. I was noted that the hedge was cut this year, which was lower than Ms Pereira wanted. It was thought that the WPC could not take money to do something that a resident wants when we think the height it was cut to was reasonable.

Resolved: That we offer, as a compromise, that the height of the hedge is cut every other year but the sides of the hedge every year.

c) **Trees in Car Park** – Martin Gammie from CwT has given us the information needed about the problem trees in the car park. He has confirmed that the sycamore (T18) is scheduled for removal in the management plan. However there are quite a lot of other works scheduled for the car park trees and he is strongly recommending that we tender the contract as a whole as previously suggested, asking for itemised quotes based on priority of works so that we can reduce the scale of the contract if it proves to be cost prohibitive as a single contract in one financial year.

Extraction of the car park tree works schedule from the main Tree Report:

Tree Work Schedule - Watlington Parish Council – Public Car Park

Tree No.	Species	Dia.	Height	Age	Comments	Hazard Rating	Work Priority	Works required
13	Acer pseudoplatanus	350	16	EM	Tree is leaning at a 15angle in a West direction. Asymmetric formed crown. Heavily suppressed crown. Bifurcated stem formed at 3.5metres. Restricted inspection due to ivy. General poor form to tree. Compaction around base of tree. Hard surface located adjacent. Building/structure located adjacent	112 4	3 to 12 Months	Fell the tree
14	Acer pseudoplatanus	350	16	M	Multi stemmed stem formed at 0.0 metres. Deadwood in the crown of minor extent. Crossing branches in crown. Restricted inspection due to ivy. Compaction around base of tree. Hard surface located adjacent.	113 5	3 to 12 Months	Deadwood the tree crown. Sever ivy formed on the main stem. Crown clean to remove dead, damaged, weak and crossing branches
15	Acer pseudoplatanus	350	14	EM	Included main stem union. Bifurcated stem formed at 0.5metres. Restricted inspection due to ivy. Compaction around base of tree. Hard surface located adjacent.	113 5	3 to 12 Months	Crown lift the tree to 4.5 metres. Sever ivy formed on the main stem
16	Prunus avium	200	10	EM	Stem wounds. Bark damage. Asymmetric formed crown. Heavily suppressed crown. Restricted inspection due to ivy. General poor form to tree. Vandal damage. Compaction around base of tree. Hard surface located adjacent	213 6	< 3 Months	Fell the tree
17	Acer pseudoplatanus	200	10	SM	Root damage around the base of the tree. Asymmetric formed crown. Previous crown	113 5	General maintenance	Ensure 0.5m clearance of light and cables

Martin Gammie has issued initial requests for expressions of interest for the tree work contract and hopes to issue the tender documents during October with a view to procuring the contract during the 2017/18 dormant season. He will pass on contract documents to us prior to tendering to contractors.

TB will speak to Martin Gammie about these trees and the ones in the paddock.

Leylandi Hedge in Car Park – These were planted by BT, as screening to their building and who said they would regularly cut them. These need to be done. KT will check her files to see who we contacted last time.

2. Public Conveniences

a) **Updating of the facilities** – RB is dealing with Martin Dix re the refurbishment and he will resubmit a detailed quote. It was agreed to put in stainless steel urinals not ceramic.

3. Parish Office

There were no issues for discussion.

114/17 General Issues

1. **Grass Cutting Tender for new Contract for April 2018** – KT is working on this at the moment. IH will produce a better map. This will be circulated to members.

2. **Email from TJ** – this was attached to agenda – The relevant issues were discussed:

a) **Small electric box in the paddock** – TJ said that this was difficult to access – to ask Neil Campbell to look at this.

b) **Cleaning of benches etc** – This will be looked at in a future meeting

115/17 Correspondence

1. **Girl Guiding – Suggestions for traffic** – these was attached to the agenda. The Clerk has acknowledged receipt of these letters.

It was agreed that we send them back a letter stating that all the items they have raised specifically are in our NP and that we agreed with their suggestions.

2. **J Beard – copy of letter sent** re Lorries – this was attached to the agenda – This was noted.

116/17 Future Issues for Discussion/Implementation

117/17 Any Other Business

Sports Field Hedge Cutting – Oct/Nov – KT has sent an email to KW about the removal of the net before any cutting will take place.

Hedges – TB/KT will prepare a list and measurements of all the hedges we are responsible for so that these can be added to our tender document.

Lights not working by Mansle Gardens – KT had reported these and asked Steve Harrod to chase as they had not been fixed 4 weeks on. However the reply he was sent from Street Lighting stated *'Sorry, these would not be emergency works, as they are on a footpath they require specialist equipment to access, we are aware of a fault on unit numbers CS1 and CS2 both reported on the 11 September 2016. As you are aware, our current policy is for our contractor to attend electrical & structural emergencies as a priority; these will be attended within a 24hr period. All other faults are logged on our management system, for efficiency, these are grouped by area and the date they were reported, and the contractor attends against*

a programmed of works based on this approach. I will request these are added to the priority footpath works but cannot currently advise when these will be attended to'.

Roundabout at Rec – This is not going round very well. KT will ask Bob Thomas to look at in the first instance.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.30pm

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