

## Minutes of the Meeting of the Operations Committee Held on Wednesday 20<sup>th</sup> March 2013 at 10.30am in the Community Office

**Present:**

**Councillors:**

Barry Adby – Chairman  
Ted Backhouse –Vice-Chairman  
Ian Hill  
Tim Horton  
Robert Barber

Linda Nicholson- Co-opted Member

**Officer:**

Kristina Tynan

**Members of the Public:** 1

25/13 Apologies for Absence

Tony Williamson

26/13 Minutes of the Meeting held on 20<sup>th</sup> February 2013 which were accepted by Council on the 12/3/2013 to be agreed

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

27/13 Declarations of Interest

**Agenda Item 6b WIB Car Park Proposal** – TH declared an interest in this item being the Chairman of Watlington in Bloom. He signed the 'Declaration of Interest' book and left the room for this item.

28/13 Matters arising

**Drain on Watcombe Road** – The Co-op have said they will repair this. We await a date for its repair.

**Recycling Bins in Car Park-** SODC will organise for these to be removed on the 1<sup>st</sup> May 2013. We have put a piece on this in the Watlington Times

March edition. SODC will do a collection for 2 weeks after this date to remove any waste. The Clothing banks will be removed but the Air Ambulance bank to be hopefully re-sited. We will need to put up notices in this area notifying people of this and will put another reminder into the April issue of the Watlington Times.

It was noted that the Chip Shop Grundon Bin (which they pay a contribution to WPC for having in the car park) will need to be moved.

**I- Play** - This now has a maintenance contract for 2 years. TH stated that he will still seek for a longer term for parts and maintenance for an extended period.

**Disabled Parking Signs** – These have been ordered. 2 for the car park and 2 for the recreation ground.

**Car Park Noticeboard** – Shire Roofing have been commissioned to repair this noticeboard. BA advised that they need to have a temp of over 5°C for at least 8 hours before the work can be carried out.

#### 29/13 Outstanding Issues

1. **Phone/Broadband** – RBr/KT and BA have a meeting with British Telecom on the 27<sup>th</sup> March to discuss this.

2. **Hedge in Car Park** – RBr to chase up Nigel Adams to check whether this hedge is able to be laid or not. It was noted that 1 branch is interfering with the light sensor and needs cutting back.

#### 30/13 Property

##### 1. Car Park

a) **Drains in Car Park** – A camera has now been put down and it seems that there are tree roots through the drains. We need to wait to see the film that was taken. There has been a suggestion that if the drains on Watcombe Road are in a good condition could put some pipes down to those drains.

TH stated that we should look at the wider picture and put to the Co-op that we have a radical view of this area with possibly widening the entrance etc. If we can involve them it could reduce costs and make this area much better.

It was noted that we still have not had a reply to our letter regarding adoption from the Co-op.

It was agreed that we ask our caretaker to clear out the drain on the junction of Watcombe Road/Hill Road and that we purchase a post shovel so that he is able to do this.

It was noted that we still need more information regarding these drains. We have been in contact with SODC but they do not have any plans of the drainage.

b) **Central Reservation Area in Car Park** – A quote had been received from Scion and was attached to the agenda. The quote for £2982 was noted. It was stated that we have a lack of information on car park plans ie drain/electric etc. WIB have been informed of this quote. It was agreed that we do nothing further on this issue at present.

c) **Lining for Car Park** – We had received a new quote received from Anglo Liners. After discussion it was:

**Resolved:** That we accept the £880 for 80x car park bays, 2 disabled bays, 6x4m single arrow heads and 1x4m double arrow head subject to them being able to do the works on a Sunday when it would be possible to make sure that there are no cars in the car park by closing it on the Saturday evening. It was agreed that these works then be done in May. It was thought that 2 dates be agreed and will be done, weather permitting, on one of the dates given. Resident's to be leafleted, car leafleting and a note in the Watlington Times giving the date of the works to be done in the weeks prior to the date/s agreed.

We note that we may need to add a few more markings which may adjust the price.

## 2. Public Conveniences – Future Improvements

It was noted that HB is drawing up a schedule of works for the Gents. It was noted that this is in worse condition than the Ladies. There are a few things that BT will do such as painting of the windows and replacing glass in the windows. It was agreed that we also ask HB to draw up a schedule of works for the Ladies also. To ask the Tender to quote for both separately and together, as there may be economies of scale if work done at the same time. KT to speak to HB regarding this.

## 3. Community Office – Boiler issue

BA reported that the boiler stopped working last week. We have had CHAPS from Henley come out and they will be sending a quote for a new one. There is a £75 charge for the call out but if we order a new boiler from them this charge will be waived. British Gas are also giving us a quote. We will also ask Steve Needham (who services our boiler annually) to come and give his view on the existing boiler now he has returned from his holiday today and will be looking at our boiler later today.

**Resolved:** That following Steve Needham's advice, if we need to have a new boiler that we ask the Finance Committee to hold an urgent meeting to discuss this issue.

## 4. Energy Prices for WPC owned property

BA has been looking into this for all Council owned property. He will report more at the next meeting. As regards the Community Office, as we initially could not have an official contract as there was no original supplier we had to go on a 28 day contract, which is the only one we could be put on. However now we have had British Gas as a supplier for over a year we can now change

the contract to a yearly one which would save £200-£300 per a year immediately. However BA will continue to investigate other suppliers.

**Energy Audits for Public Buildings** – There are grants available from TOE for £500 which means that the cost to the WPC per building would be £160. Discussion took place and it was thought that this is not necessary for the community office as we have put in roof insulation etc and it was thought unlikely we could do anything else to conserve energy. It was agreed to pass this information to the Pavilion Committee for them to decide if they wish to do an energy audit on the Pavilion. It was noted that this building is relatively new and should not need one.

### 31/13 Open Spaces

a) **Who to commission to Annual Playground Inspection for 2013** – KT and BA to look into Inspectors and prices for this. We have the costs for ROSPA to inspect.

b) **OPFA Playground Inspection Course** – This was attended by BT.

b) Paddock – Quote from Scion for putting in metal railings and repairs to the Playground. After discussion it was:

**Resolved:** To accept the quote for Scion for installing the metal railings around part of the playground area a cost of £232 and for the repairs to the defective posts of £126.00.

c) **Tree Report on Mansle Gardens** – the report was discussed and it was noted that no actions have been taken as yet. It was also noted that there are some tree works to be done in the Paddock. Permission will be needed for all works.

**Resolved:** That we get some quotes for the works needed. The contractor will then get the necessary permissions as part of the job. That we ask our Tree Wardens to do this.

### 32/13 General Issues

**Hill Road Hedges** – RBr reported that some work has been done on these hedges. One tree will be coming down but we have no date for this as yet. He stated that it is not an urgent issue. It was noted that there is one section opposite N<sup>o</sup> 86 Hill Road that could do with cutting back and that this piece is the responsibility of OCC. The Clerk to contact them and ask if it could be included in their verge cutting schedule. A map showing the location of this hedge to be sent also.

### 33/13 Action List

To note any outstanding actions/new actions if needed:

**Bollard next to Co-op(outside Bank House)** – It was noted that this bollard has been removed and tarmaced over. KT to arrange that a new bollard be put back in this location.

**Reflectors for Bollards** – KT to place an order for more of these.

**Finger Posts by Town Hall** – It was noted that the damaged fingerpost was re-painted by BT and looks very good. However this has made the other one look very neglected. BT to re-paint the other fingerpost.

**Outside of Community Office** – It was agreed that this needs to be reviewed for re-painting. Quotes to be sought for the next meeting for painting of the wooden hoarding.

**Street Signs** – WIB are cleaning the street signs and have noted that there are a few that are broken. One is on the High Street and one on Love Lane. These signs are the original Bullingdon signs and should be repaired and repainted .

34/13 Correspondence

1. **OCC – Gritting Love Lane** – they have this on their agenda for discussion within the item, winter treatment to schools, so we note that Love Lane will be reviewed.

35/13 Future Issues for Discussion

Grit Spreader for next winter

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 11.35AM**