



Watlington Parish Council

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Minutes of the Meeting of the Operations Committee held on Tuesday 21st January 2025 at 7pm in the Parish Office

Present:

Councillors:

Andy Aherne (AA)
Ian Hill (IH)
Roger Beattie (RB)
Brenda Bradford (BB)
Tim Horton (TH)
Sylvia Glover (SG)
Leo Pesci (LP)

Officer:

Jo Pugh (JP)

In attendance:

Jenny Wilkinson
Josh Ward-Robinson

01/25 Apologies for absence

There were none.

02/25 Chairman remarks:

The Chair thanked everyone for their efforts over the past year, both individually and collectively. Josh Ward-Robinson was introduced to the Committee and will be considered for co-option at the next meeting.

03/25 Minutes of the meeting held on 19th November which were received by Council on 14/01/2025 to be agreed as a correct record

Resolved: That the minutes of the meeting are a correct record of this meeting and that it be signed by the Chairman.

04/25 Declarations of Interest

There were none

05/25 Matters arising

There were none

06/25 Operations Budget

a. **Budget Update 24/25** – This was sent out by email.

b. **Budget discussion for 25/26**

Ops budget including additional expenditure was presented to Full Council in December 2024 and approved. Two significant projects identified for FY25/26 were the

refurbishment of :

1. The Public Conveniences
2. Urgent maintenance work to the Parish Council Office, including the creation of improved secure storage for Caretaker equipment etc.

For information SB indicated that Ops were £10k under budget for 24/25- AA to review with KS to ensure any unallocated spend is used to best effect. RB requested confirmation that the budget for the Recreation Ground toilets was still available which it is. There was discussion regarding best position for these facilities.

Action: RB, IH, JW and TH meeting at the Rec to review options on 23rd Jan.

c. **Task Tracker** - LP

LP to continue to update the Task Tracker and associated costs.

07/25 Tasks

- a. Play Equipment Monthly Checks – completed by BB. IH looking at Rec gate closing mechanism. **Action:** Office to chase up Playdale inspection.
- b. Sundry Jobs – commissioned to Ben Little
 - i. Fill in the hole by the broken manhole adjacent to the fence line - outstanding

08/25 Tasks approved - updates

- a. **OCC Super-User** - Additional online training required.

Dan Hendy has completed the online training. SG in the process of organising online training for Christmas Common.

Commented [IH1]: In Full

- b. **Replacement of septic tank / plant for Rec** – Works being done at present.

IH reported that works expected to complete by the end of Jan. Costs for replacing hedging, re-seeding area and erection of fence estimated at £100.00 approved by Ops **Action:** IH to manage and compile final snagging list.

- c. **Solar Lighting from Love Lane to the Rec** – Work has been commissioned.

Work commissioned to TLGO at a cost of £676.60 – awaiting start date. KT to chase this up.

- d. **Paddock bench** – one bench to still be repaired - wood has been ordered

Bob Thomas to complete and will be helped by our work experience student.

- e. **New Trough/s to replace planters outside the men's conveniences**

To be installed in Spring 2025.

- f. **TVP Speed Watch - Donna Convery to meet with AA to review resource with a view to launching in NY.**

To launch in Easter 2025.

- g. **New replacement sails for over Rec benches - acquired and will be installed Spring 2025**

09/25 Issues raised

- a. **Footpath 13** – TH to update

No update.

b. **Public Conveniences** – update AA

- i. Specification for full refurbishment and supplier quotes to be obtained – in progress **Action:** IH, AA & JW to write formal tender document detailing full scope of work
- ii. Visit to Pangbourne public conveniences to be organised – **Action:** TBC AA & JW
- iii. CCTV **Action:** AA to look into options and prices
- iv. Arts Spine Project – Telephone Box Gallery no longer will be put in this location.

c. **Recreation Ground**

- i. **Gates** – agreed, the gate to the entrance of the recreation ground would not be replaced as no gate is needed at the entrance. Revisit options to repair/replace existing (red) gates to playarea.
- ii. **Risk Register with regard to the play equipment** – IH

Deferred to next meeting.
- iii. **Recreation and Allotment Hedge** – Agreed plant new hedge plants to sort out the gap made by the Contractor.

Refer to 8 (b) above

d. **Trees Actions required** –

- i. Parish tree three year survey – quotes received

Martin Gammie and The Whole Tree Company have provided quotes. Devey Tree tbc. **Action:** JWR, IH, TH and AA to review previous tree report.

Action: AA, IH to review budget availability to either

- 1) commission a new report or
- 2) use funds to action the previous report or
- 3) commission a new report and action the previous report.

e. **Trees Actions required** –

- i. Quote requested from Devey Tree Care for Paddock works. – **Action:** IH meeting with DTC 23rd Jan.

f. **Health & Safety** – update AA

AA and JP to review WorkNest H&S management system and explore other options.

g. **Chalk Pits**

- i. Hand rail installation and steps maintenance – Green Gym starting April 2025
- ii. Summary of ownership – Review Land Mangement Proposal from WEG – **Action:** TH to review and provide recommendations

h. **Overhanging vegetation**

- i. Identify locations where hedges etc obstruct pedestrian paths and appropriate body/owner requesting action – **Action:** AA/Work Experience Student to complete review and Parish Office to write to individual householders to request work to be undertaken prior to the next nesting season.

i. **Lady Mogg Garden signage** – **Action:** Office to order sign. IH/AA to install.

j. **Work Experience** – List of task for our student. **Action:** Ops Committee have been asked to provide suggestions/recommendations for work to be undertaken by Work Experience Student (supervised).

k. **MUGA issues**

Develop a proactive maintenance programme for the MUGA to include sand in-fill levels; extended fencing; tarmac immediately adjacent to the MUGA gates etc. **Action:** JWR and AA to review financial model to support on-going investment (including hiring costs, grants etc) to build up suitable reserve.

l. **Parish Office Workshop** – Develop a tender document for works – AA/IH

Action: A/IH to develop a tender document. TH recommended the construction of a dedicated, purpose built office for the Caretaker to be located in the Paddock, adjacent to the Library car park or alternatively in the Recreation Ground. Budget for this would likely be in the region of £50-£70k currently not available as wasn't deemed a CIL priority. This ambition to be discussed as part of future budget discussions.

m. **Lighting at Davenport Place and The Paddock**

Action: AA/IH to review lighting levels following complaint from local resident.

n. **Graffiti in the Town**

New graffiti has been noticed in the town. ICC were contacted regarding this but no student could be identified regarding this.

o. **Bin Store outside office** – see letter from Resident (correspondence list)

To be incorporated as part of the plan to improve the Parish Council Office.

10/25 Consultations

There were none

11/25 Correspondence

- a. Email regarding outside storage space at Parish Office – addressed above.
- b. Email from resident – parking on Brook Street / missing yellow lines – Committee in agreement to re-instate the yellow lines **Action:** Office to contact OCC Highways.
- c. Email from resident – Davenport Place lighting – addressed above.
- d. Email from resident request for dog waste bin near Stonor Green **Action:** AA to contact SODC to request litter bins at Stonor Green, Red Kite View x 3. RB. Car park hedge needs trimming back ask Nigel Adams to do it.
- e. Email from HM Prison & Probation Service re Unpaid work / 'Community Payback'
- f. Email from FvM WRR – OCC's proposed 'left out' turns on Pyrton lane
- g. Email from Chalgrove PC – re flooding. Invite to meeting on 13th Feb.
- h. Email from resident – request for additional litter bins

- i. Snowdrop Teas - signage

All correspondence attached to the agenda

12/25 Christmas Common – SG reported

Update from SG:

- Defibrillator: 24 residents fully trained along with 4 'Guardians' carrying out quarterly checks.
- Super Users: 1 resident has completed part 1 and part 2. Three have completed part 1 and will be attending part 2 on 28th Jan.
- Speedwatch: 12 residents have volunteered to do the necessary training.
- Sign Cleaners: 5 residents have volunteered to join the team
- Oxford Way: Nigel Adams has layered a new hedge along the Oxford Way
- Planning: Significant resistance from Christmas Common residents for the proposed development on the 'donkey field' – SODC decision due on January 28th.

13/25 Any Other Business

TH reported Barriers on Cuxham Road – had an email, the County are suggesting that they would do it by Easter.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9PM