



Watlington Parish Council

Parish Clerk: Kristina Tynan
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Minutes of the Meeting of the Operations Committee held on Wednesday 18th March 2026 at 7pm in the Parish Office

Present:
Councillors: Mike Deighton (MD)
Nicky Smallbone (NS)
Keith Jackson (KJ)
Tim Horton (TH)

Officer: Jo Pugh (JP)

In attendance: Jenny Wilkinson

MINUTES

029/26 Apologies for absence

Apologies received from Sylvia Glover, Leo Pesci and Jules McIntyre

030/26 Chairman remarks:

Members and Jo Pugh were thanked for their hard work in progressing the projects.

031/26 Minutes of the meeting held on 18th Feb which were received by Council on 10/03/26 to be agreed as a correct record

Resolved: the minutes were accepted as a correct record of the meeting and were signed by the Chair

032/26 Declarations of Interest

There were none.

033/26 Action List status and Matters arising

Hill Road / Spring Lane Corner: Following discussion, it was agreed to make a **RECOMMENDATION TO FULL COUNCIL** that a new 'informal' path be installed from the car park onto Hill Road, and that the existing path leading onto Spring Lane be closed.

Recreation Ground: An area of sunken/uneven ground remains following the implosion of the former treatment plant. It was agreed to request that TLGO assess the area and report back following the first mow.

TH thanked everyone involved in the tree clearance along Hill Road.

Agreed: TH will lead on organising a working party to spread playbark chippings.

TH offered to replace the four vines on the pergola in Mansle Gardens once it has been resited (the original vines came from Mansle).

Item	Details	Action Needed	By Whom	Actioned / Status
CCTV	Paddock, Recreation Ground Toilets, Parish Office	Obtain quotes	LP	Quotations received for Paddock. 05/03 Parish Office CCTV installed. Quotation to be requested for Recreation Ground Toilet CCTV if appropriate.
Health & Safety	Nimble e-learning H&S courses	To be booked for Caretaker	JP	In progress
Hill Road /Spring Lane Corner hedging	Improvements to the area	Martin Gammie and Nigel Adams to agree details of hedge planting specs - work to commence Oct/Nov 2026.	MG/NA	Following meeting MG to contact the tree officer outlining the proposals. Ascertain if a TPO tree work application with supporting method statement would be required. Nothing can happen until next year. Hedge Oct/Nov 2026. ON HOLD
Hill Road Car Park - Pothole	Pothole near clothes bank	To be patched	JP	11/12 work not completed satisfactorily, the tarmac has not hardened. 16/12 TLGO to rectify when the surface is dry.
Paddock dog waste survey	Survey to establish residents thoughts on dog waste and littering in the Paddock	Publish in Watlington Times (March edition)	JP	Close date 16/03. Results to be collated.
Paddock Play Area	Play house missing roof to be made safe for play	Roof to be reinstated	JP/TLGO	14/03 Parts delivered. TLGO engaged.
Paddock Play Area	Tunnel Net fixing is broken	Replacement parts to be installed	DH	14/03 Parts delivered. Dan requested.
Paddock Play Area	Springers and mud kitchen	Order tractor and rooster/chicken. Obtain installation quotes.	JP	24/02 ordered - Estimated delivery: 07/04 TLGO - Requested installation quote
Paddock Play Area	Tree on rhs is wobbly	Replant tree and re-stake - or remove if necessary,	JP	16/12/25 TLGO instructed.
Parish Office Caretaker Space	Groundworks	Create storage area at east side of office.	JP	In progress - estimated completion date 13/3
Parish Office Caretaker Space	Electrics	Electrics for shed to be installed	JP	Quotes received.
Parish Office Caretaker Space	Plumber	Obtain quote for external tap	JP	Quotes received.
Parish Office External Works	Storage Shed	Shed to be installed	JP	17/03 Shed installation
Parish Office Interior Refurbishment	Interior paintwork	Keith Hopkins engaged	JG	In progress
Parish Office Exterior Refurbishment	Exterior paintwork	Keith Hopkins engaged	JP	In progress
Parish Office Interior Refurbishment	Deep Carpet Clean	Obtain Quotes	JP	To be instructed following completion of interior decorating
Parish Three Year Tree Survey	To identify and agree low and medium priority work to be carried out.	MD/NS meeting Watlington Tree Group 25/03/26	NS/MD/ Office	
Planters	Replace planters throughout the town	Fill and plant out new planters / dispose of old	TH/KJ/MD/JM	3 x planters completed. 6 to be completed.
Recreation Ground - Salt Bin	Salt bin for car park and paths	Order 90l grit bin.	DH	w/c 09/03 To be installed at the recreation ground and filled with salt.
Recreation Ground - childrens play area	Play bark chippings	Obtain quotes to remove existing play bark, replace/repair gravel boards and weed membrane. Obtain quotes to replace existing play bark approx. 40m3	JP	Chippings to be raked when dried out.
Recreation Ground - Toilets	Options for alternative uses / re-sale	TH to research possible solutions.	Office	TH to report back at March meeting.
Recreation Ground - Two Benches	Duplicate plaque to be replaced with 'Beacon Festival' plaque	To be installed	DH/JP	11/03 revised plaque received. DH requested to install.

Details	Action Needed	By Whom	Actioned / Status
Ball stop netting on three sides of the MUGA, to increase the height by 3 metres	Planning permission application to be submitted. Grant funding applications to be submitted	RG / JRW/JP	10/03 Planning Application submission in progress 23/02 Councillor Grant Application submitted by JRW £500 grant received from Doris Field.
Broken lamp	28/11 Meet with electrician (MD). Source replacement lamp. Engage electrician.	JP	03/03 Lantern ordered. Electrical Installation quotes received.
Portaloo to be installed over summer months	Obtain quote and order.	JP	Ordered 1 x portaloo Monday 20th July - 1st September (7 weeks)
4 or 5 posts needed and new sails for next year	Review installation re water run-off	MD	Mid March
More units have been vandalised – to be replaced or repaired asap.	Install replacement head units.	DH	1 x head unit replaced. DH to install remaining units
Concrete base	Agreed to engage TLGO subject to available funds.	JP	Awaiting budget review
Near 24 Britwell Road	Babylon instructed to proceed - Cherry (Tiltstone Hellfire)	JP	Completed
Identified faults to be rectified by OCC.	Follow up with Christopher Marks	MD	Tree trims on Britwell Road - completed Outstanding items: T1 light by Town Hall - in progress 2 x bollards on Cuxham Road - Bloor/OCC's responsibility to complete
Issues with Signage on Howe Road, Cuxham Road, Christmas Common and Britwell Road	Report on FixMyStreet	JP/MD	24/02 reported on FixMyStreet
Outside 12 Cuxham Road by footpath sign and Outside 3 Brook St /Cuxham Rd junc. junction	Contact SODC to replace bins.	JP	12 Cuxham Rd has been repositioned. 09/03 chased SODC: Cuxham Rd/Brook St bin - rusted out

034/26 Finances

a. Budget Review - 2025-26

MD reported that the budget is on track, with a potential underspend due to projects in progress being completed in the next financial year. Underspend to be vired to next financial year.

Prospect Place Lighting (TH)

TH raised concerns regarding inadequate lighting on Prospect Place, particularly in the vicinity of the Church. The issue had previously been referenced in the Artspine project, with an estimated cost of £5,000. TH noted that improved lighting would represent a genuine enhancement to the Artspine scheme as well as the Church car park and Prospect Place more generally.

MD reiterated that OCC are unlikely to fund new lighting fixtures, and that any such works would need to be funded by those requesting them. MD agreed to raise the matter with SB to explore whether the proposal could be supported through OCC CIL.

035/26 Town Matters

TH raised the issue of flooding in the town and said that the flood group is no longer very active. TH will arrange a meeting with the Ops Chair and Vice Chair to discuss flooding issues coming back under the Operations umbrella.

036/26 Parish Council Assets, Amenities and Responsibilities (owned/responsibility for)

- a. Trees, Hedges and Vegetation – see action list
- b. Hill Road Car Park - see action list

c. Recreation Ground

- i. Container Toilet Unit – TH report on options

TH is seeking quotes for a more robust solution. Quotes will be circulated ahead of the next meeting.

- ii. Lamp in play area – to review electricians quotations and agree contractor

Three quotes were obtained. **Resolved** to engage NC Electrical.

- d. The Paddock – see action list

- e. Parish Office – see action list and items below

- i. Shed – to review quotations and agree contractor(s)

Electricians: Three quotes were obtained. **Resolved** to engage NC Electrical.

Outside Tap: Three quotes were obtained. **Resolved** to engage Oxtech Facilities.

- ii. Reduction of Energy Usage – update

An update was provided on the grant application, with a decision expected imminently. If successful, a recommendation would be made to full council to install solar panels and loft insulation.

In addition, the potential for boarding within the roof space was discussed. It was noted that boarding could be undertaken at the same time, and a number of contractors have provided quotations. One contractor advised that approximately 2m x 3m of boarding is currently in place, and additional costings have been obtained for extending this area. If funding allows, aiming for installation in August when the office is quieter.

037/26 OCC / SODC Related

No update

038/26 Parish Office / Administration

- a. Health and Safety - A proposal has been sent to the Finance Committee

No update

039/26 Christmas Common – SG report

Road works continue at the Pishill end, sending residents via Watlington and Howe Hill for routes to Reading or Henley, though the road is clear towards the A40.

The Fox and Hounds landlord reports reduced passing trade due to closure signs at both ends.

Bins and deliveries are now running normally. Hedges in Christmas Common have recently been improved through hedge layering. On 11 March, residents helped layer a hedge along a public path with expert Nigel Adams, supported by TOE, Grundon Waste Management, Watlington Climate Action Group and Pyrton Charities Trust, finishing with a bonfire and refreshments.

040/26 Correspondence – attached

- Air Quality: Gill Bindoff

SODC reports that air quality in Watlington is considered acceptable. The data presented includes the Covid years. However, MD said that nitrogen oxide levels are noted to be four times higher than WHO guidelines. Gill asked whether any councillor would be willing to speak with her to discuss concerns and explore whether there are grounds to apply pressure on SODC.

Action: KJ will liaise with GB.

041/26 Items for next agenda

None

Meeting closed: 8.30pm

i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after their arrival even if the item in question has been considered.

(ii) with the exception of the circumstances listed in paragraph 9(2) of the Local Code of Conduct for Members, a Member with a personal interest also has a prejudicial if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.

(iii) it is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as pecuniary.

Confidential Items: EXCLUSION OF THE PUBLIC RESOLVED: THAT under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for items of business of the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 7,8 and 9 of Part I of Schedule 12A to the Act.
Dated: 11/03/2026

Signed: Kristina Tynan - Parish Clerk

A handwritten signature in black ink that reads "Kristina Tynan". The signature is written in a cursive style with a large initial 'K'.

Distribution List: Mike Deighton, Jules McIntyre, Leo Pesci, Nicky Smallbone, Tim Horton, Sylvia Glover, Keith Jackson

Co-opted: Jenny Wilkinson