



## Minutes of the Meeting of the Operations Committee held on Tuesday 17<sup>th</sup> September 2024 at 7pm in the Parish Office

**Present:**

**Councillors:**

Andy Aherne (AA) – Chair  
Ian Hill (IH)  
Roger Beattie (RB)  
Sylvia Glover (SG)

**Officer:**

Kristina Tynan (KT)  
Jo Pugh (JP)

**In Attendance:**

Nicky Smallbone (NS)

81/24 Apologies for absence

Brenda Bradford, Jenny Wilkinson, Leo Pesci and Rob Smith.

82/24 Chairman remarks:

Due to a wet summer, some planned activities have been delayed until next year. Progress is ongoing and the Chair thanked members for driving initiatives forward.

83/24 Minutes of the meeting held on 16<sup>th</sup> July 2024 which were received by Council on 10/9/2024 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.

84/24 Declarations of Interest

There were none notified.

85/24 Matters arising

There were none other than the agenda items.

86/24 Operations budget 24/25

1. **Budget Update** – this was attached to the agenda

Not everything is achievable at this time. Once the task tracker is linked to the projects, it will highlight relevant line items where unspent funds can be allocated based on priorities.

87/24 Tasks completed

- a. Paddock bench and tabletops – there is one bench left to repair
- b. Defibrillator for Christmas Common – 23 people have completed training. **Action:** SG to check that the cabinet housing the defibrillator is in full working order.
- c. Dog Signs for the Paddock – 2 done, 2 more to do **Action:** IH will install in due course.
- d. Independent Play Equipment Monthly Checks – BB monthly underway. Dan Hendy also carries out weekly checks. IH to look into getting the part needed for the play area gate to shut.

- e. Public Conveniences Replacement door for the disabled w/c has been installed and original radar lock reinstated **Action:** AA to check.
- f. Resident asking for Lifebelt/s at the Willow Ponds – WPC and Copas Farms shared cost and two new lifebelts installed
- g. OCC 'Cleaning kits' were used to clean main signposts within Watlington and Christmas Common
- h. New bolts installed to the MUGA where some were missing.

88/24 Tasks approved – updates

- a) **Replacement of septic tank / plant for Rec** - Awaiting start date  
An area around the tank has subsided, as a safety measure, Heras fencing will be installed around the area. **Action:** KT to contact Redlime Ltd for a status update.
- b) **Commission repairs to play equipment at the Rec**  
The damaged rope on the Little City will be replaced this week.
- c) **Speed reduction measures on Hill Road** – Awaiting start date  
Jon Beale is hopeful work will start by end of September/beginning of Oct. **Action:** IH to check positioning of posts on Hill Road pavement.
- d) **TVP Speed Watch** – Co-ordinator (AA) to be trained in advance of volunteers being confirmed and rostered.  
Lee Turnham requested to work with a single coordinator. AA is assigned to the role. Training sessions will be held in Watlington and Christmas Common.  
  
**RESOLVED** to conduct a traffic speed count before starting the Speed Watch to establish a baseline for measuring its effectiveness. **Action** KT to order speed count.
- e) **New replacement for sails over Rec benches** – acquired and will be installed spring 2025.
- f) **OCC Super-User** –[Super- user solution to local road problems \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk) – Dan Hendy attending training session 23<sup>rd</sup> Sept. **Action:** KT to schedule training for Christmas Common Super-Users x 3.
- g) **Solar Lighting from Love Lane to the Rec** – Cost for six would be £2,384. Likely need an extra 8-10. Some Funding being provided by WSF and SODC  
KT applied for funding from WSF and SODC. The priority is the section between Love Land and the Recreation Ground gate, with the aim to also cover the area from the gate to the MUGA if funds allow. **Action:** AA and work experience student to determine the number of lights required for both areas.
- h) **SUNDRY JOBS (BEING COMMISSIONED TO BEN LITTLE) :**
  - a. Paddock entrance – lay additional mats and cover with earth / grass seed – **Action:** KT to order four additional mats. **Action:** RB to collect mats.
  - b. Move the broken bench by the path to the MUGA to a new position.
  - c. Fill in the hole by the broken manhole adjacent to the fence line.
  - d. Replace the containing wooden boards / pegs around the bark chipping and rake – to be weeded and raked by Dan Hendy and work experience student.
  - e. Clear vegetation around the top of the car park adjacent to Spring Lane and telephone corner.
- i) **Aerial Runway** – Parts ordered

89/24 Issues raised

- a) **Footpath 13** – TH to update
- b) **Public Conveniences**

- i. Tenders being sought for the painting and decorating of all doors, ceiling and outside metal fence now that the disabled door has been installed. Lee Beckett asked to quote to replace the mechanism of the men's toilet or replace the toilet. **Action:** AA and IH to meet with Lee.
  - ii. **New Trough/s** on order to replace planters outside the Men's conveniences – Spring 2025
  - iii. **Toilet Dispensers** – it was agreed that we install some vandal-proof dispensers. **Action:** Office to source and order
- c) **Recreation Ground Gates** – spring missing from the play area gate – **Action:** Office to investigate
- d) **Tree Report and Actions still needed** - Report is being considered by Tom Bindoff. It was noted that an independent review of WPC's trees should be done every three years so one will need to be commissioned next year. KT to obtain some quotes for doing this.  
**Action:** KT to contact Tom Bindoff, Tree warden regarding his comments on the report - need to include the tree at the war memorial. Recommendations and findings to be reported at a meeting between TB, AA and IH.
- e) **Communications/Publicity to Residents** – volunteer needed. AA to speak to IW.
- f) **Self-Closing Gate Love Lane (entrance to the Recreation Area)** approved Adam Clissold has been instructed to proceed **Action:** KT to chase.
- g) **Grass Verge by Spring Lane** – it was noted that this is very overgrown and the ownership of this was questioned. It was noted that we have asked about ownership previously and KT will check the information we received. [This land is owned by the Electricity Company which has a substation on this land].  
**Action:** KT write to SSE to request that the verge is maintained.
- h) **Couching Street**  
The committee is not currently planning to install any new bollards on Couching Street. However, there is a need to gather evidence of lorries mounting the pavement. It was suggested that residents be asked to submit any photos or videos to the Parish Office. The primary pinch point is on Couching Street near the House of Spice and Cu Cucine. A discussion was held regarding the possibility of installing a temporary camera. IH thought that there may already be a pole outside Purple Architects that could provide a suitable vantage point. However, the legal implications of installing such a camera were questioned. It was emphasised that any camera used would need to capture the company name of the offending vehicles, not just their registration numbers. Once the Speed Watch Group has completed their training, it was suggested that part of their remit could include taking photos and recording details of offending vehicles.

90/24 Consultations

**Bus Service Consultation** – comments needed - attached

**Action:** IH to draft a response for review. **Action:** AA requested KT to include a discussion on the Bus Services to be included on the Full Council agenda, as it is integral to the town's infrastructure.

91/24 Correspondence – this was attached to the agenda

1. SODC – Collaborative efforts key to combatting anti-social behaviour

The committee felt that SODC's communication, "Collaborative efforts key to combatting Anti-Social Behaviour," lacked recognition of WPC's contribution as the main driver of the Watlington initiatives.

2. OCC – Notes for meeting with them 6th August 2024 – **Action:** AA and KT to review

3. Trading Standards are not in a position to install or use ANPR cameras for the purposes of weight restriction enforcement.

4. Jon Beale – No safe place to walk – Couching Street – email trail – Highways currently lack sufficient data to prioritise any changes on Couching Street. AA highlighted that Jon Beale is a valuable ally and has been very helpful in addressing these issues.

92/24 Other Issues raised

**1. Caretaker office** – AA to submit budget for moving the caretaker room to the end storage room and providing suitable storage for tools etc  
Caretaker office – AA to submit budget for moving the caretaker room to the end storage room and providing suitable storage for tools etc

**2. MUGA fence** – AA to solicit proposals and estimates to increase the height of the fences at the MUGA

**3. Health & Safety** - Rob Smith will be commissioned to review current policies and procedures and help update. RS to meet with AA & KT

**4. Chalk Pits** – WEG have hosted visits to Chalk Pits to share their management plan with WPC. WEG will propose an agreement between WPC and WEG to formalise the arrangements to be considered by Full Council – the walk and talk visits to the Chalk Pits were very successful. IH raised two concerns about insurance 1) Ash trees growing along the verge of Hill Road on Parish Council land. KT advised that Jon Beale is arranging for them to be cut 2) there are two flights of steps, one in particular has safety concerns and would also benefit from some maintenance and a handrail installed. **Action:** IH to contact Sonning Common Green Gym to request their help with this task. **Action:** IH to ask Mike to compile a summary of the ownership to be kept on file. WPC, as the landlord of some of the area will need a list of repairs and maintenance. AA thanked IH for organising. outline the structure of the management plan

**5. Budget Review 25/26** will be discussed at October meeting.

**6. Risk Register with regard to the play equipment** – IH

**7. Linking budget to project list** – LP

**There being no other business the meeting closed: at 20:02**