



## Minutes of the Meeting of the Operations Committee Held on Wednesday 17<sup>th</sup> July 2019 at 8pm In the Community Office

**Present:**

**Councillors:**

Ian Hill (IH)  
Terry Jackson (TJ)  
Roger Beattie (RB)  
Tim Horton (TH)  
Keith Woolfson (KW)

**Co-opted Members:**

Jenny Wilkinson (JW)

**Minute Taker:**

Hazel Issacs

- 96/19 Apologies for Absence  
Alex Basden, Bob West.
- 97/19 Minutes of the Meeting held on 19<sup>th</sup> June 2019 which were accepted by Council on 9/7/2019 to be agreed as a correct record  
**Resolved:** That these minutes were a correct record of this meeting and that they be signed by the Chairman.
- 98/19 Declarations of Interest  
There were none notified.
- 99/19 Matters arising  
**RHS Judging** – took place on Monday 8<sup>th</sup> July. The results will come out in September.
- 100/19 Update on Outstanding /Completed Issues  
See attached spreadsheet for update on issues not covered by agenda items.  
To progress various traffic issues including Christmas Common verges and Pyrton Lane traffic calming measures, agreed to arrange a meeting with Vanessa Buckley / Lee Turner and IH, TH, TJ. **Action KT/IH**
- 101/19 Highway/Footpath/Tree Issues  
KT is trying to schedule a meeting with Vanessa Buckley, OCC Principal Officer Area Operations (South), to discuss a number of traffic issues as identified in list below

6.1 Highways

**a) Automated Signs** (Task List 20) [*On the list for Vanessa Buckley meeting*]

If we decide to go ahead, we would need to identify a source of money and a suitable location either on entrance/s to Watlington, Howe Road, Brook Street). Members had differing opinions on location.

KW mooted whether or not we should wait until the 20mph restriction comes in.

Recommend to Strategy that we go ahead, given a reasonable price, starting with just one. RB advised need a straight-line view of 80-100M for the automated sign to operate. JW: trial if could hire one? One going up in Shirburn: RB – will do a speed check in September, although warned this may not give the feedback needed.

**Recommendation to Strategy:** That we proceed with installing a single monitor in either Howe Road, Brook

Street or an entry point into town.

**b) Road Surface Report** (Task List 5) [*On the list for Vanessa Buckley meeting*]

TH advised not yet got a full list of those needing attention, but there are some with serious problems: Brook Street, Spring Lane, Couching Street to Town Hall, Britwell Road. TH suggests present priority ones to Vanessa for total resurfacing. TJ – footways also should be part of that.

**c) Christmas Common** (Task List 18) [*On the list for Vanessa Buckley meeting*]

No reply yet from Vanessa Buckley on curbing stones to be used and agreed with Conservation Board

**d) Pyrton Lane Improvements** (Task List 8)

No reply from Lee. TH / TJ to prompt. To be added to Vanessa list

**e) Dangerous Crossing (Task List 26) at Pyrton Lane**

An improvement is planned as part of the WatA Plan (Archstone Bloor site). Short term: IH to approach the landowner to ask if they would cut the hedge for safety reasons. **Action: IH**

6.2 Footpaths

**No further progress on appointing a Footpath Warden/s**

6.3 Tree/Hedge Issues

**a) Tree Survey** – last survey done 3 years ago. No quote received yet.

**b) Map showing all trees in the Parish** – IH update: map only required for important / useful trees. IH to check with Robert Barber (WEG) as it is thought that this group have previously done tree maps for the town. **Action: IH**

102/19 Open Spaces

7.1 Grass Cutting Contract – Out to tender in September for new contractor to start next Spring. Member to send the Clerk what areas should be potentially added to the tender document. To be added to spread sheet

7.2 Recreation Ground / Sports Field / Pavilion

**a) Recreation Ground Car Park squaring off** – Parish Council needs to give consent; risk and liability should lie with the Football Club for the container to be moved in. KW happy to write to confirm that. Squaring off the car park is a separate matter and not urgent. If the football club is looking for part funding from WPC then they need to submit costs and a formal request for assistance. The area to be cut back was identified on the walkabout.

**b) MUGA** – waiting for tenders to come in. Working Party to be put together.

**c) Dogs on Leads in Sports Field** (Task List 19) – group set up to look at the issues and feed back to Full Council in October. JW to ask group for suggested dog bin locations (RB provided list of bins we could buy) and JW to forward minutes from initial meeting to Kristina. During the walkabout the two dog waste bins at the Rec were thought to be adequate. RB to review recordings from CCTV: does it show anything useful?

**d) Business using Recreation Ground with no payment** – Smurfit using public space without paying a fee, although Smurfit does make an additional donation: KT to clarify. IH to draw up a policy. **Action: IH**

**e) I-Play** (Task List 17) – TH / RB to invite Lisa Cairns and sales rep, plus engineer to a meeting to discuss the issues. Additionally, TH suggested could go to API (Association of Play Industries) for mediation in resolving any continuing dispute. **Action: TH/RB**

**f) PortaLoo** – being installed next week.

7.3 Paddock

**a) Performance Space** (Task list 3) – IH to ask band when they can play: use as an illustration for residents of what the Performance Space could be for. **Action: IH**

**b) Request from Primary School to hold their Autumn Fair on 22<sup>nd</sup> September in the Paddock** – approved at no charge.

**c) Picture House at Paddock** – Should they be charged? Agreed not, if their profit goes to charity – need to establish if this is the case.

**The items below, were not discussed at the meeting except for Agenda items 10.2, Walkabout and 10.3, New dog bins and two items under AOB.**

#### 7.4 Other Areas

- a) **Mansle Gardens Improvements** – Discussion
- b) **Little Orchard** – TH to draft a letter.
- c) **Town Hall finger posts** (Task List 25)

#### 103/19 Property

##### 8.1 Car Park

- a) **Relining of No Entry in the Car Park** -
- b) **Laid Hedge at Car Park**

##### 8.2 Public Conveniences

##### 8.3 Parish Office

**Hedge behind Office**

#### 104/19 Sub-Committees

##### 9.1 Allotments

##### 9.2 PSFC

Cleaner for Pavilion

#### 105/19 General Issues

10.1 Street Lighting issues and Dark Skies – TH

10.2 Walkabout on 17/07 – This had taken place earlier in the afternoon and a record is attached to these Minutes.

10.3 New dog bins in the town – see 7.2 c): RB provided options on dog bins. JW to ask the group for views on preferred locations (KW – match to dog walking routes)?

10.4 Stall at Christmas Fair

10.5 Quote for Signs to be agreed by Full Council –

#### 106/19 Correspondence

11.1 Mrs Pereira - Asking for hedge to be cut higher than Council have asked for.

11.2 SODC – Waste Tour – JW was due to attend one but it was cancelled due to small numbers.

11.3 J Wood – Asking for permission to draft a sign to deter young people using the small paddock play area.

11.4 Sarah Wright – she has emailed Paul Harris re disused railway lines.

11.5 Yvonne Dean – Dog Mess on Footpaths – asking if there are any measures in place.

11.6 WBA / Louise Stile – Line Painting needed in the town and asking for a yellow box at the Town Hall.

#### 107/19 Future Issues for Discussion / Implementation

#### 108/19 Any Other Business

KW flagged up – Operations Meeting group needs support.

Permanent Loo at Recreation Ground: bring forward to September meeting. TH to do preparation beforehand.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM**

# Record of Operations Walkabout - 17th July 2019 at 2pm

## Starting at Recreation ground

**Present:** Ian Hill  
Roger Beattie (Recreation Ground only)  
Tim Horton  
Terry Jackson  
Jenny Wilkinson  
Keith Woolfson

### 1. Recreation ground and sports field

- Football Club container – agreed the location for the container alongside, but separated by ~1m, the Youth Club container. A gap of about 1m to be left between it and boundary fence to allow access. It would be placed on a hardcore bed to be provided by the FC.
- Grass cutting much improved but some debate about frequency and finishing date for football pitch cutting during the autumn.
- Ash trees along Shirburn Road showing no obvious signs of die-back – wait for Martin Gammie to report.
- Need to clear nettles from the ditch alongside the entrance road – strim?
- Need for action on dog fouling was agreed, with additional signage and availability of waste bags to be considered. There are two dog waste bins – one at the Love Lane entrance to the rec and the other on the fence near the pavilion which was thought to be sufficient. The contractor's unwillingness to empty bins placed down the far side of the field was noted.
- Extent of car park re-alignment to provide more space was agreed. This would give about 1.5m extra depth at the playground end tapering to zero before the Youth Club container
- Half pipe and bowl condition were agreed as not requiring urgent action, but the boarding under the upper platforms for the halfpipe will need replacing in the next year or two.
- Wood chips under the zip wire need replenishment – a load half the size of last time may be sufficient. KT to order.
- Some of the labels giving instructions for use on the adult exercise equipment need to be replaced as they are no longer legible

### 2. Hill Road car park

- The phone box needs repainting and some glass panes need replacing. KT to contact BT for action.
- Additional sign needed saying mailbox is on the rear of the pillar
- Road markings for bays need repainting, but wait until change in number of 2hour bays is confirmed
- Regular clearing of drainage channels around the parking surface including the banks alongside is needed
- Noticeboard in good state – content of WPC panels to be updated. There was thought to be an issue with opening the sliding doors – is this the case? (IH to check)

### 3. Spring Lane

- Potholes and surface condition noted – many repairs have been done but the overall surface remains in poor state

### 4. Brook St and Britwell Road

- Sinking trench filling for the Chalgrove solar farm power cable outside the Old Dairy Paddock was noted – push for repair of this either by OCC or by the new owners of the site
- Brook Street and Britwell Road should be targets for resurfacing, especially at the speed humps

**5. Cuxham Road**

- Changes to the junction with Pyrton Lane to improve safety for pedestrians were reviewed with railings on the town side corner to be considered to encourage people to cross Pyrton lane further up the road – this was not universally agreed with the concern that those walking out along Cuxham Road would move into Cuxham Road to avoid walking the extra few metres up Pyrton Lane
- Occupants of the corner house to be asked to trim back their hedge so that it did not encroach on the pedestrian pathway
- Grass cutting on verges between Lady Moggs triangle and Willow Close needs to be added to contract

**6. Marlbrook**

- Cutting back of the brambles and other plants extending out to the road is needed. This is not a volunteer job and needs to be added to budget
- Parking on the green was still taking place at times. It was agreed that notes should be sent to offending residents
- The blind end of Willow Close was getting very overgrown – need to check whether included in cutting contract and if not include it on the new contract

**7. Pyrton Lane**

- It was noted that poor visibility at the first bend in the road was largely the result of hedges that have been planted on the footpaths. It is understood that they were at some stage encouraged by OCC to do this, but should be asked to keep them will cut back

**8. Footpath to Church Street**

- Fittings for locking the removable bollards along the footpath were no longer there. We need to consider the future of these.
- Some of the footpaths in Mansle Garden are very cracked and distorted by tree roots. Consideration needs to be given to making the path usable by wheel- chairs or prams to make the garden more attractive to all potential users
- A sculpture and replacement of the some of the plants is needed, and is being considered as part of a renewal of the twinning link with Mansle

**9. Church Street**

- Options for replacement of the vehicle barrier at the church end of the street were considered. It needs to be sturdy to resist vehicle impact and people climbing over it. It was thought that a wooden fence or a brick planting trough would be best.
- Only one possible location for the water butt could be identified and that was alongside the wall below the window to the gent's cubicle. This is adjacent to the existing downpipe and would require the least additional work to bring into use.
- Replacement or resurfacing of the floors of the toilets should be added to the list of projects.