



## Minutes of the 'Remote' Meeting of the Operations Committee Held on Thursday 23<sup>rd</sup> July 2020 at 6.30pm on Zoom

**Present:**

**Councillors:**

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

**Co-opted Member:**

Jenny Wilkinson

**In Attendance:**

Nicky Smallbone (For Skatebowl and Allotment Items)

**Officer:**

Kristina Tynan (KT)

**Members of the Public:**

1 (Jonathan Moses for Pyrton Lane item)

75/20 Apologies for Absence  
Alex Basden

76/20 Minutes of the Meeting held on 25<sup>th</sup> June 2020 which were accepted by Council on the 13/7/2020 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 when it is possible to do so.

77/20 Declarations of Interest  
There were none declared.

78/20 Matters arising  
There were none.

79/20 High Street pedestrian improvements

- a. **Report on progress** (task 52 – IH) – IH said that everyone has seen the letter and the survey. It has been delivered to people on the High Street and there is a link on the Facebook page to the Survey Monkey questionnaire. We just need to wait for the responses which IH will analyse and then send out to Members. However, as we have had more than 50 responses to date, we will need to pay to see the surveys and there is an annual cost of £320 (net). It was noted that with the review of the WNDP and other issues it will be useful for other committees to be able to conduct surveys.  
**Resolved:** That we purchase an annual subscription to Survey Monkey for 1 year at a cost of £320.0.

80/20 Re-opening after shutdown (KT)

- b. **Pavilion (COVID-19 and Legionella)** – The Pavilion will be opening soon for the Cricket Club only at this time. All items needed, signage, sanitisers, hand towel dispensers etc are now in place at the Pavilion. The Cricket Club will not be using the main room for the public and will sell drinks at the French window doors. The Football Club are discussing the use of the changing rooms etc but have not yet got a firm plan in place. The Risk Assessment for the Pavilion done by the Office has been

sent to both clubs. Both Clubs have also got to follow guidance from their sport authorities. It was noted that the test for Legionella will be done by our Plumber when we know a date that the showers will be needed.

- c. **Play equipment (Rec, Paddock)** – There has been a risk assessment done (held in the office). Both our play areas have been opened with hand sanitisers and signage in place. The rec play area equipment is being cleaned daily.
- d. **Parish Office** – A risk assessment is being done. The office is open for staff only, but no members of the public are allowed in at present. They are being seen at the 'back door' so that social distancing is possible. There is screen up between the two desks which is more than a 2m distance. Hand sanitiser is available, and staff are responsible for cleaning their own equipment. They are being seen at the 'back door' so that social distancing is possible. The office is also the 'hub' for the mask's initiative. The committee agreed that the office remain 'closed' to the public for the present. IH said that he thought, The Clerk, her assistant and our Caretaker had done a marvellous job getting things open again safely.

#### 81/20 Tasks in progress

- e. **Dogs on the playing fields** – report from dog patrol (task 19 – IH) – JW said that she has started to get some reports from the dog patrol members and has started inputting it into a spreadsheet. This will include what they have cleared up and the location. She said they are also picking up litter as well as clearing up the dog fouling. This information should be available for the next meeting.
- f. **Dog Bin Emptying** – IH reported that we have just received a bill from SODC for doing this. They are quadrupling the cost which means that our bill would be approximately £1650.00 instead of about £450.00 per annum. He said that there are bins on their list of which one is not in our parish. There was some discussion on whether some could be removed as there are black bins which can be used to dispose dog waste and it was agreed that a recommendation will be needed for the next Full Council meeting in August. The Clerk said that she and other parishes are looking into a joint contract with another contractor which would be much cheaper than SODC. IH and KT will draft a recommendation which will be sent to members before it is put on the FC agenda. IH will initially check the useage of our current dog bins to see if they are used, underused or overused and will also map whether some bins could be removed.
- g. **Street naming** – agree proposed names and recommendation to FC (task 48 – TH)- TH said that the meeting of the Naming Group went very well, and they considered over 60 proposed names and quite painstakingly considered all suggestions. TH said that caution was also taken with comments made by SODC regarding postal addresses, slave owners etc and the group was also anxious to avoid names that would give rise to confusion with existing roads in Town such as Chiltern Gate etc. They also wished to reflect especially the natural life enjoyed in the vicinity and therefore there are bird and wildflower names. There was agreement on pairing of streets, e.g. Old Norse Way and Asgard (Norse Gods). These names reflect the remarkable Watlington Hoard and the passage of Vikings through this community in the 9th century. For each name, the choice of the second part of the nomination was considered carefully. So, for example the use of 'Walk' is made for those roads with low vehicle usage. 'Way' is used for through movement. Altogether the set of names are felt to be joyous and with popular appeal. As a collection they draw very widely indeed from proposer's suggestions. They provide five 'themes' – flowers, birds, Vikings, benefactors, and war heroes. Women are represented in names for first time in Watlington. After discussion the following was agreed.

**RECOMMENDATION TO COUNCIL:** That the following names be agreed for the Britwell Road Development Name and the street names as shown below:

**A. For the development as a whole:** The preference was: 'Rosemoor' or 'Rosebrook' and it was agreed to give both names to the Developer asap so we can receive their comments. The Clerk to do this.

**B. For streets** (see attached Map):

Note that street 9 has been split into three parts (9, 10 and 11 below) with the agreement of the developer.

Street No	Colour on map (Bloor 2)	Name
1	Red	Red Kite Drive
2	Light Blue	Woodpecker Walk
3	Purple	Kestrel Place
4	Green	Asgard Green
5	Orange	Cowslip Crescent
6	Yellow	Dora Grove
7	Mauve	Foxglove Piece
8	Light Brown	Old Norse Way
9 (Edge Road)	Olive	Harmans Way
10 (short road – 4 houses)	Olive	Charlotte Walk
11 (Larger group of houses)	Olive	Hilgrove

- h. **Wood chips for zip wire** – organise clearing and spreading (task 50 – RB/TH) – KT will post a Facebook post asking for volunteers to help with this. A fence panel will need to come out to allow the vehicle access and a part of the fencing of the small children’s area will also need to come out.
- i. **Half-pipe** – agree quote and commission work (task 45 – TH) - This work was agreed by the Finance Committee and James Tappin has been commissioned. TH will oversee this task.
- j. **Fencing at rec** – agree quote and commission work (task 54 – RB) - This is for the removal of the old fence behind the Half Pipe and a new replacement fence to be put in. TJ asked if the hedge could be laid by Nigel Adams. I. The Clerk will let WTFC and WCC know and check they are happy with this before the work is commissioned. JW said that there is a lot of litter in this location.
- k. **Bicycle racks** – investigate use of land at Hill Road car park & report of cycle racks (TJ/KW) (task 53) - IH said that the grassed area of the car park (at the Spring Lane end) would be a sensible location for bikes and the area could be gravelled. He spoke to some cyclists in the car park and they were in favour of this. Some racks in the Paddock as you enter it from the library was also thought sensible. It was agreed that we cost up these. RB and KW to investigate models of cycle racks that would be best. It was agreed in principle that we do these two locations and then consider other places.
- l. **Repainting Hill Road car park** – (task 13 – RB/ IH) – The Clerk and RB will obtain 3 quotes for this work.

82/20 Other tasks (only if any change to report)

- a. **New signs for recreation ground** – waiting report from dog patrol see task 19 (task 51 – IH). These were not discussed.
- b. **Drinking fountains** - agreed one at pavilion Quotes had been received.
- c. **Cycle routes in town** – proposals (KW and TJ)- TJ said that we want to encourage cyclists and reducing speed in the town. TJ and KW to prepare a scheme for the next meeting. TH said that he advocated cushions in the High Street to slow traffic down. However, it was noted that these would be very noisy for residents who were not in favour of them. IH said that these were looked at for Pyrton Lane and the problem was that the road was not wide enough, and he said that the same would probably apply to the High Street.
- d. **Skate Bowl repair and re-paint** – NS said she had received a request from the Skateboarders that this be done. A quote has been received and they have raised £200 towards this. They are requesting that the Parish Council spend up to £1400 on this. It was noted that the half pipe is being repaired and it is 5 years ago since we had it repainted. The contractor will also fill in the cracks etc.

RB said that the cracks are a safety concern and they should be repaired and using self-levelling latex would make the surface a lot better. It was also thought that painting the Bowl would enhance our facility. This should then last for up to 7 years. It is the most used facility in the Recreation Ground. This will be a community project and be funded from the Operations Contingency budget item.

**Resolved: That the committee spend up to £1400 on this project.**

**e. Various OCC Highways related tasks (tasks 39, 8, 23 – IH)**

**Pyrtan Lane** – IH reported that he has heard nothing on this and has chased Lee Turner. JM said he has also emailed Lee Turner but has also not had a response. It was noted that LT has been seconded to the Active Travel Team, but it is hoped that he will take outstanding issues up soon. IH to ask Steve Harrod for an update. It was noted that it is frustrating to have no communications from OCC on progressing our issues.

**f. I-play (task 17 – TH)** – TH will set up a remote meeting with them. TH and KT to attend.

**g. Other issues** – IH has chased Lee Turner up again on outstanding issues eg 20mph speed limits but has had no response. IH will speak to Steve Harrod regarding when the Officers who have been seconded to Active Travel will return to their original jobs.

**h. Signage on Howe Road by the Ridgeway** – Following the serious accident in this location last Saturday, Rachel Gill prepared a report on this which was sent to all Members. After discussion it was agreed to ask OCC to put the measures suggested in place. IH will draft the letter to OCC. It was also agreed to write to Sarah Wright, The Ridgeway Officer. It was noted that after the Clerks request to get the grass cut OCC did do this the next day.

**i. Electric vehicle charging (task 55 – IH)** – investigate whether Rec car park is suitable place. It was agreed that this is not a priority issue at this time.

**j. The Ridgeway – Howe Road** – Discussion of signage and safety measures that we can request OCC to put in place to make this area safer following the serious accident.

**k. Hedge between Rec and Allotments** – It was noted that this hedge needs to be cut on the rec side and the Clerk will arrange this as it is on a regular schedule. The Allotment side will also need to be cut.

**\*Operations updated spreadsheet was attached to the agenda**

83/20 Subcommittees

**1. Allotments**

**Path Leading to Allotment Love Lane** – This is currently being registered with Land Registry. There are some trees that need work – Quotation attached.

**Resolved:** That we accept this quote and get the work done,

**2. PSFC** – There were no issues for discussion.

84/20 Correspondence

**1. Watlington Taekwondo** – Asking for permission to use the rec for some outside sessions – This was agreed subject to an insurance certificate being seen. We will also need to know what times and days these will be happening, so they do not clash with other groups. A contract to be drawn up regarding useage and that the group using it will have responsibility for the insurance of the users in the group and that Watlington PC take no responsibility. IH/KT will do this and will also do the same for Smurfit.

**2. P Richardson** – Resolution of issues in settlements It was agreed that IH draft a response to him.

**3. P Richardson** – Verges, Speed limits and white marker gates –It was agreed that IH draft a response to him.

4 **OCC** – Drainage issues in Watlington- The culverts in Watlington that need works on will be de-silted and cleaned by OCC. The ones in Brook Street and Cuxham Road will be done.

5. **Mrs Meats** – re ANPR in Watlington – IH to reply to her

6. **Kate Hunston** – Wildflowers and verges in Watlington – TJ will draft a reply.

6. **Plant life and verges** – We had received a letter regarding this, and TJ is looking into this issue. TJ to prepare a report which can be discussed at our next meeting.

All correspondence will be emailed.

85/20 Any Other Business

**CIL** – TH said that this committee should be putting a list of CIL projects to give to Strategy as we already have projects within this committee and should be pushing these forward. We should also be looking at providing storage facilities within the community. The performance space in the paddock This committee has good examples of putting together a project scheme and costing it out and how the work is progressed. This issue will be an agenda item for the next meeting.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.30PM**