



Minutes of the Meeting of the Operations Committee Held on Thursday 26th May 2022 at 7.30pm in the Parish Office

Present:

Councillors:

Ian Hill (IH)
Roger Beattie (RB)
Tim Horton (TH)

Co-opted Member:

Jenny Wilkinson (JW)

Officer:

Kristina Tynan (KT)

42/22 Election of Chairman

Tim Horton proposed Ian Hill and this was seconded by Roger Beattie. There were no other nominations.

Resolved unanimously: That Ian Hill be elected as Chairman.

43/22 Apologies for Absence

Rob Smith, Alex Basden, Terry Jackson.

44/22 Minutes of the meeting held on 21 April 2022 which were accepted by Council on the 10 May 2022 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.

45/22 Election of Vice-chairman

Ian Hill proposed and Roger Beattie and this was seconded by Tim Horton. There were no other nominations.

Resolved unanimously: That Roger Beattie be elected as Vice -Chair.

46/22 Declarations of Interest

There were none notified.

47/22 Co-option onto the Committee

Resolved unanimously: That Jenny Wilkinson remains co-opted onto the committee.

Other potential co-optees were discussed and it was agreed that the Clerk ask if Jeanette Wooster would be interested in this in the first instance.

48/22 Review of Terms of Reference

After discussion it was agreed to change the minimum elected member from six to five.

RECOMMENDATION TO COUNCIL: That the Terms of Reference be agreed (these are shown at the bottom of these minutes).

49/22 Matters arising

There were none other than agenda items.

50/22 Main agenda items

- a. **Task 30** Mansle garden improvements. Need to open a new entrance on the Mason's Wood side so get tenders. Chase up residents on planting for end wall.
IH/KT to get a quote from Adam Clissold to open up a new entrance
- b. **Task 67** Allotment hedge Agreed to repair / replace the part of the fence towards the Love Lane end that has been damaged by people climbing over it. Agree what we want and prepare ITT.
It was thought that at 1.8m close board fence would be appropriate. However, concern was raised about the children potentially using the neighbour's fence to get access to the allotments. It was agreed to visit the site with Adam Clissold in the first instance. IH/RB
- c. **Task 71** Gates to public conveniences. We will need to get SODC approval. We have had two quotes, one of which was verbal.
KT to seek permission from SODC to do this.

It was also agreed to ask that the PCSO's check on these when in Watlington
- d. **Task 73** Zebra Crossing across Brook Street. Mixed response by FC.
It was agreed to prepare a proposal for the crossing and send to OCC Highways. IH
- e. **NEW TASK 74** Water Fountain for the Rec – Do we install one?– Photos of suitable sites attached. It was noted that we need to check with Keith Woolfson his opinion of the suitable sites.
RECOMMENDATION TO COUNCIL: That we install a water fountain at the Pavilion at a suitable location at a cost of up to £1000.
- f. **NEW TASK 75** Allotment Footpath – Bottom of Love Lane to the Allotments – Deferred from last meeting so members could visit site prior to discussing this.
It was agreed that we speak to the Allotment Committee regarding this.
- g. **NEW TASK 76** Half Pipe Work needed – wood panels to be put up
It was agreed that KT speak to the skateboarders in the first instance to see how much this facility is used. KT/RB
- h. **NEW TASK 77** Porta Loo for Rec for the Summer – do we wish to put one in. Cost £32 per week (Weekly Service) Delivery and Collection would be £40.
Resolved: That we put in a porta loo for July, August and September. Dates TBC. Location to be where the Christmas Trees are usually put.

51/22 Progress report on agenda items

- a. **Task 17** New play equipment has been installed before summer. Confirm that it is as requested.
The job needs to be checked that it matches the original specification.

TH suggested that we have an informal opening of this equipment after repairs to older equipment has been completed. He suggested that we invite David Turner, Leader of SODC to open it. This should be an after-school event.
TH also noted that there are some shallow holes near the new equipment and KT to arrange for these to be filled in.
- b. **Task 26** Improvements to dangerous crossing at Pyrton Lane/Cuxham Lane has NOT been included in the Pyrton Lane works currently being commissioned.
IH has contacted Bloor but as yet no response from them other than that the work will not be commissioned until more of the houses have been completed.
- c. **Task 29** **Grass cutting contract.** New contracts have started. Retender of gardening contract is underway.
- d. **Task 66** New survey of hedges obstructing pedestrian pavements will be carried out after spring growth spurt.

- e. **Task 70** Cuxham Road roundabout needs attention. County has been chased on improvements. **KT to chase this up**
- f. **Task 25** Additional finger on the Town Hall fingerpost. Agreed to buy the new sign at a cost of less than £300.
TH will check the wording and quote and then will request KT to order.
- g. **Task 51** New signs for recreation ground. Signs ordered – There has been a problem sourcing the original artwork
Justin Woods has been asked if he could replicate it so we can get them made.
- h. **Task 72** Watlington Drainage and Brook Make sure WEG watercourses project is happy with the OCC proposal. Request previous filming of drain by OCC. **KT to contact them.**
- i. **Task 68** – Repairs to play equipment had been held up due to some parts ordered not being the correct items. **They have now been ordered and work will commence once they have been received.**

52/22 Progress reports as needed

All other tasks are listed in the task sheet distributed with this agenda. The lead for each task should report any developments on that task where they consider it necessary. If there are decisions that need to be made, especially with regard to funding, please let the Clerk and the Chairman know in advance.

Task 42 - Volunteer Tree Work – IH to speak to WEG and the Green Trail group. The tree plan and map completed by Martin Gammie will need to be looked at.

The area by the telephone box in the Car Park – this will be cleared up by Bob as well as the area by the flower tub.

Metal Bollard on Corner of Brook St/Couching St – KT will ask Bob to paint this.

Noticeboards in the Town – These need to be cleaned out and new information be put up. The Car Park noticeboard needs attention and KT will look at it with Bob to see what is needed.

53/22 Subcommittees

1. **Allotments** – The Allotment Calendar of Events and actions needed was noted,

2. **PSFC** – Minutes attached from the meeting held on 25th April
It was noted that they did not discuss the tree root issue by the container in the car park.

54/22 Correspondence

212 – Mr Marsh – Asking for warning of red kites signs at the Chalk Pit. It was agreed that we speak to WEG regarding this.

205 - SODC – asking for routes for a bug trail and comments need to be back by 29th May. The Green Team would like to be involved in this but ask that that WPC put together the map and put up posters. **This was agreed.**

206 – K Woolfon – Dog issues – IH has responded to this.

55/22 Any Other Business

Walkaround – Date for this to be arranged. IH will send out some suitable dates. We also need to look at areas that SODC can tidy up for their Deep Cleanse.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.40PM

Proposed Operations Committee Terms of Reference 2022

Membership

The Operations Committee will comprise of a minimum of five elected members of Council. Members will be elected at each Annual Meeting of Council. A Chair and Vice-Chair of the committee shall be elected annually from among its members.

The committee may co-opt members as it sees appropriate. As per the Standing Orders, these co-opted members shall not have voting rights.

Quorum

A quorum for this committee shall be three members.

Reporting

The Committee will consider all matters referred to by the Council and those required by the Financial Regulations and Standing Orders and will make recommendations to Council for approval.

Meetings

Meetings shall be conducted in accordance with the Standing Orders. The Committee shall meet monthly apart from August and December. Additional meetings may be scheduled as required.

Remit

1. To deal with operational matters concerned with the use, monitoring, replacement, maintenance and enhancement of Watlington assets, including those of the Sports Pavilion and Allotments as well as those for which the council has taken responsibility. This includes spending decisions within the agreed budget for the relevant items.
2. The Committee will also manage day to day actions on environmental matters where these fall within the remit of WPC.
3. The Committee will advise on the programme of work for the caretaker.
4. The Chair of the committee will report and make recommendations to Full Council meetings on actions taken by the committee.