



Minutes of the Meeting of the Operations Committee Held on Thursday 18th November 2021 at 7pm on Zoom

Present:

Councillors:

Roger Beattie (RB) – Vice-Chairman
Terry Jackson (TJ)
Rob Smith (RS)
Tim Horton (TH)
Alex Basden (AB)

Officer:

Kristina Tynan (KT)

Members of the Public

2 (Jonathan Moses, Peter Logan for Pyrton Lane item)

82/21 Apologies for Absence

Jenny Wilkinson.

IH reported that Mike Horton from OCC had hoped to attend but had sent his apologies.

83/21 Minutes of the Meeting held on 21st October 2021 which were accepted by Council on the 9/11/2021 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.

84/21 Declarations of Interest

There were none.

85/21 Matters arising

None other than agenda items.

86/21 Tasks in progress and new tasks

- a. **Task 8 Pyrton Lane improvements** – No progress made on getting residents hedges cut back. Draft plan for scheme has been received from OCC and comments from Pyrton Lane residents and from members of this committee have been sent. OCC will organise public opinion survey. It is now expected that this plan will be submitted for approval to the January committee meeting and if approved work will be completed before May. (IH)

Jonathan Moses spoke on this issue as he had a number of issues on the plan. His comments were:

1. Ramp design. IH has requested OCC to demonstrate the appropriateness the ramp design. Initial impressions are that they are very gentle indeed and therefore may prove ineffective.

2. Cushion and dropped kerbs at location C. Residents have not been in favour of cushions since the early stages of this process knowing their reduced effectiveness versus ramps, and particularly for larger and wider vehicles. Why has the design incorporated a speed cushion? Related, is the unnecessary inclusion of new dropped kerbs adjacent to this cushion. There is a footpath here for pedestrian use, so no reason for dropped kerbs to be installed in order buggies can go on and off the road.

3. Signage. Can the Committee ask OCC for more detail on signage reinforcing to drivers the lane has no footpaths and has pedestrians in the road. There are standard visual and text signs that do this job, but none are on the plan. NB. During the site visit it was explained that of the two existing warnings, one has been lost, the other is in an ineffective location. Both are hidden by trees/hedgerow

4. Use of bollards/posts. The design is entirely ambiguous as to the specification, type, number and spacing of bollards at location Please can Committee request further design detail.

IH stated that the drawing is purely for the approval of the scheme after which there will be further technical specification drawings once the consultation has taken place. At this stage OCC just want to get approval. OCC need to be given consent by us by tomorrow otherwise another month will be lost. We will send the comments above to OCC for a response.

After much discussion a vote took place on:

1. Whether having a cushion in the drawing is unacceptable. No: 4 in favour Yes: 0, 1 abstention
2. That we accept the original drawing as it is noting that there will be a further set of technical drawings.

Vote: 3 in favour, 2 abstentions.

CARRIED

- Task 17 Replacement of i-play.** Outcome of residents' survey, decision on replacement equipment & progress with Playdale. TH reported that Playdale will be coming back with revised drawings, location plan and costs following the consultation on preferred equipment.
- Task 18 Christmas Common improvements** – need to get proposal prepared and submitted to Mike Ford (OCC) (IH)
- Task 30 Mansle garden improvements** – progress with hedge replacement and budget for 2022-2023(IH). Decision on contract for the new hedging for which 4 quotes was sought. It was noted that other works such as new paths is not part of this discussion. The quotation received does not include removal of the dead birch trees just hedging plant works but we will arrange for the tree to be removed.
Resolved: That we accept the quote from Devey Tree Care and the works will be done in December.
- Task 51 Need a decision on new signs for the recreation ground / sports field signs for recreation ground.** Design of large signs agreed but still need decision on smaller signs (IH)
Resolved: That the signs be A3 and be aluminium.
- Task 67 Allotment hedge** – Need a decision on whether to allow hedge to grow out for future laying or should be cut back now. OCC have said they could carry out remedial work. (RB/IH with Allotment subcommittee)
RB said that we also need to discuss this with the Allotment Committee. TJ stated that she did not think that it needed cutting just the side need tidying. It was noted that this has already been done by Adam Clissold.
- Task 68 Safety report on play equipment.** Many items identified as very low risk – these need to be watched. Need to prepare a list of the limited number of items where risk is higher, and action needs to be taken. TH stated that he had sent out a note on this to IH and RB which had not yet been actioned. The repairs need to be carried out ASAP.
- Task 29 Grass cutting contract** – tenders are in and are being analysed by RG/KT. A decision will need to be made on who to contract (IH)
- Task 24 Public conveniences** – Discussion on whether we should install gates at the entrances. The quotes received were noted and it was agreed to put this issue on hold. It was noted that if we were to do so we would need permission from the District Council.

- j. **Task 25 Signs on the Town Hall fingerpost and at the Ridgeway/ Hill Road crossing-** Quote received. TH reported that we have received a price from the Ridgeway Officer of £350 to supply and fit this sign and proposed that we purchase this.
A vote was taken: 3 in favour, 2 abstentions
Carried

1. Progress report only

- k. **Task 23 20mph speed limit for whole town** – progress with submission for OCC – IH has been in discussion with OCC, and he will put in the application and supporting information for Watlington which needs to be at the beginning of December. It was noted that Full Council agreed to 20mph in 2019. TJ said that the NPAB will do a survey and some supporting evidence. IH suggested that having a table outside the Town Hall to publicise this.
- l. **Task 20 Speed checks in town** – SIDs installed and working, and one additional SID and power supply ordered. Requested to OCC for two additional poles (Britwell Road and Cuxham Road) but will wait for these to be installed before ordering solar panels for them (IH). IH said he has received some data from Ollie Brake but needs to have a look at the figures.

2. Tasks that are now reported under CIL/Major projects

- m. Task 1 Multi-use Games Area (MUGA) for the Rec - Now a CIL and Major Projects project (RB)
- n. Task 3 Performance Space in the Paddock - Now a CIL and Major Projects project (TH)
- o. Task 55 EV charge points in Hill Road car park – Now a CIL and Major Projects project (IH)

These items will now be taken off the Operations Agenda

3. Other tasks (only if any change to report)

- p. Task 6 Removal for flower tubs from the Hill Road car park
- q. **Task 7 Replacement of litter bins in town centre** - still waiting for SODC to decide policy on waste bins (TJ). However, if any bin is in poor condition SODC will replace.
KT to request the policy on bins from SODC. RS will do a bin survey.
- r. Task 19 Dogs on the playing fields - larger dog waste bin for the playing fields area has been installed. Our bin emptying contractor has pulled out, but a different company has been contracted by us and other parishes. (IH)
- s. Task 22 Pilgrims Way footpath needs attention
- t. Task 25 Signs on the Town Hall fingerpost and at the Ridgeway/ Hill Road crossing- Quote received - TH
- u. Task 26 Improvements to dangerous crossing at Pyrton Lane/Cuxham Lane – need to develop a scheme for this and get OCC Highways to consider it (KW)
- v. Task 31 Barrier at end of Church Lane. OCC have been asked for their comments on this (TH)
- w. Task 37 Business use of recreation ground and sports fields
- x. **Task 38 Full tree survey** – MG has invited tenders for two-year programme of work. We need to review these when received and agree to go ahead. **TH reported that both he and the Clerk have sent numerous emails to MG but have had no response to date. The tree works should be carried out during the winter months and requested that we tender for the works to contractors as the works need doing.**

RECOMMENDATION TO COUNCIL: That WPC contacted in good faith professional advice on our tree management but as we have had no communication that WPC re-tender for our Tree Management Annual Plan.

- y. Task 42 Awaiting return of Martin Gammie
- z. Task 43 Sprung gate at entrance to Rec from Love Lane – still needs to be replaced (RB)
- aa. Task 49 Footpath 36 / Little orchard - need to decision first on policy regarding this before Op's involvement (IH)
- bb. Task 54 Fencing still required behind the Half Pipe. Wait for progress on CIL project to review use of the Recreation ground area.
- cc. **Task 58 Refurbishment of phone box in Hill Road car park** – sand blasting of box has been arranged. Volunteer input will then be needed to repaint it – **TH is obtaining more information.**
- dd. Task 59 Long term solution to flooding in Hill Road Car Park. (IH)
- ee. Task 61 Brook Street trench – OCC have been reminded of the problem but no action yet. (TJ)
- ff. Task 62 John Howell tree - we need to decide where in the paddock the tree should go and agree planting ceremony with John Howell (TJ)
- gg. Task 63 Brook Street planting – following guidance that grubbing the stump out is not practical we need to decide what to do. (TJ)
- hh. Task 65 **Footpath Brook St to West Meadow** - OCC have said they could carry out remedial work, need to keep chasing- **TH reported that he is waiting for OCC to come through with a proposal and costing of manpower.**

These will not be shown in detail on the agenda but Councillors to refer to the Action List if they need to report progress on any of the above issue.

87/21

Budget for 2022/23

If you have tasks that will need funding (other than routine funding) please let KT and IH know at least two days before the meeting so we can cover them in a sensible order. No tasks had been brought forward. KT and IH will consider implications for the next years budget and will submit to Finance.

88/21

Other tasks

A copy of the full list of Operations tasks has been circulated in the operations spreadsheet with this agenda in the interest of efficiency. These items will only be discussed if raised by members before or during the meeting. It would be helpful if those who wish to raise an issue contact the clerk and chairman in advance and provide a short note on what needs to be dealt with.

***Operations updated spreadsheet is attached**

89/21

Subcommittees

1. **Allotments** – Water Upgrade has been commissioned.

2. **PSFC**

a) **Permanent Marking of Rec Car Park** – A quote has been received for the cost of drawing up plans – Attached – Deferred to the next meeting.

90/21

Correspondence

91/21

Any Other Business

Meetings – TJ said she is only able to attend via Zoom at the present time and reported that she had attended a meeting via zoom with Benson who use an OWL System which has a 360 degree microphone range and this made the meeting more accessible and the sound was of a very good quality. It was agreed to look into this and report to the Finance Committee.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9PM