



## Minutes of the Meeting of the Operations Committee held on Wednesday 19<sup>th</sup> June 2024 at 7pm in the Parish Office

**Present:**

**Councillors:**

Andy Aherne (AA) – Chair  
Leo Pesci (LP) – Vice-Chair  
Ian Hill (IH)  
Roger Beattie (RB)  
Tim Horton (TH)  
Sylvia Glover (SG)  
Brenda Bradford (BB)

**Co-opted:**

Jenny Wilkinson (JW)

**Officer:**

Kristina Tynan (KT)

61/24 Apologies for absence  
Isla Woodcock.

62/24 Chair's remarks  
AA welcomed the new members; Isla, Brenda and Sylvia and thanked them for joining this committee. He said that this is a doing committee and he is trying to manage things a bit differently and it will be important to ensure that each project has a budget and a list is being compiled by LP and we will need to ensure that we prioritise what will serve the community best. The Ops budget was overbudget last year and we need to be mindful of our budget constraints.

There are a lot of grant opportunities and we need to try and get funding where possible. Understanding how to write a grant brief is also necessary.

Regarding marketing and publicity we need to communicate more with our residents and let them know what is going on and celebrate our successes. It would be useful if we take before and after photos when we have agreed on a project which will show people better what we have achieved. The installation of the bollards is a great job but not all residents like them but they are there to protect people and property.

63/24 Election of Vice-Chair  
Ian Hill nominated Leo Pesci and this was seconded by Andy Aherne. There were no other nominations.  
**Resolved:** That Leo Pesci be elected as Vice Chair.

64/24 Minutes of the meeting held on 22<sup>nd</sup> May 2024 which were received by Council on 14/05/2024 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.

65/24 Declarations of Interest  
There were none notified.

66/24 Matters arising  
There were none other than agenda items.

67/24

Operations budget 24/25

1. **Budget available** -Information on current spend will be available soon. KT will send to AA and LP when May information has been completed.

2. **Linking budget to project list** – revised approach to be recommended.

LP is producing a spreadsheet which he will share with members so everyone can access and update if necessary. It will be user friendly. This will supplement what KT already does. It will show a high level of view of projects and priorities and will include quotes, lead person and will track spend on each project.

It was noted that we need to seek 3 quotes on projects over £500.

68/24

Tasks completed

1. Bollards in Couching Street and Brook Street.

2. Dog Bin installed in Hurdlers Green.

3. Pilgrims Cottage Footpath – Strimmed.

4. Half Pipe – Remainder of the wood structure has now been removed. AA said that the skateboarders doing the work has saved us a lot of money.

5. Resurfacing of Brook Street – OCC are waiting for the water leak to be repaired before resurfacing the area they have left unsurfaced.

6. Footpath 13 – JW reported that Chris has strimmed this path. It was agreed to ask our Caretaker to cut the growth higher up.

69/24

Tasks approved – updates

a) **Replacement of septic tank / plant for Rec** IH has identified two contractors and their bids have been reviewed. IH has been following up with supplementary questions and has also asked for references. The documentation needs to be carefully worked through.

**Resolved:** That TH, IH, RB and AA be tasked with looking at the information and to come back with a recommendation to the next Operations meeting.

It was agreed that we ask Finance to have a meeting to consider the recommendation before calling a special Full Council meeting in August.

b) **Paddock bench and tabletops** – Replacement bench and picnic tabletops have been delivered and bolts ordered. Bob and Andy will now start the process of repair.

c) **Defibrillator for Christmas Common** – KT has contacted Mike Lee for an update.

d) **Dog Signs for the Paddock** – IH will install these on all 4 gates.

e) **Commission repairs to play equipment at the Rec** – Wood chips for zip to be ordered. AA will give costs at the next meeting.

f) **MUGA Basketball markings** – Ordered (Netball markings are being repainted) – AA will follow this up.

70/24

Issues raised

a) **Speed reduction measures on Hill Road.** We are expecting confirmation from Jon Beal on timelines for the agreed traffic calming measures for Hill Road funded by section 106 funding

b) **TVP Speed Watch** - Co-ordinator has been contacted by KT to explain how we could set up speed watch group. This presentation by PC Lee Turner will be held on **Thursday 25<sup>th</sup> July at 6.30pm**. Venue to be confirmed. Residents will be invited to attend if interested in joining a speed watch group.

c) **New replacement for sails over Rec benches** – Potential to create an immediate fix by re-using existing

sails while we look at funding options for a more permanent structure. RB advised that this would be a low-cost solution to give protection to parents and children for this summer. AA/RB to check measurements needed and to check that the posts are firmly in situ.

**Resolved:** That we order two sails once the measurements have been made.

d) **OCC Super User**–[Super- user solution to local road problems \(oxfordshire.gov.uk\)](http://www.super-user-solution-to-local-road-problems.oxfordshire.gov.uk) – Volunteer/s need to look into this.

**Resolved:** That BB, SG and JW look into the detail of this for the next meeting.

e) **Couching Street / Brook Street traffic survey Group** – This will be done following the Speed Watch' meeting.

f) **Solar Lighting from MUGA to Love Lane** – IH said that the cost for six would be £2384. It was noted that this is a safety issue which was flagged up by the SODC Community Officer. We need to look at funding options.

g) **Paddock – entrance near library area** – Plastic matting which grass could grow through would cost about £30 each so a total budget of £600 including labour. We need to look at funding options. LP will look into these. KT to send him some information.

h) **Footpath 13** – TH reported that he has sent a letter to the Head of Countryside Services. He has looked at the criteria and a TOE grant could be sought which give grants up to £5K. He will wait for a reply to his letter.

i) **Telephone Box Area** – This is now part of the Arts Spine project. TH will present his original suggestion which will be included with the other proposals

**j) Public Conveniences**

AA reported the following:

1. Replacement door for the disabled loos has been commissioned
2. Tenders are being requested for the replacement of the men's urinal and men's w/c
3. Tenders will be requested for the painting and decorating of all doors, windows and outside metal fence

k) **Independent Play Equipment Monthly Checks** – volunteer/s needed. BB will do these. KT will give her the check list.

l) **Tree Report and Actions still needed** – volunteer/s needed- RB will look at this report and come back with a list of things that are still needed to be done. 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.

m) **Communications/Publicity to Residents** – volunteer needed. AA will speak to IW.

n) **Self Closing Gate Love Lane (entrance to the Recreation Area)** –

**Resolved:** That the quote of £110 be accepted.

67/24 Operations Terms of Reference

To be reviewed at the next meeting.

68/24 Correspondence - attached

1. SODC - Deep Cleanse 29<sup>th</sup> August in Watlington – Need to identify areas we wish them to do. AA/KT will do this. Can members please email the office with any areas of concern so we can add them to our list.
2. OCC – Local Flood Risk Management Strategy- AA will look at this and send if necessary to the Flood Group.
3. OCC - Highway Engagement Team – newly formed – This was noted.

69/24 Any Other Business

**Pot holes on Watcombe Road** – TH requested that these be attended to as WPC is a frontager of this private road. AA will look into how best these can be filled.

**Chalk Pits** – TH said that this is land that is owned by WPC but managed on our behalf by WEG. He said a review of the operational terms is needed. IH to see if he has a copy of the agreement that was in place previously. There is a management plan for this site. IH reported that WEG has recently had a full survey on this land. There is some interesting growth and WEG is continuing the work. They are in the process of producing a new management plan. It was agreed to ask WEG for a report on this land for the Operations Committee.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.50PM**