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MINUTES of a MEETING of OPC RECREATION & ENVIRONMENT COMMITTEE

at The School House on Monday 17 July 2017 from 7:30pm

Present: Cllr I Roy (in the Chair), Cllr P Clucas, Cllr J Lawrey
Cllr J Verrall (for part of the meeting)

Also Present: Mr M Richards (OAA), Mrs K Drake (OSA),

Clerk: Mrs S Palmer

Public Forum: Cllr J Verrall advised the Committee that a drawing showing the position of the proposed path together with a specification, will be presented at the OSA Committee Meeting on 18 July.

1. Apologies for Absence were received from Cllr M Evans
2. Declaration of Interest - None.
3. Minutes of the Previous Meeting. The Minutes of the previous meeting held on 22 May 2017 were signed as an accurate record of the meeting.
4. Matters arising from the previous meeting not covered elsewhere on the agenda.
 - a McDonalds have offered to place a litter bin near the Eric Dilley Pavilion. This has been collected and is awaiting installation. 50/16 Clerk/BT
 - b Scout Hut Fence. There is no progress on this item as permission has been refused for the fence to be painted. No further action will be taken. Completed
 - c The fence and gate between the Allotments and the Recreation Ground needs clearing of ivy. Mr Thomas has been asked to carry out the work. Completed
5. Allotments
 - a A written report was received from the Allotments Association.
 - b Allotment Rents. All plots in the Allotments have been rented.
 - c Neglected plots.
On 13 July an inspection of the Allotments was undertaken by representatives from the Parish Council and the Allotments Association. Five plot holders will receive letters from the Parish Council as the plots are unkempt, advising that if the plots are not brought under control the tenancies will not be renewed in October.
 - d Other Maintenance Issues.
Mr Thomas has been asked to remove as much of the root as possible from a felled sycamore adjacent to the track in Mill Meadow.
 - e Mr Thomas will be asked to cut the football field side of the hedge between the allotments and the football field. This will enable the grass to be cut closer to the hedge. 32/17 Clerk/BT
 - f Allotment Association Judging and Open Day.
Judging of the allotments took place on 12 July 2017. A total of 28 allotments were considered suitable for judging, compared to 23 that were judged in 2016.
The OAA Open Day and Scarecrow Competition took place on 15 July 2017. This was well attended with more visitors and scarecrow entries than in previous years.
 - g Mr Thomas has repaired the damaged manhole cover.
6. OSA
 - a A written report was received from Mrs Drake.
 - b The OSA will be holding their next meeting on 18 July 2017.
 - c OUFJFC has expressed concern at the lack of maintenance carried out to the floodlit pitch and repairs to the goal mouths leaving insufficient time to carry out the necessary repairs prior to the start of the new season. 33/17 Clerk/JV/IR
It was agreed that the lease between OPC and OUFJFC would be checked for any clauses which state that maintenance and repairs are the responsibility of the lessee. Repairs to the top two pitches have also not been carried out by OUFJFC.
All these issues -will be discussed further at the OSA meeting on 18 July.

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| | A letter will be sent to OUJFC concerning the repairs and general maintenance issues and will also include a request to either remove or store away any equipment left lying around the grounds. | 39/17 Clerk |
| d | OCC will be asked to carry out a general tidy and clearance of undergrowth around the tractor shed. They will also be asked to remove or store the cricket fence currently engulfed in nettles and to store the sight screen so that the area can be mowed and kept tidy. Mr Thomas has advised that we are not allowed to keep compost on the recreation ground. OCC will be advised that this must be removed. | 40/17 Clerk/BT |
| e | Fence requirement for the floodlit football pitch. Single Rail Fence. As OUFC has been promoted to the Premier League permission is still required for the erection of the fence. OSA will forward the full proposal for the fence from OUFC to OPC when it has been received. | 1/17 Clerk/OSA Continuing |
| f | Hale Lane Agreement. The Licence has been signed by OUJFC and OPC. | Completed |
| 7. | <u>High Street Recreation Ground</u> | |
| a | A report was received from Brian Thomas. | |
| b | 4Global has carried out an inspection of the facilities available at the Recreation Ground and the Hale Lane Recreation Ground. A report is awaited. | 17/17 Continuing |
| c | Multi Play Unit. The new Eibe unit and safety surfacing have been installed. A post-installation safety inspection has been carried out. The white slide has been replaced and the climbing wall installed. A further inspection has been carried out. A request has been made to increase the safety surface at the end of the slide to 2m to meet the required safety standards. A sign with red lettering on a white background will be produced advising that children must be supervised at all times. | 20/17 Continuing Clerk/BT |
| d | Quotations are being sought for the proposed path around the Recreation Ground. An updated drawing has been prepared. | 21/17 Continuing |
| e | Four units of the wooden trim trail equipment have been removed due to rot. Four units remain but these will be closely monitored for signs of decay. It was AGREED that items will be purchased for 12+ years. All items will be placed at the far end of the Recreation Ground. Two suitable units have been found. A further 1 or 2 will be sought to complement the equipment already on site. | 22/17 Clerk/IR/ME |
| f | Disease resistant Elm trees There are such a small number of trees available that none are for sale on the open market. Mr Thomas will let the Parish Council know when the situation changes. | Completed |
| g | Picnic tables to be installed next to the play area. Two picnic tables have been purchased. Delivery is expected during the first week of August. | 24/17 IR/Clerk |
| h | Two rubbish bins have been purchased to be installed in the picnic area. Delivery is awaited. | 32/17 Clerk |
| i | The replacement bulb for the floodlights has been received. OSA has been advised so that installation can be arranged. | 36/17 Clerk |
| j | Cracks have been found in the safety surface around the swings and roundabout in the play area. This has been reported and will be repaired shortly. | |
| 8. | <u>Chalk Pit</u> | |
| a | Metal Advisory Notices in this area need to be cleaned and replaced as necessary. It is suggested that the produce Wet and Forget is used. Cllr Clucas volunteered to do the work. | 4/17 Clerk/PC Continuing |
| b | A meeting has been held with a SDC Tree Officer to discuss the situation regarding Ash Die-back in the Chalkpit. OPC has been advised that dead branches can be removed but the trees cannot be felled unless at the request of Mr Ingram at Tree Ability. | Completed |
| c | SDC Tree Officer advised that a large tree next to the footpath steps from Pilgrims Way should be removed. | 37/17 Clerk/BT |
| d | The Clerk will write to SDC for written confirmation of the strategy SDC wishes OPC to adopt regarding trees in the Chalkpit affected by Ash Die-back and advice regarding warning notices that should be erected and any health and safety issues that should be addressed to make the public as safe as possible. Mr Thomas is currently making the areas around the Ash trees as inaccessible as possible. | 38/17 Clerk/BT |

9. Hale Lane Recreation Ground/Pavilion/Telston Park
- a The new hedge has been trimmed. 74/16 Completed
- b The gate to the new play area has been bent out of square by people swinging on it. Completed
Mr Thomas has lowered the ground underneath it to ensure the gate can close on its own.
- c Mr Thomas will ensure the chains across the entrance are secure to prevent cars driving around the recreation ground. A new padlock will be installed. 9/17 BT
Continuing
- d Quite a bit of graffiti has appeared recently on the pavilion and youth shelter. Mr Catt has painted over the graffiti. The Community Warden has been advised. Completed
- e The Black Poplar has been inspected by Tree Ability since shedding a branch in high winds. A 20% reduction of the tree will take place.
- f A young oak tree was damaged by vandalism. This has been cut back to try and save it.
- g The rubbish dumped in the park by an adjoining property has been removed.
10. Oxenhill Wood
- a The benches and display boards have been installed.
- b Fun Day. Kemsing Parish Council agreed to contribute £100 towards the event.
- c It has been noted that bikes are racing in the field and going up and down by the stream. Three men in their mid 20-30s were observed who left the area when challenged.
11. Village Green, Pond and Palace Field
- a Carp to be removed from the pond. A new company will start this work at the end of the summer when the foliage in the pond has died back. 78/16 BT
Completed
- b Reeds have been removed from the pond to improve the sight lines across the pond and the large Willow tree has had the lower branches trimmed for the same reason. Completed
- c Wooden posts. The post by the old Police House will be replaced. 6/17 BT
- d Mrs Ward (co-opted member) will be preparing an article for the newsletter on plans for the management of this area. 46/16 Continuing
Continuing.
- e Some minor tree work has taken place, principally with regard to trees overhanging private gardens.
- f The walnut tree continues to give concern. It has been deteriorating for some years and its condition was commented on during the Tree Survey undertaken last year. The Spring growth this year was burnt off by the last frost. The condition of the tree will be watched throughout the year.
- g Consideration will be given to applying for a Tree Preservation Order for the Manna Ash tree which is a very good specimen. 35/17 BT/Clerk
- h A request has been received to have a litter bin by the bench in Palace Field. It was agreed that one of the existing bins in the area will be re-sited. 39/17 Clerk/BT
12. Cemetery/Palace Park Wood
- a A number of fence posts are beginning to rot at the base and are coming loose. These will be replaced as necessary. Completed
- b North/south path in the cemetery. Quotes will be obtained. Planning permission is not required. This item will be referred to the Amenities Committee to take forward. Completed
- c A new representative from the Woodland Trust will be asked to meet Mr Thomas and the Clerk to discuss maintenance of this area in the Summer. 6/17 Clerk/BT
Continuing
- d Some initial drainage work has been done in the woodland area but the main work will need to be done next winter. A channel taking water from this area through Palace Park Wood has been cleared out to let water get away. 28/17 BT
Continuing
- e The Clerk will review the Agreement with the Woodland Trust. 30/17 Clerk
- f Watering of the new trees is being carried out when necessary.
13. Youth Activities - There are no activities to report.
14. Correspondence – There were no items of correspondence.
15. Other Matters
- a Workparties
- b Remove vegetation from Palace Stream. Cllr Evans/Mr Thomas to liaise. ME/BT
- c Litter Picking with MacDonalds. Cllr Roy will organise a date in the Autumn. 31/17 IR
- d Gardens of England will be asked to clear the footpath between the Church and Oxford Station.

- e Toilets. Discussions will be held with the Diocese regarding the lease for the toilets. Clerk/IR/JEW
Continuing
 - f Benches. Mr Thomas has carried out a survey of thirty benches in the Parish. Two benches need to be replaced later this year and a number of others need repairs. It was agreed that the bench will be moved from the new picnic area to the area by the Tennis Court which is now vacant.
 - g A note will be placed in the newsletter advising the location of the newly installed dog bins.
16. Date of Next Meeting – Monday 25 September at 7:30pm.