

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ  
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**Benson Parish Council Recreation and Lands Committee meeting held on Thursday 11<sup>th</sup> February 2016 at 7:30PM in the Committee Room**

### MINUTES

**Present:** Cllr P Baylis (CPB) (Chair) Cllr P Murray (CPM)  
Cllr D Olley (CDO) Cllr P Peers (CPP)  
Cllr T Stevenson (CTS)

**Proper Officer:** P Eldridge

Mr D Rushton, Transport Advisory Group (TAG)

There was 1 member of the public present.

Minutes of the previous meeting held on Thursday 12<sup>th</sup> November 2015 were approved at the Parish Council meeting held on Thursday 26<sup>th</sup> November 2015.

1. **Apologies.** Cllrs J Fowler and S McCann
2. **Declarations of Interest.** – There were no declarations of interest.
3. **Public Session.** A resident of the old Free Church addressed the chairman saying that he had attended the meeting to be available to answer any questions on the current parking issues around the Free Church. The resident continued that Mr D Rushton from the TAG had been to see him to discuss the issues. At this point the resident left the meeting. Mr Rushton addressed the chair confirming that during his meeting with the resident they discussed the problems of limited parking and the fact that this made difficult for a disabled resident. Mr Rushton continued that there appeared to be 2 ways forward, through the resident making an arrangement for parking at the rear of the property or to investigate off street parking to the front of the Free Church. Mr Rushton explained that he had given the resident the OCC Guidelines which detailed the conditions of use and the consultation process, and that it was possible that the emergency services might oppose a parking space directly adjacent to the Free Church due to the narrowness of the road.
4. **Village Centre.**
  - a. To discuss parking issues at the site of the old Free Church on Benson High Street. Covered under public session at para 3.
  - b. To discuss a Benson Village Parking Plan. Mr D Rushton chair of TAG noted that he had no additional information to report on the Village parking plan. Mr Rushton then reported that TAG representatives had met with OCC/SODC on transport requirements during which there had been a discussion about how Benson Parish Council would want to use section 106 or Community Infrastructure Levy (CIL) funding or maintain facilities provided by the Phase 2 Littleworth Development. Although this was outside the scope of TAG Mr Rushton explained that a request from OCC/SODC tabled at the meeting was urgent. Cllr P Murray who had also been at the meeting was dealing with the requirement and explained that it was likely that since SODC has requested West Waddy to provide more information on the Phase 2 Development the planning application decision date could be extended, this would give Benson Parish Council the opportunity to discuss and resolve the requirement at the next parish council meeting. Cllr Murray noted that he would provide additional information

on the requirement for information during at agenda item any other items to note.

c. To agree a procedure for the clerk to respond to badly parked cars on the College Farm car park. Cllr P Baylis noted that this item had recently come about because poor parking of a large pick truck on College Farm had been reported to the clerk by a parishioner. After a short discussion it was agreed that Cllr Baylis would produce a draft procedure on parish staff action on poor parking at College Farm. Cllr Baylis then continued that white lining parking spaces may be an option. It was agreed that the clerk should make a plan for the possible white lining of College Farm. A final point was raised by Cllr D Olley who noted that residents of College Farm did not have the right to put up no parking signs outside residences as the car park was for everybody to use.

**Action:** Cllr P Baylis to produce draft procedure for parking at College Farm.

**CPB**

**Action:** Clerk to produce a plan for white lining parking spaces at College Farm.

**CLK**

d. Any maintenance or other issues. There were no maintenance or other issues brought to the meeting.

## 5. Rivermead:

a. To receive an update on the refurbishment of the paddling pool. Cllr P Baylis reported that the clerk was trying to arrange an onsite meeting with the contractor to discuss the tiling. Cllr T Stevenson asked where the spare tiles would be stored. Cllr Baylis responded most likely in the pavilion garage. Cllr D Olley said that he had 2 estimates and 1 refusal to quote to repoint the paving stones around the paddling pool both of which were under £500. Cllr Olley continued that since the cost was below the clerk's authorised expenditure for maintenance that once the he had provided the details to the clerk the work is scheduled. It was agreed that the clerk should select the best contractor and schedule the work.

**Action:** Clerk to arrange an onsite meeting with the contractor who refurbished the paddling pool.

**CLK**

**Action:** Clerk to select contractor and schedule the repointing of the paving stones around the paddling pool.

**CLK**

b. To receive an update on the installation of new Thames path gates at each end of Benson Marina. Cllr P Baylis noted that there had been no contact so far with the marina owner and that she would continue to try and contact him.

**Action.** Cllr Baylis to continue to try and contact marina owner.

**CPB**

c. To discuss the requirement to update the conditions for the use of Rivermead recreation area including mooring. After a brief discussion it was agreed that Cllrs P Baylis and P Peers would collaborate to produce draft conditions for the use of and mooring at Rivermead.

**Action.** Cllrs Baylis and Peers to produce draft conditions for the use and mooring at Rivermead.

**CPB**

**CPP**

d. Any maintenance or other issues. .:

i. Cllr D Olley noted that 'No Mooring' signs should be placed at Rivermead. Members agreed that 'No Mooring' signs should be installed along the riverbank at Rivermead.

**Action:** Clerk to source 'No Mooring' signs and identify costs.

**CLK**

ii. Clerk noted that during a recent inspection of safety equipment the lifebuoy rope on the lifebuoy at Rivermead needed to be replaced. Members agreed that the clerk should replace the lifebuoy rope.

**Action:** Clerk to replace lifebuoy rope on the lifebuoy at Rivermead.

CLK

6. **Allotments.**

a. To discuss an email registering an interest from an individual in renting the Cuckoo Pen. It was agreed that Cllr Baylis should write a letter to the individual.

**Action:** Cllr P Baylis to write a letter responding to the individual interested in renting the Cuckoo Pen.

CPB

b. Allotment allocation update and report. Cllr P Baylis gave the following report:

i. St Helens/Cuckoo Pen Allotments: 3 allotments have been re allocated this month. This leaves 3 available 2 of which are in need of serious maintenance work to make fit to hire out.

ii. Mill lane Allotments: There are 6 empty plots 5 of which need attention before anyone can take them on.

It was agreed that the clerk should use the external contractor to maintain the vacant plots ready for allocation. Cllr T Stevenson asked if the narrow strip of untended allotment could be allocated to the girl guides and it was agreed that the clerk should identify the allotment and discuss with the allotment manager.

**Action:** Clerk to identify vacant plots and instruct external contractor to maintain them.

CLK

**Action:** Clerk to discuss allocation of allotment strip with Allotment manager.

CLK

c. To discuss the request for an allotment holder to keep bees on his allotment. Cllr P Baylis noted that a pack of information including a draft policy had been emailed to all councillors. Cllr T Stevenson asked if the erection of a fence had been included in the policy. Cllr Baylis answered that it had. Cllr P Peers agreed to check if planning permission would be required for the fence. Cllr P Murry stated that proof of insurance would be required. Cllr Baylis noted that this was also in the policy. Cllr T Stevenson noted that the owner of the hives would not be permitted to sell honey as there should be no commercial benefit from an allotment. Cllr Baylis answered that there was a clause in the policy that detailed no commercial benefit was allowed from an allotment. Cllr T McTeague noted that even though her allotment was close to the location of the proposed bee hives she had not yet been contacted by the allotment hirer who wished to install the beehive. Cllr McTeague continued that she was concerned by the installation of the bee hive as a member of her family could suffer anaphylactic shock if stung by a bee. Cllr Baylis responded that the lack of contact with her would be dealt with by including the requirement in the conditions. At the end of the discussion it was agreed that the clerk should send a holding letter to the allotment holder explaining at what stage the committee was at.

**Action:** Clerk to send out holding letter.

CLK

d. To discuss issues with dog fouling and not being kept on a lead at the allotments. After discussion it was agreed that the clerk should place additional dog fouling signs at the entrances to the parish council allotments. It was also agreed that the clerk should investigate the location and cost of installing 'Dogs to be kept on Lead' signs.

**Action:** Clerk to install additional 'Dog Fouling' signs at entrances to allotments.

CLK

**Action:** Clerk to investigate the location and cost of installing 'Dogs to be kept on Lead' signs.

CLK

- e. Any maintenance or other issues:
  - i. Clerk asked if scalplings would be suitable to lay in the entrance of the St Helens Avenue/Cuckoo Pen allotment entrance. Members agreed that code 2 scalplings would probably be best and that Hazel and Jefferies may be able to provide them. Cllr T Stevenson agreed to review the requirement with the clerk. It was also agreed that once the requirement had been confirmed the clerk should request scalplings from Hazel and Jefferies.  
**Action:** Cllr T Stevenson and clerk to review requirement for scalplings at entrance to allotments. **CTS**
  - Action:** Clerk to request scalplings from Hazel and Jefferies once requirement has been identified. **CLK**
  - ii. Cllr P Baylis informed members that the action to respond to the letter from the lease holder of Millbrook Mead have been completed with a letter answering all of the points the lease holder had presented.

7. **Play Areas:**

a. To note that the wooden multiplay equipment on the Green Close play area is deteriorating and will need either maintenance or removal in the medium term. Cllr P Peers noted that the equipment is well used and asked if the Recreation and Lands Committee should discuss the installation of an alternative equipment. After discussion it was agreed that the clerk should place an item on the next agenda to discuss the alternatives for the replacement of the multiplay equipment.

**Action:** Clerk to place an item on the next Recreation and Lands agenda to discuss the replacement of the wooden multiplay equipment. **CLK**

b. To discuss the next steps to take with the provision of a Benson adventure playground. Cllr P Peers noted that she has arranged a meeting with a representative of the Oxfordshire Playing Fields Association to discuss the way forward with the adventure playground project. The meeting will be held in the parish hall on the Tuesday 23<sup>rd</sup> February 2016 starting at 10AM.

c. To discuss a request to install a picnic table in the Sunnyside play area. Cllr P Baylis informed members that the clerk had a self-assembly picnic table stored in the pavilion garage waiting to be installed at Rivermead. Cllr Baylis suggested that this table be installed in the Sunnyside play area where the old blue painted metal bench has been removed and new picnic tables be purchased late in the year for installation at Rivermead. It was agreed that the clerk should arrange for the installation of the picnic table in the Sunnyside play area ASAP.

**Action:** Clerk to install stored picnic bench in the Sunnyside play area. **CLK**

d. Any maintenance or other issues. Clerk noted that Cllr D Olley is due to carry out the February play area inspection.

8. **Bertie West Field (BWF).**

a. To note that some annual maintenance has been done to tidy up the recreational area, clear and make safe trails and remove branches from the large Willow tree that obstruct access. Cllr P Baylis noted the work and informed members that the scout leader had sent in a complimentary letter on the standard of the work.

b. To receive an update on the removal of the water tank. Cllr D Olley explained that he had contacted a 2<sup>nd</sup> individual who was planning to remove the tank. Cllr P Baylis asked the clerk to monitor the removal of the tank and if not

removed by last week of February to arrange for the removal himself.

**Action:** Clerk to remove BWF water tank if still in place at the end of February. **CLK**

c. Any maintenance or other issues. Clerk requested that the external contractor continue maintenance work in BWF by brush cutting to ground level the Blackthorn bushes. Members agreed that this work could go ahead and Cllr T Stevenson noted that he had agreed to meet with the clerk onsite to discuss where best to start the cutting.

**Action:** Clerk to instruct external contractor to start work on brush cutting Blackthorn bushes. **CLK**

#### 9. **Sunnyside.**

a. To discuss the infilling of the gaps on the perimeter of Sunnyside with trees. Cllr P Baylis noted that to date there was no progress on this item. Cllr Baylis took the opportunity to note that there appeared to be vehicles parking and driving across the Sunnyside recreation ground and due to the current wet conditions causing damage to the field. It was agreed that the clerk should monitor the situation.

b. Any maintenance or other issues. Cllr P Baylis noted that full council had requested that the Recreation and Lands committee review and if suitable agree to allow Masons Funfair and Hebborn's Children's Funfair to use the Sunnyside recreation ground during June and August. It was agreed that the clerk should contact Masons Fair and Hebborn's Children's Funfair to confirm that, providing conditions were suitable, they could use the recreation ground.

**Action:** Clerk to contact Funfairs and confirm bookings. **CLK**

#### 10. **Millstream Public Conveniences and Store.**

a. To note the installation of salt bins adjacent to the Millstream Toilets. Cllr P Baylis noted that final work on the installation of salt bins at the Millstream Toilets is complete.

b. To discuss the planting of flowers in the borders around the Millstream toilets. After a short discussion it was agreed that Cllr P Baylis should draft letters to the Co-op and to appropriate village organisations asking for their assistance/interest in planting flowers on their land adjacent to the Millstream carpark.

**Action:** Cllr Baylis to draft letter to the Co Op and village organisations. **CPB**

c. Any maintenance or other issues:

i. It was agreed that now the rebuild of the toilets and the provision of a salt store was complete that on future agendas the clerk should cover any future Millstream items under the item on Village Centre.

**Action:** Clerk to absorb Millstream agenda items into the Village centre agenda item. **CLK**

ii. Cycle racks:

1) Members noted that the clerk had received permission from Millstream Surgery to remove the current cycle racks for reinstallation at the Millstream toilets.

2) It was agreed that the clerk should approach the Millstream Surgery Practice Manager with a view to the surgery providing funding towards additional cycle racks in the Millstream area.

**Action:** Clerk to approach practice manager to seek funding for **CLK**

additional cycle racks.

11. **Benson War Memorial.**

a. To discuss the use of the External Contractor to support the setting up and manning of the road closure for the Benson Remembrance Parade. Members present agreed that a recommendation should be made to full council:

i. **Recommendation to Full Council: That Benson Parish Council approves the use of the External Contractor to support the setting up and manning of road closures for the Benson Remembrance Parade.**

b. To receive a report on the action from the last meeting to get additional quotes to refurbish the lettering on the memorial. Cllr P Murray noted that now the war memorial was listed it would be protected from any action that might destroy its history. In light of this it would be better to maintain the war memorial and the lettering as it is. After discussion it was agreed that Cllr Murray should send a grant pre-application form to the War Memorials Trust inviting them to give advice on the way ahead to maintain the Benson war memorial.

**Action:** Cllr Murray to send a grant pre-application form to the War Memorial Trust.

**CPM**

c. Any maintenance or other issues. Cllr P Baylis noted that most of the wreaths would be cleared from the war memorial leaving just the 3 from the Parish Council, RAF Benson and Royal British Legion.

12. **Benson Brook.**

a. Removal of a small timber weir located by the footbridge near the Cuckoo Pen nursery. To note that permission has been granted for Benson Parish Council to remove the weir. Cllr T Stevenson informed members that the work to remove the weir would be carried out by the 'Green Gym' during their visit to Benson on the 15<sup>th</sup> March 2016.

b. The recent communication between Cllr R Workman and the Environmental Agency on culverts along Benson Brook circulated Fri 5<sup>th</sup> Feb 2016 at 09:24 was noted.

c. Any maintenance or other issues. There were no maintenance or other issues brought to the meeting.

13. **General.**

a. To discuss and identify the way ahead to purchase or lease the 'Salt Store' land for use as a car park. Cllr P Baylis reported that Cllr J Fowler had provided an update saying to date he has not heard back from OCC but would keep trying.

b. To discuss the allocation of additional weed killing around Benson village in response to the 'Oxfordshire Together Initiative'. Cllr P Baylis reported that the clerk had arranged with the current grounds maintenance contractor Mr J Yaxley to review the requirement for additional weed killing around Benson Village. Cllr Baylis continued that since the current grounds maintenance contract was up for renewal at the end of 2017 the requirement to quote for weed killing would be met as part of a new contract Invitation to Tender. Cllr Baylis noted that up to £1000 had been allocated for the Financial Year 2016 – 2017 for additional weed killing around the village. Members discussed the requirement for additional weed killing noting that the main additional areas are primary footpaths, the village centre and some additional weed killing around play areas. Members also noted that each area would need to be treated 3 times a year and the suggested

program was the 2<sup>nd</sup> weeks of April, June and September. Cllr Baylis ended the discussion by noting that another additional area requiring weed killing was the moss on the footpaths and foot bridges at the back of St Helens Way.

**Members unanimously resolved to agree to additional weed killing around Benson Village at a cost not to exceed the allocated budget of £1000 +VAT.**

c. To discuss the posting of temporary signs around the village by organisations and commercial outlets. Cllr P Peers explained she had found a Fly Posting Policy on the SODC Website which says that the council can fine up to £2500 for Fly Posting. Cllr P Baylis asked the clerk to informally notify organisations and commercial outlets that are displaying signs that are fly posting of the possible consequences of their actions. Cllr Baylis noted that should the informal notification be ignored the clerk should report any fly posting to SODC and OCC Highways when posted on roadsides and verges. Cllr Peers continued that there is an issue with organisations posting event notices around the village, mainly on telegraph poles which are never removed once the event has been held.

d. To discuss the placement and costing of additional litter bins around the village. Cllr P Baylis noted that for a future recreation and lands meeting her and the clerk would identify additional sites for combined litter and dog bins, cost their installation and ask the clerk to liaise with SODC for the addition bins to be emptied.

**Action:** Cllr P Baylis and clerk to identify additional bin locations and costs to purchase and install.

**Action:** Clerk to liaise with SODC on the emptying of additional bins.

**CPB  
CLK  
CLK**

e. To note that the clerk is working with the RAF on the clearance of trees on the perimeter of the base that obstruct Radar. Cllr T Stevenson informed Members that he had questions about the requirement for the RAF to clear trees on Benson residents property:

- i. Could we please be supplied with details of all trees involved – type and location?
- ii. Do any of the trees have TPO's?
- iii. Will compensation be offered to homeowners – it is possible that they have planted and nurtured a prize specimen for 40 years?
- iv. Will any work be undertaken during the nesting season (March – August inclusive? RSPB).
- v. Will trees be checked for bats and owls as these birds begin nesting before March?
- vi. It would be reassuring to know, from a qualified independent, that this work was essential and not to enable noisy aircraft to fly at lower elevations over village residents?

It was agreed that the questions above should be passed to Cllr F Lovesey Benson Parish Council RAF Liaison Representative and Cllr R Workman who is liaising with Carillion Amey the RAF contractor for ground maintenance. It was also agreed that the clerk should pass the questions to the RAF Engagement Officer.

**Action:** Clerk to pass questions on RAF tree clearance to Cllrs F Lovesey, R Workman and RAF Engagement Officer.

**CLK**

f. It was noted that the 'Clean-up for the Queen' litter pick is scheduled for the Saturday 5<sup>th</sup> March 2016.

g. To discuss setting up a liaison meeting with the manager of Benson McDonald's to review options for reducing litter from the outlet. After a brief discussion clerk was instructed to arrange a liaison meeting with the manager of the local McDonald's ASAP.

**Action:** Clerk to arrange liaison meeting with the local McDonald's manager. **CLK**

h. To discuss a request to display a commemorative plaque somewhere around the village. Cllr P Baylis reported that there are requirements for new and replacement seats along Church Road and picnic benches at Rivermead. After discussion it was agreed the clerk should contact the family wishing to display a commemorative plaque and let them know of the current options.

**Action:** Clerk to contact family with current options. **CLK**

i. To discuss issues with Footpath No 8 this goes across the water meadow from the A4074 to River Thames. Members discussed the issue and it was agreed that the external contractor should lay wood chippings along the path to give a better surface to walk on. Cllr P Peers noted that since the land the footpath traversed was privately owned the clerk would need to obtain permission before carrying out any remedial work. Cllr Peers suggest that the clerk contact the OCC Field Officer (South East) to take this requirement forward.

**Action:** Clerk to contact OCC Field Officer to progress permission to lay wood chippings on Footpath No 8. **CLK**

#### 14. **Any Other Items to Note or for the Next Agenda.**

a. Cllr P Murray, after pre-meeting consultation with Cllr J Fowler and Cllr P Baylis, tabled an urgent question concerning a request from OCC and SODC to provide information on ownership and maintenance of recreational land created by the Phase 2 Development of the Land to the North of Littleworth Road:

i. In the event that the Littleworth Phase 2 development is approved (despite the Parish Council's strong objections which remain unchanged), how does BPC wish to treat the ownership and maintenance of the recreational facilities identified in those plans (or such alternative facilities as might be agreed with the developer)? Specifically:

1) Does BPC wish the land in question to be transferred to its ownership and to assume responsibility for maintaining the recreational facilities, with the maintenance costs being provided for the first 10 years by the developer, under a Section 106 Agreement or similar arrangement? Or would we prefer to leave the developer to assume responsibility for this through a management agency?

2) In the light of our current recreational facilities and those already in planning, what sort of recreational equipment and facilities would we wish to be provided on the identified sites?

Members discussed the questions and the general feeling was that it was really for Full Council to respond rather than just the Recreation and Lands committee. In light of this Cllr Murray with the support of Cllr Baylis requested of Cllr P Peers that an Extraordinary Meeting of the Full Council be convened inside a timeframe that would enable Full Council to respond to OCC/SODC before a decision is made on the Littleworth Road Phase 2

Development currently scheduled for the 22<sup>nd</sup> February 2016. Cllr Peers answered that she would discuss potential dates with the clerk and an agenda for the extraordinary meeting would be issued ASAP.

**CPP**  
**CLK**

**Action.** Cllr Peers and clerk to select a date and issue an agenda for an extraordinary meeting.

b. Cllr D Olley noted that he had 2 estimates from local craftsmen to provide new seats to replace old seats on Church Road adjacent to St Helen's Church and the library. Cllr Olley continued that the seats would be identical to the one at Millstream adjacent to the Millstream Centre. Cllr Olley noted he would pass the estimates to the clerk. Cllr Baylis instructed the clerk to place an item on the next Recreation and Lands Agenda to discuss the estimates.

**Action:** Clerk to place item on next Recreation and Lands agenda to discuss estimates for seats.

15. **Date of Next Meeting.** 14<sup>th</sup> April 2016.



P Eldridge  
Parish Clerk  
18<sup>th</sup> February 2016

**Annex A**  
**Actions for Receptions and Land Meeting as at**  
**11<sup>th</sup> February 2016**

<b>Serial No</b>	<b>Action</b>	
1.	Clerk to report cracked manhole cover at scout hut to Thames Water. R & L Minutes dated 20 <sup>th</sup> February 2014 (8.b.i). <i>Reported 8<sup>th</sup> February 2016. Item closed.</i>	<b>CLK</b>
2.	Clerk to purchase root puller. Minutes dated 12 <sup>th</sup> February 2015 (8.b.i). <i>Research complete weed root puller not suitable. Item closed.</i>	<b>CLK</b>
3.	Clerk to obtain quotes for the removal of Elder trees along the Sunnyside perimeter fence adjacent to Hale Road. Minutes dated 9 <sup>th</sup> April 2015 (9.a). <i>Advice from contractor is to leave and keep maintained. Item closed.</i>	<b>CLK</b>
4.	Clerk to arrange the watering of plants. Minutes dated 6th August 2015 (9.b.ii). <i>Solution priced ready for purchase. Item closed.</i>	<b>CLK</b>
5.	Cllr Stevenson to inspect boardwalk damage at Millbrook Mead. Minutes dated 6th August 2015 (12.c). <i>Inspection complete. Item closed.</i>	<b>CTS</b>
6.	Halls Manager to circulate allotment Terms and Conditions for hirers to members of the Recreation and Lands Committee. Minutes dated 17 <sup>th</sup> September 2015 (6.a.ii). <i>Conditions sent. Item closed.</i>	<b>HMR</b>
7.	Cllr Stevenson to check the Paddock for removal of Ragwort. Minutes dated 17th September 2015 (6.b). <i>Ragwort has died down over winter. Item closed.</i>	<b>CTS</b>
8.	Parish staff to produce a list of conditions for beehives on Benson Parish council allotments for review and inform allotment holders of the request for a beehive. Minutes dated 17th September 2015 (6.d). <i>Conditions produced. Item closed.</i>	<b>CLK</b>
9.	Cllr Olley to arrange for the removal of the water tank on BWF. Minutes dated 17th September 2015 (8.a). <i>In progress.</i>	<b>CDO</b>
10.	Cllr Olley to get updated quote for re-lettering names and wording on War Memorial. Minutes dated 17th September 2015 (11.a). <i>In progress.</i>	<b>CDO</b>
11.	Cllr Olley to contact a local woodworking contractor to give an assessment on the repair/replacement of the Church Road bench seats. Minutes dated 17th September 2015 (12.e). <i>In progress.</i>	<b>CDO</b>

12. **Clerk to place fixed item on future Recreation and Lands agendas to discuss Benson Village Parking Plan.** Minutes dated 12th November 2015 (5.a.v.). **CLK**  
*Item added. Item closed.*
13. **Cllr Murray to contact Thames Travel re the Route 139 bus service.** Minutes dated 12th November 2015 (5.b.i.). **CPM**  
*Contact Made. Item closed.*
14. **Clerk to write to Cllr Nimmo-Smith.** Minutes dated 12th November 2015 (5.b.iii.). **CLK**  
*Pre-empted by Cllr Nimmo Smiths email Mon 16<sup>th</sup> Nov 2016. Item closed.*
15. **Clerk to draft letter to Mr and Mrs Cooper.** Minutes dated 12th November 2015 (5.b.iv.). **CLK**  
*Draft complete and ready for sending after signing. Item closed.*
16. Cllr Baylis to write letter to contractor. Minutes dated 12th November 2015 (6.a.). **CPB**  
*Letter sent. Item closed..*
17. Clerk to contact scouts about the storage of tiles. Minutes dated 12th November 2015 (6.a.). **CLK**  
*No space for large amount of tiles available. Item closed..*
18. Cllr Baylis to write a letter to Mr E Crockett. Minutes dated 12th November 2015 (6.b.). **CPB**  
*Letter sent. Item closed.*
19. Cllr P Baylis to ask Cllr P Peers if there is a policy document for Rivermead. Minutes dated 12th November 2015 (6.d.). **CPB**  
*Question asked. Item closed.*
20. Clerk to distribute conditions. Minutes dated 12th November 2015 (9.a.). **CLK**  
*Conditions distributed. Item closed.*
21. Clerk to contact SODC conservation officer. Minutes dated 12th November 2015 (12.b.). **CLK**  
*Contact made. Item closed.*
22. Cllr Stevenson to process the forms for the removal of the weir in the Benson Brook adjacent to the Cuckoo Pen. Minutes dated 12th November 2015 (13.a.). **CTS**  
*Forms processed and permission received. Item Closed.*
23. Cllr P Baylis to produce draft procedure for parking at College Farm. Minutes dated 11th February 2016 (4.c.). **CPB**  
*In progress.*
24. Clerk to produce a plan for white lining parking spaces at College Farm. Minutes dated 11th February 2016 (4.c.). **CLK**  
*In progress.*

25. Clerk to arrange an onsite meeting with the contractor who refurbished the paddling pool. Minutes dated 11th February 2016 (5.a.). **CLK**  
*In progress.*
26. Clerk to select contractor and schedule the repointing of the paving stones around the paddling pool. Minutes dated 11th February 2016 (5.a.). **CLK**  
*In progress.*
27. Cllr Baylis to continue to try and contact the marina owner and offer support to help with the installation. Minutes dated 11th February 2016 (5.b.). **CPB**  
*In progress.*
28. Cllrs Baylis and Peers to produce draft conditions for the use and mooring at Rivermead. Minutes dated 11th February 2016 (5.c.). **CPB**  
*In progress.*
29. Clerk to source 'No Mooring' signs and identify costs. Minutes dated 11th February 2016 (5.d.i.). **CPB**  
*In progress.*
30. Clerk to replace lifebuoy rope on the lifebuoy at Rivermead. Minutes dated 11th February 2016 (5.d.ii.). **CPB**  
*In progress.*
31. Cllr P Baylis to write a letter responding to the individual interested in renting the Cuckoo Pen. Minutes dated 11th February 2016 (6.a.). **CPB**  
*In progress.*
32. Clerk to identify vacant plots and instruct external contractor to maintain them. Minutes dated 11th February 2016 (6.b.). **CLK**  
*In progress.*
33. Clerk to discuss allocation of allotment strip with Allotment manager. Minutes dated 11th February 2016 (6.b.). **CLK**  
*In progress.*
34. Clerk to send out holding letter. Minutes dated 11th February 2016 (6.c.). **CLK**  
*In progress.*
35. Clerk to install additional 'Dog Fouling' signs at entrances to allotments. Minutes dated 11th February 2016 (6.d.). **CLK**  
*In progress.*
36. Clerk to investigate the location and cost of installing 'Dogs to be kept on Lead' signs. Minutes dated 11th February 2016 (6.d.). **CLK**  
*In progress.*
37. Cllr T Stevenson and clerk to review requirement for scalplings at entrance to allotments. Minutes dated 11th February 2016 (6.e.i.). **CTS**  
*In progress.*

38. Clerk to request scalplings from Hazel and Jefferies once requirement has been identified. Minutes dated 11th February 2016 (6.e.i.). **CLK**  
*In progress.*
39. Clerk to place an item on the next Recreation and Lands agenda to discuss the replacement of the wooden multiplay equipment. Minutes dated 11th February 2016 (7.a.). **CLK**  
*In progress.*
40. Clerk to install stored picnic bench in the Sunnyside play area. Minutes dated 11th February 2016 (7.c.). **CLK**  
*In progress.*
41. Clerk to remove BWF water tank if still in place at the end of February. Minutes dated 11th February 2016 (8.b.). **CLK**  
*In progress.*
42. Clerk to instruct external contractor to start work on brush cutting Blackthorn bushes. Minutes dated 11th February 2016 (8.c.). **CLK**  
*In progress.*
43. Clerk to contact Funfairs and confirm bookings. Minutes dated 11th February 2016 (9.b.). **CLK**  
*In progress.*
44. Cllr Baylis to draft letter to the Co Op and village organisations. Minutes dated 11th February 2016 (10.b.). **CLK**  
*In progress.*
45. Clerk to absorb Millstream agenda items into the Village centre agenda item. Minutes dated 11th February 2016 (10.c.i.). **CLK**  
*In progress.*
46. Clerk to approach practice manager to seek funding for additional cycle racks. Minutes dated 11th February 2016 (10.c.ii.2.). **CLK**  
*In progress.*
47. Cllr Murray to send a grant pre-application form to the War Memorial Trust. Minutes dated 11th February 2016 (11.b.). **CPM**  
*In progress.*
48. Cllr P Baylis and clerk to identify additional bin locations and costs to purchase and install. Minutes dated 11th February 2016 (13.d.). **CPB  
CLK**  
*In progress.*
49. Clerk to liaise with SODC on the emptying of additional bins. Minutes dated 11th February 2016 (13.d.). **CLK**  
*In progress.*

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|------------|---|--------------------|
| <b>50.</b> | <p>Clerk to pass questions on RAF tree clearance to Cllrs F Lovesey, R Workman and RAF Engagement Officer. Minutes dated 11th February 2016 (13.e.).</p> <p><i>In progress.</i></p> | <b>CLK</b>         |
| <b>51.</b> | <p>Clerk to arrange liaison meeting with the local McDonald's manager. Minutes dated 11th February 2016 (13.g.).</p> <p><i>In progress.</i></p>                                     | <b>CLK</b>         |
| <b>52.</b> | <p>Clerk to contact family with current options. Minutes dated 11th February 2016 (13.h.).</p> <p><i>In progress.</i></p>   | <b>CLK</b>         |
| <b>53.</b> | <p>Clerk to contact OCC Field Officer to progress permission to lay wood chippings on Footpath No 8. Minutes dated 11th February 2016 (13.i.).</p> <p><i>In progress.</i></p>       | <b>CLK</b>         |
| <b>54.</b> | <p>Cllr Peers and clerk to select a date and issue an agenda for an extraordinary meeting. Minutes dated 11th February 2016 (14.a.).</p> <p><i>In progress.</i></p>                 | <b>CPP<br/>CLK</b> |
| <b>55.</b> | <p>Clerk to place item on next Recreation and Lands agenda to discuss estimates for seats. Minutes dated 11th February 2016 (14.b.).</p> <p><i>In progress.</i></p>                 | <b>CLK</b>         |