

## 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 6<sup>th</sup> August 2015 at 7:30PM in the Committee Room

#### MINUTES

**Present:** Cllr P Baylis (CPB) (Chair) Cllr J Fowler (CJF)  
Cllr P Murray (CPM) Cllr D Olley (CDO)  
Cllr T Stevenson (CTS)

**Proper Officer:** P Eldridge

There were no members of the public present.

Cllr R Workman observed the meeting.

Minutes of the previous meeting held on Thursday 25<sup>th</sup> June 2015 were approved at the Parish Council meeting held on Thursday 23<sup>rd</sup> July 2015.

1. **Apologies.** Cllrs S McCann, P Peers
2. **Declarations of Interest.** – Cllrs J Fowler and T Stevenson declared an interest in item 6.a. complaint about unworked allotments.
3. **Public Session.** There were no members of the public present.
4. **Village Centre.**
  - a. Any maintenance or other issues. No issues were brought to the meeting.
5. **Rivermead:**
  - a. To receive an update on the refurbishment of the paddling pool. Clerk reported that everything is about ready for installation. Just waiting for Lifestyle construction Ltd to process deposit payment.
  - b. To discuss the repair of brick base of the Summer House. Cllrs discussed a quote received from Roy Passey. It was agreed that the clerk should get at least 2 additional quotes in time for the next meeting.  
**Action:** Clerk to get additional quotes ready for the next Recreation and Lands Meeting. **CLK**
  - c. Any maintenance or other issues.
    - i. Cllr T Stevenson agreed to send the clerk the specification and pricing for the new Rivermead picnic tables so that they can be ordered.  
**Action:** Cllr Stevenson to send picnic table details to clerk. **CTS**  
**Action:** Once received clerk to order picnic tables. **CLK**
    - ii. There was a brief discussion on the installation of the new gates at either end of Benson Marina along the Thames path. Cllr P Baylis agreed to discuss the installation of the gates with Mr D Rushton to obtain background information on the task before contacting the land owner.  
**Action:** Cllr Baylis to speak to Mr D Rushton about new Thames path gates. **CPB**
6. **Allotments.**
  - a. Allotment allocation update and report. Cllr P Baylis noted that due to the absence of the Halls Manager on holiday there was no official allotment report. Cllr Baylis continued that a complaint been received from an

allotment holder about 3 adjacent plots on the Cuckoo Pen side of St Helen's Avenue that were not being worked and were going to seed. Cllr Baylis noted that she had seen these allotments during a recent walk around with the Halls Manager. After a short general discussion it was agreed that as the responsibility for land management lies with the leaseholder and not the Parish Council the Halls Manager should write to the relevant holders asking if they intended to use the allotments in the future and asking them to keep their allotments clean, tidy and weed free during periods of unused. It was also agreed that this statement should be included in the annual letter to allotment holders.

**Action:** Halls manager to write to allotment holders.

**HMR**

- b. Ragwort infestation on the Paddock adjacent to the allotments. After a short discussion it was agreed that the clerk should write to the Paddock Leaseholder stating that as Ragwort is an 'injurious' weed the Paddock area should be cleared of it ASAP.

**Action:** Clerk to write to the Paddock Leaseholder.

**CLK**

- c. To discuss a parishioners request to set up a communal compost area at the Benson Parish Council allotments. Cllr J Fowler commented that he had investigated the installation of a communal compost facility and discovered that there are numerous examples of these throughout the UK. After a general discussion it was agreed that Benson Parish Council should not get involved in installing a community composting facility but would support any initiative from volunteers. Cllr J Fowler agreed to write a short article on a community composting facility for the Benson Bulletin. It was also agreed that Cllr Fowler would contact the parishioner requesting the facility to see if he was interested in taking the volunteer community compost facility forward.

**Action:** Cllr Fowler to write an article for Benson Bulletin.

**CJF**

**Action:** Cllr Fowler to write to parishioner.

- d. Any maintenance or other issues. Clerk gave a brief report on the recent spate of shed break ins.

## 7. **Play Areas:**

- a. To review the quote from Wicksteed Playscapes for the refurbishment of the Sunnyside Play Area. This had been deferred from the last meeting due to time constraints. Cllrs reviewed the quote and unanimously agreed in principle that the work should be under taken if funding was available. It was further agreed that the clerk should add an item to the next finance meeting agenda to discuss funding for the renovations.

**Action:** Clerk to ask Wicksteed if the quote was still current and add an item to next finance agenda to discuss funding.

**CLK**

- b. To note an update from Playdale on the repair of the cone climber. Cllr P Baylis noted that the manufacturer of the faulty bearing assembly would provide a new bearing which Playdale would fit as soon as it arrived. Cllr Baylis continued that the bearing and fitting would be carried out under warranty.

- c. Any maintenance or other issues.

i. Cllr P Baylis reported that the clerk had received a complaint from a parishioner about the boot scraper and brushes outside the back entrance of the pavilion. The complaint concerned both the condition of the scraper

and that some parts of it could be dangerous to small children if they tripped or fell on it especially as the base of the scraper was concealed by overgrown grass. After a short discussion it was agreed that the clerk should get the overgrown grass cleared and discuss with the chairman of Benson United Football Club (BUFC) what should be done with regards to refurbishing or removing completely the boot scraper.

**Action:** Clerk to arrange clearing of overgrown grass from pavilion boot scraper. **CLK**

**Action:** Clerk to liaise with BUFC chairman on whether to refurbish or remove boot scraper. **CLK**

ii. Cllr Baylis reminded Cllrs that they need to carry out playground inspections as allocated on the circulated list.

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

a. Any maintenance or other issues

i. Cllr P Baylis noted some outstanding tasks with regards to BWF including the removal of the large tractor tyre and allotment water tank. Cllr T Stevenson suggested that the clerk check with the scout leader as to whether the tyre is used during scouting events on the field. Cllr D Olley noted that it might be better to give the water tank to someone who could make use of it rather than dispose of it. Cllr Olly continued that he knew a parishioner who may be interested in having the tank.

**Action:** Clerk to check with scout leader if tractor tyre on BWF is used during events. **CLK**

**Action:** Cllr D Olley to provide details of a parishioner who may want the unused water tank. **CDO**

ii. Clerk was requested to recirculate the Terms and Conditions of use for BWF to Cllrs and users.

**Action:** Clerk to recirculate use of BWF Terms and Conditions. **CLK**

#### 9. Sunnyside.

a. To note damage to the roof of the Faye Grundy Shelter on the Sunnyside recreation ground and to discuss how to proceed with a repair. After a short discussion it was agreed that the clerk should ask Longpine to quote for the repair of the shelter roof to be carried out next time the Hall roof needed repairs.

**Action:** Clerk to get a quote to repair Faye Grundy shelter roof.

b. Any maintenance or other issues:

i. Cllr P Baylis noted that the brick kerb on the pavement adjacent to the parish hall lounge running alongside the car park had been repaired.

ii. Cllr T Stevenson noted that the infill hawthorn plants recently planted in the gaps in the parish hall car park hedge adjacent to the Watlington Road appeared to be dying. Cllr Stevenson continued this was most likely due lack of watering. After a short discussion it was agreed that the clerk should arrange additional watering of the plants.

**Action:** Clerk to arrange the watering of plants. **CLK**

iii. Cllr Baylis noted that there are some gaps in the trees surrounding the Sunnyside Play Area and requested that the clerk add an item to the next recreations and lands agenda for discussion by the committee.

**Action:** Clerk to add item to next agenda.

CLK

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

- a. To discuss recent issues of vandalism at the Millstream Toilets. Cllr P Baylis commented that she received reports that there had been additional occurrences of misuse and vandalism in and around the area of the Millstream toilets some of which had left it in a bad state. After a short discussion it was agreed that manual locking of the toilets should recommence while the clerk started the process of implementing the installation of an automatically timed lock. Several Cllrs volunteered to go on a weekly roster to lock the toilets each night and the clerk was asked to set up and maintain the roster.

**Action:** Clerk to start the implementation of installing timed lock.

**Action:** Clerk to set up a manual Millstream toilet locking roster.

CLK

CLK

- b. Any maintenance or other issues. No other issues were brought to the meeting.

11. **Benson War Memorial.**

- a. To discuss condition of the memorial and to review an initial quote for repairs. Cllr D Olley briefed Cllrs on the work he had carried out to overcome the issue of faded lettering on the memorial. Cllr Olley continued that the names of the fallen could be either repainted or new granite panels could be installed on the surface of the memorial with the names displayed using incised and black painted lettering. Cllr Olley completed his report by saying that although repainting the original letters would initially be cheaper over the long term installing panels would be far more cost effective. Cllrs discussed the email quote and it was agreed that the quote should be passed to the finance committee to review funding.

**Action:** RFO to put an agenda item on the next finance committee meeting to discuss funding for the work required to re-letter the names on the Benson War Memorial.

RFO

12. **General.**

- a. To note that the external contractor has successfully completed a Lantra Chainsaw Maintenance and Cross-cutting Assessment and is now fully qualified to use the Benson Parish Council chainsaw. Cllr T Stevenson noted that the qualification stopped short of being able to fell trees but that for Benson Parish Council requirements the qualification was fine.
- b. To note and discuss Email from OCC on winter preparation and identify any Benson Parish Council requirements. Cllrs noted the email and asked the clerk to check on the levels of salt held by the council. Cllrs then discussed an email from SSE for resilience funding for items of individual personal equipment (IPE) such as high visibility jackets, work gloves etc. Cllr Fowler agreed to create a list of council requirements.

**Action:** Cllr Fowler to produce list of resilience items.

CJF

- c. To discuss the deterioration of the walkway between the allotments and Millbrook Mead under the A4074 bridge. Cllr P Baylis confirmed that the issues concerned the boardwalk from the Preston Crowmarsh entrance to Millbrook Mead and the bridge carrying the A4074. The main area of damage to the boardwalk had been repaired by the Green Gym as arranged by Cllr T Stevenson. Cllr T Stevenson agreed to inspect the 2

other smaller areas of damage to see if it was a suitable future task for the Green Gym.

CTS

**Action:** Cllr Stevenson to inspect boardwalk damage at Millbrook Mead.

- d. To discuss the clearance of vegetation in Benson Brook, particularly adjacent to the Cuckoo Pen. Cllr P Baylis explained that during a recent walk along the footpath adjacent to the brook past the Cuckoo Pen she noticed that the path was overgrown. Cllrs discussed and agreed that the clerk should be instructed to clear the path using local resources.

**Action:** Clerk to arrange for the footpath to be cleared.

CLK

- e. To appoint a member of the Recreation and Lands Committee to represent Benson Parish Council at Agrivert and Grundon liaison meetings. It was agreed that Cllr P Murray should become the Benson Parish Council representative for Agrivert and Grundon liaison meetings.

- f. To discuss the appointment of the Benson Parish Council representative at Hazell and Jefferies liaison meetings. It was agreed that Cllr P Murray should become the Benson Parish Council representative for Hazell and Jefferies liaison meetings.

- g. To discuss and identify the way ahead to purchase or lease the 'Salt Store' land for use as a car park. Cllr J Fowler commented that he had recently sent another letter to OCC copy to Cllr M Gray stating Benson Parish Councils interest in renting or purchasing the salt store. Cllr Fowler continued that to date he had not received a reply from either OCC or Cllr Gray and that the agenda item would carry over to the next Recreation and Lands Meeting in September.

- h. To note that RAF Benson has accepted responsibility for the maintenance of the brook culvert up near Braze Lane and the ditch/overgrown hedge down Old London Road. Cllrs noted the email.

- i. To review and note any changes to the SODC Map and Letter on Benson Open Space, Playing Pitch and Sports Facilities. (Circulated Wed 22<sup>nd</sup> July 2015 at 13:54). After discussion it was agreed that the land at Rivermead and the Cedars should be added on the return. Cllr P Baylis agreed to mark up the map ready for the clerk to respond

**Action:** Cllr P Baylis to mark up the map.

CPB

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

- a. Cllr P Baylis noted that one of the outstanding tasks at the Millstream toilets was the provision of the rose garden on the waste ground behind the toilets. Clerk explained that the ground consisted of rubble which had proved impossible to dig over by hand. Clerk continued that in order to proceed with the garden the ground would either need to be prepared by a mechanical digger or, as an alternative, raised beds could be installed. Cllr Baylis instructed the clerk to put an item on the next Recreation and Lands agenda so that the committee would have time to view the area ready for a discussion on options.

CLK

**Action:** Clerk to place an item on the next Recreation and Lands agenda to discuss the provision of the rose garden at the Millstream toilets.

- b. Cllr B Baylis noted that the bench seat on the roadside adjacent to St Helen's church was in a very poor condition and half rotten. Cllr Baylis continued that she knew that the bench, despite its current condition was

well used and asked if it was a parish council seat. Cllr Olley confirmed that the seat was the responsibility of the parish council and noted that there should be a complete list of seats in the parish office. Cllr Baylis instructed the clerk to inspect the seat and report back at the next Recreation and Lands Meeting.

**CLK**

**Action:** Clerk to inspect bench seat on roadside adjacent to St Helen's church.

- c. Cllr D Olley noted that now the log for the Fields in Trust Plaque had been installed the council should write a letter of thanks to the companies that donated and installed it. Cllr Baylis agreed to draft letters for the clerk to send.

**CPB**

**Action:** Cllr Baylis to draft letters of thanks for the donation and installation of a large log for the Fields in Trust Plaque.

**14. Date of Next Meeting.** 10<sup>th</sup> September 2015.



P Eldridge  
Parish Clerk  
13th August 2015

**Annex A**  
**Actions for Receptions and Land Meeting as at**  
**6<sup>th</sup> August 2015**

Serial No	Action	Assigned To
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>In progress</i>	CLK
2.	Clerk to purchase root puller. Minutes dated 12 <sup>th</sup> February 2015 (8.b.i.). <i>In progress.</i>	CLK
3.	Clerk to arrange the work with Unpaid Work Team coordinator. Minutes dated 12 <sup>th</sup> February 2015 (11.a.). <i>Work complete. Item closed.</i>	CLK
4.	Cllr Stevenson and Clerk to investigate situation with regards to the tree guard around the tree in the Sunnyside play area. Minutes dated 9 <sup>th</sup> April 2015 (7.a.). <i>Guard inspected and removal recommended. Item closed.</i>	CTS CLK
5.	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>In progress.</i>	CLK
6.	Clerk to get additional quotes ready for the next Recreation and Lands Meeting.. Minutes dated 25 <sup>th</sup> June 2015 (5.c.) and Minutes dated 6 <sup>th</sup> August 2015 (5.b.). <i>In progress.</i>	CLK
7.	Clerk to investigate damage to the Faye Grundy shelter and report back to R&L Committee. Minutes dated 25 <sup>th</sup> June 2015 (7.a.). <i>Investigation complete. Item closed.</i>	CLK
8.	Clerk to investigate damage to the Faye Grundy shelter and report back to R&L Committee. Minutes dated 6 <sup>th</sup> August 2015 (7.a.). <i>Investigation complete. Item closed.</i>	CLK
9.	Cllr Stevenson to send picnic table details to clerk. Minutes dated 6 <sup>th</sup> August 2015 (5.c.i.). <i>In progress.</i>	CTS CLK
10.	Cllr Stevenson to send picnic table details to clerk. Minutes dated 6 <sup>th</sup> August 2015 (5.c.i.). <i>In progress.</i>	CLK
11.	Once received clerk to order picnic tables. Once received clerk to order picnic tables. Minutes dated 6 <sup>th</sup> August 2015 (5.c.i.). <i>In progress.</i>	CLK

12. Cllr Baylis to speak to Mr D Rushton about new Thames path gates. Minutes dated 6th August 2015 (5.c.ii). **CPB**  
*In progress.*
13. Halls manager to write to allotment holders. Minutes dated 6th August 2015 (6.a.). **HMR**  
*In progress.*
14. Clerk to write to the Paddock Leaseholder. Minutes dated 6th August 2015 (6.b.). **CLK**  
*In progress.*
15. Cllr Fowler to write an article for Benson Bulletin. Minutes dated 6th August 2015 (6.c.). **CJF**  
*Article written and submitted. Item closed.*
16. Cllr Fowler to write to parishioner. Minutes dated 6th August 2015 (6.c.). **CJF**  
*In progress.*
17. Clerk to ask Wicksteed if the quote was still current and add an item to next finance agenda to discuss funding. Minutes dated 6th August 2015 (7.a.). **CLK**  
*In progress.*
18. Clerk to arrange clearing of overgrown grass from pavilion boot scraper. Minutes dated 6th August 2015 (7.c.i.). **CLK**  
*Overgrown grass cleared. Item closed.*
19. Clerk to liaise with BUFC chairman on whether to refurbish or remove boot scraper. Minutes dated 6th August 2015 (7.c.i.). **CLK**  
*In progress.*
20. Clerk to check with scout leader if tractor tyre on BWF is used during events. Minutes dated 6th August 2015 (8.a.i.). **CLK**  
*In progress.*
21. Cllr D Olley to provide details of a parishioner who may want the unused water tank. Minutes dated 6th August 2015 (8.a.i.). **CDO**  
*In progress.*
22. Clerk to recirculate use of BWF Terms and Conditions. Minutes dated 6th August 2015 (8.a.ii.). **CLK**  
*In progress.*
23. Clerk to get a quote to repair Faye Grundy shelter roof. Minutes dated 6th August 2015 (9.a.ii.). **CLK**  
*In progress.*

24. Clerk to arrange the watering of plants. Minutes dated 6th August 2015 (9.b.ii.). **CLK**  
*In progress.*
25. Clerk to add item to next agenda. Minutes dated 6th August 2015 (9.b.iii.). **CLK**  
*In progress.*
26. Clerk to start the implementation of installing timed lock. Minutes dated 6th August 2015 (10.a.). **CLK**  
*In progress.*
27. Clerk to set up a manual Millstream toilet locking roster. Minutes dated 6th August 2015 (10.a.). **CLK**  
*Item complete. Item closed.*
28. RFO to put an agenda item on the next finance committee meeting to discuss funding for the work required to re-letter the names on the Benson War Memorial. Minutes dated 6th August 2015 (11.a.). **CLK**  
*In progress.*
29. Cllr Fowler to produce list of resilience items. Minutes dated 6th August 2015 (12.b.). **CLK**  
*List submitted to clerk. Item closed.*
30. Cllr Stevenson to inspect boardwalk damage at Millbrook Mead. Minutes dated 6th August 2015 (12.c.). **CLK**  
*In progress.*
31. Clerk to arrange for the footpath to be cleared. Minutes dated 6th August 2015 (12.d.). **CLK**  
*Footpath cleared Item closed.*
32. Cllr P Baylis to mark up the map. Minutes dated 6th August 2015 (12.i.). **CPB**  
*In progress.*
33. Clerk to place an item on the next Recreation and Lands agenda to discuss the provision of the rose garden at the Millstream toilets. Minutes dated 6th August 2015 (13.a.). **CLK**  
*In progress.*
34. Clerk to inspect bench seat on roadside adjacent to St Helen's church. Minutes dated 6th August 2015 (13.a.). **CLK**  
*In progress.*
35. Cllr Baylis to draft letters of thanks for the donation and installation of a large log for the Fields in Trust Plaque. Minutes dated 6th August 2015 (13.a.). **CLK**  
*Letters drafted. Item closed.*