

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 17th September 2015 at 7:30PM in the Committee Room

MINUTES

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

Proper Officer: P Eldridge

There were no members of the public present.

Minutes of the previous meeting held on Thursday 6th August 2015 were approved at the Parish Council meeting held on Thursday 27th August 2015.

1. **Apologies.** Cllrs P Peers, S McCann.
2. **Declarations of Interest.** – There were no declarations of interest.
3. **Public Session.** There were no members of the public present.
4. **Village Centre.**
 - a. Any maintenance or other issues.
 - i. Clerk noted that the external contractor would be weeding areas around college farm over the next 2 weeks.
5. **Rivermead:**
 - a. To receive an update on the refurbishment of the paddling pool. After a short discussion, members agreed that a delegation of Cllrs should meet with Lifestyle Construction Ltd to discuss continuing delays and seek a deadline for the work to be completed.
Action: Clerk to arrange a meeting with Lifestyle Construction Ltd. **CLK**
 - b. To note any additional quotes for the repair of brick base of the Summer House. Members discussed the quotes and decided that the most cost effective was from Mr E. W. Crockett Builder. Recommendation to full council:
 - i. **That Benson Parish Council employs Mr E. W. Crockett, Builder to replace the brick surround around the Rivermead Summer House using new engineering bricks at a cost not to exceed £1300 +VAT. Mr Crockett to be instructed to start the work no later than 1st November 2015.**
 - c. To receive an update on the installation of new Thames path gates at each end of Benson Marina. Cllr P Baylis reported that she had not yet had an opportunity to meet with Mr A Tilbury to discuss the installation of the gates. Item deferred to the next meeting.
 - d. Any maintenance or other issues. Cllr T Stevenson noted that it was now a suitable time for the external contractor to carry out spiling along the Thames riverbank.
Action: Clerk to organise spiling along the Thames riverbank at Rivermead. **CLK**

6. Allotments.

a. Allotment allocation update and report:

i. Cllr P Baylis went through the report provided by parish staff:

- 1) Allotment inspection carried out on 11th September 2015.
- 2) Currently there is no one on the waiting list.
- 3) There is one empty plot.
- 4) There are 14 plots that are either not worked or very poorly cultivated.
- 5) With regards to the action to write to allotment holders who lease plots that appear unworked this will be included in the annual letter to all allotment holders due to go out in October 2015. This will then include all holders who have unworked plots that have not yet been reported to the parish office.

ii. Cllr P Baylis asked that the Terms and Conditions for hirers of allotments be circulated to all members of the Recreation and Lands Committee so that they could be reviewed and, if required, updated.

Action: Halls Manager to circulate allotment Terms and Conditions for hirers to members of the Recreation and Lands Committee.

HMR

iii. Cllr Baylis noted that a review of annual hiring fees would need to be completed so that any increase could be notified to hirers in the annual letter to allotment holders.

b. To receive an update on the Ragwort infestation on the Paddock adjacent to the allotments. Cllr P Baylis reported that the clerk had been in touch with the lease holder of the Paddock who had informed him that they had purchased the relevant tools and were in the process of removing the Ragwort. Cllr T Stevenson agreed to check on the progress of Ragwort removal when next in the area.

Action: Cllr Stevenson to check the Paddock for removal of Ragwort.

CTS

c. To receive an update on parishioners request to set up a communal compost area at the Benson Parish Council allotments. Cllr P Baylis commented that there had been only one response to the clerk from the request on the Benson Bulletin to set up a communal compost area and that the response had been against the idea. Members agreed that there was no further action to take with regards to a communal compost area. Cllr J Fowler agreed to write to the parishioner who suggested the idea to inform him.

Action: Cllr Fowler to write to the parishioner who suggested communal compost area.

CJF

d. Any maintenance or other issues. Cllr P Baylis commented that the parish office was in the process of getting information on a request from an allotment holder to place a beehive on his allotment. Cllr J Fowler noted his support for the idea. After a short discussion it was agreed that parish staff should proceed with making a list of conditions for the installation of a hive and take steps to inform other holders in the proposed area of the hive. Once an initial draft of conditions had been produced it should be circulated to members of the Recreation and Lands committee for review.

Action: Parish staff to produce a list of conditions for beehives on Benson Parish council allotments for review and inform allotment holders of the request

CLK

for a beehive.

7. **Play Areas:**

a. To note that Playdale have completed the repair of the Sunnyside cone climber. Cllr Baylis noted that she had inspected the repaired cone climber during her recent play area inspection and it appeared to be fully repaired and working well.

b. To receive an update on the boot scraper behind the pavilion. It was agreed that due to the dangerous condition of the boot scraper the clerk should arrange for it to be removed ASAP.

Action: Clerk to arrange for the removal of the boot scraper outside the pavilion. **CLK**

c. Any maintenance or other issues.

i. Cllr Baylis reported that the plywood panels on the climbing frames in the Sunnyside play area were the only items that needed urgent refurbishment. It was agreed that the clerk should inspect and review the best option for replacing the panels.

Action: Clerk to review and report on the best option to replace worn and damaged panels on play equipment in the Sunnyside play area. **CLK**

ii. Cllr Baylis reported that the wood burner bin in the Sunnyside play area was in poor condition and needed some action. It was agreed that the clerk should be instructed to arrange for the removal of the bin ASAP.

Action: Clerk to arrange for the removal of the wood burning bin in the Sunnyside play area. **CLK**

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

a. To receive an update on the removal of the water tank and tractor tyre. Cllr P Baylis noted that the scouts had asked for the large tyre to remain on BWF. Cllr Baylis reported that the water tank was still in situ. Cllr D Olley responded that he would try to arrange for the removal of the tank ASAP.

Action: Cllr Olley to arrange for the removal of the water tank on BWF. **CDO**

b. Any maintenance or other issues. Cllr P Baylis reported that during her recent play area inspection she had noted that the laminated sign warning sign at the entrance to BWF was in poor condition and that some of the usable areas of BWF were overgrown. The clerk was instructed to arrange for the sign to be replaced and usable areas to be cleared.

Action: Clerk to replace BWF warning sign and arrange for the useable recreation areas to be cleared. **CLK**

9. **Sunnyside.**

a. To discuss the infilling of the gaps on the perimeter of Sunnyside with trees. Cllr P Baylis asked for the item to be deferred while she and Cllr T Stevenson carry out a review of the available options.

b. Any maintenance or other issues. No maintenance or other issues were raised.

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

a. To receive an update on the installation of an automatic lock on the Millstream toilet. Cllr P Baylis noted that the quote for the installation of an automatic lock on the Millstream Toilet door was still valid. Members agreed

that the clerk should continue to roster Cllrs to manually lock the toilet door each evening and that a recommendation should be made to full council to install the automatic lock ASAP as a separate lock installation to that planned for the Benson Parish Hall.

Action: Clerk to continue to roster Millstream toilet locking until automated lock fitted.

CLK

i. **Recommendation to Full Council: That Benson Parish Council employs Executive Alarms Ltd to upgrade the Millstream Toilet lock to an automated timed locking system at a cost not to exceed £1500 +VAT**

b. To discuss the options for the installation of a rose garden at the Millstream toilets. Cllr P Baylis reported that local companies were being canvassed for help in making the garden. It was agreed that the local Saw Mill should be approached to see if they could supply some wooden sleepers. Cllrs D Olley and T Stevenson agreed to review plans for the garden.

Action: Cllrs Olley and Stevenson to review Rose garden plans.

**CDO
CTS**

c. Any maintenance or other issues. No maintenance or other issues were raised.

11. **Benson War Memorial.**

a. To note that the War Memorial has been Grade 2 Listed and discuss the effect this will have on getting maintenance work done. Cllr P Baylis commented that there would be additional expenses for planning permission for any future maintenance on the memorial. Cllr D Olley responded that planning permission costs could be £400 - £600. It was agreed that the current plans to replace the names on the memorial using lettered panels should also be extended to include the wording on the plinth so that only one planning fee would be incurred. Cllr Olley agreed to get a new quote for both the original and new work required re-lettering names and wording. Cllr P Murray agreed to get more information on the planning process for listed memorials.

Action: Cllr Olley to get updated quote for re-lettering names and wording on War Memorial.

CDO

Action: Cllr Murray to get more information on the planning process for listed War Memorials.

CPM

12. **General.**

a. To note that Lantra certificate for the external contractors use of a chain saw has been received. Cllr P Baylis confirmed that she would present the certificate to the external contractor ASAP.

b. To receive an update on the minor repairs to the boardwalk footpath between the allotments and Millbrook Mead under the A4074 bridge. Cllr T Stevenson explained that he had not yet fully reviewed any new requirements to repair the boardwalk. Cllr P Baylis thanked the Green Gym for their work on the main repair and said she would discuss with the RFO the possibility of making a small donation to the Green Gym to help them with their continuing work.

c. To discuss and identify the way ahead to purchase or lease the 'Salt Store' land for use as a car park. Cllr J Fowler reported that he had recently phoned OCC to request information on progress but that the designated

contact was not available. Cllr Fowler continued that he was planning to try to make contact again week starting Monday 21st September 2015.

d. To discuss the requirement for a Benson Parish Council Parking Plan. Cllr J Fowler noted that this item had been added to the agenda as a response to the July 2015 Transport Advisory Group (TAG) report. Cllr Fowler continued that the best way forward appeared to be to ask the TAG progress a parking plan. It was agreed that the clerk should respond to TAG asking the group to progress a parking plan on behalf of the Benson Parish Council asking them to report back during the November council meeting.

Action: Clerk to write to TAG asking that they process the requirement for a Benson Parish Council parking plan.

CLK

e. To receive a report on the 2 bench seats along Church Road. Cllr P Baylis reported that after a detailed examination the clerk had assessed the repair/refurbishment of the seats as beyond the scope of a parish staff capability. Cllr Baylis continued that it may be more cost effective to purchase and install new seats. Cllr D Olley suggested that a local contractor might be able to repair/refurbish the original seats or make new ones. Cllr Olley agreed to contact a local woodworking contractor to get an idea of what could be done.

Action: Cllr Olley to contact a local woodworking contractor to give an assessment on the repair/replacement of the Church Road bench seats.

CDO

f. To review the current grass contractor contract. Cllr P Baylis noted that the 3 year contract with the current grass cutting contractor Azalea Landscapes would shortly end. Cllr Baylis continued that there was an option in the contract to extend the contract by a further 2 years if Azalea Landscapes had performed well. Since the contract had been expedited in an efficient way and to times laid down members agreed that the following recommendation should be made to full council.

i. Recommendation to Full Council: That Benson Parish Council extends Azalea Landscapes contract by a further 2 years as agreed at the Recreation and Lands Meeting 15th Nov 2012 at item 11 and emailed Letter of Invoice and Proposal dated 15th Nov 2012 sent to Azalea Landscapes.

g. To review and identify precept funding. Initial suggestions below. Cllr P Baylis asked Cllrs to inform the clerk if they had additional ideas:

i. Weed Killing around the village.

ii. Additional tools such as brush cutter and hedge trimmer.

Cllr T Stevenson suggested the purchase of a combi tool (brush cutter, hedge trimmer, strimmer and mini chainsaw.

iii. Rivermead boardwalk repairs.

iv. Any other suggestions to clerk.

h. To note that there has been sufficient response from parishioners to make the 'Litter Pick' advertised in the Benson Bulletin viable and to receive initial suggestions on where best to start. Cllr J Fowler noted that the main area to start on would be the ditch along the A4074 from Churchfield Lane to Elm Tree roundabout. Since much of the rubbish along ditch is heavy Cllr P Murry agreed to contact Grundon for the supply of a skip.

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

a. Cllr J Fowler asked how the grant for resilience items from SSE was coming along. Cllr P Baylis responded that the identified items had been priced and she would be sending the application in before the closing date.

b. Cllr J Fowler noted that the allotment charge would need to be discussed at the October 2015 Finance Meeting so that a year's warning of any change could be put into the annual allotment later to be sent to all holders in October 2015. Cllr P Murray agreed to consult with the RFO to identify costs of running the allotments to feed into the assessment process.

14. **Date of Next Meeting.** 12th November 2015.



P Eldridge
Parish Clerk
21st September 2015

Annex A
Actions for Recreations and Land Meeting as at
17th September 2015

Serial No	Action	
1.	Clerk to report cracked manhole cover at scout hut to Thames Water. R & L Minutes dated 20 th February 2014 (8.b.i.). <i>In progress</i>	CLK
2.	Clerk to purchase root puller. Minutes dated 12 th February 2015 (8.b.i.). <i>In progress.</i>	CLK
3.	Clerk to obtain quotes for the removal of Elder trees along the Sunnyside perimeter fence adjacent to Hale Road. Minutes dated 9 th April 2015 (9.a.). <i>In progress.</i>	CLK
4.	Clerk to get additional quotes ready for the next Recreation and Lands Meeting. Minutes dated 25 th June 2015 (5.c.) and Minutes dated 6 th August 2015 (5.b.). <i>Quotes obtained. Item closed.</i>	CLK
5.	Cllr Stevenson to send picnic table details to clerk. Minutes dated 6th August 2015 (5.c.i.). <i>Information provided to clerk. Item closed.</i>	CLK
6.	Once received clerk to order picnic tables. Once received clerk to order picnic tables. Minutes dated 6th August 2015 (5.c.i.). <i>Invoice requested for available items. Item closed.</i>	CLK
7.	Cllr Baylis to speak to Mr D Rushton about new Thames path gates. Minutes dated 6th August 2015 (5.c.ii.). <i>Compete. Item closed.</i>	CPB
8.	Halls manager to write to allotment holders. Minutes dated 6th August 2015 (6.a.). <i>In progress.</i>	HMR
9.	Clerk to write to the Paddock Leaseholder. Minutes dated 6th August 2015 (6.b.). <i>Clerk contacted Paddock owner in process of Ragwort Removal. Item closed.</i>	CLK
10.	Cllr Fowler to write to parishioner. Minutes dated 6th August 2015 (6.c.). <i>Letter sent. Item closed.</i>	CJF

11. 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**
Updated quote received and item added to finance agenda. Item closed.
12. Clerk to liaise with BUFC chairman on whether to refurbish or remove boot scraper. Minutes dated 6th August 2015 (7.c.i.). **CLK**
Pre-empted by R&L Committee. Item closed.
13. Clerk to check with scout leader if tractor tyre on BWF is used during events. Minutes dated 6th August 2015 (8.a.i.). **CLK**
Scouts would like to keep tyre. Item closed.
14. 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.
15. Clerk to recirculate use of BWF Terms and Conditions. Minutes dated 6th August 2015 (8.a.ii.). **CLK**
Circulated to Recreation & Lands. Item closed.
16. Clerk to get a quote to repair Faye Grundy shelter roof. Minutes dated 6th August 2015 (9.a.ii.). **CLK**
In progress waiting for next set of maintenance on hall and pavilion roofs. Item closed.
17. Clerk to arrange the watering of plants. Minutes dated 6th August 2015 (9.b.ii.). **CLK**
In progress.
18. Clerk to add item to next agenda. Minutes dated 6th August 2015 (9.b.iii.). **CLK**
Item added. Item closed.
19. Clerk to start the implementation of installing timed lock. Minutes dated 6th August 2015 (10.a.). **CLK**
Confirmed original quote, to be discussed at R&L Mtg Thu 10th Sep 2015. Item closed.
20. Clerk to set up a manual Millstream toilet locking roster. Minutes dated 6th August 2015 (10.a.). **CLK**
Item complete. Item closed.
21. 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**
Item added. Item closed.
22. Cllr Stevenson to inspect boardwalk damage at Millbrook Mead. Minutes dated 6th August 2015 (12.c.). **CTS**
In progress.
23. Cllr P Baylis to mark up the map. Minutes dated 6th August 2015 (12.i.). **CPB**
Map Marked and sent. Item closed.

24. 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**
Item added. Item closed.
25. Clerk to inspect bench seat on roadside adjacent to St Helen's church. Minutes dated 6th August 2015 (13.a.). **CLK**
Seat inspected. Item closed.
26. Clerk to arrange a meeting with Lifestyle Construction Ltd. Minutes dated 17th September 2015 (5.a.). **CLK**
Meeting arranged. Item closed.
27. Clerk to organise spiling along the Thames riverbank at Rivermead. Minutes dated 17th September 2015 (5.d.). **CLK**
Work Allocated to external contractor. Item closed.
28. Halls Manager to circulate allotment Terms and Conditions for hirers to members of the Recreation and Lands Committee. Minutes dated 17th September 2015 (6.a.ii.). **HMR**
In progress.
29. Cllr Stevenson to check the Paddock for removal of Ragwort. Minutes dated 17th September 2015 (6.b.). **CTS**
In progress.
30. Cllr Fowler to write to the parishioner who suggested communal compost area. Minutes dated 17th September 2015 (6.c.). **CJF**
Letter Delivered. Item closed.
31. 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.). **CLK**
In progress.
32. Clerk to arrange for the removal of the boot scraper outside the pavilion.. Minutes dated 17th September 2015 (7.b.). **CLK**
Boot Scraper removed. Item closed.
33. Clerk to review and report on the best option to replace worn and damaged panels on play equipment in the Sunnyside play area. Minutes dated 17th September 2015 (7.c.i.). **CLK**
In progress.
34. Clerk to arrange for the removal of the wood burning bin in the Sunnyside play area. Minutes dated 17th September 2015 (7.c.ii.). **CLK**
In progress.
35. Cllr Olley to arrange for the removal of the water tank on BWF. Minutes dated 17th September 2015 (8.a.). **CDO**
In progress.

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| 36. | Clerk to replace BWF warning sign and arrange for the useable recreation areas to be cleared. Minutes dated 17th September 2015 (8.b.).
<i>In progress.</i> | CLK |
| 37. | Clerk to continue to roster Millstream toilet locking until automated lock fitted. Minutes dated 17th September 2015 (10.a.).
<i>In progress.</i> | CLK |
| 38. | Cllrs Olley and Stevenson to review Rose garden plans. Minutes dated 17th September 2015 (10.b.).
<i>In progress.</i> | CDO
CTS |
| 39. | 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> | CDO |
| 40. | Cllr Murray to get more information on the planning process for listed War Memorials. Minutes dated 17th September 2015 (11.a.).
<i>In progress.</i> | CPM |
| 41. | Clerk to write to TAG asking that they process the requirement for a Benson Parish Council parking plan. Minutes dated 17th September 2015 (12.d.).
<i>In progress.</i> | CLK |
| 42. | 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> | CDO |