

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ  
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### Benson Parish Council Recreation and Lands Committee meeting on Thursday 8<sup>th</sup> September 2016 at 7:30PM in the Committee Room

#### MINUTES

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

**Proper Officer:** P Eldridge

There was 1 member of the public present.

The minutes of the extraordinary meeting held on Tuesday 19<sup>th</sup> July 2016 were approved at the Parish Council meeting held on Thursday 28<sup>th</sup> July 2016.

1. **Apologies.** There were no apologies as all members were present.

2. **Declarations of Interest.** – There were no declarations of interest.

3. **Public Session.**

a. A representative of the Chilton Society introduced himself and explained that he had come to the meeting to clarify how the society went about installing new stiles and kissing gates and to answer any questions on the proposal from the society to install 2 new kissing gates on the footpath that runs over the paddock. The representative continued by explaining that initial funding for the installation would need to be provided by the Benson Parish Council and that this would be refunded from grants obtained by the society. The representative asked which style of gate the council would prefer and Cllrs T Stevenson and P Murray expressed the opinion that a larger wooden gate would be best. Cllrs continued to discuss the installation of kissing gates during the public session while the representative was in attendance. Cllr D Olley noted that gates had been stolen and asked if there was any antitheft device that could be installed. The representative agreed to investigate. At the end of the discussion it was agreed that the next step would be to pass the requirement for funding to the finance committee.

4. **Village Centre.**

a. To review suggested locations for additional bicycle racks to be installed in Village areas. Cllrs reviewed the locations suggested for additional racks at the village centre, at the Coop, parish hall and tennis courts. Cllr P Peers commented that the work to install additional racks around the village should be carried out in stages. After further discussion it was agreed that funding for the new racks should be allocated and a recommendation made to full council, it was **unanimously resolved that a recommendation be made to full council:**

i. **That Benson Parish Council allocates funding not to exceed £1500 +VAT for the purchase of new bicycle racks to be installed around Benson village.**

**Action:** Clerk to speak with Coop Manager to see if a rack can be installed at the side of the Coop. **CLK**

b. To note any response from SODC on the takeover of the Millstream car park. Clerk reported that the original SODC contact had moved roles. Clerk continued that he now had a new contact willing to discuss the transfer. It was agreed that the clerk should initially discuss with the new contact the way ahead for the transfer to take place. Cllr D Olley noted that commercial vehicles were parking on the Millstream carpark overnight and this needs to be included in the parking policy ready for when the transfer is completed.

**Action:** Clerk to contact SODC representative for the transfer of the Millstream carpark.

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

5. **Rivermead:**

a. To discuss the placement of a memorial tree and commemorative plaque at Rivermead. It was agreed that the clerk should contact the family for an update.

**Action:** Clerk to contact family wishing to install a memorial tree in Rivermead.

b. It was noted that Salters Steamers have been contacted about the requirement to cap the girders at the Rivermead Landing Stage.

c. It was noted that the order for the purchase of additional picnic benches to be placed at Rivermead has been processed.

d. To receive an update on the installation of new Thames path gates at each end of Benson Marina. Cllr Baylis noted that she had no update.

e. To receive an update on the requirement to update the conditions for the use of Rivermead recreation area including mooring. Cllr J Fowler commented that the policy should include no dogs in the paddling pool and the banning of alcohol at Rivermead. Members agreed to the addition of no dogs in the paddling pool. After a vigorous discussion it agreed that a clause banning the drinking of alcohol and the use of drugs be included in the policy. **It was resolved by 4 votes for with 2 against and 1 abstention that a recommendation be made to full council:**

i. **That Benson Parish Council adopts the policy for the Use of Rivermead park area.**

**Action:** Cllr P Baylis to update the use of Rivermead policy.

**CPB**

f. It was noted that work on the cutting back of riverbank foliage has been carried out.

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

6. **Allotments.**

a. Allotment allocation update and report. It was reported that there are currently 2 plots available and 3 individuals on the waiting list. It was also reported that it is expected a few plots will become available when the latest invoices go out at the end of September 2016.

b. To discuss a recommendation to full council on the request of an allotment holder to keep bees on his allotment now that the survey from allotment holders has been completed. Cllr P Baylis commented that she had circulated the results of the survey to members before the meeting and as there were no further comments or questions a recommendation should be made to full council. It was

**unanimously resolved that a recommendation be made to full council:**

i. **That Benson Parish Council permit Mr P Collins to have one hive of honey bees on his allotment, subject to strict adherence of council policy, including provision of all insurance documentation and proof of appropriate body membership, as required.**

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

**7. Play Areas:**

a. To discuss progress on the alternatives to remove, refurbish or replace the wooden multiplay equipment on the Green Close play area. Cllr P Peers presented some ideas on possible replacements which included swinging baskets and a zip wire based on recent visits she had made to other play areas in the area. Cllr P Murray noted that after initial use outdoor gym equipment did not appear to be well used. Cllr P Baylis commented that some types of equipment would be eligible for sports funding. At the end of discussions, it was agreed that Cllr S McCann should prepare a 'Survey Monkey' web page for the input of equipment selection and comments and circulate it to members for review.

**Action:** Cllr S McCann to prepare a 'Survey Monkey' web page.

**CSM**

b. Any maintenance or other issues. Clerk noted that Wicksteed had contacted him about the refurbishment of the Sunnyside play area and that work should start in September 2016.

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

a. It was noted that additional pollarding of the large Willow tree has been carried out by parish staff at the request of a neighbouring house owner.

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

**9. Sunnyside.**

a. To receive an update on the possibility of the gardening club maintaining the small garden at the front of the hall. Cllr P Baylis commented that the maintenance of the garden had been agreed in principle and that she was waiting to speak with the individuals who would be doing the work.

b. To discuss Sunnyside residents parking vehicles on the recreation ground. This was deferred to item 12. c.

c. To discuss the removal of a damaged tree by a professional tree surgeon. Cllrs P Baylis and T Stevenson explained the requirements for the tree to be removed after a short discussion it was agreed that the clerk should get quotes for the felling and disposal of the tree.

**Action:** Clerk to get quotes to fell and remove tree on Sunnyside.

**CLK**

d. Benson United Football Club (BUFC):

i. To receive an update on the BUFC requirements for Sunnyside recreation ground maintenance. Cllr S McCann commented that BUFC are currently waiting for the start of negotiations for the new grass cutting contract at which point they will provide their requirements.

ii. It was noted that the BUFC requirement to store new goalposts and nets has been passed to the halls committee as the club now wished to purchase 'folding goalposts' that could be stored against the pavilion garage

wall.

e. To discuss the infilling of the gaps on the perimeter of Sunnyside with trees. Cllr P Baylis reported that she had met with Cllr Stevenson on Sunnyside to discuss the requirements for planting additional trees on the perimeter of the recreation ground and made the following points:

i. 29/30 trees could be planted, at about 3m apart (as per Cllr Stevenson's pacing) around the field. It was also noted that there would be benefit in moving the access point onto the recreation ground closer to the Hale Road/Sunnyside junction.

ii. Only native trees should be used (such as bird or wild cherry/oak/ beech/hornbeam/ whitebeam/black poplar) and this was agreed.

iii. As each slip should only cost around £1 or £2, any trees planted should be extremely well-staked and drew member's attention to the stake/cross pieces used by Crowmarsh Parish Council on land between their recreation ground and river.

**Action:** Clerk to obtain pricing for stakes and cross pieces. **CLK**

iv. Cllr Stevenson suggested that the green gym would be willing to help, although probably over two or three days, rather than all in one day.

v. It was noted that once planted trees would need to be regularly watered.

**Action:** Clerk to measure distance to new trees and purchase hose reels to reach. **CLK**

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

#### 10. **Benson War Memorial.**

a. To receive an update on the pre-application for a grant to refurbish the lettering on the memorial. Cllr S McCann briefed members that he now had 3 quotes but that one was in the process of being updated.

b. It was noted that the Benson and Ewelme Branch of the Royal British Legion are reviewing options for a temporary ramp during the Remembrance Parade at the War Memorial.

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

#### 11. **Benson Brook.**

a. Any maintenance or other issues. Cllr P Baylis reported that she had spoken with Cllr R Workman who had confirmed no current issues and that the October 2016 maintenance with volunteers would take place.

#### 12. **General.**

a. To note the progress of the installation of additional dog fouling signs around the village. Cllrs reviewed current plans on display. Clerk noted that Cllr F Lovesey had asked him to consider additional signs for Aldridge Triangle, Cllrs T Stevenson and D Olley both commented that existing posts should be used wherever possible and particularly in the area of Aldridge Triangle. It was agreed that the clerk should get a quote for the new signage.

**Action:** Clerk to obtain a quote for new signage **CLK**

b. To discuss a complaint from a parishioner on the installation of a school road warning sign outside his house. After a brief discussion it was agreed that the issue should be referred to OCC Highways.

**Action:** Clerk to inform parishioner that the issue should be reported to OCC Highways.

CLK

c. Discuss the recent illegal parking on council property such as the Sunnyside Recreation Ground and Aldridge Triangle. There was a general discussion on the issue. It was agreed that the infilling of the perimeter with trees and the use of fencing and bollards would help alleviate parking issues on Sunnyside.

Cllr T Stevenson commented that a similar effect could be obtained by raising the kerbs around the perimeter but that this would be very expensive. Cllr J Fowler commented that he would prefer to use signage on Aldridge Triangle rather than see it fenced off and this was agreed by members. Cllr P Baylis agreed to prepare a draft letter of response to the email received from a resident of Sunnyside who had complained about the notice placed, by the clerk, on vehicles parked on the Sunnyside Recreation ground. Discussion ended with the clerk noting that if the perimeter of the field was to be filled in lockable bollards should be installed at the sides and end of the overflow carpark to permit access onto the recreation ground. It was agreed that the clerk should review and get quotes for lockable bollards.

**Action:** Cllr P Baylis to prepare draft response to Sunnyside resident's complaint.

CLK

**Action:** Clerk to review requirements and get quotes for lockable bollards on the overflow carpark.

d. Wells Corner Memorial:

i. To discuss the removal and re siting of the memorial when the junction Watlington Road, Littleworth Road and Sunnyside changes to support the Littleworth Road developments. Cllr P Peers explained that the memorial did not belong to the Parish Council and had been originally paid for and sited by the Benson Community Association (BCA). It was agreed that Cllr P Baylis should write to the secretary of the BCA asking if they had any plans for the Wells Memorial.

**Action:** Cllr P Baylis to write to BCA re Wells Memorial.

CPB

ii. To discuss the placing of a plaque on the old site. It was agreed that there was no requirement to place a plaque on the old site of the Wells memorial.

e. To receive an update on the way forward with Benson Parish Council taking on additional maintenance in the parish under the OCC 'Oxfordshire Together' proposals. Cllr P Peers expressed strong reservations on the Benson Parish Councils capability to carry out the requirements necessary to maintain the local areas as stipulated in the terms of the 'Oxfordshire Together' initiative as proposed by OCC. Cllr Peers continued that a major concern that the level of maintenance required would increase over time. Cllr T Stevenson agreed with Cllr Peers adding that in his opinion the parish council should not get involved with the initiative. Cllr D Olley commented that there would be no reduction in the costs of contractors over those currently paid by OCC. After a general discussion it was agreed that Cllr P Baylis report back to full council the committee's decision on collaboration and respond to Cholsey Parish Council.

**Action:** Cllr P Baylis to respond to Cholsey Parish Council.

f. To receive an update on the replacement of the 2 seats along Church Road.

Cllr P Baylis produced pictures of a seat that she felt was suitable for installing at the Church Road locations. Cllr Baylis continued that the seats could be engraved directly on the back of the seat with the commemoration to the Queen's 90<sup>th</sup> Birthday. It was agreed that the seats were a suitable choice and that the clerk should submit an order once Cllr Baylis has decided on the words for the commemoration.

**Action:** Cllr P Baylis to word the commemoration for the Church Road seats. **CPB**

**Action:** Clerk to order seats for Church Road once commemoration wording has been decided. **CLK**

g. To receive an update on the replacement of 2 stiles on footpath 125/2 with kissing gates by the Chiltern Society. This item was discussed during item 3.a. public session.

h. To note and discuss an email complaint from a parishioner about the clearing of public footpaths around the village. After a short discussion it was agreed that the responsibility for the areas concerned was with OCC Highways.

**Action:** Clerk to respond to complainant explaining that OCC Highways is the responsible body. **CLK**

i. To note and discuss an email from Crowmarsh Parish Council about the possible installation of a bus shelter at the bus stop layby on the A4074 near Howbery Park. After a general discussion it was agreed that a bus stop at the layby was unnecessary. Cllr P Baylis agreed to respond to Crowmarsh Parish Council.

**Action:** Cllr P Baylis to respond to Crowmarsh Parish Council on the installation of a bus shelter. **CPB**

j. To receive an update on the placement and costing of additional litter bins around the village. Cllrs review the locations of current litter, dog and new bins displayed at the meeting. Cllr P Baylis noted that the work was progressing and that there would be a further update at the next meeting.

k. It was noted that there has been no further response from RAF Benson on the clearance of trees on the perimeter of the base that obstruct Radar.

l. To note that no response has been received from the family that erected the Faye Grundy Shelter. Clerk produced a late response from the family saying that they would like the shelter to remain as a memorial to Faye Grundy. Cllr P Baylis noted that this means the shelter will remain and that the committee would need to consider at a future meeting how it should be maintained. Cllr Baylis continued that she would respond to the family.

**Action:** Cllr P Baylis to respond to the email from the family of Faye Grundy. **CPB**

**Action:** Clerk to place an item on next agenda to discuss Faye Grundy shelter maintenance. **CLK**

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

a. Cllr P Peers noted that the seating in the shelter at Rivermead still needed to be maintained. Clerk responded that he would replace seating as required to the same standard and with the same material as previously used over the winter months.

**Action:** Clerk to maintain seating in Rivermead Shelter. **CLK**

b. Cllr P Baylis noted that she had met with the resident who is keen to place a small rockery at the Millstream toilets. Clerk responded he would complete the action to clear the area ready for the rockery ASAP.

c. Cllr D Olley asked what type of memorial tree would be placed in Rivermead. Cllr P Baylis noted that a Hornbeam was the parish council's recommendation.

d. Cllr P Baylis noted that additional 'laying' of the hedges in some areas of the perimeter of Sunnyside was required and requested the clerk to place an item on the next agenda.

**Action:** Clerk to place an item on next agenda on the requirement for hedge laying at Sunnyside.

14. **Date of Next Meeting.** 10<sup>th</sup> November 2016.



P Eldridge  
Parish Clerk  
14<sup>nd</sup> September 2016

**Annex A**  
**Actions for Recreations and Land Meeting as at**  
**8<sup>th</sup> September 2016**

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|-----|--|------------|
| 1.  | Clerk to produce a plan for white lining parking spaces at College Farm. Minutes dated 11th February 2016 (4.c.).<br><i>In progress.</i>   | CLK        |
| 2.  | 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.).<br><i>In progress.</i>   | CPB        |
| 3.  | Cllrs Baylis and Peers to produce draft conditions for the use and mooring at Rivermead. Minutes dated 11th February 2016 (5.c.).<br><i>In progress.</i>   | CPB        |
| 4.  | Clerk to source 'No Mooring' signs and identify costs. Minutes dated 11th February 2016 (5.d.i.).<br><i>Initial sign design done, need to get quote may be cheaper to have an adhesive label and get back plate and poles a for dog fouling?</i> | CLK        |
| 5.  | Clerk to install additional 'Dog Fouling' signs at entrances to allotments. Minutes dated 11th February 2016 (6.d.).<br><i>Solution found need quote for signs. See plans</i>  | CLK        |
| 6.  | Clerk to investigate the location and cost of installing 'Dogs to be kept on Lead' signs. Minutes dated 11th February 2016 (6.d.).<br><i>Solution found need quote for signs see plans.</i>  | CLK        |
| 7.  | Cllr T Stevenson and clerk to review requirement for scalping's at entrance to allotments. Minutes dated 11th February 2016 (6.e.i.).<br><i>In progress.</i>   | CTS        |
| 8.  | Clerk to request scalping's from Hazel and Jefferies once requirement has been identified. Minutes dated 11th February 2016 (6.e.i.).<br><i>In progress.</i>   | CLK        |
| 9.  | Clerk to approach practice manager to seek funding for additional cycle racks. Minutes dated 11th February 2016 (10.c.ii.2.).<br><i>In progress.</i>   | CLK        |
| 10. | Cllr P Baylis and clerk to identify additional bin locations and costs to purchase and install. Minutes dated 11th February 2016 (13.d.).<br><i>Mapping in Progress.</i>   | CPB<br>CLK |
| 11. | Clerk to liaise with SODC on the emptying of additional bins. Minutes dated 11th February 2016 (13.d.).<br><i>In progress.</i>   | CLK        |
| 12. | Clerk to arrange liaison meeting with the local McDonald's manager. Minutes dated 11th February 2016 (13.g.).<br><i>Meeting arranged. Action closed.</i>   | CLK        |



13. Cllr Peers to review how best to respond to local retailers issues in the village centre. Minutes dated 14th April 2016 (3.). **CPP**  
*In progress.*
14. Clerk to contact SODC with regards to the takeover of the Millstream Carpark. Minutes dated 14th April 2016 (4.b.i.). **CLK**  
*In progress.*
15. Cllrs to provide clerk with locations for additional bicycle racks. Minutes dated 14th April 2016 (4.b.ii.). **ALL**  
*In progress.*
16. Cllr P Baylis to update draft policy. Minutes dated 14th April 2016 (4.c.). **CPB**  
*Policy updated and approved by BPC Mtg 23<sup>rd</sup> Jun 2016. Action closed.*
17. Clerk to provide draft wording for car parking signs. Minutes dated 14th April 2016 (4.c.). **CLK**  
*Slightly concerned about this as most signs I see appear to be in legal speak.*
18. Clerk to write to Salters Steamers asking for landing stage supports to be capped. Minutes dated 14th April 2016 (5.c.). **CLK**  
*Request for contact details of the relevant member of staff to discuss this issue with. Action closed.*
19. Clerk to arrange for external contractor to remedy concrete plinths proud of ground level to be built up. Minutes dated 14th April 2016 (5.d.i.). **CLK**  
*In progress.*
20. Clerk review requirement for higher fencing around the St Helens Play area with Cllr Stevenson and report back to recreation and lands committee. Minutes dated 14th April 2016 (6.d.i.). **CTS  
CLK**  
*In progress.*
21. Cllr Peers and clerk to review options to maintain/replace Green Close multiplay equipment. Minutes dated 14th April 2016 (7.a.). **CPP  
CLK**  
*This will likely be superseded after the recent report from CJF. In progress.*
22. Clerk to specify local Benson parish requirements and then write to other local councils to get feedback on their view of the 'Oxfordshire Together proposals and arrange a meeting. Minutes dated 14th April 2016 (12.a.). **CLK**  
*Note contact from local parishes emails and that I have assigned ongoing action to the handover task list. In progress.*
23. Cllr P Peers to investigate the installation and costs for a steel roof. Minutes dated 14th April 2016 (12.i.). **CPP**  
*In progress.*
24. Clerk to discuss with Cllr F Lovesey. Minutes dated 14th April 2016 (13.a.). **CLK**  
*This was an action to ask about RAF policing policy at a liaison meeting. Was due to be discussed at the cancel 10<sup>th</sup> Aug meeting, I have sent in the question for RAF to research and expect an answer at the next liaison meeting.. Item closed. (Note to self: Make up RAF liaison meeting task handover sheet).*

25. Clerk to investigate Beech trees. Minutes dated 14th April 2016 (13.b).  
*In progress.* **CLK**
26. **Clerk to get quotes for the installation of cycle racks at the Millstream public toilets.** Minutes dated 9<sup>th</sup> June 2016 (5.c).  
*In progress.* **CLK**
27. **Cllr Baylis and clerk to carry out a site survey of potential sites for additional bicycle racks around the village.** Minutes dated 9<sup>th</sup> June 2016 (5.c).  
*In progress.* **CPB  
CLK**
28. Clerk to maintain Rivermead Summer House seating. Minutes dated 9<sup>th</sup> June 2016 (6.f.i.).  
*In progress.* **CLK**
29. Cllr Stevenson and clerk to visit Rivermead to review weeding and riverbank maintenance requirements. Minutes dated 9<sup>th</sup> June 2016 (6.f.ii.).  
*River bank maintenance in progress. Item closed.* **CTS  
CLK**
30. Cllr S McCann to review the requirements for setting up a web survey using survey monkey. Minutes dated 9<sup>th</sup> June 2016 (8.a.).  
*In progress.* **CSM**
31. Cllr McCann to contact football club. Minutes dated 9<sup>th</sup> June 2016 (10.c.i.).  
*In progress.* **CSM**
32. Clerk to contact BUFC to arrange meeting for the storage of new goalposts. Minutes dated 9<sup>th</sup> June 2016 (10.c.ii.).  
*Action processed. Action closed.* **CLK**
33. Cllr McCann to arrange meeting with SODC Heritage Officer via Parish Clerk to discuss proposed work. Minutes dated 9th June 2016 (11.a.i.).  
*In progress.* **CLK**
34. Cllr McCann to register the Benson Parish War Memorial with InMemoriam which is a partnership between the Smartwater Foundation and the War Memorials Trust. Minutes dated 9th June 2016 (11.a.ii.).  
*In progress.* **CSM**
35. Clerk to investigate the provision of a ramp for the War Memorial. Minutes dated 9th June 2016 (11.b.ii.).  
*In progress.* **CLK**
36. Clerk to investigate the provision of a ramp for the War Memorial. Minutes dated 9th June 2016 (11.b.ii.).  
*In progress.* **CLK**
37. Clerk to confirm personal trainer has liability insurance and give permission to use Sunnyside Recreation Area for a Summer Bootcamp. Minutes dated 9th June 2016 (12.g.).  
*Permission given. Action closed.* **CLK**

38. Clerk to speak with Coop Manager to see if a rack can be installed at the side of the Coop. Minutes dated 8<sup>th</sup> September 2016 (4.a.). **CLK**  
*In progress.*
39. Clerk to contact family wishing to install a memorial tree in Rivermead. Minutes dated 8<sup>th</sup> September 2016 (5.a.). **CLK**  
*In progress.*
40. Cllr P Baylis to update the use of Rivermead policy. Minutes dated 8<sup>th</sup> September 2016 (5.e.). **CPB**  
*In progress.*
41. Cllr S McCann to prepare a 'Survey Monkey' web page. Minutes dated 8<sup>th</sup> September 2016 (7.a.). **CSM**  
*Survey sent to members for review. Action closed.*
42. Clerk to get quotes to fell and remove tree on Sunnyside. Minutes dated 8<sup>th</sup> September 2016 (9.c.). **CLK**  
*In progress.*
43. Clerk to obtain pricing for stakes and cross pieces. Minutes dated 8<sup>th</sup> September 2016 (9.e.iii.). **CLK**  
*In progress.*
44. Clerk to measure distance to new trees and purchase hose reels to reach. Minutes dated 8<sup>th</sup> September 2016 (9.e.v.). **CLK**  
*In progress.*
45. Clerk to obtain a quote for new signage. Minutes dated 8<sup>th</sup> September 2016 (12.a.). **CLK**  
*In progress.*
46. Clerk to inform parishioner that the issue should be reported to OCC Highways. Minutes dated 8<sup>th</sup> September 2016 (12.b.). **CLK**  
*In progress.*
47. Cllr P Baylis to prepare draft response to Sunnyside residents complaint. Minutes dated 8<sup>th</sup> September 2016 (12.c.). **CPB**  
*In progress.*
48. Clerk to review requirements and get quotes for lockable bollards on the overflow carpark. Minutes dated 8<sup>th</sup> September 2016 (12.c.). **CLK**  
*In progress.*
49. Cllr P Baylis to write to BCA re Wells Memorial. Minutes dated 8<sup>th</sup> September 2016 (12.d.i.). **CPB**  
*In progress.*
50. Cllr P Baylis to respond to Cholsey Parish Council. Minutes dated 8<sup>th</sup> September 2016 (12.e.). **CPB**  
*In progress.*
51. Cllr P Baylis to word the commemoration for the Church Road seats. Minutes dated 8<sup>th</sup> September 2016 (12.f.). **CPB**

*In progress.*

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|------------|---|------------|
| <b>52.</b> | Clerk to order seats for Church Road once commemoration wording has been decided. Minutes dated 8 <sup>th</sup> September 2016 (12.f.).<br><i>In progress.</i>        | <b>CLK</b> |
| <b>53.</b> | Clerk to respond to complainant explaining that OCC Highways is the responsible body. Minutes dated 8 <sup>th</sup> September 2016 (12.h.).<br><i>In progress.</i>    | <b>CLK</b> |
| <b>54.</b> | Cllr Baylis to respond to Crowmarsh Parish Council on the installation of a bus shelter. Minutes dated 8 <sup>th</sup> September 2016 (12.i.).<br><i>In progress.</i> | <b>CPB</b> |
| <b>55.</b> | Cllr P Baylis to respond to the email from the family of Faye Grundy. Minutes dated 8 <sup>th</sup> September 2016 (12.l.).<br><i>In progress.</i>                    | <b>CPB</b> |
| <b>56.</b> | Clerk to place an item on next agenda to discuss Faye Grundy shelter maintenance. Minutes dated 8 <sup>th</sup> September 2016 (12.l.).<br><i>In progress.</i>        | <b>CLK</b> |
| <b>57.</b> | Clerk to maintain seating in Rivermead Shelter. Minutes dated 8 <sup>th</sup> September 2016 (13.a.).<br><i>In progress.</i>  | <b>CLK</b> |
| <b>58.</b> | Clerk to place an item on next agenda on the requirement for hedge laying at Sunnyside. Minutes dated 8 <sup>th</sup> September 2016 (13.d.).<br><i>In progress.</i>  | <b>CLK</b> |