



# North Hinksey Parish Council



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## Minutes of the Recreation & Amenities Committee held at 8.00 pm on Thursday 28<sup>th</sup> July 2022 at Seacourt Hall and via video conference

**Those present:** Cllrs Bastin, Berrett, Blase (Chair), Bolder, Dowie, Kay, Potter (notes for Minutes), Rankin

**In attendance:** one member of the public

- 1. Apologies for Absence** – Linda Morrison Allsopp (Clerk)
- 2. Declarations of Interest in Items on the Agenda** - none
- 3. Approval of Draft Minutes of the Recreation & Amenities Meeting held on 21<sup>st</sup> April 2022** – Proposed by Cllr Potter to approve, 2<sup>nd</sup> by Cllr Kay, named vote requested. 6 in favour, 2 abstained (Cllrs Bastin and Blase, who were not present at the previous meeting). Minutes APPROVED.
- 4. Election of a Vice Chair:** Cllr Potter proposed Cllr Bolder as Vice-Chair, nomination declined. Cllr Berrett proposed Cllr Rankin as Vice-Chair, 2<sup>nd</sup> by Cllr Blase. 7 in favour, 1 abstained. Cllr Rankin ELECTED as Vice-Chairman of R&A Committee.
- 5. Questions from Members of the Public** – none
- 6. RoSPA Safety Inspections to consider reports and what, if any, remedial works should be commissioned as a result (Paper 1):** Councillors considered the four reports in turn.  
Community Orchard: noted evidence of decay in some parts of timber walkway (low risk but recurrent). Proposed and seconded to ask G. Sillman to review and assess if action needed. **APPROVED.**  
Copse and Fen: Noted potential trip hazard of manhole cover on concrete path (low risk). Proposed and seconded that Cllr Kay share map of footpaths with Clerk, Clerk to confirm with County Council that concrete path is their responsibility, and if so to flag potential trip hazard on Fix My Street. **APPROVED.**  
Lower Playing Field: Noted shrinkage/separation of wet pour surface (low risk). Recurrent problem even after new wet pour around edges. Continue monitoring, no action required. Recurrent recommendation to remove swing chain covers for full inspection. Highlight to G. Sillman for further review of if recommendation is feasible.  
Proposed and seconded to ask G. Sillman to remove graffiti on three pieces of play equipment (multiplay, green play panel, purple play panel). **APPROVED.**  
Upper Playing Field: Noted recurrent issue of corrosion on poles of shelter. Proposed and seconded to ask G. Sillman to check that structure remains safe and give any recommendations for action. **APPROVED.**  
Proposed and seconded to forward all ROSPA reports to G. Sillman to inform his ongoing inspections. **APPROVED.**

Proposed and seconded to ask G. Sillman to tighten top bolts of basket swing. Unanimously **APPROVED**.

Proposed and seconded to ask G. Sillman to make safe or replace the missing end cap on the Titan swing. **APPROVED**.

Proposed and seconded to ask G. Sillman to examine potentially replace the D-shackle on a button swing of the Titan swing (should rotate more freely). **APPROVED**.

Noted that investment in grass mat replacement under Trim Trail equipment has been successful – no recommendations for maintenance as previous years.

## **7. Treescape Opportunity Report:**

a. to consider the report and its recommendations and to formulate a way forward (Paper 2)

Proposed and seconded to ask Clerk to ask Treescape for land ownership information. **APPROVED**.

Proposed and seconded to put report on Environment Committee page of NHPC website and to share with parishioners with local ecological knowledge. **APPROVED**. Note to Environment Committee Chairman to consider the report at their next meeting.

## **8. Louie Memorial Fields Management –**

a. To review report of Quarterly Health & Safety Inspection (Paper 3)

Proposed and seconded for G. Sillman to action all listed Upper Field repairs. **APPROVED**.

Proposed and seconded for G. Sillman to action all listed Lower Field repairs. **APPROVED**.

Proposed and seconded to ask G. Sillman for an updated quote on replacing the damaged bench in the Lower Field and for a second quote for any required maintenance of other benches. **APPROVED**.

Proposed and seconded to ask G. Sillman to cut tree branches overhanging play areas. **APPROVED**.

Noted recommendation on replacing rotten bollards. Clerk to confirm that this action has already been carried out.

The Committee agreed to move item g) up the agenda.

g. Consideration of a parishioner request for a Memorial Tree for Jane Chapman

The parishioner who had made this request clarified that it was to plant a tree only (i.e. no placard or other materials would be purchased), and that Jane Chapman's daughter and grandson would like to be there for the planting. Committee noted need to keep memorial trees healthy, and opportunities for future planting in areas where trees in poor health might need to be removed. Proposed and seconded to accept the parishioner's proposal in principle, with a view to integrate into Council's wider plans for ongoing tree planting (e.g. trees still available from the Queen's Green Canopy project to be planted in autumn/winter). **APPROVED**.

b. To note recruitment of Louie Memorial Playing Fields Occasional Caretaker to cover holidays and sick leave: Being undertaken by the Personnel Committee.

Committee noted that Job Description had yet to be finalised. R&A Chairman to liaise with Clerk on interview process as details are confirmed.

c. Louie Memorial Fen:

i. To note and agree the cost of the removal of the Den in the Copse at a cost of £345.00 and the replacement and securing of the picnic bench in front of the Pavilion at a cost of £142. Paper 4)

Proposed and seconded to allocate funds from the R&A budget for these actions.

**APPROVED.**

- ii. Cutting the Fen by hand: to agree that Oxford Conservation Volunteers cut the fen on Louie Memorial Fields in the autumn at a daily task fee of £120.

Proposed and seconded to authorize the date being booked, with specific works to clarified and approved before being carried out. **APPROVED.**

- iii. Fen Ground Water Monitoring to discuss and agree proposals (Paper 5)

Query on security of data logging equipment to be raised with Adam Bows and confirm than any lost or damaged equipment would not be covered by Council funds.

Proposed and seconded that subject to that confirmation the recommended botanical survey update and water table monitoring be carried out by Adam Bows. **APPROVED.**

Proposed and seconded to accept Adam Bows' report to inform recommendations for an updated management plan. Named vote requested. All Councillors in favour except for Cllr Dowie who abstained. **APPROVED.**

- iv. Lower Field Grassland scything – note and agree (paper 6)

Proposed and seconded for hay at margins of the calcareous grassland in Lower Field be scythed and cuttings raked off and removed. Work to be done at no cost by Adam Bows with help from Phil Hunter of Oxford Conservation Volunteers. **APPROVED.**

- v. Update on Fen Management – consideration of longer-term management priorities (paper 7)

Item deferred to subsequent meeting as paper not available.

- d. Update from North Hinksey Conservation Volunteers (paper 8)

Committee noted correspondence from NHCV Chairman in May about their work to cut back overgrown foliage on paths, dismantling of one informal den and reporting of larger den. The Chairman expressed gratitude for their ongoing work and updates.

- e. Update from the Louie Memorial Pavilion Trustees

Verbal report from Cllr Blase: Trustees removed items placed on the Pavilion roof. Pop up cafes are running through the summer, being organised by different groups who raise funds for various causes. Date of Trustees' annual meeting has been announced for September. Registration of all Trustees with Charity Commission will be actioned before then.

- f. Discussion of Car Park gate locking policy

Committee noted complaints from members of the public about changes in timing of gate locking and some cars being locked in. Communication from volunteers to Council needed before changes are made. Need to establish system for opening gates in emergency situations. Proposed and seconded for Clerk to write Voirrey Carr (volunteer contact) and Pavilion Trustees to confirm who currently has gate keys (update information compiled by previous Clerk). **APPROVED.**

Council noted need to specify guaranteed opening times that are appropriate for each season; previous 'dusk to dawn' too vague. Suggested 8am-5pm in winter (Nov-Feb), 8am-7pm in spring (Mar-Apr) and autumn (Sept-Oct), 8am-9pm in summer (May-Aug). Proposed and seconded to communicated suggested times to volunteers and to post a notice with guaranteed opening times and emergency contact numbers when these are agreed.

**APPROVED.**

Committee noted that padlock to side gate of Lower Field play area was left locked but allowing gate to open, possibly by grass cutters.

- h. Consider proposal to trim trees on the borders of the estate as a control measure.

Item deferred as not enough information on location of trees or what was being proposed.

- i. To agree that a quote be sought for trimming of trees overhanging 41 Lime Road (paper 9)

Cllr Potter reported that according to the resident there had been an informal agreement between them and a previous R&A Chairman (several Councils ago) that NHPC keep these trees trimmed, but there was no formal record of this. Proposed and seconded that the Clerk seek quotes for trimming trees on the Upper Playing Field that overhang 41 Lime Road. **APPROVED.**

- j. To note the actions of the Clerk under Health and Safety Legislation to authorise the removal of a dangerous metal spike and the cost involved (paper 10)

Noted.

Proposed and seconded motion to suspend Standing Orders in order to continue the meeting beyond 2 hours. **APPROVED.**

**k. Memorial Garden, Nature Reserve and Orchard –**

- a. To receive an update on the work to path by Minns and non-return of padlock key. Cllr Blase ask Clerk to liaise with Kevin Minns for an update.
- b. Memorial Garden Management Plan: Additional grass cutting  
Item deferred as not enough information.
- c. To note annual timetable for all grass cutting, hedge trimming and other garden works. Committee noted that we do not have a single timetable covering all green spaces but that this is being compiled (working draft sent by email). Cllr Potter asked Councillors to share any information they had on areas missing in the working draft. Noted that boundary hedge of allotments is done by the Council but not any internal paths.

**l. To review R&A Budget – Invoices and Budget Reports**

Committee noted budget reports for Nature Reserve, Pavilion, Playgrounds and Playing Fields but could not review expenditure in detail as invoices were not available. Query on what payment of approximately £3k from LM Pavilion (code 74) was for to be raised with the Clerk.

**m. Any other items for information**

In response to queries from Councillors, Cllr Blase clarified that the plastic ‘tufts’ in the Upper Playing Field are for line marking; the tufts indicate positions of corners so that these do not have to be remeasured every time the line markings fade. The tufts are non-intrusive and are not easily removed.

- n. **Date of next meeting:** 8pm on the 13<sup>th</sup> October 2022.

Meeting closed at 10:14pm.