



MINUTES OF MEETING OF WHITCHURCH-ON-THAMES PARISH COUNCIL
At the Village Hall at 20:00 Thursday, September 9, 2021

Members Present

Chairman Jim Donahue

Members Katherine Higley
Paul O'Grady
Diana Smith
Jon Steward

Officers Present:

Clerk Jane M. Yamamoto

Public and Press: Cllr Dragonetti, James Hudson, Henley Standard, 2 residents

The meeting started at 20:00.

- 1 **Apologies for absence & Mission Statement** 20:00
Cllr Leadbeater-Hart sent apologies for her absence.
- 2 **Declaration of Interests**
Cllr Higley declared an interest in the Polish Church Memorial site.
- 3 **Co-option of Councillor**
The Parish Council voted to co-opt Nick Brazil as a Parish Councillor.
No declarations were made.
- 4 Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda.
- 5 Chairman's Announcements 20:05
 - Drainage repair at Greyhound – 100mm pipe has been replaced. OCC says that the High Street drains will be jetted end to end in the next two months now that the repairs at the Art Gallery and Greyhound have both been completed and the pavement and road works have been completed. They say that they are not responsible for installing a slotted grate cover in front of the Greyhound manhole (leading to the culvert), but this was one of the recommendations from the Flash Flood incident, so we may need to investigate this privately with the new owners. They also said that they will be coming back to do more drains work at Swanston Field.
 - OCC have confirmed that initial pedestrian safety trials by the Ferryboat Inn are planned for Thursday October 7th. I have asked for a Teams call ahead of this to understand the details and to plan in TAPWG members can get involved.
 - I am also chasing them about our 20 mph speed limit application as I am aware that some villages in Oxfordshire are beginning to get approval for 20 mph speed limit by the OCC Highways Management Committee.
 - You will have seen that the Civil Parking Enforcement (CPE) is on track to come into effect in South Oxfordshire in November. It remains to be seen if this will have any impact on parking enforcement in our village given current restrictions, but I know that Cllr Smith and TAPAG are working with OCC to see how this may enable us to get residents parking in certain areas in the village.

- I met with Thames Path Manager Steven Tabbitt in August, we covered the following points:
 - He agreed to have the bent Thames Path sign at the toll booth fixed.
 - He put some decals with Thames Path arrows on the High Street to address the issues some residents mentioned about people going down Manor Road by mistake.
 - We discussed the potential to put caution signs by the steep dip at the Hartley Steps to caution cyclists to be careful of pedestrians to avoid conflict at that point, especially with increased cyclists coming through for the first time on King Alfred's Way. This will be discussed as a motion later in the meeting

- The new gate and Whitchurch sign are finally reinstalled on Whitchurch Hill. Thanks to Jane for coordinating seemingly endlessly with OCC, Kingdom Signs, and the insurance company!

- The Department for Digital, Culture, Media and Sport (DCMS) has announced in August of Oxfordshire's inclusion in the next phase of Project Gigabit rollout. Contracts worth up to £114m will be procured by DCMS for delivery of gigabit capable broadband infrastructure to approximately 68,600 hard-to-reach premises in Oxfordshire and West Berkshire where public funding is needed to support private investment. Supplier selection is still in progress. I am following progress on this with two residents of the village who have volunteered to investigate this.

- I attended a Zoom call with other Parish Councillors around Oxfordshire on 19th August. The intention of this is to have a longer-term strategy for local District plans beyond the current Local Plans that go to about 2035. One of the central themes is of course about how many new homes will be needed and what should be the strategy for determining where they are located.
 - The current Local Plan for South Oxfordshire allocates homes with a view to growing in existing larger villages and towns such as Wallingford, Henley, Woodcote, Didcot, and Goring. There are also a few new greenfield strategic developments near Oxford such as Chalgrove Air Field and Culham Science centre targeted for growth.
 - The strategy to grow in larger towns and villages is based partly on the assumption that they have better infrastructure and public transportation etc.
 - There is a general view that the rural nature of Oxfordshire should be protected and that new developments should be higher density, taking up less land to reduce the need to use rural land for development. This view was especially advocated by the CPRE who made a presentation at the meeting.
 - The need to address Climate change is an increasingly important factor in the overall plans and is a theme in the strategy.

As a smaller village in the Chilterns AONB, Whitchurch-on-Thames has not been targeted for any significant housing growth, but we still need to consider the changes we would like to see in our village over the next 30 years to 2050. The document includes a great deal of broad and detailed policy proposals that takes a long time to go through and generally is not focussed on smaller villages such as Whitchurch-on-Thames. For example, there is a long list of infrastructure projects targeted for Oxfordshire generally over this period. I see very few for our area in South Oxfordshire generally and none targeted for the Goring, Whitchurch, Woodcote area.

I will be sending out my comments, but would be interested in hearing the thoughts from any other councillor and encourage everyone to have a look at this and provide feedback to this draft plan by the 8th October deadline.

- I met with the PAWS Active Travel group. They are looking at a number of pedestrian safety and cycling related initiatives that are primarily focussed on Pangbourne, but also on access between Purley and Whitchurch. What they are doing fits well with our Pedestrian Safety and TAPAG activities. There is also a representative from Purley on the team. I sent around an article describing the survey they did and their draft plan. Some of the key things we can work with them on include:
 - Pedestrian Safety – including working with us to improve the narrow road and pavement access road to the bridge by the Boathouse surgery
 - More Bike racks - on the High Street and also at the Whitchurch Village Hall
 - Reduced speeds in the village where cyclists are
 - Investigating options to improve cycling in the High Street where cars are parked and at narrow road junctions

6 To approve minutes of the meeting of July 1, 2021. 20:15

Resolution: The Council voted to approve the minutes.

7 Planning Applications – to discuss and agree Council’s response to the following: 20:20

7.1 P21/S2887/HH PG

Skye House, Hardwick Road, Whitchurch-on-Thames RG8 7HW
Replacement of existing shed with new shed and garden office.

Resolution: The Council voted to support the application.

7.2 P21/S3445/HH

Venn Cottage, Hardwick Road, Whitchurch-on-Thames RG8 7HH

The development proposed is a ground floor side extension to existing garage. Proposed insertion of new pedestrian gates and walling to front of site.

Resolution: The Council voted to object to the walling of the front and were not clear of the proposed plan. The Council were concerned that the impact of the potential plan would adversely affect the Conservation Area. They also requested feedback from the Conservation Officer. The Council voted to support the plans for the extension to the existing garage.

7.3 P16/S1919/DIS

Eastfield House, Eastfield Lane, Whitchurch-on-Thames RG8 7EJ

The amendment is for a landscaping plan received August 18 2021.

The Council would await further developments after the discharges were approved.

8 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council

8.1 SODC District Councillor Report – Cllr Dragonetti (Attachment 1) 20:30

8.2 OCC County Councillor Report – Cllr Bulmer (Attachment 2) 20:35

9 **Finance:** 20:40

9.1 **Resolution:** The following payments were approved for August and September:

Payment	Amount
Clerk salary (August, September 2021)	TBC

Zoom (August, September 2021)	£14.29 DD
Nova Press (the Bulletin)	£410.00 BACS
C. Cotgreave (expenses)	£12.00 BACS
SODC (Dog bin Q2)	£430.56
Heritage Trees	£690.00 BACS
Old Stables for TAPWG	£15
SODC licence for Polish Memorial site	£497.25

- 10 Motion to ask Thames Path Manager to install two wooden signs on either end of the dip at Hartslock Steps that read: 20:45
 “Cyclists Proceed with Caution
 Slow Down for walkers
 Thank you”– Cllr Donahue seconded by Cllr Smith
Resolution: The Council voted to approve the motion with the small amendments as above-noted.
- 11 Motion to send updated contract to Maintenance Contractor (contract sent separately) and to appoint the Clerk as Supervising Officer for the Village Maintenance Contract – Cllr Donahue, seconded by Cllr Smith, Attachment 3 20:50
 A Village Green Working Group member will be the contact for any changes to the cuts, including reduction or addition of the number of cuts. The Clerk wanted to thank Charles Cotgreave and Sally Woolhouse on their hard work on the maintenance schedule documents. Cllr Steward asked that the contract stipulate that cuts are done towards the end of the week to ensure that it is not overgrown for weekend matches.
Resolution: The Council voted to approve contract and the Clerk as the Supervising Officer.
- 12 Motion for the Parish Council to approve and to fund the erection of 13 bollards to protect the verge on the east side of the High Street between Duchess Close and Racquets – Cllr Smith, seconded by Cllr Higley Attachment 4 20:55
 A resident of TAPWG advised that the protection of the verges required OCC permission and who were content that posts were sufficient to demark the edge. The Clerk to check if the insurance would cover the bollards.
Resolution: The Council voted to approve the motion.
- 13 Report on feedback from questionnaire on village website and The Bulletin article concerning the Polish Church Memorial Garden and agree next steps – Cllr Higley Attachment 5 21:05
 Cllr Higley presented the feedback on the questionnaire. The Council was supportive of the 6 trees to be planted. A number of steps needed to happen before they were planted, perhaps in the Spring. Some comments included were that residents were appealing for visitors to walk to this site. It was suggested that beetle hotels were built and flowers planted to encourage bees and butterflies. The village website could post pictures once the work was completed.

14 Update from Heritage Tree Services on the beech tree in the Manor Road playground – 21:10
Cllr Higley

Cllr Higley reported that Heritage Tree Services had completed the work to make the site safe and no further work needed to be done.

15 Update from the Green Team - Charles Cotgreave 21:15

- Guardian for the Polish Church Memorial Gardens
- Coordination of VG cuts with the Maintenance Contractor

Anna Szczeponek had agreed to become the guardian of the Polish Memorial Church site. At the beginning of August, the mowing scheduled was clarified and the ragwort removed. The cross was installed after this. Alexa Duckworth-Briggs wanted this done before she stepped down. Charles advised that they would like to have a priest to bless the site at its official opening. A working party did some work and raised some issues for other work to be scheduled. As the guardian, Anna will be the one to coordinate the work and Cllr Steward will continue to mow the grass.

Charles has volunteered to lead the coordination of the grass cutting schedule on the Village Green on behalf of the Village Green Working Group. He will monitor the growth and coordinate with other members of the village and alert the contractor if it doesn't need cutting or if extra cuts are required. He will also coordinate with the Clerk, who is acting as Supervising officer for the maintenance contractor. He was one of the residents to meet with the main contact of the contractor in June.

Alistair Aitchison will repair the fire damage to the green in the autumn.

At the southern end of the green, the team were working on clearing plants and a plan to plant 3 small bushes on the right-hand side of the car park. This would help keep weeds down and discourage cars from parking on this area.

Cllr Steward, on behalf of the Cricket Club would contact Charles for any difficulties with the green.

Charles advised that power generators would be needed for some of the gardening tools. A resident and Cllr Steward offered their generator.

The Chair agreed with Charles that the budget for the Green Team could be revised if finances were needed for other items than were agreed. Items included the Polish Church Memorial plaque and noticeboard and the plants on the southern area of the Village Green.

Charles was to also review the growth near the newly replaced entrance gate to the village on Whitchurch Hill and the front of Eastfield House.

16 Discuss PC membership and next steps for the Tea Hut WG – Cllr Donahue 21:35

Cllr Steward advised that the Cricket Club would like the Tea Hut re-built quickly and kept simple. History showed that it was too expensive to build a new pavilion and the Cricket Club was not supportive. The Cricket Club would fix the pavilion and asked the Parish Council to re-build the Tea Hut so that it could be used for others in the village. Cllr Steward reported that the Cricket Club was reviewing the work to refurbish the pavilion.

Cllr Higley asked if the club were re-building the pavilion, why were they interested in the Tea Hut. Cllr Donahue explained that if the Tea Hut was re-built than the Parish Council would own it and it could be used, for example, for the Primary School, private parties, village fete, AFC etc. The current plan was for the pavilion to remain as changing facilities. It was suggested that both buildings should be planned and developed together so that their cultural and historical identity be celebrated and preserved. Cllr Brazil volunteered to lead this group. It was suggested to have Cllr O’Grady, Cllr Steward, Cllr Higley, Cllr Leadbeater-Hart and parents to support this group.

Resolution: Cllr Brazil to lead the Tea Hut WG and Feasibility Study.

- 17 To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list. 21:50
- 18 To confirm the date and time of the next meeting on Thursday, October 14, 2021 at 20:00.
- 19 Confidential discussion for thank you notes from the Parish Council
- 20 Meeting closed. 21:00

Attachment 1

Report to Whitchurch Parish Council September 2021 – Cllr Dragonetti

Council Operations

The big issue at the moment is the garden waste collection, which has had to be suspended because of the shortage of HGV drivers; as we all know, this is result of gradual demographics and labour market changes coinciding with the result of consequences of Brexit and then drivers required to self-isolate with Covid.

Although the Garden waste service is paid for, it's not a statutory service unlike the domestic waste, and contractually the paid for collections are 20 a year. While that is true, it's very annoying for all those who have paid and are not getting the service expected.

The alternatives of not collecting either grey or green bins would affect many more people, and the impact would be greater. If you have a brown bin, you almost certainly have a garden to store the stuff for a bit in a black bag or something, and garden waste is almost always pretty inoffensive, even after a period.

Any disruption to the pattern of fortnightly green and green bin collection would be quite tricky to reverse, as the whole operation is based on a familiar regular cycle of rounds and timings known to everyone.

I can't say when the brown bin collection will get back to normal, and would advise that its best to get the latest position from the SODC website. There are also regular updates on social media.

Planning Committee

At the last full council meeting, the system that was introduced last year whereby referrals to Planning Committee could only be made by a District Councillor was ended, and we have reverted to the previous method whereby recommendations by Parish Councils that were not agreed by the Planning Officer meant automatic consideration by the Planning Committee.

I had pointed out that Parish Councils have to consider a Planning application before the officer looks at it, and so have to make a "pre-emptive strike"; as this has now been realised, if a Parish council's view is different from the planning officer, the parish council will now be contacted and the rationale for the officers' view explained, that there is now an opportunity for the parish to change its mind.

Having been a parish councillor for a long time, with an interest in planning, and now on the planning committee, I am able to understand the different perspectives, and I hope that the new system will be a good compromise.

Local Plan

The Council has agreed to prepare a Joint Local Plan with the Vale of White Horse District. We share officers and offices with the Vale, and Didcot has now grown to be in both Districts.

I am on a newly formed Steering Group for this, which will be considering matters, such as rural policies, which can be common to both councils.

Parking

Civil Parking Enforcement (CPE) should go live on 1 November. That means traffic wardens not the police are issuing tickets; but parking offences are no longer crimes!

**BRIEFING TO GORING DIVISION PARISH COUNCIL SEPT 2021
FROM CLLR KEVIN BULMER**

PRIORITIES OF NEW ADMINISTRATION

The new administration has announced its priorities. I have concerns that some of these areas while laudable are matters beyond the council's remit and are for central government, or that the council can have minimal impact upon them. The priorities are:

- Tackle the Climate Emergency
- Tackling inequalities
- Prioritisation of wellbeing
- Review and reform of the social care system
- Increased investment in travel network to reduce car journeys
- Improved access to nature and green spaces
- Supporting children and young people to achieve improved health, wellbeing and educational outcomes
- The creation of a resilient local democracy
- Support for local employment and businesses to make Oxfordshire a centre for green technologies

The vast majority of the emails I receive are about road maintenance/improvement, traffic accidents, drains, grass cutting, flooding, footpaths, waste disposal/recycling and planning matters – these get barely a mention and the administration seems to focus more on grandstanding on national issues than the fundamentals of running a local council.

AFGHANISTAN REFUGEE UPDATE

We thought it would be helpful to provide you with an update on the current situation as regards families who recently came to the UK from Afghanistan. In common with many parts of the country a number are located in Oxfordshire in transitional accommodation - having previously been in quarantine as required under COVID protocols.

There are two locations in southern Oxfordshire where this transitional accommodation is now being provided by central Government with help from ourselves in local government, health and the voluntary sector.

We are not sharing widely the precise locations given that our guests have been through a traumatic experience and need time and space to adjust. We also have safeguarding responsibilities to them in the same way that our social care teams at the county council and housing teams at district councils do to existing service users.

However we do want to assure you that the county council has experienced professionals at both locations working alongside partners to provide support.

We are working closely alongside the management teams of the locations themselves and representatives from central government as our Afghan guests enter this next stage of their arrival.

Senior managers and those involved in the operation are liaising very regularly – assessing and mitigating any potential risks and co-ordinating with partner agencies such as the NHS, Thames Valley Police and others.

In the coming weeks our Afghan guests will progress to more stable housing and OCC will endeavour to provide regular updates throughout this period.

Councillor Priority Fund

The fund supports councillor priorities in their local areas.

The Councillor Priority Fund is now open to new applications and will close on 31 January 2023 at 5pm.

The fund will be at the discretion of the individual county councillors to award. They each have £15,000 for 2021-2023.

How to apply

Before you apply read the [guidance notes \(pdf format, 331Kb\)](#). You should discuss your proposal at an early stage with your [County Councillor](#) and seek their support for your proposal.

Each councillor can decide how their allocation should be spent. With each area of Oxfordshire different, it's important that county councillors have the flexibility to allocate the money in the best way.

Civil Parking Enforcement is coming to Cherwell, South and Vale

In advance of Civil Parking Enforcement (CPE) coming into effect later this year, OCC will soon be embarking on a publicity campaign to educate and warn motorists of the changes to parking enforcement.

20MPH ZONES

A few councillors have asked how they can organise for their parish/towns and City Divisions to have certain highways measures introduced. The county has an existing page set up to guide people through that process:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/traffic>

With a section that specifically looks at **Funding for traffic schemes**. If you think that it is missing anything or could be improved, then do let me know.

It is worth noting that we have new 20mph policy committed on the Forward plan for Cabinet in Oct. And we hope to move as swiftly as possible with further details and then implementation of this project. Therefore, you might want to caution your lower tier public bodies from actively pursuing those schemes that aren't already in train.

COMMUNICATIONS

I'm now in a position to arrange zoom meetings with any PC that has county issues they wish my assistance with hopefully this will resolve issues relating to communicate problems as I appreciate that emails don't always communicate all the nuances of a problem and attending

PC meetings can be a challenge and to be frank are far from the best place to discuss some complex issues.

If you could get your clerks through your chairmans to contact me if you have any matters you wish to discuss I will set up a zoom meeting.

CONTACT DETAILS

Address: Councillor Kevin Bulmer, County Hall, New Road, Oxford OX1 1ND

Email/Tel: kevin.bulmer@oxfordshire.gov.uk 07803005680

Twitter: Kevin Bulmer @bulmer_kevin

Attachment 3

THIS AGREEMENT is made between Whitchurch-on-Thames Parish Council, represented by the Parish Clerk at 11 Hillside, Hardwick Road, Whitchurch-on-Thames, Oxon, RG8 7HL, hereafter referred to as the Council, and Scofell Commercial Landscapes of Banterwick Farm, Hampstead Norreys, Thatcham, RG18 0SR, hereafter referred to as the Contractor.

WHEREAS

- A. The Council wishes to cut and maintain certain grass areas and hedges in the village as specified in the Schedule attached.
- B. The Contractor wishes to provide the grass and hedge cutting services exclusively for the period of the contract.

NOW IT IS AGREED

- 1. The work
 - 1.1 "The work" consists of the cutting and maintenance of grass areas and hedges as listed in the Schedule.
 - 1.2 The contract will be supervised and expedited at all times by a "Supervising Officer" who will be any person the Council may nominate in writing to the Contractor.
 - 1.3 All the work performed as part of this contract shall be to a good and workmanlike standard acceptable at all times to the Supervising Officer and be consistent with conditions specified in the Schedule.
 - 1.4 If any task in the contract has not been completed to the satisfaction of the Supervising Officer then s/he will give the Contractor written notice of the action needed to remedy the work, specifying a reasonable extension of time for it to be remedied. If the work is not remedied within this extension of time the Council reserves the right to employ other contractors to do the work.
 - 1.5 Frequency of cut

The Supervising Officer may from time to time request fewer or additional cuts than those specified in the Schedule. The Supervising Officer must give reasonable notice for such changes and the Contractor must make reasonable endeavours to accede to these requests.

The contractor will provide a calendar with dates for all planned maintenance activities for the year no later than the end of March. This calendar will be published on the village web-site for residents of the village to be aware and in particular users of the Village Green to allow planning of activities. The calendar will also provide the basis for any changes to the frequency of cuts due to changes in growing patterns or due to special requirements for Village Green activities.

2. The site

2.1 "The site" shall consist of the areas to be serviced by this agreement as specified in the Schedule and access thereto. The Council will ensure adequate access to the site at all times. The Council warrants that the site is free of springs, flooding, tree stumps not specified to be removed, mine workings, foundations and sub-structures or former buildings or other hazards or obstructions which are not reasonably apparent by visual inspection of the surface of the site or which have not been made known in writing by the Council prior to the date of quotation.

2.2 The Contractor is entitled to any reasonable payment from the Council for any additional work or materials caused by breach of clause 2.1.

3. Variation

Except as provided elsewhere by this contract any variation to this contract required by the Council must be provided to the Contractor with one month's written notice. The Contractor is not obliged to accept any variations so provided but may accept them by providing written confirmation. The Contractor shall be entitled to change the prices specified in the Schedule provided they are given with one month's written notice and accepted by the Council.

4. Supply of resources

The Contractor shall provide and be responsible for all personnel, materials, machinery and vehicles necessary for the provision of the service, including in cases of illness or absence. Personnel shall be suitably experienced in such work. If the Contractor is unable to provide the contracted services for a period of two weeks or more the Council reserves the right to employ another contractor.

5. Price

The price charged by the Contractor will be £5,245 + VAT in total for the months of March to November inclusive. The price for any additional work to be carried out will be agreed in advance between the Contractor and the Council. This price is inclusive of personnel, materials, machinery, vehicles and maintenance of such. The price applied to the first year of the contract may be increased at the anniversary of the contract start date by no more than the Retail Price

Index for the previous year. No adjustment to these prices will be made except as expressly provided by the contract.

6. Payment

Invoices must be submitted at the end of each calendar month to the Parish Clerk, detailing the work done in the month by location. Payment will be made within 28 days provided the Supervising Officer is satisfied with the work.

7. Indemnity

7.1 The Council shall obtain all permissions, give all notices and pay all fees under any Act of Parliament or any regulation or by-law of any local authority or statutory undertaker having jurisdiction with regard to the work and shall indemnify the Contractor against any claim, proceedings, loss or expense resulting from the Council's breach of the clause in whole or in part.

7.2 The Contractor will be responsible at all times for the performance of any subcontractor appointed to do the work and will indemnify the Council against any claim against the Council by such subcontractor.

7.3 Insurance cover

The Contractor shall indemnify the Council against any claims arising from the Contractor's negligence and shall hold public liability cover for at least £10,000,000 (ten million pounds). The Contractor will supply a copy of his insurance cover note before the contract start date. In the context of this clause the Contractor shall include any person performing the work on behalf of the Contractor.

8. Duration

The contract will commence on 1st March 2021 and terminate on 30th November 2021. The Council will review this contract in November 2021 and agree any further extension.

9. Termination

The Council reserves the right to terminate the contract forthwith if, in their judgement, there is a persistent failure by the Contractor to remedy work done according to clause 1.4. In any event, the contract may be terminated by either party with 2 months' written notice.

10. Notices

All notices or correspondence between the parties to the contract should be sent to the Parish Clerk of the Council.

Signed on behalf of the Council

Signed on behalf of the Contractor

.....

.....

Name.....Parish Clerk.....

Name.....

Date.....

Date.....

Schedule

1. Village green/cricket outfield

All areas in this section 1 to be maintained according to the guidelines drawn up by the Village Green Working Group (see Appendix 1 & 2)

20 cuts annually in March-November subject to weather and other anomalies. A representative of the Village Green Working Group will be appointed to work with the contractors to agree any changes to the agreed cutting schedule.

Cut grass in general areas. Cut cricket outfield to suitable short length as is normal for such activity. However, it needs to be cut once a week during May, June and July (fast growing season). Reduced number of cuts for all other months. Grass clippings must be removed from this area for the Cricket Green and outfield.

Maintenance should avoid Sunday afternoons and Saturday mornings so the green is available for use of the Cricket Club and Football teams but as close to the end of the week as possible.

Around pavilion, gateway & practice nets

As above.

Football pitch

As above and strim around goalposts in early summer.

Village green general areas

As above, excepting along eastern boundary and around memorial trees. Leave approximately 1 foot width of rough grass along the eastern boundary and a radius of 1 foot around the base of the memorial trees. Mow these areas as necessary, every 2 months.

Wilder Area At South End – see diagram in Appendix 2

Mow monthly (no more than 1 metre wide) the winding pathways and the pathway alongside the hedge in the area of mixed growth at the south end.

Mow the rough grass around mature lime trees and in other areas of mixed growth once a year in late summer (August or September), after seed has set.

2. St. Mary's churchyard

Cut grass, strim around gravestones, trees, posts, fences and walls - 9 cuts annually

In addition, at least fortnightly during the growing season,

(1) the pathway from the lych-gate diagonally across the churchyard (part of the Thames Path) should be mown in a 3 metre strip and clippings collected and (2) both sides of the gravel pathway from the lych-gate to the church door to be mown in a 1 metre strip, and clippings collected.

3. Play area, Manor Road

Cut grass in and around the play area in Manor Road playground and strim around play equipment and fencing.

9 cuts annually (1 per month)

4. Village Hall, Manor Road

Cut grass, strim, including verges in front of the Coombe Park entrance gates.

9 cuts annually (1 per month)

(Verges from The Manor Road North from the High Street Junction to the Old Barn no longer requires cutting as this will be done by the Green Team)

(Also, the Polish Church Garden will not require any maintenance as the Green Team will also be maintaining this area).

5. Maze Field

Maze field rough area (long, grassy areas) should be cut once a year – no earlier than mid-July. All other areas will be maintained by the Green Team.

A representative of the Village Green Working Group will be appointed to work with the contractors to agree any changes to the agreed cutting schedule.

6. Footpaths

A. Footpath on Hardwick Road from Primrose Hill House to Old Farm House (Jubilee Walk)

Strim, cut back overgrowth & tree boughs

2 cuts annually (June & September)

B. Muddy Lane.

Strim, cut back trees and hedges as necessary.

2 cuts annually (June & September)

C. Footpath up Whitchurch Hill on right-hand side after leaving the High Street

Cut top edge & opposite side. Cut back grass area and strim as required around edges, trees etc. Cut back low tree boughs and remove.

2 cuts annually (June & September)

D. Grassy triangle at junction of Hardwick/High Street

Strim & tidy as required

3 cuts annually (June, July & September)

7. Weed killing 4 times a year times to be left to the discretion of the contractor due to weather and other anomalies. This would apply to the curbs and footpaths along the High Street, Manor Road and Hardwick Road and Swanston Field, including "The Cut" between Eastfield Lane and Swanston Field. Please avoid strips of plants immediately adjacent to properties (e.g., beside garage near top of eastside entrance to Swanston Field).

8. Frequency of Cuts

The contractor will provide a calendar with dates for all planned maintenance activities for the year no later than the end of March. This calendar will be published on the village web-site for residents of the village to be aware and in particular users of the Village Green to allow planning of activities. The calendar will also provide the basis for any changes to the frequency of cuts due to changes in growing patterns or due to special requirements for Village Green activities.

UPDATED August 2021 SJW/CC/GG

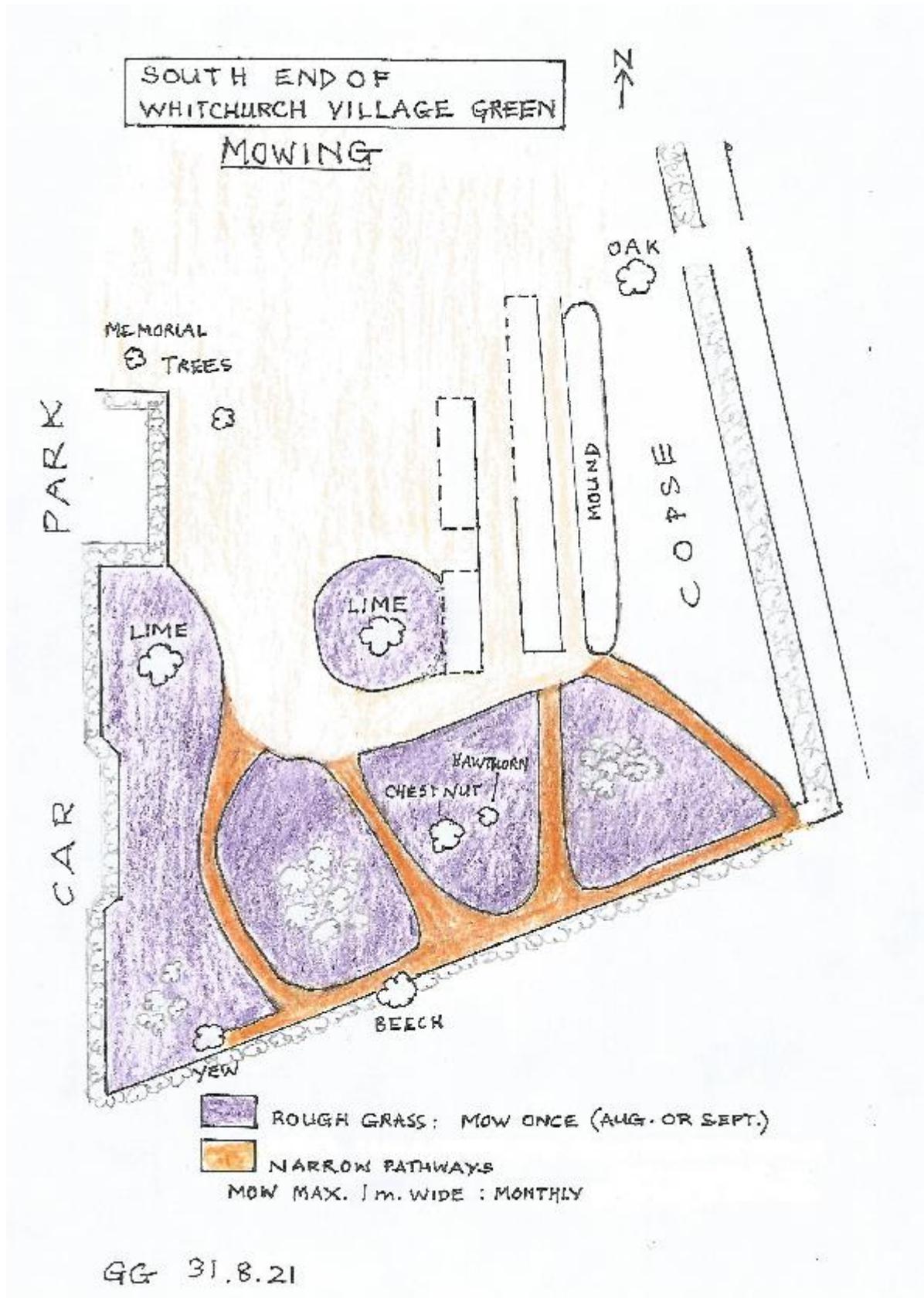
APPENDIX 1

Description of area	Planned tasks	When to be done
<p>WHITCHURCH VILLAGE GREEN</p> <p>20 cuts annually March-November subject to weather and other anomalies. A representative of the Village Green Working Group will be appointed to work with the contractors to agree any changes to the agreed cutting schedule.</p>		
Cricket field	<p>Cut cricket outfield to suitable short length as is normal for such activity.</p> <p><u>Note:</u> Grass clippings must be removed from this area for the Cricket Green and outfield</p>	<p>Once a week during May, June and July (fast growing season). Cut less frequently Aug-April</p> <p><u>Note:</u> Maintenance must avoid Sunday afternoons</p>
Around pavilion, gateway and practice net	Cut as above	Frequency as for cricket field.
Football pitch	<p>Cut as above</p> <p>Strim around goal posts</p>	<p>Frequency as for cricket field.</p> <p><u>Note:</u> Maintenance must avoid Saturday mornings</p> <p>In early summer</p>
Village Green general areas: Excepting along eastern boundary and around memorial trees	<p>Cut as for cricket field</p> <p><u>Note:</u> Leave approx. 1 foot width of rough grass close to the trees, including the 7 small memorial trees.</p> <p><u>Note:</u> Mow closer to the trees</p>	<p>Frequency as for cricket field.</p> <p>As necessary, every 2 months.</p>
Winding pathways and alongside beech hedge through area of mixed growth at south end (see diagram in Appendix 2)	Mow in no more than a 1 metre strip	Monthly

Rough grass around mature lime trees and in other areas of mixed growth (see diagram in Appendix 2)	Cut	Once a year in late summer: August/September when seed has set
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UPDATED August 2021 GG/CC

APPENDIX 2



Whitchurch on Thames Parish Council request for quotation

After a meeting with OCC Highways we have been advised that there would be no objection from OCC in commissioning works to protect the verge on the East side of Whitchurch High Street with posts/bollards. This would be subject to formal authorisation of the exact detail of the works before they are undertaken. To try to maintain sensitivity with the conservation area and adjacent properties it was decided white posts would be most acceptable with the advice that plastic would be rot proof and virtually maintenance free.

We identified that 13 white posts/bollards would be needed – 10 on the larger patch of grass and 3 on the smaller patch (overall 3 of these with red reflective banding to mark the beginning of the area approached by south bound traffic and one on each side of the private (shared) driveway. The posts would be set at 5m distance. We would also request that you include in your quotation provision for restoration of the verge on either side of the private drive.

Of the posts available and based on OCC initial thoughts our preference is set out below

- 1) Jacs Plastic 100mm square posts that can be installed anything up to 900mm high (they are easy to cut to any length but are slightly 'rougher' in looks)
<http://jacsuk.com/wp-content/uploads/2016/07/Recycled-Plastics-Village-Gateways-1.pdf> Cost; Approx £40 a post

- 2) Glasdon 'Glenwood 150' at 830mm high (shallow installation model):
<https://uk.glasdon.com/glenwood-150-post> Cost; Approx £115 each post and £125 with reflector

Photo of the area for intended works:

Verge Restoration area



View northbound



View southbound



Quotation to include all works, materials, traffic safety measures and permits including the approved posts at cost. If preferred WPC will procure these. There is a preference for 500mm of post to be above ground. Quotation to be ex VAT. Also attached is the specification or detail for the preferred posts.

If there are any omissions on our part or further questions please contact Will Barclay at willbarclay348@hotmail.com or 07979243870.

30th April 2021

Proposal for heritage fruit trees in the Polish Garden.

Summary of the responses received as a result of our survey.

- Ten e-mail responses received all supportive of heritage fruit trees except one who supported commercial varieties.
- Seven verbal responses all supportive.
- Two suggestions for additional uses of the Polish Garden.
- The issue of people walking to the garden as opposed to driving was also raised by respondents.
- 144 views on Facebook – no comments.

A total of ten e-mail responses were received. Nine of these responses were very supportive of the proposal for heritage apple trees; one of the respondents was a former resident of the Polish camp. The tenth response was supportive of planting non heritage (commercial) varieties.

Two of the responses had additional ideas about what could be done in the garden; the planting of flowers to attract butterflies and the building of some bug hotels for beetles and other insects. One of the respondents asked that the Parish Council encouraged people to walk to the Polish Garden rather than drive.

The information posted on the Facebook page was seen by 144 people. There were no comments.

In addition, I spoke to four residents who live closest to the Polish Garden in Manor Road. All were very supportive. Two other residents of Manor Road also gave their support (verbally as opposed to written). These two residents expressed the importance of not attracting more cars to Manor Road as there are already issues with parking.

Finally, another former resident of the Polish camp expressed her support for the proposal and said it was a fitting memorial to the Polish refugees that had lived in the camp.