

DEDDINGTON PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Wednesday,
24th March, 1993

Present:-

Councillors Oddy (Chairman), Bowen, Clarke, Clinch, Canning, Mrs Lee, Miss Hill, Mrs Swash, Reed, Mrs Stevens and Todd.

148/92 Apologies for absence.

Apologies were received from Councillors Mrs Garvey, O'Brien, County Councillor Matthews and District Councillor Croft.

149/92 Minutes of the meeting held on 17th February, 1993.

The above minutes, which had been circulated previously, were, subject to the following two amendments, agreed as a true record and signed by the Chairman. (1) Min.142/92(b) delete "The Clerk" in the penultimate line and insert "Cr Clinch with the Grants Sub-Committee". (2) Min.143/92 delete "28th" and replace with "24th".

150/92 Matters arising.

With reference to Min 142/92 a report was received from Cr Clinch and the Grants Sub-Committee in respect of the Holly Tree Club, a copy of which is filed in the minute book. The recommendation was that the Council should, mainly in the interests of the elderly, be prepared to invest in the refurbishment of the property, including the walls, subject to satisfactory arrangements being made with regard to the Council's future interests in the property. The recommendation was accepted nem con.

151/92 Councillor O'Brien.

The matter of Cr O'Brien's ability to remain to be a Councillor following his many absences from meetings of the Council was again discussed, and upon the fact that he was still acting as Chairman of the Windmill Sub-Committee and, in that capacity, carrying out an important task for the Council it was proposed that he remain a Councillor. The proposal was approved with one abstention.

152/92 Windmill Sub-Committee.

The third report, by Cr O'Brien, upon the progress of the Windmill Development had been circulated to all members in advance of the meeting. It was resolved to thank Cr O'Brien for his report and in regard to the recommendations therein it was agreed (a) that the Treasurer to the Sub-Committee be asked to ensure that the insurance cover for the building was adequate during the works of alteration,

(b) that the Consultants be informed that the Council's legal adviser had determined that this Council now owned the southernmost fence and

(c) that the pavilion users be made aware that the insurance of the pavilions would be their responsibility,



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though in order to obtain the best price a composite policy for the three would be negotiated.

It was also agreed that Mr Mattinson of the Council's consultants be invited to attend the next meeting to report upon progress.

153/92 Village Circular Walk.

A report prepared by Cr Mrs Lee had been previously circulated to members and a copy is filed in the Minute Book. A portion of the path will be a permissive one, on part of Castle Farm and to satisfy legal requirements the following resolution was approved.

This Council accepts the path shown coloured pink on the attached plan, from OSS 478 332 to OSS 483 333 on land forming part of Castle Farm, Deddington, to be a permissive footpath only, by virtue of an agreement by exchange of letters dated March and March 1993 between the owner, Mr Nobbs and the Parish Council.

It was agreed that the form of the publicity material would be discussed at the next meeting and that the works should be undertaken so that the project may be available to the general public at an early date.

154/92 Planning Sub-Committee.

Applications

CHN 79/93 Retention of building for storage of agricultural machinery, Home Farm, Clifton Road - Observation - the dilapidated building should be removed.

CHN LB 98/93 Alterations to existing roof trusses and construction of two dormer windows to form new bedroom.

Conversion of outbuilding to form indoor swimming pool (ret).

Replacement of existing PVC window. - Ilbury House, New Street.
- No observations

CHN 117/93 Demolition of single storey outbuilding and replacement with single storey extension and conversion of loft space - Midhill, Philcote Street - No observations.

Refusal.

CHN 585/92 Land north of Earls Lane - Outline residential development - For Banner Homes Group plc and Mr & Mrs M Spencer. Additionally notice had been received that a local enquiry would be held by an Inspector appointed by the D O E at the Council Chamber, Bodicote House on Tuesday, 11 May, 1993 at 10.00am which is anticipated to last one day. It was agreed with one abstention, that this Council should submit the same objections as to the application, if possible supported by details as to the number of dwellings approved in Deddington in the last ten years as compared to those approved in other Category 1 villages in the same period.

Approvals.

CHN 595/92 Erection of rear sun lounge - The Old Lodge, St Thomas St.



3.

CHN 604/92 Amendment to CHN 406/92 to extend outbuilding by 2 feet.- 1, Victoria Terrace, Main Road, Clifton.

CHN 620/92 Extension to main hall and formation of new lounge/bar, storage and ancillary accommodation - Windmill Centre, Hempton Road.

CHN LB 1/93 Provide covered passageway etc - Featherton House, Chapel Square.

CHN 10/93 Provision of 6 rink bowling green etc- Windmill Centre, Hempton Road.

155/92 Parish Environmental Initiative.

Cr Bowen reported upon his investigations into possible works of environmental improvement to the village as follows:-

9 Hanging Baskets and brackets	at £22	£200
2 Bench Seats	at cf200	£400
30 Concrete Slabs	at £2.50	£ 75
2 Trees - well developed	say £100	£200
2 Litter Bins	at £ 50	£100
8 Flower Beds	say £100	£800
Soil, Fertiliser & Plants		£600
Labour	to be assessed.	

Resolved that the above costs be approved in principle as part of the Council's grant submission.

156/92 Cemetery Charges.

The Clerk submitted a statement setting out the Council's charges as compared with those of the District Council. It was agreed that the Clerk should report to the next meeting detailing the expenditure and revenues of the Cemetery for the past 3 years together with a comparison of charges levied by other local Parish Councils.

157/92 Investment of the Council's Funds.

The Clerk reported that at close of business on 23rd March, 1993 were as follows:-

£	
1,000,000.00	fixed to the 26th March, 1993 at 6.125%
40,564.15	at 7 days notice at 4.75%
2,366.27	overnight at 2%
<u>1,042,930.42</u>	

158/92 Tenders re Maintenance of the Windmill Sports Field.

The Clerk requested instructions regarding the opening of the tenders for the above works. It was agreed that a representative of the Cricket and Football Clubs be present together with the Windmill Sub-Committee.

159/92 Traffic Calming.

The Clerk reported that the County Engineer's Department were prepared to undertake the works of traffic calming at this Council's cost in respect of Chapel Square, Clifton and High Street. In respect of the central refuge on High Street a query



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was raised as to whether it could be curbed with granite setts and/or a flower bed be incorporated into its design in order to support the conservation area. It was resolved that an order be placed with the County Engineer requesting him to proceed with the above works and to incorporate the above suggestions regarding the refuge, supplying estimates of the cost of each measure. In regard to the remaining matters - Earls Lane and Hempton Road - the County Council suggest that this Council approach consultants.

160/92 The following accounts were approved for payment:-

	£
J Spencer - Roof Repairs, Town Hall	325.50
Lane Fox - Half years rent of Allotments	70.00
K Langstaff - Map of the Village	50.00
Cherwell District Council - Legal Fees - Potato Field	1,149.09
Oxon. County Council - Grasscutting - Castle Grounds	584.68
-----do----- - Maintenance - Sports Field	3,491.39
P W L B - Haly years loan repayment - Cemetery	106.98
Glasdon UK Ltd- Seat - Town Hall	295.07
Nicholson Nurseries - Trees and Tubes	24.67
Southern Electric - New Street Lights	3,305.25
Woolerton Truscott - 5th Instalment of Fees	4,471.59
Deddington Builders - VAT on invoices prev. submitted	39.37
Cherwell District Council - Bus Tokens	2,210.00
Oxon Association of Local Councils - Annual Sub.	128.00
D H Blakey - Salary and Expenses	267.61
Imprest Account - Reimbursement	994.89
 Make-up of Imprest Reimbursement.	
D Freeman - Wages w/e 20,27/2, 6, 13, 20/3	788.32
Thames Water plc - Water Sports Field	13.48
Centrepont - Photocopying	62.63
J Scott - Posts	5.46
S Brook - Treeplanting	25.00
North Oxfordshire Victim Support Scheme	100.00
	<u>994.89</u>

161/92 Correspondence.

(a) Letter from "National Music Day" inviting Parish Councils to participate in the event on 26/27 June, 1993. No action.

(b) Grant Application from Deddington Brownies to purchase Brownie sweatshirts in respect of Brownies attending a pack holiday. Regulations state that Brownies should wear uniform whilst on holiday and the leader is of the opinion that it would be too much to ask parents to pay for a second uniform as well as the cost of the holiday. Other items of uniform are being provided by the local Scout and Guide Group and others would be borrowed. The expectation was that the sweatshirts would last for many years. It was resolved that the Council



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would sponsor a litter blitz by the Brownies in a sum not exceeding £134, the Council providing the appropriate sacks.

(c) Letter from Mr P and Mrs C Richards requesting the Council to make a grant towards the cost of rebuilding the boundary wall of Legion Cottage on the Tchure. Resolved that, though sympathetic, such action would create a precedent which the Council would be unable to maintain in the future.

(d) Letter from the District Council advising of the date of the National Spring Clean/Litter Blitz 1993 which will take place from the 16th to 19th April. Agreed that the Council should participate and order free of charge an appropriate number of sacks.

(e) Concessionary Bus Tokens. Agreed that the tokens should be issued on Wednesday, 7th April at the Town Hall, Crs Mrs Swash and Mrs Stevens again agreeing to perform this duty.

(f) Letter from the Rev K Reeves requesting permission to site 3 wooden crosses on the green in the Market Square on Good Friday, beside which a 10 minute service would be held. Resolved that, subject to the green being reinstated following the service, permission be granted.

(g) Request from Mr W H Caporn of Mallards, New Street for a grant towards the cost of running Deddington Summer Playscheme on 3 mornings in late August for children between 6 and 11 years old. A possible deficit of £210 was anticipated. Resolved that such a playscheme could be in conflict with those organised in the village by the District Council and that no grant be made.

162/92 Village Appraisal.

Cr. Todd stated that he had nothing further to report but a meeting was scheduled for a few days time. The Chairman reiterated the need for a public meeting.

163/92 Any Other Business.

Certain members were unhappy that it was the current practice to not include such an item on the Agenda. It was agreed that this be the subject of a debate at the next meeting.

164/92 Date of next meeting. The next meeting will be held on Wednesday, 28th April, 1993 in the Town Hall commencing at 7.30 pm.

A handwritten signature in black ink, appearing to be 'M. A. Edwards', written in a cursive style.

DEDDINGTON PARISH COUNCIL

Minutes of the closed session of the Council Meeting held on
Wednesday - 24th March, 1993

165/92 Minutes of the meeting held on 17th February, 1993.

The minutes were approved as a true record and signed by the Chairman.

166/92 Former St James Church, Clifton.

The Clerk reported that he had received no reply from Mr Rawlings re the adjacent land and it was agreed that a reminder be forwarded.

167/93 Allotment Land - Satin Lane.

The Clerk reported that the Agents of the owners had written stating that their clients would require a substantial increase in the Council's offer before consideration could be given to the sale of the land. It was proposed that as the Council's original offer was considerably in excess of 10yp, the Council withdraw from the proposed acquisition. The motion was approved nem con.

168/93 Priorities.

Without any priority order, the areas of land which the Council wished to investigate with regard to possible acquisition, were as follows:-

Land adjacent to the Windmill Sports Field and the Cemetery,

Holly Tree Club,

Town Hall,

Castle Grounds - extension onto Welford's land,

House adjacent to the Windmill Sports Centre



THE HOLLY TREE CLUB HOUSE AND BOUNDARY WALLS.

TRUSTEES OF BUILDING: REV K REEVES and MR ROWLEY.

Parish Councillors Todd - Stevens - Clinch carried out an visual inspection of the Building and Walls on Saturday morning 13th March.

It must be clear none of us is in any way an expert in buildings or walls, but we felt such an inspection would prove worthwhile and a basic assessment would determine possible level of work that needs to be considered prior to an expert being employed.

Our report is as follows:-

BUILDING

UPPER ROOF Old stonesfield slates. Most appear intact although the odd one has slipped.

Lower Roof Red roofing tiles that looked in generally good order.

GUTTERING Metal for upper roof and asbestos for lower area.

WINDOWS AND DOOR ON EASTERN SIDE. in very poor condition much rot in evidence. QUOTE ALREADY IN HAND FROM GIBBARD JOINERY OF BLOXHAM for £765.00 inclusive of VAT. THIS SEEMED TO US A BARGAIN PRICE (Mr Gibbard is Mrs Lines son-in-law and this will no doubt reflect the cheap quote)

OUTSIDE TOILET (GENTS) Locked and we did not inspect.

INSIDE TOILET (LADIES) Also has wash hand basin. Small but in working order.

Kitchen Has work surfaces - electric water heater and electric room heater. Single sink with two drainers and small range of cupboards.

HALLWAY With metal casement windows in good condition and plenty of coat hooks. Decoratively reasonable.

MAIN HALL Approx 27'6" x 16'0". Has wood block floors badly pitted over the years with cigarette burns. Needs sanding down then floor would be good. Decoration dismal, colours dark and obvious need for complete re-decoration and this along with sanded floor would improve appearance very considerably. Heating by electric bar heaters suspended from ceiling, not ideal and a proper heating system should be considered. Lighting very old fashioned and needs complete replacement. Very few power points and these are old 3 pin round sockets. We would suspect complete rewiring long overdue.

Plenty of chairs and several card tables.

This is the room where a quote is held for new windows and door to garden. The potential for this room is good. Ideal for meetings - Sunday School - Parties. Already used for Yoga - W.I. - Deddington Ladies and H.T



members for Jumble Sales etc.

There is room to extend building in front of entrance and also where door to garden from main hall. In fact a 6' x 26' Conservatory could be added at this point, which would be a delightful addition in our view.

There is a loft to room but this we did not inspect.

WALL BANBURY ROAD SECTION. This is the section needing URGENT ATTENTION that we agreed to as ahead with, subject to new quotes at last PC meeting. Lots of decay and damp.

WALL HORSEFAIR In fairly good condition, odd stones decayed but nothing needing urgent attention. We would recommend ivy being removed from this wall or damage likely eventually.

SEAT IN HORSEFAIR One slat missing. (Held by George Gibbs, who was to replace it but has not to date.)

BUILDING ROOF AS SEEN FROM BANBURY ROAD Old tiles appear intact as does asbestos gutter.

WALL OF BUILDING However has decay and damp and inspection should be made sooner than later.

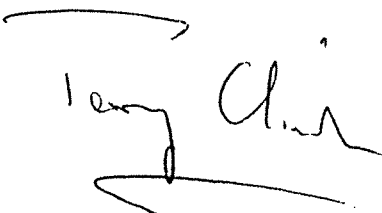
Our opinion is that the urgent needs maybe window frames and door - wiring - structure in general and wall in Banbury Road.

We consider that the next step should be getting an expert inspection and would suggest inspection report should be in three sections:-

- 1) Immediate and urgent work needing to be carried out.
- 2) Work that is important but of secondary urgency.
- 3) Other work that would benefit building.

In conclusion we consider this building important to the Parish particularly for the Elderly as it is central therefore accessible, although with money spent updating it, benefit would be to many others as well.

We the Parish Council should consider offering taking over the building and outer walls and carry out the work necessary. We do not think we need to buy the building as it could be transferred to us if we take over the maintenance and ensure The Holly Tree Residents use is safeguarded.





Development at the Windmill Community Centre
Report No.3 - 28:02:93

1 INTRODUCTION

1.1 Since the last report in early January there have been two meetings relating to the development of the Windmill:

1 February 1993	Meeting with Wilcon Homes
1 February 1993	Windmill users meeting

There have also been numerous telephone conversations with the professional team.

1.2 During this period we have been working towards the finalisation of the working drawings, the application for full planning permission and the preparation of the tender documents.

2 MEETINGS

2.1 Meeting with Wilcon Homes

It was agreed that the parish would take over responsibility for the public open space adjacent to the Barley Fields development and the Windmill playing fields. In exchange Wilcon would pay an agreed sum of money to the parish which could be used for landscaping the area. The public open space could provide a suitable alternative location for the toddlers' play area given the constraints next to the existing play area but there may be objections from householders on the Barley Fields development. Initial thoughts are that the proposals for the space should be agreed along with the budget for the work. Wilcon would shape up the area and pay the Parish a sum of money for the landscaping of the space which could be carried out along with the work at the Windmill. This may include a toddlers' play area. Wilcon said they would consider how much money they would be willing to contribute to the public open space development. Hopefully the sum may be large enough to cover the construction of the play area and surrounding planting and footpaths. Woolerton Truscott suggested that this could cost about £25000.

(The site next to the tennis courts is not large enough to meet the minimum area required by the regulations. It is considered that the main facility required by the promoters of the toddlers' area is swings. There seems little point in providing a play area without swings. An alternative site needs to be found for the toddlers' play area large enough to incorporate swings. The current allocation of £6000 is totally inadequate for such a provision.)



2.2 Meeting with the Windmill Users

The main points discussed are set out here along with the discussions with the professional team:

The main hall will be closed from the beginning of April to the end of September. The club rooms, toilets and showers will be closed from the beginning of July to the end of September.

Cricket Club

The sketch of the proposed pavilion was discussed. The Cricket club felt that the access doors and storage area should be relocated to the rear of the side elevation to maintain the maximum players' area at the front of the pavilion. (Discussion with Woolerton Truscott indicates that the doors will be moved towards the rear elevation as desired. Internally there will be 10 sq.m. of storage space with internal partitions to separate storage from pavilion use. This does mean that there will be a reduced internal viewing area by one of the windows.) The Cricket Club members were also concerned about toilet facilities and power supply during the period when the building was totally closed to users from July to the end of September. (Woolerton Truscott have confirmed that the pavilion will be handed over to the Windmill Centre before the whole of the building closes down at the end of June. A power socket will be available throughout but the Club may have to run an extension lead to the pavilion as and when they need it. This will be safer and more economical than running a temporary supply to the pavilion. Toilets will be maintained using temporary "Portaloos" type facilities.)

Tennis Club

The club did not wish to have a new gate in the fence surrounding the courts. The path around the outside of the courts needs to be formalised. The area in front of the pavilion needs to be paved and to be of maximum possible area. They would like to see the pavilion moved as far back as possible. (Woolerton Truscott have confirmed that the gate will be omitted from the plans and that the existing pathway will be formalised in bituminous macadam and chippings. The area in front of the pavilion will be substantial and paved. The pavilion will be positioned as far back as possible subject to the room required for planting along the boundaries.)

Scouts and Guides etc.

The doors to the ground floor storage caused a number of concerns: There was a worry that the double doors would not be secure and it was suggested that they could be reduced to a door and a half in width. It was also suggested that the doors should be moved to the north elevation. It was explained that the proposed doors were sited in the opening of the existing windows for economy's



sake. There was a need for shelving in the storage area but given the constraints on the budget this was unlikely to be provided at this stage. The division of the storage between the clubs needed to be formalised. The soundproofing between the 1st floor and proposed committee room was discussed. The Chairman repeated that this had been eliminated from the budget.

Deddington Town Football Club

Concern was expressed about the storage of goal posts. (Woolerton Truscott will review this aspect to ensure that adequate space was provided.)

Bowls Club

Generally satisfied with the proposals.

University of the Third Age

Ground floor storage confirmed for audio equipment etc.

Badminton Club

The provision of a second court was reviewed once again. The suggestion of the club had been reviewed by the architects but the cost could not be met within the budget. It was confirmed that the existing flooring in the hall would not be replaced. The club expressed the view that the flooring was in a dangerous condition. (Woolerton Truscott have confirmed that the architects will look at the floor and give their opinion on its condition. However, the cost of replacement will not be met out of the current budget allocation.) The club asked if line markings for two courts could be provided even though they overlapped.

Nursery School

Generally satisfied with the proposals.

Youth Club

Expressed their satisfaction that the multi-use court would be provided and suggested that ducting with draw strings could be installed at this stage in case lighting could be financed at a later stage. (The provision of ducting is being included in the proposals. It is also considered that planning permission for lighting may be given in the future. It is a planning condition that the planting to the south of the court is increased to mask any future lighting.)

Deddington Players

Discussion took place on the location of the stage area. The current proposal that the stage area should be at the northern end of the hall presented problems of conflict



between access to the stage and the public entrance to the hall. If the stage area was changed to the southern end of the hall this would cause conflict with the kitchen serving area. It was pointed out that the public could access the hall on the south west elevation during staged performances at the north end. Deddington Players would review this problem and come back to the committee for further discussion. General requirements include a 60 amp power supply, wall battens for fixings around the stage area and additional seating for about 200 people. The question was raised about the conflict of other activities taking place at the same time as stage performances. It was agreed that this should be considered by the Windmill Committee. (Subsequent to the meeting, Deddington Players confirmed that they were satisfied with the northern position of the stage area and they require the provision of two 30 amp power sockets. It was confirmed by Woolerton Truscott that there would be access provided at the south west elevation into the new viewing area and hall and that the 30 amp sockets would be included in the contract.)

3 ITEMS OF SPECIFIC IMPORTANCE

3.1 Multi-Use Court

The cost of the ducts for future lighting would be about £1000.

The specification of the surfacing is:

125mm selected hardcore
25mm bituminous macadam
25mm porous bitumen material with latex additives
6mm polymeric coating in green

The size of the court will be 36m x 23m with kick out areas behind the goal positions. The ball stop fencing will carry down to ground level and will be constructed in steel mesh grid capable of rebounding balls kicked against it. The court will be marked out for football, netball, basketball, volleyball and tennis. 5-a-side goals will be provided.

3.2 Insurance of the Building

During the course of the works the Parish Council will still remain responsible for the insurance of the building and grounds. This is because the works comprise the alteration of the existing building and not new works. There may well be an increased premium applicable to the contract period. This needs to be investigated.

3.3 Contractors' Insurance

The tenderers will be required to carry £2 million public liability insurance for the duration of the works. This is necessary because of the occupation of part of the site during the contract period. This will not increase the



tender price as all of the tenderers carry this level of insurance as a matter of course.

3.4 Southern Most Boundary Fence

The existing fence is overgrown and broken down. It really needs replacement with a new post and wire fence with rabbit-proof netting to protect the new planting to the southern slope of the field. We need to find out who owns this fence and who is responsible for its maintenance.

3.5 Car Parking during the Contract Period

During the period of April to June inclusive 6 car parking places will be maintained during weekdays. From July to September inclusive no parking spaces will be available during weekdays. Throughout the period from April to September 19 car parking spaces will be available at weekends.

3.6 Notice to the Public and the Users

A standard letter has been issued to all the users and to Deddington News warning of the building operations and the period of closure etc. A copy of this letter is attached.

3.7 Local Contractors

Local contractors who have asked to be considered for the tender list have been issued with a standard letter requesting their last three years accounts, references for similar size and type of contracts and details of their public liability insurance.

3.8 Planning Permission

Full planning permission has been granted by Cherwell District Council. On-going discussions are being held about the provision of overflow car parking but this is expected to be resolved shortly.

3.9 Budget

No further refinement of the budget has been made. We will now wait for the return of the tenders to see actual costs of the elements planned. A meeting has already been set for 7 April 1993 to discuss the tenders.

4 PROGRAMME ^{10.30}

4.1 The programme is being met at the present time:

March 12	Tenders invited
April 5	Return of tenders
April 7 ⁴	Tender meeting
April 19	Contract commencement and closure of hall
July 1	Closure of remainder of building



October 1 Contract completion date

- 4.2 A word of warning should be given about the completion date. In all contracts of this nature there can be causes of delay outside of the contractor's control e.g. adverse weather conditions and changes made by the client or his representatives. This can cause the contract completion date to change as the project progresses.
- 4.3 Consideration has been given to the imposition of sectional completion dates on individual items of the facilities but this will lead to increased costs. We will consider the tenderer's programmes when the documents are returned and negotiate certain aspects before award of tender, if necessary.

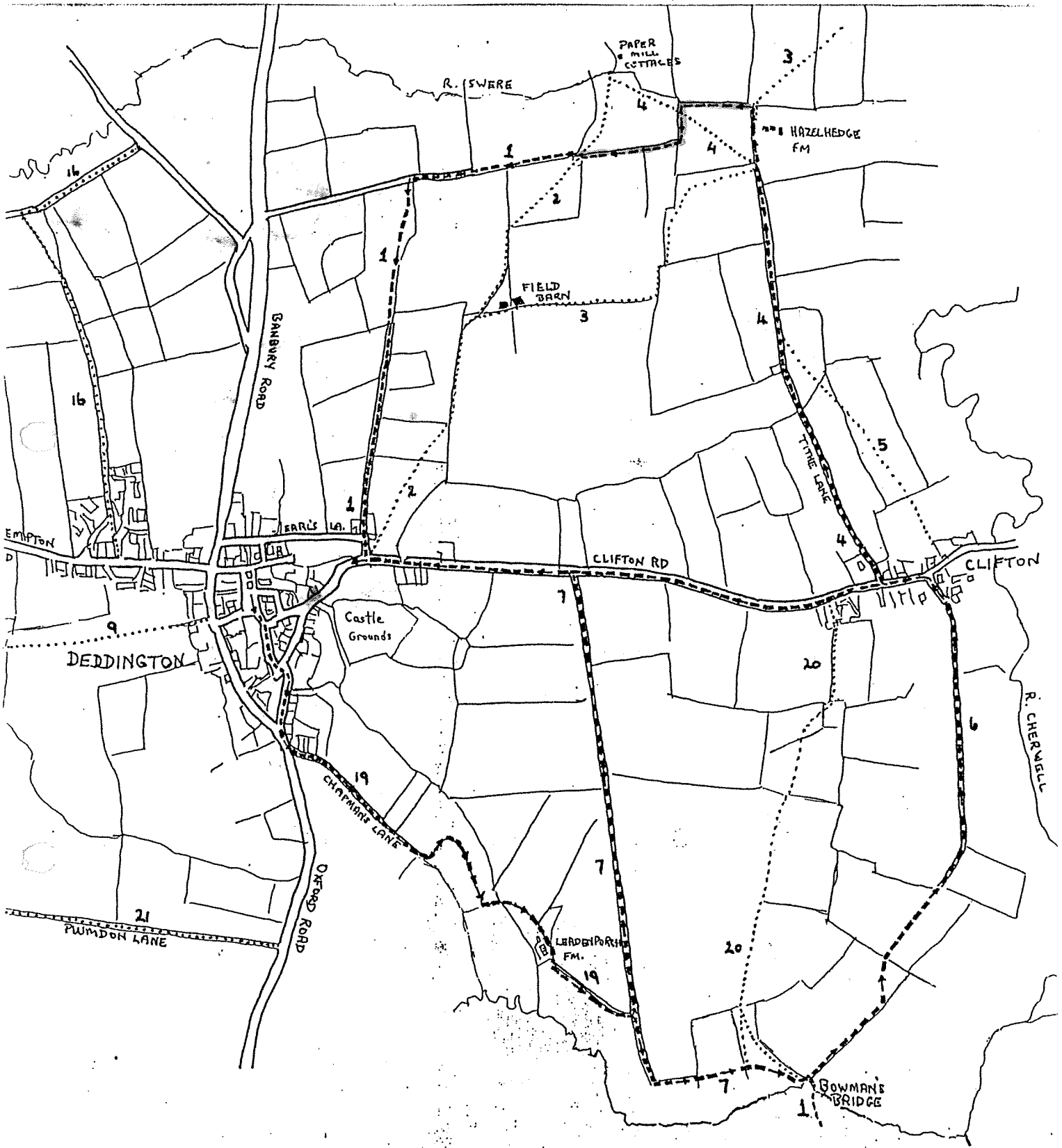
5 SUMMARY

- 5.1 The insurance of the building during the works needs to be considered and any additional premium payed.
- 5.2 We need to establish ownership of the southern most fence.
- 5.3 We need to consider the insurance of the revised building and the new pavilions.

M J O'Brien 2:3:93



OSS 478 332
OSS 483 333



M. Edley