



Attendees: Mike Oke, Matt Phillips, Bob Rudge, Andrew Smith, Jean Coker, Rich Ponsford, John Broad, Carole Hetherington, William Patience, Cllr Dan Sames.

Apologies: Rob Swan, Nick Cotter, Richard Kingshott.

1. Approval of March Minutes

The minutes from March were agreed.

John advised that he'd requested an opportunity to discuss the excessive vegetation clearance with Chris Johnson from the Town Council, but he had seemed unwilling to meet.

2. Treasurer's Update

Bank Balances at end of April 2017:

Account	No. 1	No. 2	No. 4	No. 5	No. 6	Total
April 17	1,530.85	4,948.95	0.00	23,666.79	0.00	30,146.59

Bank account balances at the end of the financial year (31st March) were £30,219.61. This figure will not be the same as the audited accounts as a) there were 4 unpaid Langford Life invoices and b) the buildings insurance due to CDC was unpaid.

Overall balances for the end of April were £30,146.59. The 4 outstanding Langford Life invoices were eventually paid after they'd all had a reminder.

Jean contacted CDC again after the last meeting about the outstanding buildings insurance and offered to pay an estimated sum before the end of March. CDC advised not to do this without an invoice in case the money wasn't credited correctly to the LVCA. A figure was stated and Jean was advised that an invoice would be received in a couple of weeks. To date no invoice has been received, so Jean will need to confirm with the Auditor the appropriate way to deal with this in last year's accounts.

Updates on regular users:

- Toddlers – There is a new lady in charge, Bob has her contact details.
- Meditation Class – The hall is booked for 6 weeks on a Thursday evening, commencing 29th June. This may convert to a permanent booking.
- Flair Dance Studio – The hall is booked for 2 hours each Tuesday from 4 – 6 starting in September & will run in conjunction with school terms. The time slot does back directly on to Beavers but Jean has underlined the fact that the hall must be free at 6. Jean also intends to advise Beavers out of courtesy.

At the last Committee meeting Jean reported that the Thames Water account had been closed in error. Everything had been reinstated and a £50 credit given because of their error. However, at the beginning of May the bank account was credited with £100 from Thames Water. It turned out the new account had also been closed due to the transfer of their Business customers to Castle Water, despite previous advice having been that the LVCA was a domestic customer. Another new account had been set up with a new payment plan, a letter of apology received, and another £50 credit. However, yet another letter has since been received confirming transfer of the account to Castle Water, despite receiving no communication from Castle Water themselves. Jean has had several discussions with Thames Water, and because of the confusion the matter has now been referred to a Tariff Enquiry Team who will reply in 6 – 8 working days. The Treasurer expressed her exasperation!



Matt suggested it would be worthwhile trying to get a current meter reading to ensure any charges during this period are accurate.

The Cubs have planted new shrubs. The committee agreed to refund the costs.

Jean asked if the LVCA is planning to apply for a grant this year. Carole to explore this with Paul Tysoe during his upcoming visit (see section 4 below).

3. New Chairs

80 of the old chairs have been sold. Jean will check if the remainder of the large chairs can be sold. The small chairs are to be kept for now.

The committee considered buying a third trolley to distribute the new chairs over three smaller stacks than the current two. There was concern that the additional trolley may impact on the space available in the proposed rearranged store room. It was agreed not to purchase another trolley, but keep this under review.

Matt has spoken to the school about borrowing additional chairs for AGMs. It was agreed in principle, pending confirmation of the AGM date.

4. CDC Visit and Hall Developments

Carole reported on a visit by Stuart Parkhurst, CDC Special Projects Manager, during which various proposals for hall development were discussed. Carole confirmed the current status of each proposal:

- Internal alterations to cupboards, including moving office door 0.5 metres: Proposals are supported by CDC, but will still require Building Control approval. Carole and Bob are developing the proposals. Carole and Mike are to hold discussions with the regular hall users about the proposed change of arrangements.
- Shed for storage of outdoor equipment: Planning permission not required, provided the shed is of a 'domestic' type and size available from garden centres. Carole has obtained quotes for 10' x 12' sheds with apex roof (£1,172 + VAT) and pent roof (£1,228 + VAT). The cost of a concrete base would need to be added to that. It was agreed to proceed with one of these options, once dimensions have been confirmed. The shed location was debated, including consideration of locations at each end of the garden, and adjacent to or remote from the hall. It was decided to proceed with a location adjacent to the hall, at the far end from Tesco.
- Replacement of flooring: This was recommended by Stuart Parkhurst. Flooring types to be considered and quotes obtained.
- Amendment of lease to reflect CDC taking ownership of the front pavement, plus amendments to railings and slope: Stuart Parkhurst and John Slack progressing this. Mike agreed to give a progress update to the lady who tripped. It was discussed that the lease is due to expire in 4 years, so should CDC consider extending the lease at the same time? To be raised with Stuart and John.
- Tesco gutter to be cleaned and re-attached: Bob liaising with the store manager to get this fixed.
- Numerous smaller maintenance activities identified, including external pipework, toilet overflow, soft/damaged doors, door fire strip, leaking urinals: These activities are being added to the quote for the storage works prepared by Mike Pearse Carpentry.
- Fixed wire electrical testing inspection, should be every 5 years: Bob is looking in to this.



- Front and rear paved areas to be jetwashed: Volunteers needed for this.

Mike Pearse has quoted for the doors (approx. £2,000) and storage re-modelling (approx. £6,000) plus surveys, preparation of plans and applications (£950). Given the size of the expenditure, it was agreed that at least 2 more quotes should be obtained.

Carole and Bob were thanked for the stunning progress they have made.

The proposed Defibrillator was discussed with Stuart. He supported the proposal, but formal approval is still required. Options for location have been considered, and a site chosen to the left of the main door. Dan and Matt advised the committee that the school PTA is seeking funding from South Central Ambulance Service to have a defibrillator installed at the school. However, funding wouldn't be available if there was already a defibrillator in Langford village. There are pros and cons to each location, but the committee was concerned that stopping the hall proposal in favour of the school proposal risked causing further delay. Dan agreed to give the PTA until 12th June to firm up plans. If this confirmation was not forthcoming, the committee would proceed with the hall proposal.

Paul Tysoe (Community Development Partner – Voluntary Sector Community Services CDC) has taken over from Vickie Zielinski. He has made contact and would like to come and meet representatives of the LVCA to look at which groups use the hall and get to know the hall and the committee. Meeting has been arranged for 12th June.

5. Highways and Development

John advised that the Gavray Drive West legal case has finished, and the Planning Committee was due to consider the application on Thursday 18th May. John and other objectors to attend, and are encouraging the committee to reject the application in favour of a masterplan for the whole of the Bicester 13 (Gavray Drive) site, including a management policy for the Conservation Target Area (CTA) and the Local Wildlife Site (LWS).

Bicester 12 (Wretchwick Green) has received an objection from the Environment Agency regarding construction on the flood plain.

Three routes are under consideration for the Oxford-Cambridge highways: North of Bicester; South of Bicester; and closer to Aylesbury.

Andrew advised that the next round of consultation for East-West Rail Phase 2 is imminent.

Dan understands that there will soon be a private council meeting regarding proposals for the London Road Level Crossing. Dan to feed back what information he can.

The Town Council has received a quote of £10,000 to install wooden bollards along Mallards Way. The County Council is keen to see the impact of the yellow lines (due to be painted in July) before committing to any of the physical barrier options.

6. Thames Valley Police Community Resilience Group

The committee has been contacted by Sergeant Kerry O'Leary, who will be Neighbourhood Sergeant for Bicester and Bicester Rural from 1st June. Kerry is intending to set up a Community Resilience Group to meet every 3 months to discuss policing priorities. Mike to invite Kerry to the June meeting for an introduction.

7. Review of Initiatives

See table at the end of these minutes for a summary.



8. AOB

William Patience requested an update on his concerns about Royal Mail collections, whereby each postbox on Peregrine Way is emptied only once a day. After Mike had written to the local sorting office twice and received no reply, Dan had written to Royal Mail head office. A response had recently been received, rejecting the request for two collections a day because the postboxes were considered low-use. Unfortunately, there is little more that the LVCA can do on this matter.

William also asked if bus shelters could be installed on Peregrine Way. Dan to raise this with OCC.

There has been much discussion about the painting of the blue line for the 5km fitness route around Langford. Rich has been in contact with Dale Hoyland of CDC about the lack of consultation about the appearance of the markings and how this could have been executed better. Dale has been invited to the June meeting for a discussion on this. Rich will collate thoughts on the key points of discussion for this meeting.

Dates for the 2017 AGM were considered, with the two main options being 14th or 21st September. Committee to review availability and decide on a date by the next meeting.

Date of next Meeting – Monday 19th June 2017 at 8.15pm at the hall



Initiative	Lead	Supports	Status
Hall Improvements			
Additional Chairs – due to shortage at last 2 AGMs	Mike Oke	Jean Coker Matt Phillips	80 new chairs acquired. Old chairs being sold. Agreement in principle made with school to borrow additional chairs for AGM.
Whiteboard	Matt Phillips		On hold pending storage rearrangement.
Cycle racks	Rich Ponsford	Matt Phillips	
Smart Meters/Smart Thermostats	TBC		SSE / British Gas will contact committee if/when we're eligible for Smart Meters.
<u>Outside Storage</u> Replacement shed	Carole Hetherington	Bob Rudge Rob Swan	
Consideration to fencing off side of hall.	Matt Phillips		
<u>Inside storage</u> Extension / Remodel internal space	Bob Rudge Carole Hetherington	Matt Phillips	
Refresh fire risk assessment	Matt Phillips		Matt to consider a fire brigade inspection
Replacement flooring	TBC		
LVCA outside communications			
Langford Life magazine	Steve Clack	Mike Oke Rich Ponsford Andrew Smith Matt Phillips	
Enhanced Langford Life website	Tim Moore	Bob Rudge	
LVCA Branding	Matt Phillips	Rich Ponsford Tim Moore Bob Rudge Andrew Smith	
Constitution	Matt Phillips		Matt to propose amendments
Trustees	TBC		
Langford and Surrounding Environment			
Highways and Development	Carole Hetherington	Richard Kingshott	
Protection of Gavray Local Wildlife Site and Conservation Target Area	John Broad		
Re-use of underpass beneath A41	Rich Ponsford	Matt Phillips Richard Kingshott	
Litter picking	Dan Sames		May 2017
Combatting football pitch vandalism	TBC		Report any damage to Chris Johnson?
Cleaning/repairing street name	TBC		Sign audit complete for old



Initiative	Lead	Supports	Status
signs			Langford. Can extend to new Langford.
Lake maintenance	TBC		
Litter bins: More and better placed	TBC		
Promoting Community			
Street Parties	TBC		
Community events promoting links between Old and New Langford	TBC		
Multi-cultural event to promote links with minority groups	TBC		
Welcome packs for new residents	Mike Oke		