



**Attendees:** Mike Oke, Matt Phillips, Andrew Smith, Richard Kingshott, Rich Ponsford, John Broad, William Patience.

**Apologies:** Bob Rudge, Rob Swan, Cllr Dan Sames, Carole Hetherington, Jean Coker, Ted Kingston.

**Guests:** Dale Hoyland and Rosie Rowe of Cherwell District Council (attended for item 1 below).

## 1. 5km Health Route – Lessons Learnt

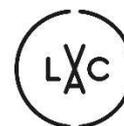
Richard Kingshott and Rich Ponsford presented reports they had prepared about the functionality and visual aspects of the markings that have been used to indicate the 5km Health Route through Langford. It was hoped that CDC could learn from the points raised when implementing two further health routes around Bicester.

Richard Kingshott's report highlighted that the route has:

- compromised the legality of many of the links
- affected unadopted highway
- been laid along routes about to be widened, leading to loss of the new markings
- directed users along a potentially unsafe environment (for example, the promotional material seemed to encourage cycling along routes that are not designated for cyclists)
- created environmental visual intrusion
- exposed the Council to additional expense with either future maintenance costs or possible remedial works.

Richard's recommendations include:

- The need for an agreed Policy Document ratified by Oxfordshire County Council regarding how such schemes should proceed.
- Improved community consultation regarding not only the route itself, but how it is to be signed.
- Greater consideration of the sensitivity of the environment through which a proposed scheme passes.
- The colour choice should not lie with the promoting body. Private signs are not permitted on the highway, therefore nor should "private" markings.
- The Oxfordshire Association for the Blind should be consulted on the most appropriate form of markings and signage.
- The Traffic Regulation Order Team should be involved regarding any potential conflict with line markings on cycleway and footway routes.
- Private utility companies, OCC Transport Planners and OCC Road Maintenance Team should be consulted regarding any works planned in the immediate future which could affect a proposed Health Walk scheme.
- Regular safety checks need to be carried out along the route. As this is a Council approved route, there is an additional liability to provide a safe and secure route. Bushes and overhanging branches need to be cleared away.



- Explanation boards need to be erected and maintained along the route.

Rich Ponsford's report highlighted:

- Inconsistency and poor quality of the markings.
- Potential confusion with other local routes, e.g. Parkrun and National Cycle Network.
- Impact on residents where the route passes close to their homes.
- The visual intrusion of the line markings, which could have been avoided with alternative waymarking, such as discrete symbols, signs or posts at key junctions/decision points.
- The opportunity to create a Health Route app to help promote the scheme.

In response, Dale and Rosie thanked Richard and Rich for the time, effort and energy they had put in to producing the reports. They couldn't respond to everything in detail immediately, but will take expert advice on each point and respond in writing. They were asked to respond before the next meeting on 17<sup>th</sup> July. On some of the points raised, either in the reports or in discussion:

- There is a communication link in place by which OCC would inform CDC of any proposed works along the route, so that they are aware of any need to re-paint the line.
- The OCC Highways Records Team was consulted and unadopted links and footways identified.
- There is no specific plan to re-paint the line after a defined interval.
- Two counters are now in place to count the number of people using the route. Unfortunately, these were not established before the route was marked, so it is not possible to compare current usage to a previous baseline. Counters are now being set up in advance of the other two planned routes, to address this issue.
- The other two routes are Bicester East (Glory Farm and Southwold) and Bicester West (Bure Park and King's Meadow). The total planned budget for implementation of all three routes was £20,000.

Rosie also mentioned that CDC is considering introducing outdoor gym equipment to Langford park, and welcomed LVCA feedback on this idea.

## 2. Approval of May Minutes

The minutes from May were agreed.

William requested an update on the two points he'd raised at the previous meeting: Letter from the Royal Mail regarding collections; and bus shelters. Mike to request an update from Dan.

## 3. Treasurer's Update

Bank Balances at end of May 2017:

Account	No. 1	No. 2	No. 4	No. 5	No. 6	Total
May 17	1,530.85	6,103.84	0.00	23,667.73	0.00	31,302.42

In Jean's absence, the Treasurer's report was read by Matt.



The overall balance saw a significant increase on April. One regular hirer was overdue & had to be contacted but the invoice was paid the following week.

There have been several enquiries for new sessions, some of which have not been possible to accommodate. However in addition to a new Tuesday dance class previously mentioned there is the possibility of a Zumba class each Thursday lunch time. A single session has been booked for September with the hope of a permanent booking starting in October.

The invoice for last year's buildings insurance finally arrived from CDC & has been paid.

Castle Water have now formally taken over the water account. There was a delay transferring the direct debit from Thames Water, so Jean made an initial £50 payment to Castle Water via online banking. Bob and Jean have tried to find the location of the water meter without success. Castle Water has been asked to provide information as to its siting but so far no reply has been received.

The 1 year fixed price contract expires at the beginning of August and, following correspondence from British Gas, a new 1 year contract has been set up at preferential rates which should maintain, if not further reduce, the bills. It was not possible to combine Gas & Electric bills as the electricity contract does not expire until 2018.

The remaining old chairs have been advertised on Bicester Bargains as before & a few have been taken, with another sale pending.

#### **4. Hall Developments**

Mike read a report that Carole had prepared for the meeting.

Three quotes have now been received for the internal storage alterations, including management of plans and building regulations. Mike Pearse's is the best price and the LVCA knows him and his work. The committee unanimously approved the use of Mike Pearse for this work, with the intent to commence the work in early August. The three quotes were:

Mike Pearse: £5935

B&R Developments: £9240

CMC Office Ltd: £8874

All quotes are inclusive of VAT

All regular users who use the storage space have been seen except Beavers and all have been supportive of the alterations. All have agreed to sort out the current space and reduce the amount they have. Mike to see Beavers soon after the meeting.

Mike also advised that there is a plan to reduce the number of large tables from 12 to 8, and the small tables from 12 to 6.

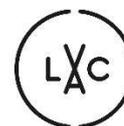
Three quotes have now been received for replacement of the toilet and kitchen doors. Again, the committee unanimously approved Mike Pearse's quote. The three quotes were:

Mike Pearse: £1790

B&R Developments: £2184

CMC Office Ltd: £2520

All quotes are inclusive of VAT



It was recommended that the LVCA should seek evidence of Mike Pearse's public liability insurance prior to the works.

A quote of £594 (inc VAT) has been received from LKT Electrical Services to undertake the Electrical Installation Condition Report, which is an urgent necessity. The work was approved unanimously.

Carole and Bob have written agreement from CDC to erect a 12'x10' shed with a Pent roof at the back of the garden in the far left hand corner. The cost of this is £1786 including 2no 3ft doors and installation, plus £1080 for a slab base, plus about £500 for a path to the shed. The committee considered that the proposed location was not preferred, as it would mean a loss of usable play space. Instead, Carole and Bob were to be asked to revert to a position alongside the hall.

Matt advised that the school is no longer intending to obtain a defibrillator. The committee agreed to proceed with the defibrillator on the hall. Carole, Bob and Mike to advise next steps.

After the events at Grenfell Tower, there was renewed consideration of introducing a fire detection/fire alarm system. Matt advised that there is a broad range of options, some of which may be unnecessarily complicated for the type of building. Matt agreed to seek professional advice, such as the Oxfordshire Fire & Rescue Service.

Further work on the hall flooring and the kitchen is deferred until later in the year.

Carole recommends a concerted campaign to approach local businesses and organisations for grants. Carole is to meet John Hayes of the Oxford Community & Voluntary Action (OCVA) to explore avenues for this. Rob has separately offered support in this effort.

## **5. Highways and Development**

John updated the committee on the Gavray Drive development. At the Planning Committee meeting on 18<sup>th</sup> May, Gallagher's original application was deferred so that they could produce a management plan for the Conservation Target Area (CTA) and Local Wildlife Site (LWS). Gallagher refused, and the issue went back for determination on 15<sup>th</sup> June. John reported that Dan did an excellent job stating the case against the application, and a motion was passed to reject it. Gallagher's were told to come back with a proposal for the whole site, including an Environmental Management Plan. Gallagher are likely to appeal.

Andrew advised that the next round of East-West Rail Consultations is planned for:

10<sup>th</sup> July – John Paul II Centre

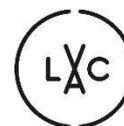
13<sup>th</sup> July – Launton Sports and Social Club

## **6. School Lollipop Crossing**

The LVCA has recently learned that the council does not intend to continue funding for the lollipop crossing when the current lollipop lady goes on maternity leave. A council survey has apparently determined that the site does not meet the necessary criteria. Dan is investigating and trying to arrange a further survey.

Matt pointed out that the road is supposed to be resurfaced soon, and questioned whether the opportunity could be taken to extend the zig-zags to improve the parking situation and therefore visibility. This may help mitigate the loss of a lollipop crossing. Richard raised that Redrow Waites were considering introducing a zebra crossing here as part of the plan to provide a pedestrian link from Wretchwick Green to the town.

Matt to check what action the school PTA is taking in this issue.



**7. Thames Valley Police Community Resilience Group**

First meeting of this group is scheduled for 13<sup>th</sup> July.

**8. Oxford Community & Voluntary Action (OCVA) / Community First Event**

This event is scheduled for 4<sup>th</sup> July

**9. Review of Initiatives**

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

**10. AOB**

AGM date confirmed as 14<sup>th</sup> September. Matt to confirm date to school so that spare chairs can be made available. Ted and Mya will provide refreshments.

Date of next Meeting – Monday 17<sup>th</sup> July 2017 at 8.15pm at the hall