



Drayton Parish Council

www.DraytonPC.org

Projects Board Committee Minutes

held on Monday 20th August 2018 at 7:30pm
in the Village Hall, Lockway, OX144LG



Present: Richard Wade (Chairperson), Pat Athawes, Andrew Bax, Colin Arnold, Graham Webb.

Not Present: Janet Manning, Tamsin Meredith, Richard Williams.

In attendance: Christopher Price (Deputy Clerk and Meeting Administrator), Nigel Porter (Director (Technical)).

Public: 2 members of the public were present.

[Deputy Clerk's note: There was no Projects Board Committee meeting in July.]

28/2018 Apologies for Absence. Janet Manning, Tamsin Meredith, Richard Williams.

29/2018 Declarations of Interest, Dispensations and Use of Delegated Powers. None.

30/2018 Public Participation.

(a) Sign at the entrance to the Golf Club. A parishioner reported that a sign advertising golfing at the entrance to the golf club is obstructing the view of approaching cars.

ACTION: Deputy Clerk to photograph and report.

(b) Allotments. A parishioner reminded the Projects Board Committee of their obligations and powers to provide more allotments as there is expected to be a shortage due to additional residents moving to the village. The 3 new development sites all potentially have suitable areas of land that would avoid the need to spend money on land purchase. It was **noted** that the Parish Council will be receiving in the order of £30,000.00 from S106 monies and is obliged to spend it on allotment provision.

ACTION: Deputy Clerk to add item to the Parish Council agenda with a view to instruct the Clerk to send a solicitor's letter to landowners requesting land for allotments.

31/2018 Minutes of the Previous Parish Council Projects Board Committee Meeting.

Proposed: Pat Athawes

Seconded: Colin Arnold

Resolved: Unanimously

32/2018 OCC Councillor Priority Fund. It was **noted** that in February 2018, OCC agreed to set aside £945,000.00 in 2018/19 and 2019/20 for a Councillor Priority Fund and Richard Webber has about £8,000.00 allocated for Drayton. An electric car charging point on the village green was suggested.

ACTION: Richard Wade and Graham Webb to compile a list of footpaths / cycle paths / bridleways requiring improvement.

33/2018 Various Matters.

(a) Support for the Projects Board. It was **noted** that a Project Manager is needed to chase developers to ensure they fulfil their obligations under the terms of their planning permission, and possibly prepare agendas, take minutes and publicise latest news. It was **noted** that another public meeting may be needed to update local residents. It was **noted** that another meeting with Miller Homes is needed and that Miller Homes needs to include the Parish Council in any correspondence between them and the new Walnut Meadow residents. [Matter continued under item 36/2018 Project Manager.]

(b) Football Club. It was **noted** that Drayton Football Club will not commit to moving to the new sports pavilion. It was **noted** that a specification of opportunity needs to be sent to surrounding football clubs.

(c) Options analysis for the Pavilion Governance (in the light of the VAT advice and associated comments that we received). It was **noted** that Lorraine Watling (Parish Clerk and Responsible Financial Officer) needs to attend Projects Board meetings to discuss matters such as this.

34/2018 Oxfordshire Playing Fields Association (OPFA). It was **noted** that on 11th June 2018 there was a meeting between the Parish Council and OPFA to discuss the Project Management requirements for the

Drayton2020 projects and whether they might be able to help with this. In the Clerk's absence it was not possible to discuss this matter further.

35/2018 Community First Oxfordshire to advise on the Village Hall refurbishment. It was not possible to discuss this matter further in the absence of the Clerk and Tasmin Meredith (Village Hall Management Committee member).

36/2018 Project Manager. [This matter had been discussed earlier in the meeting under 33/2018 Various Matters. (a) Support for the Projects Board.] It was **noted** that the frequency of the meetings between Miller Homes and the Parish Council needs to be increased to bi weekly or even weekly.

ACTION: Lorraine Watling to try to arrange bi weekly or even weekly meetings between Miller Homes and the Parish Council. Richard Wade to collate a list of jobs and roles for the Projects Manager.

37/2018 Walnut Meadow Drainage. Nigel Porter provided a detailed specification for the drainage contract for the playing fields at Walnut Meadow. It was **noted** that we need to check with Miller Homes that the buried concrete has been removed from the drainage channels and that the football pitches will still fit on the sports field.

38/2018 S106 payments. In the Clerk's absence it was not possible to discuss this matter further.

39/2018 Date of the next Meeting. 17th September 2018 at 7:30pm in the Village Hall.

The Chairman declared the meeting closed at 9:10pm.

Signed:

Date: 17rd September 2018

Name: Richard Wade

Appendix A
Action Check List

Sign at the entrance to the Golf Club. Deputy Clerk to photograph and report.

Allotments. Deputy Clerk to add item to the Parish Council agenda with a view to instruct the Clerk to send a solicitor's letter to landowners requesting land for allotments.

OCC Councillor Priority Fund. Richard Wade and Graham Webb to compile a list of footpaths / cycle paths / bridleways requiring improvement.

Project Manager. Lorraine Watling to try to arrange bi weekly or even weekly meetings between Miller Homes and the Parish Council. Richard Wade to collate a list of jobs and roles for the Projects Manager.