

# Maintenance Report

October 2021

## Grass Cutting

Grass cutting has continued on a regular basis through the season. Areas identified for 'wilding' have been cut and the arisings collected.

## Cuttle Brook and Ham Wood

Within Cuttle Brook the ditches and stream continue to be checked and cleared of debris following any flood alerts that are issued by the Environment Agency. The meadow areas were cut for hay in August by a specialist agricultural contractor.

The Maintenance Team have cleared vegetation through Cuttle Brook near Oxford Road bridge in accordance with the training received from the Environment Agency. This also involved clearing debris from banks of the Cuttle Brook.

A felling licence has been granted by the Forestry Commission giving consent for thinning, coppicing, felling and restocking in areas identified within Cuttle Brook and Ham Wood. The first priority being ash trees with dieback in Cox's Wood.

## Litter Picking

During the summer months litter picking has been undertaken seven days per week at Southern Road Recreation Ground, Elms Park, Queen Elizabeth Circle, Skate Park and the Memorial Gardens. Weekend litter picking will cease at the end of October at these sites.

## Summer / Winter Planting

The summer hanging baskets have now been removed and replaced with winter baskets. The summer bedding is due to be removed and replaced by winter bedding by the end of October.

## Southern Road Recreation Ground

A faulty lamp in the car park has been repaired.

## Memorial Gardens

Replacement trellis has been installed. The gardens continue to be a popular place for people to sit, meet with friends, etc. The summer bedding in the gardens has received a number of compliments.

## St Mary's Church

The Maintenance Team continue to cut the grass on a regular basis and in line with the specification for maintenance of the churchyard.

An application has been submitted to South Oxfordshire District Council seeking approval to pollard the lime trees and for various work to several trees within the churchyard. The Maintenance Team will assist with the church yard tidy up day at the end of November.

## Barns Centre

Regular grass cut. A section of hedge which forms the boundary between the Barns Centre and the churchyard has been removed. Replacement hedging will be planted in 2022.

## **Museum**

Work on refurbishment of the glass lantern / roof has commenced.

## **Town Hall**

A replacement water heater was fitted in the gentlemen's toilets. Gutters and downpipes have been cleared and checked. Work to replace a loose tile on the Town Hall roof will take place as soon as practically possible.

## **Tree Works**

The Maintenance Team have removed deadwood from Norway Maple trees in Southern Road Recreation Ground and cut ivy at base of Hawthorn tree in Brookside.

The Council's arboricultural contractor has undertaken the following tree works:

- Deadwood removed from two trees in SRRG, parallel to Moreton Lane
- Reduction to large spreading crown on Ash tree in Churchill Play Area
- Removal of deadwood from Horse Chestnut tree in Youens Drive
- Crown raise overhanging Ash trees to SODC spec on Aylesbury Road boundary with the cricket club
- Prune back over extended lateral branches and cut back overhang to tree in QEC.

## **Christmas Lights**

The OCC licence for this season's festive decorations has been granted. Under the Highways Act 1980 section 178, licence information is required to be submitted to OCC detailing locations of lights, insurance details and installation contractor details. The unmetered supply agreement with UK Power Networks for the use of the electricity has been received. The 28ft Christmas tree has been ordered.

## **September Fair**

The Maintenance Team completed a number of operational tasks for the September Fair. As previous years, all car park signage, floral standards and traffic island bollards were removed. Road closure signage and cones put out in a timely manner to warn residents and visitors about vehicle restrictions and additional refuse bins placed within the Upper and Lower High Street to cater for the increase in litter during this period. Equipment was also supplied to the OX9ers for the public car parking at Southern Road Recreation Ground.

## **Event Support**

The Maintenance Team have provided assistance with operations for the following events:

- Tuesday Market (extra equipment to allow the Market to operate safely during the pandemic).
- 11-12 October - Charter Fair
- 8-9 October – French Market.

## **COVID-19**

Working arrangements continue to be regularly reviewed in line with the Town Council's COVID Risk Assessment and Disaster Recovery Plan.

Appropriate signage is displayed in play areas and the skate park and continues to be regularly reviewed.

### **Maintenance Team**

Three members of the Maintenance Team and the Asset Manager attended a day course on play equipment inspection facilitated by RoSPA.

### **Health and Safety**

Health & Safety inspection took place on 3 August 2021 at the Town Hall and Depot, no areas of concern were raised.