

Maintenance Report

Grass Cutting

Grass cutting has continued on a regular basis except during July and August when, due to staff shortages and planned annual leave, some areas were not cut as regularly as usual. Areas identified for 'wilding' have been cut and arisings collected.

Cuttle Brook and Ham Wood

The meadow areas were cut for hay in August by a specialist agricultural contractor. Footpaths are cut regularly through the nature reserve and woodland. Within Cuttle Brook the ditches and stream continue to be checked and cleared of debris.

The Maintenance Team continues to empty the waste bins, to assist the Cuttle Brook Volunteers (CBV) on the weeks when the CBV working party does not meet.

Five metal fence panels, left by a contractor within Cuttle Brook have been removed by CBVs and disposed of by the Town Council.

A willow tree which fell across the path in July during high winds has been cut into logs and stacked around the reserve. Planned work to pollard a goat willow tree along Spring Path was completed in September.

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 towards the end of October at these sites.

Summer / Winter Planting

The summer hanging baskets have been removed and winter floral baskets are due to be installed in by the end of October. Winter bedding has been planted at the Memorial Gardens, Elms Park and the town entrances.

The Moats

A member of the Maintenance Team was badly stung after disturbing a wasp nest whilst strimming. The area was cordoned off and the nest dealt with by a pest control contractor.

St Mary's Church

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

The Maintenance Team will assist with the churchyard tidy up day on 14 December.

Barns Centre

The grass square continues to be cut on a regular basis. The Maintenance Team cut the hedge which borders the grassed area and the car park.

Play Areas

Graffiti has been removed from Megan's bench in Southern Road Recreation Ground and from the noticeboard in Churchill Crescent play area. Graffiti on the path through Lenthall Green has also been removed.

Patch repairs have been carried out to the basketball surface in Churchill Crescent.

Museum

A contractor undertook work to parts of the guttering to prevent rainwater from seeping down the exterior walls. Following ingress of rainwater into the main exhibition area a contractor has been on the roof and filled some small gaps that have appeared between the glass and lantern frame.

Town Hall

The second of two annual visits to service the automatic door on the main entrance to the Information Centre took place in October.

Bunting around the town hall was removed at the same time as removal of the floral baskets.

Christmas Lights

The Oxfordshire County Council (OCC) licence for this season's festive decorations has been submitted. 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 submitted.

An employee from ASM, together with the Communications & Events Officer, and the Maintenance Supervisor visited the Tree Barn at Christmas Common on 11 October to choose the town Christmas Tree.

September Fair

The Maintenance Team completed several 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 Rotary Club for the public car parking at Southern Road Recreation Ground.

Play Areas and Skate Parks

The annual RoSPA play area and skate park safety inspections have been ordered and will be completed during November.

Event Support

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

- Tuesday Market (traffic cones and signage)
- 21-23 September Fair
- 6-8 October – French Market
- 13-14 October - Charter Fair
- 17-21 October – Art Crawl
- Christmas Light Installation to trees in Upper High Street Car Park
- OCC pothole work in the Upper High Street Car Park
- 27-28 October Autumn Market

Street Furniture / Bus Shelters

Several pieces of damaged Perspex have been removed from the bus shelter opposite Lord Williams's Upper School on Oxford Road. Replacements will be ordered.

Depot

A Health and Safety Audit took place on 14 August 2023. The Report identified an overall audit score of 96.9% (219 of a possible 226). Work identified in the Action Plan is being undertaken with the aim to be completed by 6 November 2023.