

**Present:** Councillor David Newland (Chair), Councillor Amanda Taylor (Vice-Chair),  
Councillors Aamir Bhatti and Joanne Dooley.

**Officers:** Lesley Sung (Council Manager) and Lesley Davies (Operations Officer)

**OC069 APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors Adam Chapman-Ballard and Tate Chapman-Ballard.

**Resolved Unanimously:** That the apologies be accepted.

**OC070 DECLARATIONS OF INTEREST**

None

**OC071 MINUTES**

**Resolved Unanimously:**

That the minutes of the Ordinary meeting of the Operations Committee held on 11 January 2022, be approved, and signed by the Chair as a correct record of the proceedings.

**OC072 OPERATIONS OFFICER'S REPORT**

The Council Manager updated the Committee on the outcome of general discussions about the current contract and the plans the Council may have regarding future contracts and whether the Council is likely to separate and merge the maintenance contracts for Browns Wood and Walnut Tree playing fields.

**Resolved Unanimously:**

1. That future maintenance contracts for Council owned property and land be discussed at the next Operations Committee.
2. That the Operations Officer's report be accepted.

**OC073 COMMUNITY WARDEN'S ACTIVITY REPORT**

The Operations Officer reported on the variety of tasks carried out by the Community Warden during January 2021. She reported that the warden had played an active role at the 'Have Your Say' meeting that took place at Walnut Tree Pavilion on the 24 January 2022. She added that the Warden had completed an Emergency First Aid at Work Course.

**Resolved Unanimously:** That the Committee acknowledged and wished to thank the Community Warden for his enthusiasm and commitment in completing his daily tasks in helping to improve our area for the benefit of our residents.

**OC074 ALLOTMENT REPORT**

The Operations Officer updated the Committee on the status of the four allotments sites within the Parish. There is currently 29 residents on the waiting list with one plot becoming available from March. The Community Warden will be arranging an allotment viewing for the available plot.

The Operations Officer informed the Committee of work required on the field hedge that runs alongside maisonettes 28 -34 at Bergamot Gardens. The work was not part of the allotment maintenance contract and three quotes will be obtained to undertake this necessary work. She added that work was required on the entrance gate at Bergamot Gardens as the gate was no longer operating efficiently. The cost to repair to the gate would be £160 + vat.

**Resolved Unanimously:**

1. That the Operations Officer's update be noted.
2. That the cost to complete the work on the field hedge at Bergamot Gardens Allotment Site could be agreed under the Council's adopted Scheme of Delegated Authority, to enable work to be completed before the start of the bird nesting season.
3. That the cost of works to the field hedge at Bergamot Gardens be comes from Landscaping Contingency budget.
3. That the cost to repair the entrance gate at Bergamot Gardens be approved and the monies to come from the Allotment Maintenance budget.

**OC075 BROWNS WOOD SPORTS GROUND - MAINTENANCE**

The Operations Officer updated the Committee on the general maintenance of the site. She informed the Committee that the Traverse Forest and Racing Trail agility equipment had now been installed.

**Resolved Unanimously:** That the Browns Wood Sports Ground maintenance update be noted.

**OC076 WALNUT TREE PAVILION AND SPORTS GROUND**

The Operations Officer reported that hirers of the Walnut Tree Sports Ground had remarked on the improvement of the pitches following the additional landscape maintenance works that had been taking place weekly by the Council's maintenance contractor.

The Operations Officer informed the Committee that 16 wooden bollards would be required to prevent unauthorised access around the Sports Ground at a cost of £52 per bollard: a total cost of £832. She had also identified the need for a further collapsible metal bollard at a cost of £180.

The Committee considered a request to jet wash the paving slabs surrounding the pavilion, at a cost of £250 + vat.

**Resolved Unanimously:**

1. That the Operations Officer's update regarding the activity at the Sports Ground and Pavilion during January be noted.
2. That the installation of 16 wooden bollards to prevent unauthorised access around the Walnut Tree Sports Ground be agreed at a cost of £832, to be forward funded until the receipt of s.106 monies.
3. That the jet washing of the paving slabs that surround Walnut Tree Pavilion be agreed at a cost of £250 + vat, to be funded from Walnut Tree maintenance reserves.

**OC077 WALNUT TREE PAVILION – TERMS OF HIRE**

The Committee was asked to consider version 4 of the Walnut Tree Pavilion and Sports Ground draft terms and cost of hire.

The Operations Officer reported that she had received queries about the hire of the pavilion and requested that the Committee considers a cost of hire in its current state, until the terms of hire had been finalised.

**Resolved Unanimously:**

1. That the provisional terms of hire for the football pitches, cricket pitch and pavilion be agreed, as amended and that the terms be reviewed further at the next meeting of the Committee.
2. That the temporary cost of hiring the pavilion, until the terms and cost of hire has been finalised, be set at £15 per hour.

**OC078 HAVE YOUR SAY MEETING**

The Operations Officer reported on the issues raised by residents at the Have Your Say meeting that took place on 24 January at Walnut Tree Pavilion. The meeting was attended by 12 members of the public, a representative from the Thames Valley Police, representatives from Walton Community Council and Ward Councillor Vanessa McPake.

**Resolved Unanimously:** That the report be noted.

**OC079 SOCIAL MEDIA POLICY**

The Committee was invited to comment on a draft Social Media Policy and to make recommendations to Full Council for final approval.

**Resolved Unanimously:** That the draft Social Media Policy, as amended, be submitted to Full Council for final approval.

**OC080 IT PRICE INCREASE**

The Committee was informed of the new Microsoft 365 licence costs that will occur in March 2022. Taking out a new 12-month IT Support contract with the

**MINUTES OF OPERATIONS COMMITTEE MEETING**  
held on 8 February at 7pm in  
The Atrium, MK Snap Building, Bourton Low, Walnut Tree,  
MK7 7DE

Council current IT Support contractor, Cloudy IT Group would fix prices at a slightly reduced rate.

The Committee considered three options:

- To keep the current contract
- Sign a new 12-month contract with Cloudy IT Group, retaining the current licenses, fixing the prices at a lower cost.
- Sign a new 12-month contract, upgrading current staff licenses to Business Premium Licences which would enhance cyber threat protection and device management capabilities

**Resolved Unanimously:**

1. That the Microsoft 365 licence costs be accepted
2. That a new 12-month contract is signed with Cloudy IT Group to upgrade staff licenses to Business Premium Licences at a cost of £234.20 per month, the increase from £211.40 per month to come from the Council's IT support budget.

**OC081 OPERATIONS COMMITTEE BUDGET**

The Committee reviewed the Operations Budget for 2021/2022.

**Resolved Unanimously:** That the Operations budget for 2021/2022 be accepted.

**The meeting ended at 9:30pm**

**Signed:**

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**Chairman**

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**Date**