

## **CHALGROVE PARISH COUNCIL**

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 2<sup>nd</sup> April 2026.**

**Present:** Cllr. P. Waters, Chair                      Cllr. A. Charman  
              Cllr. J. Russell, Vice-Chair                Cllr. A. Kolade  
              Cllr. A. Pritchard                                Cllr. T. Custance  
              Cllr. A. Dudley

**Apologies Accepted:** Cllrs. Turner, Ziemelis, Nixey & Winnard

**Not present:** n/a

**Members of the public:** 1

369. The minutes of the meeting held 5<sup>th</sup> March were approved and then signed by the Chair; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.

<p><b>PUBLIC SESSION:</b></p> <p>370. A member of the public, representing the Chalgrove Volunteer Group, requested an update on the proposed planting of Oak trees to commemorate VE &amp; VJ Days. It was noted that there had been difficulty finding a suitable contractor, but one had been found and a site visit would take place in the coming weeks.</p> <p>371. The member of public spoke about the proposed planting of cherry trees and clarified that they would like them to be planted on the 'Top Rec'. The Parish Council are to seek quotations.</p> <p>372. The member of public spoke about the proposed planting of alders on Janes' Meadow. It was noted that the proposed planting site was an access route to a landowner's piece of land. The Parish Council agreed that a site meeting would take place to ascertain where and if the planting could take place.</p> <p>373. The member of public, representing SHIELD, spoke of the Planning Inspectorate's decision to allow Gladman's appeal, allowing a further 160 homes to be developed adjacent to Chalgrove Meadow, and thanked Cllr. Russell for her commitment and work throughout the appeal.</p> <p><b>MATTERS ARISING:</b></p> <p>374. VANDALISM &amp; ASB: <u>Graffiti</u> (a) Work continues to remove graffiti from the High Street bus stops (Crown and Parsnips Close), the youth Centre, the concrete standing adjacent to the MUGA, and a tree adjacent to the MUGA.</p> <p>375. PARKING ISSUES &amp; SPEED REDUCTION MEASURES: <u>Additional SID Pole on High Street</u> (a) Following a site-meeting with Jon Beale, Oxfordshire County Council, associated speed survey results, and a quotation for a SID pole in location 1 (primary school), the Parish Council had previously approved the cost of the pole installation. (b) Payment had been made to the County Council, and the Parish Council await installation. (c) Following the pole installation, the Parish Council are to remove the Berrick Road SID and place it on the High Street pole. (d) A quotation request had been submitted to Elancity for a set of brackets and a solar panel. The Parish Council await the quotation.</p> <p>376. FLOOD ALLEVIATION: <u>CFAG</u> (a) Cllr. Russell provided updates on the flood alleviation work undertaken by Chalgrove Flood Alleviation Group (CFAG). (b) Cllr. Russell had met with the District Council Drainage Team, reporting that the levels and engineering drawings had been completed, and that work will start on the Frogmore and Hardings ditches at the end of Spring. (c) It was noted that, following the clearance of the Church manholes, the water levels rose to 1.7M in February but the water hadn't breached the fields behind Mill Lane nor the Hardings' gardens.</p> <p><u>River Thame Conservation Trust (RTCT) – Flood Alleviation</u> (a) RTCT had requested a meeting with the Parish Council to discuss how CIL funds could be used</p>	<p>JM</p> <p>JM</p> <p>CN, JM</p> <p>JM</p> <p>JM</p> <p>CN, JW</p> <p>JR, JM</p>
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<p>to support local nature, river, and flood resilience projects. Cllr. Russell and the Clerk are to meet with RTCT on the 10<sup>th</sup> April.</p> <p><u>Berks, Bucks and Oxon Wildlife Trust (BBOWT) Meeting</u></p> <p>(a) Cllrs. Russell reported on her meeting with BBOWT on Tuesday 25<sup>th</sup> March, where they discussed how to protect the Chalgrove chalk stream.</p> <p>377. JOINT USER AGREEMENT:</p> <p>(a) The Parish Council are to meet with Acer Trust, the Primary School, and the First Steps Family Hub regarding the Joint User Agreement.</p> <p>(b) The Parish Council await suggested dates from the school Governor, Mrs K Potter.</p> <p>378. CHAIR'S CHAIN:</p> <p>(a) The Chair's Chain had been engraved and returned to the Parish Office.</p> <p>379. TREE PROTECTION ORDER (TPO) ON LAND AT BERRICK ROAD:</p> <p>(a) Reports had been made that a black poplar, protected by a TPO, was covered in ivy.</p> <p>(b) Letters had been sent to the landowner asking for permission for the Parish Council Caretaker to access the land and remove the ivy.</p> <p>(c) Advice had been sought from the County Council due to a lack of response from the landowner.</p> <p>380. HORTICULTURAL SHOW QUIZ:</p> <p>(a) The Parish Council are to form a team for the Horticultural Show Quiz on the 24<sup>th</sup> April.</p> <p>381. HEALTHWATCH SURVEY &amp; FOCUS GROUP:</p> <p>(a) The Parish Council are supporting a survey which is being undertaken in Chalgrove which will allow the County Council to understand barriers and opportunities for health and care in our rural village. They wish to hear views on what helps people stay healthy and well, what makes it difficult, and what ideas the public have for supporting health and wellbeing in Chalgrove.</p> <p>(b) In addition, Healthwatch will be holding a Focus Group on the 1st April, 4.30pm, at the Chalgrove Youth Centre. Attendees will be given a £10 voucher for their time and refreshments will be provided.</p> <p>382. MATTERS UNRESOLVED: Newsletter, Ken Batley Centre, Post Office Celebration, Neighbourhood Watch Scheme, Matthew Marriage Path &amp; Bench, Doctors Surgery Defibrillator Agreement, British Legion Bench, School Crossing Patrol Officer, Standing Orders &amp; Policies, Gray Bench, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards.</p> <p><b>383. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</b></p> <p><u>Barrier at the Bottom of Chalgrove Meadow</u></p> <p>(a) Following a meeting with the County Council, it had been suggested to install 2 signs warning pedestrians about the oncoming traffic.</p> <p>(b) The Parish Council had previously approved a maximum cost of £200 for 2 signs and associated brackets, and we await delivery.</p> <p>(c) It had been suggested that a mirror be placed on the 'triangle' by the County Council, so that pedestrians could see oncoming traffic. The County Council had been asked for their comments and the Parish Council awaits their response.</p> <p><u>Outstanding Work</u></p> <p>(a) No updates had been received for:</p> <ul style="list-style-type: none"> <li>- crack in the High Street Wall</li> <li>- Street light opposite Rupert Close steps</li> <li>- Visibility strips on the Rupert Close steps</li> <li>- Restricted Byway Signage error</li> </ul> <p><b>384. PROJECTS/WORK TO BE COMPLETED:</b></p> <p><u>Table Tennis Table Play Surfacing</u></p> <p>(a) The Parish Council had previously approved costs to install Tigermulch surfacing around the outdoor Table Tennis table, and await installation.</p> <p><u>No Dogs Allowed Signage</u></p> <p>(a) Signage had been received and will be placed in the required areas once the required brackets had been received.</p> <p><u>Top Rec Hedge Cutting</u></p> <p>(a) The Top Rec hedge cutting had been completed.</p>	<p></p> <p>JM</p> <p></p> <p>JM</p> <p>PW,AP,JW,TC</p> <p></p> <p>JM</p> <p></p> <p>JM</p> <p>JM</p> <p></p> <p>JM</p> <p></p> <p>JM</p>
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<u>Post Office Noticeboard</u>	(a) The Parish Council Caretaker is to assess the noticeboard to ascertain whether he can replace the noticeboard.	JM
<u>Village Hall Extension</u>	No updates.	
<u>Village Hall Ceiling Tiles</u>	(a) Feedback had been received from Village Hall hirers saying that there was no longer an echo in the Hall, following the replacement of some ceiling tiles with acoustic grade tiles.	
<u>CCTV to Cover Village Hall and Sports Pavilion</u>	(a) The Parish Council had met with Chris Lewis Ltd on the 17 <sup>th</sup> March to obtain quotations for additional CCTV to cover the Village Hall entrance, Sports Pavilion entrance, and areas of the Recreation Ground that are not already covered by current cameras.	
	(b) The Parish Council awaits the quotation.	JM
<u>Archive Room</u>	(a) The Parish Council had previously agreed to seek quotations for air conditioning, and dehumidifier if required, for the archive room at the Parish Office so that the Chalgrove History Group could use the facility for its intended purpose.	
	(b) A quotation of £6900 ex VAT had been re for the air-conditioning, and noted that there would not be a requirement for a dehumidifier if the air-con settings were applied correctly.	
	(c) The Parish Council agreed to obtain further quotations.	JM
	<b>385. ALLOTMENT COMMITTEE:</b>	
<u>CCTV</u>	(a) Quotations are being sought for a camera and associated signage.	
	(b) There are many wireless options available but it would depend where the camera is to be situated. It is proposed that a site meeting take place to determine location.	JW, AC
<u>Water Leak</u>	(a) A significant water leak had been found on site, along with damage to the water meter on Mill Lane.	
	(b) The work had been completed to undertake all repairs at a cost of £350, approved outside of meetings due to urgency; proposed Cllr. Waters, seconded Cllr. Charman, agreed by all.	
	<b>386. RECREATION COMMITTEE:</b>	
<u>Oak Trees</u>	(a) It had previously been agreed to plant two oak trees in commemoration of VE & VJ days.	
	(b) An initial quotation of £245 ex VAT had been received, for a site visit in order to produce a formal quotation.	
	(c) Additional quotation requests had been made to other contractors.	JM
<u>MUGA Cleaning</u>	(a) Replay Maintenance had been contacted for a quotation for regular MUGA cleaning.	JM
<u>Oxfordshire FA Pitch Improvement Project</u>	(a) The Parish Council had previously approved an amount of £22,400 towards the pitch improvement project, with funding from Oxfordshire Football Association of £44,800.	
	(b) Meetings had taken place with the Oxfordshire FA and Cavaliers FC to push the project forward.	
	(c) The Oxfordshire FA are to complete the Pitch Power report on the 13 <sup>th</sup> April alongside the Cavaliers FC and the Parish Council.	JW, AC
	(d) The Clerk and Caretaker are to undertake the Grounds Management Course, which is a requirement of the Oxfordshire FA funding agreement.	JM
	<b>387. ANNUAL PARISH MEETING &amp; CROOKSTON SHIELD:</b>	
<u>Annual Parish Meeting (APM)</u>	(a) The Annual Parish Meeting will take place on the 17 <sup>th</sup> April.	ALL
	(b) Local groups and organisations had been invited to attend and give a short presentation on the work undertaken in the last 2 years.	
<u>Crookston Shield</u>	(a) Nominations are to be sought for the Crookston Shield by way of posters, LINK magazine and social media.	ALL
	(b) The deadline for nominations will be the 13 <sup>th</sup> April.	

<p><b>388. CHALGROVE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP):</b>  (a) Cllrs. Pritchard and Dudley reported on a meeting with the District Council on the 19<sup>th</sup> March.  (b) The NDP Committee propose to further update the Neighbourhood Development Plan by:  - a Call for Sites; specifically based on the emerging Joint Local Plan and the proposed Tier 3 status for Chalgrove  - minor updates to existing policies, including the importance of the Chalgrove Brook  - a supporting document that details all previous sites considered under the original Call for Sites  (c) Discussions took place regarding an email sent from the NDP Committee to the District Council, specifically referring to a plot of land on Chalgrove Meadow which was used as an example when querying whether the NDP Committee could nominate sites themselves. It was made clear that this site was not acceptable, and that all proposed sites should be cleared by the Parish Council at a full Council meeting before amending the Neighbourhood Plan.  (d) It was noted that further assistance is required on the NDP Committee and Councillors were invited to join the Committee.</p> <p><b>389. SODC LOCAL PLAN &amp; PROPOSED AIRFIELD DEVELOPMENT:</b>  <u>Homes England</u>  Nothing to report.  <u>Joint Local Plan</u>  No updates.</p> <p><b>390. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</b>  (a) Work is still required on the Sandy Lane junction, and the County Council are yet to authorise the road closure.</p> <p><b>391. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW):</b>  (a) The Parish Council are to attend a further site meeting with Miller Homes and the management company, RMG, on the 14<sup>th</sup> April.</p> <p><b>CORRESPONDENCE:</b>  392. <u>Village Hall Energy Assessment</u> Following successful funding, the Parish Council are to undertake an energy assessment of the Village Hall.  393. <u>Village Hall Plaque</u> Chalgrove Table Tennis Club wrote to request permission to place a plaque within the Village Hall in honour of one of their departed members. The Parish Council felt that this would set a precedent and offered, as an alternative, to fund a cup/trophy bearing the member’s name, which could be used in competitions.  394. <u>Town &amp; Parish Council Forum</u> The Parish Council had been invited to attend a forum, which will provide an overview of the upcoming changes to planning and land charge systems, on the 21<sup>st</sup> April.</p>	<p>ALL</p> <p>JW</p> <p>JM</p> <p>JM</p> <p>JM</p>												
<p><b>395. GLADMAN HOMES APPEAL:</b>  (a) The District Council had been asked for information regarding whether they intend to appeal the Inspector’s decision, and the Parish Council await their response.</p> <p><b>396. BERRICK ROAD APPEAL:</b>  (a) Notification of an appeal, relating to the proposed development of 7-9 homes, had been received.  (b) The Parish Council are to strongly object to the application.</p> <p><b>397. PLANNING APPLICATIONS: (Parish Council decision only):</b></p> <table border="0"> <tr> <td data-bbox="118 1576 347 1608">(a) P25/S4081/FUL</td> <td data-bbox="408 1576 786 1608">Land adjacent to Brook Surgery</td> <td data-bbox="890 1576 1182 1641">Development of 1 home CONTINUED OBJECTION</td> </tr> <tr> <td data-bbox="118 1648 347 1680">(b) P25/S4079/FUL</td> <td data-bbox="408 1648 786 1680">Land adjacent to Brook Surgery</td> <td data-bbox="890 1648 1182 1713">Development of 1 home CONTINUED OBJECTION</td> </tr> <tr> <td data-bbox="118 1720 347 1751">(c) P26/S0621/PIP</td> <td data-bbox="408 1720 804 1751">Land adjacent to 18 Berrick Road</td> <td data-bbox="890 1720 1219 1785">Development of 4-7 homes OBJECTION</td> </tr> <tr> <td data-bbox="118 1792 347 1823">(d) P26/S0546/FUL</td> <td data-bbox="408 1792 715 1823">Monument Business Park</td> <td data-bbox="890 1792 1489 1892">Demolition of existing buildings and development of new buildings and commercial floorspace NO OBJECTION, WITH COMMENTS</td> </tr> </table> <p><b>398. REPORT FROM THE DISTRICT COUNCILLOR:</b>  (a) Cllr. David Turner provided a report on local government reorganisation, Everyone Active grants, changes to planning and land charge services, the transformation of empty properties into homes, and funding for the Earth Trust site in Little Wittenham.</p>	(a) P25/S4081/FUL	Land adjacent to Brook Surgery	Development of 1 home CONTINUED OBJECTION	(b) P25/S4079/FUL	Land adjacent to Brook Surgery	Development of 1 home CONTINUED OBJECTION	(c) P26/S0621/PIP	Land adjacent to 18 Berrick Road	Development of 4-7 homes OBJECTION	(d) P26/S0546/FUL	Monument Business Park	Demolition of existing buildings and development of new buildings and commercial floorspace NO OBJECTION, WITH COMMENTS	
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**399. REPORT FROM THE COUNTY COUNCILLOR:**

- (a) No report received, due to Cllr. Edwards’ leave of absence.
- (b) Cllr. Edwards had written with thanks for her flowers and card.

**ACCOUNTS:**

400. No cheques had been signed outside of the main Parish Council meetings.

**401. ACCOUNTS SANCTIONED FOR PAYMENT:**

008211	Countryside Estate Services – groundsman	£1427.55
008212	M Bullen - youth work & youth centre cleaning	£353.06
008213	N Kerridge – youth work	£652.50
008214	B Murphy – youth work	£142.50
008215	J Winnard – expenses	£33.82
008216	A&W Grounds – hedge cutting	£2350.00
008217	A&W Grounds – grass cutting	£953.00
008218	Shield Maintenance – dog waste removal	£200.21
008219	SSE – electric supply	£340.72
008220	Viking – office & cleaning supplies	£228.78
008221	Community First Oxfordshire – subscription	£50.00
008222	SODC – business rates	£3554.90
008223	JHH St Marys PCC – donation	£700.00

**ANY OTHER BUSINESS:**

- 402. Cllr. Custance proposed that a mural be painted on the High Street bus stop (opposite Rupert Close) in conjunction with the Primary School. The school is to be approached for their comments.
- 403. Cllr. Kolade spoke of his road incident due to a pothole.
- 404. Cllr. Russell spoke of the danger of children playing in the Rickyard race.
- 405. Cllr. Dudley noted that Dr. Eileen McManus is soon to retire, and it was agreed by all to send flowers and a card on behalf of the community.

JM  
  
  
  
JM

**Exclusion of the public:** In view of the confidential nature of the business then transacted, it was advised in the public interest that the public be temporarily excluded and were instructed to withdraw.

**406. HR COMMITTEE:**

Salary Review

A Committee Meeting had taken place on the 12<sup>th</sup> March, whereby the Committee proposed salary increases to the full Council.

Groundsman Contract

- (a) Following Mr. Hall’s retirement, quotations are to be sought for the Groundsman contract.

JM

**Inclusion of the public:** The public were no longer excluded.

The meeting closed at 8.21pm.

Signed: ..... Chair