

CHALGROVE PARISH COUNCIL

A MEETING of the Parish Council took place in the Chalgrove Village Hall at 7pm, **Thursday 6th November 2025**.

Present: Cllr. P. Waters, Chair Cllr. A. Charman
Cllr. J. Russell, Vice-Chair Cllr. J. Winnard
Cllr. A. Dudley Cllr. A. Kolade
Cllr. C. Nixey

Cllr. J. Edwards, County Councillor

Apologies Accepted: Cllrs. Turner, Pritchard & Ziemelis

Not present: n/a

Members of the public: 1

179. The minutes of the meeting held 2nd October were approved and then signed by the Chair; proposed Cllr. Russell, seconded Cllr. Dudley, agreed by all.

PUBLIC SESSION:

180. A member of the public spoke of his disappointment that an Annual Parish Meeting had not taken place in 2025, and reported that 6 electors had convened a Parish Meeting to take place on the 4th December. The Parish Council are to check the legalities and respond accordingly in writing.

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MATTERS ARISING:

181. VANDALISM & ASB:

Graffiti

(a) Work is ongoing to remove graffiti from the High Street bus stop (Crown), the Youth Centre, the concrete standing adjacent to the MUGA, and a tree adjacent to the MUGA.

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(b) It was reported that further graffiti had been seen on the High Street bus stop (opposite Rupert Close), and is to be removed.

JM

Fireworks

(a) It was reported that fireworks had illegally been set off on the Chalgrove Recreation Ground.

(b) It was noted that the display was undertaken without consent, with no risk assessments having been made, no insurances supplied, and whilst Youth Club members were in close proximity during a Youth Club session.

(c) CCTV footage had been obtained and a Police report had been made.

182. PARKING ISSUES & SPEED REDUCTION MEASURES:

Extra Poles For Speed Indication Devices

(a) Following a meeting with Jon Beale, Oxfordshire County Council, and associated speed survey results, the Parish Council had been informed that an electronic SID sign located at location 1 (primary school) would activate with the slow down message approximately 170 times a day.

(b) The Parish Council had informed the County Council that they wish to proceed with a SID pole in location 1, and await their quotation.

183. FLOOD ALLEVIATION:

Chalgrove Flood Alleviation Group (CFAG)

(a) Cllr. Russell provided updates on work undertaken by CFAG and the Chalgrove Volunteer Group.

(b) It was reported that levels had been taken on the Frogmore and Hardings ditches.

(c) The Parish Council had previously approved a maximum of £500 for a skip to take away the cuttings and overgrowth on Parish Council land adjacent to the Frogmore ditch. The work is yet to be undertaken.

RTCT Meeting

(a) Cllr. Russell provided updates on the work to be completed by the River Thame Conservation Trust.

(b) Contact had been made with 7 local landowners to discuss flood mitigation.

Flood Survey

(a) The printed Chalgrove Flood Surveys had arrived, and are to be placed in the Post Office for collection and drop-off.

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<p>(b) Some surveys are to be posted through letterboxes on certain streets where previous flooding is known.</p> <p>(c) The consultation will be open until the 28th December.</p> <p>184. KNIGHT'S MANHOLES:</p> <p>(a) Further to the lack of action undertaken by the District Council to clear the manholes under the land, causing severe flooding and a loss of earnings, the matter had been escalated to the Head of Department.</p> <p>(b) Following the large amount of drainage work undertaken, the District Council had reported that the landowner was happy with the outcome.</p> <p>(c) No further action required.</p> <p>185. MATTERS UNRESOLVED: Matthew Marriage Path & Bench, Doctors Surgery Defibrillator Agreement, British Legion Bench, Chair's Chain, School Crossing Patrol Officer, Standing Orders & Policies, Gray Bench, Emergency Planning Storage Container, Village Green Legality, Village Hall Car Park Bollards.</p> <p>186. COUNCILLOR VACANCIES:</p> <p>(a) There is one Councillor vacancy.</p> <p>(b) The vacancy will continue to be advertised in the usual way.</p> <p>187. OUTSTANDING ACTIONS BY OTHER AUTHORITIES:</p> <p><u>OCC</u></p> <p>(a) Updates had been received from the County Council following the site visit.</p> <ul style="list-style-type: none"> - Barriers at the bottom entrance to Chalgrove Meadow: Following the response from the County Council, the Parish Council have requested that they proceed with the installation of a barrier. - Crack in High Street Wall: The County Council reported that the issues had been sent to their bridges team to investigate, and had since been raised as a Minor Civils job to be fixed. <p>(b) The Parish Council await updates on the remaining issues detailed at the site visit.</p> <p><u>Thames Water</u></p> <p>(a) Thames Water and the County Council Highways team had been repeatedly asked to assist with the repair of the cracked manhole at Swinstead Court.</p> <p>(b) As the area is unadopted, Thames Water had been asked for a quotation to repair/replace, but had responded to state that it falls out of their responsibility to repair.</p> <p>(c) It was reported that the manhole has now completely broken, causing a large and dangerous hole within Swinstead Court.</p> <p>(d) Further quotations are to be sought, and it was noted that this should not be a Parish Council expenditure but rather residents of Swinstead Court should share the cost for repair and maintenance of the private area.</p> <p>188. PROJECTS/WORK TO BE COMPLETED:</p> <p><u>Project ViKToR Phase 2</u></p> <p>(a) The new Village Hall signage is now in place.</p> <p><u>Project ViKToR Phase 3</u></p> <p>(a) EXTENSION: The Recreation Committee had met with John Coltman to obtain a quotation for technical drawings for the extension at the Village Hall, and the Parish Council had approved costs. It was agreed to base the extension size on a quantity of 12 round 5-foot tables and associated chairs. Details of sizing are to be sent to Mr Coltman.</p> <p>(b) RE-SURFACING: Quotations had been sought for the resurfacing of the gated area, and an extension to the Village Hall car-park.</p> <p><u>Village Hall Echo Issue</u></p> <p>(a) The Parish Council had approved costs to replace the ceiling tiles to reduce the echo.</p> <p>(b) There had been delays due to the absence of contractors to undertake the work required.</p> <p><u>Archive Room (Parish Office)</u></p> <p>(a) Quotations are to be sought for the air conditioning / dehumidifier for the archive room.</p> <p><u>Recreation</u></p> <p>(a) The Parish Council await the delivery of boot scrapers to be installed at the Sports Pavilion and MUGA.</p> <p>(b) The Parish Council are seeking quotations for the extension of the concrete area and/or grass matting at the MUGA.</p> <p>(c) The Parish Council are seeking quotations for the installation of grass matting at the outdoor</p>	<p>JR, AC, JW</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
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<p>table tennis table.</p> <p>(d) The Parish Council are seeking quotations for push-bar mechanisms for the back gates of the MUGA and Tennis Court.</p> <p><u>CCTV</u></p> <p>(a) The Parish Council are to seek quotations for the installation of additional CCTV cameras to cover the Village Hall and Sports Pavilion.</p> <p><u>Village Hall Roof</u></p> <p>(a) Due to cracked tiling and damaged felt, an area of the Village Hall roof had been urgently repaired at a cost of £484.08 ex VAT; retrospectively proposed by Cllr. Waters, seconded by Cllr. Russell, agreed by all.</p> <p>189. CHALGROVE REMEMBRANCE PARADE & SERVICE:</p> <p>(a) It was reported that, once again, a Deputy Lieutenant of Oxfordshire would be in attendance, namely Mrs Nicola Creed DL.</p> <p>(b) Councillors discussed the parade timings, and processional orders.</p> <p>190. FINANCE COMMITTEE:</p> <p><u>Online Banking</u></p> <p>(a) Work is ongoing to complete the necessary bank checks to switch to online banking.</p> <p>(b) The Parish Council will need to amend their Financial Regulations and Standing Orders in order to allow BACs payments.</p> <p><u>Budgets & Precepts</u></p> <p>(a) The Parish Council are to review the budgets, in order to set a precept figure, at a Finance Committee meeting on the 15th December.</p> <p>191. ALLOTMENT COMMITTEE:</p> <p><u>Break In – Mill Lane Allotment Site</u></p> <p>(a) There had been a break-in at the allotments on the evening of Saturday 1st November, whereby equipment had been stolen, plots and sheds had been damaged, and taps had been broken.</p> <p>(b) Thanks were given to Cllr. Winnard who dealt with the many issues the next day.</p> <p>(c) It was reported that Cllr. Winnard had received verbal abuse from one tenant following the break-in, who had alleged that the break-in was a direct result of the termination of an allotment tenancy. The Parish Council strongly rejected this notion.</p> <p>(d) It was noted that there was no longer a lock on the entrance gate and it was agreed that this was required. A lock is to be purchased.</p> <p>(e) It was suggested that a camera be fitted near the entrance, with appropriate signage, to discourage theft. Quotations are to be sought.</p> <p>192. CHALGROVE NDP:</p> <p>(a) The new Design Code and updated Neighbourhood Development Plan had been submitted for examination.</p> <p>(b) The Planning Inspector's conclusion within their report stated that the Chalgrove Neighbourhood Development Plan Review met the basic conditions for the preparation of a neighbourhood plan subject to a series of recommended modifications, and it was noted that those modifications had been made. The Planning Inspector also thanked all those who has helped in any way to ensure that the examination ran in a smooth manner; with SODC managing the process in a very efficient way and the thorough and timely responses from the Parish Council.</p> <p>193. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p><u>Homes England</u></p> <p>(a) Homes England held a public exhibition on the 22nd October.</p> <p><u>Joint Local Plan</u></p> <p>(a) The District Council published an open letter in which they stated the Planning Inspectors' conclusions on the Joint Local Plan were unwarranted and lacked coherent explanation. The District Council defended their processes and explained that any decision on whether to withdraw the plan from examination would need to be taken to their full Council meeting, in December at the earliest.</p> <p>194. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE (MEADOW BROOK):</p> <p><u>Sandy Lane Junction</u></p> <p>(a) Following concerns over the state of the road at the bottom of Sandy Lane, the Parish Council had reached out to Ridgepoint Homes who reported that they had applied for a road closure to</p>	<p>JW, JM</p> <p>JM</p> <p>JW</p> <p>JM</p> <p>ALL</p> <p>JW</p> <p>JM</p> <p>JW</p> <p>JM</p>
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upgrade and reconstruct the road from Sandy Lane to Marley Lane. Works were to commence on the 13th October, and they were awaiting permission from the County Council to close the road.

(b) The Parish Council had written with their concerns over a full road closure which would stop all buses coming through the village, and would deny access to the Doctors Surgery.

(c) Ridgepoint Homes had been chased for a response and replied to say that the County Council had asked them to leave it with them for a couple of months whilst they reviewed the options.

Bus Route

(a) The Parish Council had requested information from Thames Travel on when they intended to service Meadow Brook.

(b) They responded to report that, as of the 9th November, 2 new stops at Hayes End and Ascott View will be introduced.

195. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE (CHALGROVE MEADOW):

Nothing to report.

CORRESPONDENCE:

196. The Howe Trust wrote with details of their Christmas Food Hampers which are given to those families eligible for free school meals. They requested an amount of £100 to cover the cost of hampers for those families who live in Chalgrove and attend John Watson Special School and Wheatley Park School. An amount of £100 was approved; proposed Cllr. Charman, seconded Cllr. Russell, agreed by all.

197. The Chalgrove Family Hub wrote to request a donation. An amount of £7000 was approved; proposed Cllr. Russell, seconded Cllr. Charman, agreed by all.

198. Citizens Advice Oxfordshire wrote to request a donation. An amount of £200 was approved; proposed Cllr. Winnard, seconded Cllr. Dudley, agreed by all.

199. The Chalgrove May Day Festival Committee wrote to request permission to use the Recreation Grounds for their next event on the 4th May 2026. Permission was granted, agreed by all.

200. Neighbourhood Watch Scheme A member of the public, also a serving Police Officer, wrote to request a meeting to discuss setting up a Neighbourhood Watch scheme. Cllrs. Charman, Winnard and Waters are to meet the resident to discuss further.

201. Deep Cleanse Scheme The District Council wrote regarding their deep cleanse operation in Chalgrove, taking place between the 12th and 17th November, and will include litter picking, sweeping and the removal of weeds and moss on pavements.

202. Joint User Agreement Acer Trust wrote to request a meeting between all parties. It was agreed by all to organise a meeting in January due to the Parish Council's current workload.

203. St Mary's PCC wrote to request a donation towards the upkeep of the churchyard. An amount of £1500 was approved; proposed Cllr. Waters, seconded Cllr. Kolade, agreed by all.

204. GLADMAN HOMES PLANNING APPLICATION:

(a) Gladman Homes had appealed the decision made by the District Council, whereby Planning Application P25/S0867/O for 160 new dwellings was refused.

(b) In order for the Parish Council to take an active part in the Inquiry the Parish Council had applied for, and been granted, Rule 6 status.

(c) The Parish Council had submitted their Statement of Case and Proof of Evidence.

(d) The inquiry will start on the 11th November, and finish on the 20th November.

(e) Cllr. Russell will speak on behalf of the Parish Council.

205. PLANNING APPLICATIONS: (Parish Council decision only):

(a) P25/S3130/LDP	45 Brinkinfield Road	Garage conversion into habitable accommodation NO OBJECTION
(b) P25/S3250/HH	38 French Laurence Way	Part single, part two storey rear extension NO OBJECTION
(c) P25/S2824/HH	3 Church Lane	Proposed rear orangery NO OBJECTION
(d) P25/S3109/HH	34 High Street	Single storey rear extension NO OBJECTION
(e) P25/S3427/HH	38 High Street	Single storey annexe NO OBJECTION

206. REPORT FROM THE DISTRICT COUNCILLOR:

(a) Cllr. David Turner had provided a written report on the Joint Local Plan, Local Government Reform, Net Zero reports, the Riverside Park and Pools, Wheatley Park Sports Centre, and grants.

207. REPORT FROM THE COUNTY COUNCILLOR:

(a) Cllr. Judith Edwards attended and provided a report on her meetings and Council activity, Chalgrove Airfield, and grants.

ACCOUNTS:

208. One cheque had been signed outside of the main Parish Council meetings; 008115.

209. ACCOUNTS SANCTIONED FOR PAYMENT:

008115	Arthur J Gallagher – Youth Club insurance	£227.57
008121	Countryside Estate Services – groundsman	£1427.55
008122	M Bullen – youth work & youth centre cleaning	£413.20
008123	N Kerridge – youth work	£585.00
008124	B Murphy – youth work	£150.00
008125	A&W Grounds – grass cutting	£953.00
008126	Shield Maintenance – dog waste removal	£200.21
008127	Churches Fire – annual assessments	£953.77
008128	OCC – speed surveys	£912.00
008129	TV Licensing – TV License	£174.50
008130	SSE – electricity supply	£266.91
008131	BT – telephone line	£131.51

ANY OTHER BUSINESS:

210. Cllr. Charman spoke about a protected tree on land behind Willow Mead which was covered in creepers and required urgent attention. The Parish Council are to write to the landowner in the first instance.

The meeting closed at 8.21pm.

Signed: Chair