

Title	Potential Training Courses
Author	Locum Clerk to the Council
Meeting	Full Council Meeting – 30 th November 2023.

Consider a list of training courses and approve Councillor or Staff attendance.

Roles and Responsibilities – Thursday 18th January, In Person Great Western Park - £110

This one-day course will outline the roles and responsibilities of clerks and councillors so that they can work together effectively. It will also provide an introduction to law and procedure for local councils and a networking lunch break.

Developing Effective Action Plans – Tuesday 23rd January, Online - £50

Learn how to turn your parish/town council vision or strategy into actionable goals and steps (whatever the timescale).

Finance For Councillors – Tuesday 6th February, Online - £30

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Addressing The Biodiversity Crisis For Parish And Town Councils – Tuesday 20th February, Online- £50

Practical measures you can take to help enhance local wildlife and habitats.

Website Accessibility For Parish And Town Councils – Thursday 22nd February, In Person Oxford - £60.

Town and parish councils need to meet the Public Sector Bodies Accessibility Regulations

Chairmanship - Thursday 14th March, In Person Great Western Park - £110

We look at the principles of effective leadership, who has the vision and drive to manage a proactive vibrant council? A knowledge of the rules/law is assumed before taking this course. Examining managing meetings, key relationships, dealing with conflict, and steering the council into delivering services for their community. A full day from 9.30 am to 4.30pm....

Cemetery Training - Memorial Safety & Inspection Workshop – Wednesday 17th April, In Person, Didcot Civic Hall - £135

Learn about the benefits of having a proper system for the management of memorials and how to undertake practical inspections. – **Recommended for Staff – who already have the appropriate PPE to do this on behalf of the council.**

Essentials Of Employing People – Monday 13th May, Online - £30

The session run by Chris Moses, OALC Employment Consultant, is aimed at Councillors and Clerks who want to avoid the numerous legal and practical pitfalls associated with being an Employer. It will provide an overview of the essentials of getting it right when employing a Clerk or other members of staff. The course starts with recruitment and interviews

Contractor Management – Tuesday 2nd July, Online - £15

30 minute lunchtime session aimed at those who engage contractors, with the aim of improving health and safety and avoiding the pitfalls that may lead to accidents.

Planning Community Events – Wednesday 10th July, Online - £50

It is never too early to start planning the successful delivery of council events and public activities. This two-hour training session covers all the essential elements for any Town or Parish Council to consider. It also provides essential Health & Safety tips and advice; plus the basics on risk assessments.

What Is A Risk Assessment? – Monday 15th July, Online - £20

This Risk Assessment training course is designed to help individuals comply with the Management of Health and Safety Regulations 1999 by providing guidance on how to complete a suitable and sufficient risk assessment in the workplace. Risk assessments are a legal requirement for all types of workplaces. This is a 'lunchtime' session of 30-45 minutes.

Cyber Security And Awareness For Parish And Town Councils - Monday 5th August, Online - £25

This training provides a basic understanding of cyber threats and how to reduce the risk of your council becoming a target. This is a one hour 'lunchtime' session.

Recruitment And Retention – Monday 16th September, Online - £30

This 90 minute session will give attendees a comprehensive review of both the practical and legal considerations for their Council in recruiting staff, and ensuring that they are able to retain recruits, including. Addressing issues of poor recruitment and understanding why some staff don't stay. Understanding the role of Councillors in recruiting staff.

Councillor Fundamentals - Wednesday 2nd of October, Online - £60

An online training evening session run by Kim Bedford, experienced trainer. In this session we will set the scene of local government: Roles and responsibilities concerning the five main components of the council - Council, Councillor, Chairman, Clerk and Responsible Finance Officer (RFO) The importance of the law in meetings with an effective agenda and accurate minute taking.

Title	Tennis Club Request
Author	Member of the Tennis Club
Meeting	Full Council Meeting – 30 th November 2023.

Our most urgent requests of Harwell Parish Council are as follows:

Harwell Village Tennis Club requests Harwell Parish Council to approve the demolition of the unsafe breeze-block hut, to approve its replacement by a timber chalet (situated central to the middle of the tennis courts) and to approve the re-siting of the western tennis court fence and boundary 3 metres to the west.

The chalet would be similar to that of Blewbury Tennis Club - a picture of which was contained in the 8th August Agenda of Harwell Parish Council. The new timber hut would be sited central to the courts (therefore slightly south of the location of the breeze-block hut) and would require the existing fence to be moved to accommodate it. We do not know if the Parish Council needs to have a public consultation for this small slice of the Rec, given that it owns both the Rec and the Tennis Courts, so we provided a draft consultation notice (in my previous e-mail) for the Council to use if it sees fit to do so.

The Tennis Club would also like to improve public access to the courts. To be compliant with the Lawn Tennis Association and so secure funding in part from them, we need to be able to offer access on an occasional basis to non-Members. To do so requires the installation of a gate that can be operated by a key pad. Such a gate, as seen in the picture of Blewbury's court entrance in the 8th August 2023 Agenda, requires electrical power. Regardless of when power is installed to the courts, it would be economic to put up the fence once and not twice. You will see on the map provided in the 8th August 2023 Agenda that the existing fence would need to be moved about 3 metres into the Rec so as to enable (1) the hut removal and replacement by a timber chalet central to the courts and (2) the creation of a path to the courts at the same time as a new gate. The latter would also enable the earth that falls onto the court from the higher level of the Rec to be dug out and some mixed planting to be put in to provide a shelter-belt for the courts, delivering additional benefits for wildlife and visual impact.

Finally, in terms of funding, if the Council approves the replacement of the unsafe hut, the fence move, we request that the Council allocates existing S106 funding as shown on the attachment that will enable the works to be carried out.

Please do not hesitate to contact me if I can help to answer any queries that you might have.

Best regards,

Chair – Tennis Club

Propose: Approve the tennis club can proceed, and provide letter of support for their application for S106 monies.

Secured – no payments received										
Over 5 years remaining										
2-5 years remaining										
P20/V1334/FUL (22V02) - Land East of Meadow View Didcot Road Harwell (Agreement dated 7 January 2022)										
Trigger	Infrastructure Type	Secured Amount	Towards	Received	Date Received	Spend By	Spent Amount	Spend Status	Spend Recipient	Balance
20th occupation	Outdoor Sport	£11,246.00	Outdoor Tennis - towards outdoor tennis facilities in Harwell parish	£13,278.96	18/11/2022	18/11/2032	£0.00			£13,278.96

Details of Vale District Council s106 contributions secured relating to developments in East Hendred										
P15/V2560/FUL (16V86) - Land to the east of Portway Cottages Reading Road East Hendred Wantage OX12 8JD (Agreement dated 1 November 2016)										
Trigger	Infrastructure Type	Secured Amount	Towards	Received	Date Received	Spend By	Spent Amount	Spend Status	Spend Recipient	Balance
Occupations	Outdoor Sport	£2,228.00	Harwell Tennis Club Contribution - Towards the resurfacing of the tennis courts at Harwell Tennis Club Index Linked. 10 Year Spend	£2,440.47	19/02/2019	19/02/2029	£0.00			£2,440.47

Details of Vale District Council s106 contributions secured relating to developments in Milton										
P16/V2900/FUL (17V60) - Land to East of Milton Hill Abingdon (Agreement dated 26 October 2017)										
Trigger	Infrastructure Type	Secured Amount	Towards	Received	Date Received	Spend By	Spent Amount	Spend Status	Spend Recipient	Balance
200th Occupations	Outdoor Sport	£6,773.00	Provision of tennis facilities with Milton or Harwell Parish	£9,632.00	07/11/2023	07/11/2033	£0.00			£9,632.00

Title	Traffic calming measures and its effect on traffic – Grove Road
Author	Member of Public
Meeting	Full Council Meeting – 30 th November 2023.

Proposal: Approve creating a working group to create a formal report on the matter on behalf of the Parish Council to present to OCC, to ask them to reconsider the scheme in its current form.

Note, the report to be approved by the Council before sending to OCC.

Data provided my member of public so far:

If I can first explain what started our involvement in this issue. [MoP2] first raised [their] concerns regarding Junction of Fidlers Orchard and adjacent traffic calming as this is his route to work each day. Due to the position of the traffic calming drivers leaving Fidlers Orchard wishing to turn right do not have a clear view of oncoming traffic. Added to this a number of drivers ignore the 20mph signs resulting in the risk of an accident with drivers turning right from Fidlers Orchard. [MoP2] has dash cam footage to highlight the problem.

We believe the general consensus is that a number of drivers ignore the 20mph speed limit on Grove Road in both directions.

Part of the construction of Alder view required amendment of adjacent roads a number of Road Safety Audits (RSA's) have to be carried. [MoP1] have copies of these audits and relevant drawings covering the Grove Road alteration. The RSA we have focused on is the RSA Stage 3, this carried out twice.

The site was still under construction but not fully occupied when the 1st Road Safety Audit Stage 3, (RSA Stage 3) is carried out. [MoP1] managed to get hold of a copy of the audit together with copies of Stages 1 & 2. The stage 3 audit covers a number of areas within Grove Road, our 1st objective was to determine the findings related to the junction and adjacent traffic calming.

The first RSA Stage 3 was carried out on the 28th January 2021 during lockdown. The timing of the audit was of concern. The daylight review took place between 16.15 and 17.00 hours at which point the darkness review commenced which concluded at 17.30 hours. The national recognised times under the heading "Rush Hour" being 07:00 – 10:00 and 16:00 – 18:30 hours this during weekdays. When this was queried the reply was, "there is no time stated in the controlling document" the controlling document being "GG119 General Principles and Scheme Governance General Information". The only issue they found was "There is extensive leaf litter and small branches within the largely non-trafficked area" ([OCCH Representative] from OCC and the police were invited to the audit but both declined)

On the 17th October 2022 at 07:30hrs [MoP2] and [MoP1] attended a meeting with [OCCH Representative 1] and [OCCH Representative 2] both from the Road Agreements department from OCC. They were surprised at the volume of traffic and the apparent speed of the traffic. [MoP2] showed them the dash cam evidence of the problem with cars ignoring the traffic calming and vehicle priority.

Following this visit a second RSA Stage 3 was carried out on 22nd January 2023. Again our issue is the timing of the audit. Again I have a copy of this RSA Stage 3 audit but will quickly [present] the relevant section.

2.3 Audit Site Visit

A site visit was undertaken on Tuesday 17th January 2023 between 2.00pm and 2.45pm, and again at 8.00pm in dark conditions. Weather conditions were cloudy and dry. The road surface was dry. Traffic flows were low and limited cycle / pedestrian movements were observed. Vehicle speeds were perceived to be within the posted 20mph speed limit along Grove Road.

As can be seen again this is outside of the recognised rush hour times. [MoP1] must also add as an observation [MoP1] would suggest the audit team wore high Vis jackets, [MoP1] think this would slow drivers down. **[OCCH Representative 1] attended the audit but again the police declined.**

A speed check was also carried out sometime after the audit but unfortunately for some reason our request for a copy was declined. All they would say is that the vehicle speed was at an acceptable level. Again [MoP1] believe seeing cables across the road would result in some drivers slowing down.

We are not the only residents to deal with this on a daily basis, a number of residents expressed concerns regarding the speed of traffic on Grove Road.

A comment was raised by a long term resident of Harwell that concerns regarding the speed of traffic on Grove Road have been ignored, the resident said we were wasting our time raising the issue.

The junction is not the only area of concern on Grove Road. I'm more than happy to raise these at a later date.

I accept I'm no expert on Road Safety Audit but during my working life I carried out a number of audits in line with national and international aerospace organisation requirements, both military and civil aerospace.

When auditing [MoP1] would first carry out a systems audit. This to determine if the system being audited was in line with all drawings and relevant specification. The second part of the audit would be a process audit, this to determine what impact the system had on the process being carried this would also include a risk assessment.

[MoP1] believe both RSA Stage audits were system audits, i.e. "does the new road layout including the traffic calming meet drawings and specification".

If they carried out a full process audit we believe the risk of an accident would have been highlighted. The irony is that within the RSA Stage 3 document a paragraph covers this. This is taken from the RSA Sage 3 carried out in January this year.

Para 2. 8 Scope of Road Safety Audits

Road Safety Audit shall only be concerned with Road Safety Matters, i.e. *an element of the existing road environment or proposed road environment that could potentially contribute to a road traffic collision or features that could present a risk of injuries to road users.*

Also in the controlling document GG119 a paragraph aimed at Trunk roads and Motorway network I believe should also cover this.

Trunk road and motorway network

Para 2.1 Where there are physical changes to the highway impacting on road user behaviour or resulting in a change to the outcome of a collision on the trunk road and motorway network, road safety audit (RSA) shall apply, regardless of the procurement method.

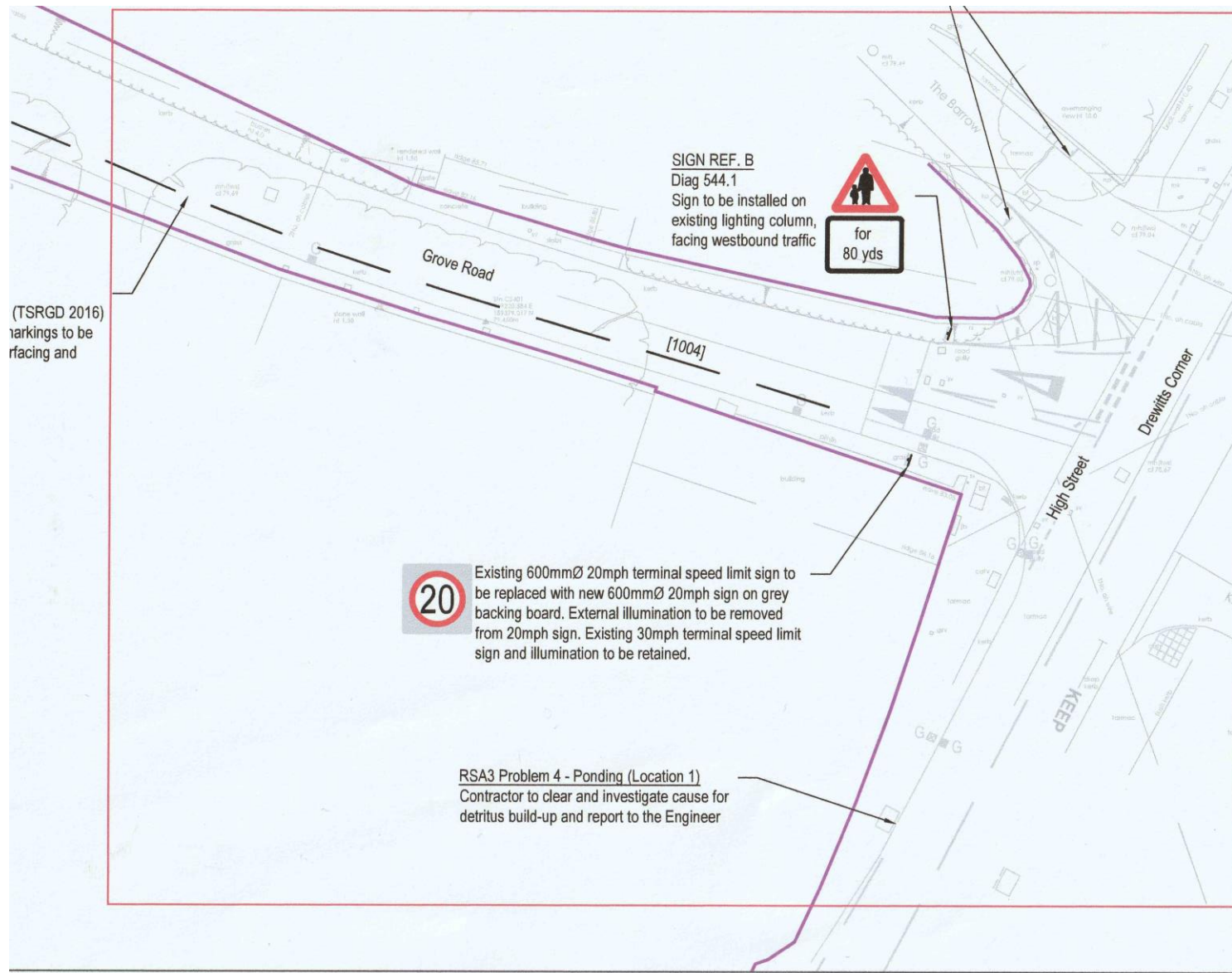
Gove Road is a rat run, and you could therefore conclude a road waiting for an accident.

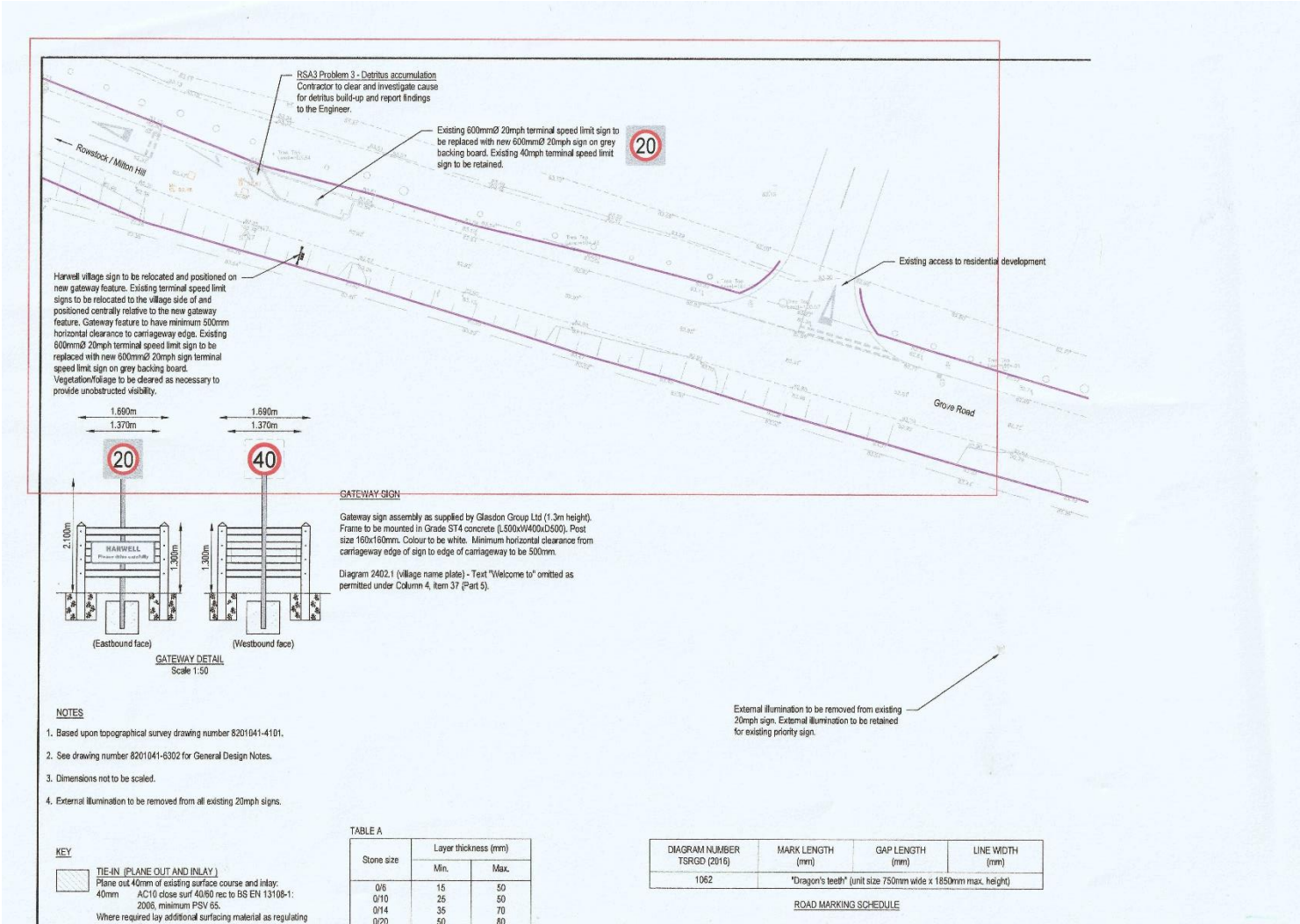
Rule 172 of the Highway Code.

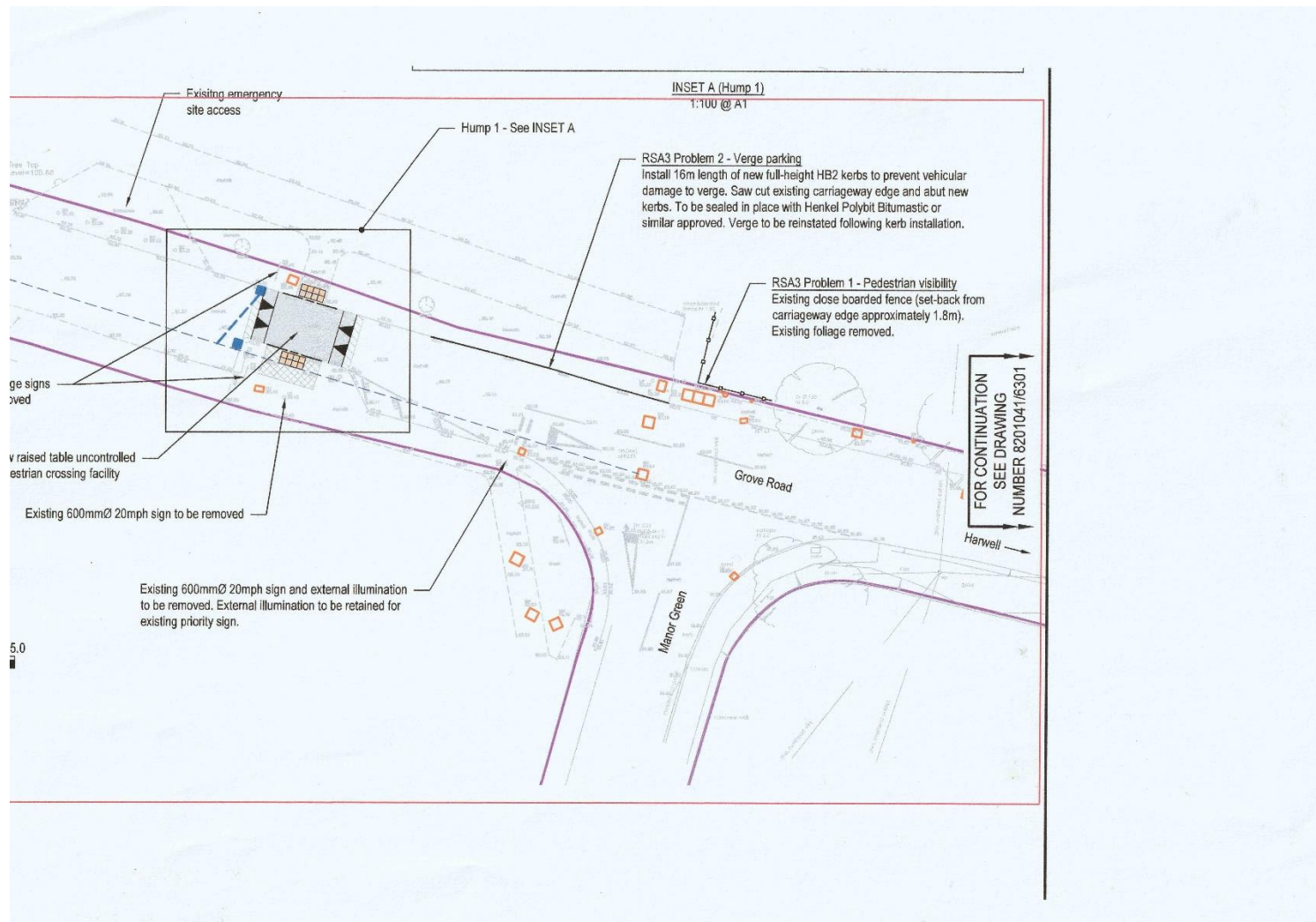
The approach to a junction may have a 'Give Way' sign or a triangle marked on the road.

You **MUST** give way to traffic on the main road when emerging from a junction with broken white lines across the road.

Laws RTA 1988 sect 36 & TSRGD regs 10(1),16(1) & 25

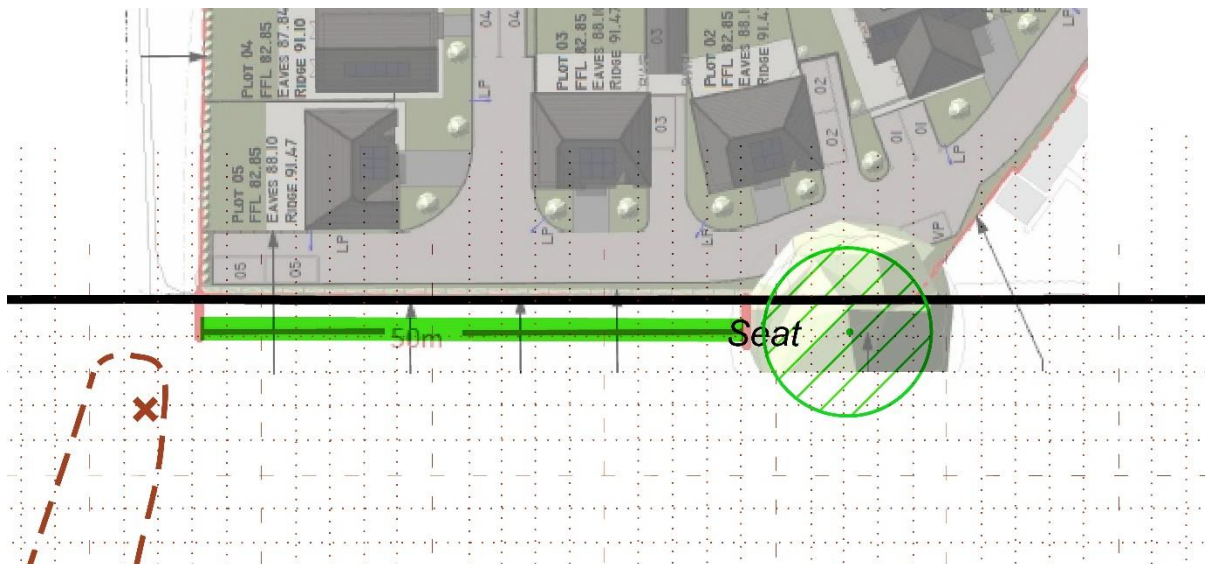






Title	Request for Tree Planting on the Recreation Ground
Author	CLlr Ricketts
Meeting	Full Council Meeting – 30 th November 2023.

I wish to propose spending a small amount from reserves for hedge-planting this winter. I would like to proposed that the PC plants 50 metres of beech hedge along the northern edge of the Rec as in the attached plan. The PC has spent a lot on managing trees lately but not much on installing any new trees or hedges and a hedge line can do a lot more for wildlife than a tree or 2. Some beech hedging has been recently put in by the Orchard group, 50 whips around the compost area, and by the groundsmen, around the cemetery waste etc area. These were both of slightly large whips than this proposal as cost goes up with size. I suggest approx. 90-120 cm whips as a compromise between size and cost - these cost about £3 each for the number required (e.g. [Ashridge Trees](#)) - at 3 per metre the 150 would cost £450. Obviously it could be extended eastwards, there's a further maybe 65m to the cherry tree leaving gaps where access has been granted.



Title	A proposal to write to OCC regarding the Rostock Relief Phase 1
Author	CLlr Convery
Meeting	Full Council Meeting – 30 th November 2023.

Proposal: The PC write to OCC (R2Rproject@oxfordshire.gov.uk) to ask about the benefits for the project; ask why they haven't answered questions from the Rowstock Residents; ask when the project is going to start and to ask for assurance that should the work go ahead that it will be timed to not clash with other works in the area. Additionally, the PC should ask for additional details about the traffic modelling undertaken in Sep 23 so that we can understand the implications for the village, which will include the Rowstock Relief Phase 2.

Additional Information:

At the last of the full council meetings a resident brought to the meeting a request for Council support concerning the Rowstock Relief Phase 1. Despite writing to both the County Councillor and the OCC they have not yet had answer to any of their questions. Phase 1 of the scheme is at the top of the Steventon Hill turning onto the Milton Interchange. It includes 600m of bus lane at the traffic lights. The project aims to “provide improved bus journey time savings and reliability, and encourage sustainable modes of transport. It also aims to mitigate congestion at the Steventon lights junction (B4017 High Street) and provide improved connectivity to Milton Park and Harwell Campus.” The full phase one is outlined as:

1. Carriageway widening to provide an additional eastbound bus lane between Steventon lights junction and Milton interchange
2. Improved 3 metre shared path for pedestrian and cyclists between Steventon lights and Milton Interchange. The shared path will also have a half-meter puffer and will which connects to the existing footpaths
3. Addition of new traffic lights with in-line crossing poings over Trenchard Avenue and the A4130 with islands that are 4 metres wide
4. New bus shelters and bike stands on either side of the A4130 near Trenchard Avenue
5. Upgrade of Steventon High Street traffic lights with an in-line corssing for pedestrians and cyclists over the A4130 with islands that are 4 metres in width
6. Widening to provide a segregated bus lane on the approach to the junction from the south.
7. Widening to provide 3 lanes on the approach to the junction from the north.
8. New speed limit of 40mph along the A4130.

The build stage appears to coincide with changes at the Chilton Interchange. The consultation on the project appears to have been live from 11 Oct – 8 Nov 2022. The drop in events were expected in late Oct 22 but appear to have been cancelled because of the death of HM The Queen Elizabeth II.

The consultation talks about car driver, cyclist, pedestrians etc, but I'm not sure that this stretch of road is used that often by cyclists or pedestrians. The result of the consultation can be found in a report which includes their proposed benefits and can be found

A recent survey by the Harwell Campus will have provided the OCC with the data for a 3-week period in Sep 23 to support traffic modelling.

The OCC web page “let’s talk” says that the construction will occur between Autumn 2023 and Autumn 2024. These dates appear to have been pushed back to Spring 24 (<https://www.oxfordshire.gov.uk/residents/roads-and-transport/roadworks/future-transport-projects/relief-rowstock> refers)

Rowstock Relief Phase 2 is mentioned in multiple areas but no details, apart from the title, are given.