



HARWELL PARISH COUNCIL

Minutes of the Meeting of Harwell Parish Council, Tuesday 10th September 2024 at 7:30pm At Harwell Village Hall.

Present: Cllr Pearson (Chair), Cllr Hawthorne (Vice-Chair), Cllr Convery, Cllr Luper, Cllr Fox-Davies, Cllr Hughes, Cllr Bajre

Clerk: Hannah Champ

Finance Officer: Hannah Champ

District Councillor: Debra Dewhurst

County Councillor: Sally Povolotsky

Members of the Public (MoP): None

127/24	APOLOGIES FOR ABSENCE None
128/24	DECLARATIONS OF INTEREST None
129/24	OPEN FORUM A question was raised regarding thanks to the previous MP. Clerk to raise this directly with The Vale of White Horse District Council.
130/24	ACCEPTANCE OF MINUTES OF THE MEETING HELD ON 09 JULY 2024 The minutes were reviewed, approved and duly signed
131/24	MATTERS ARISING FROM THE MINUTES NOT ELSEWHERE ON THE AGENDA None
132/24	VACANT SEATS - To note the Council has 4 vacant seats – This was noted. The chair noted that Cllr Ricketts had resigned from the Parish Council. The Parish Council thanked Cllr Ricketts for all his efforts over the many years of service and wished him well. It was agreed for the clerk to advertise the vacancies more widely on Facebook, around the village and on the website. - To hear representations from anyone wishing to be co-opted to the council and approve co-opting Councillor to fill vacant seats. - To receive declarations of acceptance of office from any co-opted Councillors (to be countersigned by the Clerk)
133/24	TO RECEIVE MINUTES OF COMMITTEES Lands committee meeting dated 25th June 2024 The minutes were received.
134/24	PLANNING MATTERS To approve response to planning applications - P24/V1453/HH 2 Brook Farm Cottages, The Cleave, Harwell - Demolition of existing porch, conservatory and single storey extension. Erection of new two storey extension. – HPC Response: No objection - P24/V1489/HH Dellands, Didcot Road, Harwell - First Floor Conversion of Bungalow (Amended plans received 3rd September 2024- Reducing the eaves and ridge height) –



HARWELL PARISH COUNCIL

HPC Response: No objection

	• P24/V1508/LB White Cottage, High Street, Harwell - Repair and re-attach the displaced timber with a steel screw and rebuilding the panels using the existing bricks on the south elevation – HPC Response: No objection
135/24 SESRO PROPOSAL	TO DISCUSS HARWELL PARISH COUNCILS' VIEW ON MAKING AN OFFICIAL RESPONSE TO THE It was agreed to respond regarding a concern about the proposals. HPC have concerns about the traffic flow and management around the build stage of the reservoir, especially the Milton,
	Chilton and Marcham interchange. OCC should be made aware about the traffic concerns and around the HIF1 project which has a huge impact on Harwell village. Harwell Parish Council believe that should this move forward; it should be ensured that there will be a leisure facility available.
136/24	CHAIRMAN'S REPORT Nothing to report
137/24	CLERKS REPORT • To note where available the District and County Reports have been made available online. – This was noted. • To approve a cremation plot reservation for a person now residing outside of the Parish – Proposed Cllr Pearson, Seconded Cllr Hawthorne. RESOLVED • To agree, if needed, areas to be included in the deep cleanse service provided by the Vale and Biffa. – A417, North drive to Rowstock, Rowstock to Milton Hill. Clerk to agree these areas with Biffa. • To consider a donation to the Frances Geering Almshouses refurbishment project – £1k donation was proposed Cllr Hawthorne, Seconded Cllr Pearson. It was also agreed that S106 monies would be looked in to and the PC agree to support with the application of the S106 monies that may be available. RESOLVED • To agree OALC subscription fee increase for 2025/26. The OALC subscription fee has increased by 8%. The new fee was agreed. Proposed Cllr Convery Seconded Cllr FoxDavies. RESOLVED • To consider the proposal by Sustainable Harwell to plant new hedgerows along the Holloway – Clerk to go back and ask whether the land owner is happy for these to be planted and who will maintain the hedges in the future
138/24	FINANCE MATTERS – Appendix D • To approve the finalised payments for July and August 2024, and approve payments for September 2024 - Payments were reviewed and approved • To note receipts for July and August 2024 – This was noted



HARWELL PARISH COUNCIL

- To note reconciled bank balances, up to 31st August 2024. – This was noted

139/24	S106 WORKING GROUP UPDATES Sub-Committee group have met on a couple of occasions but have no formal update yet. Discussions have been had regarding the sports ground at Harwell Campus. Cllr Convery to follow up regarding this.
140/24	TO AGREE TO SIGN UP TO THE OXFORDSHIRE COUNCILS' CHARTER It was unanimously voted that the Parish Council will not sign up to the Charter.
141/24	UPDATE ON BUSINESS CASE ACQUISITION OF LAND ADJACENT TO RECREATION GROUND Cllr Convery to contact the land owner regarding this and enquire about the possible sale of the land.
142/24	TO DISCUSS AND AGREE ACTIONS TO OCC ON THE RECENT ROAD RE-SURFACING WITHIN THE AREA. Clerk to reach out to OCC to understand the work that was carried out on the A417 and the quality assurance of the resurfacing.
143/24 ATTACHMENTS	TO DISCUSS AND DIRECT THE PTR WITH ANY POINTS COMING OUT OF LATEST MEETING To agree if, how and by when we will respond to the data capture exercise requested by OCC - Cllr Convery sent out a report for the meeting outlining the discussions. Lots of discussion around 20MPH limits and remapping of cycling routes around the area. No actions now. Cllr Convery will report back to the Parish Council after each meeting.
144/24	TO DISCUSS AND APPROVE AN OFFICIAL RESPONSE FOR THE WARD BOUNDARY CHANGES. The Parish Council agreed it would like to stay with the Blewbury, Chilton and other villages. Clerk to write response.
145/24	TO DISCUSS AND DELEGATE A COUNCILLOR OR MEMBER OF STAFF TO UNDERTAKE THE BUS STOP DATA SURVEY BY OCC Clerk to reach out to OCC for more information.
146/24	TO DISCUSS AND AGREE ANY ONGOING ACTIONS FROM THE MILTON PARK COMMUNITY LIAISON GROUP MEETING. Minutes received. No update.
147/24	MATTERS FOR FUTURE DISCUSSION Clerk to clarify with the Vale of White Horse regarding putting questions to the District Councillors.
148/24	Clerk to chase enforcement notices and add to the next agenda. CONFIRM THE DATE OF THE NEXT COUNCIL MEETING Tuesday

8th October, 7:30PM at Harwell Village Hall. The

meeting closed at 21:16



HARWELL PARISH COUNCIL

Minutes of the Meeting of the Lands Committee of Harwell Parish Council, Tuesday 24th September 2024 at 8:00pm At Harwell Village Hall.

Present: Cllr Pearson, Cllr Hawthorne, Cllr Bajre, Cllr Hughes, Cllr Luper

Clerk: Hannah Champ

Finance Officer: Hannah Champ

Members of the Public (MoP): At least 1

MOP1 – Attended to discuss agenda item 10 regarding composting area at allotments. MOP1 believes the new composting area will remove a plot for people who are currently on the waiting list especially when there are so many people on the waiting list. Allotment holders have compost areas on their plots which seems people don't need the proposed composting area. Concerns over rubbish being dumped in the area and who will be responsible for vermin and dealing with any dumped rubbish.

159/24	APOLOGIES FOR ABSENCE None
160/24	DECLARATIONS OF INTEREST Cllr Hawthorne agenda item 10. Cllrs Hughes and Luper agenda item 9
161/24	ACCEPTANCE OF MINUTES OF THE MEETING HELD ON 23rd July 2024 The minutes were reviewed and approved and duly signed.
162/24	MATTERS ARISING FROM THE MINUTES NOT ELSEWHERE ON THE AGENDA Clerk to check on the Wantage Road gate and how it came to be unlocked for cars to park on the recreation ground.
163/24	TO CONSIDER HARWELL BOWLS CLUB'S APPLICATION FOR A PROPOSED SHED EXTENSION. Clerk to reach out to the Bowls club for a more detailed location plan of the whole Bowls Club area and understand where exactly the shed needs to be.
164/24	UPDATE ON REPAIR OF DOOR TO STORAGE ROOM AT BACK OF PAVILION. Clerk to check with scout leader on an update. If no movement, clerk to obtain quote for the repair.
165/24	TO REVIEW AND AGREE A QUOTE FOR A GATE/STILE AT READING ROAD. Unanimously voted to remove stile and replace with gate. Clerk to reach out to contractors to get full spec of the gate proposed and integrity of the timber. Clerk to review and send out specs to councillors to agree.
166/24	TO REVIEW PLAYGROUND INSPECTION AND REPAIRS REPORT FROM AVA RECREATION. This was reviewed. They are due to return for another full inspection and further repairs in December. Clerk to check on how much bark is needed to fill low areas under equipment.
167/24	TO AGREE FOR ALLEYWAY BEHIND HOUSES ON LODER ROAD TO BE CLOSED FOR ONE DAY TO REPLACE HEDGE WITH CLOSE-PANNELLED FENCING. This was agreed. Clerk to check on right of way closures.
168/24	TO NOTE TENNIS CLUBS INTENTION TO USE PORTABLE CLOUD LIGHTING IN WINTER MONTHS BETWEEN THE TIMES OF 17:30 AND 20:00. This was noted.



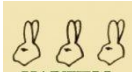
169/24	TO CONSIDER A COMMUNAL SHED AND COMSPOTING AREA AT THE ALLOTMENTS AND A STORAGE SHED FOR MAINTENANCE EQUIPMENT AT THE CEMETERY The are at the allotments is purely for composting and the use of shared tools. Clerk to check on liability for the shed and how the process works. Who will maintain the area, where the tools will come from and what tools will be available. Cllr Pearson proposed the composting area go ahead without the shed for now for trial period of 12 months with a review at 6 months. Seconded by Cllr Hughes and unanimously voted. The allotment shed is to be put on hold for the time being until more information has been gathered. The storage shed for the cemetery was unanimously agreed that it was not necessary at this time. Clerk to check on how equipment is currently being stored.
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Cllr J Hawthorne – Lands Committee Chair

HARWELL PARISH COUNCIL

170/24	TO AGREE TO DOWNGRADE HARCOG SUB-COMMITTEE TO A WORKING GROUP. It was agreed for Cllr Hughes to attend the next meeting to gain further information and report back at the next Lands meeting.
171/24	UPDATE ON WATER LEAK AT RECREATION GROUND CAR PARK. Clerk has been trying to get in contact with Thames Water to find out exactly where the leak is located. Currently no response. Clerk to reach out to insurance company to get the ball rolling on a repair.
172/24	TO CONSIDER INSTALLING DROP DOWN EMERGENCY BOLLARD AND LOCK TO ENABLE EMERGENCY SERVICES TO GAIN ACCESS TO RECREATION GROUND. Clerk to get quotes and bring to next meeting. Potential to add emergency lock to Wantage Road Gate. Clerk to investigate.
173/24	CONFIRM THE DATE AND TIME OF THE NEXT COUNCIL MEETING 22nd October 2024 @ 20:00

The meeting closed at 21:43



HARWELL PARISH COUNCIL

Minutes of the Meeting of the Planning Committee of Harwell Parish Council, Tuesday 24th September 2024 at 8:00pm at Harwell Village Hall.

Present: Cllr Pearson, Cllr Convery, Cllr Luper

Clerk: Hannah Champ

Finance Officer: Hannah Champ

Members of the Public (MoP): None

149/24	APOLOGIES FOR ABSENCE None
150/24	DECLARATIONS OF INTEREST None
151/24	ACCEPTANCE OF MINUTES OF THE MEETING HELD ON 28th MAY 2024 The minutes were reviewed and approved and duly signed.
152/24	MATTERS ARISING FROM THE MINUTES NOT ELSEWHERE ON THE AGENDA None
153/24	TO APPROVE RESPONSE TO PLANNING APPLICATIONS: • P24/V1489/HH Dellands Didcot Road Harwell Didcot OX11 0DP- First Floor Conversion of Bungalow (Amended plans received 3rd September 2024- Reducing the eaves and ridge height) – HPC Response: No Objection, This has now been granted. • P24/V1262/FUL Hill View Reading Road Harwell Didcot OX11 0JL - Change of use of existing dwelling to OFSTED registered children's residential home. Change of use of existing dwelling to OFSTED registered children's residential home (as amended by parking and tracking plans received 6th September 2024) – HPC Response: No further comments on the amendments. • P24/V1967/HH Red Kite House 8 Talbot Close Harwell Didcot OX11 0FB - Installation of air source heat pump HPC Response: No objection • P24/V1838/FUL Lumen House Eighth Street Harwell Campus Didcot OX11 0SG - Demolition of entrance lobby and plant room. Erection of two storey entrance lobby and installation of external plant enclosure. Installation of 2no. external extract flue. – HPC Response: No objection
154/24	TO NOTE PLANNING AUTHORITY DECISION ON APPLICATIONS. • P24/V1508/LB - White Cottage High Street Harwell Didcot OX11 0EX – GRANTED Repair and re-attach the displaced timber with a steel screw and rebuilding the panels using the existing bricks on the south elevation. HPC Response: No Objections - Noted
155/24	TO DISCUSS THE LACK OF RESPONSE REGARDING ENFORCEMENT NOTICES AND HOW THE PLANNING COMMITTEE MOVE FORWARD WITH THESE. It was agreed for the clerk to email planning officer at the Vale of White Horse to advise on how we move forward with these notices and to have a response by the next meeting. Clerk to add to the next planning committee agenda.
156/24	TO DISCUSS AND AGREE THE PARISH COUNCILS APPROACH TO PLANNING APPLICATION AND AGREE WHAT SHOULD AND SHOULD NOT BE CONSIDERED. This was discussed and agreed the Parish Council should continue with their current approach and comment how they see fit while ensuring planning condition are followed.



157/24	MATTERS FOR FUTURE DISCUSSION Clerk to add an item regarding flooding to the next agenda.
158/24	CONFIRM THE DATE AND TIME OF THE NEXT COUNCIL MEETING 22nd October 2024 @ 19:30

The meeting closed at 19:55

Cllr P Luper – Planning Committee Chair

STAFF VACANCY

Clerk & Responsible Financial Officer

The Parish of Harwell is located in the District of Vale of White Horse, approximately 2 miles west of Didcot with an Electoral Roll circa 2500.

Applications are invited for the post of Clerk and Responsible Financial Officer. This is an office / site based, part time, permanent vacancy for 20 hours per week (plus up to 5 hours overtime if required). It is not possible to fulfil the requirements of this role solely from home and involves approximately 2 evening meetings per month (the Council meets on Tuesday evenings). A parish council laptop and mobile phone will be provided, in addition to the Council equipment for use at the Council Offices.

For any candidate with no previous experience in local government, 25 hours + 5 overtime if required is offered for, dropping to 20 hours + 5, nominally 6m, but request for an extension will be considered by the Council if requested.

Salary offered is pro rata to the national scale LC2 (18-23) of between £29,269 and £32,076 a year for a full time (37 hrs a week) equivalent. The Parish Council currently enrolls employees in the NEST pension scheme.

The successful candidate will either already hold the Certificate in Local Council Administration (CiLCA) qualification or be willing to gain it within 2 years appointment. The Clerk plays an integral role in serving the parishioners of the Civil Parish of Harwell and will be responsible to the parish council as a corporate body.

For further information, an application pack is available to download at <https://www.HarwellParish.gov.uk/> or please contact the present Clerk by emailing Clerk@HarwellParish.gov.uk.

Closing date for applications: **Please See Website**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. Applications should be marked confidential and for the attention of the Parish Clerk. Candidates will be interviewed the following week.

Dear Tracey, I have another meeting at the time you meet or I might have come along to say this; you may have similar information from OCC to mine, below, but I would like the PC to consider my 2 requests pertaining to the scheme. I was wondering about a month ago where the 20 mph had got to so searched OCCs pages. I found [here](#) a list supposedly covering all 3 phases, to be done by April 2023, 24 and 25. It supposedly "shows the current status of each scheme which has been brought forward for 20mph". However, Harwell isn't on it.

I made a general enquiry to OCC in September then a day or 2 later one to our OCC Councillor, on 17th; I've had no reply from either.

On 1 October I looked a bit more and found Harwell had been approved among the delegated decisions on 20 March, along with Oddington, where the scheme has been completed according to the list – I missed it before or else it's been added since, hence mention in email below.

So I asked Ryan Moore who is down as the contact officer for the scheme and he promptly replied, as below, that the involvement of Taylor Wimpey may explain Harwell's absence from the list.

1. Can the Council please suggest to OCC that as the scheme is being funded by Taylor Wimpey, and needing extra contractual arrangements then it is even more necessary that OCC keeps track of it and tells us what is happening, by having Harwell on its list?
2. Also, can the PC get a high resolution copy of page 222 of the Reports pack for the March 22nd meeting and put it on its web pages so we can see the plan? The copy in the document has inadequate resolution to see more than the gross details, Thanks

Martin Ricketts

Email to Ryan Moore, OCC and response:

Ryan, can you please tell us what is happening to Harwell's?

It, along with Oddington, the only parishes to be approved in March, do not feature on either the full list or the phase 3 list on the [OCC pages](#).

However, most of the April and May approvals are shown as approved; a couple not listed have names partly similar to other parishes which makes one wonder if there was some confusion, plus omission of the March parishes, so can you please explain? I made a general enquiry a couple of weeks ago but have heard nothing

Thanks Martin

Ricketts Reply

on 2nd:



Moore, Ryan - Oxfordshire County Council

2 Oct 2024, 13:29 (12
days Hi Martin,

This will likely be because Harwell's 20mph speed limit is being implemented by a developer (Taylor Wimpey) and is not an OCC scheme.

We are working with Taylor Wimpey to get the S278 agreement in place so that works can begin on the Harwell traffic calming scheme, we are making progress, and I hope to be in a position soon that the agreement can be finalised.

I hope this helps.

ARBOCARE LTD

24 hr emergency service

31 Bowness Avenue

Didcot

Oxon

OX11 8NF

Free Phone: 0808 1555815 Mob: (07778) 811136

Michael Harvey Cert. Arb.RFS

www.arbocare.co.uk

Harwell Parish Council

Date Sent: 29/10/2024

Mrs Hannah Champ

Quote information

1, The Cleave
Harwell
Oxon
OX11 0EW

Account No:	482
Quote No:	622
Surveyor:	Michael
Site Ref No:	Harvey
Order No:	

Dear Mrs Hannah Champ

Site Address: 1, The Cleave, Harwell, Oxon, OX11 0EW

Thank you for providing us with an opportunity to prepare a quotation for the works we recently discussed concerning the site detailed above.

All tree work undertaken by us conforms to British Standard BS3998 "Recommendations for Tree Work 2010". Please ensure you read our terms and conditions of contract, which will apply to the works undertaken.

Unless otherwise stated in contract documents provided with this quotation, all waste produced as a result of our activities, will be removed from site. Acceptance of this quotation confirms your agreement to abide by our terms and conditions of contract, a copy of which is attached for your reference. This quotation is valid for 3 months (Pre VAT value) and is based on the site conditions observed on the day of inspection. Any site alterations made after our initial inspection date that may affect operational logistics, particularly access, may in turn affect this quotation. It is the responsibility of the client to inform us before work commences, of any site alterations that may affect operational logistics.

I attach a detailed schedule of works, along with other relevant documents relating to our Company's work. I trust that the information provided is sufficient in response to your request and we look forward to being of service to you in the near future.



Michael Harvey

TREE SERVICES ♦ WOODLAND THINNING ♦ LANDSCAPING

Registered office: 31 Bowness Avenue, Didcot, Oxon, OX11 8NF
Company no: 6943146 V.A.T no: 785 3243 11

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Michael Harvey Cert. Arb.RFS

www.arbocare.co.uk

Harwell Parish Council
Arbocare Tree Surgery Ltd
mharvey31@gmail.com Date Sent:
29/10/2024

Mrs Hannah Champ

Quote information

1, The Cleave
Harwell
Oxon
OX11 0EW

Account No:	482
Quote No:	623
Surveyor:	Michael
Site Ref No:	Harvey
Order No:	771

Dear Mrs Hannah Champ

Site Address: Recreation ground and various sites owned by PC

Thank you for providing us with an opportunity to prepare a quotation for the works we recently discussed concerning the site detailed above.

All tree work undertaken by us conforms to British Standard BS3998 "Recommendations for Tree Work 2010". Please ensure you read our terms and conditions of contract, which will apply to the works undertaken.

Unless otherwise stated in contract documents provided with this quotation, all waste produced as a result of our activities, will be removed from site. Acceptance of this quotation confirms your agreement to abide by our terms and conditions of contract, a copy of which is attached for your reference. This quotation is valid for 3 months (Pre VAT value) and is based on the site conditions observed on the day of inspection. Any site alterations made after our initial inspection date that may affect operational logistics, particularly access, may in turn affect this quotation. It is the responsibility of the client to inform us before work commences, of any site alterations that may affect operational logistics.

I attach a detailed schedule of works, along with other relevant documents relating to our Company's work. I trust that the information provided is sufficient in response to your request and we look forward to being of service to you in the near future.

M. Harvey

TREE SERVICES ♦ WOODLAND THINNING ♦ LANDSCAPING

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Michael Harvey Cert. Arb.RFS

www.arbocare.co.uk

Harwell Parish Council

Michael Harvey

Arbocare Tree Surgery Ltd

mharvey31@gmail.com Date Sent:

29/10/2024

Mrs Hannah Champ

1, The Cleave

Harwell

Oxon

OX11 0EW

Quote information

Account No: 482

Quote No: 622

Surveyor: Michael

Harvey

Site Ref No:

Order No:

Quotation

Site Address 1, The Cleave, Harwell, Oxon, OX11 0EW

Item No	Item	Work Description	Rate	Quantity	Value
G1	Conifer hedge at Cemetery	As discussed during site meeting, reduce height by approximately 3m. Prune sides as hard as possible leaving live growth	N/A	N/A	£850.00

Total Value: £850.00

Vat(20%): £170.00

Total Inc Vat: £1,020.00

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Harwell Parish Council

Mrs Hannah Champ

1, The Cleave
Harwell
Oxon
OX11 0EW

Date Sent: 29/10/2024

Quote information

Account No: 482

Quote No: 623

Surveyor: Michael

Harvey Site Ref No: 771

Order No:

Quotation

Site Address Recreation ground and various sites owned by PC

Item No	Item	Work Description	Rate	Quantity	Value
G1	Tree Survey	Carry out tree survey on various sites owned by the parish council & provide written safety survey for any works required	N/A	N/A	£650.00

Total Value: £650.00

Vat(20%): £130.00

Total Inc Vat: £780.00

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