

Clerk Team Report

For meeting of 8 September 2026

6.1 Pump Track+ Update

- The first aid box has been purchased and installed to the side of the maintenance building. It includes a small selection of plasters, adhesive gauze and wipes.
- We have spoken to a LOCAL plumber (who the Scouts use) and he will be installing the water fountain shortly.
- There has been some vandalism to one of the signs at the top of the Red Line on the track, which has since been replaced.
- A Pump Track maintenance day will be run by Ox Trails on Sunday 13 September. This will run from 9am to midday and the community is invited to get hands-on with the maintenance of the track and to learn more about how we can continue its upkeep as a community.

IT IS PROPOSED to NOTE the PumpTrack+ update.

6.2 Footpath 11 (Between Gaveston Road and Manor Green)

- We have been in discussions with a resident backing onto this footpath regarding the ongoing maintenance of the tree/hedge line and are looking at ways to better manage the height of the hedge/trees in the long term.
- We are looking into reducing this in height to enable our maintenance team to keep on top of it with regular hedge cutting, rather than paying a contractor to come out each year.
- We have received two quotes so far and are awaiting a third.

IT IS PROPOSED to APPROVE a budget of up to £1700, exclusive of VAT, and to DELEGATE to a Clerk Team officer to commission these works following receipt of the quotes/proposals.

6.3. MUGA Planning Application – Comments and Processing

- The planning application is moving ahead, and we are now awaiting the latest set of comments to be issued by the Forestry, Ecology and Leisure teams. These should be received within the next few weeks.
- The Forestry team have requested we provide an Arboricultural Impact Assessment and Tree Protection Plan in accordance with BS 5837:2012. We are in the process of obtaining quotes for this from multiple contractors.

IT IS PROPOSED TO APPROVE a budget of up to £1,000 exclusive of VAT, and to DELEGATE to a Clerk Team officer to commission these works following receipt of all quotes. It is intended that these costs will be recovered within the S106 application.

6.4. Apprentice Update

- Ben has settled into the team well, is participating in numerous tasks and seems to be enjoying his time with us.

- We are looking into getting his apprenticeship training set up and are speaking with Witney College to get him enrolled at their next start date in March 2027.

IT IS PROPOSED to NOTE the Apprentice Update.

6.5 **Harwell Primary School S106 Funds Update**

- There is approximately £975,000 of S106 funds currently being held by Vale of White Horse District Council. We are working with Harwell Primary School to ensure these funds can be drawn down and used before their expiry dates.
- The first pot of £336,407.77 is due to expire on 2 June 2028.
- The school was not previously aware that these funds existed.

IT IS PROPOSED to NOTE the HPS S106 Funds Update

6.6 **Chilton Service Level Agreement Update**

- Our maintenance team have been doing their weekly days at Chilton to help with maintenance there as per the service level agreement entered into by Harwell Parish Council.
- We have been in contact with Jacquie, the Clerk at Chilton Parish Council, who is very impressed with the work our team have carried out so far.
- The team have been grass cutting, inspecting the play equipment, and undertaking minor repairs around the village and all is working well and fitting within the team's new routine.

IT IS PROPOSED to NOTE the CSLA Update

6.7 **Recreation Ground – Hedge Row Planting**

- We are currently in discussion with Balfour Beatty regarding the proposed hedge row planting within the Recreation Ground as discussed with Sustainable Harwell, and as part of our 5-Year Forward Plan.
- Balfour Beatty are currently carrying out the works on the A34 Harwell Layby and approached us to discuss community engagement as part of their works. They advised they may be willing to provide the cherry laurel hedgerow plants, along with some 'manpower' to help plant them over 100m. We would likely be looking at mid- to late-October, weather depending, to carry out this project. They will advise how much funding they can provide for the purchase of the plants, and it is proposed to make up any difference from reserves (Planting/Hedgerow and Forward Plan EMRs).

IT IS PROPOSED to APPROVE Balfour Beatty's support for this project, to APPROVE to fund any shortfall of purchase from the EMRs Planting/Hedgerow and Forward Plan and to DELEGATE to a Clerk Team officer the project detail management.

6.8 **Recreation Ground – Train Naming**

- A competition was created by the council to name the new train located within the play area and the WI were invited to choose the winning name from those submitted. 'The Happy Harewell' was chosen as the new name. A name plaque has been installed on the front of the train.

We have sent a letter of thanks to the member of public who helped with this and donated the sign.



IT IS PROPOSED to NOTE the naming and new sign for the toddler train in the play area.

6.9 Recreation Ground – Teen Shelter Update

We are speaking with Grahams (via MAC Traffic Solutions) who are the main contractor for the HIF1 project. They are keen to find community engagement projects in the areas they are working. With MAC's involvement in the Pump Track project, they have helped us put forward the Teen Shelter project (part of our 5 Year Forward Plan). We have provided a project briefing and will be liaising with Grahams for the design, build and financial support. We will advise the council as the project progresses.

We have also looked at the existing mound and the best place to dig into it to input the shelter. At present we are looking towards the right-hand side of the pump track red line just underneath an existing tree stump.

The brief has never been "somewhere to put the teenagers." It came out of the co-creation workshop with thirteen young people and six parents and grandparents - and the aim throughout has been a space young people would choose to use, not one they are directed towards.

The design that followed from that process includes:

- A shelter built into the existing mound alongside the pump track, rather than a standalone box on the grass
- A sedum roof, so it blends into the landscape and adds to the biodiversity of the site
- Configurable, moveable benches, so the space can be used for socialising, or reconfigured for something more practical

- An internal chalkboard wall, treating the urge to leave a mark as something to design for rather than something to prevent
- We now want to add a bike repair station, tools, a stand and a pump, sited so it connects naturally with pump track use. This has not yet been costed in detail.

IT IS PROPOSED to NOTE the Teen Shelter Update.

6.10 **New Bateson Trailer**

- The new trailer was delivered to the village on 13 August, and the maintenance team are delighted with it. It's being securely locked up inside when not in use.



IT IS PROPOSED to NOTE the purchase and delivery of the new Bateson Trailer.

6.11 **Speed Indicator Device Stolen – Reading Road**

- The movable speed indicator device located along the Reading Road was stolen. This has been reported to 101 Online, and we have followed up with Thames Valley Police who confirmed it has been recorded on their system as a theft but, as there are no lines of enquiry to follow, there is nothing they can do.
- We are looking into the options for replacing this device and seeking quotes.

IT IS PROPOSED to NOTE the theft of the SID device, to APPROVE a budget of up to £3,250 exclusive of VAT, and to DELEGATE to a Clerk Team officer to choose and purchase a new device following receipt of all quotes.

6.12 **Green Road Resurfacing**

- During the week of 27 July, Richard and Alastair completed the resurfacing of Green Road as approved by the countryside team at OCC. Using a digger, they scraped back the existing, uneven road surface, re-levelled it, and topped it up with Type 1 aggregate. The works were completed in good time and within budget, and local residents are very happy with the results. A local resident has formally sent a thank you to Richard and Alastair and the whole council for having completed these works.

- This project was funded with CIL monies, as approved by the council last year.

IT IS PROPOSED to NOTE the satisfactory completion of this road re-surfacing and further to NOTE there is no future requirement to maintain the surface (OCC Countryside have confirmed that it is not an ongoing obligation).



6.13 Allotments Update

- Tenancy Agreements and invoices for this year's allotments have been issued, with signature and payment due by 1 October 2026.
- We have had one notification of relinquishment of a plot which has been formally accepted by the next parishioner on the waiting list. They will be taking over the plot as of the 1st October 2026.
- After this new plot holder takes on the plot, there will be 18 parishioners on the waiting list.

IT IS PROPOSED to NOTE the Allotments Update and that there are currently 18 parishioners on the waiting list.

6.14 Bus Shelter – High Street

There was an incident of anti-social behaviour on the 11th August 2026 at the bus stop on the High Street whereby a member of public pulled the roof tiles off the roof and damaged some of the wood along the front of the shelter. We were made aware by a resident reporting the incident on the following day. The resident advised the police attended and the area had been made safe. Our Maintenance team went to tidy and clear up the rubbish shortly thereafter and the Clerk and Deputy Clerk assessed the damage.

The shelter is a brick, 2-sided building with a timber and tile roof. A great deal of the existing wood is rotten and there is also graffiti to the rear of the building. We have received comments in the past regarding this shelter from local residents about the position of the shelter and that it blocks their view up the road when exiting their drives.

The Clerk and Deputy Clerk confirmed this is the case when they visited and will plan to look into suitable options of repairing the shelter to ensure all rotten wood is removed and also looking into the options of creating a 'window' (non-glazed) area to allow the road to be better seen from the drives. We will also look into whether it is cost effective to do this, or to replace the shelter with a more appropriate alternative noting that it is in the Harwell Conservation Area so the options are limited.

IT IS PROPOSED to NOTE the Bus Shelter Update and that a repair/refurbish/replacement proposal will be brought to a future council meeting.

6.15 Scouts – Fireworks

Following on from last year's successful fireworks event, the scouts have requested use of the recreation field for this year's event. Proposed date is Friday 6th November. Risk Assessment and proof of insurance to be provided.

IT IS PROPOSED to APPROVE the Scouts to use Harwell Recreation Ground (including the far field) for their annual fireworks on the 6th November 2026.

6.16 NJC Pay Increase Approved

The National Joint Council (NJC) for Local Government Services has agreed a 3.3% increase in pay rates and allowances applicable from 1 April 2026 to 31 March 2027. This is part of the standard contract and it has been implemented in the September payroll. The former Deputy Clerk has also been paid for the increase as the new rates should be applied retrospectively from 1 April 2026. The increase was expected to be between 3-5%, and 4% increase was included in this year's budget.

IT IS PROPOSED to NOTE the NJC Pay Increase of 3.3% and that all current and the former Deputy Clerk have been given back-pay as appropriate.

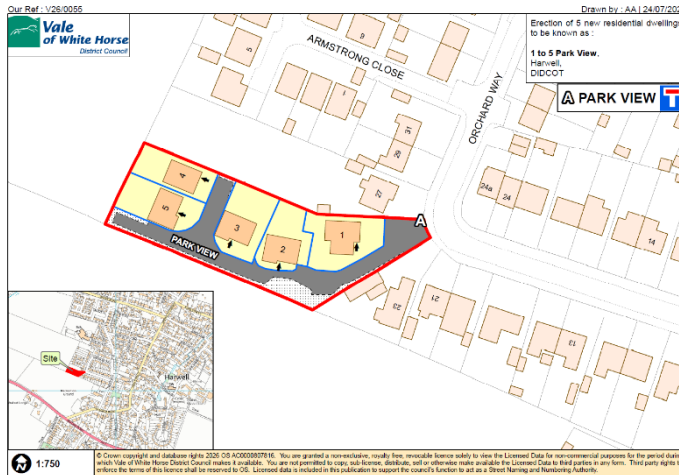
6.17 Electricity Supplier Update

It has been discovered that a contract was signed over 4 years ago to name Smartest Energy as the electricity supplier for the Staff Welfare Building commencing when the contract with British Gas Lite came to an end. This was signed by the former Clerk, using an old email address and postal address for a 4 year contract. The rates agreed at the time were Standing Charge £0.3491/day and £0.2675/kWh.

The best rates we had previously agreed was a two year contract at £0.42/day and £0.2993/kWh. So the previously unknown contract will be maintained providing a significant energy savings from what the council had previously approved.

IT IS PROPOSED to NOTE the confusion about energy supplier has been resolved and that the previous decision by the Council to contract with British Gas Electricity for energy supply will now be amended to Smartest Energy. It is a 4 year contract.

6.18 New Road Name: Park View



IT IS PROPOSED to NOTE the new road name for the 5 houses built off Orchard Way is Park View.

6.19 Land off Reading Road, Harwell Adopted

The following has been adopted by Oxfordshire County Council as highway maintainable at the public expense from 17 Jul 2026:

PARISH	ROAD NAME	NOTES		LENGTH
Harwell	Applewood Close	A	length	214m

IT IS PROPOSED to NOTE the adoption by OCC of Applewood Close, off Reading Road.

6.20 Other Reports

To NOTE reports from District Councillors & County Councillors and others have been uploaded to Other Reports on the Council website when received.