

Present

Mr C Broad
Dr J A Berry
Mr A Candelent
Mr C Clements
Mr F Dumbleton
Dr M Hansard

Chair

Mr Adam Trigg, Head of Estates Development STFC (first part of meeting)
Cllr R Fletcher OCC
Cllr H Gascoigne VWH
Dr J E Berry Parish Clerk

1. **Apologies for Absence** were received from Mark Urso-Cale, District Councillor Debra Dewhurst and OCC Councillor Jane Hanna.
2. **Declarations of Interest**
None.
3. **Parish Councillor Vacancy**
Clerk noted that the VOWH Elections Team have approved option to co-opt a new councillor. Chris Broad noted that an expression of interest had been received and he would be following up.
Action: CB to follow-up.
4. **Minutes of the last meetings**
The minutes of the last Parish Council Meeting (21st July 2025) and the Planning Meeting (13th August 2025) were agreed and signed as true records.
5. **Presentation by Adam Trigg, Head of Estates Development STFC**
Adam explained the role of STFC on the Harwell Campus. They own some of the land and have long-term leases on other land. They are also part of the JV to operate as a developer. Harwell Campus has been appointed by UKAEA to carry out the management of the estate. He noted that STFC have a financial relationship with Diamond Light Source and share security and catering facilities.
All future developments are in line with the [Development Framework Plan](#). He noted this will be updated in 12-18 months' time. The timing of developments depends on available funding.

Currently the following projects are ongoing:
 - VULCAN Project - will provide 20x more intense laser facility - involves extension R1.
 - ISIS - new building and upgrade of the existing High Resolution Powder Diffractometer (HRPD-X)
 - R4 refurbishment
 - R131 new building to replace less efficient buildings.Adam noted the 'Mound' will not be developed as it is committed for biodiversity.

There followed discussion and questions regarding the issues relating to the use of Avon Road in support of this development. Adam noted that Avon Road is a key access route e.g. for timely delivery of concrete but explained that the Avon Road is managed by Harwell Campus. He listened to concerns expressed by members of the public and took away the following actions:
 - Drainage along Avon Road – make representations to the Campus as STFC are a road user
 - Pedestrian Safety along Avon Road – noting that STFC's part in this is ensuring appropriate driving behaviour from their contractors' vehicles. Work with Campus security to monitor speeding. When contractors are found to be speeding they are followed up and the individual banned. Two further speeding events planned.
 - Clarify STFC's current and intended road traffic on Avon Road, supporting the current projects.
 - Explore issues of drainage run off from their Avon Road Car Park – are they exacerbating the drainage situation?

Adam is happy to be the contact point for any future enquiries regarding STFC activities but he requested that all correspondence is passed via the Parish Clerk. He has also passed emergency contact details to the Parish Clerk.

6. **Open Forum**

Eight members of the public attended with particular interest in the presentation by Adam Trigg, STFC. Questions were taken by Adam following his presentation.

In addition, the follow questions/suggestions were raised:

- Progress with PIP for land adjacent to The Crown. The Clerk confirmed still shown as under consultation on VOWH Planning portal.

- Request to investigate 'Speed Signs' that show drivers the speed they are driving through the village.

Action: Clerk to investigate request with OCC Highways.

- Asked current situation with regards to the sampling of contamination in groundwater in Lower Road. CB explained that hydrocarbon levels are now approaching legal limits so the sampling frequency has been reduced.

7. **County Council Report**

Cllr Bekah Fletcher provided a verbal update on her work within the Council on Education and Young People Committee and the current emphasis on SEND activities. She also described her interactions with Thames Water regarding their use of 'Emergency' road closures and the lack of notice provided to residents and Thames Travel. Overall, Thames Water are allowed to close a road in the case of an emergency so long as they tell OCC within 2 hours. The issue is whether this approach is being used for non-emergency work. Bekah asked the Clerk to notify her of any further issues so she can follow up with Thames Water.

Bekah also explained that most planning applications are decided by Planning Officers but she could help support difficult planning applications by recommending they go to Planning Committee.

The Parish Council thanked her for her support arranging and attending meeting with OCC Tree Team.

8. **District Council Report**

A Monthly Parish Update had been provided by Hayleigh (HG) and Debra (DD) and was circulated prior to the meeting. HG also provided a verbal update at the meeting.

9. **Actions from Previous Meetings**

Person	Action	Update
Clerk	Follow up regarding a stakeholder meeting with Moderna once planning applications completed.	On hold, awaiting decision on security fence.
Clerk	Complete administration processes for Internet Banking	Ongoing, low priority.
Clerk	Consider options for higher level of interest for Parish Council's Business Account with Matt Hansard.	See Finance Section (iii) Banking.
Clerk	Progress new mandates BlackRock and CCLA to allow change details	See Finance Sections (v and vi).
Clerk	Identify installation kit required and arrange for installation of new litter/dog bin and its subsequent maintenance.	See update in POS Section (iv).
Clerk/FD	Follow-up on bus shelter issues (Main Street & Garden Centre)	Good progress - see update in Highways Section (ii)
Clerk	Submit Parish council responses to planning applications.	Completed.
Clerk	Accept Joshua King's resignation, thank him for his contribution and initiate the process to co-opt a new Councillor	Completed.
RF	To send Clerk details about bus shelters contact and brochure.	Completed.
CB	To follow up on complaints about noise/parking at pub.	Completed.

DD	Follow up with Vale raising possible Enforcement Notice regarding mobile home at Hillview	DD to provide update at meeting.
Clerk	Follow up naming of new development with Sally-Anne Worsley - Vale Naming Officer.	Completed. Agreed will be called 'Blenheim Gardens'
DD	Send CB copy of original report considering renewables options.	DD/CB to update at meeting
Clerk	Follow up Stuart Ward re play equipment repairs	Completed.
Clerk	Follow up with Mike Race (DWH) regarding transfer of land.	Ongoing. Works agreed. DWH awaiting our solicitor details.

10. **Planning**

(i) Applications to be considered by the Council

P25/V1613/FUL, for development work at the following location: Memorial Garden adjacent to the War Memorial, Perimeter Road Harwell Campus.

'Chilton Parish Council supports the overall aim to develop a memorial garden adjacent to the war memorial. However, the current layout needs to be modified:

- Removal of 3 mature chestnut trees - this is not acceptable. It is understood these trees have TPOs. They are part of an established line of chestnut trees and provide some screening of the Moderna buildings from the A4185.
- Layout of the memorial garden - this needs to be reconsidered in formal consultation with the Royal British Legion. It is understood from comments received by the council that more standing areas are required for the memorial services at the stone.'

P25/V1232/FUL Erection of a temporary contractors' compound including 2.4m fencing around the perimeter. Land south of Road Eight Rutherford Appleton Laboratory Chilton (Amended Construction Traffic Management Plan received 11 August 2025).

'Chilton Parish Council are pleased to see the Construction Traffic Management Plan, dated August 2025, has been amended following Post Application Planning Comments. Although it still identifies the Avon Road/Perimeter Road route as an access route to the site it no longer presents this route as the one to be taken by Concrete Vehicles. Instead, in Appendix A, it shows all vehicles entering site via Fermi Avenue.

Just to reiterate, the Parish Council supports the view of residents from Severn Road who use Avon Road for vehicular and pedestrian access to their properties, that the road is not suited to the use of HGVs and heavy traffic, the road surface has deteriorated, is subject to flooding and poses safety issues'.

P25/V1753/O, Outline application with all matters reserved for proposed new 600m² Class E building with associated parking and landscaping. Site adjacent to Chilton A34 Interchange Chilton Oxfordshire.

'Chilton Parish Council strongly object to this outline application for the following reasons:

- It does not comply with the Chilton Neighbourhood Development Plan 2021- 2031, Policy P4 (p32) and is not the type of development the Parish Council would support.
- The location is not a designated employment area.
- The development is stated just as a Class E building. This is unacceptably wide and gives little indication of what is intended.
- The access to the site is onto the busy Chilton A34 roundabout which already experiences serious congestion at peak times of day. The proposed development would further exacerbate the current traffic situation and be potentially dangerous due to the lane switching arising from the position of the existing bus stop and the traffic lights'.

Action: Clerk to send comments to VOWH Planning Department.

(ii) Applications determined by the Vale

P25/V1241/HH, for development work at: Kilbo South Row Chilton Didcot. APPROVED.

P25/V1208/HH, for development work at: Hawkridge South Row Chilton. APPROVED

(iii) Other planning issues

P25/V1664/DIS, for development work at the following location: Land south-east of Diamond Synchrotron Fermi Avenue Rutherford Appleton Laboratory Didcot. Discharge of condition SUDS Compliance.

P25/V1051/FUL, for development work at the following location: Skippets Stables, Mobile Home Dene Hollow Chilton, Additional information - Additional information - Contaminated land risk assessment.

P24/V2170/FUL Land at Wattle Cottage Farm Prospect Road Upton Didcot OX11 9HT -

letter received saying if goes to Planning Committee we will be told.

P14/V1206/FUL Temporary planning for mobile home in relation to proposed building works
ref. application no. P14/V0391/HH. Hillview, South Row, Chilton.

P25/V1457/FUL. Land South of Road 5 Rutherford Appleton Laboratory Harwell Campus Didcot OX11 0QX.
Erection of a public art installation outside Visitors Centre.

11. Finance

(i) External Auditors 2024/25

The AGAR Part 3 was submitted to the External Auditors who have subsequently come back with several queries relating to S106 funding for the new play equipment and more recently queries concerning our process and procedures. Responses have been sent.

(ii) Financial Update

(a) Expenditure £ - Cheques

Cheque	Supplier	Amount £
2629	Playsafety Ltd (RoSPA inspections)	542.40
2630	Nurture Landscapes (July)	2,323.78
2631	Tactical Facilities Management - Bibby (July Bins)	83.77
2632	GeoXphere (Parish Online)	45.00
2633	JE Berry salary & expenses (Chronicle, Defib battery, Stamps)	1,158.18
2634	Tactical Facilities Management - Bibby (Aug Bins)	83.77
2635	BGP - Play equipment - replacement pendulum seat on Wickstead rota	360.00
2636	JE Berry expenses (Treemendous)	220.00
2637	Castle Water (CF Allotments)	100.11
	Bank charges - Community Account	11.25
Total		4,928.26

(b) Income £

SA Clothing Bank (June, July, Aug)	40.67
Interest (August)	167.89
PCC (Chronicle - 3 editions)	165.60
VAT Refund (1 July 2024 - 30 June 2025)	8,981.44

	9,355.60

(c) Balances £

Treasurers Account	4,000.00
Instant Access	29,307.93
Business Account	209,665.17

(iii) Banking - Clerk had been advised by Lloyds Business Banking team that by changing the PC's Business Account (instant access) to a Notice Account (95 day), the interest rate could be improved from 0.9% to 2.73%. Both rates are variable. With the current balance this would increase the annual interest received by £3,830. The Parish Council approved the Clerk to change the account.

(iv) Clerk's salary - the annual local government pay settlement was 3.2%. Current pro-rata annual salary SCP15 will increase from £7,862.97 to £8,114.59. The Parish Council approved this rise.

(v) CCLA investment - Chilton Public Purposes Charity. A new mandate is required to change administration from Liz Morris to current Clerk. Currently only Liz is down on mandate - it was agreed that Chris Broad and Matthew Hansard should be included as additional parties.

(vi) Blackrock investment - Chilton Public Purposes Charity. Same situation as for CCLA above. Again, it was agreed that the new mandate should include Chris Broad and Matthew Hansard.

(vii) Charity Commission Trustees - again set up so Liz Morris was both Administrator and Sole Trustee. Clerk has changed administrator to herself, it was agreed to keep Liz as a Trustee but also add Chris Broad and Matthew Hansard.

(viii) Use of CIL Funds - OCC have confirmed that a new bus shelter and a new waste bin are in line with the overall provision of infrastructure and addressing a demand that has been created by development in the village. Parish Council approved the use of these funds.

Action: Clerk to follow-up and action (iii) - (viii) above.

12. **VHMC Report**

CB noted there were no major issues to report. The VHMC are continuing to investigate alternative access options.

13. **Play Equipment**

(i) Parish Councillor inspections - none were reported.

(ii) A quote has been received from BGP (play equipment maintenance) to replace the 7 rotten wooden panels on 'slide mound' in VH Teen Area. Total cost £655. The Parish Council approved the Clerk to commission the work and asked to check whether membrane could be used to restrict growth of stinging nettles.

Action: Clerk to follow up with Stuart Wood, BGP.

14. **Maintenance of Open Spaces**

(i) Allotments - Taps - Plumber and Thames Water have both advised difficult to adjust pressure on Lower Road taps. Not really designed for operating with mains pressure. Following several complaints regarding the difficulty being experienced using the taps, Clerk sent e:mail to all LR Allotment tenants. 9 responses (20 allotments) of which 7 noted difficulties using the taps and several said that an 'improvised fitting' to allow a hose to be fitted to fill water butts was leading to a loss of water/wastage. Replacement of taps with 'normal outside taps' would cost around £100/tap. Several allotments have not been used this year largely due to weather. Site is very untidy but only 2 or 3 tenants would like to get a skip to throw away redundant plastic/wood. Others said they didn't have any rubbish would contribute to cost. Approval given to replace taps with standard outside taps.

Action: Clerk to arrange for the replacement of the taps.

(ii) Hornbeam Tree works - Landscape Group estimate to lift the canopy and clear all branches etc away and leave neat and tidy £85.00 + vat, Treemendous have provided an estimate for £50 without VAT. These costs include all dump costs / fuel / labour. Approval given to instruct Treemendous to do work.

Action: Clerk to accept Tremendous quote to do work.

Roman Field works - request received from resident regarding trees from the recreation area growing over their land/roots causing paving slabs to lift. Nurture had investigated and sent quote to fell 2 small willows, trim other trees and lift and relay paving £1,670 + VAT. Approval given to fell/sort trees, as done in other previous cases but not to do groundwork as setting precedent.

Action: Clerk to obtain quote for tree work alone and inform residents accordingly.

(iii) DWHs request for transfer of additional land (north side of the corner on Potteries Lane and small strip of land adjacent to Avon Road). DWH have accepted responsibility for repairing fence and cutting back vegetation before completion of the transfer. They have requested name of our solicitor and will pay our legal costs. I understand Surrey Hills did not do the original transfer of land but they have quoted £1800+VAT. Parish Council approved use of Surrey Hills.

Action: Clerk to inspect site after works, and follow-up with Mike Race (DWH) and Surrey Hills.

(iv) Replacement of wooden/metal posts (VH and CF). Nurture have provided a quote for the replacement of 7 wooden bollards (6 CF/1 VH) to prevent vehicles entering public open spaces and one metal lockable bollard (VH), together with fixing the new waste bin at CF, £985.50+VAT. The bin itself has been discussed and approved and location agreed previously. Clerk was asked to check if better solution but, assuming satisfactory response, approval given to proceed.

Action: Clerk to discuss with Nurture and proceed with works.

15. **Highways Maintenance**

(i) Meeting OCC Tree Team (Lower Road)- meeting took place on 28/08/25 to discuss responsibilities for the maintenance of Lower Road banks. Matt Hiron from OCC explained that banks are likely to be the responsibility of owners of adjacent land. He agreed that maintenance required. OCC Tree team will liaise with the Highways team (responsible for scrub and saplings) to establish ownership, maintenance and where

appropriate they aim to pass costs on to land owners but if necessary OCC will undertake maintenance required for safety purposes. He confirmed it is not the Parish Council's responsibility to do so. Matt Hiron also reviewed the situation with the trees adjacent to the Old Post Office where his team had trimmed branches to allow buses to pass safely. He did not think there was a safety requirement to fell the tree. He also noted that the Tree Team are being encouraged to liaise more directly with Parish Councils.

Action: Clerk to thank Tremendous for their estimate but explain the Parish Council will not be proceeding.

- (ii) Bus shelter - replacement of shelter in Main Street. Bekah had initiated contact with David Bellchamber, Bus infrastructure Officer, OCC. He had been very helpful providing alternative suppliers, 'Littlethorpe of Leicester' for wooden shelters (around £7k for a similar Cropston, walk through replacement). Although the wooden ones look more rural, David Bellchamber advised only enough space for a 'walk through' one possible at current site. The alternative Externiture (around £4k for a similar aluminium shelter - used extensively by OCC). Clerk had requested an estimate and then met supplier on-site and discussed our requirement for seating. They recommended a 2-panel Mono design (slightly smaller than current one) with quarter panels at ends and seating. Bus shelter costs just under £4k+VAT but associated installation costs including removal of old shelter and groundworks with resurfacing the footpath, brings total to £8,489+VAT. There would be choice of colour - they suggested black frame with green stripe/seating. Parish Council asked Clerk to check the material used for glazing and to include the removal of the existing plant troughs.

Action: Clerk to contact Externiture as requested and complete consultation with nearby residents.

16. Correspondence

- Matthew Hiron - Tree Officer, Tree Service OCC - meeting on 28/08/25.
- David Bellchamber - correspondence regarding replacement bus shelter.
- Mike Race (DWH) - Additional area of land for transfer to Parish Council.
- Sally-Anne Worsley - Vale Street naming and numbering officer - development off Upper Farm Road - to be called 'Blenheim Gardens'.
- Adam Trigg, STFC Development Plans - at this meeting.
- Paul Wilson - Invitation to Highways Drayton Depot Open Day.
- Robin and Sheila Kidd, 21 Roman Fields, regarding trees from recreation area growing over their land/roots causing paving slabs to lift.
- Geoffrey Marks - regarding poor state of garden centre bus shelter. Have referred to David Bellchamber who has agreed to follow up, probably with Harwell Campus.
- Martin Freeman - enquiry regarding use of football pitch for U11 Girls team. Explained not bookable and use of VH facilities not available.
- Denise McElroy - following up re need for seating at Main Street bus stop.
- Communications VWH - August Vale News*, Reservoir, Planning Reform, Botley Road and Website update.
- Healthwatch Oxfordshire*
- OCC - Regular Monthly Update*
- OALC - Monthly Update
- NALC Chief Executive Bulletin and Events Newsletter (weekly)
- SLCC - weekly news digests.
- Thames Valley Alerts - July/August updates*
- Police & Crime Commissioner Matthew Barber, updates*
- Rural Service Network - monthly bulletin.
- CPRE Update, April 2025

Items marked with * are regularly uploaded onto our website for broader communication.

17. Date for next Parish Council Meeting

The next Parish Council meeting will be held on Monday 6th October in the Village Hall.

18. **Summary of Ongoing/New Actions**

Person	Action
Clerk	Follow up regarding a stakeholder meeting with Moderna once planning applications completed.
CB	To follow up EOI received wrt Councillor vacancy
Clerk	To investigate request for speed signs with OCC Highways.
Clerk	Complete administration processes for Internet Banking
Clerk	To change Parish Council's Business Account to 95-day notice account.
Clerk	Progress new mandates BlackRock and CCLA to change administrator and add CB and MH
Clerk	Accept Nurture quote for new bollards and schedule work.
Clerk	Arrange for plumber to replace 2 LR Allotment taps with standard outside taps
Clerk	Progress the purchase and installation of new litter/dog bin and its subsequent maintenance.
Clerk	Roman Fields work - request quote from Nurture for tree work only. Inform residents of Council's decision.
Clerk	Clerk to inspect site after works, and follow-up with Mike Race (DWH) and Surrey Hills.
Clerk	Lower Rd - trees - thank Tremendous for their quote but explain the Parish Council will not be proceeding.
Clerk	Hornbeam tree - accept quote from Treemendous and schedule work.
Clerk	Follow-up with Externiture on the replacement of Main Street bus shelter and complete consultation with nearby residents.
Clerk	Submit Parish council responses to planning applications.
DD	Follow up with Vale raising possible Enforcement Notice regarding mobile home at Hillview
DD	Send CB copy of original VHMC report considering renewables option.
Clerk	Follow up Stuart Ward re slide (VH) repairs
Clerk	Follow up with Mike Race (DWH) and Surrey Hills regarding transfer of land.

The Chairman closed the meeting at 10:05pm.