



**DRAFT MINUTES**  
**Open Spaces Committee Meeting**

**18<sup>th</sup> May 2026, 7:30pm, Wheatley Parish Council Office**

**In attendance:** Chair Alison Sercombe, Vice Chair Paul Wilmott, Councillors Aaron Brooks, Andrew Cooper, Lucy Thomas, Anthony Shepherd, John Wolstenholme

**Present:** Locum Clerk, Assistant Clerk

Andrew Cooper opened the meeting.

**#1/26-27 Election of Chair of the Open Spaces Committee:** Cllr Cooper noted he will step down as Chair. The Committee thanked him for his service as Chair.

Cllr Thomas proposed and Cllr Shepherd seconded Alison Sercombe as Chair. The Committee unanimously elected Alison Sercombe and she accepted the role of Chair of the Open Spaces Committee.

**#2/26-27 Election of Vice Chair of the Open Spaces Committee:** Cllr Cooper nominated Cllr Wilmott and the Chair seconded him as Vice Chair. The Committee unanimously elected Cllr Wilmott as Vice Chair of the Open Spaces Committee and he accepted the role.

**#3/26-27 Apologies:** Apologies were received from Cllr Toby Newman.

**#4/26-27 Declarations of Interest/Dispensations:** None.

**#5/26-27 Minutes of the meeting of the 16th March 2026:** The Committee agreed and signed the minutes of the meeting of the 16<sup>th</sup> March 2026.

**#6/26-27 Terms of Reference:**

- i. The Committee agreed the Terms of Reference resolved at the Annual Parish Council Meeting.
- ii. No changes were noted.

**#7/26-27 To receive an update on outstanding actions with no decision:**

The Assistant Clerk updated the following:

- i. Tidying of village square - raised planters: One of the groundsmen has been tidying village square.
- ii. Update on blocked pipework on footpath from Beech Road to Kelham Drive and uneven tarmac: There has been no update from County Cllr Bearder. The Chair asked the Asst Clerk to email the MP.
- iii. Update on responsibility of St Mary's Close Alley roof: The Assistant Clerk has learned the roof is the responsibility of Taylor Wimpey and has contacted them; there has been no response. The Assistant Clerk will obtain quotes, as this is a health and



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safety concern, and provide the costs to Taylor Wimpey. The Clerk will put this on the next agenda for the Full Council.

- iv. Smoke free park: The Clerk/Assistant Clerk will speak to the primary school about a competition with a prize for artwork.

**#8/26-27      The Assistant Clerk provided the following updates:**

- i. Memorial Gardens - solar lights: The consultation period runs until the end of May. The consultation results will be considered by the Diocese.
- ii. Graffiti removal – Graffiti has been removed and the invoice paid. The Assistant Clerk is working on the invoicing of residents.
- iii. Maintenance tasks – The Assistant Clerk is making a list of tasks.
- iv. Tree register – The tree surgeon has this register and will be looking at surveys.
- v. Church Road rec signage: There is signage in place which needs updating. The Committee would like to investigate a new green sign with the Wheatley Parish Council logo on it.
- vi. Allotments: The Assistant Clerk has reviewed the empty plot with a contractor. It will required heavier machinery and this will take longer than anticipated.
- vii. Quotes for Bus Shelter roofing repairs – King and Queen, London Road (Ambrose Rise, Sunny Side): The Clerk/Assistance Clerk will investigate quotes.
- viii. Enforcement of dogs in the play areas: The Clerk/Assistant Clerk will investigate larger signs. By-laws were mentioned, but it was noted that enforcement would still be an issue, so were not something to pursue.

It was noted that there have been instances of the gates of the memorial gardens being closed and dogs allowed to run free. Cllr Wilmott will inform the Vicar about this. The Clerk/Assistant Clerk will investigate whether the gates can be padlocked open.

**#9/26-27      To have an update on Play Areas and Recreation Grounds with no decision**

- i. Church Road rec refurbishment: The Committee thanked the Assistant Clerk for her work on the grass. She noted the grass is coming along nicely. The Assistant Clerk will look to edge the grass to allow it to grow flush to the play area surface.



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It was noted that the contractor snagging has been done. Cllr Shepherd will go around and look at any snagging the Parish Council would like to raise.

The Assistant Clerk noted there will be a soft opening on 21/5 with the official opening for Friday 22/5. The Clerk/Assistant Clerk will investigate rubber spikes on top of the swings to prevent birds.

Cllr Shepherd will investigate strimmer guards at bottom of equipment.

The Assistant Clerk noted she will be organising the painting of the teenage shelter.

**#10/26-27 To have an update on Littleworth Field with no decision:** The Chair noted that Parish Council's solicitor is working with Oxfordshire County Council to ensure the current fencing in front of the dropped kerb can be moved.

The Chair is working for the lease to be completed rapidly in order to apply for funding from South Oxfordshire District Council.

**#11/26-127 Correspondence:** There was no correspondence not previously raised.

**#12/26-27 Date of next meeting:** The date of the next meeting of the Open Spaces Committee was confirmed as the 20<sup>th</sup> July 2026 at 7:30pm in the Parish Council office. Apologies were received from Cllr Newman and Cllr Thomas for the July meeting.

**The meeting closed at 8:01pm.**