

Minutes of the Littlemore Parish Council Parks and Environment Committee meeting held at Edith Kempson House on Monday 20th July 2026 at 7 pm Littlemore Community Centre. at 7pm.

Present: Cllrs Evans (Chair), Willis & Railton.

In attendance: Tim Cann (Acting Clerk)

Members of the Public: 0

Meeting opened: 19.00

PEC 18/26 Chair's Welcome

PEC 19/26 Apologies for absence: Cllr Kowalski – extended leave, Cllr George and Cllr Snowton.

PEC 20/26 Declarations of Interest.

No pecuniary or non-pecuniary declarations of interest were made.

PEC 21/26 Minutes of Previous Meeting.

It was RESOLVED the minutes of the Parks & Environment Committee meeting held on Tuesday 22nd June 2026 are a true record.

PEC 22/26 Oxford Road Recreation Ground

- a) Tree survey – Discussion on the works undertaken following the last tree survey. Agreed that tree survey should be undertaken every two years.
ACTION – Clerk to request quotes for tree survey to be undertaken March / April 2027.
ACTION - Clerk to update scope of works for maintenance staff.
- b) Play area
 - 1) Weekly inspection of play equipment and maintenance plan of play equipment – All staff have had training for weekly visual inspections. There is a tablet on which a form can be filled and sent to the Clerk so a record can be kept. ACTION – Clerk to confirm with maintenance staff that weekly inspections now include the new play equipment and railings are included in the maintenance. Also to discuss with maintenance staff how water collection on the railings can be prevented.
 - 2) Annual inspection of play equipment – ACTION – Clerk to request a copy of the post-installation inspection report for the new play equipment. ACTION - Clerk to request quotes for annual inspection of the rest of the play equipment. ACTION - Clerk to check regulations and best practice on number of inspections required per year.
 - 3) Maintenance of the multi play red roof. ACTION – Clerk to instruct ground staff to undertake pressure washing the red roof.

- 4) Update on titan swings – ACTION – Clerk to get an update on payment and date of potential installation.
 - 5) Replacement of red/blue infant swing seat – unanimously agreed to procure a replacement seat so a ready replacement is available in case of any damage. ACTION – Clerk to order seat.
 - 6) Playground Signs – current signs have out of date information. Chair proposed ordering new signs, unanimously agreed. ACTION – Clerk to check European / UK standards and order new signs.
- c) Playing field – Discussion regarding cracks appearing in the ground. Maintenance staff have purchased soil and will fill in the cracks.
- d) Benches – Discussion on vandalism of benches and how composite benches are safe from most damage. ACTION – Clerk to request maintenance staff to clean and treat the wood on the bench closest to the roundabout at Little Park.
- e) Prevention of dog mess – discussion on signage around the recreation ground. ACTION – to include an item in the newsletter that encourages people to dispose of waste correctly and why it is important to do so.
- f) Workshop – Discussion on next steps to start workshop project and temporary arrangements required. Cllr Evans PROPOSED a working group is set up to discuss project plan, timescales, temporary and permanent proposal, costs etc. Unanimously agreed.
- g) To discuss other maintenance including –
- 1) Teenage shelter (blue/yellow) near the Muti Unit Games Area (MUGA) – Discussion on the damage to the steel structure of the shelter. ACTION – Clerk to request maintenance staff to carry out repair works and purchase any items required for the repair.
 - 2) Picnic tables – tables need sanding and wood treatment. ACTION – Clerk to request maintenance staff undertake the maintenance required.

PEC 23/26 Little Park

- a) Tree survey – ACTION – Clerk to obtains quotes for essential works recommended by report and circulate quotes to get a decision from the committee. Advisable work to be carried out by maintenance staff.
- b) Vegetation - Police have raised concerns with overgrown vegetation which increases propensity for crime. Management would allow line of sight from camera surveillance by Thames Valley Police. PROPOSAL – on site visit to

determine maintenance required and what staff can action. Clerk to circulate some dates after 13th August.

- c) Wildflower meadow – Deferred to next meeting.
- d) Maintenance – Bowser has been purchased – ACTION Clerk to request maintenance staff to water the plants and include in their scope of works.

PEC 24/26 Parish walkabout

Cllr Anne Stares undertakes bi-monthly walkabouts with City Council staff in her role as a Littlemore City Councillor to address problems such as fly-tipping, trees and shrubs overhanging pavements, the maintenance of public open spaces maintained by the City Council and note any uneven pavements or loose/ absent kerb stones for reporting to the County Council Highways Department. It was therefore concluded that an additional walkabout by the Parish Council was not necessary.

PEC 25/26 Paths around the Oxford Academy

Paths are dangerous and raise safety concerns due to overgrown vegetation and lack of lighting. Discussion on which body is responsible for improvement. ACTION – Cllr Railton to circulate Cowley Branch Line Movement Study.

PEC 26/26 Catholic Church benches and bins

ACTION – to get update from Tim Cann (acting Clerk). Cllr Railton to circulate benches to be ordered. Clerk to order benches from Oxford Direct Services.

20:56 Chair requested a 15 minute extension.

PEC 27/26 Clerks Report

Clerk gave an update on the works undertaken to maintain the Black Poplar on Oxford Road recreation ground.

Discussion on frequency of meetings. Agreed that Clerk attends meetings every month but Councillors will meet monthly.

PEC 28/26 Date of next meeting - Monday 21st of September at Edith Kempson House at 7pm.

Other items:

- a) Dangerous wall by the play area at Oxford Rd recreation ground – ACTION Clerk to get correspondence from Tim Cann (acting Clerk). Get an update from owners.
- b) Encroachment on the park from 17 Kempson Crescent – a structure has been built on the encroachment. ACTION Clerk to Notify landowner's field officer.

- c) Little Park – ownership passed onto Littlemore Parish Council from County Council but did not receive the land registry. ACTION – Clerk to seek land registry documents of transfer of land from County Council.
- d) Little Park – unclear which part is highway verge on the bank up to the bypass. ACTION – Clerk to identify boundary so we know who is responsible for maintaining the trees.

CLOSED at 21:13.

Signed:

Cllr Micheal Evans

Date:



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Oxford Living Wage employer