

## Minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> October 2023

**Present:**

Matthew Judson	(MJ)	Chair
Rachel Arnold	(RA)	Vice Chair
Joe Deane	(JD)	Councillor
Keith Hickson	(KH)	Councillor
Gill Sellars	(GS)	Councillor taking minutes in the absence of the Parish Clerk

**In Attendance:**

5 Members of the public  
Dan Levy (DL) County Councillor

MIN REF	ITEM
23/097	<b>01 APOLOGIES FOR ABSENCE</b> Trudi Gasser (TG) Parish Clerk Lysette Nicholls (LN) District Councillor Charlie Maynard (CM) District Councillor
23/098	<b>02 DECLARATIONS OF INTEREST</b> Gil Sellars is a trustee member of the Village Hall Committee with regards to item <b>23/105</b> covering the Village Hall.
23/099	<b>03 APPROVAL of MINUTES</b> Minutes Parish Council Meeting of the 4 <sup>th</sup> of September were approved for publication.
23/100	<b>04 MATTERS ARISING</b> CFW Pre-June GS – B4449 Reducing the noise and vibration BT Openreach, despite letters being sent no action has been taken by BT Openreach. <b>ACTION: GS, DL ask that he is copied in on an email to them so he may assist.</b> CFW from June mtg. 21/064 TG to create and circulate a list of current policies (a PC Policy Register) ready for review. <b>ACTION: TG Policy list</b> CFW from June Meeting 22/0269 Welcome Pack <b>ACTION: JD currently drafting a document</b> CFW 23/061 – Village Stocks, the thatched shelter is leaning. <b>ACTION: MJ/JD to resolve the issue.</b> CWF 23/078 Village Survey <b>Action: GS to draft questions for review at the next meeting.</b>
23/101	<b>05 REPORTS FROM DISTRICT and COUNTY COUNCIL</b> <b>County Council:</b> Full report attached short verbal report provided in person by DL: Labour councillors have resigned from the Oxfordshire Fair Deal Alliance, Lib Dems and Greens continue to work together within the Alliance. Stanton Harcourt and Sutton 20mph proposal is due to be considered at either the October or November council meeting. County Transport Strategy underway with particular focus on Oxford and Henley due to the limits introduced by crossing over waterways. DL is pushing for the B4449 free of HGV but pulling together a cohesive strategy is challenging.

	<p><b>District Council:</b></p> <p>Summary of reports provided by Chairman:</p> <p>Both reports encourage residents to comment on the WODC long term plan particularly with regards to whether residents want:</p> <p>Dispersed Growth - A more even distribution of growth with emphasis on small - medium scale development taking place in villages. Or</p> <p>Village Clusters - similar to above but with villages considered collectively in 'clusters' based on available services and facilities.</p> <p>CM's report also covers:</p> <p>CM is on the planning committee that will review the plan for 19 new houses within the village so cannot comment on the proposal.</p> <p>WODC's enforcement officer is moving forward with a Breach of Condition Notice against the Hayfield developer.</p> <p>Overnight Noise from the Business Estate is being discuss with Ardent with the aim of improvement.</p>
23/102	<p><b>06 QUESTIONS FROM MEMBERS OF THE PUBLIC</b></p> <p>Concern was raised about the damaged sign on the B4449 at the end of the Haul Road. MJ explained that this issue had been reported several times on fix my street and had been followed up by District Councillor CM</p> <p>A query was raised as to why there are speed trackers on the B4449 between Sutton and Eynsham. DL said it was not unusual to monitor traffic on this road.</p> <p>Request made that the PC ensure that 19 new houses are not build in Stanton Harcourt (see Planning below) The scope of the PC authority over planning decisions was discussed with the attendees. MJ explained that the Parish Council may comment on planning applications, as may District Councillors, County Councillors, and other important bodies such as Thames Water. The initial decision is then made by the District Planning Committee, that decision can be overruled by subsequent Government intervention. But it is important that everybody concerned about any planning application register their concern with WODC for the planning committee to consider.</p> <p>It was agreed that developing and agreeing with WODC a Local Neighbourhood plan for Sutton and Stanton Harcourt along with commenting on the Future Planning Strategy were all helpful action that would help WODC to help us.</p> <p><b>ACTION: TG, agenda item project to develop Local Neighbourhood Plan to be discussed at future meeting</b></p>
23/103	<p><b>07 PLANNING</b></p> <p><b>Planning Application</b></p> <p>23/02352/FUL - Erection of nineteen dwellings with associated parking spaces, new access road, public open space on the Land East of Main Road Stanton Harcourt.</p> <ul style="list-style-type: none"> <li>• Application closing date extended to 12th October, thanks to LN.</li> <li>• DL will comment on highways and flooding issues relating to the application.</li> <li>• 33 comments from residents have already been placed against this</li> </ul>

	<p>application 32 objecting 1 supporting the development.</p> <ul style="list-style-type: none"> <li>Thames water requested of WODC that if the application goes ahead that the houses are not occupied until the sewage infrastructure has been upgraded circa 2024/25</li> </ul> <p>MJ recommended to the meeting that anyone who has an opinion on this development to raise their own comments with WODC.</p> <p>All Parish Councillors have raised objections to this proposal which included, ecological issues, loss of historical views (one grade II and one grade II* building, loss of the gap between two villages, errors within the submission documentation. MJ will consolidate the input and submit on behalf of the PC.</p> <p><b>ACTION: MJ to submit planning objection against application 23/02352/FUL</b></p> <p><b>ACTION: TG to check the Planning Application Tracker and report any decision notices issued at future meetings.</b></p> <p><b>West Oxfordshire Local Plan Consultation 2041</b>  25 Hard copies of the consultation document had been placed in the Village Shop, all but 2 taken by residents, 5 hard copies distributed at meeting. Consultation closes October 25<sup>th</sup>, 2023.</p> <p>Dates for local Public drop-in meetings:  16<sup>th</sup> October Witney  23<sup>rd</sup> October Chipping Norton  These meeting dates will be advertised on the Village Voice Notice Board.</p> <p><b>Action GS: Place event on electronic notice board</b></p>
23/104	<p><b>08. VILLAGE VOICE NEWSLETTER</b>  Advert for additional distributors placed locally. October edition is being distributed. Extra page printed and inserted at late notice for 'Standing with Giant' by the editor.  RA will produce the PC content for the November edition.  The Editors hard work creating the valuable village Newsletter is much appreciation by the PC.  JD reported that his printer is currently broken, and he will try to fix it before the next edition, if there are any issues GS has offered alternative printing facilities.</p> <p><b>ACTION JD: to discuss reimbursement of editors printing costs with her.</b>  <b>ACTION: RA to product Village Voice content by 20<sup>th</sup> October.</b></p>
23/105	<p><b>09. VILLAGE HALL</b>  <b>Solar project</b>  Sign off complete, invoice paid, project closed.</p> <p><b>Car Park</b>  Glanville are still in the process of produce a technical specification, completion timescale end October.</p>

	<p>Once the Tec spec has been produced, confirmation of whether planning permission is required, quotes will be obtained, and S106 process re-entered.</p> <p><b>ACTION: GS to confirm whether planning permission is required once a Tec Spec is available</b></p> <p><b>ACTION: GS to present Tec Spec and protection list of suppliers at next meeting.</b></p>
23/106	<p><b>10. OLD GUARDROOM</b> Monthly PC rota working well, October – RA responsible.</p> <p><b>ACTION: GS to produce future monthly rota</b></p> <p>JD has fixed the rear guttering where it was causing damp, Thank you.</p> <p>Significant Maintenance issues remain due to poor refurbishment by Hayfield Developers. Enhancements to be discussed at a future meeting including.</p> <ul style="list-style-type: none"> <li>- Better control of lighting</li> <li>- Heating</li> <li>- Solar Heating system</li> <li>- Storage Shed</li> <li>- Dishes</li> </ul> <p>Old Guardroom Finances Billing up to date, the facility has been used more during the summer months. Running costs – the three large items are Energy, Insurance and Business Rates. Business rates have now been reduced to £1,500 per year, rate relief will be applied for to establish whether this can be reduced further.</p> <p>Actions carried forward from last meeting:  <b>ACTION: MJ to progress the replacement door</b>  <b>ACTION: RA to purchases dishes when next in IKEA</b>  <b>ACTION: JD to fix the front guttering – after clearing out the standing water</b>  <b>ACTION: TG to send a thank you note to the donor of equipment</b>  <b>ACTION: GS to discuss with Insurance brokers the option of merging the Village Hall and Guardroom Insurance policies</b>  <b>ACTION: TG to progress rate relief for a ‘not for profit’ community building</b>  <b>ACTION: JD To continue progressing the Guardroom Solar Heating project.</b></p>
23/107	<p><b>11. 20 MPH PROJECT</b> DL explained that the proposal would go before committee either this month or next.</p>
	<p><b>12. PARISH COUNCILLOR VACANCY</b> It has been confirmed that candidates must either be registered to vote in the parish or lived here for 12 months to be eligible. MJ to discuss with TG whether any previous applicants had been overlooked due to a misunderstanding of the criteria.  <b>ACTION: MJ to discuss with TG</b></p>
23/108	<p><b>13 COUNCILLOR RESPONSIBILITIES</b>  <b>Playground</b>  MJ is obtaining quotes for additional Play Equipment at the Leys Park to replace equipment current at Village Hall play park equipment. Update to be</p>

	<p>provided at future meeting.  <b>ACTION : MJ to report at future meeting</b></p> <p><b>PC Administration – Population of a shared Space</b>          Proposal to be developed by KH, GS and TG for presentation to PC at next meeting.  <b>ACTION: KH, GS and TG to develop a proposal.</b></p> <p><b>Pothole Management</b>          A significant pothole has been identified on Sutton Lane by Highways. Keith to walk around the village to check for other issues.  <b>ACTION KH village pothole review.</b></p> <p><b>Green Management</b>          Xmas tree on the Green looking sad.  <b>ACTION MJ - to review Xmas tree.</b></p> <p><b>Jubilee field trees to review</b>  <b>ACTION MJ – to review trees on Jubilee field.</b></p> <p><b>Cemetery</b>          JD raised a concern about visibility of plot availability and capacity planning for the cemetery.  <b>ACTION TG to report current situation at future meeting.</b></p>
<b>23/109</b>	<p><b>CORRESPONDENCE</b>          Tree trunk in the ditch Tudor cottage  <b>ACTION MJ to ask Robin to take a look.</b></p> <p>For information - Tar road will be shut on the 30th of Oct for tree cutting</p>
<b>23/110</b>	<p><b>ANY OTHER BUSINESS</b>          None brought to the attention of the meeting.</p>
<b>23/111</b>	<p><b>NEXT MEETING</b>          Monday 6<sup>th</sup> November 2023 at 19:30 in The Old Guard Room</p>

Signed .....

Date .....

#### County Council administration.

The Labour group has resigned from the administration at County Hall and withdrawn from the Oxfordshire Fair Deal Alliance. This follows an OFSTED report which highlighted a number of failings in the County Council's support for those with Special Educational Needs. In response to the demands of a number of the parents of those children and our observation of how the department was being run, the Lib Dem and Green groups suggested that Labour that it might choose to have a change in the cabinet leadership of the Children's Services directorate. Labour apparently took this as meaning that their freedom of choice of cabinet members was being curtailed.

It is very unfortunate, particularly as many people had congratulated us on being able to put together a progressive alliance. The Lib Dems and Greens have formed a minority administration that will continue to implement the objectives previously agreed by the council. Among other things, we are appointing a cabinet member specifically to address SEND issues with urgency. At the same time, the Cabinet member for finance, Calum Miller, has chosen to stand down to spend more time campaigning to become the first MP for the new Bicester and Woodstock constituency (which contains Eynsham, South Leigh and Cassington). I have taken over this cabinet role, in a challenging time for council budgets. And I have resigned from the WODC Executive, while remaining a district councillor at WODC.

#### Botley Road

The work to build a new station in Oxford ran into issues when the road under the railway bridge was found to be covering an interesting archaeological structure. That has made creating the new bridge more difficult.

In order to meet the deadline for finishing the new station by October 2024, Network Rail have taken the decision to move to 24 hour working and to keep the closure of Botley Road to motor vehicles during the period they had previously planned to open it. That means the road will remain closed to cars (but open to pedestrians) during the Oct23 to March 24 period. Stagecoach will continue to run the S1 service to the station via the A40 and the excellent E1 to Osney. The additional closure is difficult. Businesses remain open on Botley Road. At the end of the process we will have a bridge that is no longer too low for conventional buses and which endangers people on foot or bike. And a station with additional platforms to accommodate the new service to Milton Keynes and the potential services from Cowley and from Carterton/Witney/Eynsham.

#### 20mph

I am expecting the Stanton Harcourt and Sutton 20 mph scheme to appear on the agenda of the Cabinet Member for Highways Management decision meeting either in October or November. I will support the scheme drawn up by the Parish Council and County Council officers, and hope soon to see your village joining the many other ones in the county that have chosen to apply for lower and safer traffic.

#### Tar Road

Tar Road is due to be closed at the Witney end from the 30 October for a few days work. I have suggested that the diversion for motor vehicles be via the A415 rather than Sutton. This is quite

complicated because of the difficulty of cars heading to Stanton Harcourt Road in Witney being able to get to the A415. I will keep trying.

As ever, please get in touch with issues, comments or anything else via [dan.levy@oxfordshire.gov.uk](mailto:dan.levy@oxfordshire.gov.uk)

Regards  
Dan

## District Councillor update – Charlie Maynard

2 Nov 2023

**1. Local Plan consultation** – this is the opportunity to give your views on how our district should develop out to 2041. Given I'm Chair of the Witney Oxford Transport Group seeking to restore the Carterton-Witney-Eynsham-Oxford railway, you won't be surprised that I am speaking up loudly for Scenario 8, which focuses on putting housing around sustainable public transport rather than haphazardly around our villages. Whatever your thoughts are, please give them. The deadline is October 25<sup>th</sup>.

- **Online** - <https://yourvoice.westoxon.gov.uk/en-GB/projects/the-future-pattern-of-development?hasAccess=true>
- **Email** - [planning.consultation@westoxon.gov.uk](mailto:planning.consultation@westoxon.gov.uk)
- **Mail** - Planning Policy Team at West Oxfordshire District Council, Woodgreen Offices, New Yatt Road, Witney, OX28 1NB

## **2. 23/02352/FUL application – 19 homes at “land east of Main Road, Stanton Harcourt”**

I'm on the Lowlands Planning sub-committee so can't comment on it. However, I do encourage you to make your views known here - <https://publicaccess.westoxon.gov.uk/online-applications/applicationDetails.do?activeTab=makeComment&keyVal=S09JIDRKM0E00>

## **3. Hayfield Green**

WODC's enforcement officer is moving forward with a Breach of Condition Notice against the developer. This requires that the developer delivers what is outlined in the original plans. She has conducted a very detailed inventory of the site so that she is clear on the variance.

## **4. Noise at Stanton Harcourt Industrial Estate**

I've received quite a few complaints about this. I've taken this up with David Bury's agent at CBRE. He was having a meeting with Ardent today. I have yet to hear back the news.

## **5. Sewage / Thames Water**

I spoke to them this afternoon and am meeting them on Friday. I am pushing them to improve their network and their works capacity at the SH treatment works. They are not spending enough on their infrastructure.



## **Lysette Nicholls District Council Update**

### **Planning Application**

**23/02352/FUL**

This planning application has caused a lot of comments on Facebook prior to the Parish Council Meeting. Having contacted the Parish Council to gain their input, I submitted to the officers in planning an extension request for commenting and they are happy for the PC to comment after their meeting. In the meantime, this has been called and will be heard at Lowlands.

### **Planning Update**

In the next few weeks West Oxfordshire District Council is hoping to move to the standard method for housing. This will mean a reduction in housing numbers, but officers are unclear whether this will bring us in alignment with numbers required based upon the new calculation. This is also being challenged by WODC and a KC has been appointed to see if this number can be reduced further as we have taken some of Oxford's allocation. The hope is that we will no longer have to look at planning using the tilted balance.

**The Local Plan Consultation – Both myself and Charlie could be available to do a meeting on the 14<sup>th</sup> September to speak with residents or have a surgery to answer questions if the Parish Council would like us to on the Local Plan Consultation.**

**The consultation went live on the 30<sup>th</sup> August and will close 25<sup>th</sup> October. Now more than ever it is important that we try and get residents to respond.**

The Local Plan shapes our future and the decisions made for the future of West Oxfordshire and is key in developing the areas where we live and work ensuring the surrounding environment isn't negatively impacted.

The Local Plan legally must be reviewed and updated. We currently don't have enough housing land supply to meet the current local plan which affects how we make planning decisions. Currently when planning applications are submitted refusal can only be granted if "substantial harm" is identified outweighing the benefits regarding that application. This is why we are seeing applications such as the land opposite Flexneys Paddock.

There will be several options for you to look at but two of the options focus on villages.

**Dispersed Growth - A more even distribution of growth with emphasis on small - medium scale development taking place in villages.**

**Village Clusters - similar to above but with villages considered collectively in 'clusters' based on available services and facilities.**

We all recognise that there is a real need for housing and equally a huge demand for affordable housing. The question is are villages the right place? Villages will still play their part regarding additional housing numbers but without your input it could be much larger and have a much greater impact on where many of us live now.

Whilst this will be available online and will be fully interactive allowing you to make comments WODC will be engaging with Town and Parish Councils and will also be happy to receive written feedback on the consultation via email or post.

**Please register now to ensure that you can have your say.**

To sign up for the Local Plan consultation please visit <https://yourvoice.westoxon.gov.uk/en-GB/>

This is the link that takes you to the Pattern of Development section.

<https://yourvoice.westoxon.gov.uk/en-GB/projects/objectives?fbclid=IwAR2tflsNzi32Gcr-XKHJj6OxRXn9Dw7euijZID-yEAqqJFVkJFhKADhY2Zho>

WODC are also encouraging villages to have Neighbourhood Plans and if the Parish Council would to explore this I can put them in touch with the lead at South Leigh whom is reviewing theirs. This affords villages more protection.

**Lysette Nicholls (District Councillor)**  
**[lysette.nicholls@westoxon.gov.uk](mailto:lysette.nicholls@westoxon.gov.uk)**