

**Minutes of the Parish Council Meeting  
held on Monday 3<sup>rd</sup> December 2018 in the Village Hall**

**Present:**

Charles Mathew	(CM)	Chairman
Matthew Judson	(MJ)	Councillor - Vice Chairman
Graham Dixon-Brown	(GDB)	Councillor
Jose Eaton	(JE)	Councillor
Joe Deane	(JD)	Councillor
Gill Sellars	(GS)	Councillors
Trudi Gasser	(TG)	Parish Clerk

**In Attendance:**

20 Members of the public  
 Rachel Crouch, Headmistress of SH CofE Primary School  
 Mark Gay – Hayfield Homes

<b>MIN REF</b>	<b>ITEM</b>						
	<p>CM started the meeting by asking those present to observe a brief silence in memory of the young cyclist who tragically lost his life on the B4449.</p> <p>CM confirmed that a well-attended memorial had taken place following the passing of Nigel Parker. CM suggested the PC make a donation to Witney Citizens Advise Bureau in memory of Nigel – MJ proposed £100, CM seconded, all agreed. It was resolved to make a donation of £100 to CAB. TG to action</p>						
<b>18/131</b>	<b>APOLOGIES FOR ABSENCE</b>						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Hilary Fenton</td> <td style="width: 10%;">(HF)</td> <td style="width: 70%;">WODC District Councillor</td> </tr> <tr> <td>Steve Good</td> <td>(SG)</td> <td>WODC District Councillor</td> </tr> </table>	Hilary Fenton	(HF)	WODC District Councillor	Steve Good	(SG)	WODC District Councillor
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<b>18/132</b>	<b>DECLARATIONS OF INTEREST</b>						
	<ul style="list-style-type: none"> <li>• CM owns property near the Leys, the Green and the School</li> <li>• GDB &amp; SG live on the B4449</li> <li>• MJ lives on The Green</li> </ul>						
<b>18/133</b>	<b>APPROVAL OF MINUTES OF 5<sup>th</sup> NOVEMBER 2018</b>						
	<p>The Minutes were approved.</p> <p>Matters arising:</p> <p>18/112 – The OCC Trees of Remembrance was oversubscribed, resulting in trees unfortunately not being available in time to plant on 11<sup>th</sup> November 2018 – trees have now been collected, but are too fragile to plant at this time – it was agreed that the trees will be potted and planted around 11<sup>th</sup> November 2019. Planting locations were discussed and would be agreed nearer the time of planting, suggestions were the top end of Blackditch, Cemetery, bottom of Blackditch and the roundabout on The Green. CM asked the audience to contact him if they had any further suggestions.</p>						
<b>18/134</b>	<b>ROAD SAFETY – SH PRIMARY SCHOOL</b>						
	The Head from Stanton Harcourt Primary School, Rachel Crouch (RC), attended the						

MIN REF	ITEM
	<p>meeting to talk with the PC regarding their concerns.</p> <p>The school currently has 111 pupils, with 68% living in the village.</p> <p>Parking: RC confirmed that 5 more parking spaces had been created, the staff numbers are currently 15, so there is now enough parking spaces in the school grounds, eliminating the need for staff to park at the top of the lane. Ideas were suggested and discussed:</p> <ul style="list-style-type: none"> <li>• Parents requested not to park on the lane but to park at the village hall.</li> <li>• A teacher in hi-viz is present at the drop off point to assist</li> <li>• A path is painted on the school lane, as there currently is no designated path</li> </ul> <p>GS asked RC what the PC can do to help solve the issues. RC replied that it was a great start that the issue was being discussed.</p> <p>CM confirmed that OCC will be painting 'SLOW' on the pedestrian crossing beside 'Greensleeves'; he also confirmed that should the parking problem not be resolved, double yellow lines were a possibility.</p> <p>JE asked whether the parents could be spoken to regarding children running on the narrow pavement bend, as it was felt it was extremely dangerous – RC suggested that maybe a teacher present in hi-viz could improve the problem.</p> <p>CM reported that the Butts Piece 106 includes a crossing from the Green to the old shop, similarly, a footpath from the Airfield development to the Green to the crossing was planned, and although they were not immediate, they were in the pipeline.</p> <p>It was also reported that a number of parents were using the Church Car Park to turn – this resulted in a suggestion of a turning circle at the top of the school lane for parents to drop off children rather than parking. CM to discuss with OCC</p> <p>JD suggested contacting TVP Traffic Police for assistance – TG to follow up.</p>
<b>18/135</b>	<b>HAYFIELD HOMES – AIRFIELD PLANNING APPLICATION</b>
	<p>Mark Gay of Hayfield Home attended the meeting to discuss the following:</p> <ul style="list-style-type: none"> <li>• The ownership and on-going maintenance responsibility for the play area and open space upon the site;</li> <li>• The ownership and ongoing maintenance responsibility for the Guardroom; and</li> <li>• The commissioning of an artist to design a public art war memorial for the site, as previously discussed and as shown indicatively on our (to be) approved Site Layout.</li> </ul> <p>It was Hayfield Homes' opinion that the ownership and therefore the maintenance responsibility for both the open space and the Guardroom should be transferred to a Management Company, with all management costs being paid for by the residents of the new development. Full rights of access to the Guardroom by the Parish Council and</p>

MIN REF	ITEM
	<p>the local community will be made explicitly clear and legally binding within the Section 106 Agreement for the site. This approach will provide a funding mechanism in perpetuity for all maintenance responsibilities, given the need to maintain a substantial amount of open space and a number of WW2 airfield structures and buildings upon the site (including the Guardroom, Water Tower, former taxiway landscape feature, 3 x blast shelters and the air raid shelter).</p> <p>The Parish Council and local residents to have the opportunity to input into the design process of a war memorial public art feature for the site. (Agreed)</p> <p>The responsibilities of the Management Company for the ongoing maintainable of all public and shared space the funds for which will levied via a service charge on all households within the development</p> <p>CM highlighted the danger of a management company not undertaking the maintenance. Any commitment must be bound, possibly by a bond? So should the management company not performs a sum of money would be made available.</p> <p>The following points were raised by the PC:</p> <ul style="list-style-type: none"> <li>• Any improvements to the cemetery parking should be discussed with JE, who deals with the cemetery. (Agreed)</li> <li>• The RBL be involved in any discussions regarding the Memorial. (Agreed)</li> <li>• Options of the artists were requested to allow the PC to consider.</li> <li>• A cycle/pathway to the Cricket Ground should be created.</li> <li>• CM requested a substantial contribution for cycle paths in the area – GS reiterated the importance of this.</li> <li>• A contribution toward LWVP Ecological Project – it was confirmed that an area on the site has been designated to Natural England</li> <li>• The footpath link to Butts Piece must be a road from Blackditch to the new residential development access opposite the Cemetery: this has been consistently requested and is vital to prevent traffic from using the centre of the village unnecessarily both from residents’ amenity and schoolchildren safety and historical integrity.</li> </ul> <p>Mark Gay to email TG details of the 106 contributions for the application for circulation. The PC were asked to submit their decision to WODC within 1 week – it was felt this timeline was unacceptable, as it did not allow the PC to make an informed decision on the information available. TG to contact WODC planning to confirm deadline.</p> <p>It was pointed out that correct name for the Guard House should be the Guardroom.</p>
<b>18/136</b>	<b>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b>
	<p><b>DISTRICT:</b> None present.</p>
	<p><b>COUNTY:</b> CM confirmed that a Public Meeting would be taking place at 6pm on 21<sup>st</sup> January 2019 to discuss the B4449 and the Thames Cycle Path. The OCC Cabinet Member for Highways, Cllr. Yvonne Constance and two senior officers would be attending. More</p>

MIN REF	ITEM
	<p>details regarding the meeting would be published widely; CM encouraged all to attend and get involved. It was agreed that questions be sent to TG in advance of the meeting and shown on the website</p>
<b>18/137</b>	<b>PLANNING</b>
	<p>APPLICATION NO: 18/03181/S73 &amp; 18/03418/S73  PROPOSAL: Non-compliance with condition 2 of planning permission 18/00606/HHD to allow changes to approve plans.  LOCATION: 1 - 2 Steadys Lane Stanton Harcourt Witney</p> <p>The application had been circulated to Councillors for comment.</p> <p>APPLICATION NO: 18/03041/HHD &amp; 18/03042/LBC  PROPOSAL: Erection of various single storey extensions and changes to fenestration, construction of detached workshop and temporary retention of mobile home (amendment to planning permission 14/0657/P/FP to allow changes to the front entrance porch, glazed passage, introduction of new roof lights and the use of stone walls in lieu of render for the proposed garden room)</p> <p>The application had been circulated to Councillors for comment.</p> <p><b>Public Consultation – Improving Transport along the A40 Corridor</b>  Oxfordshire County Council will be holding a public consultation to present the proposed transport improvements to the A40 Corridor. There will a series of exhibitions, CM encourage all to attend if possible. The consultation will be available online between the 30 November 2018 and 1 January 2019 (closing at 11.59pm). Accessible online at: <a href="http://www.oxfordshire.gov.uk/ImprovingA40">www.oxfordshire.gov.uk/ImprovingA40</a>.</p>
<b>18/138</b>	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b>
	<ol style="list-style-type: none"> <li>1. It was resolved to close the meeting to take questions (see appendix).</li> <li>2. It was resolved to reconvene the meeting.</li> </ol>
<b>18/139</b>	<b>VILLAGE HALL CAR PARK</b>
	<p><b>Village Hall Car Park Quotations – as of 03/12/2018</b></p> <p>Quotes had been requested for two specifications:  Specification for the entrance work:</p> <ul style="list-style-type: none"> <li>• Set up barrier/signage/cones etc as required to undertake the works</li> <li>• Grade off existing hardcore to depth of 100mm below final finish levels</li> <li>• Take away spoil to tip</li> <li>• Supply and lay granite sets on concrete bed and haunch to sides and rear of area (tie into existing footpath at front of area)</li> <li>• Supply and lay AC20 dense binder course 70mm thick - Roll to compact</li> <li>• Supply and lay AC10 close surface course 30mm thick – Roll to compact</li> <li>• tarmac to be extended inside the boundary fence by half a Metre</li> <li>• Take away spoil, leave clean and tidy</li> </ul> <p>Specification for OCC Highway’s road work to be completed (Appendix B)  OCC are going to reimburse the PC for the highways work.</p>

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<b>18/140</b>	<b>COUNCILLOR RESPONSIBILITIES</b>																				
	TG circulated a template for Councillor Responsibilities – all Councillors to confirm the TG their preference – to be finalised at the next meeting.																				
<b>18/141</b>	<b>REPORTS FROM PARISH COUNCILLORS</b>																				
MJ	MJ provided an update on maintenance undertaken in the village.  CM confirmed that the Beech Hedge on the Green requires trimming and shaping – MJ to follow-up with maintenance.																				
GDB	Nothing to report																				
JE	Nothing to report																				
GS	Nothing to report																				
JD	Nothing to report																				
<b>18/142</b>	<b>VILLAGE VOICE</b>																				
	<p>The following concerns were discussed regarding village Voice:</p> <ul style="list-style-type: none"> <li>• The draft is difficult to read</li> <li>• It's important that the PC has sight of the final draft</li> <li>• It must be apolitical</li> <li>• It must be factually correct and impartial</li> </ul> <p>JD stated that the Editor had full control of content and that the Parish Council merely funded the production- despite the back page of the newsheet stating that it is 'published on behalf of the Stanton Harcourt Parish Council'. There was general dismay</p>																				
<b>18/143</b>	<b>FINANCIAL MATTERS</b>																				
	<ul style="list-style-type: none"> <li>• The draft budget was circulated, input was required from councillors – TG to circulate to all with confirmed figures.</li> <li>• Cheques were circulated for signature.</li> </ul>																				

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<b>18/144</b>	<b>CORRESPONDENCE</b>
	<p>TG reported that an email had been received:</p> <p><i>Just wanted to ask you to pass on sincere congratulations to everyone involved in building the dugout/air raid shelter. Thought it looked wonderful and very evocative.</i></p> <p><i>I live in Standlake and pass through Stanton Harcourt weekly.</i></p>
<b>18/145</b>	<b>OTHER BUSINESS (for information only)</b>
	<p><b>NEXT MEETING</b></p> <p>The next Ordinary Meeting – Monday 7<sup>th</sup> January 2019.</p>

Signed .....

Date .....

## **APPENDIX A TO MINUTES: PUBLIC SESSION NOTES**

### **Meeting on 21<sup>st</sup> January:**

It was asked what questions the PC would raise at the meeting?

*CM confirmed that the following points would be raised:*

- *Dangerous bends on B4449*
- *Speeding*
- *Destruction of verges*
- *Flooding*
- *Sutton by-pass*

### **Village Voice on Website**

A request was made for back copies and current Village Voice to be published on the website.

*TG to action*

### **The Quoits**

Following the completion of work to the entrance, the Stanton Harcourt sign had been moved to the other side of the entrance – it was requested that it be moved back to incorporate the close into the village. Concern was raised that there is no barrier to the ditch.

*CM to follow up*

### **Dogs on the Jubilee Field**

Concern was raised that dog walkers were using the Jubilee Field, despite the signs.

*CM offered signs to be erected.*

It was asked whether the PC would consider opening up the 'Buffer Zone' to be used as a dog exercise area?

*It was suggested that this be discussed at the next meeting – TG to add to agenda.*

### **Fatality B4449**

A member of the public who witnessed the accident raised concern that the cyclist had no lights or hi-viz. Could there be some education offered?

*JD confirmed that the Fire and Rescue run campaigns. CM would discuss with OCC.*