

FREELAND PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF FREELAND PARISH COUNCIL, HELD ON THE 18TH SEPTEMBER 2017, IN THE NEWELL ROOM, FREELAND, IN THE COUNTY OF OXFORDSHIRE AT 7.30PM.

PRESENT:	Chairman:	Peter Newell
	Vice-Chairman:	Robert Crocker
	Councillors:	Tim Webster, Matthew Ruddle, Mary Ann Canning, Bill Phillips, Jane Linnell
	District Councillors:	Colin Dingwall, (from 7.30pm -8.20pm, then 9.40pm till end)
	County Councillor:	Liam Walker (from 8.05pm)
	Clerk:	Lisa Smith

1. PUBLIC PARTICIPATION SESSION

Henry Lamprecht, Associate Director, Curtin & Co to attend to present information in favour of the Gladman's Barnard Gate Garden Village development proposal

2 residents were present for this session, together with representatives from Gladmans & Curtin & Co as follows:

Henry Lamprecht, Associate Director of Strategic Communications, Curtin & Co

Chris Still – Planning & Development Director, Gladman Development Ltd

Mike Heming – Projects Director, Gladman Development Ltd

Danielle Bassi – Project Manager, Gladman Development Ltd

Representatives from Gladman and Curtin & Co presented plans for a proposed Garden Village near Barnard Gate, which would be as an alternative site to the Eynsham North Garden Village, not in addition. A history of the site and various flaws that they felt were apparent in the Eynsham North proposal were discussed and maps were shown of the proposed area at Barnard Gate. The site would look to provide up to 3,000 new homes, plus a 9-hectare business/science park. The village centre would provide numerous facilities including primary schools, doctor's surgery, pharmacy, hotel, play areas, shops, village green to include cricket pitch & bowling green, lido, allotments, cemetery, country park and a sports park. There would be a pedestrian link across the A40 to the science park, plus 2 new roundabouts as access points from the A40. The section of road on the A40 between the 2 roundabouts would be made into a dual carriageway. There were 6 objectives to this proposal these were as follows:

- To retain existing landscape features;
- Provide protection for Church End and South Leigh villages;
- Strengthen and improve landscape structure at the site boundaries;
- Create a network of community facilities;
- Allow for widening of the A40, employment area and bus access;
- Provide green infrastructure and off-road connections.

Details were given as to how the proposed development plan met each of these objectives with the provision of numerous facilities and features.

The representatives from Gladman advised that they were keen to make an outline planning application as soon as possible. The Planning Inspector's report was eagerly awaited regarding the emerging WODC Local Plan, but there was no firm idea as to when this was likely to be published. One big advantage of the Barnard Gate option was that there was only a single landowner, who was very much signed up to the development proposal, whereas the Eynsham North proposal had numerous landowners, some of whom were not on board with the Garden Village proposals.

A number of questions were put to the Gladman representatives regarding flooding and flood risk assessments, secondary school places and provision, dualling of the A40 and Highway improvements, the North Eynsham link to the railway station at Long Hanborough and the standardised methodology used to produce the SHMA figures regarding the number of houses required.

After responding to questions, it was pointed out that it was important to promote the Barnard Gate Garden Village to the local community as many residents were still unaware of the proposals, and a

public consultation event had been arranged at the primary school on Friday 29th September at 7.30pm – 9.00pm. The Parish Council would attend and would publicise the event. Gladmans confirmed they were producing a leaflet to send out to the village within the next week.

Representatives from Curtin & Co and Gladman were then thanked for attending and they left the meeting at 8.25pm.

The residents present for this session also raised some queries regarding the level of flood risk for the Gladman development, how much social housing would be provided, concerns that the dual carriageway would not completely mitigate the number of additional vehicles entering onto the A40 and concerns about the lack of a secondary school provision.

They also raised concerns about the proven issue of speeding through the village and asked the Council to take some form of action to prevent any further accidents. It was also reported that there was a chevron missing from the bend by Heritage Cottage which the Clerk would report. The Quiet Lanes initiative was suggested as a way of obtaining a 20mph speed limit through Freeland. Colin advised he would circulate some information about it. This was all duly noted by the Council.

2. TO RECEIVE APOLOGIES FOR ABSENCE – Peter Foster – away.

3. CODE OF CONDUCT:

3.1 TO RECEIVE ANY AMENDMENTS TO THE REGISTER OF MEMBERS' INTERESTS

There were no amendments to the Register of Members' Interests.

3.2 TO RECEIVE ANY DECLARATIONS OF INTERESTS FROM COUNCILLORS FOR MATTERS TO BE CONSIDERED AT THE MEETING

Tim Webster (personal) as having a local business.

Matthew Ruddle (personal) as a member of Freeland School Society.

Mary Ann Canning (personal) as member of Freeland Charitable Foundation (FCF) and as having a local business.

Robert Crocker (personal) as a member of Freeland Charitable Foundation (FCF) and as having a local business.

All of them signed the book accordingly.

4. APPROVAL OF MINUTES

4.1 To approve and sign as a correct record the Minutes of the Ordinary Meeting held on Monday 17th July 2017

The Minutes of the Ordinary Meeting held on 17th July 2017 were approved and signed as a true record of those proceedings.

5. URGENT BUSINESS

There was no urgent business to report.

6. MATTERS ARISING FROM THE MINUTES

6.1 Mobile coverage in Freeland – to receive an update on progress to improve mobile signal

As Peter was not present there was nothing further to report.

6.2 Community Speedwatch Scheme – to update on progress

The Speedwatch Team had provided an update last month. The group of 5 volunteers had been operating for over two months. During the months of June and July a total of 1,592 vehicles had been monitored, of which 215 were caught doing in excess of 35mph (2 were doing 51mph) which represents 13.5%. Thames Valley Police had also confirmed that more than 50% of those caught actually resided in the village. Details had been placed in the Grapevine to inform residents of these findings. The Council also passed on their thanks to the Speedwatch volunteers for carrying out this work.

6.3 Freeland Methodist Chapel – to receive an update on future of Chapel and to note decision on nomination of Chapel as an Asset of Community Value

A village meeting was taking place at the same time as the Parish Council meeting regarding how the community can get involved in retaining the Chapel for community use. The outcome of that meeting

was therefore awaited. The application form to nominate the Chapel as an Asset of Community Value with WODC had been unsuccessful due to “insufficient evidence to satisfy the assessment as to whether the building/ land has furthered the social well-being or interests of the local community in the recent past.”

Colin was hoping to help reinstate this application and further information about past and future uses of the Chapel had been provided to Colin. He would be contacting the Clerk so that the application could be resubmitted.

Action: Colin to contact Clerk re resubmission of nomination form.

6.4 Allotments – update re membership from Allotment Association

A meeting for the plot holders took place on Thursday 20th July where a new Committee was formed. John Howe was voted in as Chairman, and a full Committee of new members had been formed. Hedge cutting and a general tidy up of the site was planned for September with a BBQ afterwards for all plot holders.

6.5 Risk Assessment – to be approved and signed

The Risk Assessment Statement had been circulated to Councillors prior to the meeting. Council **resolved** to approve the statement and it was signed by the Chairman.

7. PLANNING - Applications received & WODC Decisions plus:

7.1 Applications Received:

17/02806/HHD CHERWELL COTTAGE, THE GREEN, FREELAND.
Single storey rear extension for Ms Amy Jackson.

After a brief discussion, Council **resolved** not to make any comments or objections to the above application.

Proposed Pye Homes development of 44 houses behind properties on Wroslyn Road

It was also noted that an email had been received that week from West Waddy, on behalf of Pye Homes to request an informal meeting with the Parish Council Chairman and Vice Chairman to discuss initial designs/proposals for a proposed residential development of approximately 44 units. These would be situated on land adjoining, and set behind existing residential properties fronting Wroslyn Road. This would be discussed further at item 7.8.

7.2 Applications Approved:

17/02214/RES BROAD OAK, BROADMARSH LANE, FREELAND.
Erection of dwelling for Mr Jason Hopkin.

17/01805/HHD 49 BROADMARSH LANE, FREELAND.
Part conversion of garage to enlarge kitchen (retrospective) for Mr Andrew Jones.

7.3 Applications Refused: None.

7.4 Applications Withdrawn: None.

7.5 West Oxfordshire Local Plan Examination Update — to discuss any feedback received from the hearing updates

A very brief update on the hearings held in July was given. It looked like this would not be resolved quickly. The Planning Inspector had requested additional information about various sites and this was being provided by WODC. The Inspector’s report was eagerly awaited, although it was not known when this would be available.

7.6 50- year plan for Freeland – to discuss proposal to set up a Parish Council working party to look at a potential future plan for Freeland in terms of planning/development needs (as an alternative to a Neighbourhood Plan)

It was noted last month that with all the recent proposed development, a concept for Freeland was needed to follow on from the Community Led Plan as the next phase. The concept would try to establish a working party of residents from each area of the village to sit and discuss with a map how

exactly they would like to see Freeland develop over the next 50 years. It was also suggested making the central area of the village from Blenheim Lane up to The Green as a conservation area as this area contained a number of listed buildings

The Vice Chairman had arranged to meet with Astrid Harvey, Community Planning Officer at WODC who would be able to advise on options on how to achieve the above or whether it was worth contemplating embarking on a Neighbourhood Plan. Robert would email the Council regarding meeting time and date so that others could attend.

Action: Robert to email Councillors re meeting date and time.

7.7 Conservation area – to discuss whether and how it is possible to have part of Freeland allocated as a Conservation Area

The meeting with Astrid Harvey would also help to inform the group as to how to take this forward.

7.8 Possible development of Chapel Field - to discuss and approve a suggestion to invite Michael Druce, Chairman of Witney Town Charities (plus other trustees) to attend the October Parish Council meeting and explain their position regarding plans to build 100+ houses in Freeland on the Chapel Field

This item was discussed together with item 7.9 and the recent Pye Homes request for a meeting. After a lengthy discussion, and in view of the large number of developers coming forward with proposals for Freeland, it was agreed to invite Pye Homes to the next Parish Council meeting to discuss their proposals (which would need to be held in the Village Hall in case any residents wished to attend). As the Grapevine deadline had been missed, it was agreed to advertise that they would be attending via a leaflet drop to the village, produced via the printing company in Witney.

It was also agreed not to invite Michael Druce or David Mason to the next meeting, but to inform residents about the possible development of the Chapel field and land located near Glebe Farm that was owned by Witney Town Charities via the leaflet advertising the Pye Homes meeting, residents would then be informed about all of the upcoming developments in Freeland.

Action: Clerk to book Village Hall for October PC meeting and to invite Pye Homes to attend.

7.9 North Eynsham Garden Village – to discuss and approve a suggestion to invite David Mason, Chair of Witney Diocese to attend a Parish Council meeting to explain their position in relation to the North Eynsham Garden Village development proposals

See item 7.8 above.

8. REPORT OF COUNTY AND DISTRICT COUNCIL BUSINESS

A very brief update was given. Liam had met with the Managing Director of Stagecoach to try and make some improvements to the number 11 bus service. Unfortunately, no improvements could be made as the number 11 route was not making any sort of profit (in fact it was making a £220 loss every week). The 233 service was already running to a very tight schedule and could not be diverted through Freeland as had been suggested, and therefore there was no financial case to improve the 11 service. It was also not deemed financially viable to run a Witney – Eynsham shuttle bus service. There was simply not enough usage of the service to justify investing any further funding.

Colin briefly reported that there had been a good turn out to the Chapel meeting (which finished around 9.30pm) and that he would send the application and any additional information back to the Clerk so that the application to nominate the Chapel as an Asset of Community Value could be resubmitted.

9. FINANCIAL MATTERS

9.1 Presentation of the monthly financial report

The monthly financial report was presented to the Council showing details of the bank balance at 31st July & 31st August 2017 and the receipts and payments received or paid out in the last two months. The bank statement was checked as agreeing with the figures on the finance sheet and signed by Bill.

9.2 Parish Council Insurance Renewal - approval of the insurance renewal premium - to include review of level of Fidelity Guarantee cover

Details of the insurance renewal documentation had been circulated to Councillors prior to the meeting. The insurance premium was due for renewal on 1st October 2017 as part of the long-term agreement with Came & Company. The renewal premium quoted was for 12 months' cover at £2,019.79 (an increase from £1,944.83 last year), and was based on the sums insured and cover

detailed in the 2016/17 schedule, and these had been index-linked by 2%. This also included 10% insurance premium tax. The Policy excess remained at £250 for each and every claim and the Fidelity Guarantee cover was currently insured at a level of £250,000.

The Council's long-term agreement (LTA) was due to expire on the 30th September 2018.

Council **resolved** to approve the insurance renewal premium as detailed above, and to keep the Fidelity Guarantee cover at £250,000 which was felt to be adequate. The Clerk would arrange payment.

Action: Clerk to pay insurance premium.

9.3 Approval of invoices for payment

The Council approved invoices for payment as listed on the invoices sheet distributed with the meeting papers. Council also approved to pay £25.00 to Freeland School (EPA) for the hire of the school hall for the Gladman's presentation.

Council therefore **resolved** to approve all of the following invoices for payment:

Cheque Number	To whom paid	Details	Amount (£)
102398	White's Cleaning Company	Gate painting - Garden of Remembrance	£654.00
102399	Lisa Smith	Clerk's salary September 2017	£612.38
102400	WODC	Field mowing - 09.06.17 & 26.06.17	£170.23
102401	Barlow & Son's (Hermitage) Ltd	Materials for wooden rung repair on climber	£15.90
102402	Freeland Village Hall Bookings	Hall hire 18.09.17	£12.50
102403	Came & Company	Parish Council insurance renewal	£2,019.79
102404	EPA	Donation to school hall hire for Gladmans mtg	£25.00
		Total:	£3,509.80

9.4 Annual audit – update on progress

The Clerk gave a brief update about the audit. The audited annual return was due to be received shortly. The auditors had raised a query regarding the amount recorded under the fixed assets and it transpired there had been an error in the addition (double counting). This was duly noted and the audited annual return with the notice of conclusion of audit was awaited.

9.5 Any other financial business – None.

10. PARISH COUNCIL STANDING ITEMS

10.1 Play areas/Playing Field – to receive any reports:

No reports had been received.

10.1.1 Play equipment book – to receive any reports

Robert had the book and would pass it on to Bill. There were no problems to report.

10.1.2 Basket swing – update on getting bird repellent strips installed on top of basket swing

The basket swing needed cleaning to remove the bird droppings, and a bird repellent brush needed to be attached to the top rung. Robert and Tim agreed to carry out this work.

Action: Tim and Robert to clean swing and install bird repellent brush.

10.1.3 Tree planting by cricket nets – to further discuss a suggestion of planting a tree near the cricket nets to provide some much-needed shade for spectators following meeting between Councillors about positioning of tree

A suggestion was made last month of planting a non-climbable tree near the cricket nets so that some shade could be provided for the players, especially children. After a brief discussion, it was agreed that Robert, Mary Ann and Jane would take a look on the field together and discuss a suitable position and if feasible, to agree an appropriate species of tree. Jane would also speak to the Chair of the Cricket Club to see if they would like to contribute to the cost of the tree.

Action: Robert, Mary Ann and Jane to meet as above and Jane to talk to Cricket Club Chair.

10.1.4 Zip wire – damaged safety mats – to note that some of the safety matting underneath the zip wire has been damaged by the mowing of the field and to decide if any action is required, plus to note that the zip wire is not running as fast as usual and to consider if any action is required

It had been reported that some of the safety mats were damaged under the zip wire. Robert agreed to replace them. The cable for the zip wire had also slackened – Mary Ann agreed to contact the supplier to see if it could be tightened.

Action: Robert to repair/replace mats, Mary Ann to arrange tightening of zip wire cable.

10.1.5 Spring Walkway – to discuss the ongoing maintenance of the spring walkway border

It was noted that this would need mowing again and Robert would speak to the local grass cutting contractor about getting this done.

Action: Robert to speak to grass cutting contractor.

10.1.6 Possible car boot sale – to discuss giving permission to the Freeland School Society to hold a car boot sale on the playing field

A request had been received from Freeland School Society to hold a car boot sale on the playing field during the Spring (around May bank holiday time). Council approved this request with no charge being made for the use of the field.

10.2 Village Highway Matters – to receive any reports:

10.2.1 Highways reports: Vandalism to solar lights and memorial tree on Wroslyn Road

A resident had reported that their solar lights and a memorial tree at the northern end of Wroslyn Road had been vandalised during the early hours of Sunday 3rd September. The Clerk had placed a note about this in the next Grapevine.

10.2.1 Witney-Eynsham shuttle bus idea – to note any response received from Stagecoach regarding this proposal

See item 8 – although no direct response had been received from Stagecoach, they did not feel it was financially viable to invest finding in a shuttle bus as there was not enough usage on the 11 and 233 bus routes.

10.2.2 Number 11 bus service – to note resident's request to have the number 11 bus coming through the village every day

A resident had contacted the Clerk to request that the number 11 bus service came through the village every day. However, as already noted at item 8 and at item 10.2.1 it was not possible to make any changes to the number 11 service. From perusing the timetable though, it did appear that the number 11 did come via Freeland most days.

10.2.3 Cuckoo Lane – to note any response received from Highways re requested alterations to Cuckoo Lane

No response had been received so far, although the request had only been made in the past few weeks. Liam agreed to chase this up and the Clerk would forward the details to him.

Action: Clerk to copy request details to Liam.

10.2.4 New VAS sign on Wroslyn Road – to discuss a suggestion of having a second VAS speed indicator sign installed for the northern end of the village

A suggestion was made of possibly having a solar powered VAS sign installed at the northern end of the village (exact location to be confirmed). Council agreed to explore the costs of this with Highways (the cost of the previous VAS sign installed near the school was approximately £5K). It was also noted that there was a chevron missing on the bend of Cuckoo Lane near Heritage Cottage – the Clerk would report this to Highways. It was also suggested exploring options of having the current VAS sign relocated to a better, more visible and prominent position.

Action: Clerk to contact Highways re above items.

10.2.5 Double Yellow Lines – update on responses received from residents following letters sent out to all affected properties and to decide on a way forward

A report about the results received from the consultation had been emailed around to the Councillors prior to the meeting. 53 properties along Wroslyn Road were contacted, and 41 replies were received

(a return rate of 77%). Unfortunately, of the 3 sections of Wroslyn Road surveyed, only the area by the school (entrance around Parklands) showed no objections to the double yellow lines installation. The area by Willoughby Fields and by the Church both resulted in some objections being raised (24% and 32% respectively). After some discussion, whilst it was noted that speeding was an ongoing problem in the village, Council resolved not to go ahead with the double yellow lines at Parklands due to the large expense for a small area and the urban appearance of the lines. Liam agreed to investigate whether it would be possible to have the zig zag lines extended to around the school further along Parklands and around the corner of Wroslyn Road.

Action: Liam to investigate the possibility of extending zig zag lines by school with Highways.

10.2.6 Zebra Crossing – to note any response received from Highways re request for zebra crossing on Wroslyn Road

A request had been made to Highways and a response was still awaited. The Clerk would chase this up.

Action: Clerk to chase response from Highways.

10.2.7 Grass verge opposite Willoughby Fields – update on progress in getting this cut, especially around bus stop area

This had not yet been done but was due to be cut in the next 4 weeks. Robert would arrange for this to be cut.

Action: Robert to arrange verge cutting.

10.2.8 Wheelie bin stickers – to consider approving the purchase of 30mph wheelie bin stickers as a preventative measure to help stop speeding

Examples of different wheelie bin stickers were shown at the meeting that could be ordered for residents to place on their bins as a preventative measure to help stop speeding. After perusing the different designs on offer, Council **resolved** to order 500 of the 'Twenty's Plenty' stickers.

Action: Clerk to order stickers.

10.3 Footpath & Bridleway Matters/Footpath Book – to receive any reports

Robert had the book and would pass it on to Matthew. There were no problems to report.

10.4 Garden of Remembrance – to receive any reports

No reports were received.

10.4.1 To receive an update on the progress for the Garden of Remembrance

A brief update was given. The trees had now been planted, and the Councillors passed on their thanks to Tim for looking after them and to Robert and Tim for carrying out the planting. Seeding and wild flower planting was now required, and this would be done shortly. The ground levelling work had also been completed.

10.4.2 Maintenance - to consider approving schedule of work for gardener's role

Details had been circulated last month and Council **resolved** to approve the schedule of work.

10.4.3 Allotment track – to update on getting the track realigned and surface levelled

This work had now been completed.

10.5 Freeland Hall Management Committee – to receive any reports

A very brief report was given. The new television had been installed in the Newell Room and appeared to be working well. A query about the hinges not allowing the doors to open fully was raised and Robert would look into this.

11. CORRESPONDENCE – To discuss and agree any actions arising from:

- (a) OALC – members update July & August – details had been emailed around.
- (b) Thank you letter for donations – received from Hanborough Day Centre & Freeland Guides – details had been placed in the circulation.
- (c) CFO – Community Transport Network Meeting notes – details had been emailed around.
- (d) WODC – Notice of Publication re the Eynsham Neighbourhood Development Plan – details had been emailed around (deadline extended to 19.09.17).

(e) OPFA – invite to AGM on Weds 20th September 6-7pm, Exeter Hall, Kidlington – details had been emailed around.

Plus additional items received since agenda sent out:

(f) Trees by school – resident contacted Clerk to advise the trees by the school are getting dangerous, with several being dead with many large branches waiting to fall off – the Clerk would report this to Highways.

Action: Clerk to report tree to Highways.

(g) OCC – National Highway and Transport Public Satisfaction Survey – Public Consultation – details had been emailed around.

(h) OCC – Community Emergency Plans, Survey & Resilience Workshops – details had been emailed around.

12. CIRCULATION

September circulation – out at meeting.

July circulation – still out.

No June circulation.

May circulation – returned.

13. TO RECEIVE A MONTHLY UPDATE REGARDING FREELAND PRIMARY SCHOOL

A brief update about the school was given by the Clerk. Two new teachers had been appointed – Miss Lamb teaching Year 1, and Mrs Clarke teaching Year 2. Mrs Clarke was temporary until Christmas, whilst a permanent full time Year 2 teacher was sought. The year 5 and 6 pupils were currently away on a residential trip to Kilvrough in Wales. After school clubs had been set up for 3 days of the week plus a morning wide awake club every morning from 8.00am.

14. ANY OTHER BUSINESS – FOR PRELIMINARY DISCUSSION ONLY

Car parking on field – a query was raised whether it was permissible for cars to be parked on the field when football matches were being played, to help with the congestion around the village hall area. This was agreed at the far end of the field.

Scout Hut Committee – the Freeland and Hanborough Scouts were looking to build a new scout hut in Hanborough and needed people who had any expertise in planning/fundraising. If Councillors knew of anyone who may be able to help they were asked to contact Matthew.

15. DATE OF NEXT MEETING:

Monday 16th October, 8.00pm in the Village Hall.

There being no other business the meeting closed at 10.32pm.