

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 6 March 2017 at  
7.30 pm at The Sports Pavilion, Brize Norton

<u>360/17</u>	<u>PRESENT</u>	<u>ACTION</u>
	<p>Pip Squire (chair), Lawrence Taylor, Stuart Guest, Ben Champion, Wendy Way, Tony Shillingford, Andy Ball, Cllr Alex Postan, Nicolas Field-Johnson, Les Goble, Carolyn Peach, Keith Glazier, Clive Homer, John Lagan (Lagan Homes), Ian Summerfield (West Waddy ADP), Alan Divall (West Waddy ADP), Will Munroe (Cottsway), Mark Dix (E G Carter)</p>	
<u>361/17</u>	<p><u>APOLOGIES</u> Cllr Neil Owen (work commitments)</p>	
<u>362/17</u>	<p><u>DECLARATION OF INTERESTS</u> Ben Champion – buffer strip to West Brize Norton development</p>	
<u>363/17</u>	<p><u>MINUTES</u> Minutes of the meeting on 6 February 2017 were proposed by Ben Champion, seconded by Wendy Way, agreed and signed by the Chairman as a true record.</p>	
<u>364/17</u>	<p><u>PUBLIC PARTICIPATION</u></p> <p>Lagan Homes presentation: John Lagan introduced himself and advised Lagan Homes were family run company based at Banbury. They develop stand-alone sites, typically 20 to 50 units, high spec housing unique to area. They have bought an option on 2.5ha field south of Station Road (site map appended to these minutes) from Barnett farming partnership and are proposing building 20 to 30 units. They have taken on consultants to advise on transport, landscape, arboriculture, flood risk and drainage, quality of agricultural land, archeology, noise, ecology and contamination. They propose to write to village residents in next 2 to 3 weeks setting out proposals. Feedback is to be made to the West Waddy ADP website. They are also meeting with WODC (Phil Shaw and Miranda Clark) on 20 March. Aiming to make application for full planning end of April/beginning May. The site will be a mix of dwellings (including live/work units) as guided by the SHMA and have 35% affordable units.</p> <p>Question raised as to the ‘break even’ point for minimum number of houses. John Lagan advised any less than 20 then probably not profitable to them but not proposing a high density scheme.</p> <p>Question raised as to what is ‘affordable’ home. Lagan Homes will be guided by WODC. View that affordable has to be a mixture of tenures. They would look at low cost housing for first time buyers with covenants for local residents.</p> <p>Question raised as to access to agricultural fields adjacent to site. A 9m wide road has to enable agricultural vehicles to access fields to wet of site. Lagan Homes have no interest in these fields due to proximity of RAF BZN and flooding concerns.</p> <p>Clive Homer asked what noise studies were being undertaken. Ian Summerfield advised that initial 2-3 days study in 2016 had been undertaken before option purchased. Now 2 weeks continuous study being undertaken (includes 2 weekends) which also records wind direction. Results will be published at time of application. Comment made that noise nuisance is very loud noise for short periods of time. Also have dog compound noise.</p> <p>Keith Glazier advised that 5 houses had been up for sale in locality of south end of village for up to 2 years. They had/were not selling quickly. His concerns were also for flooding in the area – OCC had made special provisions to cope</p>	

<p>365/17</p>	<p>with the run off from the fields. Foul drainage to the pumping station was a concern as there is little/no capacity for increase.</p> <p>Cllr Postan asked if he may be invited to attend the meeting with WODC officers on 20 March 2017. There was no objection.</p> <p>It was requested that prior to application Lagan Homes/West Waddy ADP should return to the village to share ideas. May want to consider hire of Elderbank Hall to accommodate numbers that may want to attend. This could perhaps be included in communication to village.</p> <p>The Chairman thanked John, Ian and Alan for their attendance. He advised that with the imminent development of 750 houses already agreed and all the issues that would be created (traffic, flooding, lack of employment opportunities, foul sewerage), this speculative plan was not welcome. John, Ian and Alan left the meeting at 8.05pm.</p> <p>Will Munroe of Cottsway and Mark Dix offsite manager from E G Carter came to update the Council on The Fosseway development proposals. Will advised that the application (16/02155/FUL) had been approved at lowlands planning committee subject to legal agreements being drawn up to secure occupancy to local residents. These agreements are with WODC legal department and currently holding up the process. Some enabling work has been undertaken (permitted within planning law), specifically removal of trees/scrub to ensure that work done outside of bird nesting season. Looking to start work at end of April. Concern by councillors that have not seen any of the pre-commencement conditions and that work cannot start until pre-commencement conditions discharged – a period of 6 weeks. Concerns over traffic management and construction management plan. BNPC have advised that EBH carpark is not to be used. Will Munroe advised that tenants in Fosseway where it is suitable have been offered on plot parking and those that have accepted will have these spaces provided. Mark Dix advised that following overhead cable diversion, garages will be demolished, parking bays off site constructed, then groundworks and construction. Work period scheduled 8am to 4.30pm Monday to Friday and some Saturday morning working allowed as necessary. All these details will be communicated to Fosseway residents. The pre-commencement conditions will be on the WODC planning portal.</p> <p>Keith Glazier raised issue of SUDS drainage. Will Munroe advised him to view the WODC portal for detailed plans and calculations but advised controlled release into brook running to back of site.</p> <p>The Chairman thanked Will and Mark for attending the meeting. They left at 8.20pm along with Keith Glazier and Clive Homer.</p> <p>The Clerk is asked to contact WODC to ask what is in the s106 agreement being drawn up and why hasn't there been any consultation? Also to advise that work has been started which is disruptive.</p> <p><u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u></p> <p>Cllr Postan advised that Draft Local Plan has been published for submission to the Planning Inspectorate.</p> <p>The Unitary debate is significant focus at WODC. A 'fighting fund' of £25k has been agreed to counter the proposals of OCC/VWHDC/SODC. As the final decision will be made in Westminster focussing effort there to get support of MP's. View expressed by Chairman that although BNPC/individual councillors</p>	<p><u>ACTION</u></p> <p>Alex Postan</p> <p>The Clerk</p>
---------------	---	--



	<p>the plan. Meeting agreed for Sunday 19 March 2017, 7pm to 9pm to review work undertaken to date and expectations of workshop. Venue to be confirmed.</p> <p>Les Goble has visited the majority of landowners in the parish and also received some feedback on the draft questionnaire drawn up. The Chairman thanked him and Cllr Way for their input into the project and invaluable assistance.</p> <p>Nicolas Field-Johnson left meeting at 9.30pm</p>	<u>ACTION</u>
<u>367/17</u>	<p><u>BURFORD ROAD LETTER OF COMPLAINT</u> Cllr Andy Ball to meet with Alison Risely in week beginning 13 March 2017. He has been advised that speed enforcement measures are being put in place next week.</p>	Andy Ball
<u>368/17</u>	<p><u>GRASS CUTTING GRANT</u> OCC have issued legal agreements to formalise the provision of grass cutting grants. The documents to be reviewed by Cllr Squire and Cllr Guest by Friday 10 March and it was agreed that, subject to their approval, the Parish Council agree and documents and could be signed and returned.</p>	Pip Squire/ Stuart Guest
<u>369/17</u>	<p><u>PAVILION REPAIRS</u> Quote received from Keith Wilson in sum of £235 – agreed for work to progress on fire exit door and broken window as soon as possible. Cllr Taylor to provide details of public liability insurance cover of Mr Wilson to Clerk.</p>	Lawrence Taylor
<u>370/17</u>	<p><u>PAVILION LEASE PROGRESS</u> Cllr Campion had met with Tim Gush at which accounts for BNS&amp;SC had been reviewed. The Treasurer Richard Clarke has resigned and the post taken on by Judith Puddle. Energy costs are very high – there is little insulation in the building and it has been found that the flood lighting of the carpark/recreation ground is coming from the pavilion meter. There were some concerns regarding the liabilities that BNS&amp;SC may be signing up to in the lease and what could be afforded. Cllr Campion to advise on possible revision to lease terms currently drafted. To assist in the continuation of the club there is a request from BNS&amp;SC for financial assistance from the PC.</p> <p>The Parish Council are mindful as landlords that they should assist in the refurbishment of the building – ie insulation and have made provision for expenditure in the precept. Cllr Taylor is asked to look for grants that may be applied for to fund work, possible provision of solar resources. To bring to April meeting. Cllr Campion to go back to Tim Gush and advise that as landlords will help with improving insulation with assistance of club getting quotes. The Parish Council would also like to see a business plan put in place and evidence of due diligence.</p>	Ben Campion  Lawrence Taylor  Ben Campion
<u>371/17</u>	<p><u>UPDATE ON OPEN SPACE AGREEMENT WITH BLOOR HOMES</u> Side agreement has been drafted by Cairo Nickolls but concern as no mention of s106 monies for pavilion, playpark and Elderbank Hall. Cllr Squire to review and correspond with Kevin Haynes of Bloor Homes to confirm how legal agreements are to be drawn up.</p>	Pip Squire
<u>372/17</u>	<p><u>APPOINTMENT OF INTERNAL AUDITOR</u> Two quotes had been received and circulated to Councillors. Unanimous decision to appoint Crescent Accountancy Solutions Limited, based in Carterton with quote of £175 plus VAT. The Clerk is asked to inform successful business.</p>	The Clerk
<u>373/17</u>	<p><u>COMMUNITY INFRASTRUCTURE LEVY CONSULTATION</u> Decision that no response to be made. Consultation open until 10 March 2017.</p>	
<u>374/17</u>	<p><u>OXON MINERALS AND WASTE LOCAL PLAN PT1 CONSULTATION</u> Decision that no response to be made. Consultation open until 20 March 2017.</p>	

<u>375/17</u>	<u>FINANCIAL RISK ASSESSMENT PROCEDURES</u> The Clerk had circulated by e-mail the procedures with respect to income, expenditure and assets/liabilities. There was agreement to the procedures and Cllr Squire to sign copy to be provided by clerk.	<u>ACTION</u>  The Clerk
---------------	--	--------------------------------

### 376/17 PLANNING APPLICATIONS

17/0054/APPEAL	Mr and Mrs Hinchley Quarry Dene Burford Road Brize Norton	Erection of dwelling
17/00377/FUL	Mr A Timms 80-82 Station Road Brize Norton	Erection of storage building

The Clerk is asked to respond to appeal by copying initial letter and advising that nothing come to attention that would cause change in view.

Discussion on 17/00377/FUL – Dimensions of building not detailed in narrative of application but from use of measuring tools the building is 20m x 9m x 6m height. To be built in materials coloured shades of blue. The Clerk is asked to respond that in principle no objection but clarification required as to SUDS plan; there is a large roof surface area and concrete standing. No surface water is to be discharged from the site. Also concerns over spot lights that may cause light pollution to neighbouring properties.

### 377/17 PENDING PLANNING DECISIONS

16/02155/FUL (Approved subject to legal agreement)	Cottsway Housing Assoc Land at The Fosseway	Demolition of existing garaging and erection of four dwellings with associated car parking and alterations to existing vehicular access. Provision of communal car parking spaces.
16/02588/OUT – (sent through by Minster Lovell PC)	Mr and Mrs Kinch Land West of Minster Lovell	Residential development of up to 85 dwellings together with a new vehicular access onto Burford Road (B4047), footpath links, areas of public open space, children's play area, landscaping and land for potential burial ground (means of access only).
17/00154/FUL	Will Benbow Grange Farm Burford Road Brize Norton	Erection of agricultural building to be used as a grain store.

### 378/17 PLANNING DECISIONS

No planning decisions decided upon this month.

### 379/17 ORDERS FOR PAYMENT

101054	260.00	Carolyn Peach	February clerk services/newsletter
101055	335.13	Kyle Anderson	February clerk services/website maintenance
101056	25.16	Carolyn Peach	Website reimbursement
101057		Cancelled cheque	
101058	2.92	A K Timms	Cable ties
101059	185.32	Castle Water	Water supply 18/10/16-23/1/17
101060	196.79	Shillbrook	Newsletter/neighbourhood plan
	<b>1,005.32</b>	<b>Total</b>	

### 380/17 PAYMENTS RECEIVED

There were no receipts.

### 381/17 BANK BALANCE

	£
Current a/c balance at 28/2/17	11,230.38
Total order for payments	1,005.32
Total receipts	
Bank balance at 6 March after payments	<u>10,225.06</u>
WODC investment	<u>31,700.00</u>
Total funds at 6/3/17	<u><u>41,925.06</u></u>

### 382/17 OFFICIAL CORRESPONDENCE

- (a) PSE Feb/March 2017 magazine
- (b) WODC – updated electoral role
- (c) SENDIASS (Special Educational Needs and Disability Info, Advice and Support Services) poster
- (d) OCC – grass cutting in Brize Norton
- (e) The Pensions Regulator – acknowledgement of declaration of compliance
- (f) Clerks and Councils Direct March 2017
- (g) Oxfordshire FA posters

### 383/17 E-MAILS CIRCULATED IN MONTH

- Rural Services weekly update 6/2, 13/2, 20/2, 27/2 (not circulated)
- Rural vulnerability – broadband 22/2/17 (not circulated)
- Rural vulnerability –transport 15/2/17 (not circulated)
- Rural spotlight on heart of village 18/2/17 (not circulated)
- Oxfordshire Community and Voluntary Action – 9/2, 16/2, 23/2, 2/3 (to WW)
- Oxfordshire Clinical Commissioning Group – Talking Health 10/2, 24/2(to WW)
- 2/2 OCC meeting with town and parish councils in ‘One Oxfordshire’ unitary council proposals (Witney 22/2/17 7pm-8.30pm Corn Exchange)
- 3/2 Active Places e-newsletter Feb 2017 (to BC,TG)
- 3/2 TG re pavilion lease – on hold
- 4/2 Alison Riseley – Burford Road residents letter
- 4/2 Tony Shillingford – proposal re spend on Transparency grant fund money
- 5/2 David Nimmo-Smith, OCC – acknowledgement of receipt of Burford Rd residents letter
- 5/2 Cllr Chris Holliday, Major of Witney – invite to PS re Community Led planning 15/2/17
- 6/2 Community First Oxfordshire – e-newsletter
- 6/2 Kevin Haynes, Bloor Homes – to follow up with solicitors
- 6/2 IAC Audit and Consultancy Ltd – quote £150 plus VAT for internal audit
- 6/2 WODC press release – garden waste collections
- 7/2 Katherine Dougherty – SLCC evaluation document clerk’s job
- 7/2 Complaint re dangerous parking on 5/2/17 outside Church
- 7/2 Cllr Hudspeth, OCC – Unitary local government update
- 9/2 Robert Courts MP – Westminster newsletter
- 10/2 WODC press release – WODC response to One Oxfordshire proposals
- 10/2 OCC – Unitary proposals for Oxfordshire update
- 11/2 BC – circulation of response made on Council behalf to Unitary Government consultation
- 13/2 Bill Davies – street lighting clock
- 14/2 WODC – Unitary proposals for Oxfordshire
- 14/2 Pensions regulator update
- 14/2 Government Gateway – registration confirmation
- 15/2 Acknowledgement of completed declaration re pension auto enrolment
- 16/2 Will Munroe, Cottsway – update re Fosseway proposed redevelopment
- 17/2 Paul Wilson, OCC – response to Burford Road residents’ concerns

- 17/2 Mark Dix, E G Carter & Co Ltd – letters sent to Fosseway residents  
 21/2 OALC – One Oxfordshire – the debate – encouragement to respond to OCC survey  
 23/2 OALC – Roles and Responsibilities training 15/3/17 (to AB)  
 23/2 WODC press release – ‘Super Council’ battle funding  
 24/2 Will Munroe, Cottsway – confirm attendance at meeting Monday 6 March  
 24/2 National Plant Monitoring Scheme – request for volunteers  
 24/2 Kevin Haynes/Cairo Nickolls – draft open space agreement for review and comment  
 27/2 WW – proposal for funding of Neighbourhood Plan for discussion 6/3/17  
 28/2 OALC – February update  
 28/2 OALC – section 137(4)(a) funding 2017/18 limit £7.57 per electorate  
 28/2 CPRE – e-newsletter  
 28/2 Jonathan Rees – request for advertising  
 1/3 Crescent Accounting – quote for internal audit £175 plus VAT  
 2/3 Wychwood Forest flyer e-newsletter  
 2/3 Robert Courts MP newsletter  
 2/3 Oxscifest – promotion of Oxford Science Festival 16/6-21/6/17

<u>384/17</u>	<u>TRANSPARENCY GRANT EXPENDITURE</u>	<u>ACTION</u>
	On receipt of formal quote for computer equipment there has been a price increase in the cost of the desktop PC. A Fujitsu model could be substituted to remain in quote of £283 but favoured model would be Lenovo now costing £333. The additional expenditure was agreed and the Clerk is asked to formally raise order for equipment purchase before 31 March 2017.	The Clerk
<u>385/17</u>	<u>GREEN BINS</u> Cllr Guest is awaiting information from WODC, Bob Lightfoot. Rather than current green bins looking to have a 1,100l commercial bin that can be locked. Further information to be made available at April meeting.	Stuart Guest
<u>386/17</u>	<u>GARDEN WASTE IN ALLEY BY SOUTHMERE</u> Cllr Guest to determine the source of ivy that has been cut down and left in alley way by Southmere. Do not want to encourage further dumping of green waste.	Stuart Guest
<u>387/17</u>	<u>APRIL MEETING ITEMS</u> Neighbourhood plan update, update pavilion repairs/quotes as necessary, draft policy updates to pursue, Burford Road response, clerk job description/pay scales, provision of green bins.	The Clerk

There being no further business the chairman declared the meeting closed at 10.15 pm.

Date of next meeting Monday 3 April 2017 at 7.30 pm (follows the biannual allotment meeting).

*Signed as a true and correct record by Tony Shillingford on Monday 3 April 2017*



The design of this project is the property of Westwaddy ADP. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage or retrieval system, without the prior written permission of Westwaddy ADP. This document is a draft and is for informational purposes only. It is not intended to be used for any other purpose. The design of this project is the property of Westwaddy ADP. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage or retrieval system, without the prior written permission of Westwaddy ADP. This document is a draft and is for informational purposes only. It is not intended to be used for any other purpose.

**[DRAFT]**

Red Line Boundary  
(2.5% Slope)

Area	Area	Area	Area

Land at  
Station Road  
Boze Norton

Location Plan


  
**westwaddy ADP**

0400 017 1250  
 MH | Contact: HS

612 | Scale: 1:01

