

BRIZE NORTON PARISH COUNCIL

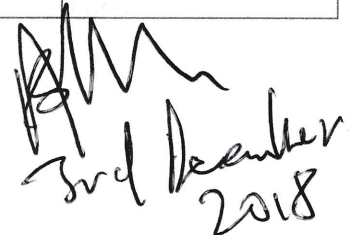
Minutes of the Parish Council Meeting of the Parish Council on Monday 5<sup>th</sup> November 2018 at  
7.30 pm at The Sports Pavilion, Brize Norton

| <u>174/19</u> | <u>PRESENT</u><br>Cllr Shillingford - Chairman, Cllr Way Vice-chair, Cllr Ball, Cllr Campion, Cllr Goble, Alison Riseley - clerk, Cllr Postan (WODC), Cllr Field-Johnson (OCC)   | <u>ACTION</u>                     |
|---------------|--|-----------------------------------|
| <u>175/19</u> | <u>1 – APOLOGIES</u><br>Cllr Squire will be late to the meeting.<br><br>Cllr Gush has sent a letter to the Clerk and the Chairman resigning as a councillor.   |                                   |
| <u>176/19</u> | <u>2.1 - DECLARATION OF INTEREST</u><br><br>There were no declarations of interest.  |                                   |
| <u>177/19</u> | <u>2.2 – TO DELCLARE ANY PECUINARY OR OTHER INTEREST</u><br><br>There were declarations of pecuniary or other interest from the councillors.   |                                   |
| <u>178/19</u> | <u>3 – MINUTES</u><br><br>The minutes of the meeting on Monday 3rd October were agreed and signed. Cllr Way proposed and Cllr Campion seconded, all councillors agreed. Motion passed by all Councillors. The Chairman signed the minutes. | Clerk to scan and post to website |
| <u>179/19</u> | <u>4 – PUBLIC PARTICIPATION</u><br><br>No public participation.  |                                   |
| <u>180/19</u> | <u>5 – RECORDS OF CHAIRMAN'S MEETINGS</u><br><br>Cllr Shillingford, Cllr Campion and Cllr Goble met regarding Burford Road speed issues and the appropriate response to Ms Hunt.   |                                   |
| <u>181/19</u> | <u>6 – DISTRICT AND COUNTY COUNCILLORS REPORTS</u><br><br>Cllr Field-Johnson's report is submitted as Appendix E.<br><br>Additionally, he commented on the HGV ban in Burford and briefly touched on the effects on Brize Norton.          |                                   |

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|               | <p>He also brought to the Council's attention the appraisal of the local rivers from the Thames Water meeting at WODC on 4<sup>th</sup> October - item 7.15 (196/19).and additional funding from OCC for fixing roads in Oxfordshire.</p> <p>Cllr Goble had a question regarding the new 'Carterton' fire station, which is rumoured to be situated in Brize Meadow. Cllr Campion replied that it is designed to serve the Carterton sub area and may well be in Brize Meadow. Cllr Ball commented that it will highly likely be called Carterton Fire Station so as not to confuse with the RAF Brize Norton fire service.</p> <p>Cllr Postan raised the suggestion about possible grants for the prospective Pavilion. The next WODC grant would be 2019 for application from Dec 2018, but further grants may be possible at a later stage.</p> <p>He brought up the Thames Water and WODC meeting that Mr Glazier attended and has submitted his thoughts to the council, to be discussed in item 7.15 (196/19). They claim that the River Windrush is biologically clean. In new building developments should employ 'traps' to catch waste fats/ oils and solid objects that pollute water. Accusations are that Thames Water are dumping raw sewage from storm drains into water sources.</p> <p>Gigaclear is running 18 months late. Concern that there is no overlap between the new ultra-fast broadband and existing broadband lines and it appears there are some gaps.</p> <p>Cllr Goble had questions and statistics for Cllr Postan regarding the installation of fibre-optic cables through the <i>entire</i> village of Brize Norton, rather than just the <i>north</i> of the village. He pointed out that Lew, Bampton and Curbridge are receiving it. Cllr Postan promised to look into extending the cables so that WODC can fulfil their promise.</p> <p>Cllr Postan is arranging for the villages of Shilton and Swinbrook to have a short workshop regarding planning procedures and responses. Would BNPC be interested to highlight what we can and can't achieve? The council was receptive to this suggestion.</p> | <p>Cllr Goble handed to the Clerk his question for Cllr Postan to forward to WODC Cllr Postan and Cllr Steve Good.</p> <p>Cllr Postan to circulate dates and times of meeting.</p> |
| <u>182/19</u> | <p><u>7.7 – REPORT FROM OCC REGARDING MONAHAN WAY TOUCAN CROSSINGS AND SPEED CUSHIONS</u></p> <p>This item was moved forward on the agenda, so that Cllr Field-Johnson and Cllr Postan could be updated on the outcomes of the recent meetings with BNPC and OCC.</p> <p>Cllr Campion and Cllr Goble attended a meeting with Odele Parsons from OCC (Cllr Squire was unable to attend)</p>   |  |



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|               | <p>The topic points were divided into three sections, 1) Toucan Crossings in Monahan Way, 2) Traffic calming measures requested by the Parish Council/Residents and 3) Traffic calming measures included in the S106 agreement.</p> <p>1) Despite the representation made by BNPC, the Toucan crossings on Monahan Way have been signed off and therefore cannot be changed.</p> <p>2) Concerns were raised regarding the lack of traffic calming within the village (Burford Road and Station Road) in response to concerns raised by BNPC, the Neighbourhood Plan Community Survey and complaints from villagers. OCC were very sympathetic, supportive and understanding of our aspirations, but stated that currently they do not have any funding for traffic calming measures therefore they would have to be funded by the village. (As Kencot and Filkins) OCC went on to suggest that it may be possible to move the 30mph limit west of the entrance to Crocodiles of the World, which would protect more properties. OCC also advised that any measures put forward to them would be subject to a £800.00 consultation/legal fee. If white gates were to be funded by the community, these would not be subject to legal fees.</p> <p>Cllr Goble discussed the possibility of a build out at the entrance to the village in Burford Road. If the build out was to be built west of Crocodiles of The World, along with the additional signage required, the cost would be significantly increased.</p> <p>3) Bloor Homes and S106 agreement. As the traffic calming measures form part of a contractual agreement between Bloor Homes at OCC, any request for changes would have to be made between these parties. Cllr Goble contacted Jack Whelan of the OCC Road Agreements Team on the 24<sup>th</sup> October to hopefully arrange a meeting with BNPC, Bloor Homes and OCC.</p> |  |
| <u>183/19</u> | <p><u>7.1 – THANKS TO CLLR FIELD-JOHNSON FOR OCC GRANT</u></p> <p>The parish are very appreciative of Cllr Field-Johnson's award to the parish. The grant has paid for the installation of the speeding lights outside the school.</p>   | Clerk to send him a formal letter of thanks. |
| <u>184/19</u> | <p><u>7.2 – COUNCIL BUSINESS: CLARIFICATION OF PRINCIPLE OF WORKING PARTIES</u></p> <p>Cllr Shillingford circulated and later explained the newly designed working group structure. The groups have been labelled 'working groups' not committees with budget powers, because BNPC is not yet big enough for a committee structure.</p> <p>Cllr Shillingford would like the 'Estate' working group to look at grass cutting contracts, with some urgency, see 7.12 (193/19).</p>   |  |



3rd December 2018

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| <u>185/19</u> | <p><u>7.3 – REVIEWED AND MODIFIED STANDNG ORDERS FOR ADOPTION AND FLAGGING FUTURE POLICIES AND UPDATES</u></p> <p>Cllr Way stated that both she and the Clerk have closely examined the Councils current Standing Orders and compared them with other local councils and the model Standing Orders published by NALC, and amended them in line with the specific needs of BNPC.</p> <p>These have been circulated for inspection by the council. It is very important councillors familiarize themselves with them as this process has highlighted other policies and procedures that should be updated or adopted by the council in the next few months. Cllr Way would like to insert links to the relevant policies from the council's website and embed them into the Standing Orders. Ideally, this should be agreed and completed by May 2019 before the Annual Parish Meeting.</p>   |  |
| <u>186/19</u> | <p><u>7.4 – NEIGHBOURHOOD PLAN STEERING COMMITTEE/ UPDATE ON VILLAGE CHARACTER ASSESSMENT</u></p> <ol style="list-style-type: none"> <li>1) Portus &amp; Whitton have been appointed to provide our Landscape Character Assessment and they have already been to the village for their initial survey.</li> <li>2) Cllr Goble has a further meeting with them on 20<sup>th</sup> November ahead of the main NP meeting which will be attended by the full Steering Group and CFO (date TBC).</li> <li>3) Cllr Goble has had a meeting with CFO and can confirm that our finances are still as projected.</li> <li>4) The Business Survey is almost complete and Cllr Goble will return the documents to CFO for analysis.</li> <li>5) The Village Character Assessment data is almost complete and the Steering Group are working on formatting the maps, photos and building reports into a format which will be acceptable to WODC and the Planning Inspector. LG is working on the VCA overview document.</li> </ol> |  |
| <u>187/19</u> | <p><u>7.5 – BLOOR HOMES/ SPORTS FIELD LEASE</u></p> <p>The clerk has been in communication with Jeremy Briars regarding the Land Lease. He has not yet heard from Will Benbow at Bloor Homes and the Clerk has sent subsequent e-mails for a response.</p>  | Clerk to chase Savills if there is no response by next week. |
| <u>188/19</u> | <p><u>7.6 – BRIZE MEADOWS (WEST BRIZE NORTON) UPDATE ON DEVELOPMENT PLANS</u></p> <p>Cllr Champion and Cllr Squire have questioned how people will get to the allotments on the new estate, as the only access was from Burford Road which would be inconvenient for residents living close to the allotments. On the</p>   |  |



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|               | <p>revised plan there is now a road from the estate and from Burford Road. The Bloor Homes team are receptive to our input.</p> <p>Cllr Postan and Cllr Field-Johnson left the meeting at 8:35.</p>  |  |
| <u>189/19</u> | <p><u>7.8 – REPLACING POEMS ON MEMORIAL TREES</u></p> <p>Cllr Ball has a quote for signs to be placed on acrylic. The quote was under £100 for all 12 of the signs. He was asked to share this with the councillors for inspection before the next meeting. He was also asked to provide a sample.</p>   |  |
| <u>190/19</u> | <p><u>7.9 – PRE-SCHOOL FOREST SCHOOL: DISCUSSION WITH THE PRE-SCHOOL REQUIREMENTS AND H&amp;S PROCEDURES</u></p> <p>Cllr Gush was unable to attend the meeting.</p> <p>Cllr Shillingford stated that the preschool already have access to their allotment, but whatever the Pre-School place on the allotment must be secure so it doesn't affect other allotment holders.</p>   |  |
| <u>191/19</u> | <p><u>7.10 – BUS SHELTER REPAIRS</u></p> <p>Cllr Way has sought three quotes, which must include risk assessments. The company selected should produce their own insurance documents.</p> <p>BNPC may have to inform Stagecoach if or when they are repaired as they may have to place temporary bus stops.</p>  |  |
| <u>192/19</u> | <p><u>7.11 – REPAIR OF THE OLD SIGN POST ON CHAPEL HILL</u></p> <p>Cllr Campion has been in contact with Mr Griffiths regarding the signs. Mr Griffiths seemed interested in the proposal. Cllr Campion will continue to pursue the issue.</p> <p>Cllr Ball left the meeting at 8:45.</p>  |  |
| <u>193/19</u> | <p><u>7.12 – GRASS CUTTING CONTRACT</u></p> <p>The Clerk has given the contract to Cllr Squire to examine. Cllr Ball, Cllr Way and Cllr Campion to be on the working party to look at quotes from McCracken, WODC, Oxford City, and another smaller local company. Quote for cutting only and cutting and taking grass away.</p> <p>Cllr Ball has been liaising with Mr Hinchly regarding the areas that are cut by WODC. The Clerk has supplied them with an older and a more up-to-date map of the areas agreed by WODC. This has also been assessed when Cllr Ball walked the village with a WODC representative in June.</p> |  |

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| <u>194/19</u> | <p><u>7.13 – 11<sup>TH</sup> NOVEMBER</u></p> <p>Cllr Shillingford explained the schedule of 'BRIZE NORTON REMEMBERS' to the Council.</p> <p>10:00am Service of Remembrance at St Britius's Church. Several members of the Council to attend the service.</p> <p>10:50am War Memorial – Roll of Honour, 2 minutes silence and laying of wreaths.</p> <p>3:30pm Celebration Tea Party, Elder Bank Hall, Entertainment with Susan Lovejoy, (BBC The Voice) with BN primary School children.</p> <p>6:00pm Lighting of 'Beacon of Light' on the Recreation Ground. Ken Worthington (the village's oldest resident) will light the beacon.</p> <p>7:05pm St Britius's Church Bells sound 'Ring Out For Peace'</p> <p>Thank you to all the people, both men and women, who have created the amazing poppy displays that are currently decorating the village. We have had many positive comments about them.</p> <p>Cllr Squire arrived at the meeting at 8:50.</p> | <p>Clerk should continue to post on Social Media.</p>   |
| <u>195/19</u> | <p><u>7.14 – REPORT BY MR GLAZIER AT WODC WATER DAY</u></p> <p>The clerk has circulated the report by Mr Glazier, Chairman of Bampton and District Flood Prevention Group to the councillors, attached under appendix E.</p> <p>Cllr Squire stated that the balancing pond by The Mason's Arms is part funded by Bloor Homes, but is on Christchurch's land. There is a specific time that they can be built as the s106 money has been released.</p>  | <p>Mr Glazier made recommendations</p> <p>a) Incidents of failure in the sewerage system should be documented/ reported</p> <p>b) BNPC write to WODC planning, Thames Water, Bloor Homes regarding drainage regarding details of foul sewerage line and details of the pumping station that will be required for 700 houses</p> <p>c) BNPC write to WODC for update and estimated dates of installation on balancing ponds.</p> |
| <u>196/19</u> | <p><u>7.15 – PRESS RESPONSE TO WITNEY GAZETTE REGARDING BLOOR HOMES/ COTTSWAY</u></p>  | <p>Clerk to write to Cottsway to remind them that Brize</p>   |



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|               | The Council decided not to respond to the Witney Gazette's incorrect article and called on the complainants to respond instead as a personal response.   | Meadow is in Brize Norton not Carterton. Please correct website.<br><br>Clerk to write to Sue Lakin at Cottsway regarding allocation puts for Brize residents to the top of the affiliation notice. |
| <u>197/19</u> | <u>8.1 – PLANNING</u><br><br>There are two further planning applications. (see attached Appendix C).<br>18/02708/HHD Poplar cottage, Burford Road (reply by 7 <sup>th</sup> Nov)   | Clerk to respond with no comment.   |
| <u>198/19</u> | <u>8.2 – PLANNING</u><br><br>18/03047/S73 Grange Farm, Burford Road (reply by 8 <sup>th</sup> Nov)   | Clerk to respond with no comment.   |
| <u>199/19</u> | <u>9.1 – FINANCE</u><br><br>Consider payments to be made (see attached Appendix B).  | Payments were approved.   |
| <u>200/19</u> | <u>9.2 – TO EXAMINE THE BANK ACCOUNTS DURING OCTOBER</u>   | Clerk and Cllr Squire to work during November to prepare the precept for presentation in December   |
| <u>201/19</u> | <u>9.3 – TO PREPARE THE CHEQUE FOR AUTHORISATION ND TRANSFER TO WODC ACCOUNTS</u><br><br>Cllr Squire recommended holding back on this until he has done another audit in preparation for the precept in December.<br><br>Clerk and Cllr Squire to meet to discuss the precept within the next week, circulate for agreement at the next meeting. | The Clerk and Cllr Squire to meet on Monday 12 <sup>th</sup> November to prepare precept.   |
| <u>202/19</u> | <u>9.4 – TO AUTHORISE THE PURCHASE OF CHARLES ARNOLD BAKER FOR THE CLERKS CILCA COURSE</u><br><br>The council were in agreement and the Clerk should come under training budgets. Cllr Way proposed, Cllr Campion seconded, the councillors agreed and the motion was passed.  |   |

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| <u>203/19</u> | <u>10 – CORRESPONDENCE</u><br><br>Consider other correspondence during this month (see attached Appendix D).  | No Action Required                             |
| <u>204/19</u> | <u>ITEMS IDENTIFIED FOR NEXT MONTHS AGENDA</u> <ul style="list-style-type: none"> <li>- Cllr Goble – NP</li> <li>- Cllr Goble – OCC Highways</li> <li>- Cllr Campion and Cllr Squire – Christchurch/ Bloor Homes Planning</li> <li>- Cllr Goble – Village Character Assessment.</li> <li>- Cllr Squire – planning</li> <li>- Cllr Campion - Old signpost on Chapel Hill (Ray Griffiths to repair it?)</li> <li>- The Clerk – report back with updates regarding contracts with BNS&amp;SC and PO. Clerk to remind Mr Briars to forward the draft contract.</li> <li>- Clerk – Proposed Precept under finance</li> <li>- Tim Gush to present updates to the BN</li> </ul><br>No additional items identified. Other items for future discussion, after further investigation or appropriate timings are under Appendix A. | Cllr Campion to send contact details to Clerk. |

There being no further business the chairman declared the meeting closed at **9.35 pm**.

Date of next ordinary meeting **Monday 3rd December 2018** in **The Pavillion** at **7.30pm**.



## **APPENDIX A - ADDITIONAL ITEMS FOR FURTHER AGENDAS**

### **204/19:**

**Mr Gush** - renovations of the Sports Pavillion

**Mrs Campion** - Tea Rooms in the Sports Pavillion

**Cllr Way** – Policy updates

**Clerk** – Renewal of contract with BNS&SC

**Cllr Squire** - proposals for Elderbank Hall/ BNS&SC plans. Extension plans and toilets, disabled facilities, parish council offices.

**Cllr Campion** – Approach Christchurch regarding a car park behind the church (not until after Savills complete the Land Lease).

**Cllr Campion** – Mr Gush money for repairs to sports field and cricket pitch

**The Clerk** - Replacement trees/progress on condition old ones 3<sup>rd</sup> from end

**Cllr Squire / Cllr Shillingford** - pre-commencement conditions

**Cllr Ball** – Prevent dogs on the recreation ground. BNPC own the recreation ground (30<sup>th</sup> July 1970). Notices and signs may be possible to deter people from allowing their dogs to foul, but it is difficult to prosecute.


## **APPENDIX B - FINANCE 199/19:**

### **ORDERS FOR PAYMENT:**

|        |                 |                       |                                       |
|--------|-----------------|-----------------------|---------------------------------------|
| 101304 | 228.00          | Mr Nick Morley        | Repairs to BNS&SC                     |
| 101305 | 65.40           | Shillbrook Stationery | Clerk supplies                        |
| 101306 | 761.18          | WODC                  | Grass cutting Aug                     |
| 101307 | 761.18          | WODC                  | Grass cutting Sept                    |
| 101308 | 74.08           | Alison Riseley Clerk  | Stamps                                |
| 101309 | 474             | Alison Riseley        | October Wage                          |
| 101310 | 251.75          | Terry Hinchly         | October Wage                          |
| 101311 | 112.99          | Kyle Anderson         | October Wage                          |
| 101312 | 7.30            | Terry Hinchly         | Petrol for mower                      |
| 101313 | 157.06          | Mr Mowerman           | Repair and parts for council machines |
| 101314 | 140.78          | A. K. Timms           | Handyman tools                        |
|        | <b>3,033.72</b> | <b>TOTAL</b>          |                                       |

### **PAYMENTS RECEIVED**

|            |                 |              |           |
|------------|-----------------|--------------|-----------|
| 26/09/2018 | 9,987.50        | WODC         | ½ precept |
|            |                 |              |           |
|            | <b>9,987.50</b> | <b>Total</b> |           |

  
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## **GENERAL INCOME & EXPENDITURE**

|                           |            |                             |          |
|---------------------------|------------|-----------------------------|----------|
|                           |            | £                           |          |
| Balance                   | 01/04/2018 | 8,118.20                    |          |
| Less o/standing cheques   |            | £ -                         |          |
| Add o/standing lodgements |            | £ -                         |          |
|                           |            | <u>£</u>                    |          |
|                           |            | <u>8,118.20</u>             |          |
| Receipts                  |            | £26,413.77                  |          |
| Payments                  |            | £18,347.51                  |          |
| Plus Transfers            |            | <u>                    </u> |          |
| Balance                   | 18/10/2018 | <u>£16,184.46</u>           |          |
|                           |            | £                           |          |
| Plus o/standing cheques   |            | <u>2,823.64</u>             |          |
| Cash in Bank              | 18/10/2018 | <u>£19,008.10</u>           |          |
| Current Account           | 18/10/2018 | £21,108.69                  | 2,100.59 |

## **RESERVES INCOME AND EXPENDITURE**

|                        |                             |
|------------------------|-----------------------------|
| Balance 1/4/2018       | £29,700.00                  |
| Plus Receipts          |                             |
| Less Transfers         | <u>                    </u> |
| Current Reserves       | <u>£29,700.00</u>           |
| <b>AVAILABLE FUNDS</b> |                             |
| General Funds          | £16,184.46                  |
| WODC Reserves          | <u>£29,700.00</u>           |
| <b>TOTAL FUNDS</b>     | <u><u>£45,884.46</u></u>    |



## **APPENDIX C - PLANNING 197/19 & 198/19:**

### **NEW PLANNING APPLICATIONS:**

|              |  |  |
|--------------|--|--|
| 18/02708/HHD | Mr B Waller<br>Poplar Cottage Burford<br>Road Brize Norton | Erection of first floor and single storey extensions.<br><b>Registered: 11th September 2018</b>  |
| 18/03047/S73 | Mr W Benbow<br>Grange Farm Burford<br>Road Brize Norton    | <b>Non-compliance with condition 3 of planning permission 17/00154/FUL to allow revised plans (Retrospective)</b><br><b>Registered: 12<sup>th</sup> October 2018</b><br><b>Respond by: 8th November 2018</b> |

### **PENDING PLANNING DECISIONS**

|              |   |   |
|--------------|---|---|
| 17/01394/FUL | Lagan Homes (agent<br>West Waddy LLP)<br>Land South Upper<br>Haddon<br>Station Road<br>Brize Norton | Erection of 41-44 residential dwellings to include up to 35% affordable homes, new access and associated works (AMENDED PLANS)<br><b>Registered 28<sup>th</sup> April 2017</b><br><b>Under consideration</b>  |
| 17/02059/FUL | A K Timms<br>80-82 Station Road<br>Brize Norton   | Change of use of part of builder's merchants' yard (class use A1) to café (class use A3) AMENDED<br><b>Registered 13<sup>th</sup> July 2017</b><br><b>Awaiting Decision</b>   |
| 18/01737/CM  | Burford Quarry<br>Burford Road<br>Brize Norton<br>OX18 3WN  | Section 73 application to continue the development permitted by 15/04043/P/CM (extension to factory building) without complying with condition 3 in order to change the end date of the development from 9 January 2024 to 31 December 2035 with restoration by 31 December 2036 in accordance with Plan No: B20/SSB/2/18. Updated<br><b>Registered 5th June 2018</b><br><b>Awaiting Decision</b> |

### **DECIDED PLANNING DECISIONS:**

|  |  |   |
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| 16/02599/OUT –<br>(sent through by<br>Minster Lovell PC) | Mr and Mrs Kinch<br>Land West of Minster<br>Lovell | <a href="#"><u>Residential development of up to 95 dwellings together with a new vehicular access onto Burford Road (B4047), footpath links, areas of public open</u></a> |
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| 17/01859/OUT |  | <p><a href="#"><u>space, children's play area, landscaping and land for potential burial ground (means of access only).</u></a><br/> <a href="#"><u>Approve subject to Legal Agreement Tuesday 9<sup>th</sup> May</u></a><br/> Residential development of up to 126 dwellings together with a new vehicular access onto Burford Road (B4047), footpath links, areas of public open space and landscaping.<br/> <a href="#"><u>Registered: 14<sup>th</sup> June 2017</u></a><br/> <a href="#"><u>Approve subject to Legal Agreement</u></a><br/> <a href="#"><u>Decided: Wed 29 Aug 2018</u></a></p>   |
| 14/0091/P/OP | Mr Chris Shaw<br>Land East of Monahan<br>Way Carterton | <p>Reserved Matters application for Phase 1A comprising of 77 dwellings with associated landscaping, highway, drainage and infrastructure. Development comprising up to 700 houses, an employment area of 1.5 hectares (use classes B1 and B9, together with car showroom use which is sui generis), a local centre of 1 hectare (use classes A1 to A5, B1(a), C1, C2, C3, D1 and D2), a primary school with a site of 2.2 hectares, playing fields, allotments, informal open space, landscaping, drainage improvements and associated engineering works such as highways, cycleways and footways.<br/> <b>Registered: 23rd May 2019</b><br/> <b>Approve: Subject to Legal Agreement</b><br/> <b>Decided : 1<sup>st</sup> March 2018</b></p> |



## **APPENDIX D - CORRESPONDENCE 203/19:**

### **Monthly Correspondence – 1 to 31 October 2018**

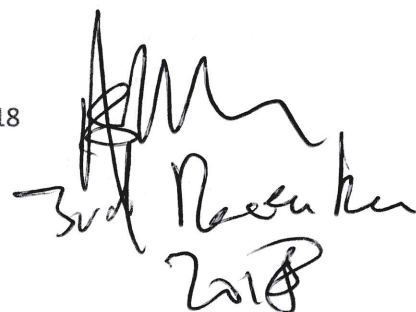
#### **OFFICIAL CORRESPONDENCE:**

- a) Shillbrook invoice
- b) PSE magazine
- d) WODC planning application
- e) WODC Planning application
- f) NHS info pack

#### **E-MAILS CIRCULATED IN MONTH**

CFO – 10/10, 11/10  
Civic voice – 2/10, 9/10, 30/10  
CPRE – 8/10  
HMRC - 1/10, 9/10, 19/10, /  
Healthwatch Oxfordshire – 5/10, 12/10, 12/10, 19/10 (→ WW)  
ICO newsletter – 4/10  
Oxfordshire Community and Voluntary Action – /10, /10, /10, /10, /10 (→ WW)  
Oxfordshire Clinical Commissioning Group – Talking Health - 8/10, 26/10, (→ WW)  
PCS – UK – 2/10, 14/10, 29/10  
PSE – 1/10, 3/10, 4/10, 8/10, 8/10, 9/10, 9/10, 12/10, 14/10, 18/10, 19/10, 22/10, 22/10, 24/10, 26/10, 29/10, 30/10, (not circulated)  
Police and Crime Commissioner – 14/10, 18/10 (→ AB)  
Rural Services weekly update (not circulated) - 1/10, 9/10, 12/10, 22/10, 30/10  
Rural services seminar-, Rural opportunities - /10, Rural Housing - /10, Rural Vulnerability / /10 Rural Funding 3/10, Older People - /10, Seminar – /10, (not circulated),  
SLCC Membership – 26/10  
The Office of the Police commissioner – 4/10  
Wychwood Forest Project - 3/10, 26/10

- 1/10 Tim Gush - Cafe
- 1/10 Ron Spurs – Arnold Baker
- 1/10 Jackie Bellenger - invoice
- 1/10 Diane Davies – Elder Bank Hall
- 1/10 Yvonne Rees – OCC and Cherwell District Council Partnership starts today
- 1/10 Cllr Yvonne Constance – Highways Depot Open Day
- 1/10 Dave Higgins – Article Promoting local Panto
- 1/10 Kyle Anderson – Posters for 2<sup>nd</sup> and 11<sup>th</sup> November
- 2/10 SLCC membership
- 2/10 Eirwen Tagg – CiLCA group
- 2/10 Jon Bell – Quarry Blasting
- 2/10 Michael Taylor – allotment meeting
- 3/10 Gerald Coombs – Rabbits on the Rec

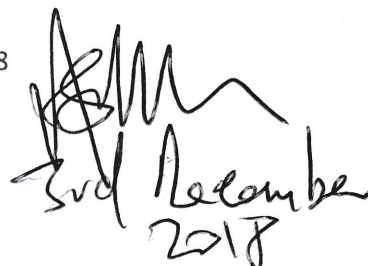


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3/10 WODC Planning – new application  
 3/10 J Briars – Invoice receipt  
 3/10 Martin Portus – BNNP Landscape assessment  
 4/10 Ron Spurs – Appraisal Training  
 4/10 Vicky Taylor OCC – School Warning Signs  
 4/10 Louise Bevin – Westminster Today – Third Commissioning Conference  
 5/10 SLCC Membership – News Bulletin  
 5/10 Verena Hunt – Burford Road Traffic Survey  
 5/10 Andrew Thompson – Adoption of the WODC Local Plan  
 6/10 Robert Courts  
 8/10 OALC – spaces still available on courses  
 8/10 Alex Postan – Housing needs Numbers  
 8/10 Tom Wattleworth – newsletter  
 8/10 Alan Cockbill – Speed Warning Lights  
 8/10 Keith Glazier – Water Day at WODC  
 9/10 Maxinne Guyatt – Planning Application  
 9/10 TVER – Neighbourhood Planning  
 9/10 Carys Davies – Child Exploitation  
 9/10 Kyle Anderson – September Minutes uploaded  
 10/10 Anna Fairhurst BNPS – Spitfire  
 10/10 Stuart McIver – Shilton Park Horses  
 10/10 Diane Davies – Water Meter Elder Bank Hall  
 10/10 Carys Davies – Bringing Empty Homes Back To Use  
 10/10 Carolyn Peach – contracts for the S&SC & PO  
 10/10 Tim Gush – Contract between S&SC and BNPC  
 10/10 Alan Cockbill – Speed Warning Lights  
 10/10 Vicky Taylor – Speed Warning Lights  
 11/10 Andrew Smith WODC – PRESS RELEASE: WODC set to buy emergency homeless accommodation  
 11/10 Tim Gush – BNS&SC contract with BNPC  
 11/10 Vicky Taylor – Brize Norton (internal Transfer)  
 11/10 Alan Cockbill – BNPC speed warning lights  
 11/10 Andrew Smith WODC – PRESS RELEASE: WODC set to buy emergency homeless accommodation  
 11/10 Ron Spurs – Appraisal Training for Chairs and Councils  
 11/10 Fred Bellenger – Water Meters  
 11/10 Keith Glazier – Water Day  
 12/10 Carolyn Peach – BNPC website – promote 11<sup>th</sup> November  
 12/10 Carolyn Peach – 3 pictures  
 13/10 Alma Tumilowicz – Posters/ advertising  
 14/10 Stuart McIver WODC – Planning Application  
 14/10 Alan Mollere – Burford Road  
 15/10 David Smith – Crescent Accounting  
 17/10 Carolyn Peach – DRAFT press release  
 17/10 Carolyn Peach – Armistice and Armed Forces  
 17/10 Carolyn Peach – PC website



- 17/10 Stuart McIver – Planning Application
- 17/10 Keith Butler – Interfaith Week
- 17/10 Carys Davies WODC – PRESS RELEASE: Extra care scheme set for Chipping Norton
- 17/10 Keith Glazier – Draft Press release re: Nov 11th
- 18/10 Alex Postan – Reponse form Cllr McRae
- 18/10 Suzanne Barton – Santa Charity run – Kilkenny Lane
- 18/10 Fay Needham – Use of the Elder Bank car park
- 18/10 WODC Planning application
- 18/10 Robert Courts – BNPC Newsletter
- 18/10 Tom Wattleworth – BNPC Newsletter
- 18/10 Fred Bellenger - BNPC Newsletter
- 19/10 GBZ\_ZM Icashelpline (Zurich Insurance) – Risk topic update
- 19/10 Julie Edwards – Elderbank Hall finances
- 19/10 Robert Courts- Planes, Trains and Automobiles
- 19/10 Liz Folley – Branch Meeting 22.11.18
- 19/10 OCC Oxfordshire Matters - October
- 19/10 Bridgette Anderson – Education Conference
- 20/10 Andrew Kinch – Village Bash Information
- 21/10 Suzanne Barton – Santa Charity run
- 21/10 Will Benbow – Sports field Lease
- 21/10 Fred Bellenger - Newsletter
- 21/10 Diane Davies - Newsletter
- 21/10 Kyle Anderson - McAfee
- 21/10 LG inform - registration
- 21/10 Lauren Jacobs – Village Bash 2018
- 21/10 Richard Oxicans – Airport Transfers/ Taxi Company
- 22/10 Carolyn - Sue Calcott
- 22/10 Barbie Thorne – Wreaths
- 22/10 David Smith (Crescent Accounting) – accounts
- 22/10 Dylan Roddy – Aquatic Consultancy
- 22/10 BZN-MCO-Group - newsletter
- 23/10 WeiWei Hu – BNPC accounts
- 23/10 Town Parish Events – reminder
- 23/10 Terry Hinchly – Tidy up in preparation for Nov
- 23/10 J Briars – Lease of Land between Christchurch College and BNPC
- 23/10 Barbie Thorne- Council Wreath
- 24/10 Ron Spurs – Appraisal Training
- 24/10 Suzanne Barton – RE: Santa Charity Run – Kilkenny Lane
- 24/10 Stacey Evans – RAF BN Brizefest
- 24/10 Terry Hinchly – tidy up/ school contact details.
- 24/10 EvoNorth - meet transport for the North
- 24/10 Carys Davies WODC – Pumpkin Power
- 24/10 Andrew Smith WODC – Modern Slavery motion adopted
- 24/10 Headteacher – parish newsletter

  
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2018

25/10 Terry Hinchly – Parish tidy up  
25/10 Keith Glazier – Bloor Homes/ Cottsway  
26/10 Andrew Smith WODC – Bigger Bins for Keen Recycling  
26/10 WODC – Superfast Broadband  
26/10 SLCC Membership – news bulletin  
28/10 Terry Hinchly - Timesheet  
28/10 Keith Glazier – Bloor Homes/ Cottsway  
28/10 LG Inform  
29/10 Rob Smith – Election of Directors  
29/10 Andrea Bolivier - Citizen's Advice WODC  
29/10 Alma Tumilowicz – posters/ advertising  
30/10 Moore Stephens - budget  
30/10 OALC – October update  
30/10 Alan Cockbill – speed warning lights

(↔) = ongoing discussion or linked communication

(→) = forwarded to relevant contact

(←) = replied

## **APPENDIX E – OCC REPORT: 181/19**

### **REPORT TO BRIZE NORTON PARISH COUNCIL NOVEMBER 2018 FROM CLLR NICHOLAS FIELD-JOHNSON**

#### **IN ALL TYPES OF WEATHER OCC CREWS ARE OUT REPAIRING THE ROADS**

Earlier this year OCC put an extra £10m into fixing the roads – effectively doubling the amount of money invested in repairs – and crews are out and about every day in all types of weather doing the job. Their work has already resulted in £1.6m worth of surface dressing with around 33km of roads being surfaced. Work is also under way on a £700,000 programme of surfacing sealing projects around the county. As well as the extra cash which is going into some larger projects, the county council has also increased the amount of relatively small-scale work it does to put right local roads that are suffering from potholes, cracks and worn out tarmac. The number of completed defect repairs between January and September this year is 35,127.

#### **SALTING, GRITTING AND SNOW CLEARANCE**

OCC is committed to keeping the network of major roads free from ice to minimise the risk of accidents and ensure the smooth flow of traffic. Precautionary salting (sometimes called 'gritting') helps achieve this aim. OCC usually salts between 2 November and 5 April. Live updates can be found here: <https://www.oxfordshire.gov.uk/residents/roads-and-transport/street-maintenance-z/salting-and-snow-clearance> Details about how community groups can request salt bins can be found here: <https://www.oxfordshire.gov.uk/residents/roads-and-transport/street-maintenance-z/salt-and-grit-bins>

#### **COUNCIL TO INVEST IN TECHNOLOGY TO IMPROVE & REDUCE RUNNING COSTS**

Plans to completely overhaul the county council were given the go-ahead by the county council's Cabinet on 16 October. They agreed a major investment in digital technology to improve customer service and reduce council running costs. The redesigned council will enable residents to report faults or book appointments online, freeing up staff time to help to service users who cannot go online or have complex care needs. Staff will be given the tools they need to do a better job and spend more time on delivering services to residents. Outdated ICT systems make it hard to join up services and will be replaced, with admin tasks automated to save money and make the council run more smoothly. The changes will support the county council's long-term vision of 'thriving communities for everyone in Oxfordshire'.

#### **OCC TRADING STANDARDS & POLICE CONDUCT OPERATION ROGUE TRADER**

Rogue traders and aggressive doorstep sellers were targeted during October by OCC Trading Standards as part of ongoing work to protect residents and business people. Working in collaboration with Thames Valley Police, Operation Rogue Trader aims to stop rogue business practices and raise awareness of the dangers linked to hiring cold-callers. Fourteen Trading Standards staff and around 30 police travelled around the county when 67 traders were approached and checked; ten warning letters were issued; five waste offenders were fined by district councils; and an overloaded vehicle was investigated along with seven doorstep crime offences and two police offences. In Henley four traders were checked; three warning letters were issued to traders for not providing 'cancellation rights' to residents; and there were three offences for carrying waste without a licence. In Witney 11 traders were checked; and two warning letters issued to traders for not providing 'cancellation rights' to residents. Those who suspect someone of being a rogue trader, or find themselves accosted by uninvited doorstep sellers should contact the Citizens Advice Consumer Helpline on 03454 040506.

*Handwritten signature*  
3rd December  
2018



### **BOOST FOR A 'FULL FIBRE' FUTURE IN OXFORDSHIRE**

Hundreds of businesses and homes across Oxfordshire are set to benefit from faster internet connections, following the launch of the UK Government's nationwide Gigabit Broadband Voucher Scheme (GBVS). The £67m investment is in addition to the £200m allocated to the Local Full Fibre Networks (LFFN) programme, and will provide future-proof full fibre connections for businesses and the residential communities around them. It follows a successful pilot scheme launched in four areas around the country late last year, which has already seen nearly 1,000 vouchers used up to date. ThinkBroadband statistics show that 8% of homes and businesses in Oxfordshire already have a full fibre internet connection. Superfast broadband reaches almost 97% of premises, and even-quicker ultrafast broadband covers 51.3% of the county. The vouchers, worth up to £3,000 for a SME and £500 for a resident, provide a one-off contribution to subsidise the installation cost of gigabit-capable infrastructure. In addition to providing a boost to the 95% of the UK that can already get superfast speeds (24Mbps or faster), the vouchers could also help those not yet able to do so, helping to narrow the diminishing digital divide even further. The scheme launched at the end of March 2018 and will run until March 2021 or until all available funding has been allocated. For more information visit <https://gigabitvoucher.culture.gov.uk/>.

### **CARERS CAN SHOW BADGE FOR A FREE JAB**

Flu season is coming and the army of front line carers across Oxfordshire are being urged to make having a free jab a key priority. More than 8,500 staff employed in residential care, nursing homes or with registered domiciliary care providers, who are directly involved in the care of vulnerable people, are entitled to a free flu jab. Being immunised not only reduces the chances of carers themselves and their families becoming unwell, it also means that the health of the most vulnerable people in Oxfordshire's communities is not compromised. The flu is not the same as getting a cold. It can seriously affect an individual's health and the risks of developing complications are greater for people within the 'at-risk' groups – for example the over 65s and those with medical conditions like heart, lung and kidney diseases, diabetes, asthma and multiple sclerosis. Healthy individuals usually recover within two to seven days, but for some influenza can lead to a stay in hospital, permanent disability or even death. All workers across the NHS will get flu jabs – meaning the immunisation of the whole health and social care workforce will make the system more resilient. As well as workers in social care settings, anyone who receives a carers allowance, or is the main carer for an elderly or disabled person, is eligible for a free vaccination; all they have to do is present their ID badge to a pharmacist or GP surgery.

### **RESPONSE TO ANNOUNCEMENT ON THE OXFORD-CAMBRIDGE EXPRESSWAY**

OCC welcomes the announcement of a preferred Corridor for part of the Oxford-Cambridge Expressway as it offers a degree of clarity on where the final scheme would go, but is very disappointed that access to the M40 through Oxfordshire is still unclear. Highways England, who are leading on this national project, have identified Corridor B as their proposal, the central corridor from the three broad corridors being considered. However, there is still no indication on which of the sub-options around Oxford would be taken forward. OCC will now carefully study the Corridor put forward, including the justification and technical detail which has led to this choice, and how it would affect already stretched roads, such as the A34 and interface with other schemes including East West Rail. OCC has set three tests to assess the decision-making process for that corridor and, eventually, the final route choice:

- Impact on the A34: it should provide relief to congestion on the A34 and function as a separate strategic route, allowing the A34 around Oxford to work better for local traffic
- Pressure on existing roads: It should not increase pressure on overstretched roads

- Conflation with other schemes: It should be developed separately but alongside other local schemes, to ensure the highway network works for Oxfordshire overall

Invariably, a project of this magnitude and ambition will have an impact, which OCC will need to ensure is mitigated. OCC will seek clarity on how the corridor choice is developed so that a decision can be made on the best route for the scheme.

## **APPENDIX E – WATER REPORT: 181/19**

On the 4th October 2018 West Oxford District Council (WODC) organised and hosted a Water Day at their Woodgreen offices. Mr Glazier in his role of Chairman of Bampton and District Flood Prevention Group forwarded his appraisal about the Meeting.

### 1. Representatives from the following bodies were in attendance to report or answer questions.

- a) Environment Agency (EA)
- b) Thames Water (TW)
- c) Oxfordshire County Council (OCC), Lead Flood Authority
- d) WODC Flood Engineering Team
- e) Windrush Against Sewerage Pollution.

The meeting was opened and chaired by WODC Cllr Harvey.

### 2. Discharge of raw/untreated sewerage into watercourses

There then followed a screening of an article from the TV programme “Countryfile” story on the Windrush Pollution. You are recommended to view this programme which contains many relevant points. Windrush Against Sewerage Pollution (WASP) has a dedicated web site which is also well worth visiting... The thrust of the WASP report following the film naturally covered the situation around the river Windrush and the discharge of untreated sewerage into the watercourse. This occurs on many watercourses throughout the UK. TW are licensed by the EA who issue permits for the discharge of sewerage. This discharge should only occur in times of an emergency situation at the pumping station/sewerage treatment works. Examples are breakdown of equipment or a large ingress of surface water, either of these situations could cause sewerage flooding into homes/businesses.

The response by TW was robust although they did not dispute the situation. Outlining work that had already been carried out and the planned improvements that were currently underway. Citing the new massive sewer

being constructed to serve London. In addition, many smaller sites were also being updated. There followed a lively question and answer session.

Notes were taken by WODC Officers and I will attempt to obtain a transcript.

### 3. Thames Water Network Issues

TW representatives acknowledged the many problems there are throughout the TW area. The customary laying of blame on Victorian sewers, underinvestment in previous years, surface water ingress, unauthorised connection of surface water to the sewerage network, fat from sinks and also the flushing of unsuitable products down toilets..(nappies, sanitary items and cotton buds)

  
Srd Neelke  
2018



Once again TW were robust in their response to questions. They also touted the massive investment being made by TW in infrastructure. They also readily admitted the length of time it took to arriving at an engineering solution to many network problems was unacceptable. Citing the amount of time it takes for a "flow study" and to find leaks and faults. Still blaming the old Victorian systems. Thank heavens the Victorians built things to last. Same old stories from TW. The representatives were very strong on the amount of capital that was being injected by the company to improve the situation in general.

#### 4. Flooding and sewerage issues relating to developments WODC

OCC and WODC outlined their responsibilities relating to development. OCC are responsible for the drainage aspect of planning for sites of 10 or more houses and are the lead authority on planning flood prevention matters. OCC are also responsible for road drainage. WODC are responsible for developments of less than ten houses and also have responsibilities for land drainage. OCC and WODC are all very vociferous in promoting sustainable urban development systems (SUDS) i.e. porous pavements, parking areas etc. and also balancing ponds/swales to retain water on site to reflect the green field run-off rate. (Personal note: I believe this system... SUDS are outdated).

There followed a lively debate between a WODC Planning Officer and TW'S actions as a consultee for WODC planning applications. With the planning officer stating that TW were hiding behind the imposition of a "Grampian Condition" on many planning applications to cover weakness in the drainage systems.

#### 5. Summary

A lively and informative meeting or another talking shop? The problems of drainage were well aired. There is no silver bullet and any solution will take time. The problems faced by the parish of Brize Norton are not unique and are echoed throughout the district and indeed across the country. Solutions will only come with greater investment. You may note I have said very few words about the EA. Although they won a massive pay-out in fines by TW the EA are still seen by many as a toothless body who talk a very good part but achieves very little.

#### 6. Recommendations

Strongly recommended that Parish Councils continue to strongly fight their own corner. In particular for Brize Norton Parish Council.

- a. The current sewerage drainage system is still highlighted by TW as one of the main problem areas in the district. All incidents of failure in the system should be meticulously recorded/reported.
- b. New development. Foul drainage. Understanding is that foul drainage from the development of 700 houses should be routed through the Black Bourton sewerage works. It would be very easy for the developer to connect to the foul line that serves Shilton park and discharges to the Brize Norton pumping station. Recommended that BNPC write to the following on an individual basis...
  - (i) WODC planning...
  - (ii) TW...
  - (iii) Bloor homes.

With a request for the details of the connection to the foul sewerage line and details of the pumping station that will be required for the 700 houses and associated school, retail areas etc.




c. Also recommend that BNPC write to WODC for an update on the three off site balancing ponds and the one balancing pond on site. It is most important that these balancing ponds are completed prior to the commencement of house building.

Keith A Glazier

Chairman

Bampton and District Flood Prevention Group

Tel:01993 8436440

  
3rd December  
2018