

Minutes of the Meeting of East Hendred Parish Council, Tuesday 14th November 2017 at 7.30pm at Snells Hall

Present: John Sharp (Chair), Charles Pappenheim, Catherine Shortis, David Jones, Roger Turnbull, Chris Bedford, Selby Stocks, Stephen Webb

Clerk/Finance Officer: Julia Evans

County Councillor: Mike Fox-Davies

District Councillor:

Members of the Public: Mr Judson

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| 1 | APOLOGIES FOR ABSENCE: Cllr Williams sent his apologies. | Action |
| 2 | DECLARATIONS OF INTEREST: Cllr Turnbull declared an interest in agenda items 11c. Cllr Stocks declared an interest in agenda item 11d. | |
| 3 | ACCEPTANCE OF MINUTES OF 14th NOVEMBER 2017 Cllr Pappenheim proposed accepting the minutes of the meeting held on 14 th November 2017. Cllr Webb seconded. Cllr Jones proposed accepting the minutes of the Closes Session held on 14 th November 2017. Cllr Stocks seconded. RESOLVED. The minutes were signed. | |
| 4 | MATTERS ARISING FROM THE MINUTES OF 14th NOVEMBER 2017 NOT OTHERWISE COVERED ON THE AGENDA: | |
| 4a | Emergency plan – progress: Cllr Sharp has chased Harwell Parish Council. Still awaiting a response. He has met with the emergency planning officer and would like to invite her to attend the January meeting. | C/F: JVS |
| 4b | OALC Dispute Resolution Process: Clerk had previously circulated a grievance policy. Cllr Turnbull proposed adopting the policy. Cllr Shortis seconded. RESOLVED. Clerk to develop a complaints procedure for the general public. | Clerk |
| 4c | DOG WASTE BIN ON NEWBURY ROAD: Cllr Turnbull to discuss this with others before writing to the Hendred Estate to answer the query they have raised about this request. Clerk has responded to the Waste Team. | RT |
| 4d | BOOKLET FOR NEW RESIDENTS: Cllr Shortis and Sharp to review the layout of the existing document. The booklet must be ready for the printers by the end of January at the latest. | JVS/CS |
| 5 | COMMUNITY POLICE OFFICER'S REPORT: No report available. Clerk has written regarding the lack of a PCSO but has not yet received a reply. | Clerk |
| 6 | OPEN FORUM Mr Judson requested that the Parish Council consider purchasing salt bins for Portway and Ludbridge Close. OCC charges £250 per bin. Cllr Sharp noted that suitable sites for their installation would need to be identified. To be put on the January agenda. Mr Judson reported that the bridges over East Hendred brook are in disrepair. This is to be raised with the OCC Countryside officer. Mr Judson made comments about the minutes on the website and old notices on the notice board. Cllr Pappenheim noted that the website was up to date; the November minutes, which had just been approved, would be uploaded shortly. He also reported that the one of the locks on the notice board was not functioning which is why the old notices had not been removed. Mr Judson reported that Thames Water are to take ownership to the sewerage | Clerk (agenda) CP/AP |

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| | <p>pumping station. He noted that Phase 3 does not have a pumping station, just one large holding tank.</p> <p>Mr Judson was thanked for attending.</p> | |
| 7 | <p>COUNTY COUNCILLOR'S REPORT:</p> <p>Cllr Fox-Davies sent a report by email which was circulated ahead of the meeting. He reported that at the recent full council meeting there was a debate on the Oxford-Cambridge expressway. The council wants a public enquiry and a full public consultation on the proposals.</p> <p>OCC are about to launch a campaign to recruit more care staff. They are also launching an anti-scam campaign.</p> <p>Cllr Sharp reported that a meeting had been held with the Vale to discuss the issues over Pye 3 – the type of crossing and the footway. The safety audit has rejected the proposals. Cllr Fox-Davies pointed out OCC can only advise on what is technically possible. There is no further action OCC can take at the moment.</p> <p>An A417 group meeting will be held in January to which the chairman had been invited ; cycle paths will be included on the agenda. Cllr Webb asked for an update on the £5m spend for cycling.</p> <p>Cllr Turnbull asked whether there will be any further infrastructure funding for the Vale. Currently there is nowhere near enough to cover all that needs to be done. He requested an update.</p> <p>Cllr Pappenheim raised the matter of traffic calming in Rowstock. Cllr Williams was due to have a meeting with Lee Turner. Cllr Fox-Davies agreed to chase this up. Cllr Pappenheim asked whether S106 funds from the Featherbed Lane improvement project could be used for traffic calming in Rowstock. Cllr Fox-Davies to look into this.</p> | MF-D |
| 8 | <p>DISTRICT COUNCILLOR'S REPORT:</p> <p>A report was not available.</p> | |
| 9 | <p>CONSIDERATION OF PROPOSED SPORTS CLUB LEASE</p> <p>The proposed lease documents, including a briefing note on some of the key points, had been previously circulated to members of the Parish Council. Thanks were expressed by the Parish Council to Jamie Barton, a real estate solicitor who lives in East Hendred, who has assisted the Parish Council with the drafting and negotiation of the lease.</p> <p>Cllr Bedford reported:</p> <p>Currently, the formal relationship between the Parish Council and the Sports Club in respect of the Sports Ground is unclear. The Sports Club would like a formal lease in place to help support their application for CIO status. They say it could help with future grant applications and help protect interests of the wider community.</p> <p>The Parish Council discussed the items on the briefing note previously circulated and other matters relating to the lease.</p> <p>Cllr Stocks asked if there was a termination clause. Cllr Bedford explained that there is a provision in the lease which provides that the Parish Council may 're-enter' the Sports Ground at any time after any material breach of any condition of, or tenant covenant in, the lease. If the Parish Council re-enter the Sports Ground, the lease shall immediately end.</p> <p>Cllr Turnbull requested a clause stating that, in addition to the protections already provided in the lease, a 'catch all' clause be inserted so that any proposed works at the Sports Ground which require planning permission will</p> | CB |

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| | <p>need the prior consent of the Parish Council before a planning application is made. Cllr Bedford agreed to speak to Jamie Barton and circulate some potential wording to the Parish Council for their consideration. It was noted that this was a new point and, as such, the Sports Club would also need to be comfortable with the wording. It was also noted that the lease already contains the following provisions:</p> <ul style="list-style-type: none"> • Save for certain situations of rebuild following damage or destruction, the Sports Club shall not: <ul style="list-style-type: none"> ○ make any material external alteration or addition to the buildings on the Sports Ground and shall not make any opening in any boundary structure of the Sports Ground and shall not erect any new buildings on the Sports Ground without the consent of the Parish Council, such consent not to be unreasonably withheld or delayed; ○ install, alter the route of, damage or remove any 'Service Media' at the Sports Ground without the prior written consent of the Parish Council, such consent not to be unreasonably withheld or delayed; ○ make any alterations to the Sports Ground or erect or retain any structure or equipment that will reduce the number of car parking spaces at the Sports Ground compared to that available as at the date hereof. • The Sports Club shall maintain any landscaped and grassed areas of the Sports Ground and keep them in a neat and tidy condition and deal with any trees on the Sports Ground in accordance with the principles of good arboriculture. <p>Cllr Webb asked about access. Is access to the playground preserved? Cllr Bedford confirmed that it is, as shown by the area hatched red on the lease plan. The Parish Council must maintain the boundary of the playground. Cllr Webb asked whether making changes to the playground entrance would require the approval of the Sports Club. Cllr Bedford to check.</p> <p>Cllr Jones proposed approving the lease subject to there being no comments on the lease, other than the potential inclusion of the new wording relating to planning permission. In principle, the Parish Council is happy with the lease but wants to review the new wording. The review is to be completed within one week (by 19th December) and any comments circulated by email. If any other changes were requested, they would need to be agreed by the Parish Council before the agreement could be signed. Cllr Stocks seconded. Agreed unanimously. RESOLVED.</p> | |
| 10 | FINANCIAL MATTERS: | |
| 10a | <p>Approval of November Payments:</p> <p>The full list of payments is attached to the file copy of these minutes. The Accounts for Payment for December 2017 total £8988.34. Proposed: Cllr Pappenheim, Seconded: Cllr Stocks. Approved. The cheques were signed.</p> | |
| 10b | <p>Review of draft 2018/19 Budget</p> <p>There was discussion on the proposed precept and the resulting increase in Council tax. Clerk to produce an analysis sheet to monitor the budget. Clerk to send out details of the proposed increase in precept in percentage terms, and in particular the impact on a band D property. To be discussed again and finalised in January.</p> | Clerk |
| 11 | PLANNING ITEMS | |
| 11a | <p>P17/V3002/HH – Berenice, The Lynch. Replace block built garage with new timber garage. The Parish Council had no objection to this application.</p> | |
| 11b | <p>P17/V3210/D – Land north of Harwell Campus. Demolition of existing offsite discharge pipeline and B333 break tank building. The Parish Council were unable to comment on this application because plans had not been received.</p> | |

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| 11c | <p>Pye Homes Phases 2 and 3.</p> <p>Condition 8 application (including bus stops) – Cllrs Sharp and Pappenheim met with the case officer at the Vale, following the rejection on this condition by the Vale Planning Committee. They were asked what could be done to meet the objection to this application. The Parish Council has suggested diverting the footway into Mather House, but for various reasons this is apparently not possible. An alternative is to acquire land from the Mather House site to enable the footpath to be widened. The case officer agreed to check this with Pye Homes. The issue of the lamp post partly obstructing the footway was raised again. Cllr Sharp questioned why there was no play area for these sites. The case officer agreed to look into this. Another application is expected in the New Year. The planners are unsure of its content.</p> <p>Landscape & play area requirement review</p> <p>It was agreed to cancel Terry Gashe’s contract since nothing had been delivered. The promised greenery is not in place at the moment. This needs to be monitored.</p> <p>Enforcement – The enforcement officer has been unable to obtain an update on the hedgerow. He will be visiting the site and will report back.</p> <p>Status of Complaint – Cllr Sharp has left a strongly negative response in the requested LGO feedback.</p> <p>Highways issues – these have been considered above. Cllr Stocks asked about the situation regarding the reduction in the speed limit on the A417. Cllr Sharp confirmed that approval had only been given for the original area.</p> <p>Sewerage Issues – It was reported that there had already been two failures of the pumping systems on the Pye 1 site. This needs to be monitored.</p> | JVS/Clerk |
| 11d | <p>Appeal Reference APP/V3120/W/16/3145234 – Greensands.</p> <p>Nothing to report.</p> | |
| 11e | <p>Consultation on Vale Local Plan Part 2</p> <p>Cllr Turnbull has submitted a response on behalf of the Parish Council, which contained an objection to the proposed 1000 houses on Harwell Campus. It was noted that Chilton Parish Council has also objected on similar grounds.</p> | CLOSED |
| 11f | <p>Letter from resident regarding land behind Portway Cottages</p> <p>The letter regarding the potential for development of this land was considered. It was agreed that the resident should contact the Vale for the information requested. The Parish Council can make no comments as there is no application to comment upon. Clerk to reply.</p> | Clerk |
| 11g | <p>Review of S106 requirements</p> <p>Cllr Jones presented a summary of contributions. The Parish Council needs to develop a project list for future developments. Cllr Turnbull asked for the amounts per development to be included. Cllr Jones suggested that all Councillors look at the CLP action plan and use this as a basis for the project list. He requested that the information be sent to him one week before the January meeting.</p> <p>Clerk to chase Abi Brown for a meeting regarding Public Art. Cllr Bedford asked to be involved in discussions.</p> | DJ Clerk |
| 12 | <p>UPDATE ON THE COBB WALL AT THE PLOUGH</p> <p>Cllr Pappenheim reported that a meeting is to be held with the contractor on 12th January.</p> | |
| 13 | <p>Report on Power Cuts during November</p> <p>Cllr Pappenheim reported that a generator is keeping Coulings Close, part of Orchard Close and Portway cottages supplied with electricity. The failure was a result of an unbalanced load due to the new homes. A new substation with a</p> | CP |

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| | larger transformer is on order; it should take two weeks to be installed. Cllr Pappenheim to chase for progress. Lightsticks have been distributed by the DGA to its members. The power cut today was a separate issue and power had been restored by 11am. | |
| 14 | NEIGHBOURHOOD PLAN: A meeting is to be arranged in January. | |
| 15 | HENDRED ESTATE ITEMS: Nothing to report. | |
| 16 | WORKING GROUPS/REPRESENTATIVES REPORTS AND UPDATES | |
| 16a | Sports Club: The lease has been discussed above. Nothing else to report. | |
| 16b | <p>Allotments: Cllr Shortis reported that the rent for one allotment was outstanding. She is chasing for this. BAAA have reported some concerns which are as follows:</p> <ul style="list-style-type: none"> - Uneven footpaths. It may be possible to fill these with topsoil. Cllr Shortis to discuss with Hendred Estate. - The location of the tap is a slip hazard as it gets very muddy. Cllrs Shortis and Pappenheim to investigate. - The overgrown hedge at Beech Cottage. Cllr Shortis to discuss with Hendred Estate, - BAAA want to install a notice board. - The path near the paddock is uneven and sloped toward a barbed wire fence. Cllrs Shortis and Pappenheim to investigate. | CS/CP |
| 16c | <p>Bulletin/Website/Facebook: Cllr Pappenheim reported that the <i>Bulletin</i> had been distributed. Extra copies may be required for the new houses now occupied in The Portway. The website is to be redeveloped in Wordpress.</p> | CP |
| 16d | <p>Courtesy Lighting: Two lamps have been replaced. The tenants at Denniss Row appear to have disabled their Courtesy Light. Cllr Shortis to obtain their names. A letter is to be written.</p> | Clerk/CS |
| 16e | <p>Playgrounds: AW/DJ to carry out the next inspection asap. The basket swing has been installed. The children seem to like it. Basket swing to be added to the inspection sheet. Cllr Shortis was thanked for her work in managing the acquisition of the basket swing. Cllr Pappenheim reported that he had not been able to obtain another quote for the repair of the log tower. The suggested supplier had declined to quote. He recommended accepting the existing quote. Cllr Shortis pointed out that the work needed to be done soon to ensure compliance with safety regulation. Cllr Jones proposed accepting the quote. Cllr Shortis seconded. RESOLVED.</p> | AW/DJ Clerk CP |
| 16f | <p>Transport: Cllr Webb has received a response from OCC about Grove Station. There are problems regarding the location because OCC don't own the land. The matter is addressed in LPP2.</p> | |
| 16g | <p>Rights of Way: See minute reference 6 above for an issue regarding rights of way.</p> | |
| 16h | <p>Snells Path/Nature Reserve: An issue has been raised by the Forest School. The Parish Council has suggested that if the complaint happens again the resident concerned should be encouraged to write to either the Parish Council or the School.</p> | |
| 16i | <p>Harwell Liaison: Cllr Sharp attended a meeting last week and met with the OCC Emergency Officer. There were no significant issues to report.</p> | |
| 16j | <p>Lengthman/Litter Picker: Cllr Bedford proposed expenditure of £50 for Christmas gifts for the Lengthman and Litter picker. Cllr Turnbull seconded.</p> | Clerk |

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| | RESOLVED. Clerk to arrange. | |
| 17 | ROWSTOCK ITEMS: Traffic calming proposals. As noted above County Cllr Fox-Davies to look into this. | MF-D |
| 18 | GENERAL CORRESPONDENCE: The Clerk reported that Moore Stephens had been appointed as the external auditor for 2017/18. | |
| 19 | ANY OTHER BUSINESS (FOR INFORMATION ONLY): It was reported that some residents would like to be able to have indoor bouncy castles for parties in Snells Hall. Cllr Pappenheim noted that it now possible to do so. | |
| 20 | DATE OF NEXT MEETING: The next meeting will be Tuesday 9 th January at 7.30pm. | |

The meeting closed at 10.15pm