

## SHRIVENHAM PARISH COUNCIL

### Minutes of meeting held on Monday 6<sup>th</sup> November 2017 at 7pm

**Present:** Cllr Richard Bartle, Chair (RB), Cllr Olly Church (OC), Cllr John Lloyd (JL), Cllr Penny Hockley (Ph), Cllr Liz Jenkins (LJ), Cllr Peter Saunders (PS), Cllr Bjorn Watson (BW), Cllr Julia Jones (JJ), Cllr Chris Hand (CH)

**In Attendance:** Julia Evans

**County Councillor:**

**District Councillor:** Cllr Elaine Ware

**Public:** Mr Hockley and six other members of the public

17/202	<b>APOLOGIES FOR ABSENCE</b> Cllrs Pratt, Clements, Howell and Constance sent their apologies.	<b>Action:</b>
17/203	<b>DECLARATIONS OF INTEREST</b> Cllr Saunders declared an interest in agenda item 13.a.vi.	
17/204	<b>MINUTES OF THE MEETINGS HELD ON 2<sup>nd</sup> October 2017</b> Cllr Saunders proposed approving the minutes of the monthly meeting held on 2 <sup>nd</sup> October 2017. Cllr Jenkins seconded. Agreed unanimously. RESOLVED. The minutes were signed.	
17/205	<b>MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA</b> a) 17/186 (17/166 - 17/146 - 17/125 - 17/106 - 17/71 – 17/50 – 17/28 – 17/4 & 17/8 – 16/283) – <b>Parking in the High Street.</b> Mr Hockley gave a report on the Parking Survey. The key points were: i) there are 128 spaces in the High Street; ii) a questionnaire was sent out to residents and businesses on the High Street; iii) Data analysis was carried out on car registration numbers; iv) the analysis identified a possible 72 vehicles parking all day on the High Street, but it is not known whether they are residents, workers or commuters. Mr Hockley was thanked for his presentation and his work on this matter. b) 17/186 (17/166 – 17/146 - 17/127) – <b>Highways Issues</b> - The illuminated mini-roundabout sign has been relocated. Parking bays on the High Street have been repainted. Cllr Lloyd met with Keith Stenning to view the pavements in the High Street. A 'slurry seal' has been proposed for the pavements on the High Street and Highworth Road. Awaiting a response from Keith Stenning.	JL
17/206	<b>PUBLIC REPRESENTATION</b> Mr Wood thanked the Parish Council for holding the meeting with residents of Cleycourt Road on 3 <sup>rd</sup> November. Mr Jenkins reported that traders and residents in the High Street would like to see some sort of time related parking restriction.	
17/207	<b>COUNTY COUNCILLORS REPORT</b> No report.	
17/208	<b>DISTRICT COUNCILLORS REPORT</b> Cllr Ware reported: Local Plan Part 2 – No strategic sites have been identified in the Western Vale. The Plan is subject to a further six week consultation ending 22 November. It is anticipated that the Plan will be submitted to the Secretary of State in February 2018 with independent examination in the summer. Joint Housing Delivery Strategy – The deadline for the public consultation was 23 October. Hundreds of responses have been received. The strategy will work alongside the Local Plans. Grants – The latest round of Capital and New Homes Bonus Grants	

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	<p>closed on 15 October and applications are now being considered.</p> <p>Yellow Letter – Residents who have not responded to the yellow letter will receive a reminder either by phone, letter or a knock at the door. It is a legal requirement and by not responding could lead to a £1,000 fine.</p> <p>Go Active Gold – The Go Active Gold Team aim to encourage people over the age of 60 and living in rural areas to live more active lifestyles. In the past 18 months 1847 people from 71 rural villages across the Vale and South Oxon have engaged with activities.</p> <p>Vale4Business Awards – To recognise and reward the success of business in the Vale area we have launched the V4B Awards. There are eight categories – new business, innovation, small business, large business, social responsibility, business space of the year Employer of the Year and Business of the Year. Entries are open until 1 February.</p> <p>Parliamentary Boundary Proposals – The deadline for comments is 11 December. There is little change proposed for the Wantage and Didcot Constituency.</p> <p>New Guidance on Hate Crime – Details of the new guidance is available from the Vale’s Community Safety Team and the Thames Valley Police Website.</p> <p>Cllr Lloyd praised Luke Horton for his work with Go Active Gold.</p> <p>Cllr Ware was thanked for attending.</p>	
17/209	<p><b>CHAIRMAN’S ANNOUNCEMENTS:</b></p> <p>a) Cllr Bartle announced that he was delighted with the successful audit which was returned with no comments or issues. He thanked the staff for their work to achieve this.</p> <p>b) He reported that Cllr Pratt was on the mend. Cllr Watson noted that he was now back at home.</p> <p>c) A meeting has been held with L&amp;G who have taken over the Highworth Road sites.</p> <p>d) Cllr Bartle expressed concern about reporting lines for staff who felt harassed. Clerk to develop a Dignity at Work Policy.</p>	JE
17/210	<p><b>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</b></p> <p><b>O&amp;F Working Group</b> – The O&amp;FWG meeting on 2<sup>nd</sup> November focussed on the 2018/19 budget proposal.</p>	
17/211	<p><b>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</b></p> <p><b>Letter from the Wantage Independent Advice Centre</b> – The letter requested confirmation of financial support over the coming years. This was declined.</p> <p><b>Invitation from King Alfred’s District Scout Council</b> – The invitation was extended to all Councillors. Anyone interested in attending to contact the Clerk. <u>Afternote:</u> Cllr Hockley volunteered to attend.</p> <p><b>Letter from CPRE seeking a new District Chairman</b> – Anyone interesting in applying to contact the Clerk.</p> <p><b>Correspondence from Mr Fisher regarding Longcot Road development</b> – Mr Fisher expressed serious concerns about the sewerage proposals for the development. Cllr Ware is in contact with the case officer about this. Other developments in the village are also feeding into the same sewer which is believed to be at capacity. Cllr Bartle agreed that a letter should be written to Thames Water expressing the Parish Council’s concern. A copy to be sent to Cllr Ware.</p> <p>Cllr Lloyd noted out that site preparation works are due to start at the end of the month. There is a number available to report violations of the</p>	<p>All Cllrs</p> <p>All Cllrs</p> <p>RB</p>

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	Traffic Management Plan.	
17/212	<p><b>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</b></p> <p><b>Transport Representatives Meeting</b>– Cllr Lloyd reported that compared to other areas, Shrivenham is well served by public transport. Points to note from the meeting were: i) Joint ticketing is to be introduced on cross-boundary services; ii) The Comet is very popular; iii) he has completed the CFO transport survey and pointed out that there is no direct service to Highworth or Great Western Hospital and no suitable minibus.</p> <p><b>Residents meeting</b> – Cllr Saunders reported that he had chaired a meeting with Cleycourt Road residents to discuss their concerns over the Townsend Road proposals.</p>	
17/213	<p><b>FINANCIAL MATTERS</b></p> <p><b>Finance Reports – September 2017</b> – The reports were presented. Cllr Saunders proposed approving them. Cllr Lloyd seconded. RESOLVED. The reports were signed.</p> <p><b>October Payments</b> – Cllr Hand proposed ratifying the payments already made as set out at the end of the Agenda and approving the payments awaiting approval. Cllr Hockley seconded. RESOLVED.</p> <p><b>To review draft proposal for 2018/19 Budget</b> – Cllr Bartle pointed out that: i) salaries were to be discussed in confidential session at the end of the meeting; ii) Cost Centre 1360 - £10k was taken out of reserves last year, but this will not be available this year; iii) Village Maintenance – an EMR fund will be established for village clock repairs; tree work needs to be properly planned and tree maintenance costs must be carefully considered. The precept will need to increase for 2018/19.</p> <p><b>To consider a subscription to Parish Online</b> – This matter was considered under agenda item 14.</p>	
17/214	<p><b>PLANNING MATTERS - NEW APPLICATIONS</b></p> <p><b>Deadline 23<sup>rd</sup> October - P17/V2662/HH</b> - 22 Berens Road. Proposed replacement of extension and works. The Parish Council responded with no objections.</p> <p><b>Deadline 31<sup>st</sup> October - P17/V2692/HH</b> - 7 Alexander Way. Permission for one wooden shed (Structure 1) at the Northern end of (Plot 34) and one Asgard Motorbike Shed (Structure 2) at the Southern end of the same plot. The Parish Council responded with No Objections.</p> <p><b>Deadline 31<sup>st</sup> October - P17/V2537/LB</b> - 13 High Street. Make treatment room by adding stud partition. The Parish Council responded with No Objections.</p> <p><b>Deadline 9<sup>th</sup> November</b> – P17/V0800/RM – Land off Townsend Road. Reserved matters application for 116 houses. Following the meeting with residents on 3<sup>rd</sup> November, a major concern is the density of the houses on the site. Cllr Bartle pointed out that the maximum for development is 30 units per hectare and this is below that. However, on the boundary of Cleycourt Road the majority of houses are small and the development is dense which is not in keeping with Cleycourt Road. Cllr Bartle asked for a refusal on the grounds of design, appearance, layout and density. Cllr Saunders noted that planning policy dictated that density must be in keeping with the surrounding area. Cllr Hand proposed agreeing to the proposed objection. Cllr Jones seconded. Agreed unanimously. RESOLVED. Cllr Bartle asked Cllr Ware to call the application in. Other items to be included in the objection statement: i) The hedgerow and buffer zone are of concern to the Cleycourt Road residents. Request that the hedge is maintained at a specific height; ii) Rhymes House has</p>	

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	<p>concerns about the suitability of the access road for emergency services. Cllr Saunders noted that the submitted plan was inaccurate and suggested that this be included on the objection statement. Cllr Ware agreed to request an extension to the consultation.</p> <p><b>Deadline 15<sup>th</sup> November – P17/V2880/P18</b> – Compton Overbridge. Alterations to parapets and anti-climb works. Cllr Saunders proposed a response on No Objections. Cllr Jenkins seconded. Agreed unanimously. <b>RESOLVED.</b></p> <p><b>Deadline tbc – P17/V2750/O</b> – Shrivenham Park Golf Course. Demolition of existing clubhouse. Erection of new clubhouse and extension to existing machinery store. Cllr Saunders pointed out that this was the same application that had received approval in 2005 with a condition preventing further residential development. Cllr Saunder and Cllr Ware are attending a meeting tomorrow to discuss the application. A planning committee meeting is to be arranged to formulate a response.</p> <p><b>PLANNING MATTERS – DECISIONS</b></p> <p><b>Deadline 11<sup>th</sup> October 2017 - P17/V2521/HH and P17/V2522/LB – 44 High Street.</b> Removal of poor quality extension and erection of new single storey extension. The Parish Council had no objection to this application. <b>Permission Granted.</b></p> <p><b>Deadline 26<sup>th</sup> August 2017 - P17/V2133/FUL – 1 Stainswick Lane.</b> Refurbishment &amp; conversion of house into two flats with a ground floor extension. Garden wall to be partially demolished and new off road parking space to be created with access to the adjacent highway. <b>Refused.</b></p> <p><b>PLANNING MATTERS – MAJOR DEVELOPMENTS</b></p> <p><b>Highworth Road developments</b> – A meeting was held with L&amp;G who will be developing Highworth Road. It seemed very positive. Cllr Bartle raised the following points with them: i) Footpaths. The response was not currently satisfactory; ii) the area adjacent to the site is currently used by residents opposite for car parking; iii) Sewerage – this is going into a different sewer; iv) school places – land is available for a school but the lack of funds to build the school is a worry; v) the Parish Council only wants a small ‘corner’ shop on the development. Cllr Church asked about the timeline and public open space. The aim is to start on the development at the end of next year. Open space will be flexible but it will be open space and not housing. Cllr Hand pointed out that the proposed housing will be better than other developers and there may be some flexibility on the release of S106 funds. It was reported that the site B hydrology application had been submitted. It will take over a year to be completed.</p>	<p><b>EW</b></p> <p><b>PS/EW</b></p>
<p><b>17/215</b></p>	<p><b>LAND SURVEY</b></p> <p>Due to recent land auction activity Cllr Jones has been asked to head up a survey of unregistered land. Cllr Watson will assist In order to facilitate the project a mapping tool is required. Cllr Bartle proposed purchasing a subscription to Parish Online. Cllr Hand seconded. Agreed unanimously. <b>RESOLVED.</b></p>	
<p><b>17/216</b></p>	<p><b>UPDATE ON VEHICLE ACTIVATED SIGNS PROJECT</b></p> <p>Cllr Church reported that the post is to be installed tomorrow. Clerk to attend and ensure it is correctly located. Once installed the Clerk will instruct the supplier to install the unit. Cllr Church suggested complaining to OCC about the length of time the post installation has taken. Cllr Ware</p>	<p><b>OC</b></p>

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	suggests writing to Cllr Constance. Cllr Church to send a list of points to be included in a letter.	
<b>17/217</b>	<b>NEIGHBOURHOOD PLAN UPDATE</b> Cllr Jones reported that tangible progress had been made. The structure, format and content list has been produced. The first three chapters have been written. The next meeting is on 13 <sup>th</sup> November. Cllr Lloyd asked for a target date for completion of a draft document. Cllr Bartle requested that the target should be the end of the year.	
<b>17/218</b>	<b>S106 FUNDING</b> Cllr Hand reported that the occupation of Colton Road should now have reached the next payment threshold. Highworth Phase 2 S106 agreement has been signed. He expressed concern about the legal wording as it seemed to have reneged on a previous agreement regarding funds for the memorial hall. He needs the minutes of the planning meeting in order to confirm this. Work taking place at the Longcot Road site does not mean development has commenced from the S106 point of view. Cllr Ware asked whether the appeal had affected the S106 agreement. Cllr Hand to investigate. Cllr Saunders reported that the Bowls Club had asked why they were not receiving S106 funds. Cllr Hand noted that funds were available for the right project. He has already held two meetings with representatives of the Bowls Club. Pavilion – Cllr Watson reported that the pre-application had been submitted. A meeting has been arranged with Sally Appleyard (case officer) and Sally Stradling (conservation officer) for 17 <sup>th</sup> November.	<b>BW</b>
<b>17/219</b>	<b>COMMUNITY EMERGENCY PLAN</b> Cllr Lloyd reported that there was no further progress at the moment. He is attending a briefing on 20 <sup>th</sup> November. The 2017 Emergency form has been submitted. The offer of a presentation on Winter Preparedness was put before the council. It was suggested that this might be more useful if it was opened up to the wider village. Cllr Hockley proposed accepting the offer of a presentation. Cllr Watson seconded. Clerk to organise.	<b>JL</b>  <b>Clerk</b>
<b>17/220</b>	<b>ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTHS AGENDA.</b> A final update on the VAS to be included on the December agenda. Cllr Lloyd reported that the Defibrillator awareness session had 45 attendees. He noted that one person nominated for a Community award declined. Cllr Bartle has written to them. Cllr Lloyd suggested writing to the other nominee and congratulating them on their achievement. Cllr Bartle to draft a letter. Cllr Jones reported an incident of abusive behaviour close to Coppidthorne Meadow. This has been reported to the Police. Cllr Lloyd suggested putting a note in the jottings. Cllr Bartle to write this. It was reported that 'Nottingham Knockers' were around the village. A resident has reported a rude and abusive caller. Cllr Bartle to put a note in the Jottings. Cllr Hockley reported that she had experienced problems with returned emails from the village email list. She has asked people to contact her if they notice that they are not receiving emails. It was reported that there is a strong sewerage smell in the village. Clerk to contact Thames Water.	<b>RB</b>  <b>RB</b>  <b>Clerk</b>
<b>17/221</b>	<b>DATE OF NEXT MEETING</b> Monday 4 <sup>th</sup> December at 7pm	

The meeting closed at 8.35pm