The Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 17th April 2024 at 7.15pm

Present: Cllrs Tim Coggins (Chair), Kate Henderson (Vice Chair), Alan Harris, Brian Moss, Catherine Mullineux and Steve Cook.
Also in attendance: The Clerk, Cherwell District Cllr Nigel Simpson, District Cllr Simon Holland, a representative from Dorchester Living and four members of the public.

188/23	**Receipt and Approval of Apologies for Absence:** None as all Cllrs were present at the meeting.
189/23	**Parish Council Vacancy:** There were no updates to note at this meeting, so one vacancy for a Cllr remains.
190/23	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** It was noted that there had been no new dispensation requests. The Parish Clerk had used delegated powers to purchase some stationary.
191/23	**Minutes:** Cllr Cook proposed, Cllr Mullineux seconded the motion and the council **RESOLVED** (by those in attendance) that the minutes from the extraordinary parish meeting that was held on 20th March 2024 were approved. The Chairperson then signed the minutes. Cllr Mullineux proposed, Cllr Coggins seconded the motion and the council **RESOLVED** (by those in attendance) that the minutes from the parish meeting that was held on 27th March 2024 were approved. The Chairperson then signed the minutes. The actions list was reviewed.
192/23	**Public Participation**: Several residents addressed the parish council during the public participation session. The caretaker of the Community Centre reminded the PC that the emergency back-up generator needed to be routinely checked. He offered to do this and to renew its PAT test at the same time. The PC Chairman thanked him for agreeing to do this. A resident asked about a Facebook post from the MCNP Forum that said that 6,000 houses would be built at Heyford Park. The Chairman explained that Dorchester Living (DL) had been required to present its Master Plan to CDC approximately 2 years ago. Their plan included several developments to the north of Camp Road and a few to the south. It was important to note that the Master Plan is the long-term vision for Heyford Park, and that 6,000 houses were the total that was anticipated to be built by 2050. During the subsequent discussion, District Cllr Simpson said that this is the long term strategic plan. The representative from DL noted that transportation was at the top of the DL shopping list. It was hoped that the railway station at Ardley might be re-opened so DL are looking at the transport thresholds associated with this. It was noted that at the previous parish council meeting Mr Silver from DL had suggested that it might be possible for the cemetery provision for Heyford Park residents to be delivered sooner than had previously been envisaged. Cllr Moss noted that CDC had already designated Heyford Park as a strategic development site, so the site will definitely grow. It was considered better for this to happen in a planned way, rather than in a piece meal fashion. Cllr Simpson noted that the DL vision was for a joined up plan that included recreation, play etc. One resident noted that they liked the idea of a circular path around the site. It was suggested that residents attend the Annual Parish Meeting if they wished to learn more. It was noted that DL had agreed to provide a large map that showed their plans for the site. This will be displayed in the meeting room at the community centre.
193/23	**County and District Councillor Reports:** County Cllr Corkin was not at the meeting and no report had been received. District Cllr Simpson's report noted that: 1) There will be local elections for the district on 2nd May and that residents must remember to bring valid ID with them. One third of the District Council seats are up for election each year. During the fourth year the OCC elections take place. This year residents will also elect the Police and Crime Commissioner for the area. The results should be known on Friday 3rd May. 2) Cllr Simpson is the Cllr leading on sports and recreation at CDC. He has been talking with DL to see what could be done Heyford Park to keep the young people active and

	engaged. He said that CDC, DL and the local police are working together on this initiative. 3) It was noted that the local police are aware of the recent problems at Heyford Park. Residents need to report all crimes to the police. It was again mentioned that it might be useful for the local police to send contact information in Valley News, to enable residents to easily contact them if there is something to report. Cllr Simpson agreed to ask if it would be possible for a representative to attend the Annual Parish Meeting. 4) The funding for the Community Worker at Heyford Park was discussed. DL passed funding for this post to CDC. Cllr Simpson and DL believe that the confusion about funding has now been resolved. 5) The Chairman noted that in his report Cllr Simpson had mentioned that the roads are going to be re-dressed. Cllr Simpson note that the money that he been allocated would not go very far and urged residents to keep posting reports about potholes on the OCC web site 'Fix My Street'. He asked Cllrs to let him know if they see no progress sorting out the road to Ardley so he can then follow this up. 6) Special Schools were discussed. It was recognised that there was room for improvement and that OCC needed to work with the voluntary sector to improve delivery. 7) Dog waste bins were discussed. The Clerk read out a letter that she had been sent from DL that updated residents about the current situation and told them how to report any issues. This letter has been posted on the PC's web site. Residents noted that CDC workers were not always emptying the bins on the two week basis that they are meant to. Residents were asked to contact Cllr Simpson and provide him with details of any bins that have been missed. 8) The delay in CDC considering Heyford Park PC's application to become designated area for a neighbourhood plan was discussed. The PC Chairman noted that it had been difficult to obtain information about the results of the CDC consultation and was concerned about the lack of transparency. It was noted that the information had only been received after an FOI had been submitted. Discussion followed.
194/23	**Financial Matters:** **a) Bank Statement and Reconciliation:** The March 2024 bank statements and reconciliation were received and noted. **b) Payments:** Cllrs noted that payments totalling £1,846.76 had been made since the last meeting. Cllr Cook proposed, Cllr Harris seconded the motion and the council **RESOLVED** (unanimous) that payments totalling £4,508.33 were authorised for payment at this meeting. **c) Donation to Valley News:** Cllr Cook proposed, Cllr Mullineux seconded the motion and the council **RESOLVED** (unanimous) to reaffirm approval of the donation towards Valley News from 01st April 2024 – 31st March 2025 using power LGA 1972 s.142, (included on the payments list at this meeting). **d) Investments:** This matter was carried forward to the June meeting to enable further information to be sought. **e) Insurance:** Cllrs reviewed and approved the insurance policy **f) Any other urgent Financial Matters:** There were no urgent financial matters to discuss at this meeting.
195/23	**Dorchester Living:** The representative from DL noted that: **a)** The problem with overflowing and broken dog waste bins is in hand. **b)** DL are challenging the Richborough Planning Appeal decision. They have lodged the paperwork for a judicial review and want the decision quashed. CDC are also doing the same.

	c) DL made representations to the MCNP review. **d)** The PC Chairman noted that the swales had been mowed although they are meant to be a wildflower meadow. **e)** Discussion arose about some residents charging their electric cars from indoor plug sockets by running charging cables through their windows even though residents had been sent letters asking that they not to do so. It was thought that the problem associated with this was due to it being an old network. **f)** DL were asked about progress with: - reinstating the white lines that denote the parking spaces beside the Community Centre - converting two disabled parking spaces behind Sainsbury's to become spaces that anyone can use. - relocating the recycling bins that are currently by the Community Centre - sorting out the problem of flooding/poor drainage outside the Community Centre - provision of the large map of the site to be displayed permanently in the meeting room.
196/23	**Defibrillators/Alchester Medical Group:** There was nothing to report at this meeting so this will be brought forward to the June meeting.
197/23	**Bungalows Working Group:** There was nothing to report at this meeting.
198/23	**Items Noted by Cllrs** (No decisions can be made under this item). 1. Cllr Henderson noted that after the jubilee the PC had some unused tubs of sweets. These did not have a use by date but had now passed their best before date and so will be distributed. 2. Discussions arose about the use of the PC's equipment by community groups. The equipment had been purchased for use by the Parish Council or at functions when a Cllr would be supervising its use. It needs to be confirmed whether the PC's cover would apply if the PC loaned out its equipment if a Cllr is in attendance, or whether the community organisation would need to arrange their own insurance whilst the PC's equipment is in its care. If this is the case, they will have to provide a copy of the insurance cover and a completed risk assessment to the Clerk before this can be considered by the Council. If equipment is loaned to community organisations they must take care of it, clean the BarBQ after use, bag up all marquees in the appropriate storage bags return before returning it to the PC. **Actions:** 1. The Clerk will confirm with the council's insurers whether its cover would apply, if the PC loaned out its equipment to a community group and a Cllr was in attendance to supervise its use. 2. The Clerk will ask OALC is they have a loan agreement template. 3. As the PC had been involved with establishing the Farmers Market (FM), it needed to complete the circle by receiving written confirmation that the bank account has been closed and receive information about how the funds had been distributed. Cllr Henderson will arrange for this.
199/23	**Planning Matters:** **a) Planning Applications:** No planning applications had been received since the last meeting. **b) Proposed Memorandum of Understanding:** The council discussed the potential to enter into a non-legally binding memorandum of understanding with Dorchester Living. This was generally thought to be a good idea but there were still several things that the PC would like to discuss with DL. **c) Neighbourhood Plan Working Group (NPWG):** The notes from the recent meeting of the NPWG were noted. These are included at Appendix 2 of these minutes. The NPWG Chairman said that this meeting had gone well. **d) Any Other Planning Matters:** There were no other planning updates to note.

200/23	**Exclusion of the Public and Press:** In view of the nature of the business to be transacted members of the public and press will be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1)
201/23	**Planning continued:** **d) Any Matters Arising from HPPC leaving the MCNP:** There were no matters to discuss at this meeting.
202/23	**Dates of the next meetings** (in the Community Centre)**:** **1. Annual Parish Meeting (Meeting of the Parish):** 7pm on Wednesday 24th April 2024. **2. Annual Parish Council Meeting, followed by the regular Parish Council Meeting**: 7.15pm on Wednesday 15th May 2024**.**

The meeting closed at 9.55 pm.

Signed: Date:

Appendix 1

Payments of £500 or over made since the last meeting.

	£
Zurich – 2024/25 Parish Council insurance premium	500.43
Valley News 2024/25 contribution including delivery	1,959.00
Oxfordshire Play Association s137 grant towards summer event	1,000.00

Appendix 2

Notes of a meeting of the Neighbourhood Plan Working Group (NWPG) held on 2 April 2024 in HP Community Centre at 7pm

Present: S Cook (SC): B Moss (BM): T Coggins (TC): S Fry (SF): C Mullineux (CM): K Henderson (KH)

Apologies: A Harris (AH)

Attending: D Irvine (DI): G Moncreiff (GM): on behalf of Caulcott Residents Group. J Jana (JJ)

1. SC chaired the meeting and welcomed everyone. All introduced themselves.
2. DI and GM informed the meeting that they were attending as representatives of a group of Caulcott residents who were interested in preserving a buffer zone between the potential Southern development of Heyford Park (HP) and the village of Caulcott.
3. There was some discussion on the recent appeal decision allowing Richborough Estates planning application to build on the land to the North of HP. DI and GM being concerned that this opened the floodgates for development on the land to the South of HP.
4. BM mentioned that the idea of a cemetery in the buffer zone would partially preserve the gap. GM and DI suggested that, because of the proposed Rail Freight development, any future building should be pushed towards the North of the area.
5. SF indicated that CDC were considering a legal challenge to the appeal decision so, at present, there is not a final decision on the Richborough Estates development.
6. SF explained that Cherwell District Council (CDC) were the decision makers on the allocation of land for development in the Local Plan. He did agree that Dorchester Living (DL) would build on the land if it were so designated.
7. SF stressed that DL were committed to promoting the “brown field” to land supply in CDC’s emerging Local Plan to meet the housing requirement and that there needed to be a review of available brown field land before the Local Plan is adopted.
8. DI and GM said they could not understand CDC’s approach to green field development and SF replied that CDC also had to consider Historic England’s approach to preserving the historic areas on the airfield at HP however it is worth noting that the conservation area is Cherwell District Council’s designation rather than HE’s. He also stated that DL were satisfied that they could preserve the most sensitive areas whilst building round them.
9. DI requested the minutes from HPPC objecting to the development of the land to the South of HP. SC said he had written a letter which was ratified by HPPC and would provide DI with a copy.
10. There was some general discussion on the requirement for improved transport links should the Southern development go ahead. SF agreed that there would be a need for significant improvements if this were to happen.
11. SC assured the attendees that HPPC were still part of the Mid Cherwell Neighbourhood Plan Area although no longer part of the Forum. TC clarified some of the reasons for HPPC leaving the Forum. JJ said that her attendance at a recent HPPC meeting where this was discussed had convinced her that HPPC had made the best decision in the interests of HP.
12. SC stated that the NPWG would, over time, develop a Neighbourhood Plan for HP if HP are granted Neighbourhood status. The Parish Council await CDC’s decision on this and cannot move forward until it is received.
13. In the meantime, HPPC will continue to work and cooperate with surrounding Parishes.
14. SC asked SF to bring a copy of DL Masterplan to the next meeting in order that non HPPC members can see content.
15. SC brought the discussion to what people might want in an HP Neighbourhood Plan. The following suggestions were put forward:
    a. Preserving local gaps between HP and surrounding villages
    b. Preserving the rural nature of the area
    c. Improving footpaths and links between villages
    d. Improved bus services
    e. Reduction of HGV traffic on local roads

16. SC asked HPPC Counsellors to consider Planning Application 24/00761/DISC. BM stated that he could see no reason to object, or even comment, on the application. All Councillors agreed that BM should report this to the Clerk

SC thanked all for attending and said the NPWG planned to meet on the 1st Wednesday of each month and would welcome public participation. The meeting closed at 8.40.

Action Check List

Minute Ref	Action	Actioner	Action Status
134/20	(i) Flooding: A PC local emergency plan will be produced.	Emergency Planning WG	B/F to 2024. Ongoing
66/23	Defibrillators: Item to be added to October agenda	Clerk	Ongoing B/F to a future meeting
82/23	Finance c) Investments. Two new accounts will be entered into which the existing cemetery and a new EMR will be deposited.	Clerk	Ongoing
132/23	Planning: Neighbourhood Plan (1) Professional advice will be sought, and actions will be commissioned if appropriate.	Clerk in consultation with the Chair	Ongoing
147/23	Contact Information for various CDC/OCC services: To be compiled for inclusion in a future edition of Valley News.	Clerk	Ongoing
171/23	Site Visit to view DL's proposals on site: Possible dates to be sought.	Clerk	Ongoing
178/23	Letter/email to Cllr Simpson to request information about the timing of CDC considering the designation application submitted by Heyford Park.	Chairman	Completed
198/23	Insurance cover for community groups borrowing PC equipment: It will be confirmed whether the council's insurance cover will apply, if the PC loan out its equipment to a community group with a Cllr is in attendance to supervise its use. OALC will be asked whether they have a loan agreement template.	Clerk	New
198/23	Closure of the Farmer Market: Written confirmation that the bank account has been closed and information about how the funds were distributed will be sent to the PC.	Cllr Henderson	New