The Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 17th September 2025 at 7.15pm

Present: Cllrs: Steve Cook (Chair), Catherine Mullineux, Sally Freeland, Sofia Tanner, Kate Henderson, Alan Harris, Kate Henderson, Brian Moss.
Also in attendance: Cllr Gareth Epps (from 7:25pm), three members of Caulcott Residents' Association (CRA), David Bainbridge (Director of Planning for Savills), Marc Wilson (Regional Director - Central, Richborough) and three members of the public

58/25	**Receipt and Approval of Apologies for Absence:** Apologies for absence received and noted from Cllr Nigel Simpson and District Cllr Grace Conway-Murray.
59/25	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** It was noted that there had been no new dispensation requests or use of delegated powers.
60/25	**Minutes:** The council **RESOLVED** (unanimous) that the minutes from the parish meeting that was held on 18th July 2025 were approved, Cllr C. Mullineux as proposer, Cllr S. Freeland seconded. The Chairperson then signed the minutes.
61/25	**Public Participation**: no members of the public wished to address any of the matters listed within the agenda.
62/25	**Dorchester Living:** S. Fry (representative from Dorchester) advised that the planning application for up to 9,000 dwellings. A member of Caulcott Residents' Association (CRA) formally requested HPPC to officially object this plan to further develop Heyford Park and development on the Caulcott Gap. Chair advised Cllr G. Epps is holding consultation events to discuss this (Clerk to advise CRA via email) and will call an extraordinary meeting on 8th October for HPPC councillors in order to reach a formal decision and will update in due course. A resident requested updates on newt situation in the area and updates on Chilgrove Drive plans. S. Fry advised consultations are ongoing and, as licensing takes a number of weeks to obtain, it is likely that there will be no further updates available until Spring. Cllr G. Epps has asked parishes to hold roundtable talks to look at challenges, impacts, mitigations and opportunities which may arise from the increased development. Also, residents and surrounding areas to consider the impact of HP growth – especially the roads. A resident requested a HPCAG rep to be invited to meetings, Cllr G. Epps will request this along with HPPC in attendance, Chair advised HPPC will attend upon formal request for attendance.
63/25	**County and District Councillor Reports:** District Cllr G. Conway-Murray and Cllr. N Simpson did not have any updates for HPPC. Cllr G. Epps advised he will circulate Puy du Fou plans when the application has been submitted, there is an upcoming six-week consultation period for the freight plans and the Heyford Park planning application are all significant on their own merits and will be considered separately. Cllr B. Moss discussed concerns with Junction 10, which is already problematic and currently has 40-50,000 vehicular movements through the junction daily, which will inevitably increase following Pou du Fou development and their peak season. Cllr G. Epps advised there are ongoing discussions, appeals and consultations on this matter. Cllr B. Moss raised complaint received by a resident regarding alterations to the waterline of another property without planning permission which has resulted in flooding. Cllr G. Epps requested further discussions outside of the meeting and for information to be sent via email in order to investigate.

	A resident raised concerns regarding SEND provisions across the county. Cllr G. Epps advised OFSTED are returning to the county in the coming weeks following previous inadequate rating in 2023 and improvement plan was implemented. Cllr G. Epps awaits their upcoming report. A resident raised possibility of banking hubs in HP with the area growing, Cllr G. Epps advised it could be considered in future consultations and planning applications dependent on the growing area. A resident queried the Oxford City temporary congestion charge impacting workers, patients and students, Cllr G. Epps advised the traffic was impacting public transport timings and the Bus Steering Group is considering more bus services.
64/25	**Savills:** David Bainbridge & Marc Wilson in attendance regarding the land to the West and South of Camp Road (opposite the David Wilson development underway North of Camp Road). A contract has been agreed with the landowner to plan and bring forward a planning application. D. Bainbridge and M. Wilson brought copies of their concept plan for the land. Planning application has not yet been submitted however, concept comprises of 32 hectares/79 acres gross area, green and blue infrastructure with pockets of residential dwellings and bus access. Number of dwellings currently up to 475 which would include an extra care/age-restricted parcel and up to 35% (up to 166) affordable homes within this number as per requirements from CDC and OCC. M. Wilson is aiming for planning application to be submitted by the end of 2025. Chair raised concerns regarding current bus stop in a dip and for this to be considered. Savills will be allocated an agenda space in forthcoming meetings for updates in attendance or in absentia. A resident raised concerns regarding proximity to sewerage treatment area, D. Bainbridge advised the cordon sanitaire was deemed sufficient following reports initial of the area.
65/25	**Financial Matters:** **a) Bank Statement and Reconciliation:** The council received and confirmed the May statements and reconciliation. These were then signed by Cllrs Cook and Mullineux. **b) Payments:** Cllrs received and noted the payments made since the last meeting and those requiring authorisation. Cllr Freeland proposed, Cllr Tanner seconded the motion and the parish council **RESOLVED** (unanimous) that these payments were approved. **c) Any other urgent Financial Matters:** Chair advised there has been correspondence with Lloyds Bank to provide updated banking information, card and access to the Clerk. Will provide any updates when available.
66/25	**Training:** Training for Cllr C. Mullineux and Clerk's CiLCA training approved.
67/25	**Planning Matters:** **a) Planning Applications:** There were no planning applications for the PC to discuss since the last meeting. **b) A Complaint:** A formal complaint has been received from a resident, this has been passed on to the Planning Enforcement Team at CDC and HPPC awaits their response. **c) Puy du Fou:** Planning application has been submitted and a letter has been received by HPPC outlining further particulars. Cllr B. Moss advised there is a presumption of the attendees making up 51% public transport (rail and bus), rail is currently 9% usage. This will be considered going forward. **d) Any Other Planning Matters:** No other planning updates.

	e) S106: No updates from Dorchester Living about the s106 agreements specific to Heyford Park
68/25	**Neighbourhood Plan Working Group (NPWG):** **a)** Draft minutes are available from July NPWG meeting. No updates from this meeting **b)** The date of the next NPWG meeting: Wednesday 1st of October 2025
69/25	**Emergency Plan Working Group (EPWG):** No updates at this meeting.
70/25	**Parish Council Staff:** Cllr S. Tanner updated HPPC that both roles have had reviews and passed their probationary periods. The title of Administrative Assistant has been changed to Neighbourhood Plan Administrator due to level of research and Open Day planning, this has raised the NALC scale of pay for this role from 7 to 10. Due to Local Government Services Pay Agreement 2025, the agreement has been reached on rates of pay applicable from 1 April 2025 (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 per cent per annum and back pay is to be calculated and paid with monthly salary at the end of the month.
71/25	**Parish Council Open Day:** Cllr S. Freeland advised the poll and flyers have been created and are to be printed and delivered as soon as possible upon approval from HPPC. Cllr S. Tanner proposed, Cllr C. Mullineux seconded the motion and the parish council **RESOLVED** (unanimous) that poll and flyer were approved. Posters and flyers to be distributed to the Baton and other establishments in HP. Thanks to Hollie and Jess from Dorchester for created a QR code and undertaking the printing. The Open Day to be held in the Community Centre and Chapel with free refreshments and children's entertainment. Local groups have been invited to promote and advertise to residents with tables available. Event is also to promote the HPPC office being open and functioning. Budget suggested for this event is £500-700 (refreshments, entertainment, printing and distribution of Open Day flyer and poll) upon approval from HPPC. Cllr B. Moss proposed, Cllr C. Mullineux seconded the motion and the parish council **RESOLVED** (unanimous) that the budget was approved.
72/25	**Items Noted by Cllrs** (No decisions can be made under this item). Cllr A. Harris discussed ordering two wreaths from Royal British Legion for November (Clerk to action) Cllr B. Moss advised this is his final meeting as he is officially standing down from his post. Cllr S. Freeland queried whether Councillors have received the Rail Strategy, it is confirmed that this has been received.
45/25	**Date of the next meeting:** The next monthly parish council meeting will be held on Wednesday 15th October 2025 at 7.15pm in the Community Centre.

The meeting closed at 8:45 pm.

Signed: Date:

Appendix 1

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

£

£1,068.16 Clerk pay for July
£936.40 Clerk pay for August

Appendix 2

Minutes from Neighbourhood Working Group

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 August 2025. Ongoing
132/23	Planning – Neighbourhood Plan (1) Professional advice will be sought, and actions will be commissioned if appropriate.	Admin Asst. in consultation with the Working Group	Ongoing
147/23	Contact Information for various CDC/OCC services to be compiled for inclusion in a future edition of Valley News.	Clerk	Ongoing
42/25	Form a Community Garden Working Group and invite Community Garden Committee.	Cllr. Freeland, Cllr. Mullineux and Cllr. Tanner	Ongoing
43/25	Upgrade speed indicators	Chair	B/F to December 2025. Ongoing
62/25	Information received from Cllr G. Epps regarding consultation events to be forwarded to Caulcott Residents' Association via email.	Clerk	Completed
72/25	Order two wreaths from Royal British Legion in preparation for November	Clerk	Completed