The Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 19th November 2025 at 7.15pm

Present: Cllrs: Catherine Mullineux (acting Chair), Sally Freeland, Sofia Tanner, Kate Henderson and Alan Harris.
Also in attendance: Cllr Gareth Epps, Cllr Nigel Simpson, Neil Cottrell (Dorchester) David Bainbridge (Director of Planning for Savills), and three members of the public.

93/25	**Receipt of Apologies for Absence:** Apologies for absence received and noted from Cllr S. Cook, David Bainbridge and District Cllr Grace Conway-Murray.
94/25	**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.
95/25	**Minutes:** The council **RESOLVED** (unanimous) that the minutes from the parish meeting that was held on 15th October 2025 were approved, Cllr C. Mullineux proposed, Cllr S. Freeland seconded. The acting Chairperson then signed the minutes.
96/25	**Public Participation**: A resident raises concerns about Camp Road, particularly the traffic and congestion issues, with the suggestion that the council should investigate the road and consider implementing measures to address the issues, such as speed limits or alternative traffic management systems compared to islands and chicanes. A resident also mentions the lack of GP services in the area and the need for better health facilities. The lack of GP services in densely populated areas, citing examples of communities of similar sizes with similar issues who have managed to achieve these medical provisions. A suggestion that the formation of a working committee within the council to represent the need for better health services could be beneficial. There are also mentions of the need for more detailed analysis and consultation with local practices, the local government and the ICB to better understand the complexities of health service provision and to ensure healthcare is not out of reach for people in Heyford Park, especially if they struggle with transport.
97/25	**County and District Councillor Reports:** Cllr. N. Simpson reports that the main focus is on local government reorganisation (LGR). A meeting held with CDC was to formally accept our two-tier approach; Cherwell, West Oxfordshire and Oxford City as one unitary, South Vale and West Berks as the second one, which is the preferred choice of CDC. OCC prefers their one unitary, and Oxford City prefer the Greater Oxford choice. The decision will likely be submitted by the 28th November deadline, which will then go to central government to make that final decision. A decision is due early 2026 however, an answer by Summer is more probable. Decisions on the cost/benefit will take time, as any more than one unitary will result in duplications of departments for each unitary, then need to ensure lines of communication are clear and open between areas. Following the submission of the LGR, focus can return to consideration of 5,000 houses to sort out the five-year housing land supply.
98/25	**Dorchester Living:** Regarding the new town's commission, we know what their initial recommendations are and their next step is to undertake due diligence to consider various things including consultation, strategic environmental assessment, and how they fund the new towns project across the country. They are looking to approve the final determinative list in the Spring of 2026. Secondly, the hybrid planning application is currently live and is undetermined however, it's fairly early days in the process. A series of technical consultations have been received, some not yet received and much work is going into highways and transportation, and heritage. Dorchester await the outstanding comments with interest.

	Lastly, two Councillors (C. Mullineux and S. Freeland) and the Clerk, have a meeting with Dorchester on 25th November. Cllr S. Freeland requested maintenance from Dorchester to inspect streetlights around Heyford Park; many are not working, especially around the longstanding housing sites. N. Cottrell suggested a list being provided to Dorchester during the meeting on 25th November of streetlights not working. A resident raised concerns regarding nails left along Camp Road which has allegedly resulted in punctured tyres. N. Cottrell advises that Dorchester have completed building on Phase 10 and are not currently building on the site, yet there are other construction firms building in the area. N. Cottrell suggested highways be contacted and requests sent through for road sweepers to clean Camp Road.
99/25	**Savills:** David Bainbridge provided a brief update via email: the Richborough team continue to work on various environmental, technical and design matters and have yet to get confirmation of timing for an online consultation ahead of submission of the planning application.
100/25	**David Wilson Homes:** The island to be removed outside Heyford Springs has been postponed and will now commence in the New Year.
101/25	**Heyford Park Community Action Group:** Firstly, HPCAG have received queries regarding the ball sculptures on the site formerly housing the sales office without much context. HPCAG are fully supportive of men and women of colour who worked and served on the base however, are concerned that residents were not provided any context or notification about the installation. There have been rumours about how the pieces have come to be placed (whether installed to usher the phone mast elsewhere or were personal pieces added out of choice). HPCAG asked HPPC about planning limitations for the garden balls in question. Cllr S. Freeland advised that she had investigated the concern prior to the meeting and found that, to be a temporary art installation they have to be less than 150 centimetres high and the plinth that they stand on has to be less than one square meter. Anything larger than that requires planning permission. N. Cottrell informed HPCAG that he was not involved in the installation but will raise the concern with Dorchester Living. However, the phone mast has been agreed by OCC who adopted the road as it is contained within the public highway, which should be adjacent to that area. The sales office which was previously on that plot of land had stood for around 15 years and, instead of keeping a superfluous, declining building, Dorchester decided on landscaping work to reinstate the land. HPCAG also raised concerns regarding sewage at the Baton and surrounding houses, with sewage smells and sewerage overflow. N. Cottrell advises that he has not been made aware of any problems however, if anyone has concerns or is impacted to speak with staff at the Baton. Following HPCAG conversations regarding planning, CDC have been in contact about Chilgrove Drive and how the planning for the HGV expansion was tied to that, updates to follow. HPCAG have requested Dorchester provide some clarity regarding community liaison meetings; HPCAG are happy to add items to the agenda if they are aware of what is to be discussed and by whom as well as if the meetings are open or closed. N. Cottrell will take this back to Dorchester to discuss.
102/25	**Prospective New Councillor:** Due to there being insufficient numbers calling for an election, no election has been called. HPPC have received notice from CDC advising that the co-option process can now go ahead. The co-option notice was published on the 5th of November and will run until 28 days, which takes us into December. If there are no applications of interest, the notice will automatically renew until we have received interest.
103/25	**Financial Matters:** **i) Bank Statement and Reconciliation:** The council received and confirmed the October statements and reconciliation. Cllr S. Freeland proposed, Cllr C. Mullineux

	seconded the motion. These were then signed by Cllr Mullineux. The parish council **RESOLVED** (unanimous) that these items were approved. **ii)** **Payments:** Cllrs received and noted the payments made since the last meeting and those requiring authorisation. The parish council **RESOLVED** (unanimous) that these payments were approved. **iii)** **2026-27 Budget:** The Clerk circulated the budget proposal since the previous meeting to all Councillors. Cllr Tanner proposed, Cllr Freeland seconded the motion. The parish council **RESOLVED** (unanimous) that the item was approved. **iv)** **Upper Heyford Remembrance Sunday Band Costs:** Upper Heyford PC have asked that contribute to the cost of their silver band commissioned for Remembrance Sunday, which is 100 pounds. Following advice from OALC, instead of agreeing to an annual contribution going forward, it is best practice that we revisit this in the September or October meeting next year. The parish council **RESOLVED** (unanimous) that this payment was approved. **v)** **Any other urgent Financial Matters:** No other urgent financial matters to consider.
104/25	**Training:** Any training required by Parish Councillors, please contact the Clerk directly. No other training requested.
105/25	**Planning Matters:** **i)** **Planning Applications:** One planning application to consider (Bayliss Drive) whereby owners of one residential property have requested to undertake works for a loft conversion. From the application, the window for the property does not seem to overlook properties due to the type of window planned to be added. **ii)** **Puy du Fou:** A meeting was held on 13th November with Cllr C. Mullineux and Cllr. S. Freeland. For those who were unable to attend, the main focus was transport, and the fact that they're an international investor. Puy du Fou are very mindful of the prospective disruption to local residents so will be consulting with the residents of the surrounding area and are considering offering free tickets and other benefits. Puy du Fou believe they can get 50% of their clientele on public transport to access the park. This business is that they're very keen to provide local jobs, as they have done at their other sites in mainland Europe. Although the park won't be open all year, they will need staff to care for animals and groundsmen and maintenance and they hope that those too will be local people. Lastly, not many of their staff actually leave, they progress through the company via promotion. **iii)** **Any Other Planning Matters:** No other planning matters raised. **iv)** **S106:** Cllr C. Mullineux asked N. Cottrell, relating to S106 agreements in Heyford Park, how the trigger points are determined; on homes sold and/or occupied? If so, are they on homes occupied that have been sold by Dorchester only? Do they discount the pockets of dwellings sold on to housing associations? N. Cottrell advised that the formula is quite complicated but the actual principles are fairly straightforward; the key trigger points tend to be commencement of the development so when you put the spade in the ground you hand over X and then you've got occupations which for example you have to make a payment notionally by the 100th occupation, by the 200th etc. There are not only residential occupations as

	well you might recall the hybrid consent commercial triggers in it as well because of this interplay between residential and commercial so that's important to bear in mind, and the obligations relate to the planning permissions and they relate to the land and the prospective developer. If you add another developer who benefits and takes advantage of our consent right for example, they're still bound by the same obligations and that's irrespective of the identity of them well for example we work places for people PRS operate on phase 10 and we discharge obligations on that but if we were to sell a parcel to somebody else in the future doesn't absolve them from their responsibilities Dorchester has outlined planning permission for Phase 16, and we have to get what they call reserve matters, which is the detailed aspects approved before we go on to phase and build, we've got others in progress and we're working with the officers at Cherwell, because this is a two-way street; we need commercial production, and they would also like housing delivery.
106/25	**Parish Council Open Day:** HPPC would like to thank all of those who volunteered their time to the Open Day; turnout was relatively low however; this maiden event has provided much insight for future events.
107/25	**Poll Results:** Cllr S. Freeland advised that the Community Green Spaces presentation following the poll provided to residents was circulated to Parish Councillors prior to the meeting. Whilst there were not a large number of responses, the poll showed most to be in favour of outdoor exercise equipment and nature/wildlife information on the community green spaces. Cllr C. Mullineux advised that Dorchester has agreed to this and agreed to match the generous donation from Community First Oxfordshire of £10,000, along with £10,000 allocated to this project by HPPC, bringing the total for this project £30,000 so far. Councillors voted unanimously to agree to this proposal in principle. The proposal to be formally adopted at the December meeting. This will be an ongoing and long-term project.
108/25	**Items Noted by Cllrs** (No decisions can be made under this item). Cllr K. Henderson raised concerns from a resident regarding the clothing bin which was removed. The bin was not removed by the Salvation Army and the camera covering the site has been damaged, Dorchester Living are aware. Cllr N. Simpson advises that glass recycling for homes will commence from January, as far as he is aware there is no plan for a separate bin for this service due to costs so glass is to be added to residential recycling bins (blue) in the New Year.
109/25	**Date of the next meeting:** The next monthly parish council meeting will be held on Wednesday 17th December 2025 at 7.15pm in the Community Centre.

The meeting closed at 8:18 pm.

Signed: Date:

Appendix 1

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

£	
£1,010.69	Clerk pay for November

Appendix 2

Item 105/25 ii: Meeting minutes from Puy du Fou meeting, 13th November 2025.

Appendix 3

Item 107/25: Poll results and Proposal by Cllr. S. Freeland.

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.	Working Group	Suspended
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
103/25 iv	Pay £100 contribution to Upper Heyford Parish Council	Clerk	Awaiting response from UHPC
107/25	To include call for official vote by Parish Councillors on the green spaces proposal	Clerk	Completed