The Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 18th March 2026 at 7.15pm

Present: Cllrs: Steve Cook (Chair) Catherine Mullineux (Vice Chair), Sally Freeland, Kate Henderson and Brian Moss.
Also in attendance: Simon Fry (Dorchester), David Bainbridge (Director of Planning for Savills), Neil Brodey (Editor, Valley News), and three members of the public.

165/25	**Receipt of Apologies for Absence:** Apologies for absence received and noted from Cllr Alan Harris, PCSO Louise Beaumont (TVP), Marak James (CFO) Cllr Gareth Epps, Cllr Nigel Simpson and District Cllr Grace Conway-Murray.
166/25	**Declarations of interests, dispensation requests and dispensations:** It was noted that there had been no new declarations of interest or dispensation requests.
167/25	**Minutes:** The Chair has requested any amendments be sent in prior to the day of the meeting. Any urgent last minute amendments to be brought to the meeting and the Chair will write them in by hand. The council **RESOLVED** (unanimous) that the minutes from the parish meeting that was held on 18th February 2026 were approved, Cllr S. Freeland proposed, Cllr C. Mullineux seconded. The Chair then signed the minutes.
168/25	**Public Participation**: A resident requests any updates from Dorchester Living regarding the Bovis landscaping agreement between developers, as this is the time of year works need to commence. Alternatively, residents wish to know if there is no plan to begin landscaping, the resident suggests possible refunds for service charges. S. Fry advises that conversations have taken place and the question will be taken back to Dorchester Living. Chair suggests S. Fry email the answer to the Clerk when possible and the Clerk will disseminate to residents. The Chairperson of the CGC (C-CGC) queried whether the police investigation was completed, which the Chair advised it is still open. C-CGC then asked why Parish Council information regarding the poll results from the Green Spaces Project was uploaded to social media, which the Chair clarified they were uploaded by an individual who had received them following on from their Freedom of Information request and were not uploaded by HPPC. C-CGC queried the number of responses, which the Chair advised HPPC cannot enforce responses from residents and the residents were given the opportunity to have their voices heard via the leafletted poll, which have been considered and helped to direct the future of the green space on Brice Road. Residents were provided with a returnable paper copy of the poll which also had a QR code if they preferred to complete online, along with copies at the Open Day. C-CGC claimed they had received an email from an individual who believes the plans for the land where the Community Garden currently resides is unlawful and claims it was sent to the PC, the Chair asked for more information on this as he had not received an email as the resident claimed, C-CGC refused to name the individual. The Chair then raised the fact that the June 2025 meeting was recorded, as all monthly meetings are, and offered C-CGC to book a time to come to the HPPC office with fellow members of the CGC to listen to the recording before the next monthly meeting for clarification on what was discussed, which includes C-CGC claiming to be surprised the raised beds were still present. When the C-CGC was informed that she had been recorded as being surprised that the raised beds were still in place – she vehemently denied having said any such thing. The Chair also reminded C-CGC that the temporary raised beds were installed for Ukrainian refugee families to use and asked if any were using the beds, which C-CGC advised there was not. The Chair advised the resident that the raised beds were temporary, as planning permission was not sought or granted. C-CGC raised claims that the beds were permanent and not requiring planning permission, which the Chair advised planning permission is required for permanent layout or structural changes. C-CGC claimed she was advised “the same rules would apply” to Heyford Park when the PC split from Upper Heyford, the Chair advised Dorchester would have had planning permission, as outlined on their master plan, with S. Fry clarified that the local green space would have been part of Dorchester Living’s 106 commissioned park mission, like the play parks in the area. Dorchester then agreed to

	lease the land to HPPC, drew plans with consultants which was submitted and then discharged the relevant planning condition. The Chair further clarified the planning agreed was for one raised bed, one shed, one uncovered barbecue and six planters along the side of the building. At that point the Chair ended the discussion in order to avoid embarrassment to the C-CGC and reiterated the invitation to come to the HPPC office to listen to the June 2025 meeting recording with fellow CGC members, which C-CGC agreed.
169/25	**County and District Councillor Reports:** Cllr G. Epps sent an email update which is available for attendees to take with them following the meeting and for any questions for Cllr. G. Epps to be emailed directly. Cllr. N. Simpson advises council tax bills have been sent out, with CDC rising by 3.2%, OCC rising by 5% and TVP rising by 5.3%, the Chair interjected that the HPPC precept has not been increased for residents this year. Cllr. N. Simpson advised that CDC have been looking at 3-weekly bin collections from 2027/28 which is concerning. Cllr. S. Freeland enquired about the frequency of the local dog bins being emptied, Cllr. N. Simpson advised there has been significant sickness absence and vacancies to be filled but will make contact with the relevant department and let HPPC know. No decision has been made on the Local Government Reorganisation however, an announcement was made recently regarding the 'Greater Oxford Development Corporation', which follows the wishes of Oxford City's 'Greater Oxford' single unitary. The decision is still with the government. In recent meetings, Oxford's unmet need was the plan for 4,400 homes to be built around Kidlington by 2032, now pushed back to 2042. Any further updates will be communicated. The issue of potholes was raised, with Cllr. N. Simpson advising those impacted by potholes to put in a claim to the council to have costs reimbursed.
170/25	**Savills:** There has been some slight restructuring in the planning department, with Nick Wyke now as Team Leader and Tom Webster taking on the role of Planning Officer for the land south of Camp Road. A lot of feedback, concerns and environmental considerations have been received, as well as potential flame-retardant foam leaching downstream from the airfield, which is being discussed and an assessment to be arranged. Planning determination is 26th May and an extension may need to be put in place, with the outcome being some months away. For the land north of Camp Road (220-230 dwellings), a preferred house builder has been identified by the landowners and promoters; Lone Star and Richborough. They are looking to enter into pre-application discussions with CDC and will provide further updates when possible.
171/25	**David Wilson Homes:** No updates provided however, the Chair raises concerns on the temporary transport road planning idea to remove the island but plan to place a bus stop by the chicane entrance, which the Chair will discuss with Cllr. G. Epps.
172/25	**Dorchester Living:** Nick Wyke's promotion has resulted in him overseeing the potential New Town status of Heyford Park should that be granted, as well as the Puy du Fou development and wider development. DL have had good meetings with CDC regarding the comprehensive list of consultee responses; so far there seems to be no fundamental changes required. The main concern remains to be transport, with work ongoing in this area with the County Council. Resubmission of new updated paperwork should be late Spring, which has been delayed due to outstanding reports that have only recently been received. New Towns process is still ongoing. The Chair revisited requests from previous meetings regarding the yellow Dorchester sign coming into HP from Upper Heyford which impedes the speed indicator for S. Fry to take back to DL.
173/25	**Heyford Park Community Action Group:** No updates received.
174/25	**Puy du Fou:** No updates received.
175/25	**Neighbourhood Policing Team:** No updates received.

176/25	**Community First Oxfordshire:** Email update from Marak James: five e-bikes have been earmarked for Heyford Park to use for a twelve month period to allow people to get out of the house; three have been allocated but two are available. If anyone is interested, please let the Clerk know and will pass your details to Marak. There are also some space available on a food hygiene course; if anyone is interested, please let the Clerk know to pass the details on to Marak. There have been discussions with CDC about setting up a bike library via the local school, this is a scheme that is running in Oxfordshire very successfully. Marak is working alongside a gentleman interested in setting up a youth club and has looked into training courses and funding for this project. Funding via Dorchester Living would likely result in service charge increases and is unlikely to be popular with residents.
177/25	**Prospective New Councillor:** HPPC has received one submission of interest in the current vacancy to date and are awaiting to see if they meet the criteria to be considered. If there are no applications of interest, the notice will automatically renew until we have received interest. The Chair emphasised the policy relating to Councillors and prospective Councillors; individuals affiliated with other groups are welcome however, they would have to declare the membership they have to another group and, in certain circumstances, may have to leave the room when the group they're affiliated with are being discussed. Whilst this has been previously mentioned in the December meeting, the Chair would like to reiterate the policy following posts on local social media pages and the Chair also requested that the relevant group publish the correct information.
178/25	**Financial Matters:** **i)** **Bank Statement and Reconciliation:** The council received and confirmed the February statements and reconciliation. Cllr S. Freeland proposed, Cllr B. Moss seconded the motion. These were then signed by Cllr S. Cook and 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. Cllr S. Freeland proposed, Cllr B. Moss seconded the motion. These were then signed by Cllr S. Cook and Cllr C. Mullineux. The parish council **RESOLVED** (unanimous) that these payments were approved. **iii)** **OALC Annual Membership Subscription:** Chair advises the Oxfordshire Association of Local Councils (OALC) has sent an invoice for the 2026-27 annual membership subscription, which has proven useful for HPPC. The subscription cost for the upcoming financial year is £712.84. Cllr C. Mullineux proposed, Cllr S. Freeland seconded the motion. The parish council **RESOLVED** (unanimous) that the OALC annual membership subscription be approved. Clerk to action payment. **iv)** **Community Garden Committee:** Chair advises the Chair of the Community Garden Committee (CGC) has requested reimbursement for insurance premiums for prior use of the Community Garden land. To date, two invoices have been received (2023-24 and 2025-26), totalling £315.88. Chair proposes HPPC reimburses the CGC two years' insurance premiums of £315.88 combined. Cllr C. Mullineux proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) that this payment of £315.88 be approved. Clerk to action payment. **v)** **Any other urgent Financial Matters:** The Chair has advised that HPPC have enquired about ending the contract with Peninsula however, ending the contract would result in a fee of around £5,500 so will remain in contract.

	Neil Brodey (Editor for Valley News) attended the February meeting and felt both HPPC and Dorchester Living (DL) agreed to the annual fee for Valley News however, since this meeting, Dorchester Living are unable to financially contribute due to a conflict of interest; DL cannot pay to distribute something that neighbouring parish councils have objected to DL planning application. As the quandary comes from the delivery costs now being unmet, for HPPC to consider taking on this cost, the Chair would like to ensure that those delivering the booklets are covered by insurance and that there is no affiliation to a Cllr to ensure no relatives of Cllrs are receiving the funds to protect HPPC Cllrs and residents. Cllr. K. Henderson confirmed that those able to deliver are not relatives and are local youths. N. Brodey agreed to pay those delivering directly via Valley News and to ensure the insurance of those delivering. Further to item 159/25 vii from the February meeting; the total cost of print (£1,601) and delivery (£855) of Valley News for 2026-27, with the increase reflecting inflation and a higher number of residents in the HP area. Chair proposes HPPC provides the payment of £2,456 to Valley News to cover the 2026-27 print and delivery costs. Cllr C. Mullineux proposed, Cllr B. Moss seconded the motion. The parish council **RESOLVED** (unanimous) that the payment be paid to Valley News. Cllr. C. Mullineux suggested HPPC consider a subscription to Breakthrough Communications following episodes of harassment and time spent on communications surrounding the Community Garden. Breakthrough Communications provide help, advice and crisis communications for local councils. The Chair requested the cost implication to be brought to the April meeting for consideration.
179/25	**Planning Matters:** **i)** **Planning Applications:** The planning application for Richborough **(**26/00516/F) is a proposal to convert a garage into a garden room. The only major changes are French doors, a window facing the property and some skylights on the roof to be added, so no obvious change looking at this from the perspective of the road. Cllr. B. Moss advises there is no reason to comment or object to this planning application. **ii)** **Any Other Planning Matters:** From 20th – 24th April, Portway from Camp Road will be closed for resurfacing, so traffic will have to be redirected down to Lower Heyford temporarily.
180/25	**Items Noted by Cllrs:** (No decisions can be made under this item). Cllr B. Moss raised a query to D. Bainbridge from Savills regarding the planning application from Richborough for the land north of Camp Road; an S106 agreement has been agreed with CDC and Cllr B. Moss would like to know how this will impact HPPC. D. Bainbridge advises there is an agreed multilateral S106 for both CDC and OCC and suggests bringing the S106 agreement to the April meeting to discuss further. The Chair announced that, following the disagreement from the Community Garden Committee regarding the proposed repurposing of the Community Garden space, various items of evidence were passed on to Breakthrough Communications to produce a statement on behalf of HPPC, which was uploaded to the website and social media. Some posts on local pages advised they had used AI to disseminate the statement; this is to confirm that it was not composed by AI or written by HPPC but a professional third party. If anyone wants to book a time to visit the HPPC office and discuss this, please email the Clerk. The Chair announced the annual meeting will be held in May and HPPC will send information out as soon as possible with the date and an invite to representatives of various organisations to produce a presentation.
181/25	**Date of the next meeting:** The next monthly parish council meeting will be held on Wednesday 15th April 2026 at 7.15pm in the Community Centre.

The meeting closed at 8:30 pm.

Signed: Date:

Appendix 1

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

£	
£1,057.43	Clerk pay for March
£712.84	OALC Annual Membership Fee

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
43/25	Upgrade speed indicators.	Chair	B/F to December 2025. Ongoing
140/25	Enquire about Councillor refresher training with OALC and whether it would be possible to book for a Wednesday evening.	Clerk	Awaiting date agreement
178/25 iii	Action payment of £712.84 for OALC annual membership subscription	Clerk	Completed
178/25 iv	Action payment to Community Garden Committee for two invoices received for insurance premiums (2023-24 and 2025-26) totalling £315.88	Clerk	Completed
178/25 v	Action updated payment once updated amount and insurance for deliverers is communicated by Valley News	Clerk	Awaiting confirmation email