Heyford Park Parish Council

Minutes of the Extraordinary Meeting of the Parish Council, held in the Community Centre on Saturday 4th July 2026 at 7:00pm

Present: Cllrs: C. Mullineux (Chair), S. Freeland (Vicechair) and A. Harris.
Also in attendance: Clerk and twelve members of the public
Apologies:

61/26	**Receipt and Approval of Apologies for Absence:** Absence of Cllr B. Moss noted.
62/26	**Declarations of interests, dispensation requests and dispensations:** It was noted that there had been no new declarations of interest or dispensation requests.
63/26	**Financial Matters:** **i)** **Brice Road Land:** Chair advises that HPPC must consider and approve the cost of necessary fencing works to ensure the health and safety concerns are addressed in a timely manner and compliant with original planning permission. Fencing is required to secure the area prior to works commencing on the land. A quote has been received for £880.00 + VAT to fence the land and cover labour costs. Cllr A. Harris proposed, Cllr S. Freeland seconded the motion. The parish council **RESOLVED** (unanimous) that the quote be accepted to fence the land prior to works commencing. Clerk to action payment.
64/26	**Public Participation**: The Chair opened the meeting at 7.05 pm, and the Clerk confirmed that the meeting was being recorded, advised that a transcript would be available on request, and asked that all participants remain respectful. It was explained that questions would be taken after the agenda item and that anyone behaving disruptively could be asked to leave. Residents asked for clarification regarding the approved expenditure. It was explained that the approved costs related to erecting temporary fencing to secure the site while works were undertaken, together with tree works, in order to enable the land to be brought back into compliance with the original planning permission. Residents asked whether additional restoration costs had already been approved. The Chair and Clerk confirmed that further costs had not yet been considered and would be presented at a future meeting. Questions were raised regarding the Health and Safety Report, particularly whether its recommendations required the removal of raised beds. Residents stated that, in their view, the report primarily recommended maintenance, improved signage, volunteer training and removal of the shed rather than removal of the raised beds. The Clerk and Chair explained that the Council's intention was to return the site to the layout permitted under the original planning consent, noting that the raised beds did not form part of the approved planning drawings. Residents expressed concern that returning the site to its original layout would remove features created over a number of years through community fundraising, donations and volunteer work. The Clerk stated that the Council's actions were based on legal compliance rather than personal considerations. She explained that the PC had been made aware of lease contraventions approximately one year previously (around May/June 2025) and that, as Clerk, her responsibility was to ensure the Council complied with planning, lease and insurance requirements, confirmed by the Chair. Residents stated that they had not received details of the alleged lease contraventions when originally requested. The Clerk advised that the information had previously been sent and

offered to resend the documentation, with the Chair confirming breaches were discussed in the June 2025 meeting, with the former Chair providing the Chair of the CGC with a hard copy of the contraventions.

Several residents spoke in support of the Community Garden and its contribution to the village, particularly its benefits for children, families and vulnerable residents. They highlighted the significant voluntary effort and financial contributions made by the community over many years. A resident proposed that implementation of further restoration works should be paused to allow the compliance information to be reviewed and for volunteers to assist in resolving any identified issues. The resident offered to help coordinate volunteers and work with the Council to address compliance matters.

The Clerk and Chair advised that a working group had originally been proposed in June 2025 but had not progressed. She stated that the Council had attempted to engage with representatives at that time and would have preferred to resolve matters collaboratively.

The Chair confirmed that the Council had no intention of removing the Community Garden permanently and that, once the site complied with legal, planning and insurance requirements, it would remain available for community use.

Residents questioned whether Councillors should have declared interests arising from previous involvement with the Community Garden. The Clerk advised that she would seek guidance from the Oxfordshire Association of Local Councils (OALC) regarding the concerns raised and invited the resident to provide the details in writing.

Residents suggested postponing restoration works, apart from essential safety measures such as fencing and tree works, to allow time for documentation to be reviewed and for alternative options to be explored.

The Clerk advised that temporary fencing was required immediately in accordance with the Council's insurer's requirements while safety works were undertaken. The Chair explained that the site would remain fenced until it was considered safe.

Questions were raised regarding future use of the site under the Council's revised lease. The Chair explained that the Parish Council held sole occupation of the land and that community groups would continue to be able to apply to use the site for events, subject to appropriate permissions, risk assessments and insurance requirements.

Residents queried whether retrospective planning permission or amended planning proposals could be considered to retain some of the existing features, including raised beds. The Clerk confirmed that, once the site had been returned to a compliant condition, the Council could consider future proposals brought forward by the community.

Further discussion took place regarding:

- the recommendations contained within the Health and Safety Report;
- responsibilities arising from the lease and insurance requirements;
- biodiversity and accessibility;
- maintenance of the site following restoration;
- the potential for future planning applications or proposals.

The Clerk confirmed:

- temporary fencing would be erected during the following week;
- tree works would proceed once the necessary permissions had been obtained;

	• quotations for further restoration works were being obtained for consideration at a future Council meeting; • individuals requiring access to remove personal property from the site should contact the Clerk to arrange access safely. Residents requested that any future proposals take account of accessibility, biodiversity and the continued use of the site by the wider community. Residents were thanked for attending, were encouraged to continue engaging with the Parish Council by attending meetings or submitting agenda items. The meeting was then concluded.
65/26	**Date of the next meeting:** The next monthly parish council meeting will be held on Wednesday 15th July 2026 at 7:15pm in the Community Centre.

The meeting closed at 20:10

Appendix 1

Attachments

1. Extraordinary Meeting Statement
2. HPCAG Letter Bullet Points
3. Original Planning Permission of Community Garden/Brice Road land

Appendix 2

Action Check List

Minute Ref	Action	Actioner	Action Status
134/20	(i) Flooding. A PC local emergency plan will be produced.	Emergency Planning WG	Ongoing
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	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
43/26 iii	Cllr S. Freeland to be added as a signatory to the banking system and former Cllr S. Cook be removed.	Clerk	Awaiting response from Unity
43/26 vi	Contact Paul White to request the deed of surrender and arrange a date to sign the Brice Road Land lease.	Clerk	Completed.
43/26 vii	Purchase a post box with a maximum budget of £50 (incl. VAT).	Clerk	Completed
43/26 viii	Agree and purchase up to four benches with a maximum budget of £5,000 be approved.	Clerk	Ongoing
43/26 ix	Agree and purchase a noticeboard with a budget of £1,000 (£6,000 collectively with the four benches in the above item) be approved.	Clerk	Ongoing
57/26 iii	Redwood Bank to be contacted to open an investment account with 95-day access with the monthly interest option.	Clerk	Ongoing
57/26 iv	Action payment to Community Garden Committee for two invoices received for insurance premiums (2022-23 and 2024-25) totalling £256.82	Clerk	Completed
57/26 v	Contact Nicholsons to agree to necessary tree works and action payment totalling £1008.00	Clerk	Ongoing
15/26 vii	Action payment of £900.00 + VAT to Hamlins' legal counsel on CG/Brice Road Land lease	Clerk	Completed
63/26	Action payment of £880.00 + VAT to Heyford Park Management Company Ltd to fence Brice Road Land	Clerk	Completed