

WOODCOTE PARISH COUNCIL

MINUTES of the Parish Council meeting Wednesday 6th October 2021 at 7.30pm.

PC MEMBERS

Chairman	Mr. M. Smith
Vice Chair	Mr. R. Peirce
	Miss. H. Booker
	Mr. S. Lawson
	Mr. G. Botting
	Mr. D. Booth
	Mr. R. Fletcher
	Mr. M. Aldridge
Parish Clerk	Ms J. Welham

1. To receive apologies for absence.
None.

2. To Received Declarations of Interest.
None.

3. Public Forum: Opportunity for members of the public to address the Council, the public may also speak about specific items of business as they arise, with the permission of the Chairman.
Eight MOP present.

10. Woodcote Football Club – review usage of VG & lights.

The Chairman brought this item forward.

A letter from Woodcote Football Club had been circulated prior to the meeting detailing the plan to have training sessions and use lights during the evenings on the village green. This would be for maximum two nights per week. The sessions would be carried out in the area to the rear of the Allotments.

There were questions about the type of lights and if they would be directed downwards to avoid light pollution to the houses in the vicinity, primarily The Close. WFC confirmed that they would be and that the battery life is 2 hours. The training sessions will be supervised and they will be conscious not to disrupt any residents who live nearby.

Council resolved to WFC proceeding for this season and will draft an Annual Agreement, between PC & WFC.

4. To approve Minutes of the Parish Council Meeting 15th September 2021.
Approved as True Record.

5. Matters arising from those Minutes not on the agenda elsewhere.

Cllr. requested if there had been a response from James Tomlinson, Clerk advised not and will follow up.

Group of trees on Folly Field that Clerk had submitted estimate to cut back, the PC had decided not to proceed, Clerk to obtain a health check on the trees. Clerk advised the contractor had advised the trees are in good health.

6. Planning Applications to consider all applications received from SODC and any other applications submitted and published by SODC between the circulation of this agenda and the meeting.

P21/S2229/FUL (Full Application) Minor. **Amendment** : No. 3 - dated 15th September 2021.
Proposal : Demolition of existing chalet bungalow and residential annexe, and erection of a 3-bed detached dwelling and a 4-bed detached dwelling. (amended plans received 30th July and 15th September 2021, reducing the width of the proposed dwellings and increasing the separating distance from the plot boundaries) Address : 12 Gap Way Woodcote RG8 0RU

The amendments to this application do not remove the reasons for Woodcote Parish Council's objections to the initial application and, as such, the Parish Council object to this application and have asked that it be called in for consideration by the Planning Committee should officers be minded to recommend approval.

In addition to the original, and still valid, reasons for refusal listed below Woodcote Parish Council note:

- i. the absence of evidence of ownership of Gap Way. Initial enquiries suggest that this is not a public highway but land owned by Woodcote Parish Council;
- ii. the objection by Oxfordshire County Council to the conversion of garages for any use other than vehicle parking given the narrowness of Gap Way;
- iii. that Gap Way was constructed to allow light traffic to access the telephone exchange and the unsuitability of the road for construction traffic. Woodcote Parish Council ask that if officers are minded to approve construction that a legal agreement be entered into with the developer to:
 - a) return Gap Way to a state that meets the County Council's highways standards;
 - b) ensure clear, unfettered, access to the telephone exchange, allotments and properties at the far end of Gap Way during construction.

The primary concern of the Parish Council remains the scale of the development, specifically the size of the house (Plot1) replacing the chalet bungalow and believe that a smaller 3-bed property would be more appropriate.

Woodcote Parish Council remain concerned about the closing paragraph in the earlier letter from d p architects that states '*I agree with you that the Parish Council's objection has only limited justification; I think with the substantial adjustment requested and delivered, that this proposal on balance should be accepted as supportable and I look forward to your further advice*'. The Parish Council see no evidence of 'substantial adjustment' and will be seeking clarification of the apparent dismissal by the planning officer of the Parish Council's carefully considered response.

Original Objection

Woodcote Parish Council OBJECT to this application.

Woodcote Parish Council welcomes the proposal to replace the 3-bedroomed dwelling given planning permission in respect of application P20/2510/FUL with a three-bedroomed home that, unlike the current permission, responds more sympathetically to the character and street scene of Gap Way. Woodcote Parish Council object to the replacement of the chalet bungalow with a 4-bedroomed dwelling on the following grounds:

1. Highways and access

Gap Way is a single-track unmade lane suited only to use by the light vehicles of residents, allotment holders and BT personnel servicing the telephone exchange at the end of the lane. Any parked vehicle obstructs access to residents, service and emergency vehicles. During the clearing of this site for the construction of the 3-bed dwelling, unattended bonfires close to N° 16 Gap Way, a thatched cottage, required the urgent attendance of the fire brigade.

In the event a small private car parked in the lane prevented the fire brigade reaching the cottage and bonfire. It is essential, therefore, that any new development does not lead to parking in the lane with the consequent impact on access, safety, and the telephone exchange.

Off-road parking is essential in this location. Woodcote Neighbourhood Plan Policy T8 requires 1 off-road parking space per bedroom. Woodcote Parish Council note the provision of 4 parking spaces for each new dwelling but are concerned that the dimensions of the garages, which provide 2 spaces per dwelling, are inadequate and will lead to on-road parking. Garage dimensions should be checked.

Ownership of the lane is unknown. Whilst Woodcote Parish Council has confirmed that neither Oxfordshire County Council nor South Oxfordshire District Council own the lane the Parish Council remain concerned about access rights to the lane.

2. Overdevelopment

Woodcote Parish Council note the failure of the application to satisfy the distance between habitable rooms of properties and to existing buildings. In particular the back-to-back separation of the proposed 4-bedroom property and the glassed home office/living room of N° 16 Gap Way is, at some 15m, 10 less than the required 25m. The application fails to meet other minimum separations.

3. Un-neighbourliness/ Loss of privacy to No 16

The proposed 4-bedroomed property replaces a chalet bungalow with a single-story rear extension, with a two-story property. As such, both proposed properties have second story rear views into the private garden and home office/living room of N° 16 Gap Way resulting in a new and significant intrusion into, and loss of, privacy. Some screening from ground floor view lines is provided by a laurel shrub in, and on the edge of N° 16's garden that provides some privacy and this, and its roots, must be protected during any construction. All trees and hedges in the garden of No 16 Gap Way must be protected with, among other protection, adequate root protection zones during any nearby construction work.

In the event of hedge loss or tree damage all such loss or damage must be made good by the developer.

4. Trees and hedges

Woodcote Parish Council own a triangle-shaped piece of land on the southern border of N° 12 Gap Way. The hedge alongside this border must be conserved during any construction. All trees and hedges on this piece of land must be protected with, among other measures, adequate root protection zones during any adjacent construction work.

In the event of hedge loss or tree damage on this parcel of land all such loss or damage must be made good by the developer.

5. Disturbance and nuisance during construction

Site clearance at N° 12 Gap Way has already caused disruption to neighbours and prevented access to properties. To avoid noise and other disturbance during anti-social hours any construction work should be limited on:

- i. Monday to Friday to between the hours of 08:00 am to 06:00 pm; and
- ii. Saturdays to between the hours of 08:00 am to 12:00 midday.

No construction work should be permitted on Sundays and bank Holidays.

No vehicles associated with the construction, including the vehicles of those working on the site, must be permitted to park in Gap Way.

No vehicles delivering material, machinery or other loads associated with any construction on this site should be permitted to park in Gap Way except for the immediate and sole purpose of loading or unloading.

Once loading or unloading is complete all delivery vehicles must be removed from Gap Way immediately.

6. Permitted development rights

Woodcote Parish Council has noted occasions of garages being converted into habitable or non-vehicle parking space. Because Gap Way is a single-track lane any on-road parking denies access to residents, emergency service and BT vehicles and a condition should be imposed into any planning permission removing permitted development rights with particular emphasis on the maintenance of the garage space for vehicle parking.

6.1 Applications Granted by SODC

P21/S2819/HH Application proposal, including any amendments Extension to roof and loft conversion. Internal alterations & new roof to the garage roof. Site Location 45 Bridle Path Woodcote RG8 0SE.

P21/S3321/HH Application proposal, including any amendments New swimming pool, timber pergola and associated hard landscaping. Site Location : Kites Barn Goring Heath RG8 7SJ.

P21/S3418/HH Application proposal, including any amendments Part single storey, part two storey rear extensions, two storey front extension and a new front facing dormer window. Site Location Ridgewood Beech Lane Woodcote RG8 0PX.

P21/S3580/HH Redesign of the floor layout of the property with various connecting extensions to form a unified layout. Removal of a flat roof over the dining area to be replaced with a fully glazed cut roof. Site Location : 59 West Chiltern Woodcote RG8 0SG.

6.2 Applications Refused by SODC

WITHDRAWN BY APPLICANT

P21/S2147/FUL Land at 69 West Chiltern Woodcote RG8 0SG Proposal : Proposed new dwelling (Amended plans received 29th July 2021, including: changes to position of the building, reconfiguration of internal layout, reduction in part of roof height and change to parking arrangement).

P21/S2932/FUL 3 Beckley Close Woodcote RG8 0SZ Proposal Erection link detached two bed dwelling together with associated parking and amenity areas (As amended by plans 2021-08-31 to rearrange the internal layout and move dwelling away from boundary).

6.3 Other Planning Matters

The Clerk advised that she had contacted the developer of The Hollies site on Goring Rd, in respect of one of their staff parking a transit van in Folly Green which was half on the pavement obstructing access. This pavement is used by residents going through to Wayside Green to visit the Doctors surgery. Clerk had emailed the developer asking that the vehicle be parked elsewhere. The result was that it was now parked outside the site on Goring Rd.

9. Terms of Reference VGC – Final sign off.

Chairman brought this item forward.

The Village Green Committee members were all present. There had been questions raised about the title of the Village Green Committee and if it should in fact be called “Group”. The members had objected to this change.

The Chairman advised regardless of what they are called, the role that they have, acting on behalf of the Parish Council, means that they are a formal committee of the Parish Council and must follow the standing orders for such a committee, therefore, they might as well retain their name as the Village Green Committee.

The Chairman of the VGC agreed to this as did the members. There had been some small changes to the Terms of Reference, these were the changes taken by Cllr. Aldridge when the VGC last met.

Parish Council resolved to agree the Terms of Reference Draft 2 and circulated back to the VGC for their sign off.

7. Finance To approve payments, note receipts.

Payments for Approval between 29/9/2021 – 7/10/2021

Payee Name	Reference	Amount Paid	Transaction Detail
OALC	TRANSFER	£330.00	Training cilca
British Telecom	DD	£125.95	Mpnthly line & BB
Cartridge People	DEBIT CARD	£95.90	Black Toner for printer
HMRC	SO	£404.60	Monthly contributions
Ecologyby Design	TRANSFER	£2,532.00	Ecological Appraisal
Moore	TRANSFER	£480.00	External Audit
Kings Tree Care	TRANSFER	£4,440.00	Annual Hedge cutting
Services LTd			
ABA	Transfer	£292.80	Gate closure
construction			play area
M & C	Transfer	£1,614.00	Sept Grass cutting
Landscapes			
£10,315.25			

Approved.

Receipt noted £2.03 CCLA Deposit account interest.

7.1 Quotations/Grants

Forty42 Developments various works within the village hall and repair of broken fence to rear of VH carpark. £680.00 ex VAT.

SLCC Publications for Clerk
Charles Arnold Bake edition 12 £119.00
Clerk Manual £47.50

Registration for Cilca £410.00

Council resolved to agree all quotations.

7.2 External Audit 2020/21 – Review report.

The Clerk passed the report from the external auditor Moore to the Chairman. The report read;

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our option the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” Council thanked the Clerk.

7.3 Budget 2nd Quarter – Review.

The Clerk had circulated the Budget reports to the members prior to the meeting. Clerk highlighted one or two areas that would run over budget. Telephone and Broadband being one.

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Members suggested that the PC request details and costs from Airband for their Broadband service, Airband had been and presented to the Council at a previous meeting. Clerk to action.

The Village Maintenance was over budget but the Clerk advised funds from general reserves had paid for the new bus shelter so the £7K budget was not overspent. Chairman requested that the small amount of CIL funds due to be spent by next year be coded against the bus shelter expenditure. Clerk to action.

The NHP Grant from SODC needs to be considered as if not used SODC will request the funds be returned. Clerk to send report to Geoff Botting for review.

It was agreed to hold budget meeting for FY 2022/23 November 8th.

8. Oxfordshire Plan 2050 – sign off PC response.

The Draft 2 version of the response which included some changes had been circulated prior to the meeting.

Council agreed the response, Clerk to send in, deadline 8/10/21.

11. To receive Minutes from Other Village Groups – to note & take questions on minutes.

Village Hall Trustees meet next Monday.

Village Green Committee met last Monday minutes not yet circulated.

12. Other Matters for Chairman to consider any matters arising after agenda published.

Cllr Lawson asked if the dead tree on the green had been replaced, Clerk confirmed that it had at the contractor's cost.

He also raised the matter of the bricks around the concrete base of the bus shelter on the green. No resolution.

Clerk advised that OCC had informed her that the bus stop pole was going ahead, no timeline at present. Council asked Clerk to request if the pole could have the live solar panel drive display showing up to date information on the bus service, some other bus stops in the area have this.

Clerk advised Council that the resident who had requested the footpath between Folly Green/Wayside Green to be re routed had emailed again. Council advised their original decision remained, Clerk to reply.

Cllr. Booker raised the matter of her emailing the Editor of the Correspondent regarding editorial from the Council and the matter of why the Council are asked to pay? Other groups in the village do not pay and, also do not have their editorial changed. She had sent detailed bullet points regarding the content of the intended email. The Council use the magazine as a communication tool to residents of the village.

The history of how the Correspondent was formed was discussed, it was started by the PC, the Vice Chairman gave detail, and he objected to the Council having to pay anything for publishing information in the Correspondent.

After some discussion resolved that Cllr. Booker and the Chairman meet with relevant members of the Correspondent Committee and advise them the history of the magazine and resolve the issues.

Cllr. Fletcher asked if there had been a decision on which Architect the PC choose to work with on the Village Hall development project. There has been no decision yet. Chairman asked how the village projects consultation was progressing. There is still work to be done before it is ready.

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Several members felt that the village should be consulted on what they would like to see for the Village Hall, others objected to this.

The matter of the choice of Architect to be on agenda for the next PC meeting.

13. Correspondence – to consider & review any received.

None.

14. To note date of the next PC meeting: Parish Council Meeting Wednesday 20th October 2021.

Meeting closed at 21. 40

Signed.....Date.....

