

CHALGROVE PARISH COUNCIL

A **MEETING** of the Parish Council took place in the Chalgrove Village Hall at 7.30pm, **Thursday 5th October 2023.**

Present:

Cllr. J. Russell, Vice-Chair	Cllr. A. Dudley
Cllr. D. Turner	Cllr. A. Ziemelis
Cllr. A. Pritchard	Cllr. J. Winnard

Apologies Accepted: Cllrs. Waters, Nixey & Charman

Not present: n/a

Members of the public: None

153. The minutes of the meeting held 7th September 2023 were amended, approved and then signed by the Vice-Chair; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.

PUBLIC SESSION:

None.

MATTERS ARISING:

154. VANDALISM & ASB:

Bullying on the Recreation Ground

(a) A Fairfax resident had previously reported bullying and damage to a bicycle on the Recreation Ground. The resident had also reported the issue to the Police.

(b) CCTV had been checked but, due to the incident having taken place within Frogmore (school property), there was no CCTV evidence found to support the claim. The Parish Council had updated the Police.

Anti-Social Behaviour

(a) It had been previously reported that a car, parked in the public car park by the school, had the tyres popped. The resident had since clarified that the tyres had been let down.

(b) CCTV had been checked but due to other parked vehicles, blocking the view, the Parish Council were unable to provide CCTV evidence. The resident had been updated.

Electric Scooter

(a) An incident took place on the 13th September, whereby a young person illegally rode an electric scooter around the Recreation Ground at speed, with no lights, resulting in a head injury to a young person who was hit by the scooter. The injured young person was admitted to hospital and the parents made a report to the Police.

(b) CCTV was checked and the young person on the scooter had been identified. The Parish Council made a Police report and await their comments.

Police Meeting

(a) The Youth Club Committee await PCSO Claire Keogh's availability in order to meet and discuss the above issues along with other concerns.

155. PARKING ISSUES & SPEED REDUCTION MEASURES:

Speed Indication Devices

(a) It had been agreed by all that Cllr. Nixey should lower the SID device on the Berrick Road pole. A date is to be set, along with confirmation of volunteers to help.

(b) It had been agreed by all to proceed with the installation of the Mill Lane device.

(c) It is believed that the low hanging BT wires on Mill Lane fell down during a storm and have now been repaired.

Parking & Vehicle Complaints

(a) HIGH STREET

- complaints had been received of cars blocking driveways in Brinkinfield Road during the High Street road works

(b) HIGH STREET ROAD WORKS

- complaints had been received regarding the position of the traffic lights, the traffic light daily failures, and the abandoned car in the middle of the road works.

- all complaints and concerns had been passed to the County Council's Senior Officer for Operations & Network Co-Ordination, who had sent inspectors to assess the area.

<p>156. DEFIBRILLATOR:</p> <p>(a) The defibrillator had arrived, and is to be installed outside the Parish Office on Wednesday 25th October.</p> <p>(b) The Clerk and Caretaker will undergo training before installation.</p> <p>(c) A social media campaign will highlight the installation of the defibrillator, and will encourage the public to undertake online training to ensure they are ready to use a defibrillator in the event of an emergency.</p> <p>(d) A defibrillator had been installed at the Doctors Surgery, and the Parish Council had been asked to take on the ownership. It had been previously agreed to check what responsibilities the Doctors Surgery could take on, and we await their response.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>
<p>157. BROOK CLEARANCE:</p> <p>(a) Following the flooding on the High Street on the 20th September, it is clear that many areas of the High Street brook and back brook require a lot of clearance.</p> <p>(b) The Parish Council had requested that SOHA undertake a brook clearance in front of their properties, 39-53 High Street. The clearance had been undertaken promptly.</p> <p>(c) The Environment Agency are in the process of their annual brook clearance. The Parish Council had discussed areas of concern with the crew manager.</p> <p>(d) The County Council Highways team had been asked to undertake work on the Monument Road and High Street drains. No action had been taken and the matter is to be escalated to the County Councillor.</p>	<p>JM</p> <p>JM</p>
<p>158. REMEMBRANCE PARADE & SERVICE:</p> <p>(a) Ariel Lanada will be attending the Chalgrove Remembrance Parade & Service on behalf of the Lord Lieutenant of Oxfordshire.</p> <p>(b) The Clerk is to attend a meeting with Michael Lakey, St Mary's Church, to discuss the event, following the disbandment of the Chalgrove British Legion.</p> <p>(c) The Parish Council had submitted the road closure application for Sunday 12th November.</p> <p>(d) Councillors were asked to confirm their attendance.</p>	<p>JM</p>
<p>159. CAVALIERS FC:</p> <p><u>Complaint</u></p> <p>(a) A Baronshurst Drive resident had formally complained due to repeated incidents of footballs being kicked at their fence during matches and training sessions on the Recreation Ground.</p> <p>(b) A meeting had been arranged between the Parish Council, the resident and the Cavaliers FC Chair to discuss the issues, and it was agreed by all that the pitch would need to be moved away from the fence-line. This had been actioned.</p> <p><u>Request for Storage</u></p> <p>(a) Paul Connelly, the new Cavaliers FC Chair, wrote to request permission to place a storage container on the Recreation Ground</p> <p>(b) The Parish Council agreed with the proposal in principle, and are to request further information regarding preferred location and colour.</p> <p><u>Lower Recreation Ground Grass Length</u></p> <p>(a) Paul Connelly, the new Cavaliers FC Chair, wrote to discuss the grass length on the Lower Recreation Ground reporting that the length of the grass is an issue as it makes playing a ball game very difficult especially for younger children.</p> <p>(b) He noted that if the grass was cut shorter the undulation of the ground would still cause problems, and requested that a 2 tonnes of top soil be used to level the ground.</p> <p>(c) The Parish Council noted that this is a Recreation Ground, not a football quality pitch, and that it would require much more than 2 tonnes of top soil to level the ground</p> <p>(d) The Parish Council are to locate a report undertaken by the Institute of Groundsmanship which details the type of work which could be carried out on the Lower Recreation Ground, and are to meet with the Cavaliers FC Chair to discuss.</p> <p><u>Football Pitches</u></p> <p>(a) The Cavaliers FC Chair had provided information on the positioning of the pitches.</p>	<p>JM</p> <p>JM</p> <p>JM</p>
<p>160. MATTHEW MARRIAGE MEMORIAL PATH:</p> <p>(a) Matthew's family had previously requested that a memorial path be laid around the Recreation Ground.</p> <p>(b) A basic estimation shows an approximate cost of £60,000 to go half way around the Recreation</p>	

<p>Ground.</p> <p>(c) Based on the family's GoFundMe page, an amount of £13,535 had been raised.</p> <p>(d) It was noted that any plans should be delayed until after the result of the Extinguishment Order application, as any pathway on the current Restricted Byway would be deemed as an obstruction.</p> <p>(e) In the meantime the Parish Council are to obtain formal quotations for different surface types, and research funding opportunities.</p> <p>(f) The Parish Council are to meet with family to discuss further.</p> <p>161. MATTERS UNRESOLVED: Chapel Lane Dog Bin, Bottle Bank, Gigaclear, Website, High St Railings, Chair's Chain, Newsletter, R&R Workshop, Standing Orders & Policies, Gray Bench, Car Park Sign, Recreation Ground Bridge, Emergency Planning Storage Container, Village Green Legality, Mill Lane Road Sign, Village Hall Car Park Bollards, Knights Manholes & Frogmore Culverts.</p> <p>162. COUNCILLOR VACANCIES:</p> <p>(a) The Parish Council has two vacancies.</p> <p>(b) There have been no further applications.</p> <p>(c) The vacancies will continue to be advertised in the usual way.</p> <p>163. REGISTER OF INTERESTS:</p> <p>(a) Further to all Councillors having completed a Register of Interest following the May Election, the Monitoring Officer had written with errors.</p> <p>(b) Forms still require amendment from some of the Councillors.</p> <p>164. RESTRICTED BYWAY AT THE RECREATION GROUND:</p> <p><u>Extinguishment Order</u></p> <p>(a) Following the Parish Council's Extinguishment Order application, and the notice served on the County Council by a member of the public, the Parish Council had successfully completed the required actions within the deadline:</p> <ul style="list-style-type: none"> - 17 bollards had been removed - the Skatepark fencing had been taken in by 1.5M, temporary fencing is to be used until such time that the Parish Council have obtained quotations for the replacement of the fencing. - the shrubbery had been cut back to increase the width of the byway. <p><u>Mr Matthew Knight</u></p> <p>(a) Following evidence that cars had been using the Recreation Ground/Restricted Byway to access the Knights field, an email had been sent to the landowner reminding him that the use of motorised vehicles over a Restricted Byway is illegal without the permission of the Parish Council.</p> <p>(b) As a gesture of goodwill, access for their fencing contractor was granted, but all further access is to be requested at least two weeks in advance.</p> <p>(c) The landowner's son had responded on behalf of his father noting that permission was not required as they had access rights.</p> <p>(d) The Parish Council responded to clarify the legalities of a Restricted Byway and to note that the landowner does not have a private right of access.</p> <p>(e) The Parish Council Chair and Mr. Matthew Knight are to meet to discuss the access and the Extinguishment Order.</p> <p>165. RECREATION COMMITTEE:</p> <p>There had been no Recreation Committee meeting.</p> <p><u>Skatepark</u></p> <p>(a) Attempts are being made to find an alternative contractor to undertake the surface works.</p> <p>(b) Expletive graffiti on the Skatepark had been sprayed over and checks are now being made to ensure that no more appear.</p> <p><u>MUGA</u></p> <p>(a) The MUGA had been resurfaced and the work undertaken was signed off by the Clerk and Cllrs. Russell, Pritchard and Winnard on the 27th September.</p> <p>(b) An 'Open Event' had taken place on Wednesday 4th October at 6.30pm at the MUGA. Regular users of the facility had been invited to be included within the photos which will form part of the press release.</p> <p>(c) The facility looks fantastic and has gathered a lot of praise from the community.</p> <p>(d) Ongoing maintenance is to be discussed at a Recreation Committee Meeting.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>PW, JM</p>
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<p>(e) Four floodlights had been replaced.</p> <p>(f) It had been proposed that a metal container be placed against the MUGA/Tennis Court to store tennis nets and other equipment. Quotations are to be obtained.</p> <p><u>Boot Scrapers</u></p> <p>(a) An application has been made to the Everyone Active 2023/24 grant scheme, in order to fund 2 boot scrapers and the associated installation cost.</p> <p>(b) The Parish Council await the decision.</p> <p><u>Trees</u></p> <p>(a) The Parish Council are to seek a quotation for work required to trees behind the Chibnall Close properties, and the trees overhanging the MUGA and Tennis Court.</p> <p><u>Play Area Report</u></p> <p>(a) The Caretaker and Cllr. Waters had undertaken the monthly assessment.</p> <p>(b) ROSPA had provided their annual report, which is to be discussed at a Recreation Committee Meeting.</p> <p><u>Committee Meeting</u></p> <p>(a) A meeting is required to discuss:</p> <ul style="list-style-type: none">- Tree work- MUGA ongoing maintenance- ROSPA annual report- Restricted Byway Signage & Recreation Ground Signage. <p>166. YOUTH CLUB COMMITTEE:</p> <p><u>The King Award for Voluntary Service</u></p> <p>(a) An application to the Kings Award had been submitted.</p> <p><u>Antisocial Behaviour</u></p> <p>(a) The Youth Club Committee await a meeting with PCSO Claire Keogh to discuss antisocial behaviour on the Recreation Ground which has a serious impact on Youth Club sessions.</p> <p>167. ALLOTMENT COMMITTEE:</p> <p><u>Committee Meeting</u></p> <p>(a) A meeting is required to discuss:</p> <ul style="list-style-type: none">- complaints regarding high water bills on the Bypass site- complaints regarding high water bills on the Mill Lane site- work outstanding to a bridge and gate at the Bypass site- work outstanding to the car park and fencing at the Mill Lane site <p>168. VILLAGE HALL COMMITTEE:</p> <p><u>Dishwasher</u></p> <p>(a) The new dishwasher had been installed on the 2nd October and is very user friendly.</p> <p>(b) The Caretaker is to undertake a weekly clean of the machine.</p> <p><u>Emergency Lighting</u></p> <p>(a) Following an inspection, two emergency lights within the Village Hall failed to pass, and require replacement and testing.</p> <p>(b) The cost of the work required, at £220.86 ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Dudley, agreed by all.</p> <p><u>2024 Hall Hire Rates</u></p> <p>(a) Following discussion, it was agreed by all not to increase the Village Hall hire rates for 2024.</p> <p>(a) Facility hire costs were approved as follows; proposed Cllr. Russell, seconded Cllr. Winnard, agreed by all, and effective 1st January 2023.</p>	JM
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James Martin Room	Any	£15.00 per hour	£20.00 per hour	
Youth Centre	Any	£25.00 per hour	£30.00 per hour	
Sports Pavilion	AM or PM session	£25 Adults £10 Child	£25 Adults £10 Child	
MUGA	Any	£22.00 per hour	£22.00 per hour	
Tennis Court	Any	£20.00 per hour	£20.00 per hour	
<p>(b) Facility hire costs for discounted regular hirers were approved as follows; proposed Cllr. Waters, seconded Cllr. Russell, agreed by all, and effective 1st April 2024.</p> <p>Age Concern: £48.00 per session</p> <p>1st Chalgrove Scouts: £17.00 per session</p> <p>Cavaliers FC: £33.00 per session</p> <p>Go Active Gold Groups: £17.00 per session (includes Table Tennis, Walking Football, Walking Netball, and Zumba)</p> <p>169. CHALGROVE NDP:</p> <p><u>Design Plan Update</u></p> <p>(a) Aecom had submitted their final Design Plan document to the Parish Council.</p> <p>(b) Further amendments are to be undertaken by the Parish Council.</p> <p>(c) Once edited the document will be sent to the District Council's Neighbourhood Planning team.</p> <p>(d) Thanks were given to Cllr. Dudley for all of her hard work during the review process.</p> <p><u>Review of All Documents</u></p> <p>(a) It had been proposed that all documents be reformatted to match the new Design Code. It is felt that the design would be more user-friendly when being used as evidence to support or object to development.</p> <p>(b) The cost of the required software, at approximately £20 per month ex VAT, was approved; proposed Cllr. Pritchard, seconded Cllr. Russell, agreed by all.</p> <p>170. SODC LOCAL PLAN & PROPOSED AIRFIELD DEVELOPMENT:</p> <p>No updates.</p> <p>171. CHAL1/10/11 – DEVELOPMENT TO THE WEST OF CHALGROVE:</p> <p><u>Community Building</u></p> <p>(a) The Parish Council's solicitor had been instructed to proceed with the transfer.</p> <p>(b) A meeting with Chalgrove Scouts is urgently required to discuss their usage of the community building.</p> <p><u>Complaints</u></p> <p>(a) Complaints continued to be received regarding the excessive mud on the roads and on the footpath leading to the Doctor's Surgery.</p> <p>(b) Having reported an injury sustained by a pedestrian, Ridgepoint's Senior Construction Manager had responded to report that they undertake regular road sweeps but will now sweep the problem areas by hand.</p> <p><u>Meeting</u></p> <p>(a) Cllrs. Waters, Russell, Pritchard and Dudley attended a meeting with Greg Hilton, Managing Director of Places for People Homes Ltd.</p> <p>(b) The minutes of the meeting can be found at APPENDIX A.</p> <p>172. CHAL7 – DEVELOPMENT TO THE EAST OF CHALGROVE:</p> <p><u>Site Meeting</u></p> <p>(a) Following a site meeting with a representative of Miller Homes, the Parish Council had disputed some of their claims:</p> <ul style="list-style-type: none"> - the planning applications clearly show the western ditch as part of the development - the positioning of a basketball net close to an unsafe body of water - concerns over the maintenance of the pond - concerns over the green areas which had not been sorted out, nor maintained - the lack of bin emptying on the site - Miller's unclear statement that the play areas had been passed to 'the Council' <p>(b) The Parish Council awaits a response from Miller Homes.</p> <p>(c) It was agreed by all to inform the District Council's Planning team.</p> <p>(d) It was agreed by all to determine the proposed maintenance company and inform them of the current issues on site before they take on the contract.</p>				<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p>

CORRESPONDENCE:

173. Residents urged to 'Check it before you chuck it' The District Council had written regarding their drive to increase the amount and quality of recycling in the district.

174. Family Hub Donation Request The Family Hub Committee Chair wrote to request a donation towards this financial year 2023/2024. A donation of £6000 was approved; proposed Cllr. Pritchard, seconded Cllr. Ziemelis, agreed by all. *Cllr. Turner registered an interest and took no part in the decision making.*

175. Jennings – Paul Mabbutt The Parish Council had been informed that Mr. Mabbutt, Managing Director of Jennings, is to leave the company after 28 years. It was noted that Mr. Mabbutt had been integral in many community events and fundraisers and the Parish Council are to send him a card and letter.

176. Christmas Tree Events The Parish Council had been asked to arrange the road closures for two Christmas Tree events:

- The Christmas Tree Light Switch-On at 5pm on the 2nd December.

- Singing Around the Tree at 5pm on the 16th December.

177. An Invitation to the Citizens Advice AGM The Parish Council had been invited to the AGM on the 17th October.

178. County Council's Town & Parish Council Charter Summit The Parish Council had been invited to the Summit either in person or online on the 26th October.

179. Air Quality Website The County Council had written to inform the Parish Council of a new air quality website, providing air quality guidance and resources.

180. 5 Year Land Supply The District Council had released a statement updating their land supply position, stating that they only have a supply of 4.2 years.

181. Gladman Appeal Cllr. Turner reported that, following the dismissal of their planning appeal by the Planning Inspector, Gladman had challenged the decision. The Royal Courts of Justice had refused Gladman's request for a review of the Planning Inspector's decision.

182. School Crossing Patrol Volunteer A resident had researched the requirements for a School Crossing Patrol Volunteer for Chalgrove Primary School. The Parish Council are to meet with the School's headteacher and business manager to determine what is required of the Parish Council.

JM

JR, JM

183. PLANS (Parish Council decision only):

(Cllr. Turner took no part in the discussion or decision of any planning applications shown below)

(a) P23/S3212/S73	Meadow Brook	Variation of Condition 1 to vary the Tenure Plan to provide 19 additional affordable units.
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NO OBJECTION

(b) P23/S3211/S73	Meadow Brook	Variation of Condition 4 to allow provision of additional affordable units.
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NO OBJECTION

184. REPORT FROM THE DISTRICT COUNCILLOR:

Cllr. Turner reported on October half-term activities, recycling, air quality website, fly-tipping, grant funding, and the 5 year land supply.

185. REPORT FROM THE COUNTY COUNCILLOR:

Cllr. Van Mierlo reported on the change in political control, the cabinet reshuffle, the freight strategy, 20mph policies, air quality website, release of land for the new Oxford United Stadium, pothole innovation trials, boundary reviews, the Restricted Byway, and changes to the City 11 bus.

ACCOUNTS:

186. One cheque had been signed outside of the main Parish Council meetings; 007608.

187. ACCOUNTS SANCTIONED FOR PAYMENT:

007608	R. Taylor Landscapes – bollards & fencing removal	£1500.00
007614	M. Bullen – youth club cleaning	£192.00
007615	B. Murphy – youth work	£156.00
007616	N. Kerridge – youth work	£273.00
007617	R. Murphy – litter picking	£360.00
007618	Churches Fire Ltd – fire alarm maintenance	£825.97
007619	Moore – external audit	£756.00
007620	TV Licensing – TV license	£159.00
007621	Viking – office & cleaning supplies	£61.72

007622	Gallagher Ltd – Youth Club insurance	£158.73
007623	Chiltern Sports – MUGA resurfacing	£47,613.60
007624	Playsafety Ltd – ROSPA report	£280.80
007625	Powerbee Ltd – Christmas Tree lights	£327.96
007626	BT – telephone lines	£88.44
007627	A&W Grounds – grass cutting	£360.00
007628	Shield Maintenance – dog waste removal	£156.00
007629	Countryside Estate Services – groundsman	£1345.55

ANY OTHER BUSINESS:

188. Cllr. Pritchard reported that the dog bin on the Recreation Ground, next to the Chibnall Close alleyway, was damaged due to rust and required repair or replacement.

189. Councillors spoke of the upcoming road closure at the Meadow Brook development.

The meeting closed at 9.59pm

Signed: Chair

CHALGROVE PARISH COUNCIL

APPENDIX A

Places for People Meeting – 21st September 2023

Present: Cllr. Paul Waters
Cllr. Jan Russell
Cllr. Ann Pritchard
Cllr. Anthea Dudley
Mr. Greg Hilton, Managing Director, Places for People Homes Ltd

Introductions

Greg Hilton provided an introduction to Places for People Homes Ltd (PfP):

- (a) PfP provide and manage housing, plan and build new developments, and manage leisure centres.
- (b) The company has 11,000 employees, a turnover of a billion per year, and owns and manages 240,000 properties.
- (c) During the financial year 2022-2023 they:
 - invested £151m into their existing homes
 - operated 98 leisure facilities
 - delivered a total of £272m in Social Value
 - launched a Cost of Living Taskforce to support our Customers and Communities through the economic crisis, including a £750,000 Cost of Living Fund.
- (d) PfP have a long-term interest in the site, and aren't going to develop it and then walk away.

Meadow Brook

- (a) PfP clarified that they purchased the site from Hills and Mr. Brown, and then entered into a contract with Ridgepoint for them to develop it.
- (b) Initially PfP requested 100% affordable (half affordable rent and half shared ownership) but this was denied by the District Council. PfP believe that the proposal was denied as Council's tend to prefer a more balanced tenure, and because the District Council would not receive CIL money with 100% affordable properties.
- (c) PfP were told to stick with the approved 40% affordable housing, but PfP requested an additional 19 shared ownership homes which was approved – this didn't increase the tenure, just reduced the amount of market sale homes.
- (d) PfP are to ask for a further 14 shared ownership homes, again reducing the market sale properties.

Tenure

- (a) The site will contain a maximum of 200 homes.

(b) At present the mix of properties is as follows:

101 will be for market sale

39 will be shared ownership

60 will be affordable rent

(c) Should PFP's request to increase the shared ownership homes be successful, the mix of properties will be:

87 will be for market sale

53 will be shared ownership

60 will be affordable rent

(d) Affordable rent is classed as 80% of market rent, or at the local housing allowance rate.

Residents are likely to be on the housing waiting list, based on the District Council's nomination policy.

(e) PFP operate a Tenancy Enforcement team to deal with anti-social behaviour or any other issues which would affect the community.

Closure of the Road

(a) Cllr. Waters spoke of his discussions with the Ridgepoint Site Manager; the Parish Council await the opening of the new road and a plan to ensure that allotment holders can reach the allotment site by car.

(b) PFP are to liaise with Ridgepoint to obtain the required information.

Homes England

(a) PFP noted that Homes England have drainage rights across the land (top left of the development), with alleged rights to drain surface water into the brook.

EV Charge Points

(a) PFP clarified that there were no plans to provide EV charging point infrastructure for on-site or on-street parking, with the reasoning that the County Council would not allow the trunking under the roads as standard.

(b) The Parish Council noted their concerns with this as it would be a simple addition to the development at this stage, but could potentially cost each resident over £10K to install a charge point due to having to dig up the road.

Maintenance

(a) The Parish Council spoke of their concerns regarding the upkeep of ponds, maintenance of green areas, and responsibilities surrounding play areas.

(b) PFP are to send the Parish Council further details on what is to be included within the maintenance package.