



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

91 Brize Norton Road, Minster Lovell,
Witney, Oxon. OX29 0SG

Email mlparishclerk@btopenworld.com
Tel/Fax (01993) 709189

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 20TH APRIL 2009 IN ST KENELM'S HALL AT 7.00PM

1. **Present:** Cllr David Haley (Chairman), Cllr Colin Alderman, Cllr Sue Bicker, Cllr Stephen Hodge, Cllr Chris Jones, Cllr Tom Smith, Cllr Jonathan Stowell and Mrs Katherine Doughty (Clerk).

Parishioners present: 3.

Apologies for absence: Cllr Hodge gave his apologies for his late arrival at 7.15pm.

The Chairman opened the meeting at 7.00pm.

2. **Declaration of interest in agenda items if considered necessary:**

Item 3 - Ripley Avenue Management Committee – Maintenance work – Cllr Jones declared an interest being a resident of Ripley Avenue.

Item 3 – Ripley Avenue Management Committee – Laurel trees, Amenity Area – Cllr Bicker declared an interest as one of the contractor's quotes is from a family member.

3. **Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller reported that a new cradle swing is required as one has completely broken due to wear and tear. It was agreed that Cllr Jones remove the broken swing immediately on health and safety grounds. Cllr Alderman proposed that the Clerk source a new cradle swing at a cost of no more than £100. Seconded by Cllr Bicker, carried unanimously.

It was also raised that a cap is missing from underneath the see-saw and needs to be replaced. Cllr Stowell proposed that the two items of equipment are purchased at a cost of no more than £150, seconded by Cllr Bicker, carried unanimously.

Cllr Jones proposed that in view of the dog signs being a temporary measure only, they are now removed as one has been uprooted again. Seconded by Cllr Stowell, carried unanimously.

- Bins

West Oxfordshire District Council has advised that the bins that were removed from Witney Town Centre, have been installed at new locations in Witney and so there are none available to the Parish Council. It was felt that a bin would not be necessary until the school summer holidays and the subject would be revisited again at that time.

- Pedestrian Barriers

Mr Hill has advised that the pedestrian barriers and BMX Dirt Track signage will be installed shortly after Easter. It was agreed that the Clerk contact Mr Hill the week commencing 27 April 09 should the work have not been completed.

- Laurel trees, Amenity Area

The Clerk detailed the quotes now received and confirmed that all contractors had received the same specifications. It was resolved that McCracken & Sons be awarded the work being the lowest quotation received. Proposed by Cllr Haley, seconded by Cllr Alderman, one abstention due to member's interest, carried.

The Clerk advised that 2-3 laurel trees have been removed from the Amenity Area without Parish Council permission. One of the trees has had its trunk drilled with holes so that it cannot re-grow. Cllr Alderman proposed that a letter is sent to the residents requesting that they reinstate the laurels and if they do not reinstate them, then the Parish Council will do so and charge them for their replacement. Seconded by Cllr Stowell, carried unanimously.

4. **Minutes of the previous meetings:** The minutes of the meeting held on 16th March 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Jones, carried unanimously.

The minutes of the meeting held on 6th April 2009 to discuss the strategy regarding anti-social behaviour in Ripley Avenue, were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Bicker, 2 abstentions (1 Councillor was absent from the meeting and 1 Councillor took notes and drafted the minutes). Carried.

5. **Warwick Robinson, District Councillor's Report**

Cllr Alderman queried whether household waste that is collected in Old Minster Lovell, is recycled due to the nature of the vehicles being used. Cllr Robinson advised Cllr Alderman that due to the size of the kerbside sorting lorries being unable to easily access the smaller roads, waste is collected in vans and taken to a recycling centre at Enstone where it is sorted for recycling purposes.

Cllr Robinson discussed the future waste collection systems as follows:-

Recyclates – weekly collection.
Food waste – weekly collection.
Non-recyclates (wheelie bins) – fortnightly collection.
Green/garden waste – fortnightly collection.

System to commence in September 2010.

It was noted that the District Council and Carterton Town Council are both keen for an additional 1000 homes to be built which will have a negative impact on the local infrastructure. Clerk to send Cllr Robinson a copy of the Parish Council's response to the Core Strategy Consultation, Local Development Framework (*see Appendix A*).

A planning application for 101 Brize Norton Road was briefly discussed. Clerk to send a copy of correspondence from a neighbour to Cllr Robinson.

Cllr Bicker raised the problem of the Charterville Close car park surface and lack of action from Cottsway Housing. Cllr Robinson agreed to investigate and pursue.

6. **Rodney Rose, County Councillor's Report**

No report available due to absence.

7. **Matters and actions arising from previous meeting.**

- (a) Oxfordshire County Council matters

Clerk to contact Paul Wilson, OCC to ascertain timescales for the Experimental One-Way System improvements.

- (b) Refurbishment of grass verge by Spar Shop

The Clerk read two emails from residents who live in the area of the Spar shop, who responded to the Parish Council's recent letter regarding parking of vehicles on the grass verges. It was noted that drivers are using resident's driveways as a roundabout system in order to turnaround. It was resolved that Mr McCracken install two posts at 6 Brize Norton Road to prevent parking on the verge.

Cllr Stowell proposed that he, Cllr Alderman and Cllr Hodge visit the area of 8/10 Brize Norton Road and recommend appropriate action (ie installing further posts) at May's PC meeting. Seconded by Cllr Hodge, all in favour.

Cllr Alderman discussed the cluttered street furniture at the Spar shop. Cllr Stowell proposed that the Parish Council write to the owners of the Spar shop raising concern at the number of signs in front of the shop, request that some restraint is exercised and that the signs do not exceed the curtilage of their own land. Clerk also to inform of parking problems being experienced. Seconded by Cllr Alderman, carried unanimously.

(c) Old A40 Car Park

The Countryside Service, OCC is having problems with trees roots and this is holding up the work. The team is due to work on the footpath again this week and the Team Leader will be contacted for an update within the next couple of days.

8. Finance

(a) Payments due:

Payee	Details	Amount £
O.R.C.C.	Annual membership	20.00
W.J.Haire	2008/9 Accounts	190.00
O.A.L.C.	Annual membership	247.85
Valuation Office Agency	Survey report of proposed allotments	460.00
Viking Direct	Stationery	30.41
S.L.C.C.	Law of Allotments Book	15.20
K Doughty – April salary (LC2-27. 10 hours per week)		511.77
Postage		2.88
Expenses		77.48
Half yearly office allowance		600.00
Quarterly telephone allowance		50.00
		<u>1242.13</u>

It was agreed that the above cheques be signed. Proposed by Cllr Alderman, seconded by Cllr Jones, carried unanimously.

Precept Cheques		
Fishing Bailiff		75.00
St Kenelm's Parochial Church Council		1050.00
St Kenelm's C of E School		150.00
Trustees of Wash Meadow		1250.00
Minster Lovell Youth Club		250.00
Minster Lovell Playing Field Trust		1000.00
Minster Lovell Methodist Church		1000.00
St Kenelm's Hall Management Committee		1000.00

It was agreed that the Precept cheques be signed. Proposed by Cllr Alderman, seconded by Cllr Bicker, carried unanimously.

(b) Funding requests:

West Oxfordshire Citizens Advice Bureau thanked the Parish Council for the donation of £50.

- (c) End of year financial accounts:

A query was raised at the level of excess reserves held. Cllr Stowell queried the expenditure figures in accordance with the Financial Statements received from ABS Accounting. Clerk to reproduce end of year figures, removing the investment sums from the expenditure sheet.

- (d) Any other financial matters: None.

9. Trustees of Wash Meadow

A meeting is arranged for the Trustees to meet with the Parish Council representatives on Thursday 23 April.

The Trustees business is to commence at 7.30pm with the Parish Council representatives joining the meeting at 8.00pm. Cllr Jones queried how he should present the Council's document. It was agreed that the Council strongly recommend that the Trustees adopt the recommendations as set out in the Council's proposals. The Council thanked Cllr Jones and Cllr Smith for representing the Council at the Trustees meeting.

10. Street Lighting, Lower Crescent

The Clerk reported that it will cost £1635 to install a new street light in Lower Crescent and that a legal 'way leave' agreement will be required for the cabling to be installed across the track from the existing pole in Charterville House.

Cllr Stowell proposed that as it is difficult to justify the Parish Council spending this sum, a one-off contribution of £100 per household is requested. Seconded by Cllr Jones, carried unanimously. If the streetlight is installed, it's future maintenance costs will be covered by OCC. Clerk to write to each resident of Lower Crescent seeking their agreement to contribute towards the cost.

11. Nomination of Parish Representative

- (a) Parish Transport Representative

No applications received.

12. Village allotments

Mr Strange advised that he agreed in principle to the findings of the survey report. However, he wishes to reposition the allotments to a more easterly position. A meeting date of Tuesday 5th May, 7.30pm at the proposed allotment site, was agreed, to meet Mr Strange to discuss this and other relevant details.

13. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	09/0419/P/FP	Land to the rear of 36 Upper Crescent	Erection of detached dwelling (to allow erection of car port/garden store).	Minster Lovell Parish Council strongly objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-

				<ul style="list-style-type: none"> • BE2 – The proposal is not well-designed and does not respect the existing scale, pattern and character of the surrounding area. The erection of the car port /garden store will negatively impact on the neighbouring property due to it's close proximity and scale. • BE2 and H2 – The site will be over-developed with the creation of the car port/garden store. • BE5 and BE8 – The proposal will erode the character of the Conservation Area and neighbouring listed buildings.
2.	09/0407/P/S73	Property Care, 120 Brize Norton Road	Non-compliance with condition 4 of planning permission W97/1471 to allow business activity to take place from 7.30am to 6.00pm on weekdays.	<p>Minster Lovell Parish Council <u>object</u> to this application for the reasons detailed in Condition 4 of WODC'S Notice of Decision (<i>"the close proximity of dwellings justifies a limitation restricting the activity generated from the site to normal working hours in the interests of the reasonable residential amenities of adjoining residents"</i>).</p> <p>Accordingly, it is considered that the application is contrary to WODC's Local Planning Policies BE19 and BE2 (c).</p>
3.	09/0395/P/FP	Windrush Drive Cottage, Burford Road	Erection of double garage and workshop with home office above (to allow revised position).	No comment.
4.	09/0379/P/FP	12 Brize Norton Road	Increase in vehicular access.	<p>Minster Lovell Parish Council strongly objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <ul style="list-style-type: none"> • H2 (f) – If granted, the application would set an undesirable precedent for other sites in the area, where in equity development would be difficult to resist and where cumulatively the resultant scale of development would erode the character and environment of the area.

				<ul style="list-style-type: none"> H2 (a) – Residents could similarly request that neighbouring grass verges be tarmaced over thereby eroding the character and appearance of the surrounding area and public open space.
5.	09/0344/P/FP	Stone Gables House, 121 Brize Norton Road	Erection of greenhouse in rear garden.	No comment.
6.	09/0340/P/FP	Bushwell, Bushey Ground	Change of use from dwelling to care home. Erection of single storey extension to garage to form boiler room.	No comment.
7.	09/0305/P/FP	Kingsacre, 101 Brize Norton Road	Change of use of part of garage to stables (retrospective).	Minster Lovell Parish Council strongly objects to this application on environmental grounds. It is felt that the granting of application 07/1481/P/FP and it's accompanying conditions set by yourselves, should remain.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
8.	09/0225/P/FP	19 Whitehall Close	Removal of existing conservatory and garage and erection of single storey side and rear extension to include replacement garage.	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
9.	09/0296/P/FP	16 Drylands Road	Erection of single storey rear extension.	
10.	09/0073/P/FP	53 Charterville Close	Erection of attached dwelling.	

Planning Appeals

	Ref. No.	Address	Proposed	Decision
11.	08/0892/P/S73 APP/D3125/A 08/2091680/NWF	120 Brize Norton Road	Non compliance with condition 4 of planning permission W97/1471 to allow operating hours Monday-Friday 7am-6pm and 8am-3pm on Saturdays.	Respond by 19 January 2009
12.	08/0717/P/FP / 08/2088889/NWF	138 Brize Norton Road	Erection of four dwellings with work at home facilities. New vehicular access.	Hearing to be held on 18 March 09.

13.	08/0408/P/FP / DOERef2	29 Upper Crescent	Erection of two storey rear extension.	Appeal dismissed.
-----	------------------------	-------------------	--	-------------------

14. Correspondence				
1. Sara Bana – 200 bus service problems. PC copied in on correspondence only.				
2. Mrs Holloway – possible dog ban from Ripley Av. <i>PC is monitoring, reviewing and taking proactive approach to reduce it.</i>				
<i>Cllr Hodge left the meeting @ 9.15pm.</i>				
3. Flu Pandemic workshop – Monday 27 April 9.30 – 12.30 @ Millennium Hall, Horton cum Studley.				
4. CPRE Oxford Green Belt Way Walk & Rally – Sunday 19 April – 3pm – Shotover Hill. <i>(Date passed).</i>				
5. PCC AGM Thurs 23 Apr – <i>Cllr Bicker agreed to attend on behalf of the PC – Clerk to confirm to Fr Adrian and check time.</i>				
General:-				
1. Calor Village of the Year Competition.				
2. CPRE Countyside Voice magazine.				
3. OCC Proposed Changes to Shelter Grants Scheme. Deadline passed.				
4. OCC Early Learning & Childcare.				
5. WODC Parish Link.				
6. Caring Matters newsletter.				
7. Response to WODC Core Strategy Planning Consultation for info only.				
8. Meeting of Standards Committee – meeting date passed.				
9. Oxfordshire Rural Children’s Centre Project – Spring newsletter.				
10. CPRE Oxfordshire Campaign Briefing March 09.				
11. OALC March update.				
12. Equality & Human Rights Commission – Public Sector Duties.				

There followed a 10 minute parishioners’ question time. No questions were raised.

There being no further business the meeting closed at 9.20pm.

Meetings:-

• Extraordinary Parish Council Meeting – Allotments & Planning applications	Tuesday 5 th May	Proposed allotment site.	7.30pm
• Parish Council Meeting	Monday 18 th May	St Kenelm’s Hall	7.00pm
• Annual Parish Council Meeting	Monday 18 th May	St Kenelm’s Hall	8.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes18th May 2009

Copies of Minutes to:

- Rodney Rose, County Councillor.
- Warwick Robinson, District Councillor.
- Simon Hoare, District Councillor.

Abbreviations:- Parish Council – PC. West Oxfordshire District Council – WODC. Oxfordshire County Council – OCC



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

91 Brize Norton Road, Minster Lovell,
Witney, Oxon. OX29 0SG

Email m|parishclerk@btopenworld.com
Tel/Fax (01993) 709189

Planning Policy Team
West Oxfordshire District Council
Elmfield, New Yatt Road
Witney
Oxon. OX28 1PB

Emailed to planning.policy@westoxon.gov.uk

5 April 2009

Dear Sir

Core Strategy – Interim Position Statement Consultation Questionnaire

Please find below Minster Lovell Parish Council's comments in accordance with your consultation questionnaire:-

1a Do you agree with the 'vision' outlined for West Oxfordshire in the future?

No, not without amendment.

1b Are there any amendments to the 'vision' that you wish to suggest?

Whilst it is acknowledged that WODC has the best approach in concentrating development on main growth centres, ie Carterton, Witney, Chipping Norton due to their existing infrastructure, the Parish Council considers that development could be spread more diversely among Group C settlements to ease the pressure for housing numbers needed in Witney and Carterton.

WODC should further consider the other options for expansion of Witney, specifically land to the East and South (by Hailey), thereby spreading the concentration of housing across the town and not creating one large and potentially separate estate to the West, which has potentially detrimental socio-economic and enviromental impact.

Minster Lovell Parish Council strongly objects to any further development to the west of Witney as village boundaries are already being encroached upon by Witney's urban sprawl. Minster Lovell Parish Council values highly it's green buffer between the Village and Witney and would want this maintained. Should this be lost then so too will Minster Lovell's identity, rurality and historic characteristic, highly valued in current WODC Housing Policy and Conservation Strategy.

With the scale of proposed housing expansion at both Witney and Carterton, Minster Lovell is in significant danger of high levels of encroachment and being 'swallowed up.' This has significant impact on traffic movement through the Village and environmental consequences, including light pollution from Witney and undermining historic character.

The Council also views with concern any duplication of the Shilton Park planning and development in the local area. It is felt that Shilton Park has been poorly designed with inadequate parking for residents or visitors and no space for it's occupants to extend their homes. Estates should be designed in a more 'dispersed' way and better constructed for environmental and safety reasons.

Continued

The impact of increased local traffic through Minster Lovell is objected to. The planned link road from Asthall Barrow roundabout to Shilton Park should be created to elviate the present and future increase in traffic volume. A good connection with the A40 is needed if Carterton is going to be enlarged further.

There would be less detrimental impact on local villages if local infrastructures and policies are adapted and enforced by WODC.

2a Do you agree with the Core Objectives?

The Core Objectives are so general that in principle, they are agreed to.

2b Are there any amendments to the Core Objectives that you wish to suggest?

No.

3a Do you agree that all the options have been identified which could demonstrate that the South East Plan housing figures could be delivered?

To help relieve the building pressure on our local towns of Witney and Carterton, a greater proportion of development in Group C settlements should be explored and developed where possible.

3b Are there any other sustainable options that could make a significant contribution to the future spatial strategy?

Development more widely dispersed for example, on green land East of Witney where only 1 farm would be compromised and to the South. Also, further river crossings to be explored enabling expansion in other directions.

4a Do you agree with the emerging strategy for the broad location of new housing and employment?

The Council supports low growth of employment to meet local demand as defined in the previous consultation as 'lower (indiginous) growth.'

4b If not please explain and justify an alternative:

N/A

5a Do you agree with the emerging strategy for the delivery of affordable housing?

Yes.

5b If not please explain and justify an alternative:

N/A

6a Do you agree with the emerging strategy for the economy, retail and tourism?

Generally, yes. However, WODC should provide increased support and management of facilities for the benefit of tourists, particularly traffic management, parking and toilet facilities.

6b If not please explain and justify an alternative:

N/A

7a Do you agree with the emerging strategy for reducing the impact from climate change?

Yes

Continued

7b If not please explain and justify an alternative:

N/A

8a Do you agree with the emerging strategy for conserving and enhancing our environment?

Yes, this is particularly important to enhance and preserve the historic character and environment of Minster Lovell.

8b If not please explain and justify an alternative:

N/A

9a Do you agree that the more sustainable villages and towns are those listed in Appendix 2?

Yes. However there is no rationale for a distinction between the two parts of Minster Lovell. Minster Lovell is one parish and would propose that '(South of B4047)' is removed (pg 29).

9b Are there any villages which should be added to or deleted from this list? Please explain your response.

N/A

Are there any other comments on the Core Strategy Interim Position Statement that you wish to add?

Minster Lovell Parish Council wish to comment on the Draft SHLAA Settlement Summary created by Janice Bamsey and Site Allocations - Issues and Options, as follows:-

Site 253 – Dudley Engineering, 120 Brize Norton Road – If planning permission were granted for 'development of this brownfield site, it should be constrained to the existing curtilage and perimeters of the site footprint of the built area and not expanded into fields beyond. It should not set a precedent for the development of other brownfield sites in the Village.

Site 274 – Land north of 15 Brize Norton Road – There may be potential for open limited development on land immediately south of the White Hart Public House for uses that retain the open character and visual amenity of this area. It is felt that WODC should re-enforce the need to preserve an open aspect and visual lines through the site.

Site 195 – Rear of 78-88 Brize Norton Road and Site 262 – Land east of Brize Norton Road – The Parish Council strongly supports the conclusion in point 14 of the Draft SHLAA Settlement Summary for Minster Lovell in rejecting options for backland development in the Village, in this case, at sites 195 and 262.

If these sites were to be developed, then an unwanted precedent would be set for further greenfield sites which, in equity would cumulatively undermine the approach of concentrating growth in the most sustainable locations and would further adversely affect the village character and lead to a scale of development that is inappropriate in this rural location.

The Council wishes to raise concern at the size and scale of both sites 195 and 262. Detrimental effects of increased traffic, numbers of traffic movements and commuting would be felt. The development of both sites would destroy the historic Chartist character and amenity of the Village and set a dangerous precedent for further backland development. There is a lack of infrastructure to support the sites, including the village school and local amenities. Safe access to the sites would be a cause for concern.

Continued

Please acknowledge safe receipt of this letter.

Yours faithfully

A handwritten signature in blue ink that reads "K Doughty". The letters are cursive and connected.

Katherine Doughty
Parish Clerk