



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 15TH MARCH 2010 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners and visitors present: 3.

Apologies for absence: Richard Bennett, WODC.

The Chairman opened the meeting at 7.00pm.

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

Item 9 (b) Funding requests - Cllr Smith declared an interest being on the electoral roll of Minster Lovell Parochial Church Council and abstained from the discussion and vote.

- 3. Ripley Avenue Management Committee.**

- (a) Maintenance work

It was noted that the small sign located on the mound in Ripley Avenue had been uprooted and re-positioned at various points in the area. It was agreed that Mrs Muller forward the sign to the Clerk for a new one to be created and re-installed.

Cllr Jones advised that the litter bin on the southern perimeter of the Amenity Area had been uprooted but will not topple over during normal use. It was resolved that the task of re-installing the bin be assigned to the Village General Maintenance Person (when the vacancy is filled) and the Clerk is to create a task list in priority order.

- Football Goalmouths

Cllr Bicker advised that 3 quotes have been requested for laying turf in the goalmouths, but no quotes had yet been received. It was resolved that the Clerk request S McCracken & Son Ltd to provide a quote if no quotes have been received by the end of March.

- Ripley Avenue Fun Day

The climbing wall has been booked for Friday 16th April for an Easter Fun Day at Ripley Avenue, on the same basis as before. Cllr Bicker proposed that a budget of up to £100 is provided to cover refreshment costs. Seconded by Cllr Stowell, 6 in favour, 1 abstention. Carried. Clerk to create posters and flyers, discuss in the Village News and ascertain the AdventurePlus operating hours to co-ordinate refreshments and activities.

- 4. Minutes of the previous meetings:** The minutes of the meeting held on 15th February 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Smith, carried unanimously with one abstention due to absence from the meeting.

5. Richard Bennett, Drainage Engineer, WODC – Brize Norton Road flood prevention scheme and Flood Report Update.

- Brize Norton Road:-

It was reported that Mr Kinch is not amenable to a flood prevention scheme being implemented on his land. Mr Bennett advised via email that Mr Whitby's flooding problems and possible funding sources will have to be re-assessed.

The Council appreciate that whilst good liaison is being held with Mr Whitby, there are Mr Whitby's neighbour's flooding problems also to be considered. It was resolved that Mr Bennett liaise with Cllr Smith to draft a topographical survey and advise Mr Bennett of the Council's full support in returning to the landowner and putting pressure on him to pursue the case further.

Clerk is to request Mr Bennett attend the April meeting to discuss these items and offer solutions.

- Old Minster Lovell:-

Clerk to query point 5 of the Actions List (drainage ditch next to The Old Bakehouse) – will the proposed intervention have the impact of drawing too much water from the area and cause land to dry too much?

6. Warwick Robinson, District Councillor's Report.

Cllr Robinson reported that WODC's 2010/11 budget has been set, which includes a number of projects for which the budget was 'unknown' at the present time. The budget includes £600,000 of reserves and is a 3.95% increase on the previous year. Cllr Robinson suggested that the precept still remains good value and is ranked as half the national average.

LDF Core Strategy – It was noted that the west option is the most preferred development area for Witney and the east or west development options for Carterton are most preferred. Cllr Robinson advised that the east Witney option was considered unacceptable due to high level land and a SSSI (Site of Special Scientific Interest). A discussion took place as to the proposed extent of development west of the Downs Road – Cllr Robinson is to doublecheck exactly the extent and kind of development and report back to the Clerk.

A split level A40 junction at the Downs Road will not be created before 2014 if funding can be found. The Parish Council reiterated their concern that a four way junction is needed as otherwise all traffic will go through the village, using it as a 'rat run'.

Lastly, Cllr Robinson reported that electronic chips will not be installed in the new wheelie bins to weigh waste. Cllr Smith queried the use of 'emergency/co-mingled' recycling vehicles where kerbside sorting is not undertaken. Cllr Robinson reiterated that waste for recycling is recycled and invited Councillors to the "MURF" at Enstone Airfield.

7. Rodney Rose, County Councillor's Report.

No report available due to absence. Clerk to contact Cllr Rose to query the current agreed layout of the Downs Road/A40 junction (two-way or four-way).

8. Matters arising from previous meeting.

- (a) Oxfordshire County Council matters.

The Council has received a copy of the Road Traffic Regulation proposal from OCC that proposes to legally adopt the one-way system with effect from today, 15th March 2010. The Clerk discussed correspondence from a Little Minster resident regarding the safety of the one-way system. It was resolved that the correspondence is forwarded to Paul Wilson, OCC, for a direct response.

- East and west old A40 slip roads

The Clerk discussed an email from Peter Gammond, Oxfordshire & Buckinghamshire Gypsy & Traveller Services, OCC. It was resolved that the Parish Council permit the storage of road chippings at the western slip road provided that access for Mr Williams and the cycleway must be maintained and clearly kept open at all times (16ft access is required). The chippings are to be 'contained' to avoid creeping over the access route. Proposed by Cllr Bicker, seconded by Cllr Alderman, 6 in favour, 1 abstention, carried. The Clerk is to write to Mr Williams advising him of the Parish Council's decision and pursue clearing of the spent tarmac from the eastern slip road.

- Grass verge flooding B4047

OCC report that Thames Water is investigating any liability for damage to the drainage system, which is a slow process.

Clerk to continue to pursue the clearance of verge spread in the eastern arm of the one-way system.

- (b) Village allotments.

The water pipe ditch has been inspected by Thames Water and it now needs to be filled in and the water troughs installed so that Thames Water can perform their final inspection before connection to the mains.

The Clerk circulated a draft allotment lease agreement using Witney Town Council's agreement and The National Allotment Holders agreement as models. It was resolved that the Clerk clarify point 8 relating to section 12 Allotments Act 1950. Subject to clarification and amendment of this point, it was agreed that the lease agreement is utilised when required. Proposed by Cllr Bicker, seconded by Cllr Stowell, carried unanimously.

The lease agreement from the landowner has still not been received. Clerk to pursue weekly for it's receipt.

- (c) Village General Maintenance Person

12 applications have been received for the vacancy. Cllr Smith, Cllr Jones, Cllr Haley and the Clerk are to meet on Monday 22nd March, 7.30pm in the Methodist Church to conduct interviews and recommend a suitable candidate at April's meeting.

- (d) Other.

Stagecoach is to continue with the existing village S2 service following a review.

9. Finance.

- (a) Payments due:

Payee	Details	Amount £
K Doughty – March salary	Salary (LC2-27. 10 hours per week)	517.07
Postage		4.50
Expenses	Witney Gazette advert for Village General Maintenance Person	456.96
Total		978.53
S McCracken & Son Ltd	Pea shingle for trench at allotment	188.00
Society of Local Council Clerks	Annual membership renewal	106.00
K Doughty	Ink cartridge	31.99

It was agreed that the above cheques are signed. Proposed by Cllr Smith, seconded by Cllr Alderman, one abstention, carried.

(b) Funding requests:

- The Chairman read a letter from St Kenelm's Church regarding their 'Raise Our Roof' Appeal. Cllr Smith declared an interest being on the electoral roll with PCC and abstained from the discussion and vote. It was resolved that the Parish Council pledge the sum of £5000, proposed by Cllr Stowell, seconded by Cllr Hodge, 1 abstention, carried. It is requested that the PCC keep the Parish Council informed of funds raised as the sum may be reviewed at a later date if it considered that further help is needed.

(c) Any other financial matters: None.

- A VAT Reclaim has been received from HMRC totalling £1444.58.
- The Chairman reviewed the Notice of Council Tax. Band D was summarised.
- The Chairman discussed the annual review of the Clerk's salary and payscales. It was resolved that an increase in scale to LC28 is made. Proposed by Cllr Haley, seconded by Cllr Jones, carried unanimously.

10. Planning applications and decisions.

Applications submitted to the Parish Council.

	Ref. No.	Address	Proposed	Decision
1.	10/0295/P/FP	Happy Days, Burford Road	Remove rear outbuilding and erect single storey rear extension.	
2.	10/0296/P/LB	Happy Days, Burford Road	Internal and external alterations to include single storey rear extension.	
<p>Minster Lovell Parish Council strongly object to these applications as they are contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <p>BE2 (a), (b). H2 (a), (f). NE4 i) and ii). BE5 and BE7.</p> <ul style="list-style-type: none">• The residential extension is considered excessive in relation to the existing property size. It does not respect the existing scale or character of the surrounding area or other listed Charterville properties.• The applications are considered incongruous with the Area of Outstanding Natural Beauty and Conservation Area. <p>[Enforcement officer to be contacted regarding removal of the Cotswold stone wall].</p>				

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	10/0029/P/FP	The Laurels, Lower Crescent	Alterations to renovate existing property including single storey extensions.	Grant subject to conditions.

4.	10/0030/P/LB	The Laurels, Lower Crescent	Internal & external alterations to renovate existing property including removal of double garage, outbuildings & remains of front collonade and erection of single storey extensions.	
5.	10/0134/P/FP	15 Whitehall Close	Removal of conservatory and erection of single storey rear and side extensions.	Grant subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
6.	10/0096/P/FP	Land adj to Tamaris, Burford Road	Formation of car park to serve new allotment site and erection of new 1m high post and wire fencing.	[Recommended for approval by Rupert Lloyd. To be determined this week.]

Appeals

	Ref. No.	Address	Proposed	Decision
7.	08/0038/P/CLE	Property at rear of 35 Brize Norton Road	Certificate of lawfulness (continued use of property as dwelling).	
<p>Minster Lovell Parish Council <u>strongly object</u> to this appeal as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <p>Policy BE2 – General development standards:-</p> <p>a) The proposal is not well designed and does not respect the existing scale, pattern and character of the surrounding area.</p> <p>Policy H2 – General residential development standards:-</p> <p>d) The proposal would create unacceptable living conditions for existing and new residents.</p> <p>f) The proposal would set an undesirable precedent for other sites 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.</p> <p>Policy H10 – Conversion of existing buildings to residential use in the countryside and small villages:-</p> <p>c) The building does not appear to be of a substantial construction or is capable of accommodating residents without major reconstruction or significant enlargement.</p> <p>d) The building does not make a positive contribution to the character and appearance of the area.</p> <p>The converted outbuildings do not improve the character or quality of its' surroundings. General development standards have not been met and occupation should therefore not be permitted.</p>				

8.	APP/D3125A 10/2122746/WF	Windrush Motors (Holdings) Ltd The Anchorage, Burford Road	Erection of detached dwelling.	Previous comments to be reiterated.
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• **Response to Local Development Framework (LDF) Consultation.**

The Council reviewed WODC's questionnaire and the response in Appendix A was forwarded.

11. Correspondence.

1.	John Hunt, Fishing Bailiff – Letter of resignation. <i>Clerk to respond thanking him for his services. It is appreciated that he will continue to be the 'eyes and ears' of village. Clerk to advertise the vacancy and formally invite to the April meeting.</i>
2.	Mrs J Blake, 40 Charterville Close – regarding brambles along the footpath to the rear of 63 Charterville Close. <i>This is a matter for Cottsway. Clerk to forward correspondence to them and advise Mrs Blake of our decision.</i>
3.	Minster Lovell Methodist Church – <i>The returned payment of £1000 is to be used for village youth/children activities.</i>
General:-	
1.	Whosmybobby.co.uk newsletter.
2.	CPRE Oxfordshire February Briefing.
3.	Continental Market, Carterton, Sunday 21 March.
4.	OCC – Review of subsidised bus services in Witney, Eynsham and Carterton area.
5.	Creating Futures, WODC.
6.	Email Ian Keable, Magic and Comedy Show.
7.	Energy Saving Trust.
8.	Thames Valley Police – Community Policing Awards.
9.	ORCC – general info.

There followed a 10 minute parishioners' question time which was taken early in view of LDF Core Strategy discussion.

A parishioner raised her interest in the Transport Representative vacancy. It was agreed that the Clerk request Mr Beechener contact the parishioner to discuss the role.

It was requested that a bin is installed on perimeters of Ripley Avenue and Cotswold Close. It was resolved that the Clerk request WODC StreetScene clear the area in question and for the existing bins to be emptied twice a week (Tuesday and Friday) rather than once a week. The bin installation request will be reconsidered at a later date.

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

Meetings:-

• Annual Parish Meeting	Monday 19 th April	St Kenelm's Hall	7.00pm
• Annual Meeting of the Parish Council	Monday 17 th May	St Kenelm's Hall	7.00pm

K Doughty

Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 19th April 2010

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

FINAL RESPONSE (PUBLIC)

Submitted by Minster Lovell Parish Council on 17 Mar 2010 15:15

1a

Do you agree with the preferred approach for the Overall Strategy and Housing?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

1b

Do you have any comments on the Overall Strategy and Housing?

- i) The overall Core Strategy is limited and wider-developed in relation to the infrastructure requirements across the District for such scale of development. There is no clear strategy for highways and transport, education, healthcare, water or sewage disposal.
- ii) The over-development of Witney and Carterton is at the expense of both towns and the surrounding villages. An alternative option is for less residential growth in Witney and Carterton and more growth in Chipping Norton and other towns and Group C settlements, ie a dispersment rather than concentration model.
- iii) Concentration of the Core Strategy's housing development for the whole of West Oxfordshire in two towns very close to each other (less than 3 miles apart) is not a viable proposition. It is disproportionate and has significant detrimental impact on the environment and quality of life of a small part of West Oxfordshire, while much remains unchanged. If this is a strategy for West Oxfordshire then the impact and consequences should be met by the whole of the District and not only a small part.
- iv) There is no mention of improving the already totally inadequate A40 in east and west directions and particularly from Witney to Oxford which will become even more congested.
- v) The overall infrastructure and transport in West Oxfordshire does not support further development on this scale.
- vi) A four way junction at Downs Rd is crucial before any further development of Witney takes place.

2a

Do you agree with the preferred approach for Economy and Town Centres?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

2b

Do you have any comments on the preferred approach for Economy and Town Centres?

- i) There is a disproportionate growth in relation to Witney and to a lesser extent, Carterton.
- ii) Growth should be concentrated more on Chipping Norton to ease the delicate infrastructure burden on Witney - a greater allocation of houses to Chipping Norton and other towns and Group C settlements in the District (see comments above).

3a

Do you agree with the preferred approach for Transport and Movement?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

3b

Do you have any comments on the preferred approach for Transport and Movement?

- i) Minster Lovell is at risk of a significant increase in traffic, particularly on the B4477 and B4047 from Witney and Carterton directions ruining and eroding the village and it's historic character.
- ii) A 4-way junction at Downs Road is crucial and necessary prior to any further development to ensure that the current traffic volume through Minster Lovell is kept to a minimum.
- iii) The planned link road from Asthall Barrow roundabout to Shilton Park should be created to alleviate the present and future increase in traffic volume.
- iv) There would be less detrimental impact on local villages if local infrastructures and policies are adopted and enforced by WODC.

4a

Do you agree with the preferred approach for Infrastructure Provision?

Yes	[Selected]
No	[]

4b

Do you have any comments on the preferred approach for Infrastructure Provision?

Overall the principles and approach seem sound, but there is insufficient detail or development of these for it to be really meaningful. The strategic approach to infrastructure provision is in need of considerable development and implementation prior to any further development (see 1b).

5a

Do you agree with the preferred approach for Our Environment and Climate Change?

Yes	[Selected]
No	[]

5b

Do you have any comments on the preferred approach for Our Environment and Climate Change?

The approach seems sound and in line with National Policy, the ability for this to be achieved is questionable.

6a

Do you agree with the preferred approach for Witney?

Yes	[]
No	[Selected]

6b

Should the plan identify potential longer term development to the north of Witney?

Yes, most definitely. Another bridge over the River Windrush may be required which should be seen as a positive development to link parts of Witney coherently and improve communication. If development to the north of Witney is pursued, the effect will reduce growth to the west of Witney which will lessen the impact on Minster Lovell's boundaries.

The historic village of Minster Lovell is at serious risk of being eroded by pressure on it's boundaries by proposed development to the west of Witney. Development to north Witney would even out the spread and impact across the Town.

6c

Do you have any other comments on the preferred approach for Witney?

This is the first proposal for residential development west of Downs Road, running alongside the Golf Course (Map F - pg 59) and breaking Downs Road as the boundary for housing development of Witney. Minster Lovell Parish Council strongly object to this and would want Downs Road to be the western boundary of any residential development.

Minster Lovell Parish Council strongly objects to the further development of the west Witney option. Development in this area should be contained to the existing boundaries and not increase Witney's current urban sprawl. The proposed development at Downs Road is too close to the boundary of Minster Lovell. There is a significant risk that Witney is closing in and engulfing Minster Lovell. There is significant concern that due to the proximity of the proposed development, Witney will in time, join up with Minster Lovell which other statements in the Core Strategy are not in favour of.

Minster Lovell Parish Council values highly it's green buffer between the Village and Witney and would want this maintained and enforced. 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 the 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 increasing traffic movement through the Village and environmental consequences, including light pollution from Witney and undermining our historic character.

Much fuller consideration must be given to development being more widely dispersed for example, on green land east of Witney (South Leigh area where only 1 farm would be compromised) and to the South. Also, further river crossings to be explored enabling expansion in other directions.

7a

Do you agree with the preferred approach for Carterton?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/> [Selected]

7b

If Carterton is to expand which is the best area for development?

Minster Lovell Parish Council does not support any further development in Carterton given Ministry of Defence plans to introduce further inhabitants and the consequence growth and impact that will bring on Carterton and the District.

As previously mentioned, the planned link road from Asthall Barrow roundabout to Shilton Park should be created to alleviate the present and future increase in traffic volume in the areas of Carterton and Minster Lovell. A good connection with the A40 is needed if Carterton is going to be enlarged further.

Development of Carterton brings major traffic issues. Minster Lovell will become a 'rat run' and overcome with traffic and associated problems.

A greater proportion of development in Group C settlements should be explored and developed as a priority.

7c

Do you have any other comments on the preferred approach for Carterton?

We object to development of N.E. Carterton because of the impact on Brize Norton and associated traffic issues (see 7b).

8a

Do you agree with the preferred approach for Chipping Norton?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/> [Selected]

8b

Do you have any comments on the preferred approach for Chipping Norton?

More residential development should be located at Chipping Norton and it should become a more important town in the district, because it has had limited development so far. Compared to Witney, there is the space available without compromising the Town and it has the potential to become a larger, more vibrant town in another part of the District, away from Witney and Carterton.

9a

Do you agree with the preferred approach for Rural Areas?

Yes	<input checked="" type="checkbox"/> [Selected]
No	<input type="checkbox"/> []

9b

Do you have any comments on the preferred approach for Rural Areas?

Development in conservation areas and AONB should be more restricted and the areas therefore more protected than current standards. The rurality and environmental heritage of West Oxfordshire needs to be maintained.

10

Please upload one or more files containing your response...

From: The Manager of Core Strategy Preferred Approach February 2010 [mailto:cspreferredapproach-manager@planningconsultation.westoxon.gov.uk]

Sent: 21 March 2010 18:58

To: info@minsterlovell-pc.gov.uk

Subject: [Norton AntiSpam] Thank you for responding

West Oxfordshire Planning Policy Consultations

Core Strategy Preferred Approach February 2010

This email is to inform you that your response has been received.

Thank you for your participation.

You may view your response at any time using the following link. You may also change your response at any time until the consultation closes.

[View / Update your response.](#)