

WOODCOTE PARISH COUNCIL

MINUTES of the Annual Parish Council meeting held in the Function Room, Village Hall, Woodcote Wednesday 3rd June 2015 commencing 7.30pm.

PRESENT

Chairman	Mr. R. Peirce
Vice Chair	Mr. G. Botting
	Mr. M. Smith
	Mrs. D. Hadaway
	Mr. B. Williams
	Mr. B. Lewin
	Dr. P. Sudbury
	Mr. A. Crockett.
	Mrs. S. McGurk

Parish Clerk	Ms. Jenny Welham
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1. To receive apologies for absence.
None.

2. To receive 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.
Helena McBride for the Woodcote Festival agenda Item.

4. To approve Minutes Annual Parish Council Meeting held on 20th May 2015.
Approved as true record.

5. Matters arising from those Minutes not on the agenda elsewhere.
The Chairman raised the subject of Folly Orchard Road repairs, the Clerk had circulated an email advising that SOHA were going to repair/resurface this road and would also be in discussions with OCC Highways with a view to them adopting the road. The Chairman requested the Clerk to keep chasing this and update the Council on progress and also to ensure the loose granite sets get reinstated.

6. District Councillors Report

Cllr. Charles Bailey the 2nd DC for the Ward introduced himself to the Council.
He reported that SODC were in the process of moving into 3 year leased premises at Milton Park No. 135. Currently there is still building work commencing so the offices are as yet not open to the public.

The PCSO program has been reported as a success in the District with good crime rate closure rates.

The CIF Grants are now open for applications value between £15K - £100K. Also Young Achievers award scheme will shortly be open for applications for young local people up to the value of £250.

The Chairman asked Cllr. Bailey what committees at SODC he would be sitting on, he will be a sub for Cllr. Nimmo-Smith on the Planning Committee and he is also on the Licensing Committee.
John Cotton is Leader of the Council other cabinet positions are yet to be announced.

Cllr. Botting asked him to assist Woodcote PC on planning and said that decisions needed to be handled efficiently as lapses in time would cost Sec 106 and CIL funds being allocated to Woodcote PC. He asked that Cllr. Bailey support the PC's submissions for such funding and worked with the PC for prompt conclusions.

He invited Cllr. Bailey to the Traffic Consultation event at the Village Hall on 4th July. 2015.

7. Woodcote Festival – review arrangements, insurance etc.

Helena McBride addressed the PC with some background to her involvement in becoming the organiser of the Woodcote Festival following Dot Tyler retiring from the role. She had a group of volunteers helping her Vanessa Lynch and Marilyn Maddock being key people on the team, but all volunteers were valued and working hard to bring the event to the village.

There are many suggestions for activities at the event but getting volunteers to run with them is proving difficult. Currently 70 activities listed, including music, fancy dress. Steam and the school are very involved, the event will be much bigger than previously. They are advertising on Facebook, Twitter, Posters, The Correspondent.

Helena requested help and advice about the Insurance cover aspects for the event and also Risk Assessment. The Clerk advised that the PC insurance would cover public liability and also personal Injury for volunteers at the event. Commercial stalls and activities would need their own PL insurance. The PC insurance brokers can help with a company who could offer reasonable one day event cover if required.

The Village Hall have their own insurance cover so Helena will need to check with them for activities taking place within the Hall.

The PC's Insurance Company will require a Risk Assessment to be carried out. It was agreed that The Clerk and Cllr. McGurk and Cllr. Smith work together to produce a Risk Assessment Form for the event organisers to complete. Detail of the events activities, commercial and non commercial will be needed by the first PC meeting in July, with a cut off date of 1st August, published by the event organisers for potential attendees to submit their activity.

The Chairman thanked Helena for all the effort and hard work she is putting into the project on behalf of the village to make this an outstanding Festival.

8. Planning Applications

P15/S1444/HH (Householder) Proposal: Single storey conservatory to rear elevation. Address: 95 Whitehouse Road Woodcote RG8 0SA.
Recommend Approval.

8.1 Applications Granted by SODC:

None.

7.2 Applications Refused by SODC:

None.

7.3 Other Planning Matters

The Clerk had received an email from SODC regarding Section 106 payments and procedure. The previous Officer had left the Council and a new contact had been advised. Cllr. Botting with Cllrs. Lewin and Smith to meet with SODC officer on 23rd June.

The Chairman had received Draft Plans from the Architect and owner of the Old Reservoir Site listed in the Woodcote NHP. The PC had been asked to view the Draft Plans to check them against the policies in the NHP to ensure all were being met and to note any issues that they had concerns about.

The plans were only Draft and no formal planning application has been submitted, the PC are not making any decisions at this point, but the PC have a duty to work with applicants to meet the policies detailed within the NHP as the Woodcote NHP will take precedent over SODC plans when any application is submitted.

Some Councillors had concerns that the communication with residents needed to be better and more widely published for the NHP sites when development was planned on them. They felt that the public should be able to see the plans and comment. The Chairman pointed out that these plans were Draft only and had not been submitted within a Planning application as none had yet been submitted. The public do not have the right to discuss before an application is submitted the detail of site development.

The PC will publish and communicate when applications for the NHP sites are submitted and ensure the village is aware in advance of the PC meetings when they will be discussed so they can comment and be encouraged to write into SODC with their comments. The PC are aware that they need to be more proactive with this communication following the Chiltern Rise site not being widely communicated.

Following detailed scrutiny of the numerous draft site plans and drawings the PC listed the following points to be addressed;

Title of the Road is incorrect spelt as Green More Lane, needs to be changed to correct name Greenmore.

The site comprises

6 three bed semi detached properties along the frontage with Greenmore.

5 three bed terraced properties

5 two bed terraced properties

2 one bed terraced properties

1 two bed bungalow with mobility life standards

1 two bed bungalow, the retained Pump House converted, also with mobility life standards.

The PC checked all policies of the NHP regarding the site, and the development does fit the designated site as shown in the NHP.

The Hydro Geological Survey requested for this site is underway.

Footpath is clearly shown.

Landscaping is shown.

Parking required 1 space per bedroom was checked, this is shown but is not clear in some cases which spaces are allocated to which property. The PC to request that this is clearly defined per property which spaces are allocated per property on drawings.

The Housing density was with accordance to the SODC policies. The housing style matched other housing in the area and was in keeping and sympathetic in design.

The PC felt that the NHP policies had been met by the draft plans as shown.

Questions to be raised,

Identify the 40% affordable homes on the site and request that they are “pepper potted” around the site and not all in one grouped area.

Request which Housing Association have been identified to partner with for these affordable homes.

Traffic Calming to be requested along Greenmore either side of the development entrance, speed cushions being suggested, request that the developer to consult with OCC Highways.

9. Finance To approve payments. To note receipts.

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
29/05/2015	British Telecom	DD	£28.70	Monthly rental
03/06/2015	ORCC	455	£65.00	Annual membership
03/06/2015	OCC	454	£360.00	Laser boxes x 3
Total Payments			£453.70	

9.1 Quotations/Grants received for review/approval.
None.

9.2 Bank Mandate – Add signatory

The Chairman and Clerk signed the Bank Mandate approving inclusion of Cllr. S. McGurk as a signatory on the PC Bank Mandate to sign cheques.

The Clerk advised that the Allotment owned shares with Witan Pacific and RBS had now been sold, the value received was £7658.00. Investment with CCLA to be agenda item for next meeting.

10. Other Committee Reports

Village Hall MC.

Meeting next week, possible new Chairman needs to be considered.

Village Green MC.

Next meeting 21st June. They have looked at Langtree's outside Table Tennis equipment and found it better and less expensive than the type that had previously looked into.

Traffic Advisory Group

Results from the Laser boxes has been received, there is a lot of data, but initial analysis shows that speeds are not as excessive as assumed.

The public consultation is 4th July Village Hall, all welcome.

Education Group

Ongoing.

This groups will have a table at the Traffic Event 4th July.

Youth Club

No new report

Police

No report

11. Other Matters for Chairman

The Chairman and Vice Chairman had met with the Bursar of the Oratory School who lives adjacent to Wards Farm at the rear entrance to the Oratory School to discuss the issues he has with Wards Farm. The problems have been occurring over several years with Purdy Gates that have been anti social to the Bursar's property. Also the entrance to the school is used by parents and they have at times been affected by vehicles blocking the access.

There are specific conditions on the planning application granted in 1985/86 and it is clear that these conditions have been breached.

Since the planning application was granted there have been Certificates of Lawful Development granted. Cllr. Smith had checked these and they also held the same conditions as the original planning application that was granted.

The Clerk to contact OCC Highways to clarify ownership of the highway and entrance into Wards Farm House, and the Site.

Cllr. Botting to draft a letter to SODC to enforce the planning conditions.

They also discussed the potential lowering of the speed limit on the A4074 and the Bursar confirmed that the Oratory support this.

The entrance off the Reading Road the Bursar confirmed is used but not frequently, he advised it is used mainly as an exit from the school, and the gate is often locked. The school are looking into this access point.

12. Correspondence

None.

13.To note date of the next PC meeting: Parish Council Meeting Wednesday 17th June 2015.

