



MINUTES OF MEETING OF WHITCHURCH-ON-THAMES PARISH COUNCIL
At the Village Hall at 20:00 Thursday, October 14, 2021

Members Present

Chairman	Jim Donahue
Members	Katherine Higley Carrie Leadbeater-Hart Paul O'Grady Diana Smith

Officers Present:

Clerk	Apologies
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Public and Press:	Cllr Dragonetti, Henley Standard
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The meeting started at 20:00.

1 **Apologies for absence & Mission Statement** 20:00

The Clerk and Cllr Steward sent apologies for their absences.
The Chair took minutes and the Vice-Chair led the meeting.

2 **Declaration of Interests**

Cllr Higley declared an interest about Polish Church Memorial garden due to connections of her family to the Polish Church and due to her residence near the memorial gardens.

3 **Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda.**

No items were raised.

4 **Chairman's Announcements** 20:05

Lower Narrows Pedestrian Safety Traffic Trial

- Oxfordshire County Council Highways (OCC) held a traffic trial at the lower narrows by the Ferryboat Inn on October 7th and 8th. The goal was to evaluate different ways to address pedestrian safety to try to prevent cars from mounting the pavement where there is no raised kerb. This normally only happens when two cars both enter the narrows at the same time with one vehicle using the kerb as a passing place, jeopardising the safety of predestinations. OCC looked at two approaches:

1. Seeing if there was sufficient space for bollards or other safety impediments to protect pedestrians.

2. Giving priority to traffic in one direction. They initially trialled priority for traffic from south to north moving away from the bridge as they have a clearer view of the narrows and were less likely to proceed when other cars were in the narrows.

- OCC's feedback from the trials was:

1. In comparing vehicle movements both before the trial and with the temporary changes implemented, it became apparent to us that the existing setup, whilst slightly unconventional, does work well and to introduce any 'priority' (as we set up with priority for

vehicles headed North from the bridge) did introduce an occasional annoyance for Northbound drivers having to wait for Southbound vehicles to clear before being able to proceed. From the outcome of the trial, we would therefore recommend that the existing set-up is retained in its current form.

2. During the same trial we also 'lined out' the narrow section with cones and, after adjusting them in consultation with the pub landlord (so to ensure delivery access), it would be possible to introduce bollards at the agreed locations, so to provide greater confidence for pedestrians walking through.

- Based in this feedback, they have asked the Parish Council to confirm if we would like to OCC to proceed with the installation of bollards at the narrows to protect pedestrian on the pavement.
- They are offering us the option of "bendable" or "flexible" bollards that have the advantage of being able to withstand a certain amount of traffic damage and would not need to be replaced as frequently from being broken – one option is a design similar to the one in front of Geoff Weir's house:



There is also the more traditional 'Manchester' style flexible bollard that may be more visibly pleasing in a Conservation Area and can have the gold banding like in the photo below (and would be installed with Red /White banding between the top two gold bands for reflectivity) These would be installed in sockets to allow for easy future maintenance and the existing bollard would be replaced so to match:



Proposed informal consultation: The proposed bollards are not affecting road or footway use so OCC suggests that the Parish Council conduct an informal consultation in the community – especially approaching the residents that front onto the area. Diana and OCC spoke with the Landlord of the pub, and they adjusted the location of the proposed bollards to accommodate deliveries etc. The resident opposite previously requested bollards on that side too so they are included. OCC marked the proposed locations of the bollards with white dots – 9 on the ‘wall side’ and 6 on the ‘pub side’ + 1 to replace the existing. If the PC can let them know after the November meeting, then OCC can start planning on how they would get them installed.

Action: Cllr Donahue to prepare an article for the Bulletin and Web-site asking residents for feedback. Key stakeholders should be approached directly including residents directly surrounding the narrows, the Ferryboat Landlord, The Bridge Company and the School.

20 mph in the Village:

- OCC Highways have confirmed that a program will be progressing to roll out 20 mph speed limit in many built up areas in Oxfordshire and that Whitchurch-on-Thames is on the initial list of villages expressing interest in this. This initiative will drive the policy that “20 mph is the new 30 mph.” The initial rollout would be to change to signs to 20 mph without adding any extra traffic calming measures to reduce speed where it may be needed to reach 20mph. This still is going through the OCC approval process, and they have not been able to confirm the timings, but it looks promising, and we expect to hear more in the coming months.

Hardwick Road Verges Project:

- I met with Sally Woolhouse and John Bradon along with an OCC representative on Hardwick Road last week to discuss the longstanding initiative to restore and protect the verges along Hardwick Road from the village entrance to Hardwick Estate. OCC agreed to

support the initiative in general and offered to provide technical and costing support. WOTHabs has been working on a grant application for this project for the Network Rail funded “Mend the Gap” organisation who have indicated that this type of grant applicable is likely to be supported.

5 To approve minutes of the meeting of September 9, 2021. 20:15

Resolution: The Council voted to approve the minutes.

6 Planning Applications – to discuss and agree Council’s response to the following: 20:20

6.1 P21/S3770/DD

Technology Centre, Boztdown Drive, Whitchurch Hill RG8 7QR – approved September 24, 2021. Demolition of pump house. A single-storey building with pipework and machinery inside.

Resolution: SODC issued a Decision notice to approve this. No comments required.

6.2 P21/S2667/HH

Cliff Cottage, Hardwick Road, Whitchurch-on-Thames RG8 7HJ
Amendment to proposed link extension following demolition of existing out building.

Resolution: SODC issued a Decision notice to approve this. No comments required.

6.3 P21/S3907/FUL

Uplands Cottage, Hardwick Road, Whitchurch-on-Thames RG8 7HH
Demolition of existing and erection of new dwelling.

Resolution: The Council is concerned that the house may be higher than the previously approved plans so asked for clarity to compare the new height of the modified building.

6.4 P21/S1766/HH

Hérons Reach North, Eastfield Lane, Whitchurch-on-Thames RG8 7EJ
Proposed House Extension and Refurbishment

Resolution: This plan has been approved by SODC with certain provisions.

6.5 P21/S4199/HH

Wellesley House, High Street, Whitchurch-on-Thames RG8 7HF
Proposed 3 bay detached garage and hard standing

Resolution: The Council voted to support this application.

7 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council

7.1 SODC District Councillor Report – Cllr Dragonetti (Attachment 1) 20:30

7.1.1 Cllr Higley indicated that Jean-Marc Grosfort applied for a grant to address pandemic loneliness.

7.2 OCC County Councillor Report – Cllr Bulmer – no report provided. 20:35

8 **Finance:** 20:40

8.1 **Resolution:** The Council approved the following payments for October:

Payment	Amount
Clerk salary (October 2021)	Via BACS
Zoom (October 2021)	£14.29 DD
Kingdom Signs	£579.91
Playsafety Limited	£94.80

Resident's expenses for Stan's bench (replacement plaque)	£40.14
Gill Goodwin (shrubs for VG car park)	£39
Moore (External Auditor)	£360
The National Allotment Society (annual rental; half to be invoiced to WOT Allotment Society in January 2022)	£450.07

Resolution: Payments were approved. The Council voted to stop paying for Zoom, but keep the account open,

8.2 External Audit Report. Letter and Notice of Conclusion (Attachment 3, 4, 5)

- Report accepted. No comments from the council.

8.3 Authorisation of the change from monthly to quarterly payments of licence fee for Polish Church Memorial site. Attachment 6

- This was accepted by the council.

8.4 CIL (Community Infrastructure Levy) £2,929.48 Attachment 7

- Council is happy for the money to be received. The Clerk should remind the council of when it needs to be spent.

9 Motion:

20:45

i) To give permission and support to the Green Team and a resident to plant heritage apple trees in the Polish Church Memorial garden; **Resolution:** Approved

ii) to ask the Green Team to consider the suggestions of butterfly friendly plants and bug hotels (for beetles and other insects); **Resolution:** Approved

iii) to publish the attached article in the Bulletin and the village website alongside a request to walk to the site rather than drive; **Resolution:** Approved

iv) to agree to place a sign on the fence by the Polish Church Memorial gardens so people know where the entrance is **Resolution:** Approved.

– Cllr Higley seconded by Cllr Smith Attachment 8

10 Motion to request a free, personalised report of treescape opportunities on our land, from the Oxfordshire Treescape Project which will show where tree planting will bring the most benefits – Cllr Higley seconded by Cllr Smith

20:50

Resolution: The Council voted to approve the motion.

11 Tea Hut Update – Cllr Brazil

20:55

11.1 Cllr Brazil confirmed his understanding of the scope:

1. Tea hut is for the whole village.
2. Responsibility would be the Parish Council to finance building and funding.

Cost: Cllr Ferguson indicated that the cost would be in the region of £30,000. Running costs would be extra – he estimated in region of £2,000 per year.

Estimated Usage: Cricket Club: 11 times per year. Fete – 1 per year. Other events 8 – 20 times per year including the Primary School..

Cllr Brazil's view was that the running costs cannot be justified with use of 20 times a year. Also it would be in competition with the Village Hall and Old Stables. Cricket Club

could build tea facilities within the Pavilion. Fete organisers could provide temporary facilities. Does not think this is a wise project for the village especially since the CC doesn't seem to want to fund it. Potential to remove hut and put hardstanding with grass growing through for use by other events. Next steps will be discussed at a future meeting.

- 12 TAPWG Update – Cllr Smith 21:05
- 12.1 140 surveys were completed by residents. The results are being inputted by TAPAG members and will then be evaluated. TAPWG members are also working with the Hugh Street verge bollard contractor to evaluate the bollards for the High Street before giving them the go ahead. First open meeting held and only one member of the public attended.
- Cllr Leadbeater-Hart raised the issue that a one-day OCC traffic monitoring trial was insufficient evidence. Also, that the TAPWG Open Day could have been advertised better. For example, on Facebook.
- 13 To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list. 21:50
- 14 To confirm the date and time of the next meeting on Thursday, November 11, 2021 at 20:00. **Resolution:** The Council voted to confirm the date.
- 15 Confidential discussion for thank you notes from the Parish Council – Rosie Barker from the Surgery should be thanked. Cllr Smith will send information to the Clerk for the letter.
- 16 Meeting closed. 22:00

Report to Whitchurch on Thames Parish Council October 2021

Council Operations

The garden waste service has now resumed, details on the SODC web site. I trust that everyone will get used to the new pattern and I hope that we will be able to resume normal service before too long. With other issues such as gas, petrol and other things going wrong, it does put garden waste into perspective.

Local Plans

One set of consultations on Oxfordshire 2050 has just closed, while the Oxfordshire Spatial Strategy consultation is still open. The District Council put in a response to Oxfordshire 2050. I hope that being on the Steering Group for the new combined Vale of White Horse and South Oxfordshire Local Plan I can influence the plan before it starts to be formed, rather than getting it changed, once published, through consultation.

Full Council meeting

A full meeting of the council was held last week, and motions were passed in respect of the Arc, the proposed planning reforms, the lack of provision for Palliative care following the closure of Sue Ryder at Nettlebed, the need to retrofit homes for energy efficiency and the impact of the removal of the £20 a week uplift to Universal Credit. About 6000 households in South Oxfordshire receive Universal Credit. We also received an update on the progress of the new office building in Didcot. Incidentally, I was pleased to see that the derelict buildings on this site, opposite the station, have at last been demolished.

Afghan Refugees

SODC has already committed to resettle a minimum of one family, and this has now been extended to a further three families. In addition to accommodation provided through the private rented sector, the council is also responsible for providing an integrated care package covering advice and assistance on employment, welfare benefits housing, education, health and utilities, registrations with GP's, assistance in securing school places and financial support. The council's participation is fully funded by the Government

Parking

Civil Parking coming into force on 1 November, and I have picked up that in other parishes people are getting concerned that where parking restrictions have been ignored they are now going to be caught !

Community Speed Watch

After a pilot scheme in Buckinghamshire and parts of Oxfordshire, a simplified Community Speed Watch scheme is being introduced, with cheaper equipment and signage which can be purchased by the community and with simpler "back office" requirements, including insurance cover provided by Thames Valley Police

Grants

There are several grant schemes from SODC and elsewhere coming live.

Revenue Grant Scheme The scheme opens for applications from voluntary and community sector organisations on 18 October and closes noon 26 November 2021.

This vital funding offers two year's revenue support to voluntary and community sector organisations to help build and support thriving communities and improve the quality of life for the residents of South Oxfordshire. For further information about the grant scheme please visit SODC [website](#) or contact the Community Enablement Team on communityenablement@southandvale.gov.uk for help and advice.

Capital Grant Scheme Launching at the beginning of November for grants of up to £75,000 and a max 50% of your total project cost. Please refer to our [website](#) where we will publish the scheme guidance and scoring criteria later this month prior to the scheme opening. We would welcome organisations booking a time with the team to discuss their project ideas and any questions so please get in touch.

Councillor Grant Scheme Great news the scheme reopens on 22 November and closes noon on 4 February (2022). Each South Oxfordshire district councillor has £5,000 to award to projects or services that offer community benefits in their ward area. Visit southoxon.gov.uk/grants to find out more and how to apply.

Covid Isolation and Loneliness - Oxfordshire Community Foundation (OCF)

A new round of grants has opened to help combat isolation and loneliness and recover from the adverse consequences of the pandemic and lockdowns. Grants between £500 and £10,000 will be awarded from our Community Resilience Fund, set up at the start of the pandemic. For more information please visit OCF's [website](#). This grants round closes at midday on Tuesday 2 November.

Peter Dragonetti

South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Abingdon, Oxfordshire
OX14 4SB www.southoxon.gov.uk
Development & Corporate Landlord

INTERIM HEAD OF SERVICE: CHRIS TRAILL

Jane Yamamoto - Parish Clerk
Whitchurch On Thames Parish Council
11 Hillside
Hardwick Road
Whitchurch-on-Thames
RG8 7HL

CONTACT: Infrastructure and Development
infrastructureclaims@southandvale.gov.uk
Tel: 01235 422409
By Email: parishclerk.whitchurchonthames@gmail.com

8 October 2021

Dear Jane

Community Infrastructure Levy: Notification of Payment

Community Infrastructure Levy (CIL) was adopted by the South Oxfordshire District Council on 18 February 2016 and took effect on 1 April 2016. CIL applies to new developments that create net additional 'gross internal area' of 100 square metres, or more, or create new dwellings. There is relief from CIL for affordable, self-build and charitable housing.

CIL is collected by the district council when a development commences, either in full or instalments, depending on the size of the development. Every six months (beginning of April and October) we will contact you to transfer your CIL share.

A 'CIL REGISTER' is available on our website that lists planning permissions where development is liable and is updated when the development has commenced and a demand notice for the payment of CIL has been issued. Town and parishes with an adopted Neighbourhood Plan or where permission is granted by a neighbourhood development order will receive 25 per cent of the revenue from the CIL development that took place within their parish.²⁸ Town and parishes without a Neighbourhood Plan will receive 15 per cent, subject to an annual cap of £100 per existing council tax dwelling.

²⁸ For applications that were determined on/after the date that the Neighbourhood Plan/Order was adopted/made. Applications determined prior to the adoption of the Neighbourhood Plan will receive 15 per cent of the CIL amount and will be subject to the annual cap.

South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Abingdon, Oxfordshire
OX14 4SB www.southoxon.gov.uk

Summary of your CIL receipts to be transferred

Application Ref:

Payment Terms

Date payment received from developer

Town/Parish share of CIL monies

Percentage share

15% or 25%

P20/S0223/FUL

Instalment 3

07/04/2021

£2,929.48

15%

Chairman: Cllr Donahue

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Total:

£2,929.48

We will be making the above payment to you at the end of October 2021 unless you let us know by 15 October 2021 that you do not want to receive these monies. In which case, the district council will hold them on your behalf and will be reviewed annually.

Please note town and parishes have five years from receipt of the above CIL monies in which to spend it. If you do not spend the CIL funds, once transferred to you, then in accordance with the Legislation these could be returned to the district council.

CIL (Regulation 59C) requires town/parish councils to spend these funds on:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on an area.

Your responsibility is to ensure you spend CIL monies in compliance with the CIL Regulations, see:

www.gov.uk/guidance/community-infrastructure-levy

CIL (Regulation 62A) requires town and parishes to publish a report on their website for any financial year ("the reported year") in which it receives CIL receipts and send a copy to the district council

(infrastructureclaims@southandvale.gov.uk) no later than 31 December following the reported year. The report must include:

- the total CIL receipts for the reported year
- the total CIL expenditure for the reported year
- summary of CIL expenditure during the reported year including
 - (i) the items to which CIL has been applied, and
 - (ii) the amount of CIL expenditure on each item
- the total amount of CIL receipts for the reported year retained at the end of the reported year and
- CIL receipts from previous years retained at the end of the reported year
- Any notices received for the recovery of CIL that was passed on to the local council but has not been spent within five years of receipt

If you have any queries, please contact Silke More O'Ferrall, Infrastructure Implementation Officer on the above telephone number and/or email address.

Yours sincerely

Infrastructure Implementation Team

cc. Ward Councillor: Peter.Dragonetti@southoxon.gov.uk

Proposal for heritage fruit trees in the Polish Garden.

The Parish Council would like to thank everyone who responded to the questionnaire. The results of the questionnaire below. At its October Parish Council meeting the Parish Council will vote on this proposal.

Summary of the responses received as a result of our survey.

- Ten e-mail responses received all supportive of heritage fruit trees except one who supported commercial varieties.
- Eight verbal responses all supportive.
- Two suggestions for additional uses of the Polish Garden.
- The issue of people walking to the garden as opposed to driving was also raised by respondents.
- 144 views on Facebook – no comments.

A total of ten e-mail responses were received. Nine of these responses were very supportive of the proposal for heritage apple trees; one of the respondents was a former resident of the Polish camp. The tenth response was supportive of planting non heritage (commercial) varieties.

Two of the responses had additional ideas about what could be done in the garden; the planting of flowers to attract butterflies and the building of some bug hotels for beetles and other insects. Two of the respondents asked that the Parish Council encouraged people to walk to the Polish Garden rather than drive.

The information posted on the Facebook page was seen by 144 people. There were no comments.

In addition, I spoke to four residents who live closest to the Polish Garden in Manor Road. All were very supportive. A fifth resident spoke to Cllr Brazil and expressed support for the proposal. Two other residents of Manor Road also gave their support (verbally as opposed to written). These two residents expressed the importance of not attracting more cars to Manor Road as there are already issues with parking.

Finally, another former resident of the Polish camp expressed her support for the proposal and said it was a fitting memorial to the Polish refugees that had lived in the camp.

Cllr Higley