

# LITTLEMORE PARISH COUNCIL

## Minutes of the Ordinary Parish Meeting Tuesday 13th December, 2016 7pm at Edith Kempson House, Littlemore, OX4 4BQ

Clerk: Vacant (Cllr Richard Wilkins standing in)

<b>Attendees</b>	Cllr. Lynda Comber (LC - Chair), Cllr. Dorian Hancock (DHan - Vice-Chair), Cllr. Sue Stewart (SS), Cllr Richard Wilkins (RW), Cllr. David Henwood (DHen-City), Cllr. Matthew Hutton (MH), Cllr. Michael Evans (ME), Cllr. Maggie Willis (MagW), Cllr. Macer Wicker (MW), Cllr Tina Hall (TH), Cllr Kim Wicker (KW), Cllr Sorcha Lanham (SL) Judith Godsland (JG - Littlemore Local), Chris Struthers (Planning Manager Catalyst Housing) and Dr Paul Harvey (Associate Director, Curtin & Co) one member of the public.
<b>Apologies</b>	Cllr Mashhuda Glencross, Cllr John Tanner, Cllr Gill Sanders, Cllr. Vijaaratne Karunaratne

Ref	Item	Notes	Action
3072/16	<b>Welcome</b>	The Chair, Cllr. Lynda Comber, welcomed those in attendance. LC advised meeting that Cllr Richard Wilkins will be standing in again for clerk and taking notes for meeting but will not be involved in any debates or votes that occur and again thanked Richard for his assistance.	<b>LC</b>
3073/16	<b>Declarations</b>	No declarations of interest were received.	<b>For info.</b>
3074/16	<b>Catalyst Housing Presentation</b>	<p>The Chair, Cllr Comber welcomed Chris Struthers (Planning Manager Catalyst Housing) and Dr Paul Harvey (Associate Director, Curtin &amp; Co) to the meeting to give presentation for 'Armstrong Road' project.</p> <p>A short presentation was given that provided Cllr's with a back ground to Catalyst Housing being a non-profit organisation with over 1400 properties in Oxford area.</p> <p>The development would see land opposite Littlemore Hospital be used to build 270 homes. The development of these properties will provide 135 affordable homes, 108 Social rented homes and 27 shared ownership homes with protection given to Littlemore Hospital Burial Ground with provision to a memorial plaque and seating.</p> <p>A consultation with local residents is planned for 16<sup>th</sup> January 17 (5.30-7.30pm) and 21<sup>st</sup> January 17 (11am-2pm) and letters will be sent to residents in late December.</p> <p>A number of questions were asked regarding increase traffic concerns, keyworker ownership, onsite parking which were answered.</p> <p>Cllr Lynda Comber explained to those present that the project would secure Seal money and that the local authorities control these funds but recommended that the Parish Council presents a case to secure as much funding as possible.</p>	<b>For info.</b>          <b>LC Clerk</b>
3075/16	<b>Minutes of last meeting</b>	The minutes of the Littlemore PC meeting held on 8 <sup>th</sup> November 2016 were confirmed, with two amendments noted. Approved and signed by the Chair	<b>For info. Approved</b>
3076/16	<b>Matters Arising</b>	<u>Financial Update</u> – Cllr Comber advised that budget recommendations for 2017/18 has been amended to show £20,000 in Community Development Pot and total budget will now stand at £86,170.	<b>For info.</b>
3077/16	<b>Open Forum</b>	Cllr Comber opened up this section to any item not on agenda to be discussed in a short period	

		<p><u>Website Update</u> – Cllr Matthew Hutton gave an update on Parish Council website and asked that photos be sent to him to set up Councillors section on page.</p> <p><u>Spring Lane Development</u> – Cllr Kim Wicker asked about the Spring Lane Development money of £12,500, the chair will ask new clerk to follow up.</p> <p><u>Oxford Academy Project</u> – Cllr Kim Wicker requested update on developments, Cllr Comber gave an update and advised further details will be presented later in meeting on funding requests</p>	<p><b>For Info</b></p> <p><b>LC</b> <b>For Info</b></p> <p><b>For Info</b></p>
3078/16	<b>Chairs Update</b>	<p>Cllr Comber advised that Carol Service would be taking place on 19<sup>th</sup> December 2016 and a request was made for someone from PC to do reading – Cllr David Henwood agreed.</p> <p>Cllr Comber informed meeting that following meeting with Paul Isaacs, Paul has confirmed he is still with regret standing down as clerk but has agreed to handle financial matters until March 2017 and to submit Budget sheets.</p>	<p><b>D/Hen</b> <b>For info.</b></p> <p><b>LC</b> <b>For Info</b></p>
3079/16	<b>Neighbourhood Plan</b>	Cllr Henwood informed meeting that the subcommittee is meeting on 14 <sup>th</sup> December 2016 and will provide report to next PC meeting.	<b>D/Hen</b>
3080/16	<b>Transport Update</b>	<p>Cllr. Comber addressed meeting with correspondence from David Tole (Head of Oxfordshire County Council Roads Department), email dated 13/12/2016, the email addressed concerns with Sandy Lane West and Oxford Road. Mr. Tole advises that the cost of any scheme will need to be met by Littlemore PC.</p> <p>Concerns were raised regarding PC funds being used for any future Road Development programs, it was agreed that all avenues are to be sourced and all investigation/reports to be presented to full parish meeting.</p> <p>Judith Godsland requested to know if any objections could be registered against the Armstrong Road Development due to concerns with local transport concerns. Cllr Henwood advised that the development had already received the backing of County Council and objections can not be logged but the development was supported at a full parish council meeting previously</p>	<p><b>LC</b> <b>For info.</b></p> <p><b>For info.</b></p> <p><b>For Info</b></p>
3081/16	<b>Amenities Update</b>	<p>Cllr Comber advised council that the claim for personal injury was now with solicitors and no further comment can be made.</p> <p>Judith Godsland advised the PC that the owners of Blewit Court were clamping down on who used the car park which affected the groundsman, Cllr Comber agreed to speak with the groundsman about parking within recreation ground.</p>	<p><b>For Info</b></p> <p><b>For Info</b> <b>LC</b></p>
3082/16	<b>Planning Update</b>	<p>Cllr. Stewart, Chair of Planning, reported as follows:-</p> <p><b>Decisions</b> 16/01785/FUL Land rear of 23-25 Spring Lane OX4 6LE – 2X2 bed detached bungalows - <b>Refused</b></p> <p>16/01945/FUL Plot 12 Edmund Halley Road OX4 4B? – 4 storey office building, access, car parking and landscaping - approved Condition in minutes of East Area Planning Committee, 7 December 2016: “To amend the legal agreement to include a requirement for pedestrian and cycle link to Littlemore Park” and “the Committee noted that the proposed pedestrian/cycle link should be required to be constructed to the extreme edge of the boundary of the site to avoid any gaps between this and the next section of the link” Sue to inform Catalyst of this</p>	<p><b>For info</b></p> <p><b>For info</b> <b>SS</b></p>

		<p>LPC agreed that the following matters could be reported in writing:</p> <p>16/01424 33 Bodley Road OX4 3UB – change of use to house in multiple occupation - refused</p> <p>16/141 Herschel Cres OX4 3TW – extension and division of 4-bed house to form 2x2 bed houses – approved</p> <p><b><u>New applications</u></b></p> <p>LPC agreed that these could be reported in writing</p> <p>16/02878/FUL Orion House, Sandy Lane West OX4 6LB –partial change of use of ground floor from office to specialist cancer care centre and office - no objection</p> <p>16/02911 17 Swinbourne Road OX4 4PQ – erection of single storey rear conservatory extension - no objection</p> <p>16/02904/FUL Grenoble Road OX4 4XP – replacement of existing monopole with 12.5 metre high monopole and installation of 1 cabinet - planning subcommittee has no objection but is concerned about the condition of the neighbouring 14<sup>th</sup> century Priory</p> <p>16/03022/FUL Beenhams Cottage, Railway Lane OX4 4PU – boundary wall, access, pillars and gate - no objection</p> <p><b><u>Enforcement matters</u></b></p> <p><b>Parking signs at Lawn Upton Close</b> – the planning enforcement officer has advised:</p> <p>“My site visit showed that there were 8 signs in total. However you should note that these are placed under the orders of the Management Company and therefore by permission of the residents who live there. The residents themselves will need to contact their management agents and ask them to remove the unnecessary amount of signs for such a small area and this is a civil matter.</p> <p>In terms of Council powers the signs are within the deemed size however as it is in close proximity of the listed building we will ask them remove the 3 adverts surrounding this particular building though at this time it is not considered they are in breach of any advert regulations.</p> <p>I will update you to the final outcome in due course.”</p> <p><b>Car port, 51 Giles Road</b> – officer advised</p> <p>“My site visit showed a front car port which requires full planning approval to be retained.</p> <p>The owners have declared this will be removed in due course once they receive the official letter from the Council. That letter has been sent today and the structure will be removed within 28 days upon receipt of the letter. I will keep the case open until this date has passed. If the structure remains by the 6<sup>th</sup> January 2017 (covering the Christmas and New Year period) then please email the <a href="mailto:penforcement@oxford.gov.uk">penforcement@oxford.gov.uk</a> box with the address and a photo so an officer can resolve the matter.”</p> <p><b>Caravan, 23 Kempson Crescent</b> – officer advised that this is not attached to the house or permanently fixed to the ground so comes within the dimensions allowed without planning permission.</p>	<p><b>For info</b></p> <p><b>For info</b></p> <p><b>For info SS</b></p>
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<b>3083/16</b>	<b>Littlemore Local</b>	<p>Judith Godsland reminded all present that a number of roads still require volunteers to deliver the newsletters, it was agreed that Cllr Hutton would post for volunteers on Facebook page and for a small piece to be placed in next edition.</p> <p>Discussion took place on delivery of LL and it was agreed to get these delivered to personal address for next addition.</p>	<p><b>JG/MH</b> <b>For info.</b></p> <p><b>JG</b></p>
<b>3084/16</b>	<b>Oxfordshire County Council Update</b>	No report.	
<b>3085/16</b>	<b>Oxfordshire City Council Update</b>	No report.	
<b>3086/16</b>	<b>Clerk's Update</b>	No report	
<b>3087/16</b>	<b>Correspondence</b>	Cllr Comber wasn't aware of any correspondence but agreed to contact Paul isaac's to request access to email account or arrange with Cllr Hutton for emails to be forwarded to Cllr Comber email.	<b>LC/MH</b> <b>For info.</b>
<b>3088/16</b>	<b>Any Other Business</b>	<p>Cllr Comber notified the Councillors present of training that can be provided to new councillors and parish clerks, it was agreed that investment should be made for available for those who wish to attend. Cllr Comber to look into details/dates and report back at next meeting.</p> <p>Cllr Comber wanted to remind sub committees that they are unable to agree anything and all recommendations need to be submitted to full PC meeting, it was agreed for all sub committees to submit written reports to next PC meeting.</p> <p>Cllr Hutton advised that each councillor has been set up with an email address on new website with all emails going to personal email accounts.</p> <p>Cllr Henwood &amp; Cllr Willis notified meeting of the progress made on new bidding form, it was agreed that organisations would need to put case forward to full council meeting as part of process. It was further agreed that final version of bid form will be presented at January meeting</p> <p>Chair closed meeting at 2100 hrs</p>	<p><b>For info</b> <b>LC</b></p> <p><b>For Info</b> <b>Sub Com</b></p> <p><b>For Info</b></p> <p><b>D/Hen</b> <b>Mag/W</b></p>
<b>3089/16</b>	<b>2017 Meetings</b>	<p>Date next meeting Tuesday 10<sup>th</sup> January 2017</p> <p>All meetings, 7pm at Edith Kempson House.</p>	<b>For info.</b>