

**MINUTES OF THE MEETING OF THE PARISH COUNCIL OF
CLIFTON HAMPDEN,**

HELD IN THE VILLAGE HALL ON 25th SEPTEMBER 2023

	Present: Glenn Pereira (Chair) Suzanne Neave (Vice Chair) Nick Fielding, Christine McCulloch, Marc Juffkins, and Paul Schenk.	
	Apologies: Also Present: Sam Casey Rerhaye (SODC) Cllr Robin Bennet (OCC)	
	Public Participation 6 Members of the public	
49	Minutes The Council confirmed the minutes of the meeting on 24 th July 2023 subject to a manuscript amendment to no 38 to read “In view of the current stage of both the NDP and NDO processes, the Chairman proposed and the Parish Council agreed ” an amendment to the terms of reference of the Steering group	AD
50	Interests None.	
51	Public Participation On behalf of a resident, Cllr Juffkins raised the issue of overweight lorries crossing Clifton Hampden bridge, despite the weight limit restrictions. The Clerk agreed to contact OCC Trading Standards and request that they process any resident reporting of overweight lorries going over the bridge and ask if there is anything further they can do - for example monitoring electronically or via cameras etc. There were also complaints about lorries leaving Burcot Farm and passing along Burcot Lane, damaging the road surface and the access into the lane from the A4074.	AD
52	Councillors’ Reports Cllr Bennett reported that the cabinet coalition at OCC had been dissolved following the OFSTED report on Special Education services, but currently there was no proposal for Liberal Democrats and Greens to leave the ruling party. OCC would shortly be holding a meeting to consider all the implications of the HIF1 decision and its subsequent government “call in”. He reminded the Council that he had a Priority Fund which could allocate funds towards projects of local importance. Cllr Casey Rerhaye advised the Council that SODC’s housing bank land had now dropped below 5 years, which meant that it could be vulnerable to speculative applications for residential development. Clifton Hampden parish could be protected from some of these by its place in the Oxford Green Belt, and by the development of its Neighbourhood Plan. It is a matter of concern as the highways around Didcot are considered to be saturated. She reminded Councillors that she had a small fund available, but applications would need to be submitted by 22 nd October. Residents reported issues with Biffa lorries collecting waste for SODC driving over the Bridge and speeding along local roads. She confirmed that she would take the matter up at SODC if she was supplied with appropriate details (time, date and ideally registration number).	AD GP ? all

53	<p>Matters arising from the minutes.</p> <p>Cllr McCulloch recommended that the Parish Council submit additional comments following further information about the proposed BESS at Burcot Farm, P23/S2095/FUL The Parish Council had sought information about the possibility of air pollution from the proposed temporary laboratory at the Culham Science Centre P23/S2234/FUL in July but assurance had not yet been provided.. The Council agreed further information should be sought.</p>	CM /AD
54	<p>Neighbourhood Development plan</p> <p>Neighbourhood Plan.</p> <p>The Examiner issued the first Clarification Note, which is published on the SODC website.</p> <p>The Steering Group met on 24 August and prepared a response for the Parish Council's consideration. The Parish Council modified the response which has now been sent to SODC.</p> <p>Further clarification requests from the Examiner are awaited.</p> <p>Neighbourhood Development Order (NDO).</p> <p>The Examiner has issued the first Clarification Note, which is published on the SODC website.</p> <p>The Steering Group met on 14th and 21st September, to prepare an action plan for developing the response, and agreeing an initial response including anticipated timescales for the information requested by the Examiner.</p> <p>The final response to the Examiner is attached as Appendix "A" to these minutes.</p> <p>The Examiner has written that he is minded to hold a public hearing, focussing on selected elements of the NDO. The Council believes that the Examiner will make a judgment on the timing and focus of the Examination in general and on a Public Hearing in particular once he has received the response from the PC, which he has requested by 16th October.</p> <p>Of the information that the Examiner has requested, the 'longest lead' items are probably the Stage 3 Viability Assessment. and the Archeology Field Survey, both of which should be available by the end of November. On advice from Locality who provide this service, the earliest date that the Stage 3 Assessment is likely to be available is the end of November 2023. The Examiner will be informed of this in the Initial Response.</p> <p>The Examiner has also indicated that he expects a response from the Parish Council (informed by discussions with the Steering group) to questions raised. The Parish Council agreed to create a protocol for interaction between the Steering Group and the Council to develop this response.</p> <p>The Council agreed that the Parish Council response to the clarification request would follow the format of that being developed by the steering group, ie: a thematic response by categories of objections. Cllr Fielding has agreed to collate the responses into themes from which we will work. We will also make it clear to the Examiner that some of the responses were from members of the Parish Council.</p> <p>It was noted that the amendments to Steering Group Terms of Reference have not been put on the website. It was agreed that the latest versions will be published accordingly..</p>	<p>SN/ SG</p> <p>MJ/ SG/ PC</p> <p>NF</p> <p>GP MJ</p>

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Finance

The Council also authorized the following payments:-

Cheque number	Payee	Reason	Amount
B/P	HMRC	CI tax	£79.20
B/P	Mrs A Davies	CI salary and exp	£329.75
B/P	Moore east Mids	audit	£252.00
B/P	D Welfare	advice	£937.50
B/P	Nuneham Courtney	Joint committee	£1000.00
B/P	BT	VH internet	£144.41
B/P	M Drew	trees	£210.00
B/P	123.Reg	Domain name	£14.38
B/P	D Scott	Bus shelter	£1531.18

AD/
MJ

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Planning Consultations.**P23/S2992/DIS**

Lime Tree Cottage 58 Oxford Road Clifton Hampden OX14 3EW
Discharge of condition 4 (Tree Protection) under application reference number P22/S4614/HH(Dormer window, two storey side and single storey extension, remove existing carport, build detached garage, widen access gates, replacement windows. Install two conservation type rooflights to roof space on rear elevation).

P23/S2955/CM

Land between A34 Milton Interchange and B4015 north of Clifton Hampden Oxfordshire Town and Country Planning Act 1990 - Section 77 and Town and Country Planning (Inquiries Procedure) (England) Rules 2000 Application by Oxfordshire County Council Planning Application for the dualling of the A4130 carriageway, construction of the Didcot Science Bridge, road bridge over the Appleford railway sidings and road bridge over the River Thames and associated works between the A34 Milton Interchange and the B4015 north of Clifton Hampden, Oxfordshire; R3.0138/21 Consultation end date: 4th October 2023

The Parish Council will continue to work with other local parishes to oppose this development.

P23/S2854/LDE

Springfield Burcot OX14 3DP
Existing garage / outbuilding is in use as a separate unit of accommodation or dwellinghouse.

P23/S2748/HH

Fieldside Oxford Road Clifton Hampden OX14 3EW
Construction of hip to gable roof, new fenestration and internal alterations.

P23/S2383/HH

2 Rosemary Cottages Burcot OX14 3DN
Two storey rear extension and single storey extension to porch on front elevation.

NF

57	<p>Recreation ground</p> <p>Wording for the notices at the recreation ground was agreed, including a request to report problems on site to the Clerk. It was reported that the swings require attention and the Clerk has requested a quote for a repair..</p> <p>After mowing the edges of the Rec for some 29 years on a voluntary basis, the resident who has been carrying out this work has indicated that it is now getting too much for him to manage and that he plans to stop soon. The PC extends its thanks to him and will now look for another solution.</p> <p>It was agreed that Cllr McCulloch would discuss the mowing of the recreation ground with the Chair of the Cricket Club.</p>	AD/ CM CM
58	<p>Village Hall</p> <p>The Village Hall Committee is investigating a possible extension to the Village Hall, together with a PA system. Use of the Car park by residents of the village is sometimes causing difficulties for hirers of the hall.</p>	
59	<p>HIF1</p> <p>Currently the application for the new highway has been called in , and is likely to be considered by an inspector at a public inquiry. However OCC are looking at their response to the issue, and the joint Parish Council Committee is lobbying the County.</p>	NF
60	<p>Highways</p> <p>It was noted that the bridge is currently being damaged by a water leak, and it was reported that currently there are plans by Thames Water to close the road to Long Wittenham to allow the provision of a new water supply to the Barley Mow. The Chair will check the current status of this issue.</p>	GP
61	<p>Communication Policy</p> <p>Councillors are currently working to improve the website, and develop the village email.</p>	SN/ MJ
62	<p>Environmental matters</p> <p>Volunteers have joined Cllr McCulloch to identify trees in the Parish outside the Conservation Area which should be made subject to Tree Preservation Orders by SODC</p> <p>Some of the caging on the Wharf needs to be removed.</p> <p>The Chair agreed to chase up the contractor who has been asked to cut the Wharf.</p> <p>It has been suggested that 2 poplar trees on the Wharf might need to be cut down before they get too tall and become a hindrance to people using the steps leading up to the Church.</p> <p>It is becoming apparent that the village needs regular landscape maintenance, comprising the Wharf, Recreation Ground, Village Hall garden area and School gardens and a more structural solution may be needed in future.</p>	CM GP
63	<p>Any Other Business</p> <p>The Council was reminded that Art Week would be held in the village hall at the weekend of 30/9 to 1/10.</p> <p>Cllr McCulloch presented the latest quotes for work on the Bus Stops in Clifton Hampden and Burcot, totalling some £5k. It was agreed that the Parish Council must evaluate the proposed expenditures against its budget and precept income, taking into account the healthy bank balance, before it can commit to serious expenditure. However, as the contractors are ready to proceed with some of the work the Council agreed to proceed with refurbishing the stop in Burcot.</p>	SN

	<p>It was also agreed that, as the bus stops are a community benefit, the Parish Council would apply for grants from the funds available from our OCC and SODC councillors. The Chairman agreed to write to Cllr Casey-rerhaye and the Clerk would write to Cllr Bennett to enquire what is possible and processes that need to be followed. it may also be possible use either of these funds for a bike stand.</p>	
64	<p>Date of Next Meeting 30th October 2023.at 7.30pm.</p>	

Appendix "A"

Clifton Hampden Neighbourhood Development Order

Examiner's Clarification Note #1

Parish Council Response 21/09/2023

For ease of reference, the SG have responded to each comment and request for clarification under each section. **The PC response is shaded.**

This Note sets out my initial comments on the submitted Order. It also sets out areas where it would be helpful to have some further clarification. For the avoidance of any doubt, matters of clarification are entirely normal at this early stage of the examination process.

Initial Comments

The Order provides a comprehensive package of supporting material. Whilst I have some detailed questions on some of the documents, the wider package has been carefully considered and presented.

For clarity, this note refers only to the submitted Order. A separate note has already been prepared on the Burcot and Clifton Hampden Neighbourhood Development Plan.

Points for Clarification

I have read the submitted documents and the representations made to the Order. I have also looked at the two sites. I am now able to raise issues for clarification with the Parish Council. Further questions may arise during the examination of the Order.

The comments made on the points in this Note will be used to assist in the preparation of the examination report and in determining whether it meets the basic conditions.

The questions are based around the various submitted documents as follows:

Green Belt Assessment

In the round the Assessment is very helpful.

Paragraphs 4.1 to 4.9 make a series of general statements about the way in which the Order would impact on the five purposes of the Green Belt. This approach is then continued for the remainder of Section 4 insofar as it applies to sites A-H.

Is there any information in other documents which advise about which purposes of the Green Belt applied to the sites addressed in the Order at the time that the Green Belt was originally identified? If necessary, I am happy for the District Council to assist in answering this question.

PC Response

The PC have requested assistance from the District Council to answer this question, who have agreed to do so. With their assistance, we expect to be able to answer this question fully by 16 October.

Surgery Evidence Paper

The details on the proposed replacement surgery are also very helpful.

It would be helpful if the Parish Council would advise on the following matters:

- the current opening hours of the surgery in Watery Lane;

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- the proposed opening hours of the new surgery;
- the level of services to be provided in the new surgery (both generally and in comparison, with the existing level of service); and
- the extent to which the proposed surgery will be providing medical services to people in the parish and to communities outside the neighbourhood area (as part of the wider operation of the Clifton Hampden Surgery) and consolidating the operation of other surgeries elsewhere.

If necessary, I am happy for the Clifton Hampden Surgery (CHS) to assist in answering these questions.

PC Response

We are in dialogue with the surgery to answer these questions, and expect to be in a position to answer by 16 October.

Viability Assessment

The Assessment was submitted in draft format (and in November 2022).

Is it intended to submit a final (and/or updated) version of the Assessment to inform the examination?

PC Response

Yes.

In order to do so, we will require a third technical support package from Locality, who have provided the consultant who undertook Stage 1 and Stage 2 Assessments. We have made an application, but cannot at this stage say when the Stage 3 Assessment will be completed. The Stage 3 Assessment is unlikely to be available by the 16 October. We have been advised by Locality, who will conduct the Assessment via their Technical Support Package that the earliest realistic time this would be available is end November.

Draft Section 106 Agreement

This level of detail is helpful at this stage of the examination.

Am I correct to assume that the references in the draft Agreement to a planning application should be to the Order?

PC Response

Yes.

Part 2.4 of the Second Schedule anticipates a situation where either the surgery is not constructed (by agreement) or that (in the absence of CHS's engagement) the owners of the land construct the surgery.

Three questions arise from this part of the Agreement as follows:

- what is the current position of the Surgery in terms of the wider package;

PC Response

We are unclear exactly what the Examiner is asking, and ask for clarification as to the exact nature of the information the Examiner is requesting.

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- is it anticipated that the Surgery will become directly engaged as a party of the Order?

PC Response

We assume the Examiner is asking if it is anticipated that the Surgery will be a party to the S106 agreement. Until the ownership arrangements have been agreed, it is not clear what the surgery's financial interest in the land and buildings will be. We are currently in dialogue with the surgery to understand their position. We would have no objection if the Examiner recommended that the surgery becomes a party to the S106 Agreement and in fact the Parish Council supports adding the surgery partnership as a party to the S106 Agreement.

- if the surgery is not constructed or occupied, would the very special circumstances assessment continue to apply?

PC Response

Construction and occupation of the surgery in response to need is one VSC, others including housing need, and significant financial and amenity benefits to the village. If the surgery withdrew from the scheme, the VSC relating to the surgery would not apply.

If this occurred, the current NDO would be withdrawn, and the community would have to consider whether they wished to prepare a revised NDO without a new surgery. .

Representations

I have noted the various representations which support the Order.

I would find it helpful if the Parish Council commented on the various objections made to the Order (27/34/43/44-48/50/51/53/54/58/60/62/63/67-69/70-76/78/79/85/86/94).

Please can the Parish Council provide a single response to the overlapping points in the various objections.

PC Response

The PC will submit a thematic response to the objections. The PC anticipates this document to be submitted to the Examiner by 16 October.

It would also be helpful if the Parish Council commented on the representations from the County Council (Representation 88) and from the CPRE (Representation 91).

PC Response

The PC anticipates being able to comment on both of these representations in their response to the Examiner on 16 October.

The PC would like to alert the Examiner to the representation from OCC that an Archaeology Field Survey will be required. We acknowledge this requirement. The work has been commissioned, but do not expect the survey fieldwork and report to be ready before the end of November.

The PC may need to obtain grant funding for this work. We understand from Locality that,

given the level of grant funding already awarded, in essence using up our 'allocation', special case may be required. If the grant application is unsuccessful, we will have to rely on the development partner to fund this work at risk. Given the level of investment (i.e., unfunded from grants) that the development partner has already made, and the potential timescale, we ask the Examiner to consider if he would recommend that this requirement could be managed via a planning condition.

The representations to the Order include earlier advice from the District Council at Regulation 23 stage (April 2023) about additional information needed as follows:

- a BREEAM pre-assessment (page 13);

PC Response

A BREEAM assessment was not conducted previously as the surgery is to be built to Net Zero standards, which exceed BREEAM standards. However PC acknowledges that it would be helpful to undertake the assessment, and have commissioned the work via the development partner. We anticipate the report being available for submission to the Examiner on 16 October or shortly thereafter.

- a full biodiversity metric (page 14);

PC Response

A full bio-diversity metric will be available for submission to the Examiner on 16 October. .

- vehicle tracking for parcel A (page 14)

PC Response

Vehicle tracking for parcel A is already included in the Transport Strategy, Appendix J (Swept Path Analysis).

[BCHNDO-Transport-Statement-Submission-Version.pdf \(southoxon.gov.uk\)](#)

- a noise assessment (page 15);

PC Response

The submitted NDO documentation includes a Noise Assessment (document titled Acoustic Assessment).

[Clifton-Hampden-NDO-Acoustic-Statement.pdf \(southoxon.gov.uk\)](#)

- waste management arrangements.

PC Response

Waste management arrangements, including arrangements for the 4 x 1 Bed flats and non-residential buildings are covered in the Design and Access Statement and supporting drawings. The waste management strategy is based on the SODC 2 bin collection system (recycling and non-recycling) plus food caddy, and bulk waste bins for the surgery (private collection). Bin collection areas for the houses are shown on plan 19112.003 and these are all within the Building Regulation drag distances.

The bin storage arrangement for plots 1-6 are shown on plan 19112.101.

The bin storage arrangement for the surgery building is shown on plan 19112.201A

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Please can the Parish Council advise about the timing of any ongoing work on the matters addressed in that advice and when it will be available.

PC Response

Drawing together the various points above, a summary of our anticipated timescale for the submission of information as set out in OCC and SODC responses is as follows:

1. Response to all SODC points and information requested (exceptions below): 16 October

a. BREEAM report: 16 October or shortly thereafter

2. Response to all OCC points and information requested (exceptions below): 16 October

b. Archaeology Field Survey and Report: end November at the earliest, noting that this work has now been commissioned.

3. Any updated drawings or reports required to address SODC and OCC points by 16 October (including the revised Water Run-Off calculations requested by OCC)

4. Thematic response to representations from objectors by 16 October, and any supporting evidence to substantiate our response, if required.

5. Green Belt Evidence: we anticipate including this in our response of 16 October.

6. Surgery Evidence: we anticipate being able to include the answers to the Examiner's questions by 16 October.

7. Updated Proposed Conditions: at the time of writing, SODC have only just provided

us with a copy of the proposed conditions (Appendix 2 in their response). Further work on our part will be required to consider their proposals, so are unsure if we will be able to complete this work by 16 October, and ask the Examiner to treat this response as a 'placeholder'.

8. Updated Section 106 Agreement. We understand the Section 106 Agreement will be updated as an integral element of the Examination, in collaboration with OCC and SODC legal teams. We do not anticipate being in a position to suggest substantive revisions as part of our submission on the 16 th October.

9, Stage 3 Viability Assessment. We anticipate this being available by end October/Early November, depending on the speed of commissioning via Locality, availability of the consultant, and time taken to complete.

Preliminary notification of the need for a hearing

The Order raises a complicated series of issues. In this context it has attracted a considerable number of supporting comments and objections. At this stage, I am minded to consider elements of the Order at a hearing. I will ask the District Council to arrange a date in due course once the responses to the questions raised in this Note have been received. It would be appropriate for the hearing to consider a comprehensive and up-to-date package of information on the proposal. In this context and the nature of the questions included in this Note please can the Parish Council advise on its intentions to submit additional information and its likely availability. Where necessary additional targeted consultation may be needed on any additional information received.

PC Response

Please see answers to the Examiner's questions, where available, over pages 1-4 above, and a summary of our intentions and likely timescales on what is currently 'work in progress' Page 5, Points 1-9 above.

The PC will work to provide an up-to-date package of information and will make ourselves available with due notice.

Protocol for responses

I would be grateful for responses and the information requested by 16 October 2023. Please let me know if this timetable may be challenging to achieve. It is intended to maintain the momentum of the examination.

If certain responses are available before others, I would be happy to receive the information on a piecemeal basis. Irrespective of how the information is assembled, please could it come to me directly from the District Council. In addition, please can all responses make direct reference to the issue or the report concerned.

Andrew Ashcroft
Independent Examiner
Clifton Hampden Neighbourhood Development Order
1st September 2023