

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ  
Tel: 01491 825038 e-mail: [bensonparish.council@virgin.net](mailto:bensonparish.council@virgin.net)

**Minutes** of the Benson Parish Council meeting held on Thursday 28<sup>th</sup> January 2016 at 7.30PM in the Benson Parish Hall Committee Room.

### Present:

Cllr P Peers	(Chair)	(CPP)
Cllr P Baylis		(CPB)
Cllr F Lovesey		(CFL)
Cllr S McCann		(CSM)
Cllr T McTeague		(CTM)
Cllr P Murray		(CPM)
Cllr D Olley		(CDO)
Cllr T Stevenson		(CTS)
Cllr M Winton		(CMW)
Cllr R Workman		(CRW)
Proper Officer:	P Eldridge	(CLK)

OCC Cllr M Gray

Mr D Rushton Mrs T Mead of the Transport Advisory Group (TAG) Mr D Cook Benson Parish Council Transport Representative

There was 1 member of the public present

A reporter from the Henley Standard

1. **Apologies.** Cllrs J Fowler and R Jordan.
2. **Declarations of Interest.** – There were no declarations of interest.
3. **To receive reports from the following:**
  - a. Cllr M Gray – OCC Member. Cllr M Gray reported:
    - i. Roads:
      - 1) Highways are planning to maintain the road adjacent to the Benson Sawmill with a skid resistant surface.
      - 2) More road maintenance is planned for Clacks Lane.
      - 3) Additional road maintenance is planned for both sides of the A4074 with resurfacing from Benson Marina to the roundabout.
      - 4) Maintenance of the bus stop at Rivermead in the direction Oxford is due to start 1<sup>st</sup> week of February 2016.
    - ii. OCC Savings and budget cuts: A further £23M of cuts will be implemented by OCC on top of the £50M currently being processed. These new cuts will affect children's centres, libraries, the OCC road maintenance budget and support to some vulnerable groups.
    - iii. Devolution England: The area known as English Heartland which includes Oxfordshire will take control of some local services such as infrastructure, where new roads may be built and public health.
    - iv. The Oxford flood relief Channel will take water away from Oxford and release it gradually downstream. This has been modelled and the EA say it

will cause no extra water to flow downstream, but will elongate the time for which the water flows. I have asked the EA to run a consultation meeting in Wallingford for local people to see their plans.

v. Better Broadband for Oxfordshire: OCC will be providing grants of up to £350 for businesses and individuals in rural Oxfordshire with bandwidths below 2Mb to help provide satellite broadband.

b. Cllr F Bloomfield – SODC Member. Cllr F Bloomfield was not present at the meeting.

c. Cllr R Pullen – SODC Member. Cllr R Pullen was not present at the meeting.

4. Transport Advisory Group (TAG) and Benson Transport Representatives Reports. TAG report at Annex B, Benson Sign Amendments at Annex C. Mr D Rushton reported:

a. That since the report had been submitted there has been an additional road maintenance issue on the road past the entrance to the RAF Base. The maintenance requires that the road be closed until complete which should, be early the week commencing Monday 1<sup>st</sup> February 2016.

b. Mr D Rushton introduced Mrs T Mead to give a report on amendments to Benson school related signs. Mrs Mead explained that TAG had produced the report to improve visibility at the school and give better warnings on the roads leading to the school. The amendments included the removal of some old and out of date signs and significant improvements to others to provide high visibility. Some of the amended signs would incorporate flashing lights. In order for the improvements to be made Benson parish council would need to provide the funding. Cllr T Stevenson asked why it was the responsibility of the parish council to provide funding to improve road signs. Mr Rushton responded that in the current climate of OCC cuts, if the parish council won't provide funding then the improvements will not be made. At this point Cllr P Peers put the TAG recommendations to a vote:

i. Recommendation 1: That Council agrees to fund the specified road sign changes up to a cost of £1500 incl VAT.

**Members present resolved to accept the recommendation and fund the specified road sign changes by 8 votes with 2 against.**

ii. Recommendation 2: That Council accepts the TAG report on Highways issues with the current application P15/S3916/O.

**Members present resolved to accept the report by 9 votes with 1 abstention.**

iii. Recommendation 3: That Council accepts the report on possible S106 contributions towards application P15/S4277/O

**Members present unanimously resolved to accept the report.**

c. The parish transport representative gave the following report:

i. On the 19<sup>th</sup> Jan 2016 in Oxford a series of meetings was held between Parish Transport Representatives (PTRs) and Thames Travel (TT). Cllr Mark Gray was also in attendance:

1) The 139 route (Wallingford, Benson, Henley) PTRs joined 136 route reps. (Wallingford, Cholsey). TT put forward a suggestion that the two routes could be merged and run as a fully commercial service

starting at RAF Benson then Ewelme – Benson – Wallingford and on to Cholsey and back. TT suggested that by dedicating two vehicles to this route and cutting out Shillingford and Henley it may well be possible to run a commercial service. The loss to Benson residents would be the link to Henley - the gain would be a direct link to a mainline railway station. The issue of Benson and RAF Benson sixth form students getting to Henley College has still to be resolved.

2) A further suggestion from TT would be to extend their X39/40 route Reading, Wallingford, Oxford once an hour to Henley .

3) It must be stressed that none of these proposals are definite and since the meeting we have heard nothing from OCC or TT.

4) Added note 11/02/16 still no word back from TT or OCC.

5. **Public Session:**

a. A Benson parishioner addressed the chairman on the phase 2 plans of the Littleworth Development. The parishioner produced plans from May 1993 showing part of a relief road across the development site. The parishioner then urged the parish council to do as much as possible to get a similar road added to the new plans. The parishioner continued by noting that plans for a 2 way carriageway along Littleworth Road were inadequate due to the amount of residents who park on the carriageway outside their homes as there is no other parking. This would create pinch points along the road that would cause congestion and in order to alleviate this situation a 3 lane carriageway is required. Chairman thanked the parishioner and instructed the clerk to copy the plans and then return them to the parishioner.

**Action:** Clerk to copy plans and then return them to the parishioner.

CLK

b. Mr D Rushton responded to the chairman on the statement by the parishioner noting that during a recent meeting with West Waddy he had produced for their inspection plans for a link road dating back to 1972. This had prompted West Waddy to state that they had no plans for a link road as part of the approved Phase 1 or for the Phase 2 application. Mr Rushton ended his response by confirming that the TAG would continue work with OCC Highways on the possibility of a link road.

6. **Minutes of Last Meeting:** To approve and sign minutes of the meetings held on:

a. Thursday 10<sup>th</sup> December 2015. **Members who were present at the Benson Parish Council meeting held Thursday 10<sup>th</sup> December 2015 unanimously resolved to approve the minutes of the meeting.** Cllr P Peers chair of the parish council signed the minutes as a true record.

b. Thursday 7<sup>th</sup> January 2016. . **Members who were present at the Benson Parish Council extraordinary meeting held Thursday 7<sup>th</sup> January 2016 unanimously resolved to approve the minutes of the meeting.** Cllr P Peers chair of the parish council signed the minutes as a true record.

7. **Benson Parish Council Planning Committee:**

a. To approve and sign the minutes of planning meetings. Due to the absence of Cllr J Fowler the signing of the minutes for Tuesday 15<sup>th</sup> December 2015 and Thursday 14<sup>th</sup> January 2016 were deferred until the next meeting.

- b. To consider Planning Applications:
- i. **BPC01/16/P15/S3916/O**. Land North of Littleworth Road, Benson. Outline application (with all matters reserved except access) for the erection of 241 dwellings (40% of which will be affordable) with associated access, public open space, landscaping, sports provision, nature park and woodland; Up to 230 sqm retail space; Provision of community facilities including relocated school playing fields, youth facilities hut, skate park and play space.  
**Members unanimously resolved to object to the application on the grounds of:**
- 1) The development is not required to meet the housing quota for Benson identified in the SHMA. The figure for Benson has already been achieved taking into account the Phase 1 application and other developments in the village.
  - 2) The application does not fully comply with the SODC Core Strategy policies CSR1, CSS1, CSQ3 and CSQ4.
  - 3) Substantial transport and traffic issues will be caused by the currently designed road layout and access points.
  - 4) This number of houses on a single site will have a detrimental impact upon the infrastructure services in the village.
  - 5) The number of houses combined with the proposed road changes to Littleworth Road will substantially increase the risk of flooding in an area which has recent history of flooding.
- ii. **BPC02/16/P15/S3923/FUL**. Land North of Littleworth Road, Benson. Variation of conditions 2 & 13 of planning permission P14/S0673/FUL. The development proposed is for (1) the erection of 107 dwellings with associated access, open space and landscaping and (2) 41 retirement flats and 11 retirement bungalows with associated parking and car share facilities.  
**Members resolved to by 9 votes with 1 abstention to object to the application on the grounds of:**
- 1) Variation of the conditions anticipates planning approval of the Phase 2 P15/S3916/O and would be detrimental to the fulfilment of the conditions laid down by the appeal planning inspector for the Phase 1 P14/S0673/FUL should the Phase 2 application be rejected.
  - 2) The design of the Phase 1 P14/S0673/FUL secured by the planning appeal inspector's condition 13 should still carry weight even if the Phase 2 P15/S3916/O application is approved.
- iii. **BPC05/16/P15/S4369/FUL**. Atalanta House, Beggarsbush Hill, Benson, Wallingford, OX10 6PL. Demolition of garages, workshop and offices and replacement with two detached houses and a terrace of three houses.  
**Members resolved by 9 votes with 1 abstention return no objections.**
- iv. **BPC06/16/P16/S0043/HH**. 2 Goulds Grove Cottages, Old London Road, Ewelme, Wallingford OX10, 6PX. Proposed extension to South and West side, Garage and stable.  
**Members unanimously resolved to return no objections.**

v. **BPC07/16/P16/S0055/HH.** 17 Port Hill Road Benson Wallingford OX10 6NF.

1 1/2 storey side extension.

**Members unanimously resolved to return no objections.**

vi. **BPC08/16/MW.0163/15 dated 14<sup>th</sup> January 2016.** Ambrose Quarry, Old Henley Road, Ewelme, Wallingford, Oxfordshire, RG9 5SS. Planning application by Grundon Waste Management Ltd Estate Offices, Grange Lane, Beenham, Reading, Berkshire, RG7 5PY for planning permission for the Section 73 of the Town and Country Planning Act 1990 (as amended) to vary Condition 2 of planning consent no. MW.0156/12 (P11/E2232/CM) dated 6 December 2012, in order to continue the use of the land for the storage of skips and containers for another 3 years to 31 December 2018 at Ambrose Quarry, Old Henley Road, Ewelme, Wallingford, Oxfordshire, RG9 5SS.

**Members unanimously resolved to return no objections.**

vii. **BPC04/16/P15/S4227/O.** To consider the response to a letter received from SODC Planning for the proposed development to the rear of 22 and 24 Blacklands Road, Benson about Developer Contributions generated from the proposed development.

**Members unanimously resolved to make the following return:**

- 1) Assistance with Transport and road issues:
  - a) Dropped Kerbs to aid push chairs, wheelchairs, mobility scooters etc.
    - i) At Blacklands/Brook Street junction.
    - ii) At Observatory Close/Brook Street junction.
  - b) Sign Posting to Footpaths.
    - i) The Irene Brogan path between Westfield Road and Watlington Road.
    - ii) The footpath between Westfield Close and Crown Lane.
  - c) Footpath Clearing on FP BN12 behinds Blacklands Road.
  - d) Extra Cycle Racks to encourage use in Village Centre.
  - e) Improved road markings on Brook St to preserve access to properties.
- 2) Assistance with the Green Close Play Area. Funding for the replacement of the current wooden multi play equipment which is old and in poor condition.  
NB: The above list is in no particular order of priority.

c. To note Planning Decisions.

i. **BPC49/15/P15/S3905/FUL.** 37 Oxford Road, Benson, OX10 6LX. Removal of condition 7 (Code for Sustainable Homes) of planning permission P14/S1442/FUL. Demolition of existing dwelling. Erection of two storey 4 bed dwelling with detached garage, carport and new vehicular access with associated turning and parking. (Re-submission withdrawn application P14/S0748/FUL).

**Permission Granted.**

- ii. **BPC45/15/P15/S3743/LDE.** Old Inn, Beggarsbush Hill, Benson, OX10 6PL.  
Certificate of Lawful Development for separate detached single dwelling.  
**Permission Granted.**

d. To discuss and agree the selection of 3 Councillors to form part of the Neighbourhood Plan Steering Committee. There were 4 Cllrs who had volunteered to be part of the Neighbourhood Plan steering committee, Cllrs J Fowler, P Murray, R Workman and M Winton. Cllrs discussed the best way to ballot for the required 3 out of 4. Towards the end of the discussion a proposal was tabled to accept all 4 of the Cllrs. Cllr P Peers moved to suspend standing orders.

**Suspend Standing Orders: Members unanimously resolved to suspend standing orders.**

**Suspend Standing Orders.**

Cllr S McCann proposed that all 4 of the Cllrs be given a place on the steering committee; this was seconded by Cllr T McTeague. **Cllrs present resolved to approve the proposal by 6 votes with 1 vote against and 3 abstentions.**

**Members unanimously resolved to resume standing orders.**

**Resume Standing Orders**

e. To receive a report from the Chairman of the Planning Committee. Due to the chairman's absence there was no planning chairman's report.

**8. Benson Parish Council Finance Committee:**

- a. To note that the Tuesday 19<sup>th</sup> January 2016 Meeting was cancelled.
- b. To receive a report from the Chairman of the Finance Committee. The chairman of the finance committee had nothing to report.

**9. Benson Parish Council Halls Committee:**

a. To approve the minutes of the Halls Committee meetings held on Thursday 14<sup>th</sup> January 2016. **Members who were present at the halls committee meeting held on Thursday 14<sup>th</sup> January 2016 unanimously resolved to approve the minutes of the meeting.** Cllr T McTeague chair of the halls committee signed the minutes as a true record.

b. To present recommendations to Council.

- i. **Recommendation to full council that the main doors to the parish hall are replaced with an automatic disabled friendly sliding door cost not to exceed £11,100 +VAT. Price to include entry and exit push pads and an extension to the current halls security locks for which the main infrastructure has already been purchased.**

Cllr T McTeague noted that there was a requirement for the Benson Parish Council to follow a laid down financial procedure to allocate the funding before selecting a specific contractor. Cllr McTeague continued that in order to avoid unnecessary delay the recommendation should be reworded to comply with the financial regulations. After a short discussion it was agreed that the recommendation should be amended to say:

**Recommendation to full council that the main doors to the parish hall are replaced with an automatic disabled friendly sliding door, the clerk to circulate quotes for the work to councillors and place an item**

**on the next halls agenda for the halls committee to select a contractor to carry out the work so a recommendation can be made to full council.**

**Members unanimously resolved to approve the recommendation.**

**Action:** Clerk to circulate available quotes to all Cllrs and place an item on the next halls committee agenda for a contractor to be selected.

c. To receive a report from the Chairman of the Halls Committee.

Cllr T McTeague reported:

i. That the public meeting for the parish hall regeneration plans would be held on Friday 4<sup>th</sup> March 2016. During the meeting a computer model of the plan will be displayed.

ii. That during the recent halls meeting representatives of the Benson Badminton Club had responded positively to the idea that lines could be painted on the main hall floor.

**10. Benson Parish Council Recreation and Lands Committee:**

a. There was no meeting of the Recreation and Lands committee held in January 2016.

b. To receive a report from the Chairman of the Recreation and Lands Committee. Cllr P Baylis reported

i. That work on the Rivermead paddling pool had been completed and that:

1) The construction fence had been removed.

2) Surplus boxes of tiles will be delivered to the clerk.

3) Lifestyle construction will attend the pool in the 3<sup>rd</sup> week of April 2016 to prepare it for the 2016 season.

4) She and the clerk will be inspecting the pool shortly.

ii. Work to pave and install new lockable salt bins adjacent to the Millstream public convenience was complete.

iii. That permission had been received to remove the small weir from Benson brook near the Cuckoo Pen and the work would be carried out by the Green Gym ASAP.

**11. Benson Parish Council Technology Committee:**

a. To approve and sign the minutes of the Technology Committee held on Thursday 7<sup>th</sup> January 2016. **Members who were present at the Technology committee meeting held on Thursday 7<sup>th</sup> January 2016 unanimously resolved to approve the minutes of the meeting.** Cllr P Baylis chair of the Technology committee signed the minutes as a true record

b. To receive a report from the Chairman of the Technology Committee. Chairman had nothing to report.

**12. Benson Parish Council Working Groups:**

a. RAF Liaison meeting: Cllr F Lovesey reported:

i. RAF Specific upcoming events:

1) Rider skills day Saturday 6<sup>th</sup> August 2016.

- 2) Family's day Thursday 25<sup>th</sup> August 2015.
  - 3) RAF Cadets Anniversary event to be scheduled in June or July.
  - ii. Temporary road closure it was noted that the Clay Lane was closed due to subsidence.
  - iii. RAF Base perimeter works:
    - 1) It was noted that work on the hedges in Old London Road had still not been carried out. It was agreed that the RAF Contractor, Carillion Amey would be passed contact details for the parish clerk.
    - 2) Engagement Officer noted an issue with tall trees around the RAF Base perimeter impacting Radar systems and that the trees would need to be cut down or removed. Cost of this would fall to the RAF Contractor Carillion Amey. Benson parish clerk was requested to liaise with Carillion Amey and the affected parishioners.
  - iv. Benson Parish Council asked if the decibel count had been done. Engagement Officer responded that it had not and that no count would be carried out by the MOD due to the expenditure involved.
13. **Benson Parish Council Chairman.** Chairman reported:
- a. Chairman thanked parish staff for the setup of the hall for the Benson Parish Council Public meeting on the West Waddy Development.
  - b. Chairman noted that current plans for the Benson Annual Parish Meeting would include:
    - i. Launching of the Benson Parish Council new website.
    - ii. A follow up briefing from the RAF on the newly arrived Chinook helicopters.

**Action:** Clerk to contact RAF to request a representative to attend and provide the briefing. **CLK**
  - c. Chairman noted that work load on parish staff was high and that all tasks allocated to parish staff should be via an agreed action minuted on the minutes of council meetings.
  - d. Chairman noted that all official letters including invitations to tender and requests for quotes should be processed out by the clerk and received back to the clerk.
  - e. To report on any items or issues brought forward. No items or issues were brought to the meeting.
14. **To discuss and agree any Proposals or Approvals:**
- a. Proposal 2016/02: Proposed by Cllr P Murray and seconded by Cllr R Workman that Benson Community Hydro Working Group issue the invitation to tender document, in the name of the Parish Council, to 3 or more suppliers. The responses to be used to select a preferred supplier ready to secure a grant from the Rural Communities Energy Fund sufficient to cover the full cost of a Feasibility Study for a hydro scheme at Benson.  
**Members present unanimously resolved to approve the proposal.**
15. **Correspondence:**
- a. To review correspondence and post received as detailed on attached list:



**Post received for meeting Thursday 28<sup>th</sup> January 2016**

<b>Post/Emails Received</b>	<b>Action</b>
1. Letter of apology circulated Mon 25 <sup>th</sup> Jan 2016 at 10:10.	Noted
2. Letter from Home Start thank you for grant circulated Mon 25 <sup>th</sup> Jan 2016 at 10:23.	Noted
3. Letter from Air Ambulance thank you for grant circulated Mon 25 <sup>th</sup> Jan 2016 at 10:27.	Noted
4. Letter from Millstream Day Centre thank you for grant circulated Mon 25 <sup>th</sup> Jan 2016 at 10:30.	Noted
5. South Oxfordshire CIL Charging Schedule circulated Mon 25 <sup>th</sup> Jan 2016 at 10:50.	Noted
6. Community policing awards 2016 circulated Mon 11 <sup>th</sup> Jan 2016 at 9:17.	Noted
7. Confirmation that your council can use sec 137 to subsidise commercial bus routes circulated Mon 25 <sup>th</sup> Jan 2016 at 11:52.	Noted
8. December 2015 Report on S106 Funds circulated Mon 25 <sup>th</sup> Jan 2016 at 11:59.	Noted
9. Forthcoming consultation on air quality circulated Mon 25 <sup>th</sup> Jan 2016 at 12:09.	Noted
10. Community Cash in Oxfordshire circulated Mon 25 <sup>th</sup> Jan 2016 at 12:14.	Noted
11. Examination of the Oxfordshire Minerals and Waste Core Strategy circulated Tue 26 <sup>th</sup> Jan 2016 at 12:14.	Noted
12. Submission of Oxfordshire Minerals and Waste Local Plan: Part 1 - Core Strategy circulated Thu 28 <sup>th</sup> Jan 2016 at 10:54.	Noted
13. Requests for use of Sunnyside Recreation Ground for Funfairs circulated Mon 25 <sup>th</sup> Jan 2016 at 11:26. It was agreed that the request be referred to Recreation and Lands committee for review and action. <b>Action:</b> Clerk to place item on the next Recreation and Lands agenda.	<b>CLK</b>
14. Request to keep bees on an allotment circulated Mon 25 <sup>th</sup> Jan 2016 at 12:05. It was agreed that the request be passed to the Recreation and Lands committee for review. <b>Action:</b> Clerk to place item on the next Recreation and Lands agenda.	<b>CLK</b>
15. Flood Defence Consent for removal of dam in Brook adjacent to allotments circulated Mon 25 <sup>th</sup> Jan 2016 at 12:46. Cllr T Stevenson confirmed that the Green Gym would carry out the work to remove the weir during their next scheduled visit.	<b>Action</b>
16. Request for access to the rear of 31/33 High Street for building work circulated Wed 27 <sup>th</sup> Jan 2016 at 12:37.  Cllrs S McCann and R Workman gave apologies and left the meeting.  The remaining Cllrs discussed the request and it was <b>unanimously resolved by those members present that access to the rear of 31/33 High Street via a temporary entrance made in the surrounding fence would be permitted</b> with the following conditions: <ul style="list-style-type: none"> <li>a. Access should be limited Monday to Friday between the hours of 7:30 to 16:30.</li> <li>b. Access should be prohibited on Bank Holidays</li> </ul>	<b>Action</b>

- b. To review Parish Office Notes as detailed on attached list:

**Parish Office notes Thursday 28<sup>th</sup> January 2016**

1. There were no Parish Office Notes

16. **Finance:**

- a. To sign off the reconciled bank statements for the current account as at:
- i. 30<sup>th</sup> November 2015  
**Members present unanimously resolved to approve the reconciled bank statement as at 30<sup>th</sup> November 2015.**
- ii. 31<sup>st</sup> December 2015  
**Members present unanimously resolved to approve the reconciled bank statement as at 31<sup>st</sup> December 2015.**
- b. To consider Grant applications payable under powers from 1972 Local Government Act (s137) for the following:
- i. Application from Citizens Advice for £100.  
**Members unanimously resolved to approve the grant.**  
**Action:** RFO to make payment of grant to Citizens Advice.
- c. To sign cheques as detailed on the attached list:

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount	Initial	Power/Minute
18/12/2015	GM Stock	December Salary	505880	106.93		
19/01/2016	OALC	RFO Year End and Auditing Courses	505881	84.00		
06/01/2016	Thames Water	Rivermead 2/3/15-22/12/15	505882	00.81		
29/10/2015	Thames Water	Allotments 16/7/15-27/10/15	505883	324.45		
30/10/2015	Thames Water	Millstream Toilets 27/4/15- 27/10/15	505884	46.17		
29/10/2015	Thames Water	Parish Hall 16/7/15-27/10/2015	505885	241.37		
4/1/16	Cathedral Leasing	Hygiene Services	505886	433.66		
31/12/2015	Grundon	Waste Collection	505887	88.54		
12/1/16	Donovan Bros	PH cleaning consumables	505888	165.42		
11/1/2016	M Ottery	Connect new cooker in Youth Hall	505889	35.00		
31/12/2015	Clarity Copiers	28/9/15-31/12/15 photocopier hire	505890	97.33		
21/01/2016	Viking	Stationery	505891	71.01		
31/12/2015	Colliers	Maintenance equipment	505892	19.57		
17/11/2015	Cathedral Leasing	Hygiene Services	505893	198.83		
24/12/2	Executive	Testing and	505894	780.00		

015	Alarms Ltd	replacement of fire panel				
18/12/2015	CP Groundworks	Salt bin groundworks behind Millstream Toilets	505895	800.00		
16/12/2015	Clean Machine	Repairs to floor scrubber – Youth Hall	505896	108.92		
17/12/2015	Clear View	Window Cleaning Dec and Jan	505897	280.00		
21/12/2015	Firecrest Services Ltd	Fire Assessment	505898	380.40		
15/01/2016	WI	Refreshments at public mtg 15/1/16	505899	60.00		
19/1/2016	Benson Catering Equipment	Servicing kitchen boilers and dishwasher	505900	192.00		
26/1/2016	P Eldridge	Microphone cables	505901	28.95		
1/11/2015	CPRE	2015/16 Membership	505902	36.00		
17/12/2015	Kennington Flooring	Youth Hall flooring	505903	6366.00		
14/01/2015	Lifestyle Construction	Paddling Pool refurb – 2 <sup>nd</sup> payment	505904	3360.00		
28/01/2015	HMRC	Mth 10 NI and PAYE	505905	606.24		
28/01/2016	OCC	Mth 10 pension	505906	1019.68		
28/01/2016	GM Stock	January salary	505907	134.50		
28/01/2016	A Bates	Handyman services	505908	1688.07		
28/01/2016	NP Design and Print	Public Meeting flyers	505909	138.00		

17. **Questions to the Chairman.** No questions have been received.

18. **Items for Councillors to Note.** There were no items to note brought to the meeting.

19. **To confirm the date of the next council meeting.**  
Thursday 25<sup>th</sup> February 2016.

20. **Dates of Next Meetings:**

- a. Parish Council Meeting. Thursday 25<sup>th</sup> February 2016.
- b. Finance Meeting Tuesday 16<sup>th</sup> February 2016.
- c. Halls Meeting Thursday 18<sup>th</sup> February 2016.
- d. Recreation and Lands Meeting Thursday 11<sup>th</sup> February 2016.
- e. Planning Meetings (to be notified).

Handwritten signature of Peter Eldridge in black ink.

Peter Eldridge  
Proper Officer  
12<sup>th</sup> February 2016

**Annex A  
Actions for Parish Council Meetings as at  
28<sup>th</sup> January 2016**

<b>Serial No</b>	<b>Action</b>	<b>Initials</b>
1.	Clerk to process the order to Wicksteed council meeting minutes 26th November 2015 (9.b.i.). <i>Order sent. Item closed.</i>	CLK
2.	Clerk to copy plans and then return them to the parishioner council meeting minutes 28th January 2016 (5.a.). <i>In progress.</i>	CLK
3.	Clerk to circulate available quotes to all Cllrs and place an item on the next halls committee agenda for a contractor to be selected council meeting minutes 28th January 2016 (10.b.i.). <i>In progress.</i>	CLK
4.	Clerk to contact RAF to request a representative to attend and provide the briefing council meeting minutes 28th January 2016 (13.b.ii.). <i>In progress.</i>	CLK
5.	Clerk to place item on the next Recreation and Lands agenda council meeting minutes 28th January 2016 (15.a.13.). <i>Item added. Item closed.</i>	CLK
6.	Clerk to place item on the next Recreation and Lands agenda council meeting minutes 28th January 2016 (15.a.14.). <i>Item added. Item closed.</i>	CLK
7.	Clerk to place item on the next Recreation and Lands agenda council meeting minutes 28th January 2016 (15.a.14.). <i>Item added. Item closed.</i>	CLK
8.	RFO to make payment of grant to Citizens Advice council meeting minutes 28th January 2016 (16.b.i.). <i>In progress.</i>	CLK

## Annex B TAG Report January 2016

### 1. Recent Meetings

On 30<sup>th</sup> Nov the whole TAG met with West Waddy to discuss Highways aspects of their application for Phase II of Littleworth. Council have already had a report of this meeting

On 8<sup>th</sup> January, representatives of the TAG met with OCC Highways Planning to discuss the above. Again Cllrs have had a report on these discussions. A second meeting, this time with an SODC presence is being organised for early February.

The TAG met on 14<sup>th</sup> December to review progress and to prioritise an agenda

The Chair met with a Highways engineer on 14<sup>th</sup> January to agree possible work on road signs in the vicinity of the school – see separate report. Agreement has been reached with OCC for amendments/improvements to nine signs at sites near the school, including changes to enable the flashing lights to be used without the presence of a School Crossing Patrol

***Recommendation 1: That Council agrees to fund the specified road sign changes up to a cost of £1500 incl VAT***

The Chair represented the TAG at a Public Meeting on 15<sup>th</sup> January to outline Highways issues with the Littleworth Phase II application

The TAG is due to meet on 26<sup>th</sup> January to discuss progress and to specifically suggest possible S106 Contributions – see later report.

### 2. Littleworth Phase II

A TAG report on objections to the Highway's aspects of Phase II has been offered to Council, with the aim of this forming the basis of BPC's objections on Highways issues and as a basis for future discussions as appropriate.

***Recommendation 2: That Council accepts the TAG report on Highways issues with the current application P15/S3916/O***

TAG members will continue to work on aspects of this in greater detail, with the aim of preparing a detailed document later in the year

### 3. S106 Contributions

The TAG was asked to consider any Highways improvements which might be set against S106 contributions for the application P15/S4277/O – Land Behind Blacklands.

***Recommendation 3: That Council accepts the report on possible S106 contributions towards application P15/S4277/O***

The TAG has also commenced work collating suggested S106 Contributions to be set against the Littleworth Phase II application

### 4. Public Transport

Refer to separate report from the PTR

DR

Chair BPC TAG

24.1.2016

### Benson Sign Amendments

#### **Position 1**

Remove and dispose of children warning sign and school plate, cut down 76mm pole to height of adjacent chevron pole (as it relates to a school building that is no longer there)

*Response: Agreed by TAG*



Position 1

#### **Position 2**

Remove and dispose of children warning sign, school plate, and 76mm pole (as it relates to a school building that is no longer there)

*Response: Agreed by TAG - (photo not shown)*



Position 2

#### **Position 3**

Remove and dispose of children warning sign and school plate, replace with diag 562 (600mm) and diag 563 sub plate (Pedestrians crossing – 62.5mm 'x' height)



**Position 3**

*TAG Response – due to traffic density/amount of through traffic at this point – request for High Visibility backing for this sign – same signage (diag 562 (600mm) and diag 563 sub plate (Pedestrians crossing – 62.5mm ‘x’ height)*

*NEW Position 3a*

*Current “Patrol” subplate on ‘flashing sign’ opposite to be replaced with diag 563 sub plate (School – 62.5mm ‘x’ height) so lights can be used legally.*



**Position 3a**

## **Position 4**

Remove and dispose of children warning sign and school plate, replace with diag 562 (600mm) and diag 563 sub plate (Pedestrians crossing – 62.5mm ‘x’ height)

*Response: Agreed by TAG*



**Position 4**



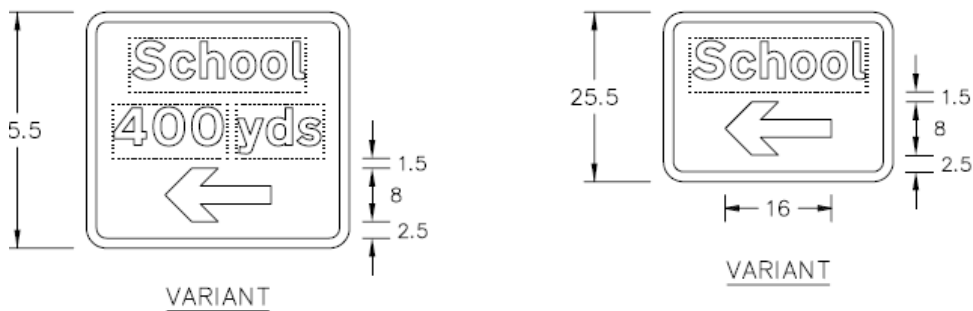
## Position 5

Remove and dispose of children warning sign and school plate, replace with diag 562 (600mm) and diag 563 sub plate (Pedestrians crossing – 62.5mm 'x' height)



### Position 5

*TAG Response – Due to traffic density on this corner and dangerous crossing options – request to change to high vis backing school sign (545) with 546 subplate [School xx yds](#) or School with arrow sign to show traffic crossing here that the school is very close. (see below)*



## Position 6

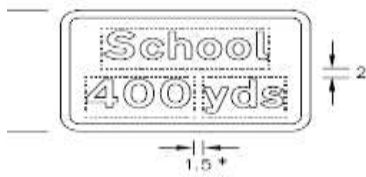
Remove and dispose of children warning sign and school plate, replace with high visibility backed 545 & 546 signs – see drawing



### Position 6

*TAG Response – Due to the importance of this sign and its location as the only sign on this side of this busy through road – could we request change to 546 sub-plate to have yardage included (requested yardage count to corner of*

*Horseshoes Lane) as it's not clear to motorists where the children access the school down the side path not the front entrance.*



\* This dimension is increased to 2.58w when "yds" is varied to "yards" or "mile".

### **Position 7**

Remove and dispose of children warning sign, school plate and 76mm pole.

*Response: Agreed by TAG*



**Position 7**

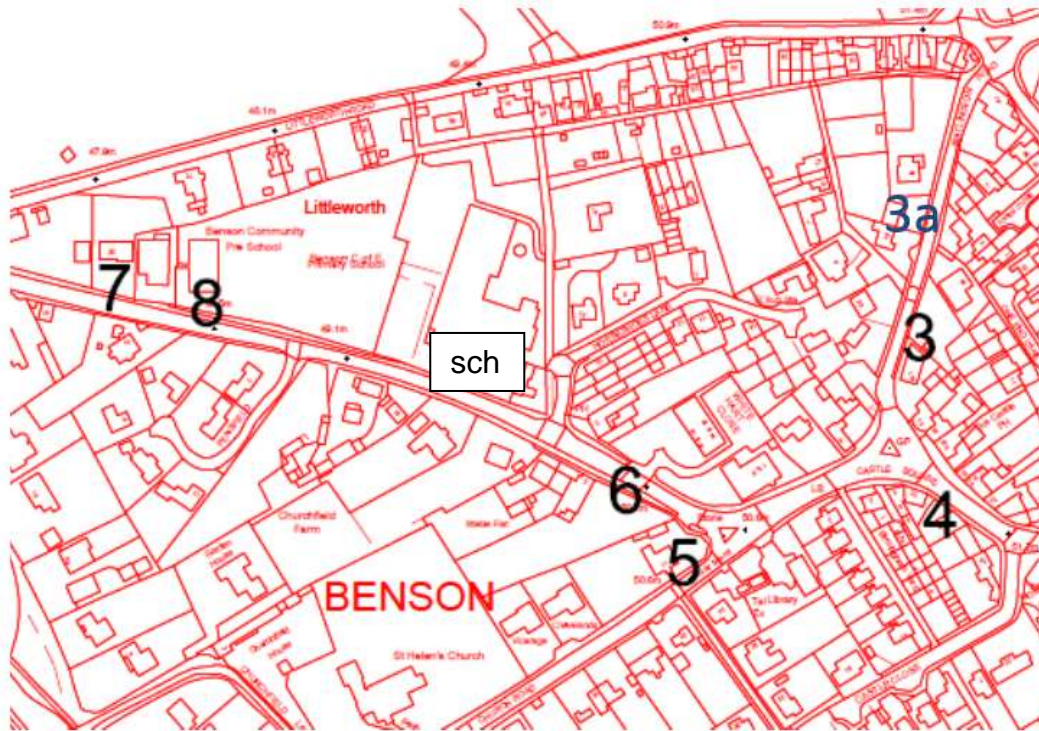
### **Position 8**

Install new high visibility backed 545 & 546 signs – see drawing on a new 76mm pole in the rear of the footway.

*Response: Agreed by TAG*



**Position 8**



**Requested inclusions shown in blue to avoid confusion**