

## 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 25<sup>th</sup> February 2016 at 7.30PM in the Benson Parish Hall Committee Room.

### Present:

Cllr P Peers	(Chair)	(CPP)
Cllr P Baylis		(CPB)
Cllrs J Fowler		(CJF)
Cllr R Jordan		(C)
Cllr F Lovesey		(CFL)
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

SODC Cllr R Pullen

Mr D Rushton Transport Advisory Group (TAG)

There was 1 member of the public present

1. **Apologies.** Cllrs T McTeague, McCann and SODC Cllr F Bloomfield.
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. I have checked on the issue at Oxford Road where Cllr P Peers said the ditch had been filled in and found that it is filled in along most of its length. Suggest that it is reported via Fix My Street website.
    - ii. OCC budget has been released and as expected been cut by £69M. OCC is holding some £4M in reserve to support some services. An example of a service being maintained is children's centres at £2M and support to local day centres at £115K.
    - iii. SODC is currently examining the possibilities of becoming Unitary Authority.
    - iv. Work on the bus stop adjacent to Rivermead in the direction of Oxford has been completed. Currently I am aware of some short comings on expectations. There is likely to be further funding in the future for additional work.
    - v. The best way of reporting any local infrastructure issue is to use 'Fix My Street'. Cllr P Peers ask how the plans to resurface the A4074 are progressing. Cllr Gray responded that although he did not have any dates the work would be carried out. Cllr P Peers asked how much work was planned to be devolved to parish councils as part of the Oxfordshire Together scheme. Cllr Gray answered that he did not have sufficient

information at the moment to answer.

b. Cllr F Bloomfield – SODC Member. Cllr F Bloomfield was not present at the meeting but submitted a written report:

#### Council Tax Good News

Here at SODC Officers and Members have been working to get the maximum value for money and we are now in a position to honour our election pledge not to raise our element of the Council Tax. So, for 2016/17, this will remain at the same level as the current year.

#### Policing

We continue to work with Police And Crime Commissioner Anthony Stansfield to get the best value for money possible whilst maintaining and improving standards. Following the Home Office's change in its funding proposals, as announced by the Chancellor in in Autumn Statement, the Budget proposals for the coming year have been revised and are now in the scrutiny process

For Thames Valley policing, one area of significant concern is the growth in cybercrime. Whilst this is a National issue, we all need to be vigilant, and an initiative has been launched which will help our residents. We urge all Councils and the public to be aware of the Cyber Crime Awareness initiative and to visit Cyber STREETWISE at [www.cyberstreetwise.com/](http://www.cyberstreetwise.com/) and we ask you to do everything you can to spread the work

#### Grants

The next window for grants opens in February. It runs from 1 February to 1 April 2016 for decisions by 10 July 2016 and as we have made changes to this process to make it easier to apply for Grants and obtain the funds to support projects, we hope that our communities will make full use of the opportunity this presents. The Working Group has met to determine the way we will handle the funds available following the withdrawal of the Council Tax Reduction Scheme, and an announcement on this will be made in the near future.

#### The Council's Home

As the Anniversary of the fire at Crowmarsh passed, there was a great deal of speculation in the press about the location of our new, permanent home. Work on this continues and for the time being, all we can say at is that it is very unlikely that we will be returning to the old site. On the basis of progress to date we expect an announcement during May or June this year.

#### Planning

We've just set up a new register for people interested in building their own property - this will help us get an idea of how much local interest there is in self-build, which will help us write our planning policies. Whilst we're not currently aware of any plots of land that are available for self-build, the register will help us match people up with suitable plots of land should they become available in the future. This can be found on our web site; you just need to search for 'Custom Build Register'.

The planning inspector has approved our Community Infrastructure Levy schedule subject to a few minor amendments and this will go to cabinet early this year.

Work continues apace across our District on Neighbourhood Planning with

more communities starting work on a plan and we will continue to provide the best support that we can with this piece of work.

#### Didcot Garden Town

Didcot and the surrounding areas are set to get major infrastructure funding to help with the delivery of 15,000 new homes and 10,000 new high-tech jobs in both our District and the Vale.

Housing and Planning minister, Brandon Lewis MP visited the town to announce that our joint bid for Garden Town status for Didcot was successful; this will pave the way for improvements like a northern perimeter road for the town and the 'Science Bridge' over the railway line into Milton Park, as well as improvements to existing areas of Didcot.

On the 10th February our Planning Committee unanimously approved outline plans to deliver the 'Didcot Gateway' area of land opposite the railway station. This is big news as it means we can move forward with exciting plans to breathe new life into this important area of the town. I'll keep you up to date with the progress.

#### Armed Forces Covenant

We have a significant Military presence in our District, not only with RAF Benson, but also with Services Family Accommodation in Didcot for Dalton Barracks in Abingdon, and residents from St David's and St George's Barracks across the border at Bicester, and RAF Halton and Air Command (formerly Strike Command) in Buckinghamshire. Whilst I was Chairman of the Council I signed the Armed Forces Covenant at a ceremony in County Hall on behalf of The Council a few years ago and we have commenced work on a 'refresh' to

If you would like help or advice on any District matter please do get in touch.

c. Cllr Felix Bloomfield  
South Oxfordshire District Council.

d. Cllr R Pullen – SODC Member. Cllr R Pullen reported:

- i. SODC has now set the budget for the next 5 years and it has been generally accepted as doable.
- ii. I am aware at your efforts to produce a Neighbourhood plan.
- iii. Currently there is a lot of discussion on Oxfordshire District Councils becoming unitary authorities with the potential to make massive savings across Oxfordshire. If these plans go ahead more funding should be released to support local facilities and organisations. Cllr P Peers asked how much work is likely to be devolved to Parish Councils and Cllr Pullen responded that he currently had no information on worked to be devolved. Cllr Peers commented that the current authority OCC was already in the process of devolving tasks such as grass cutting and street cleaning to parish councils. Cllr P Peers asked if SODC became a unitary authority would the result be job losses. Cllr Pullen answered that some job losses had already occurred and there was the potential for more if the plans were realised.

4. Transport Advisory Group (TAG). To receive and agree the latest TAG report including a report from the Benson Transport Representative. Benson Transport representative was not at the meeting. Mr D Rushton Chairman of TAG highlighted the following:

- a. The TAG report attached at Annex B and provided a short verbal summary to Cllrs.
- b. Drew Cllrs attention to the draft answer to the question from SODC on the Littleworth Road Phase II Local Road Infrastructure Improvements, At Annex C, prepared by TAG and asked if any additional requirements had been identified by the Benson parish council planning committee. Cllr J Fowler chair of the planning committee responded that he was happy with the requirements identified by TAG. Cllr P Peers asked Cllrs to vote on the recommendation to accept the suggestions from TAG on Highways Infrastructure Improvements.  
**Members present unanimously resolved to accept suggestions.**  
**Action:** Clerk to submit response to SODC.
- c. Took the opportunity to elaborate on that part of the report concerning the bus pull on the A4074 adjacent to Rivermead saying that the length of the pull in was insufficient to allow vehicles to turn right into Preston Crowmarsh while a bus was occupying the pull in to pick up and drop off passengers. Mr Rushton continued that the angle of the pull in was also unsatisfactory and that he was disappointed with the work which he still felt left the pull in unsafe. Cllr M Gray agreed to arrange a meeting between the TAG and Mr K Stenning County Steward.
- d. Noted an item not in the report about temporary traffic movements by Hazell and Jeffries. Mr Rushton continued that a new Point of Contact would be required for alerts from Hazell and Jeffries due to him standing down as chair from TAG.
- e. Briefed Cllrs on the report he had prepared on trees interfering with air traffic on into and out of RAF Benson. The report is at annex D.
- f. Informed Cllrs he would be resigning from the chair of TAG but would still help with traffic issues as part of his role on the Benson Neighbourhood Plan. Cllr P Peers stated that she was sorry that Mr Rushton would be standing down from TAG noting that it was an efficient and hard working group. Cllr Peers continued by thanking Mr Rushton for all of his years of work and support, particularly on transport issues, both from the parish council and personally.

## 5. **Public Session:**

- a. A parishioner from Preston Crowmarsh addressed the chairman introducing himself as the owner of the Paddock. The parishioner continued that he had discussed the Certificate of Lawful Development for change of use of an existing outbuilding P16/S0245/LDP with the parish clerk. Although Benson Parish Council had not been invited to comment on the issue of a certificate the parishioner wanted to assure the parish council that no external changes would be made to the structure during the work to convert the current tool store and playroom into a granny annexe/incidental accommodation within the current curtilage of the building.
- b. The Chair of FOBL Mr D Rushton address the chairman noting that the Benson library operated by OCC and mainly manned by volunteers to maintain a viable service would likely be affected by the OCC decision to make cuts in the 'book fund'. The book fund is the fund that enables the purchase of new books and the cuts would reduce the number of available new books to be stocked in county libraries. Mr Rushton continued that there were some rumours around the county libraries that there may be cuts made to staffing levels. If this is the case it is possible that some libraries will need to close.

There is also a move to remove photo copiers from libraries as they are expensive to maintain and it is claimed they are underutilised. Mr Rushton completed his address by noting that since Benson and Ewelme parish councils were some of the biggest supporters of the Benson library he wanted to keep them well informed on proposed OCC library cuts.

6. **Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 28<sup>th</sup> January 2016. **Members who were present at the Benson Parish Council meeting held Thursday 28<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 the planning meeting held on:

i. Tuesday 15<sup>th</sup> December 2015. **Members who were present at the Benson Parish Council meeting held Tuesday 15<sup>th</sup> December 2015 unanimously resolved to approve the minutes of the meeting.**

Cllr J Fowler chair for the meeting signed the minutes as a true record.

ii. Thursday 14<sup>th</sup> January 2016. **Members who were present at the Benson Parish Council meeting held Thursday 14<sup>th</sup> January 2016 unanimously resolved to approve the minutes of the meeting.**

Cllr J Fowler chair for the meeting signed the minutes as a true record.

iii. Thursday 11<sup>th</sup> February 2016. **Members who were present at the Benson Parish Council meeting held Thursday 11<sup>th</sup> February 2016 unanimously resolved to approve the minutes of the meeting.** Since Cllr J Fowler had not been present at the meeting Cllr P Murray chair for the meeting signed the minutes as a true record.

b. To consider Planning Applications:

i. **BPC012/16/P16/S0314/FUL.** Land at St Helen's Avenue Benson OX.

Change of use of agricultural land to a pony paddock and the erection of a stable block with associated hard standing, fencing and access track.

**Members unanimously resolved to return no objections** with the comments that:

1) A culvert (pipe) should be installed in along the line of the ditch at the entrance and exit of the field to improve drainage.

2) There should be no restrictions on public access to the current public footpath.

c. To note Planning Decisions.

i. **BPC03/16/P15/S4231/FUL.** 9 Gravel Close, Benson, OX10 6SR. Proposed partial garage conversion.

**Permission Granted**

ii. **BPC52/15/P15/S4118/FUL.** Clack Farm, Clack Lane, Crowmarsh Gifford, OX10 8PN.

The erection of a 26.5m wide x 57.8m long steel portal framed building for the purpose of storing Grain and Farm machinery. The proposal also includes a concrete apron weighbridge and the relocation of existing silos.

**Permission Granted**

d. Members noted planning application **BPC13/16/P16/S0245/LDE** for development work at the following location: The Paddock Preston Crowmarsh. Change of use of existing outbuilding from garden tool store and playroom to granny annexe/incidental accommodation within curtilage of dwellinghouse by the use of Certificate of Lawful Development.

e. To discuss and agree the response to the question raised by Cllr P Murry on ownership and maintenance of recreational land created by the Phase 2 Development of the Land to the North of Littleworth Road:

i. In the event that the Littleworth Phase 2 development is approved (despite the Parish Council's strong objections which remain unchanged), how does BPC wish to treat the ownership and maintenance of the recreational facilities identified in those plans (or such alternative facilities as might be agreed with the developer)? Specifically:

1) Does BPC wish the land in question to be transferred to its ownership and to assume responsibility for maintaining the recreational facilities, with the maintenance costs being provided for the first 10 years by the developer, under a Section 106 Agreement or similar arrangement? Or would we prefer to leave the developer to assume responsibility for this through a management agency?

2) In the light of our current recreational facilities and those already in planning, what sort of recreational equipment and facilities would we wish to be provided on the identified sites?

Cllr P Murray explained that the question had come directly to him from SODC during a recent meeting. Members discussed the response and it was agreed that at the current time only the response to the Phase 1 development should be provided. Members also agreed that the parish council would be willing to take on title for land designated for phase 1 subject to the council receiving 20 years of funding to cover costs and maintenance of any equipment to be installed. It was also agreed that as part of the recreational facilities a fully equipped skate park would be highly desirable.

**Action:** Cllr P Murray to produce a draft formal response and circulate members before submitting the response to SODC.

f. To receive a report from the Chairman of the Planning Committee. Chairman had nothing to report.

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

a. To approve and sign the minutes of the Finance Committee held on Tuesday 16<sup>th</sup> February 2016. **Members who were present at the finance committee meeting held Tuesday 16<sup>th</sup> February 2016 unanimously resolved to approve the minutes of the meeting.** Cllr P Peers chair of the finance committee signed the minutes as a true record.

b. To present recommendations to Council:

i. **Recommendation to Full Council to increase the rent for the Paddock by 2% in line with past annual reviews. Monthly rental will rise from £26.78 per month to £27.30 per month effective 1/4/2016. Members present unanimously resolved to approve the recommendation.**

ii. **Recommendation to Full Council to reduce the Post Office rent**

of the Pavilion to £58 per week (£14.50 per day) from £85 per week effective 1/4/16.

Members present unanimously resolved to approve the recommendation.

iii. Recommendation to Full Council to transfer £1500 from the Millstream Rose Garden budget to offset the £1500 cost of the brickworks to the Rivermead summerhouse.

Members present unanimously resolved to approve the recommendation.

iv. Recommendation to Full Council to accept the sector led external audit body to be appointed by NALC for 2017/18 at a cost not to exceed £800 plus VAT.

Members present unanimously resolved to approve the recommendation.

v. Recommendation to Full Council to engage Stuart Wilbur to carry out an internal audit for the year 2015/16 at a cost of £670 plus VAT.

Members present unanimously resolved to approve the recommendation.

c. To receive a report from the Chairman of the Finance Committee. Chairman had nothing to report.

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

a. To approve the minutes of the extraordinary Halls Committee meeting held on Thursday 18<sup>th</sup> February 2016. Due to the absence of Cllr T McTeague the signing of the minutes was held over until the next Benson Parish Council Meeting.

**Amendment to minutes of the extraordinary meeting of the Halls Committee held Thursday 18<sup>th</sup> February 2016:**

***Cllr J Fowler noted that his vote for the resolution to make the following recommendation to full council was based on the information that only one quote had been submitted to SODC to support the November 2015 grant application. Cllr Fowler continued that he now had information that 2 quotes had been submitted and that this information would have affected the way he voted for the resolution.***

**Action:** Clerk to make an amendment to the Halls minutes.

**CLK**

b. To present recommendations to Council:

i. Recommendation to Full Council that Executive Security Locksmiths Ltd be selected as the contractor to replace the main parish hall doors at a cost of £10,670 +VAT.

Due to the absence of the chairman and the requirement to confirm that both of the quotes submitted to SODC for a grant are still valid and have not been increased this recommendation was passed back to the halls committee for further discussion and update.

**Action:** Clerk to confirm that quotes are still valid and put an item on the halls agenda to review the recommendation.

ii. Recommendation to Full Council that hall hire rates for the financial year 2016 - 2017 be increased by 2% for parishioners and 4% for non-parishioners and commercial.

Due to the absence of the chairman the recommendation was held over until the next Benson Parish Council Meeting.

- c. To receive a report from the Chairman of the Halls Committee. Due to the absence the chairman there was no chairman's report.
10. **Benson Parish Council Recreation and Lands Committee:**
- a. To approve the minutes of the Recreation and Lands Committee meeting held on Thursday 11<sup>th</sup> February 2016. **Members who were present at the Recreation and Lands committee meeting held Thursday 11<sup>th</sup> February 2016 unanimously resolved to approve the minutes of the meeting.** Cllr P Baylis chair of the Recreation and Lands committee signed the minutes as a true record.
  - b. To present recommendations to Council:
    - i. **That Benson Parish Council approves the use of the External Contractor to support the setting up and manning of road closures for the Benson Remembrance Parade. Members present unanimously resolved to approve the recommendation.**
  - c. To receive a report from the Chairman of the Recreation and Lands Committee. Chairman informed members that the clerk would be running a 'Clean for the Queen' event on Saturday 5<sup>th</sup> March 2016.
11. **Benson Parish Council Working Groups:**
- a. To receive reports from the Benson Parish Council Working Groups.
    - i. Benson Neighbourhood Plan. Cllr P Murray gave a short report saying that the Steering Group was in the process of setting up a web site to aid communication of information to parishioners.
    - ii. Benson Community Hydro Working Group. Cllr P Murray noted that the group had reached a point where some external check on the requirements needed to be done. In order to facilitate the requirement the group had issued an invitation to tender to 4 companies so that they can choose a supplier to carry out this work.
12. **Benson Parish Council Chairman:**
- a. To receive a report from the Chairman. Cllr P Peers reported that the meeting held with the OPFA representative Nicole O'Donnell was useful and that the Youth Facilities Working Group now had a plan to enable them to move forward.
  - b. To report on any items or issues brought forward. No items or issues were brought to the meeting.
13. **To discuss and agree any Proposals or Approvals:**
- a. Proposal 2016/03: Proposed by Cllr J Fowler to agree the Terms of Reference for the Neighbourhood Plan Steering Committee. **Members present unanimously resolved to approve the proposal.**
  - b. Proposal 2016/04: Proposed by Cllr J Fowler to agree the members of the Neighbourhood Plan Steering Committee **Members present unanimously resolved to approve the proposal.**
14. **Correspondence:**

- a. To review correspondence and post received as detailed on attached list:

**Post received for meeting Thursday 25<sup>th</sup> February 2016**

<b>Post/Emails Received</b>	<b>Action</b>
1. OALC Annual Subscription Notice circulated Wed 24 <sup>th</sup> Feb 2016 at 08:23.	Noted
2. Kompan Lead and Cadmium Paint Statement circulated Thu 4 <sup>th</sup> Feb 2016 at 14:30.	Noted
3. Proposed Residential Development - St Helen's Avenue, Benson Gladman Developments Ltd circulated Wed 24 <sup>th</sup> Feb 2016 at 08:40. Cllr J Fowler commented that Gladman Developments were keen to meet with the planning committee to discuss their proposals and that the clerk would invite them to the next planning committee meeting.	Noted
4. Oxfordshire Minerals and Waste Plan: Part 1 – Core Strategy - Important Information circulated Wed 24 <sup>th</sup> Feb 2016 at 08:55.	Noted
5. Benson NP Steering Committee Meeting Minutes circulated Mon 22 <sup>nd</sup> Feb 2016 at 14:34.	Noted
6. Land between St Helens Avenue and the A4074 Benson (BEN8) circulated Wed 24 <sup>th</sup> Feb 2016 at 09:27.	Noted
7. Oxford Health NHS Foundation Trust Governor Elections circulated Tue 23 <sup>rd</sup> Feb 2016 at 13:48.	Noted
8. Oxfordshire Together - Update February 2016 circulated Wed 24 <sup>th</sup> Feb 2016 at 09:40. It was agreed to refer any action to the Recreation and Lands Committee. <b>Action:</b> Clerk to put an item on the next recreation and lands committee agenda to discuss 'Oxfordshire Together'.	<b>Action</b>
9. BVCC Request to use Sunnyside Recreation Ground for Rally circulated Wed 25 <sup>th</sup> Feb 2016 at 09:44. It was agreed that the Benson Veteran Cycle Club could use the Sunnyside Recreation Ground for the BVCC Rally Sunday 3 <sup>rd</sup> July 2016. <b>Action:</b> Clerk to inform BVCC of decision to allow rally.	<b>Action</b>

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

**Parish Office notes Thursday 25<sup>th</sup> February 2016**

1. Clean for the Queen Saturday 5 <sup>th</sup> March 2016 meet at the Parish Hall 10AM, equipment will be provided.	Noted
--	-------

15. **Finance:**

- a. To sign off the reconciled bank statement for the current account as at 31<sup>st</sup> January 2016.

**Members present unanimously resolved to approve the reconciled bank statement as at 31<sup>st</sup> January 2016.**

- b. To sign cheques as detailed on the attached list:

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
27/01/2016	Executive Fire Protection	Extinguisher servicing at PH, YH and PV	505910	303.99
12/02/2016	Clearview	Window cleaning	505911	140.00
05/02/2016	NJC	Cleaning products for PH	505912	172.00
04/02/2016	Andrew Marsden	VAT Advice	505913	140.00
31/01/2016	Grundon	Waste collection, Jan 2016	505914	88.54

01/02/2016	Viking	Archive boxes	505915	41.96
31/01/2016	Colliers	Combi padlocks for salt bins and hasp/staple	505916	111.13
22/02/2016	P Eldridge	Pens and batteries	505917	69.28
17/02/2016	M Ottery	Foyer light and extractor fan in disabled toilet - PH	505918	152.00
25/02/2016	HMRC	PAYE Feb	505919	533.80
25/02/2016	OCC	Pensions - Feb	505920	975.74
25/02/2015	GM Stock	Feb Salary	505921	106.73
25/02/2016	OSVCAB	Grant	505922	100.00
25/02/2016	OPFA	Membership – Oxfordshire Playing Fields Association	505923	70.00
17/02/2016	OALC	Membership	505924	706.74
25/02/2016	OCC	Benson signage replacement	505925	1208.88
25/02/2016	A Bates	Handyman services Feb	505926	954.23
24/2/2016	LB Plumbing	Repairs to Pavilion water heater	505927	429.00

16. **Questions to the Chairman:** Questions should be provided to the Parish Clerk by Tuesday 12 Noon prior to the meeting.

17. **Items for Councillors to Note.**

a. Cllr D Olley asked if the parish hall would be available for use as a polling station for the European referendum to be held on Thursday 23<sup>rd</sup> June 2016. Clerk answered that there had been an event on and the halls manager had negotiated a change of date with the organisers so that the hall could be available as a polling station.

18. **To confirm the date of the next council meeting.** Thursday 24<sup>th</sup> March 2016.

19. **Dates of Next Meetings:**

- a. Parish Council Meeting. Thursday 24<sup>th</sup> March 2016.
- b. Finance Meeting Tuesday 15<sup>th</sup> March 2016.
- c. Halls Meeting Thursday 10<sup>th</sup> March 2016.
- d. Recreation and Lands Meeting Thursday 14<sup>th</sup> April 2016.
- e. Planning Meetings (to be notified).



Peter Eldridge  
Proper Officer  
8th March 2016

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

Serial No	Action	Initials
1.	Clerk to copy plans and then return them to the parishioner council meeting minutes 28 <sup>th</sup> January 2016 (5.a.). <i>Plans copied and returned. Action closed.</i>	CLK
2.	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 28 <sup>th</sup> January 2016 (10.b.i.). <i>Quotes circulated. Action closed.</i>	CLK
3.	Clerk to contact RAF to request a representative to attend and provide the briefing council meeting minutes 28 <sup>th</sup> January 2016 (13.b.ii.). <i>Request sent. Action closed.</i>	CLK
4.	RFO to make payment of grant to Citizens Advice council meeting minutes 28 <sup>th</sup> January 2016 (16.b.i.). <i>Cheque ready for signing. Action closed.</i>	CLK
5.	Clerk to submit response to SODC, council meeting minutes 25 <sup>th</sup> February 2016 (4.b.). <i>Response sent. Action closed.</i>	CLK
6.	Cllr P Murray to produce a draft formal response and circulate members before submitting the response to SODC, council meeting minutes 25 <sup>th</sup> February 2016 (7.e.). <i>Response sent. Action closed.</i>	CPM
7.	Clerk to make an amendment to the Halls minutes, council meeting minutes 25 <sup>th</sup> February 2016 (9.a.). <i>Amendment made. Action closed.</i>	CLK
8.	Clerk to confirm that quotes are still valid and put an item on the halls agenda to review the recommendation council meeting minutes 25 <sup>th</sup> February 2016 (9.b.i.). <i>Response on quotes received and agenda item added. Action closed.</i>	CLK
9.	Clerk to put an item on the next recreation and lands committee agenda to discuss 'Oxfordshire Together' council meeting minutes 25 <sup>th</sup> February 2016 (14.a.8.). <i>Agenda item processed. Action closed.</i>	CLK
10.	Clerk to inform BVCC of decision of decision to allow rally council meeting minutes 25 <sup>th</sup> February 2016 (14.a.9.). <i>Letter sent to the BVCC. Action closed.</i>	CLK

**Annex B**  
**TAG Report February 2016**

**BPC – TAG Report – February 2016**

**Meetings**

There was no TAG meeting in February, the next one being scheduled for March 8<sup>th</sup>.

**Littleworth Phase II – S106/S278 Suggestions**

The recent meeting with SODC/OCC indicated that BPC should put forward suggestions for highways infrastructure improvements as soon as possible to coincide with SODC's determination.

The TAG have put together a list of suggestions – see previous report – which have been left deliberately undefined in some places to allow discussion.

***Recommendation 1***

***That Council accepts the TAG suggestions on Highways infrastructure improvements***

**A4074 Bus Pull In**

There is concern over the extent of the recent improvements made. Whilst any improvement is welcome, there must be a danger that nothing further will happen and that once again the job will have only be half done.

It may well be that OCC regard extending and widening the pull in to be a Phase II work, to be undertaken when further S106 money is available, but the angle of the pull in is not as requested in the plans submitted and this could have been done now. It would seem that the old issue remains of buses still blocking the road by Rivermead, and partially sticking out onto the A4074.

**Trees & RAF Equipment**

Not having been present at any meeting to discuss this, a separate report is submitted on possibilities and to offer some questions that should have been asked before, but need to be asked before work is commenced. No recommendations are offered since no TAG member was involved.

**Future of TAG**

I confess to being personally frustrated at the lack of involvement or even consultation on the RAF issue amongst others and since this has happened before would now offer my resignation as Chair of the TAG. I would point out to Council that we renamed the Roads Group specifically to include Aviation, and feel there is no point in placing relevant skills/knowledge/experience at Council's disposal only for them to be ignored.

I personally believe strongly that the PC should use skills that are available in the community, and hope the TAG will continue to perform its fine work

Dave Rushton  
Chair TAG  
23.2.2016

**Annex C**  
**Littleworth Road Phase II Local Road**  
**Infrastructure Improvements**

**P15/S3916/O – Littleworth Rd Phase II – Local Road Infrastructure Improvements**

The following are suggested as necessary local road infrastructure improvements for the above development under S278/S106:

**1. Pedestrian access to A4074 Area**

Given that there will be increased pedestrians seeking to access the A4074 for public transport, for leisure by the riverside, and for access to the shop facilities, the following are recommended:

Upgrading of FP BN8 from Churchfield to the A4074

Provision of pedestrian access to Elm Bridge via a footbridge, the road bridge being too narrow

Improved crossing facility across the A4074

Additional bus stop facilities near Elm Bridge, subject to bus company approval

**2. Pedestrian Safety in the High St**

Given the addition of large numbers of vehicles to the village roads, the High St especially needs some provision to improve the safety of pedestrians crossing between the shops.

This could be done by some form of highlighted road surface to indicate the safest point of crossing – as has been done in Wallingford and elsewhere

A 20mph speed restricted zone along the High St

**3. Improved Cycle Storage**

In order to encourage the use of sustainable transport and to discourage vehicle use, more cycle storage should be provided in:

The village centre

Adjacent to the bus stops on the A4074

**4. Road Safety Adjacent to the School**

Given the increased number of vehicles likely to be using Oxford Rd, improvements are sought adjacent to the School. This should be:

Flashing light system to indicate a temporary 20mph speed restriction when the school is active

Improved Road markings in the vicinity of the School

DR  
Transport Advisory Group  
18.2.2016

## **Annex D Trees & RAF Benson**

### **1. Background**

This report is submitted in the light of the recent Liaison meeting and subsequent discussions

### **2. The Problem**

This is difficult to assess at the moment with conflicting statements being made. The minutes of the meeting record the issue as being with radar systems, but the Henley Standard report quotes the CO as saying nav equipment is being affected. So which is it?

### **3. The Systems**

#### **3.1 Radar**

Benson is apparently equipped with a standard Watchman Radar; this is usually an “s” band radar with dual capability – it can provide Radar Surveillance and Precision Approach (PAR), and it is understood the RAF use both.

##### **3.1.1 Radar Coverage**

It is important to understand that radar coverage is a function of distance from the facility and height – the higher the aircraft the further away it will be seen in lay terms. A modern “S” band radar should have filter systems (a modern version of ATI – Air Target Indicator) which are designed cut out ground effects (known as PE's) and when used for Surveillance should only be affected by trees relatively close to the facility. If an aircraft is not being “seen” by a Surveillance radar then the first question to ask is at what height is the aircraft. The normal expectations of any radar are shown in a VPD (Vertical Polar Diagram), and any gaps in cover are checked against the VPD.

3.1.2 For a Precision Approach radar this is different. Given that the aircraft is by definition flying low, trees can have a serious effect on coverage. However, normal civilian operations with PAR would only take place on the small final approach sector of an instrument runway – in lay terms the actual end of the runway. Hence only trees in a very limited sector would have an effect.

3.1.3 There is also the SSR (Secondary Radar) facility to consider in coverage issues. Being a “one way” pulsed system this should not suffer attenuation from ground effect and should be largely unaffected by trees some distance from the antennae. If the Surveillance radar has issues, can the SSR not alleviate this?

#### **3.2 Nav Systems**

##### **3.2.1 ILS (Instrument Landing System)**

RAF Benson is equipped with an ILS on only one runway – R/W 19. In lay terms this means they only use the system when approaching from the north. The other end (R/W 01) has no ILS.

The ILS has two components, a Glide slope (G/S) and a Localiser (Loc) which provide guidance in elevation and azimuth. Both are susceptible to interference and trees would affect the performance. However, once again this would be a very narrow approach sector to the north of the runway.

### 3.2.2 TACAN

TACAN is the military term for a VOR/DME installation, giving bearing and distance from a facility. The Benson TACAN has promulgated gaps in its coverage due high ground the the east and it is unlikely that trees so far from the facility would worsen this.

### 3.2.3 UHF/VHF/DF

This is transmission locator system allowing the controller to obtain a bearing on any aircraft transmitting. Unlikely to be affected by trees any real distance from the transmitter

## 4. Legislation

It would seem necessary to point out that the regulations appertaining to the base and to service personnel are not relevant to civilians, nor to civilian gardens, nor to civilian trees. If the RAF wished to take action against a civilian tree issue then they would have to follow civilian procedures, i.e. through local authorities - as the CO is reported as saying in the newspaper.

Civil legislation is mostly the Air Navigation Order (CAP393) and various subsidiary documents. The relevant document governing obstructions on/near airfields is CAP738, and this does not set specific heights usually. It sets out a Safeguarding Area, individual for each airfield within which all potential obstacles are evaluated. However, whilst a tall tree on final approach may be a hazard, it would be unlikely to be considered such outside that area. The hazard is judged very much by where it is as well as how tall it is.

Hence there is no overall rule that a tree must not be more than a certain height – otherwise there would be no forests of large trees anywhere in the country. This is the civilian legislation of course.

## 4 Summary

It would seem that the crucial questions are which systems do the RAF claim are affected and which trees do they claim are responsible. These questions should have been asked already, but should be asked (and answered) before any action is taken.

If the trees are on the final approach to R/W19 then the problem is understandable. If they are to the west or south of the airfield, then the question of at what height are aircraft having issues should be asked. Could it be that aircraft are operating lower than permitted? Are they approaching over the village, or more importantly, are they approaching low?

It might be worth finding out the minimum height the RAF customarily use over Benson Village. Their Defence Aerodrome Manual V5 states in Annex H (P109) that aircraft should not overfly Benson village below 1,500ft. This however begs the question of “overfly”, and it is more likely they would say they can fly over lower than that. However there will be an absolute minimum from buildings/structures, and this should be 500ft.

It is also worth saying clearly that whilst safety of aircraft is involved, this phrase applies to many things and the loss of or degradation of one particular nav aid will not cause an aircraft to plunge from the skies. Having said that, it would be entirely reasonable to be good neighbours and to facilitate resolving any genuine problem.

DR

22.2.16