

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Minutes of the Benson Parish Council meeting held on Thursday 23rd June 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		(CRJ)
Cllrs S McCann		(CSM)
Cllr T McTeague		(CTM)
Cllr D Olley		(CDO)
Cllr T Stevenson		(CTS)
Cllr R Workman		(CRW)

Proper Officer: P Eldridge (CLK)

OCC Cllr M Gray

There were 4 member of the public present

AGENDA

1. **Apologies.** Cllrs F Lovesey, P Murray, M Winton
2. **Declarations of Interest.** – Cllr P Peers declared an interest in item 6.b.iii. BPC29/16/P15/S4227/FUL. Rear of 22 and 24 Blacklands Road Blacklands Road Benson OX10 6NW as her property is close to the development.
3. **To receive reports from the following:**
 - a. Cllr M Gray – OCC Member. Cllr Gray reported:
 - i. Oxfordshire Adult Social Care is in the top 5% of responsible localities.
 - ii. That delayed transfer of patients (bed blocking) from Oxfordshire NHS Hospital is down by 30% and that this has been achieved by the purchase of care home beds.
 - iii. Benson will benefit from the new bus service which will run every 30 minutes to Wallingford and then on to Cholsey and then return to Benson via Wallingford.
 - iv. That the OCC mini bus would be available for hire at £18/hour during times it is not required by OCC.
 - v. That the maintenance works on the A4074 from the McDonald's roundabout to the fixed speed camera would be done in the current quarter.
 - vi. That work to maintain grass verges around Benson on A roads had been completed.

Cllr Gray completed the report and was then asked by Cllr P Peers if OCC would install bollards around the grass area in front of the A4074 bus stop adjacent to Church Road that people use as parking. Cllr Gray responded that he would ask and look into the requirement.

- b. Cllr F Bloomfield – SODC Member. Cllr Bloomfield was not present at the meeting.
- c. Cllr R Pullen – SODC Member. Cllr Pullen was not present at the meeting.

4. **Public Session.**

- a. A representative of JPPC spoke on behalf of the owners of the land behind 22 and 24 Blacklands Road and the erection of 17 dwellings. The representative explained:
 - i. That the application had been upgraded to a full application so that the plans would be clearer.
 - ii. It was now planned to include 40% starter homes.
 - iii. That SODC had raised no concerns on wild life, particularly Red Kites and bats on the area.
- b. The owner of the land behind 22 and 24 Blacklands Road addressed the chair briefly explained the family history in Benson and that care had been taken in the selection of JPPC to ensure that a suitable development would be provided for the area and that the recent amendment to the plans had been to address local concerns.
- c. A parishioner addressed the chairman on the application for a development of 130 houses on land off St Helen's Avenue noting that the Defence Infrastructure Organisation (Town Planning) and SODC's Health & Housing – Environmental Protection Team have issued documents which request that the outline planning proposal is refused.

5. **Minutes of Last Meeting:** To approve and sign minutes of the meetings held on Thursday 26th May 2016. **Members who were present at the Benson Parish Council meeting held Thursday 26th May 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.

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

- a. To approve and sign the minutes of the planning meeting held on Thursday 9th June 2016. **Members who were present at the Benson Parish Council planning meeting held Thursday 9th June 2016 unanimously resolved to approve the minutes of the meeting.** Cllr J Fowler chair for the meeting signed the minutes as a true record.
- b. To consider Planning Applications:
 - i. **BPC28/16/P16/S1301/O.** Land off St Helen's Avenue, Benson. Outline planning permission for up to 130 dwellings (including up to 40% affordable housing) introduction of structural planting and landscaping, informal public open space, surface water flood mitigation and attenuation, two vehicular accesses from St Helen's Avenue and associated ancillary works.
Members unanimously resolved to object to the application on the grounds of
 - 1) Archaeological concerns.
 - 2) Ecological and environmental concerns.

- 3) Lack of local education facilities.
- 4) Noise and vibration from adjacent RAF Helicopter base.
- 5) Traffic plan.
- 6) Benson Parish Council support to the Defence Infrastructure Organisation report objecting to the development.
- 7) The removal of green space from Benson Village.
- 8) Benson Parish Council support to Safety concerns registered by RAF Benson.
- 9) The impact on emergency services due to changes in flight plans for Air Ambulance and Police helicopter access to RAF Benson.
- 10) Impact of additional housing on waste water drainage.

ii. **BPC28/16/P16/S1301/O.** Land off St Helen's Avenue, Benson.

Amendment: No. 1 - dated 26th May 2016

Outline planning permission for up to 130 dwellings (including up to 40% affordable housing) introduction of structural planting and landscaping, informal public open space, surface water flood mitigation and attenuation, two vehicular accesses from St Helen's Avenue and associated ancillary works. As clarified by play provision improvement plan received 25 May 2016.

Members unanimously resolved to object to the application on the grounds of

- 1) Lack of consultation with Benson Parish Council on the type of play equipment required.
- 2) That it would be better if funding was used to retain a play area within the development site rather than being spent on an existing play area.

iii. **BPC29/16/P15/S4227/FUL.** Rear of 22 and 24 Blacklands Road Blacklands Road Benson OX10 6NW.

Amendment : No. 1 - dated 26th May 2016

Demolition of no's 22 and 24 Blacklands Road and the erection of 17 no. dwellings, including 6 starter homes on site of no's 22/24 and land to the rear). As amended by revised archaeological evaluation report dated January 2016 (submitted desk-based archaeological assessment - withdrawn). As amended by new application form, planning statement and additional drawings nos 1012 - 100, 101, 150B, 200, 201, 202 (house types C, D, E and F), 250 and 251 accompanying Agent's email dated 20 May 2016 to convert application from an outline to a full application.

Cllr P Peers passed the role of chairman to Planning Committee Chairman Cllr J Fowler and left the council chamber.

Members unanimously resolved to object to the application on the grounds of

- 1) Over development.
- 2) Concerns over Highways T1, T2.
- 3) Impact on wildlife.

4) Impact of additional housing on waste water drainage

Cllr P Peers re-entered the council chamber and resumed as chairman of the meeting.

iv. **BPC30/16/P16/S1133/FUL.** Spice Garden, F/food takeaway, 39 High Street, Benson, OX10 6RP.

Proposed loft conversion with small dormer windows. Extend existing pitched roof over small rear projection.

Members resolved by 4 votes with 4 abstentions and 1 against to object to the application on the grounds of

- 1) Impact on neighbouring properties.
- 2) Not appropriate for the conservation area.
- 3) Quantity of dormer windows out of character with the surrounding area.

A comment was also made that the application should be sent to the conservation officer for review.

c. To note Planning Decisions:

i. **BPC21/16/P16/S1187/HH.** 51 Old London Road Benson OX10 6RR

The construction of a rear extension, re-modelling of the front porch, conversion of the existing garage to a car port, the addition of a new window to the front elevation, the addition of a rooflight to the porch and internal alterations.

Permission Granted

ii. **BPC19/16/P16/S0213/FUL.** 68 Preston Crowmarsh, OX10 6SL. variation of approved planning application P14/S3450/FUL (Demolition of existing dwelling and industrial units with erection of three dwellings of varying designs and form). (As amended by plans 2a, 3a, 4a and 1a which reduces the size of the development).

Permission Granted

iii. **BPC22/16/P16/S1387/HH.** 2 Pensfield Benson OX10 6PD
51 Old London Road Benson OX10 6RR

Proposed first floor side extension.

Permission Granted

iv. **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.

Permission Granted

d. To receive a report from the Chairman of the Planning Committee. Chairman reported that the next SODC Planning Committee Meeting with an agenda item to decide on the development P16/S1139/O: Land north of Littleworth Road Benson is scheduled for Wednesday 29th July 2016 at 6PM.

7. **Benson Parish Council Finance Committee:** There was no finance

committee meeting held in June 2016

- a. To receive a report from the chairman of the finance committee.
Cllr P Peers reported that she had received a letter from the clerk confirming that he would retire from the post of parish clerk on the 31st December 2016. Cllr J Fowler asked that the parish councils appreciation for the work carried out by the clerk be minuted.

8. **Benson Parish Council Halls Committee.** There was no halls committee meeting held in June 2016

- a. To receive a report from the Chairman of the Halls Committee.
Cllr T McTeague reported on a recent meeting she had with Cllr P Peers, the clerk and the halls manager to discuss the requirement for additional meetings to facilitate discussion on the halls regeneration plan. Cllr McTeague continued that it had been agreed that additional meetings of the halls committee would be held in the months when halls meetings were not currently scheduled but that agendas for additional meetings would only have items on halls regeneration. Cllr McTeague ended the report saying that in order for continuity to be maintained on the halls regeneration the halls manager would have an active role running the halls regeneration meetings.
Action: Clerk to schedule additional halls meetings and inform halls committee members of dates.

CLK

9. **Benson Parish Council Recreation and Lands Committee.**

- a. To approve and sign the minutes of the Recreation and Lands Committee held on Thursday 9th June 2016. **Members who were present at the Recreation and Lands committee meeting held Thursday 9th June 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 recreation and lands recommendations:
 - i. **That Benson Parish Council adopts the policy for vehicles parked at College Farm.**
Members present unanimously resolved to approve the recommendation.
 - ii. **That Benson Parish Council allocates up to £1000 +VAT to supplement current budget funding for the installation of 2 new picnic tables constructed of recycled material at Rivermead including installation and anti-theft brackets.**
Members present unanimously resolved to approve the recommendation.

CLK

- iii. **That Benson Parish Council allocates funding for up to 5 projects annually to support Wallingford School Community Projects at a cost not to exceed £100 +VAT per project.**
Members present unanimously resolved to approve the recommendation.
Action: Clerk to inform Wallingford school community projects officer.

CLK

- iv. **That Benson Parish Council allocate additional funding towards the purchase of 2 seats memorial plaques and fixing brackets not to exceed £500 +VAT to be installed along Church**

Road.

Members present unanimously resolved to approve the recommendation.

Action: Cllr P Baylis to circulate details of seats to be purchased to Cllrs. **CPB**

- c. To receive a report from the Chairman of the Recreation and Lands Committee. Cllr P Baylis reported:
 - i. OCC Highways had cut the grass on junctions, verges and cleared footpaths along the A4074 in the Benson area.
 - ii. A new resident living on the spur of the Watlington Road via the entrance to the Old British School had tarmacked the spur for approximately 30m.
 - iii. That the email from the Local Greenspace Conservation and Development organisation had been passed to the Benson Neighbourhood plan team to arrange a meeting.

10. Benson Parish Council Technology Committee:

- a. To approve and sign the minutes of the Technology Committee held on Thursday 16th June 2016. **Members who were present at the Technology committee meeting held Thursday 16th June 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. Cllr P Baylis reported that more information is being added to the new Benson Parish Website on a daily basis. Cllr Baylis continued that if Cllrs had other content for the website they should contact her.

11. Benson Neighbourhood Plan Steering Group:

- a. To receive a report from the Chairman of the Steering Group. Cllr J Fowler gave a report which is at Annex B.

12. Benson Parish Council Working Groups. To receive reports from the Benson Parish Council Working Groups. No reports were presented.

13. Benson Parish Council Chairman:

- a. To receive a report from the Chairman. Cllr P Peers reported:
 - i. Cllr M Winton was unavailable to attend the OALC AGM on Monday 4th July 2016 at the Denman College, Marcham, Abingdon, OX13 6NW starting at 7:30PM. Would any available Cllr willing to attend please contact the clerk.
 - ii. Due to the Summer Town and Parish Forum 2016 coinciding with the next halls meeting she was unavailable to attend the forum. Would any available Cllr willing to attend please contact the clerk.
 - iii. That she and the clerk will be attending the Oxfordshire CC Unitary Proposals – Workshop at Didcot on Tuesday 28th June 2016.
- b. 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 2016/05: Proposed by Cllr P Baylis, seconded by Cllr P Peers that the RFO be co-opted onto the Technology committee as the joint Benson

Parish Council Website Administrator alongside the Technology Committee Chairman.

Members present unanimously resolved to approve the proposal.

Action: Clerk to update the membership of committees list.

CLK

15. Correspondence:

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

Post received for meeting Thursday 23rd June 2016

Post/Emails Received	Action
1. Local Greenspace Conservation and Development circulated Tue 21 st Jun 2016 at 12:09.	Noted
2. Community First Oxfordshire Biffa changes to funding criteria circulated Tue 21 st Jun 2016 at 12:19.	Noted
3. Mobile Library Closure circulated Mon 6 th Jun 2016 at 12:06.	Noted
4. WI Letter approving the replacement of the bench along Church Road adjacent to the library circulated Thu 9 th Jun 2016 at 10:21.	Noted
5. ROBIN - Information for Town Councils and Staff circulated Tue 21 st Jun 2016 at 12:19.	Noted
6. P16/S1301/O full environmental impact assessment circulated Wed 22 nd Jun 2016 at 09:08. Members briefly discussed the email and it was agreed that Cllr J Fowler should contact SODC requesting information on why the assessment is not required. Action: Cllr Fowler to ask SODC why a full environmental impact assessment is not required.	CJF
7. Letter of concern and disapproval about the new school warning sign at Church Road Benson circulated Fri 10 th Jun 2016 at 11:18. Letter referred to Recreation and lands committee for review. Action: Clerk to add item to recreation and lands meeting agenda to review letter of concern and disapproval.	CLK
8. Email from Crowmarsh Parish about Council Bus Stop Suggestion circulated Tue 21 st Jun 2016 at 10:14. Action: Clerk to respond to Crowmarsh Parish Council and to add an item to recreation and lands meeting agenda for members to discuss.	CLK
9. Police and Crime Commissioner Survey - seeking views on policing and crime circulated Thu 23 rd Jun 2016 at 10:59. Responses to be passed to the clerk.	Cllrs

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

Parish Office notes Thursday 23rd June 2016

1. None submitted	
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16. Finance:

a. To sign off the reconciled bank statement for the current account as at 31st May 2016.

Members present unanimously resolved to approve the reconciled bank statement as at 31st May 2016

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

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
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23/06/2016	HMRC	June PAYE and NI	505985	762.90
23/06/2016	OCC	June pension contribution plus April Deficiency Payment shortfall	505956	1085.74
23/06/2016	G Stock	June Salary	505987	166.15
23/06/2016	A Bates	June Handyman services	505988	1274.98
10/06/2016	Information Commissioner	Data Protection Registration 2016	505989	35.00
06/06/2016	F Farquharson	A2 map for Hydro Project	505990	20.00
31/05/2016	Colliers	Maintenance hardware	505991	34.36
27/08/215	G Stock	Lost cheque replacement – August 2015 tax refund	505992	11.00
02/03/2016	Lockton Companies LLP	Youth Club Insurance	505993	79.54
25/04/2016	Oxfordshire Youth	Youth Club membership	505994	80.00
08/06/2016	Choices	Dishwasher fluid	505995	81.36
31/05/2016	Grundon	Waste collection May	505996	107.40
07/06/2016	Viking	Stationery	505997	71.59
01/06/2016	Clearview (Paul Smith)	Window cleaning	505998	140.00
27/05/2016	Custom Group Ltd	PH lounge curtains	505999	803.62

17. **Questions to the Chairman:** There were no questions to the chairman.

18. **Items for Councillors to Note:**

a. Cllr T McTeague expressed a concern that due to the members of the finance committee being reduced to 4 the committee would not be quorate should a single member be unable to attend. Cllr P Peers responded that the minimum number to be quorate for a finance committee was 3.

b. Cllr D Olley asked if how much the Neighbourhood Plan consultant had been paid to date. Cllr J Fowler responded that so far there had been 1 payment to the consultant of £1200.

c. Cllr D Olley asked for an update on the dead tree in Rivermead. Cllr P Baylis responded that she had an action to deal with it.

d. Cllr T Stevenson asked if there was any update on his note made at the recreation and lands held 9th June 2016 on the use of glyphosate-based weed killers. Cllr P Baylis confirmed that the weed killer used around the parish by the grass cutting contractor is glyphosate-based. It was generally agreed that no further weed killing should be done until the current EU licence has been renewed.

Action: Clerk to instruct grass contractor to stop weed killing until further notice.

19. **To confirm the date of the next council meeting.** Thursday 28th July 2016.

20. **Dates of Next Meetings:**

- a. Parish Council Meeting. Thursday 28th July 2016.
- b. Finance Meeting Tuesday 19th July 2016.
- c. Halls Meeting Thursday 14th July 2016.
- d. Recreation and Lands Meeting Thursday 8th September 2016.
- e. Planning Meetings (to be notified).
- f. July BPC Play Area Inspection Cllr J Fowler.



Peter Eldridge
Proper Officer
28th June 2016

Annex A
Actions for Parish Council Meetings as at
3rd June 2016

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. | Cllr P Baylis and clerk to identify the scope of the area for the letter drop and arrange delivery of letters council meeting minutes 21st Apr 2016 (9.b.i.).
<i>Scope defined and letters delivered. Action closed..</i> | CPB
CLK |
| 2. | Clerk to check insurance cover for bee keeping on allotments council meeting minutes 21st Apr 2016 (9.b.i.).
<i>Insurance liability covered by membership of Bee Keeping Association. Action closed..</i> | CLK |
| 3. | Clerk to arrange a briefing to Cllrs on the BCH project council meeting minutes 21st Apr 2016 (12.a.ii.1).
<i>In progress.</i> | CLK |
| 4. | Clerk to review hall meeting schedule council meeting minutes 26 th May 2016 (18.).
<i>Additional meetings scheduled. Action closed.</i> | CLK |
| 5. | Clerk to review signage around Rivermead paddling pool banning dogs in the pool council meeting minutes 26th May 2016 (22.b.i.).
<i>In progress.</i> | CLK |
| 6. | Clerk to purchase SSD's and to carry out Windows 10 upgrade council meeting minutes 26th May 2016 (23.b.ii.).
<i>SSD's Purchased, Upgrade scheduled. Action closed.</i> | CLK |
| 7. | Clerk to place order with Oxford IT council meeting minutes 26th May 2016 (23.b.iii.).
<i>Invoice requested. Action closed.</i> | CLK |
| 8. | Clerk to schedule additional halls meetings and inform halls committee members of date's council meeting minutes 23 rd Jun 2016 (8.a.).
<i>In progress.</i> | CLK |
| 9. | Clerk to order picnic tables for Rivermead council meeting minutes 23 rd Jun 2016 (9.b.ii.).
<i>In progress.</i> | CLK |
| 10. | Clerk to inform Wallingford school community projects officer council meeting minutes 23 rd Jun 2016 (9.b.iii.).
<i>In progress.</i> | CLK |
| 11. | Cllr P Baylis to circulate details of seats to be purchased to Cllrs council meeting minutes 23 rd Jun 2016 (9.b.iv.).
<i>In progress.</i> | CPB |
| 12. | Clerk to update the membership of committee's list council meeting minutes 23 rd Jun 2016 (14.a.).
<i>List updated. Action closed.</i> | CLK |

13. Cllr Fowler to ask SODC why a full environmental impact assessment is not required council meeting minutes 23rd Jun 2016 (15.a.6.). **CJF**
In progress.
14. Clerk to add item to recreation and lands meeting agenda to review letter of concern and disapproval council meeting minutes 23rd Jun 2016 (15.a.7.). **CJF**
In progress.
15. Clerk to respond to Crowmarsh Parish Council and to add an item to recreation and lands meeting agenda for members to discuss council meeting minutes 23rd Jun 2016 (15.a.8.). **CJF**
In progress.
16. Clerk to instruct grass contractor to stop weed killing until further notice council meeting minutes 23rd Jun 2016 (15.a.8.). **CJF**
No weed killing instruction issued. Action closed.

Benson Neighbourhood Plan Report

1. Drop In Sessions

Two 'drop-in' sessions were held on Friday 10th June and Saturday 11th June for members of the public to understand progress with the Neighbourhood Plan (NP) and ask any questions of the Team. Over 110 people attended across the 2 days and provided us with excellent feedback and considered comments. I would like to express my thanks to the NP Communications Team and Steering Committee members who helped make the event a success.

Members of the NP Team have a stall at Benson Summer Fayre on 9th July to further consult with members of the village.

2. Strategic Environmental Assessment Screening

The District Council have eventually confirmed that a Strategic Environmental Assessment (SEA) Screening will be required for our Plan. Although this will extend our deadline (we have been asking for a decision on this from the District Council since January) it does remove the burden of site selection from the NP Steering Committee.

It will also now be possible to request the deferred £3K grant payment from Locality now the District Council have reached a decision.

3. Housing Needs Survey

The Housing Needs Survey (HNS) that was delivered to all Benson households in early May captured circa 580 responses. The numbers are currently being 'crunched' by Community First Oxfordshire (CFO) who are aiming to provide results for Friday 24th June.

The results from the HNS provide an important feed into the policies that are being developed for our Plan.

4. Housing Numbers

The NP Team are contesting the housing numbers allocated to Benson by SODC in their draft Preferred Options consultation. SODC have included the housing at RAF Benson within Benson's allocation and since service accommodation is not available to civilian personnel, the RAF Benson housing should not be included in Benson's total.

5. Other Land Use

As well as looking at potential housing sites the Neighbourhood Plan is also looking into non-development land use for things such as a new burial ground, land for a new Youth building and play equipment.