

Parish Clerk

From: Ian Middleton
Sent: 03 July 2025 16:03
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Hi Alec

Thanks for getting back to me on this and for agreeing that some of the criteria we have outlined could be investigated.

I was hoping though that we might be able to stretch things a little to include the two items highlighted below in green. The reason for these being included were quite pivotal for the council mainly to ensure we have a clear picture of your assessment of the current position subsequent the applicants update of the TA in March. You will no doubt remember that this came shortly after your assessment was completed so it would be good to have an update on if you think their addendum changes your position significantly.

The other concern was to ensure that OCC's response was credible in light of the comments of their own external advisers Pell Frischmann. There is a fairly wide belief that the council has rather 'glossed over' the advice they received and have failed to take into account a number of issues raised in the 2 reports submitted during 2025. They have highlighted a number of issues which seem to have been reduced by the council to matters than could be dealt with subsequent to the granting of planning permission. It's felt that this is an unreasonable and perhaps even irresponsible approach to take especially when the level of disruption to local transport infrastructure also appears to have been underestimated.

I appreciate that the documentation associated with the above seems a little daunting, but the council response is relatively brief (too brief some might say!) and the Pell Frischmann reports already contain highlights. Likewise the TA Addendum really only needs to be assessed in relation to any new information submitted after you made your original assessment.

I'm hoping that you might be able to squeeze these aspects in and I'd be happy to discuss by phone if you're available later today or tomorrow. I appreciate that you need a response by Monday and we are equally as keen to get the work done ASAP in view of the planning meeting date.

I look forward to hearing from you.

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group
Cherwell District Councillor for Kidlington East Ward - Leader of the Green Independent Alliance and Executive Member for Neighbourhood Services

Parish Clerk

From: [REDACTED]
Sent: 07 July 2025 08:00
To: Ian Middleton
Cc: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Thanks for the email Ian

I was away on Friday and now back for my final week before a couple of weeks in the sun.

I think given the timescales involved (noting funding might approved Thur) I am going to have to step away from this opportunity. The timings bring an element of risk for me as I would have to undertake the work before there is a commitment to meet fees, which would be contrary to company policy.

While considering the matter over the weekend, I am also concerned about the additional items you would like covered – I would not want to be in a position where I have over-promised and have to under-deliver against expectations, which inevitably brings about a discussion over fees.

Thank you for reaching out – I wish you well with your representations.

Kind regards

Alec

From: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Sent: 07 July 2025 00:36
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Hi Alec

Thanks for coming back to me so promptly. I did call you to discuss on Wednesday but your voicemail said you were on leave.

I appreciate that some of the documentation I sent to you may look a bit daunting, but I think much of it has already been dealt with in your previous assessments. The TA Addenda that are attached as appendices to the OCC Highways responses have been largely highlighted in terms of what has or has not been addressed. There are colour coded sections in the report which I assume relate to issues addressed, pending or unaddressed. I don't know if that's accurate but I was hoping that this would assist in compiling a reasonably swift overview.

The main concern with regard to the relationship between OCC and Pell Frischmann is that the council appears to have either ignored the advice from their own consultants or have suggested that concerns raised can simply be deferred until after planning permission has been considered. This seems to suggest that a far less robust level of enforcement of the issues raised would be possible as it's likely that compromises will be inevitable given that the project would by then be underway.

I was therefore hoping that you could include the two points highlighted in green to the scope of your review. I'm happy to discuss more on the phone in the morning if you are available.

In terms of commissioning I should be able to get an in-principle decision by COB on Monday, but the final approval for funding would need to go to a sub-committee meeting on Thursday. I can then get you a purchase order on Friday morning. I don't anticipate any problems in getting approval based on your current fee assessment (or even a little more than that if need be), so I hope that will give you enough time to complete the work. If not please let me know and I'll see if I can apply a little more urgency to the matter.

Again, I appreciate your swift response to this enquiry and I hope we can still fit everything in within the admittedly tight schedule, but happy to discuss more.

I hope we can speak in the morning.

All the best

Ian

From: [REDACTED]
Sent: 02 July 2025 17:28
To: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Dear Ian

Thank you for your email.

I have had a quick look at the size of the documents forwarded and also reviewed available resources in the next couple of weeks, with Kevin.

With the holiday period upon us, we only really have a single day to spare to look at this (and this is my time), so would not be able to commit to your full brief I am afraid.

I would therefore suggest that we focus on whether the new submission address the points raised in our previous note. I would hope that I should also be able to consider the other matters highlighted below

Kidlington Parish Council would like to know:

- Does the March TAA address the issues raised in MB's previous report?
- Do new issues arise from the March 2025 TAA?
- Has junction modelling now been carried out for Roundabouts at Pear Tree, Wolvercote & Loop Farm⁽¹⁾. Why does this matter?
- Is the officer's approach reasonable e.g. ignoring Pell Frischmann's advice on global traffic reduction (which said the worse case scenario should have been considered)?
- Is traffic modelling for 45 minute closures realistic? (Set up and take down time now reduced to 5 mins each; is it possible to set up the cones for bus lanes and barriers on Oxford Road in this time? See Fig 6.6, page 110, TAA).
- Has the impact of the extra Toucan crossing (necessary because of the planned new pedestrian/cycle path along the length of Frieze Way) at Loop Farm Roundabout been considered?
- Should the principle that it is possible to evacuate onto the Oxford Rd be established by pedestrian modelling?
- Pear Tree and Oxford Parkway P&Rs will get busier as the population increases and traffic filters are introduced. Has this been considered?
- Can parking at Pear Tree & Oxford Parkway P&Rs be considered as sustainable transport when they are effectively being used as car parks?
- Have pedestrians approaching from the north been modelled?

At my hourly rate, a day would incur fees of £1,320 + VAT. If I can pick up on any other points in the time available I will, but do need to manage expectations.

In terms of timescales, I would need an instruction prior to 7/7 and would look to issue a final document 11/7, after which I would be on leave).

If that is of interest, please do let me know and I will issue an acceptance of services form for completion.

Kdin regards

Alec

From: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>

Sent: 01 July 2025 11:26

To: [REDACTED]

Cc: [REDACTED]

Subject: [Pending]RE: OXFORD UNITED FOOTBALL CLUB

You don't often get email from ian.middleton@kidlington-pc.gov.uk. [Learn why this is important](#)

Dear Alec

Thanks for the prompt reply.

I attach the response from OCC which includes the 'no objection' position from Transport Development Control. That makes reference to Appendices A-D which are also attached separately. Those include the reports from Pell Frischmann one of which was from last year but 2 others are more recent (March and April). There are some other responses included in the OCC document, most of which are from me but you don't need to look at those unless you think it's helpful.

I also attach the addendum to the TA produced by Ridge on behalf of the applicants which was published after you did your initial assessment in February. I think that's the only substantial update to the TA made by the applicant since then.

Finally I attach a rough outline of the criteria we think would be worth focusing on, but of course if you see any other critical issues please feel free to include those. Likewise if you feel there's too much there to get done in the time available, let me know and we can discuss what's most important to focus on.

I look forward to hearing from you in due course. If you have any additional questions please let me know.

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group

Cherwell District Councillor for Kidlington East Ward - Leader of the Green Independent Alliance and Executive Member for Neighbourhood Services

Kidlington Parish Councillor for Exeter Ward
Gosford & Water Eaton Parish Councillor
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Please consider the environment before printing this e-mail

From: [REDACTED]
Sent: 01 July 2025 10:45
To: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Dear Councillor Middleton

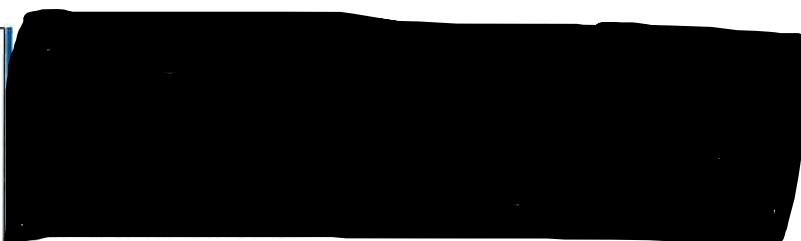
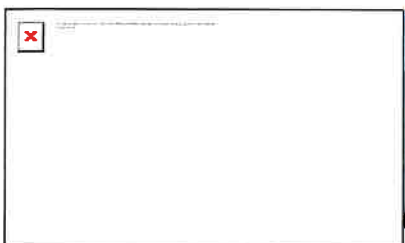
Thank you for the email and apologies I missed your call.

If you are able to send over the documents you would like a review of, I will sit down with Kevin and discuss what may be feasible in the timescales available and drop you a line with suggested fees for approval.

I look forward to hearing from you.

Kind regards

Alec



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From: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>

Sent: 01 July 2025 10:28

To: [REDACTED]

Subject: OXFORD UNITED FOOTBALL CLUB

You don't often get email from ian.middleton@kidlington-pc.gov.uk. [Learn why this is important](#)

Dear Mr Philpott

Sorry for the long message on your voicemail, I wanted to get the salient points over but ran out of time!

I'm the County councillor for the area concerned as well as a District and Parish councillor. At the last meeting of Kidlington Parish Council it was proposed that we engage consultants to do a brief assessment of the OCC Highways response in the light of the work that has been done since your assessment in Feb and with reference to OCC's external consultants Pell Frischmann.

To the untrained eye, it looks like OCC have rather glossed over the criticisms in the PF report, including a lack of junction modelling at the key roundabouts that could be affected by the proposed road closures. There's also a belief that the applicant has taken a very rosy view of the proposals (as you'd expect) rather than modelling the worst case scenario, which I believe PF said they should do.

Essentially, we're hoping that you would be able to follow up a bit on the report you did for CPRE in Feb covering the Transport Assessment work which I believe you were rightly critical of.

Since then the applicant has published an addendum to the TA and then the transport authority, Oxfordshire County Council, has published their response essentially giving a 'no objection' comment subject to a few conditions most of which won't be actioned until after the development commences. Everyone is rather baffled by this response given the nature of the project and the potential transport disruption.

I can send over a brief set of criteria that we'd like you to examine if you are able, along with copies of the relevant reports. The planning committee meeting is currently set for the 31st July so we would really need this completed within 2-3 weeks if possible. Given that you have already done some work on this and would presumably be familiar with the circumstances, we're hoping that you could take another look at the final response from OCC and give a critical assessment. Given the short timescale we would of course appreciate that there will be limitations on how much detail you can go in to, but I think anything would be helpful in setting the current position in a more realistic context.

I'm in meetings for most of the afternoon, but if you could drop me an email or give me a call that would be appreciated. If I don't answer, please leave a message and I'll get back to you ASAP.

I look forward to hearing from you

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group
Cherwell District Councillor for Kidlington East Ward - Leader of the Green Independent Alliance and Executive Member for Neighbourhood Services
Kidlington Parish Councillor for Exeter Ward
Gosford & Water Eaton Parish Councillor
Yarnton Parish Councillor
Fellow of The Royal Society of Arts [FRSA](#)

Telephone 07779 628211

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Website [middletongreen.org](#)

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Parish Clerk

From: Ian Middleton
Sent: 07 July 2025 10:29
To: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Hi Alec

Thanks for your email. I appreciate the problem.

If I could get fee confirmation today and we went with your original proposal, would that still be possible? I think the council would rather have something than nothing to work with.

I could try to twist some arms to get an emergency decision today.

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group
Cherwell District Councillor for Kidlington East Ward & Leader of the Green & Independent Alliance Cherwell District Council Executive Member for Neighbourhood Services
Kidlington Parish Councillor for Exeter Ward
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Parish Clerk

From: [REDACTED]
Sent: 07 July 2025 16:42
To: Ian Middleton
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Thanks Ian – currently stuck in another meeting that started at 1630 and will run until 1830.

I left Sarah a VM at 1620, as her number rang out. Explained I am available 0730-0915 tomorrow AM to discuss.

Thanks for flagging my voicemail didn't work – I will look into that as it's a worry!

From: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Sent: 07 July 2025 16:36
To: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

Hi Alec

I believe the parish Clerk is trying to get hold of you to discuss how we would deal with this.

The order has been agreed in principle but she needs to discuss the details with you. I've tried to call you again but there was no answer (not even voicemail).

I'd really appreciate it if you could give me a quick call so I can run through it with you.

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group

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Please consider the environment before printing this e-mail!

From: [REDACTED]
Sent: 07 July 2025 12:51
To: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Cc: [REDACTED]
Subject: Re: OXFORD UNITED FOOTBALL CLUB

Hi Ian

Sorry I missed your call - manic start to the week.

If you can confirm instructions and invoice details for tomorrow AM, I can still deliver this for you, to my original proposal.

Kind regards

Alec

On 7 Jul 2025, at 00:37, Ian Middleton <ian.middleton@kidlington-pc.gov.uk> wrote:

Hi Alec

Thanks for coming back to me so promptly. I did call you to discuss on Wednesday but your voicemail said you were on leave.

I appreciate that some of the documentation I sent to you may look a bit daunting, but I think much of it has already been dealt with in your previous assessments. The TA Addenda that are attached as appendices to the OCC Highways responses have been largely highlighted in terms of what has or has not been addressed. There are colour coded sections in the report which I assume relate to issues addressed, pending or unaddressed. I don't know if that's accurate but I was hoping that this would assist in compiling a reasonably swift overview.

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possible as it's likely that compromises will be inevitable given that the project would by then be underway.

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Again, I appreciate your swift response to this enquiry and I hope we can still fit everything in within the admittedly tight schedule, but happy to discuss more.

I hope we can speak in the morning.

All the best

Ian

From: [REDACTED]
Sent: 02 July 2025 17:28
To: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: OXFORD UNITED FOOTBALL CLUB

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2. Do new issues arise from the March 2025 TAA?
3. Has junction modelling now been carried out for Roundabouts at Pear Tree, Wolvercote & Loop Farm^[1]. Why does this matter?
4. Is the officer's approach reasonable e.g. ignoring Pell Frischmann's advice on global traffic reduction (which said the worse case scenario should have been considered)?
5. Is traffic modelling for 45 minute closures realistic? (Set up and take down time now reduced to 5 mins each: is it possible to set up the cones for bus lanes and barriers on Oxford Road in this time? See Fig 6.6, page 110, TAA).
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Kdin regards

Alec

From: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>

Sent: 01 July 2025 11:26

To: [REDACTED]

Cc: [REDACTED]

Subject: [Pending]RE: OXFORD UNITED FOOTBALL CLUB

You don't often get email from ian.middleton@kidlington-pc.gov.uk. [Learn why this is important](#)

Dear Alec

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I look forward to hearing from you in due course. If you have any additional questions please let me know.

Kind regards

Parish Clerk

From: Ian Middleton
Sent: 11 July 2025 14:35
To: Ian Middleton
Subject: FW: Kidlington Parish Council - Consultation
Attachments: 2025-07-11 KPC_OxfordFC TN.docx

From: [REDACTED]
Sent: 11 July 2025 13:48
To: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Thanks Ian – annotated below and revised doc attached.

From: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Sent: 11 July 2025 11:22
To: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Hi Alec/Kevin

Comments as follows. Not sure if these constitute tweaks but if they could be changed/added that would be helpful.

The table on page 4 makes reference to the OCC officer's responses. In some of those comments you say that the officer has accepted the applicant's approach. Would it be possible to give an opinion on if you think that is reasonable? **Added a final column to table.**

Page 9, Road Closure Duration (Item 5): Not sure if you've seen the pedestrian modelling in the most recent TAA because that appears to include long lengths of barriers and cones for which no set up time has been allowed. You mention set up and take down, but it might be useful to include a comment about the extent of these.

Reference : ADDENDUM TRANSPORT ASSESSMENT - OPTION AND SENSITIVITY TESTS, 20th March 2025, Fig 6.1 - 6.6 (page 105 onwards). The pink and grey shading along the road are barriers / cones respectively. Would take a long time to set up. **Appreciate the point, but I'm not sure there is sufficient detail to questions this – the trigger point for modelling duration is when the road is closed to traffic and if there is pedestrian guard railing proposed that can be installed without closing the road, then this wouldn't count – as I say, I don't think that Figures 6.1-6.6 are clear.**

3.11: *"The Addendum Transport Assessment extends the modelling to cover a road closure of 45 minutes (from 35 minutes)."* I don't think this is correct. It was always modelled for 45 minutes ie 30

mins plus 10 mins set up and 5 mins take down. I believe the road closures are now to be 35 mins plus 10 mins set up and 5 mins take down. 50 minutes in total? **Text amended.**

3.1.3 – Pre and post match retention events are specifically mentioned in the OUFC proposals. You mention that “it’s not uncommon” but there is a specific reference to these. I’m just trying to find it and will send it over shortly. If that could be included it would make this point stringer. **Done**

Page 7 point 3: it might be appropriate to strengthen the comment about the point of the P&Rs to point out the proposals would not be in accordance with County Council policy i.e. to intercept journeys, they are simply being used as car parks. **Done**

Section 4.2: Thanks for including some reference to the Pell Frischmann report. I wondered if it would be possible to add a general opinion of if the officer has included proper and appropriate consideration of that in his response? Maybe something like: The officer's decision is not explained and it is unclear why the advice of the consultant (Pell Frischmann), engaged by the County Council has been ignored. **I think they did explain their reasoning Ian. Snip below**

The club has used Decide and Provide (D&P) Scenario 3 to model their impact plus the additional scenario modelling trips to Parkway as requested. It is important to stress that although the county council are content with this scenario, this is only acceptable on the basis of the required mitigation listed earlier in the document being provided. Only with this mitigation in place do the county council feel that the vehicular trip rates would lower enough to be in line with the mode split for Scenario 3.

The traffic modelling has assumed a 10-15% reduction in background traffic and this is considered acceptable on the basis of evidence from other sporting venues.

Our counter is that they should assess all reasonable scenarios, which we don't think they have

4.7: typo on provide(d) **sorted – good spot, thanks.**

Hope all that is doable. I appreciate it might need to be done by Kevin, but happy to discuss with him in your absence. Sorry I didn't see this yesterday as I was in meetings all day. Hope we can still add these points in the final version.

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group

Cherwell District Councillor for Kidlington East Ward - Leader of the Green Independent Alliance and Executive Member for Neighbourhood Services

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Parish Clerk

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Attachments: 2025-07-11 KPC_OxfordFC TN.docx

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Reference : ADDENDUM TRANSPORT ASSESSMENT - OPTION AND SENSITIVITY TESTS, 20th March 2025, Fig 6.1 - 6.6 (page 105 onwards). The pink and grey shading along the road are barriers / cones respectively. Would take a long time to set up. **Appreciate the point, but I'm not sure there is sufficient detail to questions this – the trigger point for modelling duration is when the road is closed to traffic and if there is pedestrian guard railing proposed that can be installed without closing the road, then this wouldn't count – as I say, I don't think that Figures 6.1-6.6 are clear.**

3.11: *"The Addendum Transport Assessment extends the modelling to cover a road closure of 45 minutes (from 35 minutes)."* I don't think this is correct. It was always modelled for 45 minutes ie 30 mins plus 10 mins set up and 5 mins take down. I believe the road closures are now to be 35 mins plus 10 mins set up and 5 mins take down. 50 minutes in total? **Text amended.**

3.1.3 – Pre and post match retention events are specifically mentioned in the OUFC proposals. You mention that "it's not uncommon" but there is a specific reference to these. I'm just trying to find it and will send it over shortly. If that could be included it would make this point stringer. **Done**

Page 7 point 3: it might be appropriate to strengthen the comment about the point of the P&Rs to point out the proposals would not be in accordance with County Council policy i.e. to intercept journeys, they are simply being used as car parks. **Done**

Section 4.2: Thanks for including some reference to the Pell Frischmann report. I wondered if it would be possible to add a general opinion of if the officer has included proper and appropriate consideration of that in his response? Maybe something like: The officer's decision is not explained and it is unclear why the advice of the consultant (Pell Frischmann), engaged by the County Council has been ignored. **I think they did explain their reasoning Ian. Snip below**

The club has used Decide and Provide (D&P) Scenario 3 to model their impact plus the additional scenario modelling trips to Parkway as requested. It is important to stress that although the county council are content with this scenario, this is only acceptable on the basis of the required mitigation listed earlier in the document being provided. Only with this mitigation in place do the county council feel that the vehicular trip rates would lower enough to be in line with the mode split for Scenario 3.

The traffic modelling has assumed a 10-15% reduction in background traffic and this is considered acceptable on the basis of evidence from other sporting venues.

Our counter is that they should assess all reasonable scenarios, which we don't think they have

4.7: typo on provide(d) **sorted – good spot, thanks.**

Hope all that is doable. I appreciate it might need to be done by Kevin, but happy to discuss with him in your absence. Sorry I didn't see this yesterday as I was in meetings all day. Hope we can still add these points in the final version.

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group

Cherwell District Councillor for Kidlington East Ward - Leader of the Green Independent Alliance and Executive Member for Neighbourhood Services

Kidlington Parish Councillor for Exeter Ward

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Fellow of The Royal Society of Arts [FRSA](#)

Telephone 07779 628211

Twitter @IanMiddletonX

Facebook [ianmiddletongreenparty](#)

Website [middletongreen.org](#)

Parish Clerk

From: Ian Middleton
Sent: 11 July 2025 11:44
To: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Hi Alec/Kevin

As suggested below here's the reference to the retention measures

Page 68, Transport Assessment - Addendum December 2024

On planning portal as: ES Addendum Volume 3 Appendix 10.1 Taa Part 1 11/12/2024

SCREENSHOT

- Access to CCTV for traffic management
- Early attraction measure, such as:
 - Pre-Match build up programme including, player match p match press conference and fixture preview.
 - Retail offers for food and drinks purchase before matche
 - Retail happy hour offers which offers discounts during th
 - Show other matches before games in stadium or associa
 - Provide pre-match entertainment for selected games.
- Retention measures, such as:
 - League round-up
 - Interviews
 - Hospitality packages structures to encourage staying afte

Hope that helps

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group

Cherwell District Councillor for Kidlington East Ward - Leader of the Green Independent Alliance and Executive Member for Neighbourhood Services

Parish Clerk

From: Ian Middleton
Sent: 11 July 2025 10:56
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Hi Alec

Sorry, I was busy most of the day yesterday so have only just seen this. I'm going through it now and may have a few tweaks suggestions that I'll hopefully get over to you in the next half an hour.

Ian

From: [REDACTED]
Sent: 10 July 2025 13:46
To: Parish Clerk <clerk@kidlington-pc.gov.uk>; Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Hi Sarah

That is a capped figure as I only had a finite amount of time to assist.

I attach a draft report. Ian – I did manage to make comment on one or two other points - if you can fire through any comments prior to 1200 tomorrow I can make any small tweaks before I go on leave. Otherwise, Kevin can pick up next week.

Invoices are typically released at the end of each month – if this is an issue, please let me know and I will arrange for Finance to release something earlier.

Kind regards

Alec

From: Parish Clerk <clerk@kidlington-pc.gov.uk>
Sent: 10 July 2025 11:11
To: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Excellent, so it will not come in anymore than this? If this is the case, please send me the invoice.

Kind Regards

Sarah Kearney

Sarah Kearney

Clerk to Kidlington Parish Council

Exeter Hall | Oxford Road | Kidlington | OXON | OX5 1AB

Telephone Number: 01865 372143

Working Hours:

Monday, Tuesday, and Thursday – 8.00 – 5.00pm Office

Wednesday 8.00 – 5.00pm at Home

Friday – 8.00 – 1.00pm office

Website: <https://www.kidlington-pc.gov.uk>



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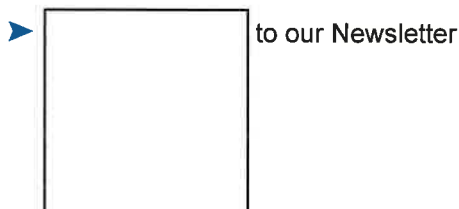
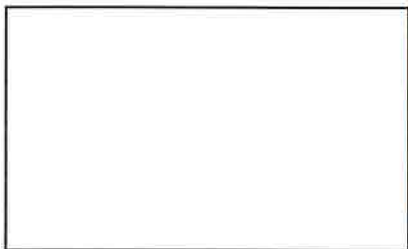
From: [REDACTED]
Sent: 10 July 2025 10:58
To: Parish Clerk <clerk@kidlington-pc.gov.uk>; [REDACTED]
Cc: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Subject: RE: Kidlington Parish Council - Consultation

Good morning Sarah

The fee presented was £1,320+VAT

Just to advise this work has been drafted and proof-read. It will be released before the end of the week.
Kind regards

Alec



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From: Parish Clerk <clerk@kidlington-pc.gov.uk>

Sent: 10 July 2025 09:31

To: [REDACTED]

Subject: Kidlington Parish Council - Consultation

Good morning, Alec and Kevin,

Could I ask if one of you could come back to me today before my 6.00 pm meeting tonight and tell me exactly how much the whole work will cost, as I have some idea how this will fit with our Financial Regulations?

Sorry to be a pain

Kind Regards

Sarah Kearney

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Parish Clerk

From: [REDACTED]
Sent: 15 July 2025 18:02
To: Ian Middleton
Cc: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation
Attachments: 2025-07-15 KPC_OxfordFC FINAL TN.pdf

Hi Ian,

As requested, para 3.7 includes reference to the Oxford Parkway and Peartree P&R sites.

For the second point, i've added that 'No sufficient detail is provided to give a clear indication of the time required for road closure.' in para 3.13.

I attach the final version of the report.

Regards,

Kevin

From: Ian Middleton <ian.middleton@kidlington-pc.gov.uk>
Sent: 15 July 2025 11:56
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Hi Kevin

I've been asked to approve the draft sent to the parish clerk and on re-reading it I wondered if you could add a couple of small points in Alec's absence.

1. It would be helpful if in section 3.7 specific reference was made to the P&Rs at Parkway and Peartree as these are the two that will be most significantly affected. I believe the proposals to use these areas just as car parks rather than interceptors to prevent car travel into the city contravenes OCC's policy so it would be helpful if those two key areas were specifically mentioned.
2. On Alec's point below where he says "**Appreciate the point, but I'm not sure there is sufficient detail to questions this – the trigger point for modelling duration is when the road is closed to traffic and if there is pedestrian guard railing proposed that can be installed without closing the road, then this wouldn't count – as I say, I don't think that Figures 6.1-6.6 are clear.**"

I think the point we would like to make is exactly that. The diagrams etc that reference these measures is very unclear (I attach one below Figure 6.6 from page 110 of the TAA March 2025). The point being that, as it is so unclear it's impossible to assess how long it would take to set up and take down all these measures. If 5 minutes is the time allotted, it should be clear exactly what is being proposed as otherwise it's impossible to make an accurate assessment. So Alec is correct about the lack of clarity, it would just be useful to note that in the report.



Those are the only 2 points remaining that I think could have some helpful small additions if that were possible. If those are going to be problematic now we can go ahead without, but it would just be useful to be able to refer to those points in your report rather than having to make the arguments ourselves.

Otherwise thanks to you and Alec for pulling this together at such short notice. Apologies for all the toing and froing with me and KPC, but I think it's proved to be a useful exercise for all concerned.

Kind regards

Ian Middleton

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Fellow of The Royal Society of Arts [FRSA](#)

Telephone 07779 628211

Twitter @IanMiddletonX

Facebook [ianmiddletongreenparty](#)

Website [middletongreen.org](#)

Parish Clerk

From: Ian Middleton
Sent: 16 July 2025 10:21
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

Many thanks for doing that Kevin. I appreciate the extra effort.

I'll now confirm to KPC that this is the final version. You might also like to forward it under your own cover.

Kind regards

Ian Middleton

Oxfordshire County Councillor for Kidlington East Division and Leader of the County Green Group
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[REDACTED]
Subject: RE: Kidlington Parish Council - Consultation

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Website [middletongreen.org](#)

Parish Clerk

From: [REDACTED]
Sent: 21 July 2025 11:56
To: Parish Clerk
Cc: Ian Middleton [REDACTED]
Subject: FW: Kidlington Parish Council - Consultation
Attachments: 2025-07-15 KPC_OxfordFC FINAL TN.pdf

Hi Sarah,

As discussed with Ian, the final version of our TN is attached.

Regards,

Kevin

From: [REDACTED]
Sent: 15 July 2025 18:02
To: 'Ian Middleton' <ian.middleton@kidlington-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: Kidlington Parish Council - Consultation [Filed 15 Jul 2025 18:02]

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Cc: [REDACTED]
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Kind regards

Ian Middleton

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

Tel: 01865 372143 www.kidlington-pc.gov.uk



Minutes of Kidlington Parish Council

Held at Exeter Hall on Thursday 26 June 2025 from 7.30pm

Councillor Present: Cllr Lesley McLean – Chair, Cllr Naveed Barakzai Pace, Cllr Ian Middleton, Cllr Melanie Moorhouse, Cllr Doug Williamson, Cllr Dave Kanonuwa, Cllr Fiona Mawson, Cllr David Betts, Cllr Nik Soheili, and Cllr Phil Wyse

In Attendance: Sarah Kearney (Parish Clerk) and District Councillor – Dorothy Walker

Residents: 1 - Resident attended the meeting but didn't speak

Apologies: Cllr William Easdown Babb, Cllr Alison Street, and Cllr Linda Ward

25/45 To receive Councillor's Apologies for Absence

The Council received and accepted apologies from Cllr William Easdown Babb, Cllr Alison Street, and Cllr Linda Ward

25/46 To Record Members' Declarations of Interest regarding the Agenda Items

To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct, and to note any gifts and hospitality (please refer to the notes at the end of the agenda).

Cllr David Betts - Declared an interest in the application [25/01346/OUT](#) Part OS Parcel 0006 North Of The Moors Kidlington.

Cllr Lesley Mclean – Declared that she wouldn't take part in any discussion regarding the OUGC

25/47 To facilitate public participation with regard to items on the agenda – Public participation is limited to 10 minutes in total. Members of the public may make only one address to the Council of no more than five minutes' duration and only concerning topics on the agenda.

1 – Resident attended the meeting but didn't speak - No Participation from the public, even online

25/48 To Approve and Sign the Minutes of the Parish Council meeting of [29 May 2025](#)

The Council unanimously **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting and were signed by the Chair, Cllr Lesley Mclean

25/49 Governance:

25/49.1

New Councillor Position – verbal report from the Clerk – update

The Clerk confirmed that no applications were received during the official notice period, and Cherwell District Council (CDC) has confirmed that no election will be called. As a result, the vacancy will now be advertised for co-option on the Parish Council's website and Facebook page. Once all

applications have been received, they will be presented to Full Council for consideration and approval.

25/49.2 Policies – to consider and agree to re-adopt or adopt:

25/49.3 Complaints Procedure – adopt SLCC version, to consider para 7

The Council unanimously **RESOLVED** and agreed to adopt this procedure, with amendment to remove reference to a complaints committee.

25/49.4 Publication Scheme – re-adopt.

The Council unanimously **RESOLVED** and agreed to re-adopt this publication scheme.

It was agreed that a review and clarification of the availability of the public before meetings of meeting papers and working documents should also be agreed.

Clerk: To review and bring forward at the next Full Council.

25/50 Finance:

25/50.1

CCLA – to discuss the performance of this account.

The performance of the CCLA investment was discussed at length. After thorough consideration, it was unanimously agreed by all Council members that the matter should be referred to the Finance & Assets Committee and independent financial advice should be sought.

ACTION: The Clerk to include this item on the Finance & Assets Committee agenda for the meeting on 12 July.

25/50.2

Budget Monitoring Report – verbal update, clerk

A Budget Monitoring Report was circulated to all members prior to the meeting. The Clerk provided an overview and highlighted specific areas of concern, explaining the reasons for any variances and the actions being taken to address them.

The Council noted the report.

25/50.3

Financial Report – on bank accounts, income, and expenditure to date, Clerk.

The Council noted the report.

25/50.4

External Audit Report – Verbal update from, Clerk.

The Clerk explained that the External Audit is currently in progress and that a few queries have been raised, which have so far been addressed. The Clerk and the RFO are currently investigating a possible issue relating to a VAT amount that may have been incorrectly claimed.

25/60 Update on Progress from the Committee Minutes - updates

25/60.1

Development and Strategy Committee – to consider the draft minutes of the meeting held on [8 May](#), and to note any recommendations or actions.

25/60.2

Personnel Committee – No further meetings have occurred since May 9, which Full Council has seen the minutes for.

25/60.3

Finance & Assets Committee – to consider the draft minutes of the meeting held on [12 June](#) and to note any recommendations or actions.

25/60.4

Community Committee – to consider the draft minutes of the meeting held on [19 June](#) and to note any recommendations or actions.

Cllr Moorhouse went through the Actions as minutes hadn't been circulated

The Council unanimously **RESOLVED** and acknowledged these recommendations or actions

25/61 To receive a report from KPC Working Groups:

25/61.1 Exeter Close Working Group – verbal update

There is no further update currently, as the Council is currently awaiting further information from the architects. Additionally, the Facilities Manager is reviewing the number of parking spaces that will be allocated to Kidlington Parish Council (KPC). Once confirmed, this information will be shared with the Waitrose Group.

25/61.2 Communications & IT Working Group – verbal update

The Clerk reported that the specifications for the new website had been sent to all shortlisted website providers. Quotes have been received from most companies, and the Council is currently awaiting one final response. Once all quotes have been received, a meeting will be arranged to review the submissions and determine which provider will be awarded the contract

25/61.3 Flooding Defence Working Group – verbal update

There is no further update at this stage, aside from the confirmation that £25,000 in funding has been granted to Kidlington Parish Council to support flooding mitigation works. Discussions are ongoing between Oxfordshire County Council (OCC), Cherwell District Council (CDC), and KPC to determine how the funding will be allocated and progressed.

25/61.4 Stratfield Brake Liaison Working Group – No new operational issues to report.
Investigations continue into identifying the most appropriate management and operational model post-CDC exit on March 26.

25/61.5 Funding and Grants Working Group – update of Action Plan

An Action Plan is currently being developed, along with a list of priority projects that the Council intends to progress in the near future. This will help guide strategic decision-making and ensure alignment with the Council's long-term objectives.

25/62 To receive a report from KPC members representing the Council on outside bodies:

25/62.1 Kidlington Recreational Trust – verbal update

25/62.2 Kidlington Connections – No updates to be brought forward

25/62.3 Traffic Advisory Committee – No further meetings have occurred since the last Full Council meeting.

25/62.4 Police Liaison – No further meetings have occurred since the last Full Council meeting.

25/62.5 ANPR – update from Cllr Middleton

Cllr Middleton confirmed that this matter has been ongoing for the past three years, and has previously stated in correspondence that he would like clear confirmation of when the installation will take place.

25/62.6 Natural Environment Working Group – report attached

No further update since the circulated report went out

25/63 Parish Matters

25/63.1 LRG - Local Government Reorganisation – Cllr Robey provided an update and to consider what action KPC needs to take.

Cllr Robey reported that he attended the Parish Liaison Meeting a couple of weeks ago, where one of the key topics discussed was the Local Government Reorganisation (LGR).

This is currently a major focus for all Parish and Town Councils, with widespread concern about how the proposed changes will impact local governance and service delivery.

Consultations are underway to explore different models for new unitary authorities. The options currently under consideration include:

- **Oxford & Shires Council and Ridgeway** (a two-council model),
- A **single Oxfordshire-wide unitary authority** based on the existing County Council, and
- An **expanded unitary city council** model is being proposed by **Oxford City Council**, which would include boundary extensions to include Kidlington as part of Oxford.

The Parish Council will continue to monitor developments and participate in relevant consultations where possible. It was agreed that while the council had not yet taken a view on the first two options, it was firmly opposed to the third as detrimental to Kidlington's interests.

25/63.1a LGR letter Jim McMahon / Greater Oxford Parishes Letter –

Cllr Robey confirmed that Kidlington Parish Council is in communication with Beckley and the other Parish Councils affected by the proposed City Council model, to whom, with Beckley, he has sent a message asking whether they would support KPC's position on the issue.

**25/64 WI – Poppy display at Exeter Hall – update from Clerk
Remembrance Display Proposal**

The Clerk reported that a meeting had taken place with representatives from the Women's Institute (WI), who asked whether Kidlington Parish Council would consider supporting a display of knitted poppies for Remembrance during the month of November.

The Clerk brought this request to the attention of councillors, and it was discussed whether the archway at the entrance to Exeter Close could serve as the focal point for the display.

The proposed display would include:

- A cascade of knitted poppies over the archway
- Two 'Lest We Forget' soldier silhouettes to be placed on either side of the arch
- A display of names of all those from the local area who lost their lives during the wars, to be fixed along the adjacent fencing

Councillors were supportive of the idea in principle, with the project to be developed further in collaboration with the WI and local groups.

The Council unanimously **RESOLVED** and agreed for this project to go ahead.

25/65 Clerk report

No further update to the Clerk report, which was circulated before the meeting

25/66 To receive reports from Cherwell District Councillors – update

No further update to report, which circulated prior to the meeting

25/67 To receive reports from Oxfordshire County Councillors - update

No further update to report, which circulated prior to the meeting

25/68 Chair's Announcements

Traffic Filter Consultation – see OCC website for more information.

Road naming – The Council had no objection to the naming of the new internal road at the Airport Buccaneer Way.

Trax – Meeting on 24 July

12 July – Kidlington Parish Council has arranged a stall in the market square to connect and engage with residents regarding whether KPC should now change from Parish Council to Town Council and to provide information about local government reorganization.

Blocked gully's - The OCC gully clearance is programmed for our area in February 2026. The Chair suggested that we should have a blocked gully logging event/day closer to the Autumn in an attempt to get any issues resolved prior to heavy rain.

Clerk: To suggest some dates for a gully walk across the area.

OUFC Traffic Consultation Proposal

Cllr Middleton proposed that the Council consider commissioning an independent traffic consultation in relation to the OUFC planning application, to determine whether the findings align with those previously presented by Oxfordshire County Council (OCC). The estimated cost of the consultation is approximately **£5,000**.

Following a lengthy discussion, a vote was taken with the following outcome:

- **3 Councillors abstained**
- **5 Councillors raised no objection**
- **3 Councillors objected**

As the item was not listed for a formal decision on the agenda, it was agreed that the matter would be referred to the Finance & Assets Committee for further consideration and a formal decision on whether to approve the funding.

ACTION: The Clerk to add this to the F & A Committee agenda for 10 July.

Date of Next Meeting: **Thursday, 18 September 2025**

Meeting Finished: 9.00pm

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

Tel: 01865 372143 www.kidlington-pc.gov.uk



Minutes for the Meeting of Finance and Assets Committee

held at Exeter Hall on Thursday 10 July 2025 at 6.30pm

Present: Cllr Nik Soheili (Chair), Cllr Dave Kanonuwa (Vice-Chair), Cllr Lesley Mclean and Cllr Ian Middleton, Cllr Naveed Barakzai Pace and David Robey

In Attendance: Clerk – Sarah Kearney, RFO – Laura Pike and Facilities Manager – Graham Kearney

Apologies: Cllr Alison Street and Cllr David Betts

25/25 To receive Councillors' Apologies for Absence - Councillors who are unable to attend the meeting should notify the Clerk prior to the meeting.

The Council unanimously **RESOLVED** and accepted the apologies from Cllr Alison Street and Cllr David Betts.

25/26 To Record Members' Declarations of Interest regarding the Agenda Items -

To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct, and to note any gifts and hospitality

Cllr Dave Kanonuwa – Kidlington Connection as he member of their meetings

Cllr Lesley McLean – CDC District Council Planning Committee, unable to comment on OUFC

25/27 Public Participation - Public participation is limited to 10 minutes in total. Members of the public may make only one address to the Council of no more than five minutes' duration and only concerning topics on the agenda.

1 – member of the public attended the meeting

25/28 To Approve and Sign the Minutes of the Finance and Assets Committee meeting of 12 June 2025

The Council unanimously **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting and were signed by Chair Cllr Soheili

25/29 Governance:

5.1

Internal Controls – to consider and agree to adopt this new version
Cllr Kanonuwa noted that there were sections of the policy he did not fully understand and requested that these be reviewed and clarified before the policy is formally approved.

25/30 Financial Report – to receive a report on the account status to date – update
The Council unanimously **RESOLVED** and acknowledged they were happy with the Financial Report

25/31 Invoices Payments for June 2025/26 – to acknowledge the June invoices schedule payments which had been completed online for the whole June.
The Council unanimously **RESOLVED** and acknowledged and signed the scheduled payment for the whole of June.

25/32 Budget Monitoring for July 2025 – to consider any overspends
The Clerk reported: on several budget items that have already been overspent and provided explanations for why this had occurred. The Councillors, Clerk, and RFO discussed the importance of retaining these overspend figures in the current year's budget to clearly highlight areas where allocations need to be increased in future budgets, thereby avoiding similar issues next year.
It was also suggested that some items could potentially be funded from the Earmarked Reserves (EMR). In particular, it was agreed that the cost of the Pavilion boiler could be considered for reallocation from EMR. Without this adjustment, there would be insufficient funds available for further spending under the Maintenance, Materials, and Landscape budget lines for the remainder of the year.
ACTION: The Clerk and RFO to review this matter and report back.
Additionally, the Clerk advised that a number of existing EMRs relate to projects or items that may no longer be going ahead. It was agreed that a review of these reserves should be brought forward for discussion at the next meeting.
The Council unanimously **RESOLVED** to acknowledge and accept the Budget Monitoring Report for July

25/33 Traffic Consultation Fee – to consider and agree on the amount
Please note that Cllr Lesley McLean left the room during this item and did not participate in the discussion or vote.
The Traffic Consultation was brought up at the Full Parish Council meeting on 26th June under *Chair's Announcements*. The Clerk advised that no councillor could formally agree or approve the item at that meeting, as it was not listed on the published agenda. Furthermore, because the matter involved expenditure, no decision could legally be taken at that time.
Following an in-depth discussion among councillors, it was informally voted to refer the matter to the Finance and Assets Committee for formal consideration and for a proposed amount to be reviewed and agreed upon.
At the Finance and Assets Committee, Cllr Naveed Barakzai Pace expressed concerns that this process had not been handled correctly. He stated that the item should not have been voted on at Full Council as it was not on the agenda and had been introduced via the Chair's Announcements. In his view, the appropriate procedure would have been for the matter to be referred to Finance and Assets for discussion and agreement on the amount and then returned to Full Council for final approval of the recommendation.
The Clerk had, before this meeting, sought guidance from the Society of Local Council Clerks (SLCC) to clarify whether Full Council could legally vote to send an item raised under Chair's Announcements to a committee for further consideration. It was

confirmed by SLCC that this process was legally valid and that the subsequent steps taken to place the item on the Finance and Assets Committee agenda were appropriate. The motivation behind commissioning the traffic report was due to questions that arose concerning the traffic modelling in the Ridge report, which had been submitted in support of the OUFC planning application. The Oxfordshire County Council (OCC) response was also considered questionable in its discussion of traffic issues. As a result, Kidlington Parish Council (KPC) sought an independent, professional review to assess matters such as proposed road closures on matchdays and any additional traffic or safety concerns that might arise.

It was therefore agreed that KPC would obtain a quote from Mayer Brown, a specialist consultancy, for the proposed work. A quotation was received for **£1,320.00 + VAT**, and the Clerk was instructed to commission the work. This appointment was made under the provisions of Financial Regulations Section 5.12, which allows exemptions where specialist services are required and where competitive quotes may not be feasible.

25/34 CCLA Account – to consider and agree whether funding should be moved

Cllr Soheili reported that he and Cllr Kanonuwa are currently analysing the figures relating to the growth of the investment since KPC allocated funds into the account. It was agreed that further analysis is required, and they will aim to report back at the next meeting with more detailed information

25/35 Assets – update

The Clerk confirmed that a more detailed and up-to-date record of the Council's assets is needed and that this task is on her list of priorities.

The Facilities Manager highlighted that essential works are required on the barn at Exeter Close and noted that no budget has currently been allocated for this. It was suggested that this should be considered during the 2026/27 budget planning process. It was also reported that the clock at Exeter Hall, which has been non-functional for many years, is scheduled to be assessed next week as part of ongoing efforts to restore it.

The Facilities Manager further noted that several maintenance tasks remain outstanding around Exeter Hall, but the future of the building remains uncertain at this time. Until a decision is made, larger-scale improvements are on hold.

Cllr Lesley McLean confirmed that discussions are ongoing and that the Council is awaiting confirmation from Waitrose regarding whether the site footprint is suitable for their requirements. Once this has been clarified, the Council will be in a better position to plan and prioritise future maintenance and capital works

25/36 Gala Day for 19 July – report from Clerk

The Clerk reported: that the Gala Day for this year is expected to exceed its allocated budget. She outlined several contributing factors, including inflation, additional activities added over the years, and the fact that the budget line has only seen minimal increases despite the event's growing scope.

Councillors acknowledged the explanation and accepted the anticipated overspend, agreeing that Gala Day is a valued community event that provides enjoyment and benefit to Kidlington residents and is therefore a worthwhile investment

25/37 Grants – to consider and agree

13.1 Kidlington Connection – Grant towards new website

Please note that Cllr Kanonuwa left the room during this item and did not participate in the discussion or vote

The councillors held a detailed discussion regarding the grant application submitted concerning a newly developed website. It was noted that the website in question had already been designed and launched before the application was submitted to Kidlington Parish Council.

Members expressed concern that the funding request was retrospective, with no prior engagement or request for support before the completion of the project. Councillors felt that it was unusual and inappropriate to apply for a grant after the work had already been carried out, as this goes against the usual expectations for how public funding is requested and allocated.

After careful consideration

The Council unanimously **RESOLVED** not to award a grant towards the website project, because the project had already been completed and the application did not demonstrate prior need, consultation, or partnership with the Parish Council

Action: The Clerk to write a letter to let the company know

25/38 Chair's Announcements

Cllr Soheili reported: that he had contacted Oxford Airport to explore the possibility of securing additional grant funding towards the Park Hill Playground project. He explained that a few additional items had recently been added to the project scope, and external support would help cover these costs. The committee noted his efforts and thanked him for taking the initiative to seek supplementary funding for the benefit of the project

Date of Next Meeting – 4th September 2025 from 7.30pm

Meeting Finished: 8.30

Parish Clerk

From: Janine Bailey <janinebailey07@gmail.com>
Sent: 28 July 2025 16:52
To: Parish Clerk
Subject: Fw: FOI request

Dear Sarah,

Thank you for your message. Here is the original email sent last week - to the same email address. Could you please confirm receipt?

Kind regards

Janine

----- Forwarded Message -----

From: Janine Bailey <janinebailey07@gmail.com>
Date: 22/07/2025 18:20:50
Subject: FOI request
To: clerk@kidlington-pc.gov.uk

Dear Clerk to Kidlington Parish Council,

I am writing to make a request under the Freedom of Information act.

I would like copies of all correspondence and documents with or mentioning Mayer Brown since January 2025, with the date of the information clearly provided.

The information should include, but not be limited to:

- * correspondence with individual councillors (including email)
- * Minutes of meetings of full council and subcommittees
- * Quotations and scope of works
- * Contracts and agreements for work.

I look forward to receiving the above with 20 working days via email to this account.

Regards

Janine Bailey