

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

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



Date: 1 September 2025

Dear [REDACTED]

Thank you for your request made under the Freedom of Information Act 2000.

Your request stated:

In the minutes for the full Parish Council meeting held on 26th June 2025, under the section headed OUFC Traffic Consultation Proposal it states that:

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.

In the minutes for the F&A Committee meeting held on 10th July, under item **25/33 Traffic Consultation Fee** it states:

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.

After some discussion of this issue, the minutes go on to state:

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.

It is noted that at the Full Council meeting on 26th June, the Councillors' decision was to pass the matter to the F&A Committee for further consideration. At the F&A meeting on 10th July, it appears that a quote had been obtained and that the Clerk had already been instructed to commission the work.

In relation to the above minuted items, I make the following requests under the Freedom of Information Act:

- 1) **When was it agreed that KPC would obtain a quote from Mayer Brown?**
- 2) **Who proposed Mayer Brown as the appropriate organisation to approach?**
- 3) **When was the quote requested from Mayer Brown?**
- 4) **On what date was the Clerk instructed to commission the work?**
- 5) **On whose authority was the Clerk instructed to commission the work?**
- 6) **Can you confirm that, as indicated by the minutes of the F&A Committee, the Clerk was instructed to commission the work prior to the F&A Committee meeting on 10th July?**

In relation to the above, please provide copies of all correspondence (including emails) and documentation where these matters were discussed both internally within the Council (including the Clerk) and externally with Mayer Brown and/or any other parties.

It is noted that Section 5.12 of the Financial Regulations has been relied upon to provide an exemption for obtaining competitive prices. However, Section 5.13 goes on to state:

When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

- 7) **Please confirm when, in relation to this matter, the recommendation to the council was made?**
- 8) **Please provide a copy of this recommendation and the reasons for the requested waiver.**
- 9) **When and how did the Council agree to this recommendation?**

As before, in relation to the above, please provide copies of all correspondence (including emails) and documentation where these matters were discussed both internally within the Council (including the Clerk) and externally with Mayer Brown and/or any other parties.

Subsequently, a Transport Technical Note (TN) was produced by Mayer Brown, dated 15th July 2025. In paragraph 2.7 of the TN, it states:

A brief provided by Kidlington Parish Council identified the following questions, on which they would like advice: [questions follow]

- 10) **Please provide a copy of the brief provided to Mayer Brown by KPC**
- 11) **Who prepared this brief?**
- 12) **On whose authority was this brief prepared and issued?**
- 13) **On what date was this brief submitted to Mayer Brown?**

I respectfully remind you that Section 10 of the Freedom of Information Act specifies that you must comply promptly, and no later than 20 working days following the date of receipt of the request. This request is being submitted on Thursday 31st July, and 20 working days expires on Thursday 28th August.

Information required:

Thank you for your Freedom of Information request dated 30 August 2025 regarding the Parish Council's consideration of an independent traffic consultation in relation to the OUFC planning application.

I can confirm that all of the information you have requested is publicly available on the Kidlington Parish Council website. This can be found under the **Development & Strategy Committee** section, specifically under the heading **OUFC**.

For ease of reference, please visit:

[Home - Kidlington Parish Council](#)

As the documentation is already published and accessible in the public domain, the Council is not required to provide duplicate copies under the Freedom of Information Act.

Please note that, where required, some information may be redacted to protect personal data or information exempt under the Act: any redactions will be marked and justified.

If you are dissatisfied with the handling of your request once you have received our response, you may request an internal review by writing to the Clerk within 40 working days. If you remain dissatisfied after the review, you have the right to appeal to the Information Commissioner's Office (ICO)

Yours sincerely

Sarah Kearney

Clerk to Kidlington Parish Council