

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

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Minutes of the Meeting of Kidlington Parish Council's Development and Strategy Committee

held at Exeter Hall at 7.30pm on Thursday 29 August 2024

Present: Cllr Lesley Mclean (Chair) Cllr William Easdown Babb, Cllr David Robey, Cllr David Thurling, Cllr Linda Ward, Cllr David Betts, Cllr Phil Wyse

In Attendance: Admin Joanne Gaul, Cllr Nik Soheili, Cllr Alison Street
Cllr Alan Graham resigned from the Council in advance of the meeting.

Apologies: None received

24/DS/18 Declaration of interests – none declared.

24/DS/19 Public Participation – none

24/DS/20 The committee agreed to bring forward item 9 regarding the Council's Aims and Objectives. They reviewed the two documents created by the Strategy Working Group. Cllr McLean explained that one document was for council use and the information in it had been replicated onto a public facing interactive infographic.
Cllr Street asked that they be thanked for their work on the strategy. Cllr McLean stated that the strategy is a working document and new priorities might arise. The plan extends to 2030 because some of the priorities are quite ambitious. She explained that the interactive infographics should operate within the website and are updated live rather than needing uploading.

24/DS/21 The minutes of the meeting of the Development and Strategy Committee held on 25 July were not agreed and the Chairman suggested some amendments. The Clerk to review and re-present at the next meeting of Development and Strategy Committee.

24/DS/22 The committee discussed the following planning applications received from Cherwell District Council. Responses will be logged on CDC Planning Portal.

- a. **24/01213/F Proposal:** Costa Coffee - 9 High Street – Application Permitted
Change of Use of shop to a coffee shop with ancillary fast food takeaway. It was noted that the Committee had objected to the opening hours extending to 11pm which have now been altered to 8pm. Cllr McLean said that she thought this was as a direct result of the comments by KPC.

- b. 24/00117/F 63 Bicester Road – Application Permitted
 Proposal: RETROSPECTIVE - Division of 1 no. 2 bed first floor flat into 2 no. 1 bed flats. Cllr Thurling expressed concern about AirBnB properties on Bicester Road and questioned if the Council has any powers to ensure too many properties do not become holiday lets. Cllr McLean suggested writing to CDC Planning. Cllr Easdown Babb suggested writing to the local MP. Cllr Betts supported this.
Action: The Chair to write to both CDC and the local MP expressing concern about properties being used for short term or holiday rentals.
- c. 24/02030/F St John’s Church
 Proposal: Erection of a single storey contemporary garden building to be used as office space
 Comment: No Objection
- d. 24/01884/F 8a Oxford Road
 Proposal: Form covered area to outside seating for existing café
 Comment: No Objection
- e. 24/01882/TPO 60 The Moors
 Proposal: T1 – Ash (*Fraxinus excelsior*) – Removal of ivy and the crown reduced by up to 5 metres subject to TPO 2/1976
 Comment: No Objection
- f. 24/01820/F 62 Almond Avenue
 Proposal: Proposed front extension
 Comment: No Objection
- g. 24/01965/LB 101 High Street
 Proposal: Installation of electric vehicle charger
 Comment: No Objection
- h. 24/02044/TCA 43 Church Street
 Proposal: T1 x Cherry Laurel - in rear garden, remove lower limbs. Reduce remaining canopy by 2m in height and trim side to tidy.
 Comment: No Objection
- i. 24/02048/F Walnut, 2 Court Close
 Proposal: Porch extension, replacement pitched roof with flat roof to front, new car port and storage shed, new render and cladding to existing walls.
 Comment: No Objection
- j. 24/02141/TCA 91 High Street
 Proposal: Ginkgo: Front Garden: Reduce the crown back by approximately 1 metre. Front garden: Reduce the height down by half. Cut back the sides, and lift the crown to give a 1.5 metre ground clearance.

Comment: No Objection

- k. 24/02097/ADV Unit 6a, Oxford Technology Park
Proposal: Installation of illuminated external signage relating to the business.
Comment: No Objection
- l. 24/02120/F 117 Oxford Road
Proposal: Two single storey extensions and roof alterations at rear of property
Comment: No Objection
- m. 24/02194/F 23 Field Close Kidlington
Proposal: Single storey side extension to add a fully accessible wet room and downstairs bedroom
Comment: No Objection
- n. 24/02212/F Kidlington Garage, 1 Bicester Road
Proposal: Erection of two buildings, forming eighteen apartments, and associated works
Comment: Objection – (1) The Council continues to object to this proposal because of the limited on-site parking when there are already problems with nearby roadside, pavement and verge parking. With the addition of three further flats to those already approved there should be at least three, not two, additional parking spaces. (2) The three additional flats should be 'affordable'. (3) Is the area labelled as Amenity Space now owned by the applicant? It was originally for use by Mulberry Court Flats residents.

24/DS/23 The Chair informed the committee that Cllr Alan Graham has resigned. It was confirmed that the Clerk has informed Cherwell District Council of the vacancy. The committee discussed the Council's committee structure and Terms of Reference.

Cllr Robey suggested that the Terms of Reference for Development and Strategy Committee are lengthy and should be numbered and bulleted. Cllr Ward felt that there was a need for consolidation of some of the items.

Action: Cllr McLean and Thurling to review, simplify and present to next D&S meeting.

The Committee discussed the Terms of Reference of the Personnel Committee.

Action: To review the Terms of Reference for the Personnel Committee, the related sections in the Standing Orders and the Council's Grievance Policy to ensure that the management structure is clear and that the Council's Personnel Committee understands its delegated powers and those of the Clerk.

Action: It was agreed that the Personnel Committee should be changed to a full Committee reporting directly to Full Council. It was also agreed that the membership details should be changed to clarify that members are Chairs and Vice Chairs of Council and Standing Committees. Cllr Robey informed the committee that the Clerk and HR advisor had advised that is not good practice to have the Chair and Vice Chair of the Council also standing as Chair and Vice

Chair of the Personnel Committee. It was agreed that the committee should review the Council's Appeals Procedure alongside the other policies.

Action: It was agreed that the Exeter Close Working Group should report to Full Council rather than Finance and Assets.

The Chair expressed concerns that the Clerk is named as a member of some Working Groups which could make things difficult if the Clerk is not available. Cllr Betts suggested that the Clerk could nominate an alternative member of staff if she is not available.

The committee discussed the vacancies arising due to Cllr Graham's resignation including Chair of Traffic Advisory Committee and Parish Transport Representative.

Action: To fill vacancies arising from Cllr Graham's resignation at Full Council in September.

Cllr Street enquired how the representatives for the Kidlington Recreational Trust report to Council. It was suggested that Cllr Wyse reports to full Council.

24/DS/24

The committee reviewed the notes from Traffic Advisory Committee. Cllr McLean raised concerns regarding an action allocated to her which she was not aware of. Cllr Betts explained that information from Cllrs Middleton and Leffman suggested that the bus lane on the Kidlington roundabout relating to PR6a development is to be removed. He asked that representation be made to CDC to clarify the situation.

Action: To write to CDC to clarify whether the rumour that the bus lane is being removed is accurate and to seek assurances that is not the case. Cllr Robey suggested adding to the agenda for the meeting at OCC on 2 September and waiting for their response. Cllr McLean to discuss with CDC Planning Officer. She explained that the lane may be prioritised for cyclist according to OCC's policy to prioritise cycling.

24/DS/25

The committee confirmed that they had agreed the contents of a letter sent to Cllrs Leffman and Levy. Cllr McLean and Roby are meeting with OCC Cllrs Leffman and Levy to discuss access to the Triangle, Park and Ride controls, local parking restrictions, parking management, discussion regarding a bridge and people management on and off site should the Stadium development be approved. It was also agreed that KPC should press OCC to explain how it would prevent visitors parking in the village during matches. Cllr McLean said that data had not yet been provided from Chiltern Railways regarding car park capacity. It was stressed that it is important residents still have access to the train station as well as Oxford City.

Cllr Soheili expressed concerns that the stadium proposals suggest that traffic management will be enforced on Frieze Way as well as Oxford Road. He suggested that OCC should be asked what their plans are for road closures on both roads prior to football matches.

Cllr Mclean agreed to include the query during the OCC meeting.

Cllr Robey raised concerns about OUFC's community commitments and whether the club could be held to them. Cllr McLean suggested that any arrangements may well be made directly with the club rather than through the planning process. Cllr Ward suggested that KPC members should be part of a group that meets at least quarterly to review the impact that the stadium has

on residents. Cllr Robey agreed and said it was important that this group had the necessary clout to effect change.

Action: Cllr McLean to provide an agenda for the OCC meeting including all the points raised.

Cllr McLean said that she intends to write to OUFC to request a meeting to discuss local commitments and understand whether arrangements can be made between OUFC and KPC.

24/DS/26

Bicester Road Cemetery

Cllr McLean spoke to the CDC Monitoring Officer to ask that the developer complies with S106 requirements and provides the site with suitable drainage and landscaping for the cemetery extension. She has contacted the developer Hill and is waiting on a response to confirm whether they are happy to meet, once agreed members will be invited to attend. Cllr Betts expressed concerns that the Environment Agency may have concerns about the existing cemetery. Cllr McLean said it was important that KPC do not end up with a parcel of land that cannot be used for burials.

24/DS/27

CDC consultation regarding Community Infrastructure Levy. Cllr McLean asked if CDC Planning officers could provide a presentation for members to better understand the implications of adopting CIL. They confirmed that this would be provided at a later stage after the consultation period has finished. She explained that she had made representations regarding Neighbourhood Plans and whether there may be some support from CDC with no confirmation to date.

24/DS/28

The committee discussed ideas for supporting the Lord Lieutenant's aims to support volunteering. Cllr McLean reported that she had met with Deputy Lord Lieutenant Robert Buckledee and the suggestion was that KPC organise an awards event. Funding would be provided by the Lord Lieutenant's office. The Clerk had suggested combining the event with the Annual Parish Meeting but the committee felt that the event would be best held separately. Cllr McLean asked whether sponsorship might be sourced from local companies and whether this might be an annual event. Cllr Wyse asked whether the awards might extend beyond Kidlington to Yarnton and Begbroke. Cllr Street suggested that each year may have a different theme. Cllr Street asked if the awards could link to the Council's strategic objectives.

Action: To create a Working Group to decide on the details of the event and how and when to organise it. Cllr Street, Betts, Wyse and McLean agreed to form a Working Group that would report to D&S during the planning process but ultimately report to Community once established.

24/DS/29

The committee discussed the government's intention to reopen Campsfield House. It was confirmed that a Public Consultation was booked to be held at Exeter Hall on 8 November. Cllr McLean reported that she had written to the government in her capacity as a District Councillor. The cost of renovating Campsfield House is £170m and District Councillors had queried the timing as Parliament is in recess and we suggested that money could be spent to make the system more efficient. Cllr Thurling felt that it was important the Council understood the reason for holding immigrants at Campsfield House in secure

accommodation and questioned why their applications could not be processed faster. Cllr Street felt that it was important that the Council voiced its concerns about how people are treated.

It was agreed that the council would discuss again following the Public Consultation.

The Council **RESOLVED** to suspend Standing Orders to allow the meeting to continue beyond the time agreed in their Standing Order.

24/DS/30 The Council discussed the provenance and editing requirements of KPC policies. It was agreed that policies should detail their sources so that councillors understand their provenance. Cllr Robey suggested information should include the date of the original source document and the date adopted by the Council. It was also agreed that any editing to policies should be made clear when members are asked to approve alterations

The meeting closed at 9.45pm

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