

APPLETON WITH EATON PARISH COUNCIL

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**Appleton with Eaton Parish Council (AWE PC) Meeting
held in the Village Hall
Monday 9th May 2022, 7:15pm**

Allison Leigh – Parish Clerk

Minutes

Present: Chairman Liz Gilkes (The Chairman), Teresa Bennett (TB), Stephen Day (SD), Andy Salmon (AS) and Sue Sternberg (SS), Clerk, Allison Leigh (the Clerk)

22/20: Apologies for Absence: Mary Carey (MC) and District Councillor Jerry Avery

22/21: Declarations of interest: None

22/22: Public questions and statements: None

22/23: Reports from District and County Councillors:

Vale of White Horse District Council (VoWHDC)

J. Avery was not in attendance, but sent a report. See Attachment 1.

Oxfordshire County Council (OCC)

J. Ash was not in attendance and has not sent a report.

22/24: Minutes of the last meeting: The minutes of the Parish Council Meeting of 10th April 2022 were approved and signed as a true record.

22/25: Matters arising from the previous meeting and not appearing elsewhere on the agenda: None

22/26: Clerk's report: The council acknowledged the Clerk's Report.

22/27: Village Map:

- The Parish Council resolved to adopt the of the Village Map project as its own
- The direction of the copy was not discussed at this time.

22/28: Pre-school: The Chairman thanked the Village Hall Committee (VHC) and Pre-school Working Group (PSWG) for all of their work on the project thus far. The Chairman encouraged a discussion where all listen and be open to different views.

The PSWG reported the various options they'd looked into such as the school and the sportsfield, but that the most viable solution was the use of the Village Hall using the current draft architectural plan. See ATTACHMENT 2.

The PSWG thanked VHC and PC for everyone's work on this.

The Clerk reported she had been in touch with the Charity Commission who clarified that the Parish Council is the Custodian Trustee of the Village Hall and the VHC is the Managing Trustee. The Charity Commission informed the PC that all decision-making power is held by the Managing Trustee and that the PC merely hold the deeds to the Hall.

The VHC acknowledged both reports and noted that several of their concerns have been addressed, but they still have concerns. See ATTACHMENT 3

The Chairman suggested that the VHC, PC and PSWG meet with Action with Communities in Rural England (ACRE). All groups agreed to a meeting. It was also suggested that the public should be aware of the potential pre-school and plans. The VHC and PSWG agreed to present reports at the Annual Parish Meeting.

22/29: Annual Parish Meeting: The council resolved that the format of the Annual Parish Meeting will be either in person or written reports.

The council would like to hold the Annual Parish Council Meeting on Monday the 23rd at 7:15pm.

22/30: Update on Queen's Jubilee: AL reported she had costs for approximately £600 for the printing of flyers, printing of tickets and prizes. The council is happy for these costs to be paid.

The Clerk reported she is working on the Risk Assessment with SS.

22/31: Tree planting:

TB collected a plant donated by Frosts Garden Centre. She is currently caring for it in her garden, but it will need to be placed elsewhere.

The Clerk reported she had correspondence from someone who would like to be involved with tree planting. One area they mentioned was Tubney woods. The Council asked the Clerk to inform them that the PC doesn't own Tubney Wood, but perhaps they could be in touch with Besselsleigh Wood Group.

The Clerk noted there was an enquiry as to planning a tree on the area of grass which adjoins the row of garages originally built for the houses in Town Furling, approached from Badswell Lane. The Clerk will enquire with Sovereign Housing Association. The Clerk will also inform the resident that any trees would need to wait to be planted until November.

22/32: Bus services: It was noted that the 63 bus service will be continuing with a new timetable, but it is unknown how long this will last. The Clerk has put this on the website and done a shout out.

22/33: Support of Ukrainian families: The Clerk reported she is working to start coffee/chat sessions for local Ukrainians and their hosts. She is working through the

logistics and will inform the council once it is starting. The Council is happy to pay for the fee of the Village Hall, if necessary.

22/34: War Memorial Garden: TB reported that local residents are cutting the grass and tending to the flower beds by the War Memorial. They are happy to continue to do so until the new residents of Appleton House would like to take over.

The Council asked the Clerk to contact Appleton House about the cutting of the grass and flower beds.

22/35: Planning applications:

New applications

<u>Application number</u>	<u>Address</u>	<u>Details</u>	<u>Comment</u>
P22/V0900/LB	Woodmore House 2 Park Lane Appleton Abingdon OX13 5JT	Installation of 8 x 1.8 sq m (3.2kWp) solar PV panels on rear SW-facing roof.	Appleton with Eaton Parish Council has no comments on this planning application.
P22/V0984/LDE	Tamarix Netherton Road Appleton Abingdon OX13 5QW	CERTIFICATE OF LAWFUL DEVELOPMENT FOR: Occupation of property in breach of agricultural occupancy condition attached to planning permission P60/V5116.	Appleton with Eaton Parish Council has no comments on this planning application.
P22/V0935/HH	110 Eaton Road Appleton Abingdon OX13 5JJ	Replacement roof onto existing conservatory	Appleton with Eaton Parish Council has no comments on this planning application.

Planning Decisions

<u>Application number</u>	<u>Address</u>	<u>Details</u>	<u>Vale of White Horse District Council Response</u>

22/36: Finance:**Finance Report:*****Payments authorised***

<u>Payee</u>	<u>Item</u>	<u>Payment Method</u>	<u>Amount</u>	<u>Date</u>
Staff costs	Staff costs	Online payment	581.93	31/5/2022
Allison Leigh	Clerk expenses	Online payment	26.00	9/5/2022
Dark White Digital	Website Hosting and WordPress updates	Online payment	30.00	9/5/2022
Appleton Community Shop	Paper and postcard	Online payment	9.55	9/5/2022
Ady Podbery	Mowing and strimming at the sportsfield	Online payment	285.60	9/5/2022
Appleton Village Hall	Toddler group	Online payment	72.00	9/5/2022
Jane Olds	Internal Audit 2021/2022	Online payment	190.00	9/5/2022
BGG	Mowing at Jubilee Park	Online payment	144.00	9/5/2022\
The Fun Firm	Balance for Queen's Jubilee fairground rides	Online payment	1500.00	May or June 2022
Band	Queen's Jubilee	Online payment	250.00	June 2022
Lloyds Card	Zoom, ink, printer	Direct Debit	187.38	19/4/2022
Absom	Parasol (note: this payment will be on the next credit card statement)	Credit Card	47.99	9/5/2022
Decathlon	Table tennis bats and balls (note: this payment will be on the next credit card statement)	Credit card	59.89	9/5/2022

Receipts since the last meeting

<u>From</u>	<u>Item</u>	<u>Amount</u>	<u>Date</u>
SSE	Wayleaves	13.92	27/4/2022

Bank Reconciliation

Bank balance as of 30/4/2022	41,439.44
Receipts	14,513.92
Payments	1,585.63
Unpresented cheques	0.00
unpresented receipts	13.92.00
Reconciled balance as of 30/4/2022	54,367.73

- **Audit:**
 - The council reviewed the internal auditor report 2021 2022

22/37: Website and Advertiser:

The council would like the following to be include in the June advertiser:

- A notice encouraging residents to come to the Jubilee events and thanking those involved in organising them.
- A notice informing residents of the coffee mornings for Ukrainian residents and their hosts
- A notice that the council has received the gift of a hornbeam tree and is looking for a piece of common land on which to plant it. The council would welcome any ideas.

22/38: Publications and correspondence: The council noted the correspondence received since the last meeting.

22/39: Matters for report: Stephen Day attended a training session on employment.

22/40: Date of the next meeting: The Annual Parish Council Meeting will be held on Monday 23rd May 7:15pm in the Village Hall, pending its availability.

22/41: Exclusion of members of the public and media due to the confidential nature of agenda item 22/42: There were no members of the public remaining to include.

22/42: CONFIDENTIAL AGENA ITEM: The Council discussed the appeal documents and the next steps in the appeal process.

ATTACHMENT 1

Thames Ward Update - May 2022

1. Boundary Review: I have had nothing further from the Chair of the Boundaries' Committee (Cllr Ron Batstone) since being reassured by him that the meeting held on 07 Mar 22 had been called for the sole purpose of discussing and deciding on terms of reference. Currently, the matter of possible boundary changes affecting parishes within Thames Ward is not on the agenda.

2. The Oxford – Cambridge ARC proposal: As you may well be aware, the Government has dialled back plans to meet the ambitious target of one million new homes in the Oxford–Cambridge ARC by 2050 and that is a reflection that Conservative backbenchers are increasingly concerned by the development proposal and its effect on their voters following the Chesham and Amersham by-election earlier this year. However, Housing Minister, Christopher Pincher MP, has tried to play matters down by emphasising that the ARC project is mainly to do with economic development and not just throwing up as many houses as possible. Further to that, it should be noted that this news is linked to an announcement in Feb 2022 which seeks to make the ARC proposal a matter of national policy. The Government, of course, still wants to make housing and planning a key issue and wants to identify the most sustainable locations for residential development. To make the proposal more palatable there will be more of a focus on brownfield sites and the building of affordable housing.

There is a possibility that Government ARC proposals will impact local planning processes in host districts; Oxfordshire County Council is still in the process of developing options for the Oxfordshire Joint Statutory Spatial Plan which runs to 2050. To address the matter of areas of conflict the Government has set up a housing panel for a period of 6 months to advise on design and sustainability and at the end of that term it will report to the Housing Minister.

Whilst Government ministers will have a fight on their hands given the strength of local opposition campaigns to individual proposals, the Oxford–Cambridge ARC is seen by Westminster as a national opportunity and a driver for growth at a time of economic uncertainty, so although the Government may be easing back from its ambitious goals in the face of stiffening resistance, it still considers the ARC to be a key plank of policy. To put it mildly, even in the face of very considerable determined local opposition this is not a matter that the Government will allow to go away quietly despite there being good reason to develop other arcs of economic growth. A 2019 study by Smart Growth UK examined alternatives (Wolverhampton – Birmingham – Coventry, Newcastle – Sunderland – Teesside, Derby – Nottingham, Manchester – Salford – Bolton and Leeds – Bradford – Huddersfield), and found them to be not only more

sustainable environmentally but also more in need of investment and resources than an Oxford – Cambridge ARC.

3. Thames Water Reservoir proposal: Oxfordshire County Council (OCC) has called for revived plans to build a seven square kilometre reservoir between Abingdon, Steventon and East Hanney to be dropped.

A draft regional plan for securing future water supplies includes proposals for the south east strategic reservoir option (SESRO), which would cost up to £1.4 billion. Similar proposals were rejected by the government in 2011 following a public inquiry.

The council's official response to the Water Resources South East (WRSE) regional plan was discussed by the council's cabinet at its meeting on 15 Mar 2022. It recommended that the SESRO should not be included as there is insufficient evidence that it is needed and other options would be better value. It was stated that it would make more sense to bring water in from less water-stressed areas and/or consider other options such as reduced leakages, better water management and recycling. Indeed, Thames Water's own data show that such measures could produce far more water than the reservoir would hold and also be far less damaging in terms of environmental impact.

The OCC's 14 particular concerns about SESRO (South East Strategic Reservoir Option) are as stated in my update of April 2022. The proposed reservoir will have serious detrimental impacts on the environment and local people and as you are aware consultation ended on 14 Mar and that Oxfordshire County Council called for the proposed scheme to be scrapped.

4. I have decided once again to include the historical account relating to the Thames Ward bus service. Evidently it has never been a one-party issue because as stated in my last update (April 2022), in 2015 when Nicola Blackwood was the Conservative MP for the area, she and residents from Appleton staged a protest by walking to a bus stop on the A420 to show that it was neither practical nor safe for residents to walk the mile to use the Stagecoach Route 66 service. The 63 service that has run through the villages until now has always been a vital link for many in Thames Ward and discontinuing it in May 2022 will affect the most disadvantaged. I have sought advice as to what might be done but unfortunately it is something out of my hand. Westminster will not fund the service that has been run by Pulhams.

5. Community Infrastructure Levy: There is still time for PCs to submit bids for CIL money.

6. We are still being very supportive of the "20 is plenty" campaign.

ATTACHMENT 2

Proposal for Preschool area at Village Hall 2.5.22

Proposal to remove stage, walls and incorporate old surgery space into an area roughly 41sq m for a preschool with staff room, separate entrance and loos, peg area.

To implement this

- Remove the existing stage and existing dividing walls (incorporate services – heating, electricity into roof area)
- Retain separate storage room for tables, chairs, etc
- Build soundproof wall across the hall
- Rebuild staging (on the main hall side to include storage for a moveable stage and storage for other users of the hall.
- Change window by the kitchen to a door.
- Create new lobby area between this door kitchen and proposed preschool
- Keep a completely separate consulting room with loo and direct access from the outside.
- Buy in moveable staging

Impact:

Advantages

- Separate space accessible from the outside for therapists, practitioners
- Increased steady annual income from Preschool
- Increases hall use by the community for non-profit making organisations
- Creates new useable soundproof space for preschool which could be used in the future as a separate lettable space (ideas include letting for smaller children's parties, office hub, etc
- Increased storage for hall users under the rebuilt "stage edge/cupboard" (marked pink on plan)
- Possibility of having a screen on the new wall which could be used for film screenings, at weddings, meetings, Film nights! etc
- New moveable, adaptable staging which can be stored away (marked pink on plan)
- Repair and restore fire door (from current storage area near kitchen)
- Repair outside gates to back area and remove/repair existing sheds and improve outside area for use by hall users and preschool when in session
- Create an attractive external space behind hall for all users

Disadvantages:

- When in full use moveable stage will come out into the village hall space but staging can be flexible (eg see link www.mainstageltd.com)
- There will be disruption over the building/renovating phase but we would hope to manage this and keep to an absolute minimum
- There will be a period when the hall won't be available but again would hope to manage this. If the go ahead is given we would want to work with the builders to ensure disruption was kept to a minimum and would hope that once the separating wall is in place that the evening classes at least would go ahead and the chiropractor could operate
- Some disruption to services: heating, lighting etc. The builder we consulted has viewed boiler and electricity supply. Disruption should be kept to a minimum and boiler for example could be put on a remote control system (obviously at a cost)

It might be possible to underwrite losses of income incurred? – again this can be considered when applying for grants

Addressing concerns from VHC and PC

The working Group hopes it has addressed the concerns of the Village Hall Committee and the Parish Council.

1. Retaining a separate consulting room with toilet for Chiropractor with separate access directly from carpark.
2. Storage:
 - keep existing cupboard but rebuild walls and rehang door to increase area
 - Under stage storage for moveable stage and other users of the hall
3. Soundproofing: Creating a soundproofed, insulated wall right across existing hall (close off door into existing storage into boiler room by adding lobby between kitchen wall, main hall and preschool area.
4. No alterations need to be done to kitchen or bar/storage area
5. Access to preschool will be separate from chiropractor
6. Lobby area outside kitchen will keep preschool completely separate and retain access to outside from main hall

To Progress:

- Agreement from VH committee that we can start getting builders plans drawn. The WG agreed to get back to VHC and the PC before 9th May as were aware that the Chiropractors lease is due for renewal in August. We appreciate that the VH has to progress with conversations around renewal of this lease but would ask that it could be a **rolling lease**.
- Approval from PC and possible funding for full working plans from Architect
- Working with VHC to get grants (these will have to be signed off by a member of the VHC) Grants are available including for financial support for starting up preschools. (Mina has done a lot of research on this).
- Set up group to liaise and work with architect, builders, grant givers, potential users, Ofsted and budgeting
- Estimate from VHC about rental charges
- Underwriting losses to VHall income?

Timetable:

It is difficult to assess this at the moment. WG appreciates that the work will cause disruption to use of the VH. The proposal is for the least disruption. (To maintain the commitment of potential users of the preschool it is important that progress is made as quickly as possible).

- Once the stage and dividing walls have been removed, and the door into the chiropractors has been closed off, this should enable the chiropractor to practice
- The advice from the builder is that the heating pipes and electric supply cables can be incorporated into the ceiling and not be disrupted.
- There will be disruption to heating as one radiator has to be removed but should be kept to a minimum. The advice from the builder is that although boiler is quite old if it is working well it can be retained with a view to changing in the future to air source/other form of

heating. The system could be reconfigured and controlled remotely – obviously this will be at a cost.

- There will be no disruption to the committee room, kitchen and minimum to the main hall.

Organisations/individuals already contacted for advice:

Joel Penwarden – architect

Andrew Cooper – Cooper Construction (Builder who has done a lot of work with Lucy Developments)

Lindsey Hart – contact of Teresa's Early Education Childcare Manager working at Little Peeps Nursery Littlemore

Jess ? – works for OCC supervising startup of nurseries

Ofsted – contacted by Mina

Grants – researched by Mina

Families, parents

Viability of preschool:

- The initial business plan is based on worse case scenario of working term time only, 5 days a week 9.00-5.00 with 10 separate sessions.
- the square footage created in new space will allow for up to 17-20 children (based on Ofsted rules around space for under and over 2yr olds)
- The government is thinking of increasing ratio of children to staff (a positive impact but important to maintain good working practices)
- 10-11 parents in the village so far have shown an interest. There is a shortage of preschool provision locally and approaches have been made by families outside the village
- Professional advise has been taken as above and will continue to be taken particularly around building business plan, etc.
- Commitment from a group of parents initially to run the preschool committee (Chair, Treasurer, etc.....)

Other points

Whilst talking to architects and builder we have asked about Insulation. The builder had a suggestion for the ceiling in the main hall.

We haven't included access to the kitchen from the small lobby area being created as this would only be viable if and when the kitchen were to be renovated and reconfigured. A suggestion from the architect is that only the hatch could be kept (remove the lower door under it) and could be made more soundproof. Access to the hall would then be through the new door. This would have the advantage of giving access from the preschool to the kitchen without accessing main hall area.

ATTACHMENT 3

Appleton Village Hall

Pre school plans from Working group – May 2022.

Village Hall committee feedback and comments:

Comments relate to the version presented to the PC on 9th May, drawn up by PenWardenhale Architects (4th May 22, REV C)

Physical layout comments:

Main hall – slightly reduced user space, especially for instructor led classes and presentations requiring a stage, reduced storage for tables, but presumably all toddler equipment and tables and chairs for toddlers moves into the pre school area.

Reduced space for Chiropractor - all visitors will need to wait in a car to be called in .

Layout might not be acceptable to him, and would need a reduced rent

Pre school toilets – only 1 for 20 kids and three or four staff and visitors – original plans had more loos - is this OK? Thought there was a 1 per 10 rule?

No storage within pre school area.

No kitchen – do all users of pre school walk through to the main kitchen as required?

Staff making a coffee and needing a sink - where does this happen?

Operational concerns;

VH now has a full time user – we might prefer to put them on a Lease and give them direct responsibility for maintenance and services. Personally I do not relish maintenance calls for heating / electrics / plumbing and blocked drains! Make it separately metered for electrics and heating.

Access to boiler room now via a staff room, which is currently a damp, single walled, unheated storage area. Current method of working is to manually set heating from the boiler room in line with the week's programme. Access needed for call outs and maintenance.

Heating system; large boiler, Oil fired, expensive to run and prone to faults. This project means major changes to pipework. Probably not worth using it to heat the treatment room - switch the area to electric. (Government policy will ban all new domestic oil boilers from 2025.)

Daytime users, like Evergreens and Women's Institute use the kitchen - how will this work with pre school?

Current VH plans to re fit the kitchen, with commercial grade stainless steel stand-alone units.

General concerns:

Realistically all users will stop using the hall whilst work is carried out – heating system will need to be drained down to remove radiators. General noise and disruption until the dividing wall is fully built, decorated and finished, means users will not want to be there. There is a risk that some of our regular commercial users, like Yoga and Zumba, will find other venues and be reluctant to return.

The Chiropractor might not be able to work with the new layout – we do not know and cannot talk to him until we have a firmer idea of the way forward, and possible timescales.

The VH committee does not have the bandwidth to project manage this work.

There will need to be a detailed plan of works and schedule drawn by the steering Group for builders to quote against, and allowance for extras.

The practice rooms are currently separately valued for business rates. The new pre school would also, we guess, get valued separately for rates from the VWHDC.

The VH committee is trying to get builders interested in fitting under ceiling insulation into the hall, but cannot, to date, find a builder willing to do the work. This work should be included in this programme of works.

Has any thought been given to insulating the building – the areas to be modified include many single skin, damp solid walls with no roof insulation, solid floors, and old felt covered flat roof areas and skylights. There are mould and damp issues. All these should be totally renewed with increased insulation and longer life materials. Current design would fail current building regulations for heat loss.

We have a concern over the longer term viability of a pre school – the previous one closed when they dropped to 15 kids, and they could not get anyone wanting to be a charity trustee. Admittedly this is a different set up, offering a longer day (but term time only) and 5 days a week.

There should be a time for the wider village to comment on these plans -

This is a major redesign of the hall and its facilities, and the biggest change since the building was built in 1978.

The Hall is a mature building, not built to current standards, which is bound to uncover issues that need to be addressed once work starts – funding will need to allow for this, on top of the fixed price contract which the PC will be approving.

We should make the pre school an entirely separately functioning building, leased from the PC.

Colin McGuire

On behalf of AVHC

