

## Letcombe Regis Parish Council

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4 The Old Stables  
Warborough Road  
Letcombe Regis  
OX12 9LD

### Minutes of the Parish Council Meeting held in the Warborough Room of the Village Hall on Monday 27<sup>th</sup> January 2020 at 7.30pm

**Present:** Jeanne Lapsley (JL) Chairman. Loretta Light (LL) Vice Chair,  
Councillors, David Barber (DB), Paul Batchelor (PB), Michelle Benton (MB),  
Doug Frewer (DF), Kristine Hitchcock (KH) and Elizabeth Jenkins (EJ) Parish Clerk

County Councillor Yvonne Constance (YC) attended for item 4 County Council

Twenty three members of the public attended the meeting for Item 3

Item		Actions
	<p>The Chairman, Cllr Lapsley, welcomed everyone to the meeting explaining that she would cover items 1 and 2 and then pass the chair over to Cllr Light, the Vice-chair explaining that as a neighbour to Mr Richard Pitman, she had to declare an interest in item 3.</p> <p><b>1. Apologies for Absence:</b> Apologies were received from District Councillor Paul Barrow, recovering from an operation, and Judy Vaughan-Williams.</p> <p><b>2. Declarations of Interest:</b> The Chairman Cllr Lapsley and Cllr Benton both declared an interest in items 3 and 11. The Chairman then handed the meeting over to Vice-chair, Cllr Light, for item 3.</p> <p><b>3. P19/V3198/DPO: Proposed discharge of two planning Obligations:</b> Cllr Light introduced Mr Richard Pitman (RP) who was attending the meeting to explain the reasons behind his application to discharge two Planning Obligations relating to his property.</p> <p>RP thanked the Parish Council (PC) for allowing him to brief the PC and the 23 villagers attending the meeting to hear of his plans for Courtdown stud. Letcombe Regis is classified both as a Small Village and an Area of Outstanding National Beauty (AONB) and as such development is normally restricted to infill. The development on the land is confined to the north of the site between the entrance gates and the Greyhound car park.</p> <p>RP said that he had originally purchased Courtdown and Courtdown Stud with the intention of letting the equestrian area out to supplement the state pension for their retirement. The equestrian area, consisting of the stables and his daughters bungalow are separate from Courtdown and the two paddocks where he and his wife currently live.</p> <p>Until March 2019 the stable yard had been used by a three day Eventer however over the eight years he had rented it the Eventer had found it increasingly difficult to carry on the business due to lack of nearby horse gallops. The only other business interested in renting the land was unsuitable and the equestrian business on the land ceased,</p>	

leaving RP without the planned income investment. Due to unexpected family circumstances, and needing to raise a substantial sum RP applied for and received planning permission for a chalet type house to be built on part of the equestrian area which included a wing of the stables, this area was sold and the new owners have since built the property.

RP has since applied for and received planning permission to convert the remaining wings of the stables into a dwelling, with the intention of moving there and selling his current residence Courtdown in order to provide the additional pension. He would however keep possession of the entrance road but allow it to be used by those living on the site.

The equestrian tie meant that only someone who worked in the equestrian business could live on this area of the land and as the business had now ceased he is seeking to discharge the tie.

Cllr Light then opened the meeting so that questions could be taken.

Q Would the area become a brownfield site?

A No it would remain a greenfield site, the stables and that area would be brownfield but the remainder would be greenfield and remains in the AONB area.

Q Which of the bungalows is in the equestrian area, which were your fields and where does your boundary stand.

A Courtdown is the first bungalow on the right when entering the site through the gates from Court Hill Road. Opposite it and adjacent to Court Hill Road are the two adjoining paddocks. These and the driveway are within the AONB boundary but separate from the equestrian land. The plot next to Courtdown was originally used as parking for horse boxes until it was sold together with one wing of the stables. Which contains the newly built Chalet Bungalow. The remaining stable wings have since received planning permission. The Old Bungalow at the far end of the site was enlarged to accommodate his daughter and her family. The site is within the village boundary and AONB

Q Bearing in mind that policies change, a concern was that the remaining equestrian land could be developed. While it is hard to develop Agricultural land it is still a concern?

A Court Hill Road is a basically a single track road and we do not believe that the planners would allow any more development and it is also AONB.

RP clarified that anyone living on the equestrian site had to be in an equestrian business which was governed by the tie which they wanted lifted.

Q Would anyone purchasing Courtdown Bungalow and the paddocks have to put in an application for change of use if they wished to start a business other than equestrian?

A Yes

Q What other buildings are there on the site?

A There are three stables in front of our daughters bungalow, she has a horse and the children have 2 ponies, there is also a hay barn.

Q Do you have planning permission for the stables conversion?

A Yes but its appearance will not alter, the windows, doors etc. will remain. When we move into the stables, we will still own the

driveway. Anyone purchasing Countdown will have access to the driveway as do the owners of the chalet house and our daughters bungalow.

Q Can you confirm that you have no intention to develop the land further

A Absolutely none.

Q Would you be happy to have a covenant on the land to prevent further development.

A Yes

Comment from Cllr Benson This would only have any legal standing if agreed by anyone purchasing Countdown.

Q Cllr Light asked RP if he would be happy to provide the Parish Council with a letter confirming that he was not intending to sell the land for development or develop it himself any further.

A RP replied that he would be happy to do so.

This part of the meeting ended with Cllr Light thanking Mr and Mrs Pitman for volunteering to brief the Parish Council and villagers on their reasons for the changes taking place at Courtyard Stud

Cllr Light said that this would be followed by a short break and she would pass the meeting over to the Chairman Cllr Lapsley for the main business of the meeting to resume.

**4. Approval of the minutes of the Parish Council meeting held on Monday 18<sup>th</sup> November 2019 and actions arising:**

**Item 6 i). Website Storage** Cllr Batchelor to suggest a policy for website links so as not to impede storage space. Also to report back on the new requirements for accessibility. **Completed. See item 7 for discussion.**

**Item 7 iii) Final Budget.** To be brought to this meeting for approval by Councillors. **Approved See item 8iv) for discussion.**

**Item 8 75<sup>th</sup> Anniversary of VE day Commemorations.** Councillors requested to bring ideas to this meeting for discussion. **Ongoing See item 9 for discussion.**

**Item 8 Footpath between Mill Paddock and Hamlyn Close and Court Hill Traffic.** The Clerk has written to Arthur McEwan-James requesting that OCC should look at the footpath and get back to the PC with their comments. Cllrs Lapsley and Light to meet with Mark Francis for discussions. Ongoing, waiting for reply from Arthur McEwan-James.

Councillors then approved the Minutes which were signed by the Chairman.

**5. County Council Matters:**

Green Lane, email from Tina Fox-Edwards. Evidence of the safety problems affecting users of the Byeways Open to All Traffic (BOAT) had empowered Oxford County Council (OCC) officers to act in order to declare the BOAT's unusable and had they had issued a seasonal Temporary Traffic Restriction Order (TTRO), However to stop vehicular traffic using the Bridleways it is necessary to change the policy by use of a Definitive Map Modification Order (DMMO).

Cllr Constance reported that the budget for Highways spend would be decided at the meeting taking place on April 20<sup>th</sup> 2020.

The following email had been received from Yvonne Constance and forwarded to Councillors on the 23<sup>rd</sup> January 2020.

*County Budget planning was carried out against the background of the General Election, and the Gov's Settlement was made known to County Council only on 20th December, which made for a very disturbed Christmas period for the finance officers!*

*However the outcome is good for the County which will propose a Budget incl. the following features at full Council in February :*

- *OCC Council Tax will rise by the permitted 1.99% (without a referendum)*
- *Plus OCC will raise Council Tax by additional 2% for ring-fenced fund for Adult Social Care*
- *Budget will provide £5.2m for an Invest to Save scheme for pre-care assessments of adults possibly in need of care. This approach has been shown to be successful in Somerset*
- *Budget will provide £400,000 for Invest to Save scheme to increase action to encourage all schools to provide for children likely to be excluded ( there's a significant increase in number of school children in SEND category of High Needs)*

*Overall OCC spends almost 60% on social care – that's 2% of population.*

*All Councils await the long promised Gov. Spending Review and Fair Funding Review later this year. Even more important will be the review and decision about funding for adult social care.*

*HIGHWAYS :*

- *Highways budget will match last-year's funding with the ambition to repair more roads to higher standards*

*We await decision on ICC's share of the £2bn fund in 2020 for potholes repair, but assured of the regular £3.2m 'block grant' from Gov.*

- *Highways investment scheme (£10 million per year) will continue resurfacing programme in 2020, which aims to protect road surfaces before they deteriorate*
- *New fund proposed to clean and up-grade road signs and linings*
- *New fund proposed for urgent safety improvements on major roads*
- *New fund proposed to improve bus reliability and access*

*SPLITTING HIGHWAYS PORTFOLIO*

*It has been decided to split the Highways portfolio to separate the Delivery and Operations functions to be led by Cllr Liam Walker who represents a West Oxfordshire division. He is a real highways enthusiast well known to the officers, with real active skills in social media and I welcome his appointment to this work. He will be able to devote more time to complaints about delivery, develop the work of the Localities, and Community Engagement, chase down the funds in S.106 fund, and get wider public attention for the achievements in highways. I retain the responsibility for highways strategy/policy across the region, county and Oxford City, where we have announced 'bold and brave' programme to achieve Zero Emissions in the city by 2025, and develop a programme of congestion management by December 2022. I remain responsible for the Environment, including the programme for Climate Action incl. the partnership with Districts/City with a target of zero carbon by 2030, and recycling target of 70% by 2025. So from February 2020 complaints about the state of the highways will be resolved by*

*Cllr Walker.*

*GENERAL ELECTION won by new MP David Johnston who has declared a major interest in infrastructure. I have lots of ideas, incl Grove Station and the importance of the Growth Deal (held up by SODC decision to withdraw their Local Plan and its contribution to delivering the housing total of 100,000 by 2031) which SoS requires to be decided by 31<sup>st</sup> January 2020.*

*Sec.of State for Transport still to decide announce future of OxCam Expressway which was put 'under review' during Election. Work continues to develop the options, esp. around OxCity, where the Expressway presents the best chance of a programme to relieve the A34.*

*Prime Minister/ Sec of State for Transport still to decide whether HS2 goes ahead. It is massively supported by all Leaders in the North, and seen as the most deliverable scheme to benefit most cities/areas in near future.*

*Cllr Yvonne Constance*

**6. District Council Matters:**

There was no report from Cllr Barrow who had sent his apologies.

**7. Parish Councillors Updates:**

**Website**

**Storage**

Linked items such as the Letcombe Register would be retained on the register for 12 months then removed. Anyone wishing to see them could apply to the Parish Clerk for sight of them.

**Accessibility requirements Policy - Cllr Batchelor**

Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations came into force on 23<sup>rd</sup> September 2018. The purpose of the Regulations is to improve the accessibility of public sector websites/mobile apps so that they can be used by as many people as possible.

As a public body the PC has is required to make the website accessible by as many people as possible by September 24<sup>th</sup> this year it covers those with:

- impaired vision
- motor difficulties
- cognitive impairments or learning disabilities
- deafness or impaired hearing

It was confirmed that the PC Website complies with the policy on content, and is designed to be accessed by desktop, laptop, ipad and mobile. Giving access by brail and other formats is likely to prove extremely costly and it was suggested this may be overcome by responding to individual requests.

Cllr Batchelor is attending the next training session run by OALC on March 24<sup>th</sup> and will report back to the PC on steps needed to comply.

**Faster Broadband - Cllr Batchelor**

Currently broadband speed in the village is limited as the village has fibre to the green cabinet at the bottom of Court Hill Road but by copper to households, which means that the further away from the cabinet the slower the speed.

It was reported that Airband have been awarded a contract to bring faster broadband from the Cabinet to local premises, whether business or private. However businesses or households accepting the offer would be tied to Airband. It is not clear whether this would be a permanent tie or for a limited time and do they have different rates for

	<p>different speeds etc.</p> <p>Cllr Batchelor was due to meet with a representative from Airband but this was cancelled and it is hoped to reschedule it before the next PC meeting.</p> <p>Cllr Batchelor will draft a questionnaire for the next meeting which will be sent out with the Register asking for feedback.</p> <p><b>Cllrs Light and Lapsley report from meeting with Mark Francis re Court Hill Road and Windmill Lane.</b></p> <p>Cllrs Lapsley and Light met with Mark Francis of OCC Highways on Friday 13<sup>th</sup> January. The meeting was to discuss improvements to safety on both roads and other relevant areas of the village. He has made suggestions for road signs and markings and the relevant drawings were received on the afternoon of the meeting. The Clerk copied these for Councillors and they were passed out at the meeting, a short discussion took place with the suggestion of changing the “Give Way” signs to “Advance Give Way” with a yellow background and change the “Give way” to “Give Way” with a yellow background and “Letcombe Regis Village Only” signs were well received. Councillors were asked to take the drawings away and let the Clerk know their preferences. The cost for road markings, dragons teeth and 30 MPH markings would cost between £2.5 and £3K. Costs for the road signs would be obtained from OCC’s contractor. Decision to be taken at the next PC Meeting.</p> <p><b>Burial Ground update</b></p> <p>The Clerk reported that the amended plans and the plan for the entrance Lychgate had been drawn up and had been sent to the VOWH. The PC is waiting to hear back from the Planning Department.</p> <p><b>Fête planning update – Saturday July 17<sup>th</sup> 2021– Cllr Hitchcock</b></p> <p>Cllr Hitchcock reported that she had contacted Magic Peter who would either do an hours show or divide into two ¾ hour shows. The Silver band would charge £200, The National Animal Welfare Trust (NAWT) would hold a dog show with entry at £2.00 per dog and there would be no other charge. A Raptor show would cost £100. Suggestions were made to have a Tombola, Afternoon teas and a bar, it was undecided whether to hold a barn dance in the evening. A working group would be set up to plan the organisation with Cllrs Hitchcock, Lapsley and Benson agreeing to start the planning for the day.</p> <p><b>Meeting on Health and Wellbeing. - Cllr Light</b></p> <p>The Clerk received an email from Bill Falkenue on Saturday 25<sup>th</sup> February to say that The Town Council and others had severe reservations about the process and outcome of the work conducted by the CCG. The Town Council will be writing to the Health and Wellbeing Board requesting that the report be withdrawn pending the deficiencies being addressed. These reports affect all parishes within OX12.</p> <p>Cllr Light considered the reports on behalf of the PC and it was decided that the PC should confirm agreement with Wantage Town Council. A letter outlining their reasons for concern was submitted to the Health and Wellbeing Board in time for their meeting on Thursday 30<sup>th</sup> January, confirming that their support for withdrawal of the report. Copy attached as annex to the minutes.</p>	<p>PB</p> <p>PB</p> <p>Cllrs/EJ</p> <p>EJ</p> <p>MB,KH, JL</p> <p>EJ</p>
<p>8.</p>	<p><b>Financial Matters:</b></p> <p>i) <b>Clerks Report</b></p> <p>The Clerk said that due to the very full agenda she would just give a brief report to the meeting as follows:</p> <p>“The provisional figures for calculating the precept were received from the Vale in</p>	

	<p>November 2019. The Vale had since confirmed that they were approved at their meeting in late December.</p> <p>The proposed budget for the next financial year 2020 to 2021 has now been calculated on the figures from the VOWH and subject to Councillors approving the budget this evening I will be writing to the Vale of White Horse with our Precept request of £21,178 tomorrow.”</p> <p>ii) <b>Ratification of invoices</b>  <b>Current Account</b>  Interpart Motor Factors, Fireworks payment for Trustees - £300.00, Clerk October salary - £484.75, PAYE - £67.60, Ground anchors for benches, laminating pouches, cartridges &amp; copy paper - £178.74, Clerk November salary - £397.34, PAYE - £45.60, Clerk purchase of replacement pads/starter kits for defibrillators - £90.96, F Engelmann consumables for printer - £364.10, Wantage Rotary Club for Christmas tree - £60.00, Village Warden October &amp; November, - £600.00  Clerk December salary &amp; years holiday pay - £862.65, PAYE &amp; PC NIC - £204.18, Hall hire - £16.00.  <b>Direct direct debit</b>  Mobile phone, November - £41.39, December - £37.00.  <b>VH Project account</b>  Clerk purchase spare mop/sweeper head for village hall - £8.99</p> <p>iii) <b>Summary of costs to date against budget</b>  These were tabled at the meeting.</p> <p>iv) <b>To approve the budget for 2020/2021</b>  Councillors were asked to approve the final proposed budget. Copies of which were tabled at the meeting. Councillors formally discussed the proposal and unanimously confirmed their approval of the budget which was the same as the three previous years.</p> <p>The Clerk sent the precept request to the VOWH the following day (28<sup>th</sup> January 2020).</p> <p>v) <b>Grant requests</b>  Oxfordshire South and Vale Citizens Advice-Grant Aid. The request was discussed but as they had only helped 5 or 6 residents the grant was declined. The Clerk would inform them of the decision.</p> <p>Wantage Independent Advice Centre. This request was discussed and it was confirmed that the WIAC were widely used in the village, and Councillors awarded a grant of £250. The Clerk would inform the WIAC.</p> <p>9. <b>Village Items:</b>  i) <b>Commemoration of the 75<sup>th</sup> Anniversary of VE day:</b>  Cllr Hitchcock had suggested planting a tree in the Millennium Green however it had already been pointed out by Mark Bradfield, the Letcombe Brook Project Officer, that there were already too many trees on the MG and Councillors decided to support Cllr Lights suggestion of a commemorative bench to be placed to the right inside the metal gate at the top of the bridleway leading to the Nature Reserve from South Street. The Clerk would check with BBOWT as Richmond, who were happy, with the idea had already confirmed that as BBOWT had the land on a long term lease they should be consulted.</p> <p>ii) <b>Footpath between Mill Paddock and Hamlyn Close.</b> Cllr Constance passed a request to Geoff Barrell asking if the footpath could be tarmacked. The Clerk pointed out that, when originally made, this had been a suggestion and not a request. Arthur McEwan James had since said that safety of public footpaths was the responsibility of</p>	<p>EJ</p> <p>EJ</p> <p>EJ</p> <p>EJ</p> <p>EJ</p>
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OCC regardless of who owned the land. The Clerk had asked for someone from OCC to inspect the footpath and get back to Letcombe Regis PC. There had been no response to date despite a second request being sent. The Clerk agreed to follow this up again.

iii) **Millennium Green:  
Information Board**

Mark Bradfield (MB), the Letcombe Brook Project Officer has received confirmation from Richmond that they will reinstate the S106 for the information board. Placing the board on the MG requires planning permission. MB agreed to write the application on behalf of the PC who only pay half the fee. Councillors agreed the Board will be positioned inside the MG where the first of the new benches is currently situated.

EJ/MB

iv) **Benches:**

The first bench where the Information board will be positioned will be moved to an area just inside the Bassett Road hedge. Once the benches are in position the ground anchors will be installed to secure them.

EJ/DB

v) **Thank you vouchers for exceptional village volunteers:**

Thanks were received from two of the recipients and at the meeting by the third.

**Community Policing Awards: Nominations close on the 24<sup>th</sup> February.**

The nine categories are:

Community Police Officer 2020	Police Community Support Officer (PCSO) 2020
Special Constable 2020	Diversity Champion 2020
Cadet 2020	Volunteer 2020
Community Volunteer 2020	Problem Solving Award 2020
Response Officer 2020	

The PC discussed what action to take but felt that they did not know enough about who to nominate and decided on this occasion not to make a nomination.

10. **Planning Applications:**

**LRE/4783/6-X, Antwicks Stud, Main Street, Letcombe Regis.** Outline application for the erection of an additional thirty stables with associated store and tack room. New indoor riding school and manège. Conversion of the existing bungalow on the site into two residential units. Since the initial meeting between VOWH and the Applicant Martin Deans (MD) of VOWH is contacting them monthly. MD is content that the matter is moving forward and expects there to be further progress by the time he contacts them towards the end of February.

EJ

**P19/V2316/FUL, Proposed improvement to include new entry and car park, Bassett Road, Letcombe Regis.** Consultation period 11<sup>th</sup> October 2019 to the 6<sup>th</sup> November 2019. PC response, **The Parish Council has no objections to this proposal.** Revised Decision date 3<sup>rd</sup> February 2020. **Approved 13<sup>th</sup> February 2020**

**P19/V3039/HH, The Rectory, Warborough Road, Letcombe Regis. OX12 9LD.** New wet room-Consultation period Consultation period 21<sup>st</sup> November 2019 to 18<sup>th</sup> December 2019. Target Decision date 13<sup>th</sup> January 2020. **PC response, The Parish Council have no objections to this application. One of the councillors has to declare an interest as a neighbour but has no objections to the planning application. Approved 10<sup>th</sup> January 2020**

**P19/V3158/FUL, Manor Farm, Warborough Road, Letcombe Regis, OX12 9LD**  
Proposed change of use of existing self-contained annex accommodation to provide for



short-term holiday let. Consultation period, 4<sup>th</sup> December 2019 to the 19<sup>th</sup> January 2020. Target Decision date 23<sup>rd</sup> January 2020. **PC response Letcombe Regis Parish Council object to this application because of the following inaccuracies and omissions in the application. Item 11. Assessment of Flood Risk states that the proposal is not within 20 metres of a watercourse. There is a watercourse running from the lake upstream at Highwell which runs directly under the proposed development through to where it joins the Letcombe Brook further downstream. While it may be contained in a culvert under the development, it is an open watercourse on either side of the development itself. Item 22 The site can be seen from Warborough Road Item 23. The pre-application advice has not been included in the planning application or in the paperwork sent to Letcombe Regis Parish Council. We also acknowledge that there are concerns from a neighbour regarding parking on his access road. Approved 22<sup>nd</sup> January 2020.**

**P19/V3198/DPO, Courtyard Stud, Court Hill**

Proposed discharge of two planning obligations 1985 - LRE/5447/5-X (P85/V2143/O) and 2007 LRE/5447/5-X (P85/V2143/O) (Application description corrected by email from agent dated 10 January 2020). Consultation from 11 December to 3<sup>rd</sup> February 2020.

**P20/V0025/HH, Mill Cottage, Letcombe Regis OX12 9JD**, Demolish existing garage and erect self contained annex with garaging. Address: Mill Cottage Letcombe Regis Wantage OX12 9JD. Consultation period 16<sup>th</sup> January to 6<sup>th</sup> February 2020. Target Decision date 6<sup>th</sup> March 2020. Application on hold.

Other planning issues (if any)

The meeting finished at 10.35pm

11. **Parish Council meetings: Dates approved by the PC but subject to change, 2020:** 16<sup>th</sup> March, 18<sup>th</sup> May APM followed by the APCM, 20<sup>th</sup> July, 21<sup>st</sup> September 21<sup>st</sup> 16<sup>th</sup> November

Elizabeth Jenkins  
Parish Clerk  
11<sup>th</sup> February 2019