

Notice of a Meeting of the East Challow Parish Council

Wednesday 14th May 2025 at 19:00, East Challow Village Hall

All Councillors are summoned to the Annual Council Meeting of East Challow Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1. To elect the Council Chairman for 2025/26.

2 To complete declaration of acceptance of office form.

3. To elect the Council Vice Chairman for 2025/26.

**Prior to the start of the meeting; Questions and comments from members of the public
(limited to 10 minutes in total)**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

4. To receive apologies for absence.

5. Declarations of Interests

5.1 To receive declarations of interest for items on this agenda

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

6. To approve the minutes of previous council meetings

6.1 Meeting held on 9th April 2025

6.2 Matters arising from the minutes not elsewhere on the agenda including actions.

7. Chairman's Announcements

8. To confirm all Committees and Committee members currently existing for the Council

9. Councillor Vacancy

9.1 To approve co option of 1 Councillor to fill the vacancy or to re advertise if necessary.

10. To approve 2025/2026 meeting dates

11. Governance

11.1 To approve the Complaints Procedure for 2025/2026

11.2 To approve the Information Requests Policy for 2025/2026

11.3 To approve the Grants Policy

11.4 To approve the Communications and Media Policy

JS Smith

Clerk

7th May 2025

11.5 To approve and adopt Model Standing Orders for 2025/2026

11.6 To remind all Councillors to ensure Declaration of Interest forms are up to date.

12. To discuss the arrangements for the Annual Parish Meeting and confirm the sending of invitations.

13. Staffing Matters

13.1 To discuss staff payment date.

14. Finance 2025-2026

14.1 To agree the April payments list paid in May 2025.

14.2 To note the April 2025 receipts.

14.3 To note the reconciled bank account as at 30th April 2025.

14.4 To receive information on the updating of the CO OP and Unity bank mandate.

14.5 To approve the opening of a Nationwide savings account for the transfer of EMRs.

14.6 To receive and approve the updated Asset Register as at 31/03/25.

14.7 To approve changing the budget heading of the cemetery improvement EMR.

14.8 To receive an update on the missing Castle Water meter.

14.9 To receive an update on the AGAR.

14.10 RFO report.

15. To receive a Land Registry update.

15.1 To confirm the updating of the address of the registered owner on the Land Registry records is complete.

15.2 To receive an update on the land registration of Parish Land.

16. To receive reports from District and County Councillors

16.1 Oxfordshire County Councillor

16.2 Vale of White Horse District Councillor

17. Planning

17.1 To approve responses to requests for consultation on applications

P25/V0878/HH Location: The Bungalow Letcombe Hill East Challow Oxfordshire OX12 9RP

Description: Construction of garage **Response required by 17/05/25**

17.2 To note planning application

P25/V0701/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 15 (Biodiversity Metric) on application ref. P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **NO RESPONSE REQUIRED**

P25/V0782/DIS Location:

Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 8 (Construction Traffic Management Plan (CTMP) on application ref.

P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **NO RESPONSE REQUIRED**

P25/V0783/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 10 (Sustainable Drainage Scheme) on application ref. P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **NO RESPONSE REQUIRED**

P25/V0784/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 11 (Foul Drainage Scheme) on application ref. P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.)

NO RESPONSE REQUIRED

P25/V0785/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 18 (Materials (Details & Samples) on application ref. P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.)

NO RESPONSE REQUIRED

P25/V0934/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 12 (Arboricultural Method Statement and Tree Protection Plan) on application P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **No response required.**

P25/V0931/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 13 (Landscape Management Plan) on application P23/1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **No response required.**

P25/V0932/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 14 (Construction Environmental Management Plan) on application P23/1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **No response required.**

P25/V0933/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 17 (Biodiversity Enhancements) on application P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507 square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **No response required.**

P25/V0935/DIS Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Discharge of condition 9 (Community Employment Plan) on application P23/V1784/O (Hybrid planning application comprising; An outline planning application for demolition of an existing building and development of five buildings (Gateway Building, Blocks A, B,C, and H) and a small food outlet (Block D) to provide up to 28,507

square metres (gross external area) of Use Class E and Use Class B8, together with an a multi-storey car park (14,755 square metres) - gross external area) with all matters reserved with the exception of means of access. A full planning application of the erection of three buildings Blocks E (3,080 square metres), F (2,432 square metres) and G (3,170 square metres) to provide total of 8,682 square metres (gross external area) of Use Class E and Use Class B8 with associated car parking, open space and landscaping.) **No response required.**

17.3 To note planning decisions

P25/V0289/HH Location: Fernbank Letcombe Hill East Challow Wantage OX12 9RP

Description: Proposed first floor extension to create home office above sunken garage (garage permitted by application P24/V0051/HH). **GRANTED**

17.4 To ratify responses to requests for consultations on applications.

P25/V0715/FUL Location: Grove Technology Park, Grove Business Centre Downsview Road Wantage OX12 9FF

Description: Proposed pumping station.

A response was required before the East Challow Parish Council meeting on 14th May 2025, the Clerk requested an extension until after the May Council meeting, this was not possible.

18. Village and surrounding area

18.1 To receive and discuss the Village Maintenance schedule.

18.2 To receive an update on the repairs to the Village Greens.

18.3 To receive an update on the maintenance work required on the new bench for the Village Green and the levelling of the paving slabs.

18.4 To receive an update on the request for a dog poo bin between Cornhill Lane and Silver Lane.

18.5 To discuss the purchase and position of a Beware Children and Animals sign for the Childrey Way Bridlepath.

18.6 To receive an update on the Village Community Day, which includes celebrating VE Day.

18.7 To discuss the poor state of the footpaths in East Challow.

18.8 To discuss being a host Council for an OCC flood scheme grant.

18.9 To confirm the next Village Inspection.

19. Noticeboards

19.1 To receive an update on contacting Crest Nicholson regarding the location of the adapted notice board.

20. Village Hall

20.1 To receive the Grant application from the Village Hall committee and approve the grant figure for 2025/2026

21. To discuss the Neighbourhood Plan and possible updates for East Challow.

22. Insurance

22.1 To receive the insurance renewal from Clear Councils.

22.2 To consider other insurance quotations.

22.3 To approve and accept an insurance quotation to start on the 01/06/2025.

23. Standing Agenda Items, to receive update and agree actions.

23.1 Parish Cemeteries

- To receive an update on the installation of the Vicarage Hill Cemetery notice board.

JS Smith

Clerk

7th May 2025

23.2 Traffic / Highways including

- Parking and Speeding within the village.
- Speed Indicator Displays (SID's) including an operational update.
- To confirm insurance arrangements for the SID's.
- To agree a quotation of £591.41 including VAT for replacement batteries for the south SID and return and inspection of the north SID.
- To discuss the increase in earth moving vehicles on the A417.

23.3 Grounds Maintenance

- To approve the purchase of 10 oak posts for the Village Greens.

23.4 Public Art

- To receive an update on the Public Art project.

23.5 Recreation Area

- To receive a report from the Pavilion Working Group.
- To review the agreement with Challow Sports for the use of the recreation ground.
- To receive an update on the electrical safety inspection check at the Pavilion.
- To receive an update on the replacement of the toilet cistern.
- To confirm the installation of the doors at the pavilion and ratify the cost of the shed doors.
- To confirm the purchase of the goal posts.
- To discuss the project to reclaim a 5-meter strip of football field.
- To receive an update on the wet pour project for the Play Area.
- To receive an update on the MUGA surface project.
- To receive a report following the visual play inspection checks and discuss the frequency of these inspections during the summer months.
- To discuss weekly checks of the pavilion.
- To receive an update on the access for emergency vehicles for the play area/recreation ground.

24. To receive Correspondence and agree actions or approve responses.

25. Matters for future discussion.

26. To agree a list of items to be included in the next edition of Challow News

27. To agree date of the next meeting: 11th June 2025