

GORING-ON-THAMES PARISH COUNCIL

**All Councillors are summoned to a meeting of Council, to be held at the
Bellême Room, Village Hall, Goring on Monday 13 March 2017 at 7.30pm
Public and press are invited to attend**

Members are respectfully reminded of the obligation to declare any interests relevant to business to be conducted at this meeting and of the convention as to withdrawal from the meeting for the relevant item unless the interest is not one that debars the member from speaking thereon.

AGENDA – COUNCIL MEETING

Please note that the public and the media have a right to make audio and visual recordings of council meetings. It would be helpful if those wishing to record could contact the Council before the meeting so that we can ensure the necessary facilities are in place. The Chair of the meeting will advise the public that the meeting is being recorded. A request to record a meeting shall only be refused if the Chair of the meeting believes recording would disrupt the meeting. There are no restrictions on anyone at a council meeting using Twitter, blogs, Facebook or similar social media provided that the Chair does not consider their actions are disrupting the proceedings of the meeting.

1. To receive apologies for absence.
2. To receive declarations of interests.
3. Public forum: *An opportunity for the public to address the council. With the permission of the chairman, the public may also speak about specific items of business as they arise.*
4. To approve minutes of the meeting held on 13 February 2017.
5. Matters arising from those minutes not elsewhere on the agenda.
6. To receive chairman's report and announcements.
7. To consider a report on the Neighbourhood Plan and a letter plus solicitor's advice from Jack Calder. (Appendices A, A1,A2)
8. To consider nominating a representative to attend a briefing on South Oxfordshire Local Plan Second Preferred Options Consultation, Tuesday 28 March.
9. Parish Finance:
 1. To approve payments for February 2017. (Appendix B)
 2. To note receipts for February 2017. (Appendix C)
 3. To note the bank account and reserves balances as at 28 February 2017. (Appendix D)
 4. To consider budget virements prior to end of financial year (Appendix E)
10. To note a report from County Councillor / District Councillor Kevin Bulmer. (Appendix F)

Colin Ratcliff, Clerk to the Council

8 March 2016

GORING-ON-THAMES PARISH COUNCIL

11. To consider a report from the Police.
12. To consider a report on High Street issues. (Appendix G)
13. To consider issues relating to village parking.
14. To consider a report on Gardiner Pavilion development.
15. To consider a report on Recreation Grounds issues. (Appendix H)
16. To consider a report on White Hill Burial Ground issues.
17. To consider proposals adjourned from last meeting regarding changes to Standing Orders (Procurement) and Regulations (inclusion of amended FOI policy: review panel to be Chairman and Vice Chairman). (Appendix I)
18. To consider a proposal regarding School flashing lights (Appendices J, J1)
19. To consider an update on a proposal for a New Digital Community Alert and Newsletter Service and request for start-up S.137 grant of £250. (Appendices K, K1)
20. Reports from Planning Committee – to receive minutes of meetings held on 17 January and 14 February 2017.
21. Correspondence.
 1. Email regarding Magdalen College Barge, request for grant.
 2. Letter from Home Start Southern Oxfordshire, request for grant.
22. Matters for future discussion.

MINUTES OF THE MEETING OF GORING ON THAMES PARISH COUNCIL
Garden Room, Goring Village Hall 7.30pm Monday 13 February 2017

Members Present:

Chairman	Kevin Bulmer
Vice-Chairman	John Wills
Members	David Brooker
	Mary Bulmer
	Lawrie Reavill
	Bryan Urbick
	Catherine Hall

Officers Present:

Clerk	Colin Ratcliff
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24 members of the public and press

16/292 To receive apologies for absence

Apologies for absence were received from:
Matthew Brown, Brandon Hancox, Emrhys Barrell

16/293 To receive any declarations of interests

None

16/294 To receive chairman's report and announcements

Brought forward from item 6.

The Chairman noted temperatures had risen over the Neighbourhood Plan (NP) and asked councillors to be aware that if any public statements were made it should be clear whether speaking in a personal capacity or on behalf of the Parish Council (GPC). If any questions arose to raise them first with the NP Steering Group (NPSG) to get the background.

He was disappointed the School Governors had launched a public campaign before starting a proper consultation process; in particular the lack of discussion with the education authority was worrying. It deserved a more serious consideration than an online petition or Twitter could give it. He had received a formal statement from the Oxfordshire County Council (OCC) cabinet member for Education regarding the School and had asked the clerk to put it on the website.

Innuendos were rumoured of impropriety by NP members that might amount to slander. If anybody had evidence of concern it should be brought forward and it would be dealt with correctly. The NP groups have worked hard on a difficult and challenging job and deserved the thanks of the whole village. The public were reminded that a vote is carried out at the end of the process.

He had given a short interview for ITV on the George Michael agenda item confirming that a consultation on the idea of a memorial would be considered and that all views would be welcome.

16/295 Public Forum

Derek James, Croft Road asked whether GPC were aware of the objections of some residents to GNP3, Manor Road, being built upon. A letter had been sent that day with full details. The Chairman noted it had been received.

16/296 To approve minutes of the meeting held on 12 December 2016

Resolved: That the minutes be approved and signed by the Chairman

16/297 Matters arising from those minutes not elsewhere on the agenda

None.

Signed:

Dated:

16/298 To consider a report on the Neighbourhood Plan, a report from Andy Best and emails received regarding the Primary School.

Mike Stares updated from Appendix A noting the NPSG's fourth public consultation had taken place on 10 December. The second Bramhill report and related documents had been uploaded to the Goring Plan website. Regarding the School two reports would soon be made public providing an objective and balanced view of the options available; one from the NPSG and the other from the Education Cabinet Member of OCC. He urged the public to read them and reiterated that the NPSG was not and never had been against looking at options for the school but the issue needed a professional appraisal before any judgement could be applied. The NPSG had their fourth meeting with school governors the previous week and he explained some of the issues around house numbers. He urged the Governors to withdraw their petition.

The Chairman noted that evidence based assessment is a legal requirement of the NP. He had not seen any evidence that the Diocese, OCC or other schools had been consulted. David Wilkins commented that a statement will be going to the school asking for detailed information and consultation.

Other issues discussed included the potential loss of commercial premises at GNP10 and the three year housing supply in SODC.

Cllr. Brooker stated he had been at an SODC Planning Committee Meeting when the NP's current status had been misrepresented.

Emails regarding the school and Andy Best's report to GPC were noted. Mike Stares hoped that questions had been answered by publication of the second Bramhill Report and related papers. Some developer briefs had been redacted at their request as being confidential.

16/299 To note a report from County Councillor / District Councillor Kevin Bulmer

Brought forward from item 9.

Appendix G refers – The Chairman highlighted unitary proposals, that South Oxfordshire District Council (SODC) and the Vale of White Horse Council both now agree that one unitary council is the best option and that there is now a degree of impetus. He outlined some benefits of a unitary council including; cost savings, joined up planning, parking, other enforcement and more responsibility for Town and Parish Councils.

16/300 Parish Finance

1 To approve payments for December 2016 and January 2017

Resolved: That the payments be approved

2 To note receipts for December 2016 and January 2017

Noted

3 To note the bank account and reserves balances as at 31 January 2017

Noted

4 To review income and expenditure against the agreed budget at the end of the third quarter 2016-17 (as at 07/02/17)

Noted and **Resolved:** That the proposal within Appendix E1 to use operational reserves be approved.

5 To consider an appeal by Goring United FC on refund of fees refused at the last council meeting.

The discussion was allowed without objection despite being within the 6 month time limit for reconsideration.

Alex Fletcher, Chairman of Goring United Football Club presented his appeal for a refund due to works at Gardiner Pavilion – Appendix F.

It was noted that matches are being played at the alternative facilities at Sheepcot, that it

costs over £20,000 a year for sports ground maintenance, £175,000 plus is being spent on upgrade of the Gardiner facilities and that special care was taken to include all sports clubs in the plans for the works and that GPC have covered 18 months' worth of VAT for the clubs.

Resolved: That the original decision stand.

16/301 To consider a report from the Police

Cllr. Wills stated the police had recently dealt with an abandoned vehicle and some parking problems. They are also trying to help with dog fouling near Bourdillon field and had approached the school to help design posters.

16/302 To consider a report on High Street issues

Appendix H refers. A plan is being drafted of proposed highways changes in the High Street for consultation. Litter bins were discussed and it was agreed to wait until the removal of the bin at Sheepcot has been fully evaluated.

16/303 To consider issues relating to village parking

SODC had made contact seeking complex work to be done to review parking times, however the Chairman had discovered that similar work would not be required to change the parking fees. Cllr. Urbick commented on the state of the toilets in Wheel Orchard.

Resolved: That the Clerk write to SODC to seek a car park fee increase as previously discussed with them and about the state of the toilets.

16/304 To consider a report on Gardiner Pavilion development.

Noted

16/305 To consider a report on Recreation Grounds issues

Appendices K, K1 refer. Cllr. Reavill noted the Robins football club had been given permission to use pitch mark tufts at Sheepcot. Discussion took place on the hedging alongside the path in Bourdillon Field.

Resolved: That the clerk write to neighbouring properties asking for hedging to be cut drastically back to fully clear the path.

16/306 To consider a report on White Hill Burial Ground issues

Cllr. M. Bulmer reported that mowing will start again next month

16/307 To note an update on Wallingford Road pavement widening

Appendix L refers. John Boler commented that the Transport Planning Associates report has now been circulated. He was thanked for his hard work and persistence.

16/308 To note a request for review of a Freedom of Information Act (FOI) response and to consider the make-up of the review panel.

Noted. **Resolved:** That the Chairman and Vice Chairman are appointed as the review panel.

16/309 To conduct an annual review of Standing Orders and Regulations. To consider amendments to procurement quotation levels and whether votes cast should be recorded in the minutes.

Appendix M refers. In addition to the proposal for procurement changes, it was proposed that the FOI policy be added to the Standing Orders and Regulations documents (for next meeting) and that the policy be amended to show the Chairman & Vice Chairman as the permanent reviewing panel for FOI review requests.

There was no proposal or seconder regarding the recording of votes.

16/310 To consider the impact and issues for the village on the death of George Michael.

Suggestions have been received for some form of memorial in the village from a number of sources. It was agreed that it was too early to make any decisions but could consult.

Resolved: That a working group of Cllrs. K. Bulmer, M. Bulmer and C. Hall start a consultation process.

There has been some information that the weekend of 24-25 June (anniversary of George Michael's birthday) could see large numbers of visitors to the village. The Clerk and Vice Chairman were asked to liaise with the police for advance planning. The chairman would continue his liaison with OCC.

16/311 To note a report on Goring Village Hall

Appendix N noted. It was also noted that the hall was the best it has looked for many years. Cllr. Urbick encouraged Members to attend the AGM and wine / cheese from 1900 on 8 March.

16/312 To note an update on Appeal Court Application

Appendices O – O3 noted.

16/313 To consider a maladministration complaint about SODC

Appendix P refers. Legal advice had been received and a complaint recommended. Additional examples of failures were discussed.

Resolved: That a letter of complaint be sent; the draft, with amendments, to be circulated by email prior to submission.

16/314 To consider a request by Mike Ward, to donate two benches to be placed near the bus stop outside Goring and Streatley Railway Station.

Resolved: The request approved subject to their construction being robust and long lasting.

16/315 To note an update on Network Rail's Electrification project

Appendix Q noted.

16/316 To consider a proposal for a new Digital Community Alert and Newsletter Service

Appendices R were discussed, the consensus was agreement in principal but further detail on the structure of the group was requested.

Resolved: That a GPC newsletter be approved but that a grant decision be postponed pending further information.

16/317 Reports from Planning Committee – to receive minutes of meetings held on 6 December 2016 and 3 January 2017.

Received and noted.

16/318 Correspondence

1 Thames Path National Trail request for support to improve the Thames Path in Goring

Resolved: That GPC supported the work in principle but at this time there are insufficient funds available to provide any grant.

2 Letter from The High Sheriff regarding Carers Oxfordshire

Noted

3 Request from Goring and Streatley Festival to use Gardiner 13 - 17 June 2018.

Resolved: Approved subject to agreement of the Cricket Club.

16/319 Matters for future discussion

None

16/320 Confidential Business - To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded

Signed:

Dated:

and they are instructed to withdraw.

Resolved: That the motion be approved

16/321 To consider the annual review of staff salaries as from 1 April 2017.

(In absence of Clerk) **Resolved:** To approve proposals contained in a report from Cllr. Urbick.

The Chairman declared the meeting closed at 2201 hrs.

DRAFT

Signed:

Dated:

Goring Neighbourhood Plan Update – March 2017.

The Goring Primary School

The issues raised by the Owner/Developer of GNP5 & GNP6 in this regard and the activities of the school Governors in starting an online petition as well as numerous interventions on social media have taken up significant time and energy of the Steering Group (SG). These issues have also been reported in the Henley Standard and the GGN.

The SG had a useful meeting with the Governors on 7th February. Following a discussion with the Chairman of the GPC, the SG has taken the initiative to set up a joint meeting with the legal stakeholders in the school namely – the OCC Education Department, the Anglican Diocese, and the Governors. The meeting is set for the morning of the 9th March, 2017. It is essential that the required legal steps are taken before the options for developing the school are put in place.

Flood Zone Issues affecting GNP3

The SG is seeking clarification of the legal requirements for the Sequential Test from SODC and the Environmental Agency. This is proving to be complex and time consuming.

Housing Need for Goring

The SG continues to work on this complicated issue in the light of the changing requirements of SODC.

Evidence

Progress is being made in setting up a system of interrogating the large evidence base which has been stored following the several consultations with the village.

Forward Programme

The SG is determined to follow through and achieve the timetable set out in our February Report to the GPC which has the Referendum due to be held in October, 2017.

Finance

The position set out in our February Report is unchanged.

The Steering Group for the Goring Neighbourhood Plan.

7/2/2017

22 February 2017

Goring Parish Council
Red Cross Road
Goring

Dear Members of Goring Parish Council

Neighbourhood Plan: Site GNP3: Legal Advice

Further to my letter of 13 February, I am writing to you again as a representative of a group of residents opposed to the selection of site GNP3 for development under the Neighbourhood Plan.

We have now received the legal advice referred to in that letter, and I attach it herewith. We ask you to read it carefully.

We also wish to advise you that Oxfordshire County Council have published an updated county flood map produced by the Environment Agency (<https://www.oxfordshirefloodtoolkit.com/risk/>). This shows that almost the whole of GNP3 is now within flood zone 2, with only a small corner remaining in flood zone 1.

We believe that the legal advice, taken along with this new flood map, provides an overwhelming case against selection of site GNP3 for development. It would clearly be contrary to national and local planning policy, and would thus make the Plan vulnerable to rejection by the Examiner and to judicial review.

We therefore urge you all the more strongly to ensure that this site is not selected, since it would put the whole Neighbourhood Plan at risk.

I have sent a copy of this letter to the Chairman of the Neighbourhood Plan Steering Group.

Yours faithfully

J W Calder

ADVICE

relating to the
Goring Neighbourhood Development Plan

Introductory matters

1. Goring Parish Council has chosen to prepare a Neighbourhood Development Plan to help shape future development within the parish of Goring-on-Thames ("the Parish").
2. Whilst this is a great opportunity for the Parish, there are a number of legal requirements that any Neighbourhood Development Plan must meet to be accepted as valid planning policy for the area.
3. One of these legal requirements is that the Neighbourhood Development Plan is prepared in general conformity with both national planning policy and local planning policy (paragraphs 8(2)(a) and (e), Schedule 4B, Town and Country Planning Act 1990).
4. In the case of the Goring Neighbourhood Development Plan ("the NDP"), this means the NDP must comply with the policies of the National Planning Policy Framework ("NPPF") and the policies of the South Oxfordshire Core Strategy ("the Core Strategy").
5. The Parish is already the subject of several existing planning policy designations. The entire Parish is within the Chilterns Area of Outstanding Natural Beauty ("the AONB"), and part of the Parish is also designated as protected floodplain for the River Thames. In addition, the Parish contains a number of historic buildings, and two Conservation Areas, the setting of which is protected by statute.
6. These designations are of utmost importance when deciding which parts of the Parish could be developed in the future. However the requirement to

consider housing need is also an important part of the national and local planning policy, and so the conflict between housing need and the designations is one of the most important issues to be addressed in the NDP.

7. The following planning policy considerations are therefore of particular importance in the preparation of the NDP:
 - a. Flood Risk;
 - b. The Area of Outstanding Natural Beauty; and
 - c. The appropriate number of houses to be allocated within the Parish in the NDP.
8. Each of these policies is discussed in turn below.

Flood Risk

9. The River Thames forms the Western boundary to the Parish. Parts of the Parish have flooded in recent memory and are at risk of flooding again.
10. The Technical Guidance to the NPPF published by the Department for Communities and Local Government in March 2012 confirms that land is assessed to be within flood risk 'zones' depending on the likely risk of flooding, with Zone 1 being a low probability (less than 1 in 1,000 annual probability of flooding), Zone 2 a medium probability, Zone 3a a high probability of flooding, and Zone 3b being a functional floodplain.
11. The NPPF is clear that "*inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk*" (paragraph 100).
12. The Planning Practice Guidance confirms at paragraph 7-00-20140306 that an 'area at risk of flooding' for the purposes of paragraph 100 of the NPPF is land within Flood Zones 2 or 3, or Flood Zone 1 if it is an area which has critical drainage problems. The Parish is not known to have critical drainage

problems, and so consideration is limited to Flood Zones 2 and 3 for the purpose of the NDP.

13. In the context of preparing local plans or other planning policy allocating land for future development, this means a Strategic Flood Risk Assessment is required to identify the land within each of the Flood Zones. A 'Sequential Test' must then be applied to *'steer new development to areas with the lowest probability of flooding'* (NPPF paragraph 101).
14. The requirements of the Sequential Test are clearly set out in a flowchart provided in Planning Practice Guidance paragraph 7-020-20140306, a copy of which is attached at **Appendix One**. The flowchart shows that the first consideration is simply whether there is sufficient land available within Flood Zone 1 to accommodate the required development. If there is, the Sequential Test is met, and there is no requirement to undertake further consideration.
15. The Government's published Planning Practice Guidance also states at Paragraph 7-020-20140306 that in the preparation of a local plan the Sequential Test *'should be applied to the whole local planning authority area to increase the possibilities of accommodating development which is not exposed to flood risk'*.
16. To meet this requirement South Oxfordshire District Council commissioned a joint Strategic Flood Risk Assessment with the Vale of White Horse District Council as part of its local plan process, which was completed by JBA Consulting in July 2013.
17. As a result of the Strategic Flood Risk Assessment and South Oxfordshire District Council's Strategic Housing Land Availability Assessment it was concluded that *'there is enough zone 1 land available in the district to meet our future greenfield allocation needs in our towns and villages. We will not therefore need to look at zone 2 or 3 land for the built element of greenfield allocations or carry out any exception testing'* (Core Strategy at paragraph 14.13).

18. From this it is clear that in order to be in compliance with the requirements of the Core Strategy, the NDP must discount any land situated in Flood Zone 2 or 3 when allocating sites for development within the Parish.
19. This does not, however, appear to be the approach taken by the group appointed by Goring Parish Council to prepare the NDP ("the Steering Group"). The presentation boards prepared by the Steering Group for an NDP Exhibition held on the 10th December 2016 show that there has been an error in the way the Steering Group have approached Flood Risk planning policy.
20. The presentation boards make reference to the 'Exception Test' and to needing to consider the *'wider sustainability benefits to the community that outweigh flood risk'*, which is an incorrect interpretation of the planning policy.
21. The Exception Test is part of the national planning policy for areas at risk of flooding as set out in paragraph 102 of the NPPF. However this test is only considered if the Sequential Test has been exhausted. As the Core Strategy has already determined that the necessary development can be accommodated on Zone 1 land, the NDP may not consider Zone 2 or Zone 3 land, nor the Exception Test, in the allocation of sites.
22. The presentation boards prepared by the Steering Group for the NDP Exhibition held on the 10th December 2016 also make clear that a number of sites within the Parish were excluded from consideration under the Sequential Test on the basis that they were *"not acceptable from an AONB perspective and are therefore not "reasonably available" from a Flood Sequential Test perspective"*. This is also a fundamental misinterpretation of planning policy.
23. National planning policy does include a test of the 'reasonable availability' of sites when considering sites at risk of flooding. The test of 'reasonable availability' is, however, one which is only carried out when considering sites which are at a medium or high risk of flooding (i.e. in Zone 2 or Zone 3).
24. This is made clear in the NPPF at paragraph 101 which states that *'development should not be allocated or permitted if there are reasonably*

available sites appropriate for the proposed development in areas with a lower probability of flooding'.

25. In the case of the NDP, the Core Strategy has made clear that only Flood Zone 1 sites may be considered for development, and so there should be no sites being considered with a higher probability of flooding. The 'reasonable availability' test should not, therefore, form part of the site selection process.
26. All sites put forward for consideration as part of the NDP must be considered simply on the grounds of whether they are in Flood Zone 1, 2, or 3, with sites in Flood Zone 2 and 3 excluded from further consideration in accordance with the Core Strategy.

Area of Outstanding Natural Beauty

27. Areas of Outstanding Natural Beauty benefit from statutory protection, and it is a legal requirement that a Parish Council must '*have regard to the purpose of conserving and enhancing the natural beauty of the area of outstanding natural beauty*' when exercising its functions in relation to the NDP process, pursuant to Section 85 of the Countryside and Rights of Way Act 2000.
28. Paragraph 115 of the NPPF also makes clear that '*great weight must be given to conserving landscape and scenic beauty in ... Areas of Outstanding Natural Beauty which have the highest status of protection in relation to landscape and scenic beauty*'.
29. However when authorities are making local plans (and neighbourhood plans) this national policy is qualified by paragraph 110 of the NPPF, which states '*Plans should allocate land with the least environmental or amenity value, where consistent with other policies in this Framework*' (emphasis added).
30. As such, although it is a legal requirement that plan-makers must have regard to the purpose of the AONB, and a planning policy requirement conserving

the landscape must be given great weight, it is also a national planning policy requirement that this is balanced against other planning policy.

31. Paragraph 116 of the NPPF is clear that when local planning authorities are considering whether to grant planning permission for a major development within an Area of Outstanding Natural Beauty, planning permission should be refused unless there are 'exceptional circumstances'. Paragraph 116 goes on to say that:

"Consideration of such applications should include an assessment of:

- The need for the development, including in terms of any national considerations, and the impact of permitting it, or refusing it, upon the local economy;*
- The cost of, and scope for, developing elsewhere outside the designated area, or meeting the need for it in some other way; and*
- Any detrimental effect on the environment, the landscape and recreational opportunities, and the extent to which that could be moderated."*

32. Although paragraph 116 of the NPPF applies to determining individual planning applications, rather than the preparation of planning policies, logically the same considerations apply to a strategic assessment of which sites are appropriate to allocate for future residential development. The need for housing, the opportunities to deliver it elsewhere, and the extent that the development would impact on the AONB are therefore the key issues to be balanced in assessing the appropriate amount of housing to be delivered in the Parish and achieve the planning balance required by paragraph 110 of the NPPF.

33. At a local planning policy level, the Core Strategy notes at paragraph 2.44 that 45% of the South Oxfordshire District is within an Area of Outstanding Natural Beauty, and states at policy CSR1 that '*Suitably designed and located development at an appropriate scale that facilitates the economic and social wellbeing of such areas, especially in the Larger Villages in the Areas of Outstanding Natural Beauty will be supported*'. Goring-on-Thames is

designated a 'Larger Village' in the Core Strategy, and is considered to be a sustainable location due to its direct rail links to Oxford and Reading.

34. The Core Strategy therefore indicates that some housing growth is expected to be able to be accommodated within the Parish, notwithstanding the AONB designation. The appropriate approach to the amount of housing to be accommodated within the Parish is discussed separately below.
35. South Oxfordshire District Council commissioned its own Landscape Capacity Study of the Larger Villages identified in the Core Strategy, which was prepared by Kirkham Landscape Planning Limited in May 2014 ("the Kirkham Landscape Capacity Study"). The Kirkham Landscape Capacity Study identified three sites within the Parish (GOR2, GOR4, and GOR11) which could potentially accommodate residential development as it was considered that the impact on the AONB may be able to be mitigated.
36. In the preparation of the NDP, the Steering Group also commissioned a second independent Landscape Capacity Study of all the sites put forward by landowners in the Parish for consideration for residential development. The study was completed by Bramhill Consultants in September 2016 ("the Bramhill Landscape Capacity Study").
37. The Bramhill Landscape Capacity Study identified the same three sites as identified in the Kirkham Landscape Capacity Study as potentially acceptable or part-acceptable for residential development in terms of impact on the AONB (being sites GNP2, GNP3, and GNP6 in the NDP consultation documents), as well as two further sites not considered by the Kirkham Landscape Capacity Study (GNP10 and GNP13).
38. As the presentation boards prepared by the Steering Group for the NDP Exhibition held on the 10th December 2016 state, of the sites recognised in the Bramhill Landscape Capacity Study as having potential for residential development, only sites GNP2, GNP6, and GNP10 fall entirely within Flood Zone 1.

39. These three sites alone, are unlikely to be able to support the level of housing required to be delivered in the Parish. As such, the Steering Group went on to consider range of options for approaches to consider allocating additional sites for residential development. This was set out on one of the presentation boards for the Exhibition held on 10th December 2016 as follows:

a. Build only on sites which do not contain any element of Flood Zones 2 and 3.

Steering Group's Conclusion: This option was discounted by the Steering Group as it *"would not deliver a sustainable number of dwellings and is therefore NOT appropriate"*.

b. Accept sites that have been ruled out solely because they did not reach an acceptable level against the objective and criterion that assessed their impact on the AONB.

Steering Group's Conclusion: This option was discounted by the Steering Group as it *"would contravene the NPPF policies concerning the protection of the AONB and is therefore NOT appropriate"*.

c. Include sites that contain elements of Flood Zones 2 and 3, providing they can pass the Exception Test.

Steering Group's Conclusion: This option was accepted by the Steering Group as they considered it to be *"the only viable option"*.

40. There are a number of errors in the Steering Group's assessment of planning policy in relation to the approach for selecting sites. These are considered in turn:

a. Build only on sites which do not contain any element of Flood Zones 2 and 3.

Comment: It is a requirement of the Core Strategy that only sites within Flood Zone 1 are allocated for development, as set out above.

- b. **Accept sites that have been ruled out solely because they did not reach an acceptable level against the objective and criterion that assessed their impact on the AONB.**

Comment: It is not a contravention of the NPPF to bring forward sites which have been ruled out on AONB grounds, however great weight must be given to the desirability of conserving the AONB. It is relevant to note that the Bramhill Landscape Capacity Assessment is a professional opinion regarding the suitability of sites, rather than an absolute statement of policy. The professional opinions within the Bramhill Landscape Capacity Assessment must, of course, be respected, however it is important to note that planning permission for the residential development of site GNP3 has twice been refused by Planning Inspectors acting on behalf of the Secretary of State in March 2015 and September 2016 on the grounds of the 'significant harm' to the AONB.

It should also be noted that in South Oxfordshire District Council's own assessment of sites within the Parish, it decided to bring forward a site (GOR1) which was discounted on AONB grounds by the Kirkham Landscape Capacity Assessment on the basis that there was significant public support for the site (South Oxfordshire District Council's 'Refined Options' document – Extract attached at **Appendix 2**). This illustrates the need for the findings of the Bramhill Landscape Capacity Assessment to be balanced with other considerations, rather than being an absolute reason for discounting sites.

- c. **Include sites that contain elements of Flood Zones 2 and 3, providing they can pass the Exception Test.**

Comment: The Exception Test is irrelevant to site allocation in the NDP for the reasons discussed above.

41. The approach taken by the Steering Group in relation to the final selection of sites for the NDP therefore contains significant legal and planning policy flaws.

42. The appropriate method of site selection would be to discount all sites within Zones 2 and 3 in the first instance. All other sites should then be considered on the basis of whether they are acceptable from an AONB perspective and whether there are any other material considerations weighing either in favour or against the development of the site. One of the relevant considerations will be the appropriate number of houses to be developed in the Parish, which is discussed below.

Appropriate Housing Numbers for the Parish

43. In the District of South Oxfordshire there is an acute shortage of housing. In 2013 the Core Strategy determined that a minimum of 1,154 homes needed to be provided between twelve 'larger villages' with the housing market area, of which Goring-on-Thames was one.
44. The Core Strategy did not determine how this minimum number would be split between the twelve larger villages. However paragraph 7.20 of the Core Strategy states that *"the general starting point ... in distributing housing allocations among the larger villages and Bayswater Farm will be proportionality in relation to their existing number of dwellings"*.
45. Paragraph 7.20 of the Core Strategy then goes on to say *"but this will be modified by consideration of factors such as the individual vision for each village, the existence of designations such as Green Belt and AONB, the individual sustainability credentials of villages in relation to local facilities and transport links, and the existence of particular local needs and opportunities."*
46. South Oxfordshire District Council consulted on how the housing numbers should be split between the larger villages in July 2013, with Councillors voting in September 2013 for a proportionate split in relation to the existing number of dwellings.
- * 47. This meant that Goring-on-Thames Parish was allocated a minimum number of 105 houses to provide for in the NDP, which could be reduced to 86 as 19

houses at Icen Close had been completed since 2011, and so within the plan period.

48. South Oxfordshire District Council does, however, have a responsibility to continue to assess the housing need of the District, and the subsequent Strategic Market Housing Assessment revealed a need for 8,000 more homes across the District than assessed at the time of the Core Strategy evidence base. This is partly due to South Oxfordshire District Council's Duty to Co-operate with the neighbouring local planning authority, Oxford City Council, where there is a significant unmet housing need.
49. South Oxfordshire District Council has indicated in its Local Plan 2032 Preferred Options Consultation document (published June 2016) that it would expect to see 2,465 of these additional houses accommodated within the 'larger villages', which include Goring, although there is an acceptance that constraints such as Green Belt designation, AONB and Flood Risk make it unlikely that some of the villages will be able to accommodate the same proportional share of that number as others.
50. The Steering Group will therefore need to demonstrate that it is proposing to accommodate a reasonable amount of housing growth within the Parish, however this must be proportionate when considering the environmental constraints within the Parish.
51. The Core Strategy considers a similar balance of environmental constraints at paragraph 10.9, when considering the appropriate amount of development to be accommodated within Henley. Paragraph 10.9 states: *"It is difficult to identify suitable sites for housing around Henley because of the strong constraints of the Thames floodplain and the town's position, flanked by the Chilterns Area of Outstanding Natural Beauty. Our strategy therefore caps the level of growth that the town would otherwise take on a proportional basis"*.
52. If there are also difficulties in identifying suitable sites within the Parish due to the same constraints of the floodplain and the AONB, it seems the same argument must be applied to the housing numbers to be delivered in the Parish through the NDP.

53. As discussed above, in accordance with paragraph 116 of the NPPF, when considering allocating sites within the AONB the key considerations are the need for housing, the opportunities to deliver the housing elsewhere, and the extent that the development would impact on the AONB.
54. The correct approach to considering the appropriateness of developing sites within Areas of Outstanding Natural Beauty on the basis of housing need has recently been considered by a High Court Judge in the case of *East Bergholt Parish Council v Babergh District Council [2016] EWHC 3400 (Admin)*. The case related to the decision as to whether to grant planning permission for an individual application, rather than the drafting of planning policy, however is still of relevance to the preparation of local and neighbourhood plans.
55. The background to the Court judgment was that the site under consideration was within a 'core village' within Babergh District Council's Core Strategy. Babergh District Council's Core Strategy stated at Policy CS11 that '*proposals for the development for Core Villages will be approved where ... the following matters are addressed...*'. One of the matters listed was that there was a '*locally identified need*'.
56. The Judge held that this policy meant that the housing need to be assessed when considering the appropriateness of the development in the Area of Outstanding Natural Beauty was therefore the needs of the village and surrounding area, rather than the housing needs of the district as a whole.
57. The Parish is directly analogous to the village which was the subject of the Court judgment. The Parish is allocated as a 'larger village' which is similar to the 'core village' designation in the Babergh Core Strategy. Additionally, in South Oxfordshire the Core Strategy states at paragraph 7.20 that the number of housing to be allocated in each of the larger villages "*will be modified by consideration of factors such as ... the existence of particular local needs*" (emphasis added).

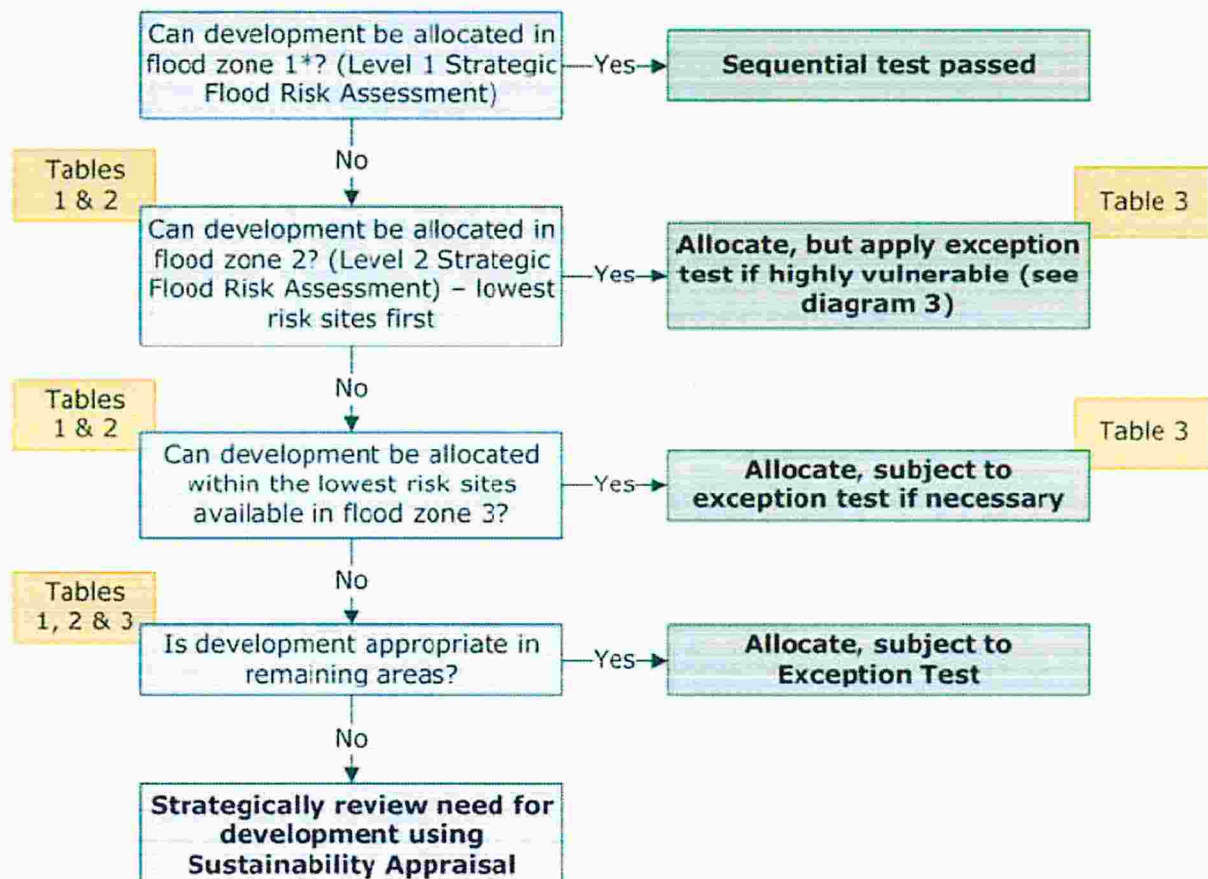
58. As such, in accordance with the High Court decision in case of *East Bergholt Parish Council v Babergh District Council*, the Steering Group should be considering the local housing needs as part of the consideration of the amount of housing which can and should be accommodated in the Parish.
59. The target of providing 86 houses within the Parish should therefore only be the starting point for assessing the appropriate number of housing to be delivered through the NDP, in accordance with the Core Strategy paragraph 7.20. The appropriate figure must necessarily be balanced in accordance with the constraints of the flood plain, the impact on the AONB, and the local need for housing in the way set out above.
60. The 'Site Selection Objectives, Criteria, and Measures' document ("SSOCM") prepared by the Steering Group in relation to the NDP identifies criteria against which each site is assessed. However the criteria have been decided on based on the outcome of public consultation, and so although they may be representative of public views of the important considerations in the allocation of sites for development, they are not necessarily in conformity with national and local planning policy. The SSOCM therefore needs to be treated with some caution, and not as a definitive basis for site assessment.
61. In particular, the consideration of flood risk within the SSOCM is relegated to the third tier of importance in site assessment criteria, as a 'could have' item, whilst consideration of AONB issues is a Tier 1 'Must Have' criterion. The relative disparity between the two is not consistent with the requirements of the NPPF.
62. In conclusion, there are a number of errors in the way the Steering Group has approached the allocation of sites in the NDP. These need to be addressed to enable the NDP to meet the legal requirements of being in conformity with the Core Strategy and national planning policy.

Harrison Clark Rickerbys

21th February 2016

Appendix One

Flood Risk Sequential Test





Appendix Two

South Oxfordshire District Council Refined Options - Goring

Goring

Goring sits beside the main railway line that connects Oxford and London, with the historic core lying to the west of the tracks and more modern development to the east. It lies within the nationally renowned geological and scenic landmark, the Goring Gap, where the Thames passes through a narrow gap between the Chilterns and North Wessex Downs hills. Goring is a popular village due both to its beautiful location, vibrant community and good facilities and to the excellent transport links afforded by its railway station. Goring is well served with amenities including a primary school, doctors, dentist, community hall, shops and leisure facilities. Goring lies entirely within the Chilterns AONB and is constrained by the flood plain to the west of the village.

We need to find a site or sites for at least 105 new homes in Goring. We have not identified any brownfield land that can be re-used. In looking for suitable land we have identified several parcels of land around the edge of the village. Our Strategic Housing Land Availability Assessment¹¹ shows sites we have identified and provides a summary of their potential, the map shows these sites.

Using this as a starting point we have carried out a more detailed assessment and have consulted with the community and infrastructure providers. The County Council as Education Authority anticipate that 105 new homes could provide sufficient increase in local population to justify the school implementing its plan to expand to a 1.5 form entry school. Thames Water raised concerns with the sewerage network capacity for some of the sites, where additional drainage infrastructure is likely to be required.

A number of sites were identified as being important in landscape terms and the landscape study recommended that development be avoided on these sites. GOR1 is one such site, but we have decided to take this forward to the next stage as there was considerable support from local residents and the parish council who favoured this site. GOR2 is also being taken forward as this site sits within the boundaries of existing development and received some support from the public consultation event. GOR11 lies to the south west of Goring and has some potential to provide a limited number of new homes, ensuring development avoids the flood plain. GOR4 is a small site nestled between existing developments and has potential to contribute towards the total number of new homes needed.

¹¹ www.southoxon.gov.uk/shlaa

The Goring site assessment table is available online at www.southoxon.gov.uk/ivallocations. Using this information we believe that the choice of suitable sites should be made from a refined shortlist of GOR1, GOR2, GOR4 and GOR11.

YOUR VIEW

Q11: Which of the Goring sites - particularly the sites we have shortlisted sites GOR1, GOR2, GOR4 and GOR11 - should be used for new homes, and what positives would you like to see the development bring?



Goring-on-Thames Parish Council		APPENDIX B			
Accounts for payment February 2017					
Payee	Description			Amount	Date Ref
Current Account					
BGG	Litter picking January	3560		£ 576.00	15/02/2017 BACS 25/17
C Ratcliff	Salary	2310	£ 1,361.14		
C Ratcliff	Car allowance	2110	£ 20.00	£ 1,381.14	28/02/2017 BACS 33/17
C Fox	Salary	2310		£ 120.00	28/02/2017 BACS 32/17
First Line IT	Email link to website	2240		£ 5.94	07/02/2017 BACS 21/17
Goodlife Gardens	Misc repairs, cleaning and maintenance	var		£ 754.50	07/02/2017 BACS 18/17
Goring Hardware	Matches etc	2570		£ 0.68	07/02/2017 BACS 22/17
Goring Village Hall	Meetings 2017-18	2540		£ 417.00	07/02/2017 BACS 17/17
HMRC	PAYE & NI	2310		£ 728.92	28/02/2017 BACS 36/17
HSBC	Bank Charges	2300		£ 45.00	28/02/2017 BACS 34/17
J M Krzak	Cleaning	2310		£ 206.20	28/02/2017 BACS 35/17
Land Registry	Title Deed Searches	2300		£ 4.00	06/02/2017 4
Land Registry	Title Deed Searches	2300		£ 4.00	13/02/2017 5
M & C Landscapes	Grave Digging January	3210		£ 799.68	15/02/2017 BACS 30/17
Monson	Gardiner Pavilion refurbishment	6324		£ 378.00	28/02/2017 BACS 31/17
Paul V Devine	Architect Fees Gardiner Pavilion	6324		£ 1,620.00	21/02/2017 BACS 29/17
SLCC	Conference	2110		£ 272.20	15/02/2017 BACS 28/17
SSE	Street Lights Maintenance	3420		£ 955.93	07/02/2017 BACS 16/17
Tracy Averages	Gardiner Pavilion refurbishment	6324		£ 21,169.80	06/02/2017 BACS 19/17
Tracy Averages	Gardiner Pavilion refurbishment	6324		£ 22,958.36	28/02/2017 BACS 37/17
Transport Planning Associates	Wallingford Road Widening	6332		£ 4,578.00	20/02/2017 BACS 26/17
Whealers	PAT Testing	2200		£ 168.00	15/02/2017 BACS 27/17
Direct Debits/Standing Orders					
Biff Bang Pow	Website hosting January	2240		£ 26.10	01/02/2017 DD
British Gas	Gas -OJFS to 31 January Final	2260		£ 128.55	22/02/2017 DD
Grundon Waste Management	Waste Collections	3560		£ 3.13	20/02/2017 DD
Mainstream Digital	Phone	2240		£ 1.91	14/02/2017 DD
NEST	Pension Contributions	2310		£ 34.30	21/02/2017 DD
NPower	Gas Gardiner Pavilion	2260		£ 51.31	20/02/2017 DD
NPower	Gas Sheepcot Pavilion	2260		£ 155.28	20/02/2017 DD
SSE	Electricity - Sheepcot Pavilion	2260		£ 62.94	11/02/2017 DD
SSE	Street lights unmetered electricity	3420		£ 318.81	19/02/2017 DD
Talk Talk	Broadband	2240		£ 22.31	13/02/2017 DD
Thames Water	WHBG 16/12-18/1	2260		£ 5.61	06/02/2017 DD
Utility Warehouse	Gas OJFS	2260		£ 17.69	28/02/2017 DD
Neighbourhood Plan					
Goring Press	Posters	4903		£ 292.80	02/02/2017 BACS 23/17
Goring Press	Posters & prints	4903		£ 690.00	02/02/2017 BACS 24/17
SwiftClik	Pads & Binders	4908		£ 12.54	07/02/2017 BACS 20/17
Total:				£ 58,966.63	

Goring-on-Thames Parish Council		APPENDIX C			
Receipts received February 2017					
From	Description	Code	Date	Ref	Amount
ET Sheppard	Memorial - Williams	1130	20/01/2017	Inv 1080	£146.30
John Barrett	Interment - Barrett	1130	28/02/2017	Inv 1085	£350.52
				Total:	£496.82

Goring on Thames Parish Council
Monthly Report Bank Account and Reserves Balances

As at: **28 February 2017**

Reconciled Bank Account Balances

Current HSBC	£0.00
Current TSB	£4,121.08
Support	£0.00
Capital Reserves (old HSBC a/c)	£0.00
Revenue Reserves (old HSBC a/c)	£0.00
TSB Reserves	£161,507.55
Unpresented Payments	£0.00
Unpresented Receipts	£0.00
VAT Control Account	£9,828.64
Total	£175,457.27

Earmarked Reserves (Capital and Contingency)

Street Light Replacements	R	£0.00
Ferry Lane Riverbank Repairs	R	£0.00
Ferry Lane Fence	R	£750.00
White Hill Burial Ground Approach Road	R	£0.00
Gardiner Pavilion Refurbishment	C	£83,294.30
Tree Purchase and Replacement	R	£12,500.00
OJFS Contingency for Repairs	R	£0.00
Rectory Garden	R	£1,000.00
Playground Equipment	C	£11,267.00
Weir Legal Fees	R	£9,504.08
Wallingford Road Widening	R	£3,185.00
Operating Reserve Account	R	£40,000.00

Total Revenue Reserves £66,939.08

Total Capital Reserves £94,561.30

Total Reserves **£161,500.38**

General Funds Available **£13,956.89**

Goring on Thames Parish Council

Budget 2016-17 End of Year

As we approach the end of the financial year I have some virement requests to cover unexpected or increased costs – virement to come from underspent budgets.

Allowances / Expenses / Training:

£100 vire from Subscriptions (£192 underspent)

Waste / Litter / Street Cleaning:

£500 vire from Winter / Flooding (£600 underspent)

Colin Ratcliff

Clerk / RFO

6/3/2017

REPORT TO GORING DIVISION PARISH COUNCIL MARCH 2017 FROM CLLR KEVIN BULMER

GENERAL OCC REPORT

EXTRA FUNDING SECURED IN ADDITION TO 2017/18 BUDGET PROPOSALS

The County Council set its budget for 2017/18 on Tuesday 14th February. Ahead of the meeting, it was announced the Council had £1,957,000 extra, over and above the position reported to the Cabinet in January, as a result of better than expected business rate collections, council tax collection fund surpluses and a higher than expected grant. The County is proposing to hold £926,000 of this until the 2018/19 financial year, to deal with future pressures. Cabinet proposes to spend the rest of the money (£1.03m) in this financial year in the following ways:

- £170,000 to be spent on additional grass-cutting work on highway verges. This is an area of spend that has been reduced in recent years.
- £250,000 one-off funding initially for a pilot Communities Fund for parishes and towns to bid for matched funding schemes following changes/reductions for funding for services.
- £600,000 additional funding for children's social care – a part of the council that has been exempted from cuts since 2010 but has continued to experience significant rising demand on services in common with children's social care departments across England.
- £11,000 increase on the Council's Flood Defence Levy.

OPEN ACCESS CHILDREN'S SERVICES TO CONTINUE AT 34 BUILDINGS

Start-up funding for 12 more community schemes to run open access services at children's centres has been approved by OCC. The proposals, which will receive a total of £305,883, are among the latest to be considered as part of the transition from council-funded to community-led services at children's centre locations. Community services will complement the council's new service for 0-19 year-olds, which will meet the needs and aspirations of children at risk of abuse and neglect in Oxfordshire, and ensure that families who need extra help are identified at an early stage. When added to previously considered applications, the approval of these 12 schemes means funded plans are now in place for services such as 'stay and play' to continue at 18 children's centres, with business cases at a further six centres supported in principle but deferred to the final round of the Transition Fund for more work. Added to this, open access sessions will also continue at the eight Children and Family Centres and two satellite centres at the heart of the council's new Children's Service. In total, it means a combination of council-funded and community-led solutions for open access services are now confirmed or supported in principle at 34 buildings across the county – with more to come when applications for the final round of transition funding are considered.

'FIX MY STREET' WEBSITE UPGRADE

Over the last six months OCC has been working hard to make Fix My Street work more effectively. The new service will launch this month. It will improve the quality and consistency of public reports, as well as OCC internal processes for closing down reports, making it easier to reliably see what's going on in a given area. Members of the public who consistently give good information can be rewarded with 'trusted reporter' status, meaning OCC will fast track future reports to the contractor, resulting in quicker resolution for the resident and reduced effort for the inspectors. Before the new system launches, OCC needs to deal with reports that are still marked as 'open' in the current version. This means: 1) Leave open anything which has been active within the last 12 months; 2) Close anything older than 2 years; 3) For reports between 1 and 2 years old, notify the reporter by email that OCC intends to close their report, but give them the option to 're-open' the issue if they believe it is still a problem.

EXTENSION OF FIRE & AND AMBULANCE SERVICE CO-RESPONDING

OCC Fire and Rescue Service has been working in partnership with South Central Ambulance Service (SCAS) co-responding in the community for over 12 years. More recently OCC has also been working with Thames Valley Fire and Rescue partners to undertake a collaborative co-responding trial. (Co-Responders are firefighters trained by SCAS to provide a 'first response' to specific medical emergencies where there is an immediate threat to life prior to an emergency ambulance arriving on scene.) The trial has been a success with crews attending approximately 1500 medical emergency calls per year. To further support communities Oxfordshire Fire and Rescue Service are working in partnership with SCAS towards all fire engines within communities being available for cardiac arrests, so that casualties across Oxfordshire can receive the quickest available defibrillator and casualty support.

CADDY CAMPAIGN TO REDUCE OXFORDSHIRE'S FOOD WASTE

Residents are being urged to do their bit to make sure food waste doesn't end up on the scrap heap. At the moment it is thought that around 30% of the county's food waste is put in waste bins rather than the food caddy – a figure all Oxfordshire's councils hope to cut significantly. To do this, the councils have launched a campaign with Agrivert, the company who process the county's food waste, to encourage residents to recycle more of the food they would otherwise throw away. It is two and a half times cheaper to process food waste if it is put into a food waste caddy for recycling or composting than if the same waste is put in the general rubbish bin. There's lots of advice on how to reduce food waste and information on how it is recycled at www.recycleforoxfordshire.org.uk/lovefoodhatewaste



County Councillor David Nimmo Smith, Cabinet member for Environment, said: *"It is as easy to recycle food waste as it is to throw it in the main rubbish bin – but the benefits of recycling can be quite startling. Food waste collected for recycling is treated at Agrivert's anaerobic digestion plants in Oxfordshire, and used to generate enough electricity for over 9,000 homes, as well as making fertiliser for use on local farms."*

UNITARY UPDATE

At the end of January, OCC launched 'A Fresh Start for Oxfordshire', a draft of OCC's intended proposal for DCLG on how and why a single unitary authority for Oxfordshire could work. Since then, there have been meetings with the Leaders of South Oxfordshire and Vale District Councils, and further public consultation. It has now been agreed that the three councils will move forward with a new joint proposal for a single unitary council called 'A New Council for a Better Oxfordshire'. The principal change from the earlier version is that the proposed five area boards would be replaced by 15 to 20 area boards, based on the county's main market towns and their surrounding villages. In addition, Oxford (the city itself) would have a strengthened model of governance including an autonomous local council and area boards covering different parts. Full details can be found here: <https://www.better-oxfordshire.org>

CONTACT DETAILS

Address: Councillor Kevin Bulmer, County Hall, New Road, Oxford OX1 1ND

Email/Tel: kevin.bulmer@oxfordshire.gov.uk. 07803005680

Twitter: Kevin Bulmer @bulmer_kevin



Proposed High St roadworks

We have produced a plan of the High St with the proposed works indicated and started the Consultation process, which will be circulated via the GGN, e-mail and local traders, with responses being returned to the Clerk.

As for costs of the works OCC Highways have indicated a very rough figure of £12k - £15k.

An extract from an e-mail I sent to OCCH follows:

""In addition you indicated that a rough cost guide to produce the design, specification, road closure and construction of the features would be approx. £12k - £15k."" , which they confirmed back as "that is the gist of it" but I would suggest that we assume this figure will be higher particularly if additional features are introduced, see below.

I believe resolving the vehicle movement problem we have in the village is a priority issue.

Proposal: Subject to the outcome of the public consultation, if the majority are in favour, that we proceed to instruct OCC Highways to commence with their consultation process and produce designs and a programme to implement the works. Financing of the works would be through applying to SODC for CIL funds or if considered appropriate through borrowing to be paid off from CIL funds when received.

Footpath from the High St to Wheel Orchard car park

As reported at our last meeting we agreed to hold off approaching BT as R Bridle had advised us that he was seeking to resolve the matter. However, as we have not heard anything I would propose that we now make contact with BT to seek to get them to clear the ivy etc. and erect a new fence.

Lorry's through the High St

In my previous report, I referred to carrying out a survey of lorry movement through the High St, however, as a result of traffic survey data received from J Boler of MIGGS it can be assumed that of the 5000+ vehicle movements we have a day through the High St 1000 are commercial vehicles.

If the High St traffic calming works are implemented I am hopeful that if we can also introduce some hard landscaping features e.g bollards, planters, which will hopefully deter large non delivery vehicles from using Goring as a river crossing point.

Cllr David Brooker

Recreation Issues - March 2017 Update

Bourdillon Field

The Clerk has determined that the hedge adjacent to the path at the side of the Bourdillon Field is mainly the property of GPC, and not of the owners of houses which back on to the field. He is therefore obtaining quotations for cutting back the hedge.

In view of the severe limitations on current expenditure, the working party is considering amalgamating the plans for replacing the swings in the Bourdillon and adding the Zip Wire and the Climbing Frame to the current play equipment in the Bourdillon. If a satisfactory scheme can be agreed, the possibility of external funding could be considered.

Sheepcot Recreation Ground

The Clerk is seeking quotations for replacing the garage door of the pavilion.

The Clerk has had rabbit holes in the pitches filled and has asked the clubs to assist in maintenance with supplied soil. It is not proposed to fence the Sheepcot to exclude the rabbits, as this would be difficult to achieve in practice, and could be very expensive to install.

Gardiner Recreation Ground

The extension to the pavilion is progressing.

Rectory Garden

The branch of lime tree T10 which overhangs the street is scheduled for trimming in next year's budget.

Following the proposal in the February report to contact the Charities Commission for advice on the interpretation of the Rectory Garden trust deed, a draft letter has been prepared. It asks how the Trustees could interpret the deed so as to fulfil the donor's stated objective that the garden was a facility for the exercise and recreation of the community.

Lawrie Reavill

06.03.2017

Goring on Thames Parish Council Information Policy

Goring on Thames Parish Council is subject to the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. It complies with the requirements of this legislation.

Many requests for information can be dealt with in the ordinary course of business and do not need to be processed under the above legislation. If the information can be provided immediately, or can be made available routinely, then we will do this. Please check our website, or noticeboard, first to see if the information is available before making any request. It is also worth looking at the Information Commissioner's website at www.ico.org.uk which has guidance for the public on making requests.

The contact details for making a request are – The Clerk, Goring Parish Council, Old Jubilee Fire Station, Red Cross Road, Goring, Reading, RG8 9HG or email: clerk@goringpc.org

Data Protection Act 1998

We will acknowledge receipt of a request for personal information as soon as possible. As long as the information is not subject to exemptions, or contains personal data relating to third parties, we will provide a written response within 40 calendar days of receipt of payment (there is a £10 fee). Payment can be made by BACS to 30-13-42 12886760, cheque payable to "Goring on Thames Parish Council" and sent to the address shown above, by cash payment in person directly to the Parish Clerk during office opening hours.

Under the terms of the Data Protection Act, we will provide you with a statement, or copies of data, as long as:

- it is "personal data" as defined by *Durant v Financial Services Authority* (2003) that is, truly personal, not merely incidental mention of a person, and within a structured, relevant filing system;
- it is not exempt from disclosure;
- you have paid the required fee;
- we have been able to verify your identity; and
- you have not repeatedly requested the information in a short space of time.

Freedom of Information Act 2000 ("FOI")

Timescales and ways of making requests

We will respond to an FOI request in 20 working days counting the first working day after the request is received as the first working day. An FOI request can be made by anyone, from anywhere, for any purpose. It must be in writing and there must be a return address to send the information to. We will confirm or deny whether we hold the information within the 20 days. If we do not hold the information we will explain why not. We will let you know if we need longer than 20 days to apply the public interest test and we will tell you at that point what exemptions we are looking at and

how long we think we need. If we do need more time to apply the public interest test this will be up to a maximum of a further 20 working days so the total time will be a maximum of 40 working days.

Refusal

We may refuse a request if we consider that,

- it is vexatious (designed to cause disruption or annoyance rather than having a serious purpose, see below)
- to comply would exceed the statutory cost limit (£450 with staff time charged at £25 an hour which is the statutory rate). If we believe it will exceed the cost limit we will issue a refusal notice and invite the applicant, if possible, to revise the request to make it less expensive.
- it falls within an exemption under the legislation (see below)

Charging

We can charge for photocopying and disbursements and can request these fees in advance by issuing a fees notice within twenty working days of receipt of the request. When the fees notice is issued the time limit for responding stops. If we do not receive the fee within three months we are not obliged to comply with the request.

Clarification

We can seek clarification about what is being requested. The time limit for responding stops whilst we wait for a response to our request for clarification.

Exemptions

The most common exemptions are:

Section 21 – information reasonably accessible to the applicant by other means. There is a duty to confirm or deny whether we hold it and to tell the requestor where they can find it. This is an absolute exemption which means the public interest test does not need to be applied, (see below).

Section 22 – information intended for future publication. This means it is in draft, still being worked on but when completed, or approved, it will be published. The public interest test must be applied here.

Section 31 – prejudicial to law enforcement (preventing crime, collecting tax)

Section 36 – prejudicial to the effective conduct of public affairs

Section 40 – personal data

Section 42 – legal professional privilege

Section 43 - commercial sensitivity

All except section 21 are qualified exemptions requiring the application of the **public interest test**. This means weighing up whether the public interest is best served by disclosing the information, or not disclosing it.

Environmental Information Regulations 2004 (“EIR”)

Environmental information broadly relates to:

- Air, atmosphere, water, soil, land, landscape, plants, animals, biological diversity and genetically modified organisms
- Emissions, discharges, noise, energy, radiation, waste, recycling, and pollution
- Measures and activities such as policies, plans and agreements
- Reports, cost benefit analysis and economic analysis
- The state of human health and safety, contamination of the food chain
- Cultural sites and built structures (the effect of the environment on the human world)
- Planning and development, building control, construction and renovation, floods and flooding issues, land use, traffic, parking, location of mobile phone masts and demolition of buildings

It covers documents, photos or maps. There is no distinction between formal approved documents, and anything else. The duty is to make the information **available**. This is not the same as the duty to disclose under FOI.

There are 20 working days to respond to the request. Unlike FOI there is no extension to the time limit for consideration of the public interest test. A further 20 days is permitted though if the request is complex, or there is a large amount of information involved. There is no right to charge for inspection. Cost recovery is permitted with reasonable charges published in advance.

Exceptions

There are exceptions to the requirement to disclose, these exceptions are subject to the public interest test like FOI. The exceptions are,

- personal data
- information not held when the request was made
- the request is manifestly unreasonable (similar to “vexatious” under FOI but with “manifestly unreasonable” used instead. The courts have treated both in the same way)
- the request is too general
- information is in draft or is unfinished
- information is an internal communication
- disclosure would adversely affect the course of justice or commercial confidentiality.

There is a lot of guidance, and case law, on the use of both FOI exemptions and EIR exceptions which can be found on the Information Commissioner’s website at www.ico.org.uk.

Publication Schemes

This is a scheme available via the website, setting out the classes of information that will be made routinely available and any charges. This includes policies and procedures, minutes of meetings, annual reports and financial information. This information is easily and quickly available.

Vexatious Requests

Whilst the Parish Council wishes to be open and transparent and to provide as much information as possible about the work it does there are occasions when it might be necessary to decide that a request is “vexatious” within the meaning of the legislation. There have been a number of legal cases recently which have helped to set out what is meant, legally, by “vexatious” and which have confirmed that parish councils have limited resources and that their obligations under the legislation must be proportionate to those resources.

Public authorities do not have to comply with vexatious requests. There is no requirement to carry out a public interest test or to confirm or deny whether the requested information is held.

The key question is whether the request is likely to cause **a disproportionate or unjustified level of disruption, irritation or distress**. There is no exhaustive list of circumstances. Every case is unique and judged within the context and history of that specific situation.

“Vexatious” Indicators

- Abusive or aggressive language
- Burden on the authority
- Personal grudges
- Unreasonable persistence
- Unfounded accusations
- Intransigence
- Frequent/overlapping requests
- Deliberate intention to cause annoyance
- Scattergun approach
- No obvious intent to obtain information
- Futile requests

Process we will follow to determine if a request is vexatious

The Parish Clerk deals with all requests for information on behalf of the Parish Council. If a request is to be confirmed as vexatious the clerk will prepare a summary setting out the context and history. This summary will be reviewed by the Parish Council.

The review

The following will be considered:

- The purpose and value of the request
- Whether the purpose and value justifies the impact on the public authority

- The context and history so, for example, if there has been a long and frequent series of requests the most recent request, though not obviously vexatious in itself, will contribute to the aggregated burden.
- Have there been numerous follow-up enquiries no matter what is supplied? This will be balanced against how clear our responses have been, has contradictory or inconsistent information been supplied or is a legitimate grievance being pursued?
- Whether there are alternatives to the vexatious route. If it is too expensive then section 12 (costs in excess of £450) will be used. The Information Commissioner permits the total costs for all requests from one person (or several acting in concert) to be aggregated during a period of sixty days so long as they are requests for similar information.
- Is this a round robin, a “fishing” expedition or part of an orchestrated campaign? None of these make it vexatious but are factors.

Final Warning

If, having considered all of the above, the Parish Council thinks there is a case for treating the request as vexatious then consideration will be given to a “final warning”. This is a letter, or email, to the person making the request explaining the impact the request(s) are having and asking that their behaviour be moderated. This “final” warning will not be appropriate in all cases but, if it is possible that the person making the request has not appreciated the impact of what they are doing, then it may assist.

Advice and Assistance

In addition the Parish Council may want to ask the person making the request whether advice and assistance would help in clarifying what exactly they wish the organisation to provide. Again this may not be appropriate in every circumstance but will be considered.

Report to the Parish Council

The history of the matter will go forward in a report to the Parish Council setting out the evidence and reasoning behind the recommendation to propose that the request be treated as vexatious.

The decision to make a request vexatious will be taken by the Parish Council. [This decision *should be taken within 20 working days of receipt of the request but as the Parish Council meets monthly this time limit should be achievable in normal circumstances.*] *In a small parish such as Goring it is not possible for there to be an internal review process once the Parish Council has reached the decision to make the request vexatious.*

Under section 14(1) of the Freedom of Information Act the refusal notice will set out our internal review procedure and the right of appeal to the Information Commissioner’s Office. However, under section 17(6) if the authority has issued a previous refusal notice for a vexatious request (and it would be unreasonable to provide another one) it is not necessary to do so. This will be done where the complainant has already been warned that further requests on the same, or similar topics, will not receive any response.

Please note that if a request is confirmed as vexatious and further requests are received on the same topic no response will be provided.

Internal Review

In cases (other than vexatious requests as above) where an internal review of the Clerk's response or refusal is required this will be carried out as soon as practicable by the Chairman and Vice Chairman of the Council.

Review of Policy

This information policy is part of the Council's governance structure and will be reviewed as necessary when legislation (or legal cases) means it needs to be updated.

Report on Proposal for Flashing Lights outside Goring Primary School

Background

After an incident with a student some months ago, we have been working with the school and OCC highways to improve road safety. After a meeting with the school in October 2016, a survey of parents by the school to determine the walking patterns, and several discussions and e-mail correspondence with OCC Highways, ways to improve road safety have been recommended.

Based on a recent survey of school children it showed that 40% walk via Bourdillon, 40% walk along Wallingford Road, and 20% come by car. Many of those using Bourdillon or cars, take this longer route because of their concerns about safety in Wallingford Road, especially outside the school.

Recommendation

It is recommended to pursue the idea of installing flashing lights outside the school (see design, attached to this report).

The original estimate from OCC Highways was for approximately £10,000 for new solar powered lights and signs, on new posts on Wallingford Road. However, by utilising the existing 30mph Radar Signs, their posts and their electricity supply, which is taken off the street lighting circuit, this figure was reduced to £4800 plus VAT. This change has the approval of OCC Highways.

It is thought that these original signs were placed here in c.1998 as part of a 'safety around schools' campaign, but it is questionable as to whether they achieve the purpose of warning drivers that they are approaching a school. It has been agreed that the new signs will do this in a better way. There are already small fixed school signs on posts at a greater distance from the school, and these will remain.

This figure of £4,800 included a commuted sum payable to OCC of £2600 for future programming and maintenance of the new signs. If GPC were to take over ownership and responsibility for programming the signs each year, this figure would reduce to £2200 plus VAT (the signs must be owned by a local government authority, such as OCC or GPC). This will include installation by OCC's approved contractor, and is the sum the school is setting about raising. The thinking is that the school will then donate to the Parish Council the funds or the signs as a 'gift in kind'

In practice, the programming would be done by the school, inserting new dates and times for the lights to be on during each coming year into a hand-held programmer. Then all that is required is for the GPC Clerk to point the programmer at the lights once a year, which can be done on one of his regular visits round the village.

Maintenance of the existing 30mph signs has been nil for the past 18 years or more, and their electricity consumption has been approx £2 per year. The new signs are likely to be equally reliable and economical. If they should fail

then the school would have to decide if they want to raise the sum to repair or replace them. No cost would be incurred by GPC.

The signs would be covered against accidental damage by GPC insurance.

If the school were to move location in the future, then the signs can also be moved.

Additional safety measures to be undertaken

OCC have agreed to repaint the yellow markings on the road outside the school.

The possibility of a Crossing Patrol across Wallingford Road between the Railway Bridge and Lockstile Way is also being considered, but is not part of this proposal.

- - -

Proposal

We propose to the Council that GPC accepts the grant (either in funds or in-kind) of the Flashing Lights and their installation. We would accept that our Clerk would need to complete and document the programming checks once each year. There is minimal energy cost, and no out-of-pocket expense, yet would do a great deal to enhance the safety of our local students.

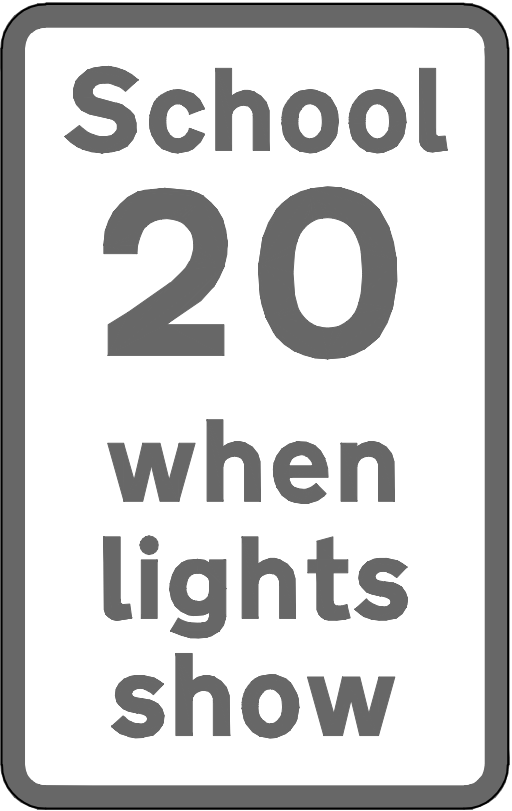
Cllrs. Emrhys Barrell, Bryan Urbick, 25th February 2017

Diag 545



600

Scheme Ref.			
Sign	Ref. 1	x-height	50/100
Letter colour	BLACK	SIGN FACE	
Background	WHITE	Width	435mm
Border	BLACK	Height	690mm
Material	Class 2 (12899-1:2001)	Area	0.30sq.m

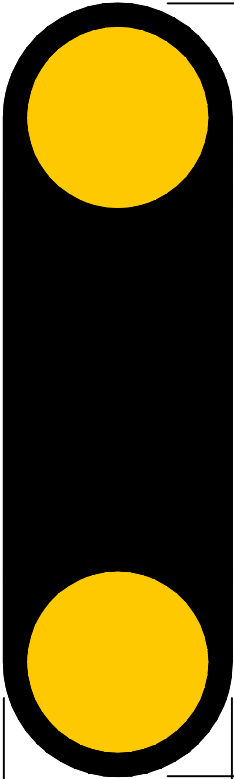


100 xht

50 xht

690

Diag 4004



660 max

195

max

Update on a Proposal for a New Digital Community Alert and Newsletter Service

In the last meeting, the Council approved in principle its support for a new digital community alert and newsletter service – currently with the working title ‘GENIE’ (Gap Electronic News & Information Exchange).

Questions of ownership of the service were raised, and though vaguely addressed in the meeting, I would like to confirm the intention of establishing a community group – I will be one of the founding members (so will need to claim a non-pecuniary interest and will not vote on this, or any other future matter related to this group).

Please see attached document, providing further details of this plan. I believe it is worthy of Council support.

I seek Council approval for a start-up S137 grant of £250 supporting setting up the ‘GENIE’ idea, but paid ONLY after the council is provided documentation of the formation of the community, not-for-profit group and the bank details.

Cllr. Bryan Urbick
7th March 2017

GENIE (*Gap Electronic News & Information Exchange*)

A new, digital community newsletter service for the Goring Gap

1. Overview

1.1 GENIE is a new venture - a local email newsletter service to provide, whenever necessary on an *ad-hoc* basis, a fast dissemination of useful, important or urgent community information - to all online residents who have agreed to receive it. It will be set up as a community-led project, owned and run by volunteer members of the community for the benefit of the community. A small group of residents interested in the concept will help in two different ways: 1. As 'Category Editors' (each editing one of a range of categories of newsletters to be made available); or 2 as 'Administrators' (who would manage the email list and handle all the technical and back office aspects of the system. This administrative role will include managing a simple website and processing incoming emails from new subscribers wanting to be added to one or more of the category lists. This admin support group will leave the Category Editors free simply to edit material sent to them from people who wish to exchange relevant information. Once the newsletter is composed (using a supplied template), the editors will send their finished newsletter to the Administrator who will send it out to the appropriate mailing list. (For more on the *Role of Category Editors*, see item 5 on page 3).

1.2 GENIE will complement the Goring Gap News, not compete with it. It will provide a very different service to the GGN by alerting subscribers to a range of brief snippets of information, which otherwise they may not hear about. If, for instance, important public information needing communicating crops up after the GGN deadline, this information could take up to 7 weeks to be delivered to people's letterboxes. GENIE could theoretically deliver that same information to people's Inboxes within 7 minutes. *Seven weeks versus seven minutes, more than 10,000 times faster, GENIE will be a useful service.* Obviously, the need for this degree of urgency would be rare, but rare events do happen, so it makes sense to have this ability to react if the need arises. The GGN, of course, was never intended to deal with breaking news or urgent issues and fulfils an important, but different need. Because the GGN seemed the most obvious organisation to operate this new service, it was proposed to the GGN as a sister *add-on* complementary service (with the suggested name of *GGN Extra*) to supplement its monthly printed publication. The GGN management, however, didn't want to take on a new digital project.

1.3 GENIE will be a not-for-profit organisation set up as a simple community group like many other local groups (with three officers and a bank account to allow GENIE to receive grants from our parish councils and possibly other sources). In time, as the number of subscribers becomes attractive to potential local advertisers, the newsletters could, if thought desirable, carry some discrete, category-appropriate adverts. Any income from this source would help if/when the email list outgrows the free MailChimp service, to pay for an upgraded service. Accumulated surpluses from any advertising income would be donated to local good causes.

1.4 There is no current method of quickly communicating important public information directly to the majority of residents, should the need arise. So, this system will provide an important new local public service. Eventually, there could be many categories of newsletters. Five initial titles are suggested to launch with, shown at the end. The primary function, however, of the whole venture is to establish a rapid alert system for important '*public information*'. This would inform the whole local online community of topical and relevant issues quickly, especially when a call to action is needed. If rapid feedback is needed for any reason, this alert system would be especially useful. The other '*social*' information newsletters are very important too. Subscription to these will help to build up the overall subscriber database for the main public information service (as people signing up to any category of newsletter automatically will be added the public information list).

1.5 In the absence of such a system when an important item of news or an appeal for help needs to be sent out quickly we struggle to get the message out efficiently to the whole population. Recent examples when such a system would have been useful include i) the last minute postponement of the Network Rail public consultations advertised in the GGN, when the postponement information was not able to be published in time, ii) corrective information about the legal status about the Hydro scheme and iii) important developments about the Neighbourhood Plan consultation). What tends to happen now is that 1) local people and organisations with mailing lists would be asked to help sent out a message, 2) the 'grapevine' would swing into action, 3) a flurry of social media messages, 4) individual emails would be sent out, and 5) notices are pinned up around the village. In addition, GPC might also consider using its mailing list. All this, however, would take time and the whole process and message would lack consistency, coordination and probably accuracy.

1.6 Goring Parish Council currently uses an alert system using MailChimp to inform parishioners about forthcoming council meetings. South Stoke PC uses MailChimp too for its regular communications, as do many local societies and organisations to keep in touch with their members. The one thing in common with all successful newsletters is that people who subscribe (free opt-in) actually *want* to receive important targeted and timely information which affects them and will benefit them. GENIE will be a comprehensive system with multiple newsletters covering most people's main areas of interest and need.

1.7 This proposed service is easy to set up and operate with minimal financial costs. At its simplest, it is a targeted newsletter service, using sophisticated email technology. Social media, such as Facebook, Twitter and websites, are useful tools, but many, especially people of a 'certain age', do not use social media much. There are local people with extensive mailing lists and databases of several hundred people, but none of these are comprehensive enough to be confident that they will reach more than a minority of their potential audience. The grapevine works reasonably well, but the reach is patchy, at its best, and the accuracy of the message cannot be assured. GENIE would use an extensive email database which could be employed to great effect in the case of an emergency or need to inform the public quickly and accurately.

2. How the service would work

2.1 Newsletters will be sent out using a standard commercially available free bulk email service, eg MailChimp, the world's leading emailing platform. (There are more sophisticated alternatives, such as Constant Contact, which are not free, but allow greater throughput. MailChimp, however, will be more than sufficient initially).

Subscribers would only need to supply: 1) their email address, 2) preferred salutation (how they like to be addressed), 3) village of residence, eg 'Goring' or 'Streatley', 4) which of the categories of information they wish to receive. A further 'optional' request could be for the road they live in - to allow highly targeted communications, if necessary. A simple online form would capture this information. No other data will be captured.

2.2 Mailing lists. There will be one 'Master List', sub-divided by newsletter category and by location for targeted delivery. As it might be desirable, on occasions, to have a wider reach for certain newsletters outside the immediate community of Goring and Streatley (eg South Stoke, The Basildons, Pangbourne, Moulsford, Cholsey & Aldworth), subscribers could be accepted from outside Goring and Streatley, should they hear about the system and want to subscribe. These could form other sub-divisions of the Master list, according to location, eg 'South Oxfordshire', 'West Berkshire' and possibly 'Don't live here but want to keep in touch with what's happening'.

2.3 To establish a database for each of the individual types of newsletters, the plan will be to launch the new service prominently through notification in the GGN. Also, all the main local organisations and individuals (who already are known have extensive local databases) will be asked to mail out the 'launch message' asking anyone who would like to subscribe the new newsletter database to email a central data collection point via a dedicated email address (eg subscribe2genie). As time goes on and the value of the service becomes apparent, the master database will grow until it should eventually include the majority of online residents. (See item 6 on page 3 on establishing and maximising of the database).

2.4 One central, secure 'Master' list would be held. With MailChimp, it is possible for each of the 'Category lists' to be 'Sub-lists' of this Master list. Further sub-lists (automatically generated by the 'village of residence') will enable very targeted information to go to any resident of one specific village, possibly even to the road they live in. However, to ensure the growth of the Master database (for use to send out important public Information), it will be a condition of subscription that people who subscribe to any of the newsletter categories that they will also be automatically added to the Master list for receiving 'Public Information'. Terms and Conditions will be developed and available on the finer details of subscribing.

2.5 Another important benefit of having access to a comprehensive local database is the ability to conduct snap polls or surveys (eg to assess the mood and views of residents on important or controversial issues such as Goring Hydro Scheme, Network Rail's electrification or the outcome of Neighbourhood Plan and the like).

2.6 Subscribers can easily 'Unsubscribe' if they find the service is no longer of interest to them. New categories can be added at anytime and the whole service would be dynamic and tailored to the changing needs of the community. Suggestions for new categories can be made by anyone. Residents simply submit their request to the Administrator and the category editors involved would decide if the new proposed category was likely to be successful and viable. The new category would need to supply it's own Category Editor who would be trained up and agree to comply with the project's conditions and rules.

2.7 Editorial oversight, to ensure that only important, accurate and relevant news is sent out, would be the responsibility of the relevant Category Editor, who will be a carefully selected and responsible volunteer who is knowledgeable and involved in the general area concerned. These category editors will receive the basic information from any source and would decide whether the information was of sufficient relevance and importance to be included or even trigger a specific newsletter being sent out. Frequency of publication would be on a '*as-and-when*' basis and not on a regular schedule. Team meetings involving all category editors and administrators would take place periodically to take stock of how the service is going to ensure the venture is meeting its objectives and delivering the intended service.

3. Possible Categories of Newsletters:

3.1 Each category of newsletter would look distinctive (differentiated with a colour header and appropriate logo, but clearly 'part of the GENIE Editorial Family'). Each category editor would have their own editorial style, but typically producing just a few brief paragraphs covering either a single or multiple items. Further details can be supplied in the newsletter via hyperlinks to more comprehensive relevant information and websites etc. Each newsletter would also have a footer with essential information (eg how to subscribe to other titles, how to comment and the *Unsubscribe* button). Suggested titles:

- 1) Public Information** (eg Local Authority, Police, Medical & Legal information affecting the whole community)
- 2) Arts, Entertainment & Leisure** (eg Special community events, festivals, celebrations, local productions and charity sales)
- 3) Fitness, Health & Sport** (eg items of interest to the fitness community, walking and health-related information)
- 4) Local Economy & Business** (eg Issues affecting all residents, High Street shops and general village & visitor issues)
- 5) Ideas & Innovations** (eg a forum for ideas to improve/enhance community life and innovative projects).

4. How much will it cost?

4.1 There will be a small initial cost to register and comply with the Data Protection Act. This will require the Administrator to register as a Data Controller with the ICO (Information Commissioners Office). A special UK contract with MailChimp will be needed for a UK-specific email list) arrangement, but at no cost. Should the popularity of the system outgrow MailChimp's free service level, then the choice would be to either upgrade to its business version or switch to another provider, such as Constant Contact. By then, of course, the coverage of the local population would be attractive to local businesses and advertising income could be generated to cover these outgoings. £250.00 should be sufficient to launch the service.

4.2 MailChimp is the most popular free ESP (Email Service Provider) and is commonly used to send out bulk, but targeted, emails. This would provide free use for up to 2,000 subscribers and 12,000 emails per month. This should be more than adequate, initially at least. If, after time, more than 2,000 residents want to opt in for this service, there could be a simple transition to an upgraded (pay) subscription service, which would allow unlimited emails for a small monthly cost, or the database could be transferred to another ESP, such as the more sophisticated Constant Contact, which is used by various businesses in Goring and widely around the world.

5. Role of the Category Editor

5.1 As all categories of newsletters are to be sent out on a purely *ad hoc* basis, there will be no deadlines to meet and no pressure to produce editorial material by any particular date. When there is sufficient editorial material available (ie sent in by third parties) to justify a mailing, the editor decides what and when to send the mailing out. Quality of information of high value is the objective with the emphasis on producing useful and interesting material for recipients. The mailing lists and all other back-office requirements will be managed by the Administrator(s), who will provide data and feedback on number of subscribers, how many people opened their newsletter and any other information that editors may be interested in receiving.

6. Establishing and maximising the subscriber base

6.1 Promotion of the service.

- Using the first 'Public Information' newsletter, we will mail out to all local residents, clubs and societies to alert them to availability of GENIE and ask them to forward the introductory newsletter to all people on their own mailing lists, with a suggestion for people to click the live email link ([subscribe2genie](#)). Once clicked, they will see a form where they will be able to supply their basic details and specify which newsletters they want to opt in to.
- Submit launch article to the GGN, again suggesting readers email to subscribe.
- Consider producing an A5 flyer to be delivered door-to-door to everyone in Goring, Streatley & South Stoke.
- Depending on take-up from GGN launch article and other activities, maybe a display advert in GGN for a couple of months.

6.2 PR

- Submit editorial to all local newspapers serving the villages, eg Henley Standard, Newbury Times, Round & About etc.
- Request that existing local commercial Newsletters (eg Action Coach, Pickle Marketing & Swift Ink etc) relay the information out to all their databases.
- Notify the Goring Gap Business Network to include the availability of GENIE in any communications out to its local contacts.

7. Next Steps

Once a core group of Category Editors (maybe 3 or 4) have agreed to help establish the service we can meet up, with the Administrator (already signed up), to discuss the venture. The above is a theoretical model, so when the group first meet we can discuss and shape the project to enable it to work in practice. Once we have agreement on how the system can best work and the infrastructure (website, database, templates etc) is in place and a grant is given, we can launch of the service.

NB. GENIE is a working title. The service could be called something different if a better acronym or name can be developed.

Ron Bridle. March 2017

Email from Jonathan Fox 13/2/2017

Goring Parish Council,

As discussed on the phone, we have the Magdalen College barge moored up at The Swan Hotel at Streatley, something you may be aware of considering it has been there since 1979 and has become somewhat locally infamous!

The reason for my enquiry is that we are potentially looking to renovate the barge if we can gather the funding necessary. The idea would be to bring the boat up to a standard that would allow the external rooftop to act as a multipurpose space including as a wedding venue/yoga space/afternoon tea spot etc. The interior space would also be a multifunctional venue allowing for meetings to take place but also a place to enjoy a drink served at the interior bar that would be included within the renovation specification.

Clearly, there are benefits to be had from the renovation for local residents and businesses. These include additional function space and a highly unique wedding venue with an unparalleled USP. Not only will this bring people from far and wide to Streatley but it will likely create additional revenue for local businesses too.

Conversely, if we are not able to come up with the funding, the barge may sadly have to be taken away and demolished.

If this is a project that the Parish Council would be interested in contributing to, it would be a mutually beneficial agreement whereby an agreed usage quota for the venue could be discussed.

If you have any further questions, please do not hesitate to call me.

For reference, I have attached some up to date photographs *[available on request CR]*.

I look forward to hearing back from you at your earliest convenience.

Kind Regards

Jonny

Further email 15/2/2017

Clerk,

I want to make a correction to my previous email regarding the Magdalen College Barge moored at The Swan Hotel in Streatley. I should have mentioned in my previous email that without the necessary funding required for the renovation, the barge may be taken away and demolished OR sold.

I look forward to hearing back from you at your earliest convenience.

Kind Regards

Jonny

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W www.homestart-southernoxfordshire.org.uk

Correspondence 2.

Home
START

Support and friendship
for families

Home-Start
Southern Oxfordshire

Colin Ratcliff (Clerk)
Goring-on-Thames Parish Council
Old Jubilee Fire Station
Red Cross Road
Goring
Oxon
RG8 9HG

27th February 2017

Dear Mr Ratcliff

Home-Start Southern Oxfordshire request for Parish Council support

We are proud that we have been supporting vulnerable families in South Oxfordshire for almost 28 years now through our volunteer home-visiting service, first babies groups and our postnatal depression group. I enclose our latest annual report which tells you more about what we do and it includes reports from families, volunteers and staff, as well as testimonials from our children's centres and fundraising activities.

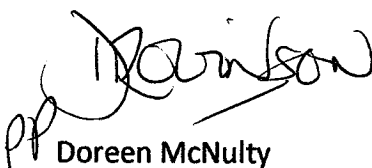
We are solely dependent on fundraising from our wonderful volunteers, our Friends of Home-Start committee and from trusts and parish councils such as yours. In recent times, funding a full service has become increasingly difficult and we regret that we have been forced to turn some referrals away.

We would therefore like to ask whether you are able to support us to continue our work. If you feel you would be able to make a grant to us, and we do understand budgets are tight, we would be very appreciative. The only eligibility criteria for accessing our service is that the family have at least one child aged under 5 years and it is our mission to accept referrals from anyone who needs us. We are also acutely aware that families may be feeling more vulnerable and isolated at this time as many of the Children's Centre services are coming to an end.

Any help would be most gratefully received.

If you need any further information about the work that we do, please do not hesitate to contact me.

Thank you and best wishes



Doreen McNulty
Chair of Trustees