

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 10 April 2017 at 8.00pm
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 March 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 (copy of that presented to the Parish Annual Meeting). (Appendix A)
8. Parish Finance:
 1. To approve payments for March 2017. (Appendix B)
 2. To note receipts for March 2017. (Appendix C)
 3. To note the bank account and reserves balances as at 31 March 2017. (Appendix D)
9. To note a report from County Councillor / District Councillor Kevin Bulmer. (Appendix E)
10. To consider a report from the Police.
11. To consider a report on High Street issues.
12. To consider issues relating to village parking.

Colin Ratcliff, Clerk to the Council

5 April 2016

GORING-ON-THAMES PARISH COUNCIL

13. To consider a report on Gardiner Pavilion development.
14. To consider a report on Recreation Grounds issues. (Appendix F)
15. To consider a report on White Hill Burial Ground issues.
16. To consider a proposal to write to The Charity Commissioners regarding the Trusteeship of The Rectory Garden. (Appendix G)
17. To consider an Agreement under s. 101 of the Local Government Act with Oxfordshire County Council regarding grass cutting. (Appendix H)
18. To note a presentation from Goring & Woodcote Patients Group regarding Community Project proposals. (Appendix I)
19. Reports from Planning Committee – to receive minutes of meetings held on 28 February and 14 March 2017.
20. Correspondence.
 1. Email from Chilterns Conservation Board requesting support / grant for their Beacons of the Past project.
21. Matters for future discussion.

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

Members Present:

Chairman	Kevin Bulmer
Vice-Chairman	John Wills
Members	Emrhys Barrell
	Mary Bulmer
	Lawrie Reavill
	Bryan Urbick
	Catherine Hall

Officers Present:

Clerk	Colin Ratcliff
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10 members of the public and press

16/322 To receive apologies for absence

Apologies for absence were received from:
Matthew Brown, Brandon Hancox, David Brooker.

16/ To receive any declarations of interests

Cllr. Urbick – non pecuniary interest in Item 19.

16/ Public Forum

None.

16/ To approve minutes of the meeting held on 13 February 2017

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

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

Consultation is continuing on a memorial for George Michael and will be in the Goring Gap News (GGN) this month.

16/ To receive chairman's report and announcements

None.

16/ To consider a report on the Neighbourhood Plan and a letter plus solicitor's advice from Jack Calder.

Appendix A refers. Mike Stares additionally reported that a very useful meeting had been held with the Primary School Governors, The Diocese, Oxfordshire County Council (OCC) and a member of the Parish Council. It was clear that any development of the school by 25% or more was OCC's responsibility. They are now waiting for any proposal from the school. Any decision is needed quickly but as the Neighbourhood Plan (NP) is a live document it can be reviewed if necessary. Regarding the letter and legal advice on Manor Road, the NP Steering Group (NPSG) is continuing to take advice and is awaiting responses from OCC and South Oxfordshire District Council (SODC). The NPSG are now doing a bottom up housing evaluation need for Goring in addition to the results of the village consultations. They believe that SODC will revert to putting numbers of housing for larger villages in their 2032 Plan, rather than a simple percentage.

The Chairman said that he had attended a briefing on the SODC Local Plan, that the numbers are global and do not take into account the extra layers of complexity such as the Area of Outstanding Natural Beauty (AONB). He also mentioned he had attended a meeting at South Stoke where concerns were raised about the potential impact of a new Goring school on their village school.

Appendices A1 and A2 were noted.

Signed:

Dated:

- 16/ To consider nominating a representative to attend a briefing on South Oxfordshire Local Plan Second Preferred Options Consultation, Tuesday 28 March.**
Resolved: That two representatives from the NPSG attend in lieu of one from the Parish Council (GPC).
- 16/ To consider a proposal regarding School flashing lights**
Brought forward from item 18.
Appendices J and J1 refer. Cllr Barrell explained the proposal.
Resolved: To accept a grant of funds for or in kind of the flashing lights.
Cllr. Barrell left the meeting.
- 16/ Parish Finance**
- 1 To approve payments for February 2017**
Resolved: That the payments be approved
- 2 To note receipts for February 2017**
Noted
- 3 To note the bank account and reserves balances as at 28 February 2017**
Noted
- 4 To consider budget virements prior to end of financial year**
Resolved: That the proposed virements be approved.
- 16/ To note a report from County Councillor / District Councillor Kevin Bulmer**
Appendix F refers. The Chairman also stated he sits on the OCC Education Committee which has resolved to express concern about the new School Funding Formula which has made matters worse for rural schools. SODC and the Vale had passed their approval for Unitary proposals for the County and he gave further detail on the proposals.
- 16/ To consider a report from the Police**
Cllr. Wills stated further parking tickets had been issued, some youths warned re behaviour, the PCSOs are still dealing with dog fouling near the school.
There are no formal arrangements for the weekend of 24-25 June, anniversary of George Michael's birthday, it is very difficult to find out about potential numbers. A ticketed event has been booked at the Village Hall but few locals are believed to have been able to get tickets as it was advertised globally.
- 16/ To consider a report on High Street issues**
Appendix G refers. Consultation on High Street works continues and should be in the next edition of the GGN. Cllr. Wills suggested bollards outside The Rectory Garden could also be considered.
- 16/ To consider issues relating to village parking**
No update.
- 16/ To consider a report on Gardiner Pavilion development.**
No report – the Clerk stated the works are progressing on target. Three locks at the pavilion had been superglued, reported to the police.
- 16/ To consider a report on Recreation Grounds issues**
Appendix H refers. The Chairman suggested that any proposal on The Rectory Garden should have its own separate agenda item for consideration. Cllr. Reavill will circulate a draft letter to the Charity Commissioners for the next meeting.

- 16/ To consider a report on White Hill Burial Ground issues**
Cllr. M. Bulmer reported grass cutting had started but not all the clippings had been collected and a complaint received. The contract states a grass cuttings box should be used. The Clerk has written to the contractor but no reply has yet been received. She noted the gate needs its annual clean. The Clerk stated a contractor had already been asked to deal and to clean up the entrance sign.
- 16/ 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).**
Resolved: That the proposed amendments be accepted.
- 16/ 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 and K1 refer.
Resolved: That a grant as requested be approved and the Clerk given delegated authority to pay when the group is properly constituted.
- 16/ Reports from Planning Committee – to receive minutes of meetings held on 17 January and 14 February 2017.**
Received and noted.
- 16/ Correspondence**
1 Email regarding Magdalen College Barge, request for grant.
Resolved: That GPC supported the work in principle, particularly as at least four Council members had been married there, but at this time there are insufficient funds available to provide any grant. Concern was raised about the viability of a venture of this kind, if the proposed Archimedes screws are installed. The noise and appearance are likely to damage the serenity and appearance and make the venue unsuitable. In addition concerns were raised that this was a commercial enterprise of benefit to The Swan Hotel and not necessarily the residents of Goring in general.
- 2 Letter from Home Start Southern Oxfordshire, request for grant.**
Resolved: That there are insufficient funds to support this application.
- 16/ Matters for future discussion**
Cllr. Hall asked what the decision had been about The Gap Festival grant – The Clerk will check.

The Chairman declared the meeting closed at 2036 hrs.

GPC Report April 2017 – Goring Neighbourhood Plan

Introduction

The volunteers have all worked incredibly hard right through the year showing huge commitment to the future of the village. Much of 2016 was spent collecting and analysing information through extensive consultation with Goring residents, services and businesses, SODC and OCC, other key Agencies such as EA, Thames Water, CCB and with professional bodies such as Bramhill and TVERC.

Consultations

(Consisting of presentations, consultation events, surveys, engagement and consultation with regulatory authorities including SODC and OCC, public meetings, updates at GPC public meetings, correspondence, meetings with developers/landowners)

In March 2016, a Sustainability Scoping Report was issued to SODC, OCC (education, transport), Thames Water (sewerage, drainage, water supply), Chiltern Conservation Board (AONB management policies), North Wessex Downs AONB Management Board, National Rail, Police (safety, security), Environmental Agency (flooding, environmental), British Gas, National Grid and British Telecom.

Two separate questionnaires were distributed to Goring residents in early 2016:

- Housing Needs and Living in the Village – 1450 distributed to every household in Goring, returned by 37%
- Site Selection Criteria – 2739 distributed to all Electoral Register people, returned by 31%

The feedback was analysed, documented and the results published on the GNP web site and made available in the village Library and at the Council offices. This document is key and thoroughly quantifies the views of the community.

Four major open days were held at Goring Village Hall in 2016:

- January 2016 – to explain the NP process, present initial ideas from each Workgroup, obtain and record opinions, concerns and preferences. 301 people attended this initial Consultation
- March 2016 – to present the results of the initial consultation and initial Sustainability Objectives and to seek further ideas and opinions. 330 people attended.
- May 2016 – to present the analysis of feedback from questionnaires, update residents on the available development sites, seek further input and opinions. 340 people attended.
- December 2016 – an Exhibition to present the SSMG assessments, provisional site selection results and issues, the timetable and process prior to Referendum and to present supporting technical material on Sustainability considerations. 350 people attended this Exhibition.

During 2016, several meetings were held with the School Governors, the Medical Practice and local businesses and Estate Agents to understand the issues regarding growth in housing in Goring and to ensure that the Plan could take account of their feedback and issues.

Site Selection

The Site Selection Management Group (SSMG, TOR approved by GPC) was formed, consisting of the SG and Workgroup Leaders. Declarations of Interests were produced. A Site Selection Methodology was developed and published on the GNP Website. GPC formed an independent Site Selection Overview Group (SSOG) to confirm that the Methodology was followed with integrity.

A set of Site Selection Objectives, Criteria and Measures were developed from all available information and published on the GNP Website in October 2016. The SSMG met weekly in the evening between October and December 2016, rigorously reviewing available evidence and systematically assessing and recording all 15 sites against 14 Objectives, 25 Criteria and 100 Measures. All suitable sites were provisionally identified based on this analysis.

As part of the Site Selection process, meetings were held in November with all available Landowners and Developers to discuss outstanding questions, to explain the initial Site Assessments and to discuss next steps. Sites were then reassessed by the SSMG prior to the Exhibition in December.

Evidence Base Overview

The analysis, objectives, policies and proposals which underpin the Neighbourhood Plan have drawn on a variety of sources:

- population, demographics, employment, health, housing, deprivation, education, car ownership was obtained from the Office of National Statistics and other HMG sources
- the housing need for Goring, developed from local information and the latest national trends and statistics. The SODC SHMA, Local Plan 2027 and Local Plan 2032 (Consultation version) were taken into account
- all local views were obtained from the numerous consultations, questionnaires and meetings outlined above
- because of the importance of the AONB and river setting to the values, culture and sustainability of Goring, a specialist and independent Landscape and Visual Impact report was commissioned from Bramhill Consultancy to supplement SODC's own report from Terra Firma as part of the 2012 Local Plan preparation
- flooding and analysis of flood risk from the EA and OCC
- school facilities and planning for growth in capacity from OCC and SODC
- management policies in the Chilterns AONB from the Chilterns Conservation Board

Next Steps

Provisional Plan Objectives and Policies have been drafted and reviewed with SODC. The Plan is now being drafted. Supporting documentation such as the Sustainability Appraisal and Basic Conditions Statement will be initiated shortly.

SODC have released their Local Plan 2033 for consultation along with supporting documentation. This seeks an additional 251 houses in Goring but recognises that the AONB will constrain the allocations, subject to robust evidence.

Subject to any further unforeseen local distractions, the SG hopes to have the Plan pack ready for GPC approval/consultation in May.

Goring-on-Thames Parish Council			APPENDIX B			
Accounts for payment March 2017						
Payee	Description			Amount	Date	Ref
Current Account						
BGG	Litter picking February	3560		£ 460.80	14/03/2017	BACS 43/17
C Ratcliff	Salary	2310	£ 1,361.34			
C Ratcliff	Car allowance	2110	£ 20.00	£ 1,381.34	31/03/2017	BACS 51/17
C Fox	Salary	2310		£ 120.00	31/03/2017	BACS 52/17
First Line IT	Email link to website	2240		£ 5.94	27/03/2017	BACS 42/17
GENIE Community Group	s.137 Grant	3330		£ 250.00	22/03/2017	7
Goodlife Gardens	Misc repairs, cleaning and maintenance	var		£ 304.00	31/03/2017	BACS 50/17
Goring Hardware	Seat Maintenance	3910		£ 21.48	07/03/2017	BACS 45/16
HMRC	PAYE & NI	2310		£ 728.72	31/03/2017	BACS 56/17
JCW Property Services	Sheepcot guttering repairs	3170		£ 165.35	02/03/2017	BACS 38/17
J M Krzak	Cleaning	2310		£ 250.55	31/03/2017	BACS 55/17
M & C Landscapes	Grass Cutting February	3110		£ 676.17	15/03/2017	BACS 47/17
M & C Landscapes	New Trees Rectory and Gardiner	3525		£ 600.00	24/03/2017	BACS 54/17
Rialtas Business Solutions	Cemeteries Software Maintenance	2250		£ 216.00	07/03/2017	BACS 44/17
SODC	Dog waste bins Jan - March 2017	3560		£ 12.56	30/03/2017	BACS 57/16
SSE	Street Lights Maintenance	3420		£ 955.93	24/03/2017	BACS 41/17
Tracy Averages	Gardiner Pavilion refurbishment	6324		£ 24,384.60	03/03/2017	BACS 40/17
Tracy Averages	Gardiner Pavilion refurbishment	6324		£ 31,025.10	22/03/2017	BACS 48/17
Transport Planning Associates	Wallingford Road Widening	6332		£ 270.00	24/03/2017	BACS 46/17
Wolverine Garage Doors Ltd	Garage door, Sheepcot (deposit)	var		£ 755.75	22/03/2017	BACS 49/17
Xerox (UK)	Copier Printer usage	var		£ 169.85	07/03/2017	6
Direct Debits/Standing Orders						
Biff Bang Pow	Website hosting February	2240	£ 34.20			
Biff Bang Pow	Website hosting February (credit note)	2240	-£ 8.10	£ 26.10	01/03/2017	DD
Grundon Waste Management	Skip emptying WHBG	3560		£ 369.18	20/03/2017	DD
Mainstream Digital	Phone	2240		£ 61.60	14/03/2017	DD
NEST	Pension Contributions	2310		£ 34.30	23/03/2017	DD
SSE	Street lights unmetered elecricity	3420		£ 308.11	19/03/2017	DD
SSE	Electric OJFS	2260		£ 37.33	09/03/2017	DD
SSE	Electric Gardiner	2260		£ 21.65	09/03/2017	DD
Talk Talk	Broadband	2240		£ 22.31	13/03/2017	DD
Utility Warehouse	Gas OJFS	2260		£ 33.39	31/03/2017	DD
Neighbourhood Plan						
Bramhill Design	Consultancy	4902		£ 1,849.80	22/03/2017	BACS 9/17
Bramhill Design	Consultancy	4902		£ 260.40	24/03/2017	BACS 53/17
	Total:			£ 65,778.31		

Goring-on-Thames Parish Council		APPENDIX C			
Receipts received March 2017					
From	Description	Code	Date	Ref	Amount
OCC	Primary Schools Event Sheepcot	1143	06/03/2017	Inv 1078	£60.96
Mrs Kent	Wayleave 25 Gatehampton Rd	1140	15/03/2017	17/01	£1.00
TSB	Bank Interest	1190	09/03/2017	DC	£6.52
Reeves Memorials	Memorial - Watts	1130	02/03/2017	Inv 1084	£60.96
				Total:	£129.44

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

As at: 31 March 2017

Reconciled Bank Account Balances

Current HSBC		£0.00
Current TSB		£132.13
Support		£0.00
Capital Reserves (old HSBC a/c)		£0.00
Revenue Reserves (old HSBC a/c)		£0.00
TSB Reserves		£100,100.63
Unpresented Payments		-£250.00
Unpresented Receipts		£0.00
VAT Control Account		£20,273.11
Total		£120,255.87

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	£37,119.55
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	£2,960.00
Operating Reserve Account	R	£25,000.00

Total Revenue Reserves £51,714.08

Total Capital Reserves £48,386.55

Total Reserves £100,100.63

General Funds Available £20,155.24

REPORT TO GORING DIVISION PARISH COUNCIL **APRIL 2017 FROM CLLR KEVIN BULMER**

GENERAL OCC REPORT

COUNTY COUNCIL ELECTIONS

Elections to Oxfordshire County Council are now just under five weeks away and there are a series of key dates in the lead up to the Thursday, May 4 poll.

The final full council meeting of the county councillors elected in May 2013 took place on Tuesday, March 21.

All 63 county council seats will be up for election and residents all over Oxfordshire began to receive polling cards during the last week of March.

On Wednesday, April 5 the list of candidates for each OCC seat will be published. A number of existing county councillors have already indicated they are standing down but the definitive list will not be clear until April 5.

Registering to vote

The last day for people to register to vote is Thursday April 13. Although this is a county council election, Oxfordshire's district councils are the authorities responsible for administering the electoral register and people should contact them if they are not already registered to vote.

The last date to apply for a postal and postal proxy vote is Tuesday 18 April and the last date to apply for a new proxy vote is Tuesday 25 April 2017.

Polling day

Polling Day on Thursday, May 4 runs from 7.00am to 10 pm. The election count takes place on Friday, May 5 in Abingdon.

PURDAH

The County Council pre-election period ('purdah') has now started and the Council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition a 'Code of Recommended Practice on Local Authority Publicity' published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "any communication, in whatever form, addressed to the public at large or to a section of the public."

Generally, the Act says that a council should "not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party." The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.

UNITARY UPDATE

For the reasons above, the County Council, Oxford City Council and the four District Councils have agreed not to promote their standpoint on the issue of Unitary Government for the period of purdah.

TRAVEL APP CAN SHOW BETTER WAZE TO GO

OCC has joined forces with Waze, the free crowdsourced traffic and navigation app, in a data-sharing link-up that could help residents get from A to B more easily. Waze is effectively a Sat Nav app used exactly as any in-car navigation device – except Waze has the added benefit of crowd-sourced traffic flow info and OCC roadworks as part of the mix. This means that the app can see the traffic hotspots on the roads and route residents round them where appropriate, saving them time. Waze is FREE to download and use – simply go to <https://www.waze.com/download>

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



Recreation Issues - April 2017 Update

Bourdillon Field

The Clerk is awaiting quotations for cutting back the hedge.

The PC has received an e-mail indicating that the children are disappointed that the swings, which were declared unsafe after the most recent inspection, have not been replaced. In an initial reply, the Clerk mentioned the current financial limitations, and referred the matter to me. I said I would include it in my report, and raise the point at the April PC meeting. The cost of replacement would probably be about £4,000.

Sheepcot Recreation Ground

The Clerk has ordered a replacement garage door for the pavilion.

Gardiner Recreation Ground

The football club has indicated that they are unhappy with the charges for use of the pitches at the Gardiner (and also Sheepcot). The basis of the system of charges is unclear, so I suggest this is reviewed before next season's meeting with the sports clubs.

Rectory Garden

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, and this is attached. 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. The Council's policy of adhering to the requirements of the trust deed is included in the letter. The previous Council resolved to take legal advice on this matter, but no action was taken. Hopefully, a comment from the Charities Commission will provide legal advice from the relevant authority at no cost.

I have had some discussions with a senior member of the Edmondson family (John Farr) who suggests some pruning of the lime trees and raising the crown of the trees to allow more light into the garden. I think the time is opportune for the Council to consider this.

Lawrie Reavill

04.04.2017

Advice from the Charities Commission for the Rectory Garden Trustees

Letter to the Charities Commission

From Goring-on-Thames Parish Council

The Goring-on-Thames Parish Council requests the advice of the Charities Commission on a problem it has with a charitable donation made to Goring Village in 1934 for the preservation of which the Council was made permanent Trustees. The donation was in the form of land in the centre of the village, to be used by the community for “exercise and recreation”, and was dedicated as a memorial to the donor’s daughter who had died in a boating accident in the Thames nearby. The transfer deed gives precise requirements for the layout of the garden, which have been maintained to the present time. These include an avenue of lime trees across the middle of the garden, and the rest laid to grass.

The policy of the Parish Council has always been, and remains, to adhere to the wishes of the donor. However, a problem has arisen. The trees have grown very large, and now dominate the garden, even in high summer, and many regard it as gloomy and unwelcoming. It no longer provides a facility which attracts members of the community for “exercise and recreation” as the donor intended. A rigid adherence to the layout definition now negates the donor’s objectives.

Essentially, what would be the Charities Commission’s advice on this issue? Could the Trustees make minor changes that would make the Garden more attractive, and therefore better fulfil the donor’s intentions?

Many thanks, etc.

Copy of Transfer Deed?

**Communities
County Hall
New Rd
OXFORD OX1 1ND
FAO: Elaine Burton-Johnson**

Mr C Ratcliff
Old Jubilee Fire Station
Red Cross Rd
Goring
RG8 9HG

28 March 2017

Dear Sir/Madam

GRASS CUTTING IN GORING

Thank you for undertaking grass cutting in your area in 2016/17 and preceding years.

We have been reviewing the arrangements for the coming financial year and feel that, as part of the Oxfordshire Together programme, these should be placed on a more formal footing for the protection of both Councils and to clarify roles and responsibilities of all parties. We are proposing that this should be done by means of a formal legal agreement made under S101 of the Local Government Act 1972; we have used such agreements with all the new Councils that have recently taken on grass cutting.

Therefore, please find enclosed two copies of the legal agreement for grass cutting by your Council. Both copies of the agreement will need to be signed and returned to **Elaine Burton-Johnson, Communities, County Hall, New Rd, Oxford OX1 1ND.**

If your Council has a sealing process, please use the sealing execution block on the last page of the agreement. Otherwise please use the execution block requiring signature by two members. Please do not date the agreement as we will date it when we seal it. We will then return one of the copies to you.

We have continued the practice of completing this agreement as a deed but if that causes you any difficulty please let us know.

If you have got any questions regarding the legal agreement or the grass cutting payment information included in the financial schedule please contact the county council area steward for your area.

Contact officer: Belinda Davies
Email: grasscutting@oxfordshire.gov.uk
Phone: 01865 894560

We look forward to receiving the signed agreement, and would like to use this opportunity to thank you once again for working with us to develop community solutions for your local area.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Belinda', with a long horizontal flourish extending to the right.

Belinda Davies

Admin Assistant, Highways

Email: grasscutting@oxfordshire.gov.uk

www.oxfordshire.gov.uk/oxfordshire.gov.uk

¹**DATED**

2017

THE OXFORDSHIRE COUNTY COUNCIL

- and -

GORING PARISH COUNCIL

Agreement
under Section 101 of the Local Government Act 1972
relating to various highway functions

N Graham
Chief Legal Officer
Oxfordshire County Council
County Hall
New Road
Oxford OX1 1ND

¹ Please do not date. The County Council will date when it has sealed the deed

THIS AGREEMENT is made the² day of

2017

BETWEEN:-

(1) **THE OXFORDSHIRE COUNTY COUNCIL** ("the County Council")

(2) **GORING PARISH COUNCIL** ("the Parish Council")

1. **Interpretation**

In this Agreement:-

- 1.1 "the County Council" means the Oxfordshire County Council whose principal office is at County Hall New Road Oxford OX1 1ND and any successor to its statutory functions as highway authority, local traffic authority and lead local flood authority for the area of the Parish and any duly appointed employee or agent of the County Council or such successor
- 1.2 "Delegated Functions" means the functions described in column 1 of Schedule 1 to this Agreement
- 1.3 "including" means including without limitation or prejudice to the generality of any preceding description defining term phrase or word(s) and "include" shall be construed accordingly
- 1.4 "the Parish Council" means Goring Parish Council whose principal office is Old Jubilee Fire Station, Red Cross Rd, Goring, RG8 9HG and whose representative is the clerk of the Parish Council or such other representative as is advised to the County Council.
- 1.5 "the Parish" means the area of Goring.

² Please do not date. The County Council will date when it has sealed the deed

- 1.6 "Public Rights of Way" means the footpaths, bridleways, restricted byways and byways open to all traffic recorded on the Definitive Map and Statement for Oxfordshire and situated in the Parish
- 1.7 "the Roads" means the public highway maintainable at public expense situated in the Parish and which may lawfully be used by mechanically propelled vehicles (but excluding any byways open to all traffic)
- 1.8 "statutory requirements" means requirements of any enactment (being any act or any subordinate legislation as defined in the Interpretation Act 1978) national guidance or practice guides
- 1.9 Any reference to an enactment includes any amendment to or modification of it and the version of it for the time being in force shall apply
- 1.10 Headings in this Agreement will be for convenience only and shall not be taken into account in its construction and interpretation
- 1.11 Reference to clauses sub-clauses and schedules are references to clauses sub-clauses and schedules in this Agreement
- 1.12 Where the context so requires:-
- 1.12.1 the singular includes the plural and vice versa
 - 1.12.2 the masculine includes the feminine and vice versa
 - 1.12.3 persons includes bodies corporate associations and partnerships and vice versa
- 1.13 Words denoting an obligation on a party to do any act matter or thing include an obligation to procure that this is done and words placing a party under restriction include an obligation not to cause permit or allow infringement of this restriction

1.14 Any notice, act, determination, direction or other communication between the parties in connection with the Delegated Functions shall be given in writing and be correctly addressed and sent by prepaid first class post or be delivered personally to the Director of Environment and Economy at the County Council County Hall, New Road, Oxford OX1 1ND or to the clerk for the Parish Council

2. Purpose of Agreement

- 2.1 The County Council wishes to make arrangements with the Parish Council for the discharge by the Parish Council of certain of the County Council's functions relating to highways, public rights of way, watercourses and school crossing patrols under the Highways Act 1980, and if relevant the Road Traffic Regulation Act 1984 and the Land Drainage Act 1991, and any other enactment giving the County Council the duty or the power to carry out the functions delegated under this agreement
- 2.2 For the purposes of the above mentioned acts the County Council is the highway authority and the traffic authority for certain highways in the Parish and is the lead local flood authority for the Parish
- 2.3 The Parish Council wishes to carry out the Delegated Functions in their Parish
- 2.4 This Deed is entered into pursuant to Section 101 of the Local Government Act 1972, Section 9EA of the Local Government Act 2000, the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and all other enabling powers for the purpose of delegating the functions referred to in this agreement

3. **Delegation**

3.1 The County Council hereby delegates to the Parish Council the power to discharge the Delegated Functions in accordance with the provisions of this Agreement and the Parish Council accepts the delegation of the Delegated Functions subject to the provisions of this Agreement

4. **Commencement and Operation**

4.1 This Agreement shall operate on and from the date of this agreement until it is terminated as follows:-

4.1.1 Immediately on written notice from the County Council in the case of any substantive breach of the terms of this agreement by the Parish Council

4.1.2 by the County Council giving not less than 3 months prior written notice to the Parish Council to take effect at any time

4.1.3 by the Parish Council giving not less than 3 months prior written notice to the County Council to take effect from 1 January in any year

AND the County Council or as applicable Parish Council may give notice as aforesaid so as to partially terminate this Agreement in respect of one or more of the Delegated Functions only

4.2 This Agreement is entirely without prejudice to Section 101 (4) of the Local Government Act 1972 so that the County Council may continue to exercise the functions described in Schedule 1 to this Agreement as well

4.3 If at any time it appears to the County Council that the Parish Council is materially in default of its obligations under this Agreement the County Council may take such action as appears to be reasonably necessary to

remedy such default and may recover its reasonable costs in so doing from the Parish Council subject always to the default continuing after the County Council has given not less than 21 days notice (or in case of emergency such notice if any as is practicable) of the steps it requires to be taken to remedy the default

- 4.4 On termination of this Agreement the rights or remedies for any antecedent breach and clauses which expressly or by implication have effect after termination shall continue in full force and effect

5. Performance of Delegated Functions

- 5.1 The Parish Council covenants that:-

- 5.1.1 it will perform the Delegated Functions and undertake them with all due skill care and diligence and in accordance with the provisions of this Agreement
- 5.1.2 it will in carrying out each Delegated Function comply with the conditions and requirements relating to that Delegated Functions as set out in columns 2 and 3 of Schedule 1
- 5.1.3 it will in carrying out the Delegated Functions comply with all statutory requirements and without limitation to the foregoing will comply with Health & Safety at Work and employment legislation at all times in carrying out Delegated Functions
- 5.1.4 it will in carrying out the Delegated Functions including exercising the discretions and decision making powers relating to the Delegated Functions comply with any procedures, protocols and guidance of the County Council as so advised from time to time

including the procedures, protocols and guidance referred to in
Schedule 1

5.1.5 it will exercise the Delegated Functions with the minimum of
disturbance to the highway and take all appropriate steps to
safeguard public rights of passage on the highway

5.2 Any written communication from the Parish Council in connection with the
discharge of the Delegated Functions shall state that such functions are
exercised by the Parish Council as delegated by the County Council but
no such document shall be invalid by reason only that this requirement is
not complied with and no person acting in pursuance of any such
document shall be concerned to see if such requirements are observed

6. Finance/Funding

6.1 All expenses arising out of the exercise by the Parish Council in carrying
out the Delegated Functions will be defrayed by the Parish Council

6.2 Where funding is available for the Delegated Function as identified in
column 4 of Schedule 1 the relevant provisions of Schedule 2 shall apply

7. Legal Proceedings

7.1 The Parish Council will notify the County Council of any claim made
against the Parish Council in respect of the Delegated Functions within 21
days of receipt of such a claim

7.2 Where any proceedings arise in connection with the Delegated Functions
the County Council or the Parish Council (or both as the case may
require) shall each provide to the other such evidence and other
information and assistance as may reasonably be required for the
purpose of those proceedings

8. **Indemnity and Insurance**

8.1 The Parish Council will indemnify the County Council in respect of all actions claims costs demands proceedings and liabilities which may arise from any act omission or neglect on the part of the Parish Council its agents contractors volunteers or employees in connection with the performance of any of the Delegated Functions or from any breach by the Parish Council of the provisions of this Agreement save to the extent that liability arises out of the negligence or default of the County Council

8.2 The Parish Council covenants with the County Council that it will inform its insurers of its agreement to carry out the Delegated Functions under this agreement and will maintain insurance cover with a reputable company to include public liability insurance in the minimum sum of Ten Million Pounds (£10,000,000) per claim and employers liability insurance in the sum of Ten Million Pounds (£10,000,000) per claim. The Parish Council will within 14 days of request supply evidence to the County Council that such insurance is being maintained by the Parish Council

9. **Employment**

The Parish Council shall indemnify the County Council and any provider engaged by the County Council to perform any of the Delegated Functions and keep them both fully indemnified in respect of any claims losses costs expenses demands and liabilities which relate to any claim brought by any employee or person claiming to be an employee (including any contractor) on the date upon which this Agreement or relevant part of it is terminated arising out of their employment with the Parish Council or its termination

10. **Third Party Rights**

This Agreement gives no rights under the Contract (Rights of Third Parties) Act 1999 but this does not affect any rights which were available apart from that Act

11. **No Waiver**

No alterations in the terms of this Agreement nor any forbearance or forgiveness on the part of any party in or in the extent or nature of any matter or thing concerning this Agreement shall in anyway release any party from liability under this Agreement

12. **No Fetter**

Nothing in this Agreement shall prejudice or affect the rights powers duties and obligations of the County Council or Parish Council in the exercise of their respective functions in any capacity

13. **Variations**

Any provision of this Agreement may be varied at any time by written agreement between the parties such variation to be attached to this Agreement

14. **Initial Dispute Resolution**

In the event of a dispute arising in connection with this Agreement which is not resolved within 14 days by the Parish Council and the County Council it shall:-

14.1 in the first instance be referred to the respective directors of the Parish Council and the County Council with overall responsibility for the performance of the Delegated Functions

14.2 if after a further 14 days the dispute remains outstanding it will be referred to the Chief Executives or other senior officer designated by the Parish Council and the County Council

IN WITNESS whereof the parties have executed this Deed the day and year first
above written

³SIGNED as a **DEED** by two members of **the PARISH COUNCIL**

.....
(print name)

.....
(signature)

.....
(print name)

.....
(signature)

OR

THE COMMON SEAL of
the PARISH COUNCIL)
was affixed to this Deed in the presence of:)

Authorised officer.....

OR

SIGNED as a **DEED** by **the PARISH COUNCIL**

Name of officer.....signature.....

In the presence of:
Witness signature.....

³ The Parish Council will know its own constitution and how to execute documents. If none of the above execution clauses appropriate please could the Parish Council amend the wording by hand as needed

THE COMMON SEAL of THE)

OXFORDSHIRE COUNTY COUNCIL)

was affixed to this Deed in the presence of:)

Chief Legal Officer/Designated Officer

SCHEDULE 1 – PART 2 – Grass Cutting (Rural)

Delegated Function	Conditions	Other Requirements	Notes
Cutting of grass verges as identified within the rural area (outside 30mph speed limit)	<p>1. Minimum Standards for undertaking delegated function</p> <p>1.1 Sufficient to ensure compliance with duty to maintain the highway specified in Section 41 of the Highways Act 1980</p> <p>1.2 Grass should be cut no less than twice a year once in late Spring and once in late Autumn (during the months of May – November)</p> <p>1.3 Visibility splays at road junctions or pedestrian crossings to be maintained in a safe manner at all times of the year.</p> <p>1.4 Grass to be cut to no less than 1 metre back from the kerb edge</p> <p>2. All work should be notified in advance to StreetWorks.TrafficManagement@Oxfordshire.gov.uk and postponed if required so as to ensure that there is no conflict with other highway works or street works</p>	<p>1. Health and Safety standards include:</p> <p>1.1 A site risk assessment to be carried out.</p> <p>1.2 Personal protective equipment (PPE) to be worn/used and correct for the speed of the road being worked on</p> <p>1.3 Personal protective equipment to be supplied and used which is suitable for the tools/machines being utilised</p> <p>1.4 Correct type of grass cutting equipment to be used for different environments (steep verges etc.)</p> <p>1.5 When using specialist equipment staff must be appropriately trained.</p> <p>2. Cuttings may be left to mulch on the highway verge, disposed of commercially or composted in the community. Cuttings should not be taken to local household recycling sites</p>	Funding available see Schedule 2

Additional roadside nature reserves may be requested.

	<p>3. Care must be taken to ensure that potentially valuable wildlife habitats are not disturbed. Key sites are designated as road verge nature reserves and can be identified at www.tverc.org.</p>		
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SCHEDULE 1 – PART 1 – Grass Cutting (Urban)

Delegated Function	Conditions	Other Requirements	Notes
Cutting of grass verges within the urban area (inside 30mph speed limit)	<p>1. Minimum Standards for undertaking delegated function.</p> <p>1.1 Sufficient to ensure compliance with duty to maintain the highway specified in Section 41 of the Highways Act 1980</p> <p>1.2 Grass should be cut no less than twice a year once in late Spring and once in late Autumn (during the months of May – November)</p> <p>1.3 Visibility plays at road junctions or pedestrian crossings to be maintained in a safe manner at all times of the year.</p> <p>1.4 Grass to be cut to no less than 1 metre back from the kerb edge</p> <p>2. All work should be notified in advance to StreetWorks.TrafficManagement@Oxfordshire.gov.uk and postponed if required so as to ensure that there is no conflict with other highway works or street works</p>	<p>1. Health and Safety standards include:</p> <p>1.1 A site risk assessment to be carried out.</p> <p>1.2 Personal protective equipment to be worn/ used and correct for the speed of the road being worked on.</p> <p>1.3 Personal protective equipment to be supplied and used which is suitable for the tools/machines being utilised</p> <p>1.4 Correct type of grass cutting equipment to be used for different environments (steep verges etc).</p> <p>1.5 Training must be given to operatives utilising any form of cutting or mowing equipment or specialist equipment</p>	Funding available see Schedule 2.

SCHEDULE 2

FUNDING ARRANGEMENTS

1. The County Council will pay the sums calculated in each case according to the formula in the table below per annum from the 1st April of every year in respect of the Delegated Functions.
2. Payment will be made by a single annual payment in advance.
3. Payment for a part year will be calculated pro rata.
4. There will be an annual review of rates of payment by the County Council.
5. If the agreement is terminated part way through a year a pre rata refund is to be made to the County Council within 28 days of termination.
6. Payments calculated in accordance with paragraph 1 above are exclusive of VAT.

	FUNDING OFFERED	FUNDING MECHANISM
PART 1 – Grass Cutting (Urban)	17,005 square metres of grass £1,743	10.25 pence per square metre calculated at two cuts per annum.
PART 2 – Grass Cutting (Rural)	Not applicable	1.25 pence per linear metre calculated at two cuts per annum.

GORING AND WOODCOTE MEDICAL PRACTICE PATIENT PARTICIPATION GROUP (PPG)

Goring Surgery

Community Projects

7 Feb 17

Scope

1. Health and Wellbeing Cooperative

- Bring together all local interested parties, for example:
 - Health walks
 - MIGGS (mobility group)
 - Stroke
 - Arthritis
 - Community centre activities
 - Library
 - Carers Group
 - Care homes
 - Volunteer drivers

2. IT Classes

- Provide instruction for patients to allow them to make full use of the “Patient Access” app
- Introduce electronic aids to self-care

3. “You Can Fix It”

Support for adults

Oxford Health **NHS**
NHS Foundation Trust

Single Point of Access

Telephone : 01865 903750



Age UK helps to provide essential services for older people throughout the county. Contact their helpline if you are an older person or care for an older person as a friend or relative, for help with practical support.

Telephone: 0345 450 1276
Website: www.ageuk.org.uk/oxfordshire/



The Oxfordshire team working to keep adults safe from abuse and neglect. If you have urgent concerns for the safety or wellbeing of a person.

Telephone: 0345 050 7666 during office hours
(8.30am - 5pm Monday - Friday)

Or emergency out-of-hours number: 0800 833408

You can also visit the website to complete a form.

Website: www.osab.co.uk

Help with stopping smoking

A free stop smoking service, that offers drop in appointments and a free weekly supply of nicotine replacement therapy.

Telephone: 0800 622 6360 or 01865 238 036
Or send a text QUIT to 66777
Website: www.smokefreelifeoxfordshire.co.uk

Help with alcohol and drugs

A service dedicated to promote recovery from addiction, the Oxfordshire wide service has it's closest hub in Didcot. You can self refer via:

Telephone: 0300 0134 776

Or visit the website for a self referral form.
Website: www.turning-point.co.uk/oxfordshire-road-to-recovery



Emotional support and practical information for those affected by domestic violence.

Telephone: 0800 731 0055

Website: <http://www.reducingtherisk.org.uk/>

This is free and will not show on your home telephone bill but may appear on an itemised mobile phone bill.

You can fix it !



Your guide to useful health and wellbeing resources in the Goring and Woodcote area

Next Steps

- Recruit interested volunteers (PPG members are already signed up)
- Identify and contact all interested parties and key stake holders
- Develop scope of the project
- Conduct a facilitated workshop for volunteer stake holders and the Practice
- Finalise the “You Can Fix It” Leaflet
- Create delivery plan for IT course

Email 17/3/2017

Dear Parish Clerk,

Beacons of the Past – Hillforts in the Chilterns Landscape

I am writing to you to ask for your support for an important Chilterns-wide heritage project led by the Chilterns Conservation Board.

The Heritage Lottery Funded (HLF) 'Beacons of the Past' project is a four-year programme of research, education and conservation activities on hillforts and prehistoric heritage across the Chilterns. It will use latest technology to undertake the first full aerial survey of Chilterns and hopes to reveal new archaeological features hidden under woodland. The project will include an extensive community engagement programme, resources for schools and volunteering opportunities for local people.

The Chilterns has one of the largest density of hillforts in the country, but little is known about them, or the people who lived here 2000 years ago. This collection of hillforts may have been the cultural boundary between two distinct tribal areas – but who were these people and what did they use the hillforts for? This project will seek to unravel some of the mysteries and help people understand their Iron Age heritage through a programme with community and public engagement at its heart.

The role of parish councils is critical in the successful delivery of this project, and I would like to ask for your support in two ways:

- **Engaging with your community:** we think this is an innovative project which would interest and excite many local people. We would welcome the opportunity to discuss how we might work together to engage your community;
- **Supporting our project financially:** we would like to invite your Parish to make a financial contribution to the match-funding element of our project. Cheques may be made payable to the Chilterns Conservation Board.

We have already secured £40,000 in match-funding and are hoping to raise a further £3,000 from Parish Councils in the Chilterns. If each Parish was able to support us to the value of £150 each, this would be a crucial contribution in securing the future of the project. The match-funding is an essential part of our application to HLF and without it our project cannot happen.

Match-funding must be secured by end of May and our final application to HLF is submitted in June. Larger financial contributions could be spread out over the course of the 4-year project.

I attach more information about the project, and am available to discuss in more depth on 01844 355 525.

Yours sincerely



Cathie Hasler

Hillforts Project Development Officer

Chilterns Conservation Board

Cathie Hasler | Hillforts Project Development Officer
Chilterns Conservation Board

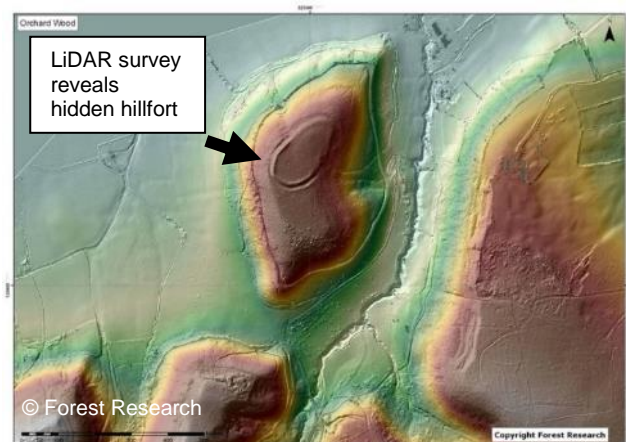


Supporting the *Beacons of the Past – Hillforts of the Chilterns Landscape* project

The *Beacons of the Past* project will engage and inspire a large, diverse range of people to understand, discover and conserve the Chilterns' Iron Age hillforts and their prehistoric landscapes through three focus areas:

Discovering our heritage:

The project will use cutting-edge LiDAR technology to reveal archaeological structures hidden by dense woodland. This will be the first aerial survey of this kind in the Chilterns. The images below demonstrate LiDAR results for a similar project in Southern England:



Community learning and engagement:

The project presents a unique opportunity to engage local communities, encouraging them to connect with their local heritage in meaningful activities, for example:

- Supporting **practical work** on hillfort sites
- Getting involved with the **LiDAR data** work at a local and regional level across the Chilterns
- Non-invasive and limited invasive site **survey work**
- **Learning new skills** through training opportunities such as archaeological survey
- Participation in a range of **public events** designed to make local heritage understandable for all
- Outreach: giving **schools** an opportunity to explore and understand their historic heritage.

Protecting our heritage:

The project will undertake immediate action to preserve these important archaeological monuments:

- **Practical work** to improve the condition and accessibility of hillfort sites.
- Mobilising a Chilterns-wide **Heritage Watch Scheme** to enable and empower communities to champion their local heritage and protect them against damage and anti-social behaviour.



Please contact Cathie Hasler for more information: 01844 355 525, or email chasler@chilternsaonb.org.

Goring Health and Wellbeing Initiative

The Patient Participation Group has been looking at ways in which the pressure can be reduced on the demand for GP appointments. We have looked round the country to see if we could learn from others. We came across the experience of the Robin Lane Practice in Pudsey and this is what they have developed:

A case story from Robin Lane Medical Centre, Leeds:

Creating a sustainable future for General Practice

"We had a growing realisation that general practice was unsustainable in its current format. We knew that funding was going to be an issue. We can't just go on employing more and more doctors to meet more and more demands, we had to think quite radically about how to change demand in the first place" Mev Forbes, Managing Partner

Robin Lane now works with more than 50 enthusiastic citizens who deliver 19 different kinds of groups and activities. As well as the plethora of champion-led social groups, the practice now runs a Ukulele group, provides 7 day a week breastfeeding support delivered by Champions, keeps a constantly updated dynamic directory of local services and resources and signposts and routes people to activities in the community.

Champions also support service delivery in many different ways including for example increasing the numbers of people attending Saturday flu clinic from 300 to over 800 people. *"The Champions have enabled a lot of things to happen which wouldn't have been able to happen otherwise"* (Linda Belderson, GP). *"But the great story is that lives have been transformed, people are no longer isolated; they have made new friendships and use services differently"* (Mev Forbes, Managing Partner).

Evidence of improved efficiency and increased productivity

- The practice has increased their patient list **by 57% from 8,500 to 13,000 patients without any increase in Primary or Secondary Referrals and a 10% reduction in use of A&E.**
- There is evidence of increased efficiency by dealing with **failure demand**
- Over 50 volunteer Practice Health Champions work alongside the practice team
- The practice have **reconfigured their staff team and redesigned their offer to respond to the new challenges**, choosing not to appoint to a vacant salaried GP post but instead choosing to invest in a Community Matron and a Wellbeing Coordinator.
- **The Practice has evolved to do things differently** – their identity has changed - they no longer describe themselves as a medical service and are rebranding as the Robin Lane Health and Wellbeing Centre |

In the case of Goring it is clearly not possible to develop such a facility under one roof, however what is clear that nearly all the facilities provided at Robin Lane are to a greater or lesser extent available already in our village. Our aim would be to provide a better focus for these activities to try and increase their synergistic effect in improving health and wellbeing.

We are developing this idea in partnership with the Medical Practice and were invited to share the concept at the monthly meeting of the South East Locality Clinical Group (attended by all 10 practices in our locality and the Oxfordshire Clinical Commission Group). The idea was enthusiastically received and all have asked to be kept abreast of progress with the scheme.

Already we have received expressions of interest from a number of groups in Goring and from those interested in starting groups.

At this stage we are still assessing if it is possible to achieve our vision. This is an ambitious plan and it will require a lot of work and goodwill to get it off the ground. It will need volunteers to set it up, run and sustain it. We are in the process of identifying interested parties and stakeholders who would be interested in the project. The next step is to hold a workshop, in partnership with the Practice, to establish common ground and see if what we seek is achievable. At this stage the intention is to pilot the scheme in Goring and if successful replicate it in Woodcote.

Those that might be interested in the project should contact Jeremy Hutchins (PPG Chairman) at jeremyhutchins@btinternet.com.