

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday February 11th 2013 at 7:30 pm

Present:

Chairman: David Hammond (DH)

Councillors: Tony Cotton (TC) Terry Ryan (TR)
Clive Mills (CM) Hadley Cooper (HC)
Fiona Berry (FB) Valerie Ross (VR)

Clerk: Linda Collison (LC)

Press Dan Robinson

Members of Public: None

Key: "The Charity" = The Sports Pavilion and Field, Rotherfield Peppard Charity

Open Forum

1) Apologies:

Apologies were received prior to meeting from Councillors Leeanne Flett and Simon Crouch.

2) Member's declaration of Pecuniary Interests:

DH, TC, CM, FB and TR declared a fiduciary interest in agenda item 10. (Payment of Councillors 'Allowances.)

3) Minutes:

It was MOVED by CM, SECONDED by TC and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday January 14th 2013 be signed as a true record of the meeting.

LC was reminded that the list of staff and Councillors Training was outstanding.

4) Chairman's Report:

- Henley Triathlon:** DH attended a meeting of Parishes on Wednesday 6th February to discuss the Henley Triathlon. A number of parishes were represented and there was a lot of frustration over the plans for this year's event. Having announced a fourth route without consultation it now appears that a fifth route is being discussed – although this is understood to be minor changes to the fourth one. Various actions were discussed included building a complete picture of the number of households and businesses affected by the route closures; a possible FOI request to Oxfordshire County Council and work to prepare an assessment of the economic costs to the local community of running the event in its current form. DH to attend the meeting of the Liaison Group chaired by John Howell MP on Friday 15th February.
- High Speed Broadband in Oxfordshire:** TC and DH attended a meeting of local parish, district and county councillors and other interested parties chaired by John Howell on Broadband on Friday 8th February. The meeting was addressed by Bill Murphy (MD of BT Next Generation Access) who described the rollout of high speed broadband using fibre optic technology – both fibre to the cabinet (FTTC) and fibre to the premises (FTTP). Mr Murphy described how it was being rolled out to 150,000 premises a week across the UK and made a lot of positive comments about the technology. BT is bidding to respond to Oxfordshire County Council's broadband tender issued to supply high speed broadband to some premises that will not be reached by the market. The decision on which supplier will be selected is expected in the next few months. The work will be funded by £3.8 million from BDUK (Broadband Delivery UK) and a further £10 million from OCC. The objective is to deliver high speed broadband to 90 percent of the population of Oxfordshire by 2015. It is not known at this stage whether any or all of Rotherfield Peppard will be in the 90 per cent.

Signed:.....

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3. **Annual Parish Meeting:** The agenda previously circulated for the Annual Parish Meeting has been sent out for distribution with the next issue of Peppard News.
 4. **Beating the Bounds:** The annual Beating the Bounds walk will take place on Sunday 5th May 2013 (Rogation Sunday) at 2:30pm – a change from the usual 12 noon to make it a fun afternoon for children.
LC agreed to organise the activities.
 5. **Village Clear Up:** The annual village clear up will take place on Saturday 13th April 2013. Meet up at 10:00am outside the Unicorn. Everyone welcome. Those attending were reminded to bring gardening gloves. Hi-Viz jackets and collecting bags will be provided. To finish with a drink at the Unicorn at 12 noon.
CM offered to arrange equipment (bags etc.) and collection from OCC
 6. **Peppard War Memorial Hall:** Following the approach from PWMH to see if the management and Charities of PWMH and the Pavilion and Sports Field could be combined, a meeting has been suggested for Thursday 28th February at 7:30 pm.
Action All : to consider impact of this proposal and advise DH before the meeting.
 7. **Conveyance and Land registration of the Pavilion and Sports Field:** As reported in the last meeting we received an email and a long report regarding the conveyance and land registration of the Pavilion and Sports Field in 2004/5. LC has responded by seeking further clarification of what action was being requested of the council. This has resulted in a further long email received after the agenda for this meeting had been issued. LC has been given advice that no document which may defame individuals should be circulated. Once this issue is resolved, the matter will be brought back to council at a future meeting for consideration.
 8. **Councillor vacancy**
LC was asked to display the Councillor Vacancy notices on the notice boards. Action LC.
- 5) **Police Report:** None
HC reported that there had been a number of thefts of chainsaws and JCBs in the area and agreed to circulate the details on email.
- 6) **Oxfordshire County Council (OCC):**
- Public Rights of Way.**
LC reported that there were no updates to report.
- Funding from Community Locality Fund for gate at Carlings Orchard.**
It LC reported that she had submitted the application for a grant from the Locality Fund and had received no response yet.
- Road Works outside the Greyhound pub.**
Concern had been raised by a member of the public regarding the on-going road works on Gallowstree Road outside the Greyhound pub. LC confirmed that OCC Highways were not aware of any road works on either Gallowstree Road or Horsepond Road, and that she had been asked investigate further, and report back to Highways.
- Grit Bins**
LC advised that on 23rd January 2013 she had arranged for the two almost empty grit bins to be refilled (ref 551750)

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7) South Oxfordshire County Council:

District Councillors Report

1. South Oxfordshire and Vale of White Horse District Councils' Annual Business breakfast

This year this event will take place on Tuesday 5th March 2013 at Cornerstone in Didcot between 7:30am and 9:30am. With a potential attendance of over 100 businesses from the two districts, the breakfast provides a unique networking opportunity and a chance for the councils to showcase what they have been doing to support the local economy in the last 1 month. The key note speaker will be Nick English, founder of the award-winning British brand Bremont that produces luxury mechanical watches. The company recently moved all of its production to Henley on Thames.

To register attendance : <http://www.surveymonkey.com/s/SouthernOxBB2013>

2. Housing Allocation Policy

The residents of South Oxfordshire and the Vale of White Horse are being asked to have their say on the changes to the Housing Allocation s Policy. The six main changes are:

- Keep the main objective of the housing policy as the prevention, where possible, of homelessness
- Exclude from the register those found guilty of unacceptable behaviour
- Exclude from the register those who have no connection with South Oxfordshire
- Adopt a new "bedroom" standard that sets limits on the size of the property an applicant can apply for
- Exclude from the resister those who have the resources to solve their own housing situation
- Introduce penalties for applicants who refuse a reasonable offer of accommodation.

More information: www.southoxon.gov.uk/haveyourday

Community Investment Fund Workshop Wednesday 6th March 2013.

It was agreed that TR and LC should attend this course.

Community Governance Review (Parish boundary changes)

DH advised that a review of parish boundaries will be launched in June 2013. The review will cover:

- Whether any new parishes should be constituted
- Whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered
- Whether parishes should be warded and if so what these wards should be
- What the electoral arrangements for parish councils should be (eg how many parish councillors are required)
- Whether any existing, or new, parishes should be grouped.
- Whether any parish council should have its name changed.

PH advised that it was important to respond even if no change is wanted. LC to add to April and May Agendas, as required.

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8) NDCC (Conservators Report)

TC advised that the NDCC quarterly meeting had been held on Thursday 17th January 2013 and reported that:

- Conservator John Holder, who had been appointed by the owners had resigned and had been replaced by Nigel Wooding.
- NDCC are considering introducing "Welcome packs" for all new residents with properties on or abutting Common Land so as to avoid misunderstandings.
- NDCC are still working towards a Kingwood Management Plan and it should be formally adopted shortly, but the focus at present has to be on routine maintenance.
- Sheri Kinghorn has taken over communications for the Kingwood and Peppard Commons Volunteer Group, and members are taking turns to provide the refreshments at the Saturday meets.

CM raised concern that pot holes have returned on the car park at the Gallowstree crossroads. LC to add to next meeting. CM to discuss with the Conservators.

LC reported that OCC Highways were addressing the flooding on Stoke Row Road.

9) Sonning Common Neighbourhood Plan (SCNP):

CM advised that he, FB and TC had met with members of the Sonning Common NDP working group and had drawn up a Memorandum of Understanding between Sonning Common Parish Council (SCPC) and RPPC which had been circulated before the meeting.

After a lengthy discussion it was proposed by DH, seconded by TR and AGREED that:

- RPPC does not support the inclusion of any part of RPPC in the NDP Area - with the exception of SON 13 which is yet to be agreed by RPPC.
- RPPC does support the inclusion of part of RPPC in the NDP Referendum Area. Three possible Referendum Areas were discussed - options 1 & 2 circulated prior to the meeting by CM, and a third (roughly following the AONB boundary between RPPC and SCPC) that was suggested by FB in the meeting.

If SCPC accept this proposal, RPPC will then consult with the residents on RPPC explaining the proposal.

10) Finance and Staffing:

Unity Trust Bank

It was AGREED to adopt the proposal circulated prior to the meeting (Appendix 2) as follows:

- To set up a Unity Trust Bank (Current) Account effective 1st April 2013 for all payments (and receipts)
- The existing Nat West Reserve Account remains to receive reclaimed VAT and precept.
- The existing Nat West Current Account to be left running for 6 months.
- Monthly transfers from Nat West Reserve Account to Unity Trust for £2,000 are set up to cover payments.
- Maximise number SO payments to reduce number of routine "cheque" payments and approvals

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New Finance package

LC advised that she had installed QuickBooks onto the RPPC computer and, with the excellent help of Sue Launder, had started to enter the 2011/12 and 2012/13 RPPC financial data.

Bank Reconciliation

It was AGREED that TR should perform the Bank Reconciliation as at 31st January 2013.

Internal Audit terms of Reference

The Internal Audit terms of reference circulated prior to the meeting (Appendix 3) were approved.

Members Allowances

FB and DH left the room

It was AGREED that DH and FB should receive the Chairman/Councillors Allowance.

FB and DH returned to the room.

TC, CM and TR left the room

It was AGREED that TC, CM and TR should receive Councillors Allowance.

TC, CM and TR returned to the room

RPPC meeting closed for Trustee meeting of the Sports Pavilion and Field Charity

11) Trustee Meeting

The following items proposed by the management committee were approved for purchase up to the amounts specified:

Storage Box	£700
Electricity Survey / Storage heater check	£250
Toilet Repair/New Toilet	£250

RPPC meeting re-opened

12) Approval of Spend and Cheques to be signed:

It was RESOLVED unanimously that the following cheques were approved for signing and that TC and TR were instructed to sign after the meeting.

Payee / Description	Power	£	Cheque
Tony Cotton : QuickBooks	LGA 1972 111	£119.98	2132
A Parisi : Wages February	LGA 1972 112	Confidential	2133
M Bowles : Wages February	LG (Misc) Act 1976 s19	Confidential	2134
Linda Collison : Wages February	LGA 1972 112	Confidential	2135
Pension Fund : January ytd	LGA 1972 112	£521.13	2136
Linda Collison : Expenses January	LGA 1972 111	£425.80	2137
David Hammond : Allowance	LA Reg 2003	£160.00	2138
Thames Water : Water Rates	LG (Misc) Act 1976 s19	£71.89	2139
Tony Cotton : Allowance	LA Reg 2003	£128.00	2140

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Clive Mills : Allowance	LA Reg 2003	£112.00	2141
Terry Ryan : Allowance	LA Reg 2003	£128.00	2142
Fiona Berry : Allowance	LA Reg 2003	£160.00	2143
Leeanne Flett : Allowance	LA Reg 2003	£160.00	2144

It was agreed that the following items were approved for purchase:

Description	Maximum amount
ORCC Annual subscription	£50.00
Internal Audit	£20 per hour
Electricity Survey	£240
Wooden Storage Box for Pavillion	£750
Toilet refurbishment	£350
Items requested by Tony Parisi	tbc

It was agreed that the items for the pavilion (wooden storage box, electricity survey and toilet refurbishment) should be paid for from RPPC funds as a grant to the Charity.

13) Playground Proposal:

It was agreed that the Council agree in principle that the site on the Top Common is a viable site for the Playground, as detailed in the proposal circulated prior to the meeting (Appendix 4).

14) Correspondence

It was agreed that LC would circulate all correspondence to members after the meeting.

15) Matters for next meeting: (Monday 11th March 2013)

Not discussed.

Meeting ended at 9:45 pm

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Appendix 1: 2012/13 Accounts as at January 31st 2013

RECEIPTS		BUDGET Year £	ACTUALS To Date £
Precept		22,547.00	22,547.50
RPPC Receipts	Nat West interest (deposit)	5.00	3.93
	Investments / Treasury Stock / Interest	30.00	-
	TOTAL	35.00	3.93
Other Receipts		1,000.00	-
Other Receipts	TOTAL	1,535.00	-
Total Receipts :		24,117.00	22,550.93
VAT Reimbursement		-	1,238.32
RECEIPTS TOTAL including VAT		24,117.00	23,789.25
SPEND		BUDGET Year £	ACTUALS To Date £
Wages, Pension and NI	RPPC	XXXXXX	XXXX
Wages, Pension and NI	TOTAL	9,149	5,191.18
Office Rental		240.00	138.00
Phone		240.00	182.12.99
Postage		85.00	20.70
Office Supplies	Stationery	250.00	57.67
	Web & IT Costs	85.00	304.65
	Software	250.00	28.33
Pavillion Hire for meetings		280.00	220.00
Office/Admin	TOTAL	1,430.00	954.47
Assets	TOTAL	-	1,270.00
Audit and accountancy		585.00	345.00
General maintenance	Cleaning Materials (Village)	50.00	-
General RPPC	TOTAL	50.00	-
Clerk/Councillor exps	Chairman's & Members Allowance	1160.00	-
	Training	400.00	297.00
	Books and documentation	100.00	-
	Travel	440.00	206.10
Clerk/Councillor exps	TOTAL	2,100.00	503.10

Signed:.....

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Appendix 1: 2012/13 Accounts as at January 31st 2013 (continued)

SPEND continued		BUDGET Year £	ACTUALS To Date £
Carlings Orchard Maintenance		2,250.00	1,250.00
Insurance	RPPC	500.00	281.09
Insurance	TOTAL	500.00	281.09
Footpaths & Open Spaces		500.00	308.00
Dog Bin Emptying	RPPC	90.00	61.00
Dog Bins	TOTAL	90.00	61.00
Costs for activities resulting from Parish Plan		600.00	100.00
Parish Plan		600.00	100.00
General Reserve A/c ("Misc")	Various	550.00	193.35
	APM : Hire Peppard WMH	80.00	-90.00
	APM : Printing	75.00	71.62
Misc	TOTAL	705.00	174.97
Subscriptions	Society of Local Clerks	105.00	110.00
	OALC	255.00	-
	ORCC	30.00	30.00
	Chilterns Society	25.00	25.00
	CPRE	30.00	29.00
	OPFA	35.00	67.00
Subscriptions	TOTAL	480.00	261.00
Donations, Gifts and Contributions	Peppard News	250.00	435.00
	Peppard Church Maintenance	1,000.00	1,000.00
	Peppard War Memorial Hall	1,500.00-	-
	NDCC		480.00
	CAB		
	Sports Pavilion & Field (Rotherfield Peppard) Charity	2928.00	2806.73
Donations Contributions	TOTAL	5678.00	4721.73
SPEND TOTAL		24,117.00	15,421.54
VAT			1414.80
SPEND TOTAL including VAT			16,836.34

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Appendix 2: Unity Trust proposal

Proposal:

- To set up a Unity Trust Bank (Current) Account effective 1st April 2013 for all payments (and receipts)
- The existing Nat West Reserve Account remains to receive reclaimed VAT and precept.
- The existing Nat West Current Account to be left running for 6 months.
- Monthly transfers from Nat West Reserve Account to Unity Trust for £2,000 are set up to cover payments.
- Maximise number SO payments to reduce number of routine “cheque” payments and approvals.

Reason

- Allows on line banking facilities with multi-approval rules for online payments.
- The multi-approval facility will improve the current process for cheque signing and management.
- The on-line facility gives up to the minute bank information (ie balances) rather than waiting for the monthly bank statement.
- Time saving

Information

- Unity trust is a small bank that has operated this facility for several years, but has recently “taken-off” in the Parish Council world.
- They work closely with SLCC and are responding to Parish Clerk feedback eg In January 2013 the system was upgraded to include a new user type that can approve payments – but not set them up – clearly differentiating between RFO and Councillor. The next release (in a few months) will have users permissions linked to the £ value of the payment.
- Unity Trust does operate a “deposit” account but the interest is poor.
- The service is free - Parish Councils (and Charities) receive **free** banking.
- Where necessary normal cheques can still be used.
- <http://www.unity.co.uk/other-services/internet-banking/internet-banking-faqs/>

How does the **online “cheque”** process work?

1. At Council meeting:
 1. List of payments approved – no change to current process.
 2. The Councillors nominated to approve payments are agreed.
 3. The Councillors sign invoices/supporting documentation and “monthly payments list” – confirming that the list value is the same as the invoice value and is the amount to be paid.
2. After meeting
 1. RFO sets up approved payments on Unity Trust
 - Numbering to match the approved payments
 - Payment date set (payments can be predated up to 28 days)
 2. RFO sends email to nominated approvers, including
 - Monthly payments list (scanned signed copy)
 - Confirmation of who the nominated approvers are.
 - Deadline for completion.
 3. Councillors 1 and 2 approve
 - Each councillor will have their own login and password

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- When they login they will see a list off all items in the “Waiting for authorisation” list
- The items should be checked against the “monthly payments list” and approve if correct.
- Once approved the item is “greyed-out” for that user so that one person cannot approve the same payment twice.

Note: At the moment the only way we can see who the authorisers are would be by request to the bank. Ie for internal audit, upon request we could ask for a report of approvers. However the bank liked the idea of the approvers being visible on line by those with view access, and has been included as a request for future release.

4. When payment date arrives - the payment is made.
3. Approvers names are held on the payment should we need to verify.

NB the Account can have many users, access type is as follows:

V – View Only: VS – View and Submit: VSA – View, Submit and Authorise
VA – View and Authorise: A – Authorise

It is suggested that we set up a “triple authority” level (VS-> VA -> VA) ie:

- VS – Clerk (view the account and submit the details of the payments)
- VA – Councillor (view and authorise, therefore they cannot raise payments)
- VA – Councillor (view and authorise, therefore they cannot raise payments)

How do we set up **Standing Orders**?

- Standing Orders (SOs) also required triple authority
- Just like any other bank has to be set up by the bank (with a letter containing 3 approvers signatures), ie cannot be set up on line.
- SO’s can be stopped by letter with 3 approved signatures or, in the case of an emergency, they will stop by phone – if followed up by a letter.
- Suggest set up all SO’s required at time Bank Account is created.
- Existing RPPC SO’s are :
 - SO : ORCC (April) £30
 - SO : Chiltern Society (July) £25
 - SO : CPRE (October) £29
 - SO : OPFA (October) £35
- I propose that we add the following Standing Orders:
 - Wages – LC (at 12 hrs. per week – it’s from 1 April)
 - Wages - T Parisi
 - Wages - M Bowles
 - Pension – LC (SO is acceptable if amount doesn’t vary)
 - And if possible PAYE – which from April 2013 has to be paid monthly.
“We recommend that you make all of your PAYE, NICs and PSA payments electronically.” HMRC

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Appendix 3: Internal Audit terms of Reference

February 2013 – at earliest convenience:

To review the proposed processes that will be adopted when (if) the Council move to The Unity Trust Bank when online payments can be made with triple on-line authority.

End February 2013

1. To perform a general Statutory Internal Audit as required for the Year End annual return for **RPPC**, to include:
 - a. Checking that books of account have been properly kept throughout the year
 - b. Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
 - c. This should include a focus on items purchased by the Council which are for the Charity and either coded as a "Grant" or the money is "recouped" from the Charity Accounts.
Note: Process (details will be provided) has been approved by the External Auditor and a VAT specialist.
 - d. Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
 - e. Verifying that the annual precept request is the result a proper budgetary process, that the budget progress has been regularly monitored and that the council's reserves are appropriate
 - f. Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
 - g. Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied.
Note Clerk is now paid.
 - h. Checking the accuracy of the asset and investments registers
 - i. Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
 - j. Year-end testing on the accuracy and completeness of the financial statements
2. To perform an audit review of the accounts for the **Charity** "Sports Pavilion and Field, Rotherfield Peppard". This is a small Charity with less than 10 transactions a quarter. To include:
 - a. Checking that books of account have been properly kept throughout the year
 - b. Checking a sample of payments to ensure that the Charities financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.

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- c. This should include a focus on items purchased by the Council which are for the Charity and the money is "recouped" from the Charity Accounts.
Note: Process (details will be provided) has been approved by the External Auditor and a VAT specialist.
 - d. Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
 - e. Checking the accuracy of the asset registers
3. To provide a report to the Council summarising the content of the audit and recommendations resulting from the audit.

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Appendix 4: Playground Proposal

- **Summary Proposal**

- The Council agree in Principle the site on the Top Common is a viable site for the Playground.

- **Preamble**

- The group has revisited sites over the last few weeks. There only appears to be one site that has the possibility of establishing a playground on it.
This is on the Top Common. The site is off the B481 and can be reached by the connecting road from here to Colliers Lane.
- The land offered by Alexander Hood is not at all accessible for young children and would involve rental payments.
- The group feels that before it devotes considerable time and effort in producing a comprehensive report, The Council should agree in principle that the site is a possibility and that further examination will be worthwhile.

- **Top Common**

- The site is bounded on three sides by mature trees and is well away from any dwellings. In fact the site cannot be seen by the houses around the common. The area of the site is extensive capable of the establishment of the proposed and requested apparatus with ease.
- This naturally contained area of land can only be seen by traffic approaching from the Nettlebed direction and is within 15 minutes waking distance from most of the houses in the Parish.
- It has parking space for four cars adjacent to the site and many others by the Red Lion. The site is in close proximity to existing facilities used by young people such as the primary school and the tennis club.
- There are major problems associated with the site in that permission would have to be obtained from the Fleming Estate and the requirements of the 1906 Act will have to be met. We have been assured by Jeremy Simon that these are not insurmountable.

- **Proposal**

- Assuming that the criteria passed by the Council on July 9th 2012 and subsequently amended are met. The Council agree in principle the site on the Top Common is a viable one.