

Minutes of the Full Meeting of Rotherfield Peppard Parish Council and Planning Committee held on Monday 9<sup>th</sup> May 2016, 7:30pm, at the Sports Pavilion, Stoke Row Road, Rotherfield Peppard.

## **Full Council Meeting**

### **Present**

Councillors: Tony Rancombe (AR), Terry Ryan (TR), Valarie Ross (VR), Fiona Berry (FB), Vivien Mitchell (VM), Tony Cotton (TC), Simon Crouch (Chairman) (SC).

County Councillors: David Bartholomew (part).

Clerk: Karl Musson (KM).

Press: Connor McLoughlin, Henley Standard.

Members of the Public: 1 (part).

### **Open Forum**

A member of the public explained that he had met with Councillor Veronica Treacher in advance of the production of a report on speeding in Rotherfield Peppard. The member of the public suggested that the speed limit signage was not adequate, asked what history Council had of previous speed surveys and asked whether there were any devices which monitor vehicle movements. SC advised that Council would think carefully before committing to expenditure on a further speed survey. FB advised that a previous study had been done and a meeting with Highways happened which resulted in speed limit signs being changed. SC noted the member of the public's comments and advised that Council will look into the background of previous surveys and respond accordingly.

### **1, Election of Chairman and Vice Chairman**

TC proposed SC as Chairman.

***Proposed, TC. Seconded, TR. In Favour, Unanimous. Abstentions, None.***

SC proposed AR as Vice Chairman.

***Proposed, SC. Seconded, VM. In Favour, Unanimous. Abstentions, None.***

### **2, Apologies**

Apologies were received in advance from VT.

### **3, Declarations of Pecuniary Interest**

There were no declarations of Pecuniary Interest.

### **4, Minutes**

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It was proposed to accept the Minutes of the Full Council meeting of 11<sup>th</sup> April 2016 as a true and correct record of the meeting.

***Proposed, TR. Seconded, AR. In Favour, Unanimous. Abstentions, None.***

#### **5, Matters relating to Oxfordshire County Council**

It was agreed that this item be adjourned until the arrival of County Councillor Bartholomew.

***Proposed, TR. Seconded, AR. In Favour, Unanimous. Abstentions, None.***

#### **6, Matters relating to South Oxfordshire District Council**

The proposal to claim £904 from SODC to cover the costs of the Queen's 90<sup>th</sup> birthday celebrations subject to receipt of satisfactory receipts by 27<sup>th</sup> May was discussed. TC advised that the three claims received broke down as £730 from The Revels, £150 from All Saint's Church and £365 from the Peppard War Memorial Hall. TC advised that The Revels had changed their plans after having learned of the SODC grant. TC advised that their claim represented the hire of a larger marquee which would better plan for poor weather. TC proposed to allocate the sum of the claim as follows: £700 to the Revels, £100 to All Saint's Church and £104 to Peppard War Memorial Hall.

***Proposed, TC. Seconded, VM. In Favour, Unanimous. Abstentions, None.***

#### **7, Consideration of Official Documentation**

A. It was proposed to accept the Standing Orders for 2016/17.

***Proposed, TR. Seconded, TC. In Favour, Unanimous. Abstentions, None.***

B. It was proposed to accept the Financial Regulations for 2016/17.

***Proposed, TC. Seconded, SC. In Favour, Unanimous. Abstentions, None.***

It was proposed to accept the following policies for 2016/17:

i, Complaints Procedure.

ii, Risk Assessment.

iii, Publication Scheme.

iv, Policy for Press/Media.

***Proposed, SC. Seconded, AR. In Favour, Unanimous. Abstentions, None.***

#### **8, Members Allowances**

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It was resolved to pay Member's allowances in 2016/17. TC advised that the allowances are £160 per elected member, £200 for the Chairman, and an expense claim of ink cartridges or paper for co-opted members.

***Proposed, TC. Seconded, FB. In Favour, Unanimous. Abstentions, None.***

#### **9, Appointment of Internal Auditor for 2016/17**

It was agreed to remain with the present internal auditor (Arrow Accounting) for the 2016/17 period.

***Proposed, TC. Seconded, TR. In Favour, Unanimous. Abstentions, None.***

#### **10, Calendar of Events**

**A, Meeting Dates for 2017.** Council reviewed Appendix 1 and agreed to move the proposed Finance and Staffing meeting of 5<sup>th</sup> December 2016 to 29<sup>th</sup> November 2016, to move the proposed Full Council meeting of 11<sup>th</sup> December 2016 to 5<sup>th</sup> December 2016 and to remove the proposed Planning Committee meeting of 27<sup>th</sup> May 2017.

***Proposed, SC. Seconded, AR. In Favour, Unanimous. Abstentions, None.***

Having reached Agenda Item 10a at 20:09, Council returned to Agenda Item 5 upon the arrival of County Councillor Bartholomew as per the agreed adjournment minuted in Minute 5 above.

#### **5, Matters relating to Oxfordshire County Council**

DB provided the following verbal report:

(DB's written report for May 2016 followed and forms Appendix 2 of these Minutes)

**Unitary Council.** DB advised that the 7 District Councils have each reserved £15,000 for the cost of the Unitary report and that £105,000 has been committed to Price Waterhouse Coopers. DB further advised that the commissioning of the OCC report is proceeding and is likely to be a similar cost, that agreement on protocol for managing the reports has prevented a single report, and that both reports are likely to be published in June/July. DB also confirmed that there will be a period of public consultation and that both reports will go to Greg Clark, Secretary of State. FB asked about the cost and pace of the reports and DB responded that the thought the reports were being compiled too quickly and they should be done at a more measured pace.

**Children's Centres.** DB gave an up-date on children's centres and advised that decisions for funding of children's centres across the county have been postponed until 2017.

**Oxfordshire Together.** DB advised a proactive approach to the Oxfordshire Together programme.

**County Adoption Programme.** DB reported that children in Oxfordshire wait less than 16 months and that this is one of the shortest times in the country.

**Care of People with Learning Disabilities.** DB reported on the pioneering step that from April new procedures are in place whereby people with learning disabilities have a say in their care.

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**Screening of Taxi Drivers.** DB reported that screening of taxi drivers in Oxfordshire has increased and that all taxi drivers have reached the appropriate level of accreditation.

**Safer Oxfordshire Strategic Intelligence Report.** DB reported that crime has fallen 33% over the last 8 years.

DB reported that he had arranged for a senior drainage engineer to meet with Council and AR confirmed that this meeting had taken place. AR is waiting to hear back from the engineer. DB further reported that he had been approached by the landlord of The Unicorn regarding placing hitching posts outside the pub. DB sought the views of Council. TC pointed out that there are a large number of BT cabinets at that location. TC suggested that the hitching post would better be situated in Carling's Orchard. DB also reported that he would be attending the Bridge Summit meeting on 10<sup>th</sup> June 2016 regarding the proposed 3<sup>rd</sup> Reading bridge and that he has written an article on the matter for the Peppard News.

**A.. Update on hedges at Shiplake Bottom.** AR checked on 14<sup>th</sup> April 2016 and found that 3 hedges have not been cut back. AR stated that he would prefer not to escalate if possible and asked KM to send letters to the property owners in question.

**B. Update on flooding at Wyfold Lane.** AR confirmed with DB that the farmer is actually the owner – not a tenant.

**C. Update on Speed Survey.**

**D. Writing of Letter to OCC and the District Councils.** AR advised that he had drafted a letter but now that Price Waterhouse Coopers have already been appointed the letter would need to be revised and he would modify the latter accordingly.

## **10, Calendar of Events (continued)**

**B. Date for Rotherfield Peppard Annual Parish Meeting 2017.** Saturday 27<sup>th</sup> April 2017 at 10:00am was agreed as the date for the 2017 Annual Parish Meeting.

*Proposed, SC. Seconded, TR. In Favour, Unanimous. Abstentions, None.*

**C. Date for 2017 Litter Blitz.** Saturday 4<sup>th</sup> March 2017 at 10:00am was agreed as the date for the 2017 Litter Blitz.

*Proposed, SC. Seconded, TR. In Favour, Unanimous. Abstentions, None.*

## **11, Administration, Finance and Staffing**

**A. Review of 2015/16 Internal Audit Report.** TC advised that this was reviewed at the Finance and Staffing Committee meeting of 5<sup>th</sup> April 2016 and approved at the Council Meeting of 11<sup>th</sup> April 2016.

**B. To agree and sign the Annual Return for 2015/16.** The Annual Return for 2015/16 unanimously approved by the Council and signed by SC and KM and sent to BDO.

**C. T Confirm dates for 2015/16 External Audit.** TC advised that this was reviewed at the Finance and Staffing Committee meeting of 5<sup>th</sup> April 2016 and approved at the Council Meeting of 11<sup>th</sup> April 2016. The agreed date was 20<sup>th</sup> June 2016.

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**D. Matters relating to the new Clerk.** It was proposed to purchase a new laptop computer with a 2 year guarantee from John Lewis including MS Office costing a total of £409. **Proposed, SC. Seconded, AR. In Favour, Unanimous. Abstentions, None.** It was also agreed that because it is not possible to transfer the previous Clerk's number to the new Clerk's house, a Parish Council mobile should be bought. KM was tasked with finding out costs at the soonest possibility.

**E. To approve subscriptions for 2016/17.** It was decided to renew the SLCC subscription but not the ORCC subscription. **Proposed, SC. Seconded, AR. In Favour, Unanimous. Abstentions, None.**

## **12. New Insurance Agreement.**

A. The agreement of actions required from the Inspection Logs was deferred to the next meeting.

B. It was agreed to renew the existing policy with Came and Company.

**Proposed, SC. Seconded, TC. In Favour, Unanimous. Abstentions, None.**

## **13. Approval of Payments**

The payments detailed in Appendix 3 were approved.

**Proposed, SC. Seconded, AR. In Favour, Unanimous. Abstentions, None.**

It was agreed that TR and SC would be the Members to authorise the payments approved as per Appendix 3.

## **14. Matters for future Meetings.**

TC called for an update on the NDCC.

AR will draft a letter regarding Carling's Orchard.

## **15. Correspondence.**

A. Request from Rotherfield Greys Fate organisers to place notices in the village. The organisers of Rotherfield Greys Fate sought Council's permission to place notices in the village to advertise the fate in September. It was agreed that permission be granted.

**Proposed, SC. Seconded, AR. In Favour, Unanimous. Abstentions, None.**

B. Invite from Benefice of All Saint's Church. An invitation was received from the Benefice of All Saint's Church to attend a service on 12<sup>th</sup> June 2016. SC said he would be happy to attend and Council was in agreement.

There being no further business the meeting was closed at 9:22pm.

Signed.....

Appendix 1:

**Appendix 1 – Meeting Dates:**

Following the precedent set by the previous year would suggest the following dates:

2017

**January**

Monday 9th, 7:30pm	Planning
Saturday 14th, 8:20am	Trustee
Tuesday 31st, 7:30pm	Planning

**February**

Monday 6th, 7:00pm	Trustee
Monday 6th, 7:30pm	Full Council and Planning
Saturday 25th, 10:00am	Planning

**March**

Monday 13th, 7:00pm	Trustee
Monday 13th, 7:30pm	Full Council and Planning
Saturday 25th, 10:00am	Planning

**April**

Wednesday 5th, 7:30pm	Finance and Staffing
Monday 10th, 7:00pm	Trustee
Monday 10th, 7:00pm	Full Council and Planning
<i>Saturday 22nd, 10:00am</i>	<i>Annual Parish Meeting</i>
Saturday 29th April, 10:00am	Planning

**May**

Monday 8th, 7:30pm	Full Council and Planning
Saturday 27th, 10:00am	Planning

**June**

Monday 12th, 7:30pm	Full Council and Planning
Saturday 24th, 10:00am	Planning

**July**

Tuesday 4th, 7:30pm	Finance and Staffing
Monday 10th, 7:30pm	Full Council and Planning
Saturday 22nd, 10:00am	Planning

**August**

Saturday 19th, 10:00am	Planning
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**September**

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Monday 11th, 7:00pm	Trustee
Monday 11th, 7:30pm	Full Council and Planning
Saturday 23rd, 10:00am	Planning

#### **October**

Tuesday 3rd, 7:30pm	Finance and Staffing
Monday 9th, 7:30pm	Full Council and Planning
Saturday 21st, 10:00am	Planning

#### **November**

Monday 13th, 7:30pm	Full Council and Planning
Saturday 25th, 10:00am	Planning

#### **December**

Tuesday 5th, 7:30pm	Finance and Staffing
Monday 11th, 7:30pm	Full Council and Staffing
Saturday 16th, 10:00am	Planning

Appendix 2:

REPORT TO ROTHERFIELD PEPPARD PARISH COUNCIL MAY 2016 FROM CLLR DAVID BARTHOLOMEW

GENERAL OCC REPORT

PROPOSALS FOR UNITARY COUNCIL

Without consulting the public or OCC, on Thursday 25th February a surprise announcement was made by Oxfordshire's District Councils and Oxford City Council. It called for the abolition of OCC and the establishment of four district quasi-unitary councils. In addition, the announcement called for the creation of an unelected quango to be known as a 'Combined Authority' to take on difficult areas of responsibility currently with OCC, such as social care and major road projects.

The Districts put out a tender to consultants to produce a report to support their proposals. Their brief to consultants initially stated: "The District Councils' view is that a single county-wide unitary authority is not the right solution for Oxfordshire". It went on to say that any finding suggesting a single county-wide unitary is best would not be approved. The OCC view was that a single county-wide unitary authority was an option that should be considered, and stated that it would therefore be forced to commission a separate report.

As a result of OCC and public pressure, District Council leaders eventually agreed to commission a report covering all the options. However, the protocol relating to the commissioning and management of the report could not be agreed between OCC and Districts, so the nett result is that two separate reports costing in excess of £100,000 each will proceed. Initial findings will be available June/July with public consultations to follow. It is likely the Secretary of State will rule on the reports in the autumn.

CHILDREN'S CENTRE CONTRACTS EXTENDED UNTIL SPRING 2017

OCC has extended contracts for Oxfordshire's children's centres and early intervention hubs until 31 March 2017. The Cabinet is due to meet on 24 May to consider a proposal on how to allocate an additional £2m that the County Council agreed not to cut from early intervention services when the budget was set in February. The extension to the contracts until the spring of 2017 is intended to allow more time to manage the transition

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into the new service, pending decisions being taken on how the £2m is to be spent. It will also allow more time for OCC to continue working with community groups to develop the best possible local solutions for the continuation of open access services – including proposals for the continued use of children’s centre and hub buildings. Following the decision of the Cabinet, the council will carry out an extensive staff consultation regarding the new Children’s Service model and the roles within it.

**OXFORDSHIRE TOGETHER - HIGHWAY SERVICES NEXT STEPS** Since the launch of the Oxfordshire Together proposals in September 2015, around 140 town and parish councils have expressed an interest in taking on delivery of some local highway services that the council will no longer be able to deliver in the future, or will only deliver to the statutory minimum standard. OCC is now inviting all interested town and parish councils to sign the necessary agreements that will allow the council to formally transfer the undertaking of highway services under the Oxfordshire Together proposals to town and parish councils that wish to take them on. More information on Oxfordshire Together and the approach and services which can be taken on by Towns and Parishes can be found at [www.oxfordshire.gov.uk/oxfordshiretogether](http://www.oxfordshire.gov.uk/oxfordshiretogether) and any questions or comments should be sent to [localities@oxfordshire.gov.uk](mailto:localities@oxfordshire.gov.uk)

**COUNTY’S ADOPTION WAITING TIMES AMONG NATION’S SHORTEST** Children are waiting less time to be adopted in Oxfordshire than almost anywhere else in the country, latest Government figures show. Between 2012 and 2015, 73 per cent of Oxfordshire children waited less than 16 months between entering care and moving in with their adoptive family - the third highest figure out of 149 authorities across the country. The council was sixth best for the average time taken between a child entering care and moving in with its adoptive family, and recorded the 15th shortest average time between receiving court authority to place a child and matching them with a family.

**PIONEERING PROJECT BRINGS SERVICES CLOSER TO THE PEOPLE WHO USE THEM** People in Oxfordshire with learning disabilities have taken a lead role in the commissioning of services that will provide them with care and support. The project run by OCC involved about 60 people with learning disabilities and members of their families in the appointment of five new service providers to run contracts worth a total £15million. Service users and/or a member of their families sat on the evaluation panels which examined all the bids to provide 18 supported living services before deciding on the five successful providers.

**TAXI SAFEGUARDING TRAINING** All taxi drivers and passenger assistants transporting children and vulnerable adults as part of OCC contracts are now required to have completed safeguarding training. This training also covers bus and coach drivers. The aim of the training is to raise the bar for the safety of all passengers – and empower drivers to play a key role in protecting those in their care. Like other professionals who come into regular contact with children – including those with complex care needs – OCC wants to ensure they are equipped with the knowledge they need to feel confident in that environment and to ensure the safety of all passengers in their care.

**LATEST INFORMATION ON CRIME AND COMMUNITY SAFETY IN OXFORDSHIRE** An updated version of the Safer Oxfordshire Partnership’s Strategic Intelligence Assessment has been published. It aids understanding of emerging trends and patterns in crime and disorder, and it explores future threats and opportunities. The SIA is part of the evidence base which supports community safety partners to plan and target their work. The headline long-term trend shows that crime in Oxfordshire has fallen by 33% over the past eight years. The full report and an executive summary can be seen via this link: <http://insight.oxfordshire.gov.uk/cms/community-safety-0>

**SPECIFIC REPORT FOR ROTHERFIELD PEPPARD**

**STOKE ROW ROAD FLOODING AND MUD & WYFOLD LANE FLOODING REF 727239** A senior County drainage engineer offered to meet a representative of the PC on site and the meeting took place last month.

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THIRD READING BRIDGE I have written an article for Peppard News to update residents on the latest status. I will also be attending the next 'Bridge Summit Meeting' with MPs on 10th June (unless blocked).

HITCHING POSTS AT THE UNICORN The landlord of the Unicorn has approached me for help in relation to erecting hitching posts opposite the pub for thirsty riders. I would be grateful for the PC's views on the proposal.

Appendix 3:

<b>Awaiting invoice or paid quarterly.</b>					
<b>No.</b>	<b>Account</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Notes</b>
17-560	Village Upkeep	Hallet Handyman	Remove old bench	50	Waiting for work to be done.
17-561	Village Upkeep	Hallet Handyman	Install new bench	100	Waiting for work to be done.
17-573	Staff Costs	HMRC	May PAYE	tbc	Est. 128.20, paid quarterly, June.
17-578	Carling Orchard		Fertiliser	50	Awaiting receipt (AR)
17-579	APM	L Collison	Projector set up	75	Awaiting receipt (SC)
<b>Approved last month.</b>					
<b>No.</b>	<b>Account</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Notes</b>
17-580	APM	L Collison	Refreshments	23.14	
<b>May payments to be approved and paid.</b>					
<b>No.</b>	<b>Account</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Notes</b>
17-583	Staff Costs	T Parisi	May wages	tbc	
17-584	Staff Costs	M Bowles	May wages	tbc	
17-585	Staff Costs	K Musson	May wages	tbc	
17-586	Staff Costs	HMRC	May PAYE	tbc	Est. 128.20, paid quarterly, June.
17-587	Staff Costs	Autela Payroll Svs	May payroll services	13.3	Paid quarterly, June.
17-588	IT Software	Intuit	Quickbooks Pro May	12	Paid by direct debit.
17-589	Grant to SP&F	NPower	April/May peak	tbc	Paid by direct debit.
17-590	Grant to SP&F	NPower	April/May off peak	tbc	Paid by direct debit.
17-591	Grant to SP&F	Dust in Time	Pavilion Cleaning May	60	
17-592	Staff Costs	L Collison (Expenses)	Phone	22.42	
17-593	Office Costs	T Rancombe	Cartridge claim	25.99	
17-594	Subscription	SLCC	Annual Subscription	c.210	Amt to be confirmed with SLCC
17-595	Grant to SP&F	WRM Plumbing	Fixing Pavilion tap	65	
17-596		Small Green Tree	Domain Name	9.88	
17-597		Came & Co	Insurance	735.25	
17-598	Grant to SP&F	Compass Electrical	Electrical repairs	425	
17-600		John Lewis	RPPC Laptop	409	

**Planning Committee**

**Present:**

**Councillors:** Fiona Berry (Chair) (FB) Valerie Ross (VR)  
 Tony Cotton (TC) Simon Crouch (SC)

**Clerk:** Karl Musson (KM)

**Members of Public:** none

**Public Forum:**

No members of the Public present

1. **Apologies:**  
 Apologies for absence were received in advance from Councillor Veronica Treacher (VT)

2. **Declaration of Pecuniary Interests :**  
 None

3. **Planning Applications considered:**

Planning Application
<p><b>P16/S1208/FUL: Halcyon 15 Stoke Row Road Peppard Common RG9 5EJ</b>                      Variation of Conditions 2 and 3 of planning permission P15/S0426/FUL to add rooflights and change roofing materials - Demolition of an existing single garage and the erection of replacement garage, ground floor front and side extensions and first floor front, side and rear extensions</p>
<p>It was agreed unanimously that RPPC should express 'No Strong Views' for this application</p>
<p><b>P16/S1110/O: Bishopwood Camp Gallowstree Common RG4 9BT</b>                      Outline application for erection of two dwellings and garages with new <u>vehicular access with all matters reserved except for means of access</u></p>
<p>It was agreed unanimously that RPPC should recommend REFUSAL of this application.</p>
<p>For more details see Appendix 1.</p>

4. **Planning Decisions by SODC since last meeting**

Location / Description	RPPC Decision	SODC Decision
<p><b>P16/S0052/FUL Daisy's at the Dog Peppard Common</b>                      Demolition of existing outbuildings and creation of one residential dwelling</p>	REFUSAL	APPROVAL

5. **Enforcement: To consider enforcement issues in the Parish, to include:**

Location / Description

**Manor Farm RG9 5LA**

Without planning permission the change of use of land for the purposes of a concrete mixing business and a depot for a demolition contractor's business.

Enforcement notice SE13/150 due for compliance by 11 March 2016.

SODC was informed that Manor Mix expected to complete a move to new premises at Ewelme by the end of April 2016 and a visit early in May by SODC confirmed that the aggregate storage bunkers had been removed.

It has been identified however that the open yard activity does not appear to have ceased as Manor Mix lorries are still entering and leaving the site.

The meeting ended at 10:03 pm

**Adopted as a true and accurate record:**

**Signature** ..... **Date**  
.....

## Appendix 1

### **P16/S1110/O Bishopwood Camp Gallowstree Common RG4 9BT**

#### Response to SODC

RPPC considers that the application should be REFUSED

RPPC supports the objections raised by Sonning Common Parish Council.

Contrary to the following policies:

#### **Principle of the development**

CSR1 - not within the built up limits of Sonning Common or Peppard Common and does not constitute infill

#### **Character and appearance**

CSEN1 - the construction of two residential dwellings alters the rural character of Bishopswood resulting in intensification of development in the countryside.

The development is not situated appropriately sitting halfway between Gallowstree Common and the edges of Peppard Common and its isolation does not contribute to the social or economic well being of the adjacent communities.

CSB1, C9, H12 - The site is situated in one of the SODC Conservation Target Areas and was previously a wooded area adjacent to Old Copse. It has now been cleared of all trees and vegetation impacting on the character and biodiversity of the area. This loss is not outweighed by the benefits of providing dwellings of this type and the development will not mitigate this loss. If planning approval is not given it can be left to return to its natural state.

The site is of public interest representing a stage in the history of the area and is better preserved than some similar sites of the same period.

The siting, and design does not complement the local area nor does it reflect the historic significance of the site.

EP3 - this development will introduce light pollution into a 'dark area' with no external lighting. Houses introduce lights into the countryside and have a particular impact when lights are introduced to identify entrances.

#### **Sustainability**

Not clear that services such as waste water management are available for the site. No public transport, footpaths, local shop etc.

Does not meet the criteria of a small brownfield site under proposed NPPF changes.