

**KIRTLINGTON PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING  
ON 22<sup>nd</sup> OCTOBER 2025 AT 6.30PM**

PRESENT: Cllrs Amanda Carpenter (in the chair), James Nicholson, Nick Fry, Kay Chacksfield, Anthony Child.

IN ATTENDANCE: Joanne Broughton (Clerk), 6 members of the public.

1	<u>Apologies for absence:</u> The following apologies were accepted: Cllrs Claire Rose, David Richardson, District Cllrs Nigel Simpson and Grace Conway-Murray.											
2	<u>Variation of order of business:</u> It was agreed to go straight to Planning item 8 and then revert back to the agenda.											
3	<u>Declarations of interest:</u> None											
4	<u>County and District Councillors' reports and questions:</u> None											
5	<u>Confirmation of minutes:</u> The minutes of the meetings on 22 <sup>nd</sup> July 2025 and 16 <sup>th</sup> September 2025 were signed as a true record.											
6	<u>Actions update:</u> <ul style="list-style-type: none"> <li>• Defibrillator – The Clerk advised that Cllr Richardson will follow up on installation of the new defibrillator after 28<sup>th</sup> October.</li> <li>• Scout hut underlease – Cllr Carpenter advised that this is not ready to be signed and Wellers have been chased several times.</li> <li>• S106 funds – Cllr Fry will draft a Freedom of Information request to be sent to OCC to ascertain how much they are holding in S106 funds and which Parishes have received their funds. Clerk to find out who to send it to. <b>Action: Clerk, NF.</b></li> <li>• CCTV quote for Mill Lane and Crowcastle Lane – It was agreed that Safeguard's quote of £10,000 for solar powered CCTV is too expensive. Cllr Chacksfield has spoken to a resident who suggested using power from their sewage pump station, however some residents are concerned that it could invalidate their agreement. There is no other nearby power source.</li> </ul>											
7	<u>Public Participation:</u> Members of the public were advised that they may speak for a maximum of three minutes each. <ul style="list-style-type: none"> <li>• Members of the public raised concerns on the planning applications for Heyford Park and Puy du Fou and the effect these would have on traffic in the village. These were discussed further under the Highways and Planning agenda items.</li> </ul>											
8	<u>Planning applications:</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">25/02016/LB (deadline 23<sup>rd</sup> Oct)</td> <td>Replacement of existing thatch roof covering at Oak Cottage, Heyford Road. <b>No objection</b></td> </tr> <tr> <td>25/02298/TCA (deadline 7<sup>th</sup> Oct)</td> <td>Section fell tree, grind out the remaining stump to a maximum depth of 30cm at Kirkstone House, Church Lane. <b>Objection</b> - Already sent to CDC Planning Department.</td> </tr> <tr> <td>25/02584/LB (deadline 6<sup>th</sup> Nov)</td> <td>Re-instatement of fire damaged thatched cottage comprising new roof framework and thatched roof covering, renewal of windows lost to the fire, internal plasterwork and joinery repairs, re-build chimney stacks at Crowcastle, Crowcastle Lane. <b>No objection</b></td> </tr> <tr> <td>25/02608/F &amp; 25/02609/LB (deadline 6<sup>th</sup> Nov)</td> <td>Single storey rear extension, removal of existing garage door and infilling of opening with new frontage to match historic at Bay Tree Cottage, 1 Kytes Place. <b>No objection</b></td> </tr> <tr> <td>25/02232/OUT (deadline 11<sup>th</sup> Oct)</td> <td>Puy du Fou - Outline application with all matters reserved for tourism development including outdoor and indoor theatres, restaurants, hotels,</td> </tr> </table>		25/02016/LB (deadline 23 <sup>rd</sup> Oct)	Replacement of existing thatch roof covering at Oak Cottage, Heyford Road. <b>No objection</b>	25/02298/TCA (deadline 7 <sup>th</sup> Oct)	Section fell tree, grind out the remaining stump to a maximum depth of 30cm at Kirkstone House, Church Lane. <b>Objection</b> - Already sent to CDC Planning Department.	25/02584/LB (deadline 6 <sup>th</sup> Nov)	Re-instatement of fire damaged thatched cottage comprising new roof framework and thatched roof covering, renewal of windows lost to the fire, internal plasterwork and joinery repairs, re-build chimney stacks at Crowcastle, Crowcastle Lane. <b>No objection</b>	25/02608/F & 25/02609/LB (deadline 6 <sup>th</sup> Nov)	Single storey rear extension, removal of existing garage door and infilling of opening with new frontage to match historic at Bay Tree Cottage, 1 Kytes Place. <b>No objection</b>	25/02232/OUT (deadline 11 <sup>th</sup> Oct)	Puy du Fou - Outline application with all matters reserved for tourism development including outdoor and indoor theatres, restaurants, hotels,
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	<p>conference facilities, offices, warehousing and storage, security control centre, medical centre, animal facilities (including stables, aviary, animal sheds), laundry facility and workshops, and supporting infrastructure including waste management centre, wastewater treatment facility, energy centre and sub-stations, photovoltaic (pv) solar panels, water storage tanks and pumps, lakes and water management systems, structural landscaping, internal footpaths, internal vehicular routes, active travel routes, parking and access (outline masterplan) at Land North and East of Manor Farm, Bainton Road, Bucknell.</p> <p><b>Objection</b> – KPC held an online planning meeting to discuss this application. KPC were invited by Bucknell and Stoke Lyne Parish Councils to join a coalition of objection but have agreed to submit their own objection directly to Cherwell District Council via their planning portal. A copy of our full response to this application is appended to these minutes.</p>
25/02190/HYBRID (deadline 11 <sup>th</sup> Oct)	<p>A hybrid planning application consisting of:  Demolition of 222 existing buildings and structures as listed in Schedule 1. Up to 9,000 new dwellings (Class C3) comprised of: Outline planning permission for up to 8,848 dwellings (Class C3). Change of Use of Buildings 320, 345, 350,172 for up to 152 dwellings (Class C3) and outline planning permission for up to: 4,610sqm of new light industrial buildings (Class B2), 2,600sqm of new warehouse buildings (Class B8)  5,500sqm of new hotel buildings (Class C1) , 40,650sqm of new commercial, business and service buildings (Class E), comprising of retail, restaurant/cafe, indoor sport/recreation and fitness, medical/health services, creche/nursery, and office/research &amp; development. Learning buildings (Class F1), comprising four primary schools (1 x 2FE and 3 x 3FE) , 1 secondary school (1 x 9FE) and a Centre for Peace Studies (1,100sqm.) 1,770sqm of local community uses (Class F2), comprising of community centre and library buildings  1,000sqm of Public House/restaurant (sui generis) , 7,500sqm for datacentre buildings (sui generis). Renewable energy generation with associated infrastructure, including 3 wind turbines, solar photovoltaic and battery energy storage systems. Change of use of 98 existing buildings: Permanent change of use of buildings and structures as listed in Schedule 2 and associated infrastructure works, including surface water attenuation provision, improvements to foul drainage systems, highway and transport works, green and blue infrastructure provision at Heyford Park, Camp Road, Upper Heyford.</p> <p><b>Objection</b> - KPC held an online planning meeting to discuss this application and has sent a letter to MP Calum Miller, Dorchester Living and the Oxford Mail. Cllr Carpenter read out the letter and a copy is on the KPC website and appended to these minutes. Chair of the MCNP Forum, Martin Lipson, has also written to CEO Paul Silver at Dorchester Living and received a response.</p>

- 24/01846/F - The planning application for a steel container on land at Crowcastle Lane has been refused. Clerk to follow up planning breaches with CDC. **Action: Clerk.** The planning applicant spoke at the end of the meeting and Cllrs Carpenter, Chacksfield, Fry and Nicholson agreed to meet with him on site to discuss concerns. **Action: AC, KC, NF, JN.**

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**Finance:**

The following payments were approved in accordance with the budget:

Ady Podbery	Grass cutting of sports field 11/9 & 25/9	£256.80
James Nicholson	Fuel for volunteer groundsmen	£58.26 PAID
OALC	Councillor Fundamentals course for Claire Rose, Amanda Carpenter & Anthony Child	£234.00
Cherwell District Council	Half yearly charge for emptying dog bins	£302.02
Joanne Broughton	October salary	£1,097.32
Joanne Broughton	October expenses	£68.00
Wellers	Land registry fee	£14.00

10	<p><u>Councillor Priority Fund:</u></p> <ul style="list-style-type: none"> <li>The fund is now open for applications until November 2026. Applications are to be pre-approved by County Cllr Will Boucher-Giles before being submitted online. Various electronic traffic calming signs were discussed for all approaches to the village and flashing ‘smiley face’ signs are the preferred option. It was noted that an existing sign is still set to 30mph and doesn’t currently work. Cllr Fry to contact Kathryn Gash at OCC Highways for further information on installing these. Clerk to find out how much ‘smiley face’ signs cost and apply to the fund. <b>Action: NF, Clerk.</b></li> <li>It was noted that KPC have been awarded a grant of £2,355 from Thames Valley Police for the village hall CCTV. Clerk to thank District Cllr Nigel Simpson for his help in securing this. <b>Action: Clerk.</b></li> </ul>
11	<p><u>Allotments, Community Orchard and Gravel Pit Field:</u></p> <ul style="list-style-type: none"> <li>Judith Vickars has informed all allotment plot holders that Oxford Conservation Volunteers (OCV) will commence the first stage of the hedge laying at Crowcastle Lane on 30<sup>th</sup> November. Judith has also asked for volunteers and warned plot holders that there will be a bonfire. Clerk to put up Facebook post nearer the time. <b>Action: Clerk.</b></li> <li>Ron Varney has been asked to cut the hedge at Gravel Pit Field. Clerk to follow up on when this will be done. <b>Action: Clerk.</b></li> <li>The Community Orchard held a successful apple pressing day.</li> </ul>
12	<p><u>Road safety and traffic calming:</u></p> <ul style="list-style-type: none"> <li>Cllr Fry advised that there is nothing to report from the Traffic Sub-Committee.</li> <li>The Speedwatch equipment is now stored in the village hall boiler room. A discussion was held regarding whether to restart the scheme in the village and a resident expressed their views about the speed that people drive along south green. It was decided that KPC would not restart Speedwatch at this moment in time and will instead focus on electronic traffic calming signs.</li> </ul>
13	<p><u>Village Hall Management Committee (KVHMC):</u></p> <ul style="list-style-type: none"> <li>The Clerk has arranged CCTV training for 6<sup>th</sup> November and advised that Mark Harrison should attend the training alongside the Clerk and Cllr Fry. KVHMC must nominate another person for CCTV access as soon as possible.</li> <li>A second filing cabinet has been purchased by KPC for the Oak Room. The archiving has all been transferred to the filing cabinets and is to be reviewed by the Clerk. <b>Action: Clerk.</b></li> <li>Mark Harrison has sent the clerk notes for a car park policy which the Clerk will circulate to all Cllrs and incorporate into a formal draft policy for approval. <b>Action: Clerk.</b></li> </ul>
14	<p><u>Sports Field (including liaison with volunteer groundsmen):</u></p> <ul style="list-style-type: none"> <li>A gate onto the sports field is still unlocked and of concern to KVHMC. Cllr Nicholson has spoken to the owners of the gate and they, along with other neighbours, would like to submit proposals for how this is managed. It was agreed by KPC to defer a decision on this until the lease for the scout hut land has been signed.</li> <li>Clerk to invite Darren Bartlett to the next meeting for an update on the cricket proposal and to check if he’s informed the volunteer groundsmen. <b>Action: Clerk.</b></li> <li>The Clerk has asked Ady Podbery not to cut the sports field just before fireworks night, as requested by KVHMC, due to the mess it makes inside the village hall.</li> </ul>
15	<p><u>Play Areas at Sports Field and Roman Close:</u></p> <ul style="list-style-type: none"> <li>Kirtlington Property Maintenance are commencing repairs on 11<sup>th</sup> November as recommended in Playsafety’s annual inspection report.</li> </ul>

16	<p><u>Mid-Cherwell Neighbourhood Plan (MCNP):</u></p> <ul style="list-style-type: none"> <li>• Cllr Chacksfield suggested asking Briony Enser, who is part of the MCNP Committee, to provide an update prior to each KPC meeting. Clerk to speak to Briony. <b>Action: Clerk.</b></li> </ul>
17	<p><u>Website, Facebook and Village News:</u></p> <ul style="list-style-type: none"> <li>• The Village News would like KPC to send it's 'big issues and decisions' as a regular update. Cllr Carpenter to draft this prior to the next deadline on 15<sup>th</sup> November. <b>Action: AC.</b> Clerk to submit letter that was sent to Calum Miller and the planning updates. <b>Action: Clerk.</b></li> <li>• Items posted on the website included a modification order for Kirtlington footpath No. 2 for which residents have until 31<sup>st</sup> October to object and a letter sent to MP Calum Miller, the Oxford Mail and Dorchester Living objecting to the Heyford Park planning application.</li> <li>• The KPC Facebook page was updated with new photos taken by Cllr Child.</li> </ul>
18	<p><u>Correspondence:</u></p> <ul style="list-style-type: none"> <li>• Email from resident regarding Heyford Park planning application and increase in traffic on A4095: This was discussed under item 12.</li> <li>• Email from resident regarding verges on Crowcastle Lane: Clerk to look into ownership of verge. <b>Action: Clerk.</b></li> <li>• Request to join Puy du Fou Coalition of Objection with Bucknell and Stoke Lyne Parish Councils: This was discussed under item 8.</li> <li>• Notification from OCC that temporary congestion charge permits for Oxford City can now be applied for. The congestion charge starts on 29<sup>th</sup> October. People can apply for 25 visits per year: A resident has already posted this on the village Facebook page.</li> <li>• Notice from OCC of Modification Order to Kirtlington Footpath No. 2: Posted on KPC website.</li> <li>• Invitation from OCC to Community Climate Adaptation Workshops: Clerk to circulate to all Cllrs again as Cllr Carpenter is now unable to attend. <b>Action: Clerk.</b></li> <li>• Invitation from OCC to Bicester and Mid-Cherwell Movement and Place (MAP) Plan Engagement Briefing: Circulated to all Cllrs.</li> <li>• Request for donation from Oxfordshire Mind: Not agreed at this time.</li> </ul>
19	<p><u>Essential village matters:</u></p> <ul style="list-style-type: none"> <li>• The Clerk has notified the Community Warden of fireworks being set off at the quarry and was advised that all anti-social behaviour should be reported via the CDC website.</li> <li>• Cllr Carpenter advised that the path that leads from the Chestnuts to the Heyford road is slippery with rotten apples and requires clearing. She will make enquiries regarding its ownership. <b>Action: AC.</b></li> </ul>
20	<p><u>Gates for Mill Lane:</u></p> <ul style="list-style-type: none"> <li>• A quote from Charlie Brinkworth totalling £1,768.53 for gates on Mill Lane was discussed. The gates will go across the verges on Mill Lane and will include signage to indicate that it's a bridleway. Concerns about the exact location of proposed gates had been expressed by a resident and it was agreed for Cllrs to visit the site and agree location. <b>Action: AC, JN, KC, NF.</b> <b>Resolved:</b> To proceed with gates and obtain quotes for signs.</li> <li>• The landowner of the area involved with the rotted post has been informed by letter, and we will wait up to one month for a response.</li> </ul>

The meeting closed at 8pm. The next meeting is Tuesday 18<sup>th</sup> November 2025.

Signed..... Dated.....