

**Meeting of Ashbury Parish Council
At The Village Hall
Monday 14th November 2022 at 6.00pm
Minutes**

Present: Cllr C Prentice (Chair), N Morgan, J Ruggiero, P Cowx, A Reynolds, L Evans (Clerk), P Smith (Chair of NPG), District Cllr E Ware and five members of the public.

ITEM

1 To receive apologies for absence

County Cllr Y Constance, District Cllr S Howell and Cllr J Greenham

2 To receive any declarations of personal and/or prejudicial interest in respect of items on the agenda for this meeting - None

3 To approve the minutes of the Ordinary Meeting on Monday 26th September 2022

P Smith noted under item 8 of the Minutes it should read conservation area and not area of ANOB. The Minutes of the meeting held on 26th September 2022 were approved and signed with this amendment to be made.

4 To address matters arising from the previous meeting

Grass Cutting- Cllr N Morgan is continuing to feedback any issues to BGG. Cllr N Morgan proposed that as there had been some issues with the Contractor, it would be best to obtain at least one other quotation for the grass cutting for 2023-24 in addition to the proposal from BGG.

Action- Cllr N Morgan to obtain at least one alternative quote for the grass cutting contract.

Bus Shelter- New shingles have been fitted on the roof. Ridges and guttering to be completed shortly. Lots of positive feedback has been received on the bus shelter.

Flagpole- 2 quotes have been obtained for the flagpole. P Smith advised that APC contact the planning department at VWHDC to ensure that planning guidance is followed. Cllr J Ruggiero and Cllr C Prentice to submit APC's bid for the County Councillor Priority Fund and Cllr J Ruggiero to contact the planning department.

A generous offer to sponsor the flagpole from a resident has been received. M Simons to pass the contact details to Cllr J Ruggiero.

Action- Cllr J Ruggiero and Cllr C Prentice to submit the bid for the County Councillor's Priority Fund for the Flagpole.

Action- Cllr Ruggiero to ask the planning department whether planning permission is required to erect the flag pole.

Shop Lease – No invoice has been received from the Solicitor regarding the drafting of the lease-

Action- Cllr J Greenham to chase the Solicitors for the invoice

Road Re-Surfacing – A positive result has been achieved and Berrycroft has now been resurfaced but no resurfacing has taken place in Pound Piece and Idstone.

Action- Cllr E Ware to feed back the two outstanding requirements to County Cllr Y Constance

5 County & District Councillors- To receive reports from County and District Councillors (5 minute time slot)

The District Councillors' Report was circulated to the Councillors prior to the meeting – Report attached to the minutes in appendix 4

Planning- An application has been submitted for retrospective change of use of land at Windmill View in Watchfield for the siting of 27 mobile homes, 26 touring caravans, 9 utility rooms and 15 day rooms. Cllr E Ware has requested that this application be called in.

£50,000 Climate Action Fund- Another round for applications is open until 25th November. If there is a particular climate project or scheme, within the Parish, that could benefit from some additional funding.

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Cllr P Cowx proposed that APC apply to the Fund for an infra-red camera able to read the outside temperature of a building and illustrate where heat is being lost. Residents would be able to request use of the camera to see where their homes are losing heat. The meeting agreed that this would be beneficial to all residents. District Cllr E Ware to contact the funding department to check if this was possible under the grant.

Action- Cllr P Cowx to send a short description of the IR camera project to District Cllr E Ware who will check with the funding department regarding the purchase of an Infra-red camera under the grant and to inform Cllr P Cowx District Cllr E Ware- Check with the funding department regarding the purchase of an Infra-red camera under the grant and to inform Cllr P Cowx.

6 Chairs Verbal Update (3 minute time slot)

Nothing to report.

7 Clerks Verbal Update (3 minute time slot)

Nothing to report.

8 Sub Committee Reports- To receive reports from Sub-committees (6 minute time slot)

- **Ashbury Shop Sub-Committee** – In the absence of Cllr. Greenham, Cllr C Prentice noted that the Shop Sub-Committee remained in existence but there had been no need for activity since the renewal of the lease.

Action- Clerk to keep Ashbury Shop Sub-Committee on the agenda.

- **NPG Report** – Report attached to minutes in appendix 2

The report produced by P Smith had been circulated to all the Councillors prior to the meeting.

The Ambassador Church have now had the extra building completed but it needs to be inspected before use.

Welcome Pack: Cllr P Cowx offered to include a copy of the Welcome Pack in the AP Website Welcome section. M Smith and R Simonds preferred not to publish the Welcome Pack on the Website, but rather to refer new comers to M.Smith and R.Simons - their contact details have been provided on the Website. Where available the details of the Welcome Pack and Welcome section of the AP Website have been synchronized.

The Welcome Pack for all new residents to Ashbury Parish is currently held by M Smith but the APC section needs to be updated.

Action- Cllr C Prentice to check the Welcome Pack and update APC section as necessary.

- **Website Update**- Report attached to the minutes in appendix 5. All planned actions have been completed. Modifications and improvements will continue to be made as and when requests are received. Still ongoing and a continuing effort. Cllr C Prentice thanked the Website team.

- **Connectivity Update** – G Turner gave an update to APC regarding connectivity. See summary report at Annex 1. APC wished to thank G Turner for leading on this issue.

Action- Cllr C Prentice to send written request to County Cllr Y Constance for OCC help with the connectivity issues and Airband.

9 Financial Matters

The Finance Report produced by Cllr A Reynolds was circulated to all Councillors (attached to the minutes in appendix 3)

- Bank Reconciliation – was signed by the Clerk and the Chair.
- Consider draft budget for 2023/2024 and review of reserves held – The meeting discussed the draft budget and agreed that there was no longer a need for a budget line for Ukraine Humanitarian Reserves and this amount to be moved into general reserves. The Clerk to investigate a new laptop and inform Cllr A Reynolds of the cost-

Action- Clerk to inform Cllr A Reynolds of the cost of a new laptop.

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- The Precept will need to be set at the January meeting. In a preliminary discussion, it was decided that affordability for residents should be an important consideration in the present economic climate.
- To note: The Parish Clerk's terms and conditions have been reviewed in line with good practice.

10 Planning Matters

Applications;

The meeting noted that no planning applications were received.

Decisions:

The meeting noted that no planning decisions were received.

11 Public Forum- To take comments , representation or queries on agenda items (15 minute time slot)

No comments or representations were made by the members of the public in attendance .

12 Individual Topics (12 minutes allocated)

- **Emergency Planning for this coming winter** – all councils should have an up to date resilience plan (briefed in the latest OALC update) – Cllr J Greenham currently holds APC resilience plan. The briefing on the OALC update suggested different formats showing water company, electric company etc emergency contact details. The meeting agreed such a plan would be beneficial to residents and could be posted to the website, provided this was GDPR compliant.
Actions (i) As Cllr J Greenham was absent, the Clerk to draw his attention to the Emergency Resilience article in the OALC update; and for Cllr. Greenham to consider necessary steps.
(ii) District Cllr E Ware to also send a copy of a neighbouring Parishes resilience plan.
- **Playpark Quotation-** Deferred until the January meeting.
Action- Cllr C Prentice to consult with the Toddler Group parents, as to what additional play equipment would be their priority.
- **Flagpole-** Covered under item 4.
- **Dog Waste Bins** – The waste team had advised that, if a dog bin were purchased, then the emptying would need to be organized by others. Cllr Ruggiero reported concerns that dog waste is being placed in the open bin in the bus shelter. The meeting agreed that the best locations for dog bins would be the Village Green and on the Memorial area.
Actions (i) Cllr Ruggiero to consult with the planning team at VWHDC regarding erecting two dog bins on the Village Green and the War Memorial green space.
(ii) Clerk to write to the waste team formally requesting that the bin in the bus shelter be added to their litter mapping project.
- **Footpath by the pond**
Action - Continuing action for Cllr C Prentice to consult with Upper Mill Pond and Compton Beauchamp Estate regarding a future path by the pond to the allotments
- **Cost of Living** – The Village Hall Committee had discussed use of the Village Hall as a warm space but had decided this was not viable, the heating in the Hall being electric. The Village Shop and Tea Room was an ideal warm space.

13 Agenda Diary

- Annual Risk Assessment Review. The meeting approved the Annual Risk Assessment, as attached, but agreed that a cyber risk should be considered
Action- Cllr A Reynolds to find information on Cyber risk assessment and add to the review.

14 Correspondence

Response to FOI request - After consulting the Information Commissioner's Office and reviewing procedures, the APC had recently decided to release certain documents which a member of the

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public had requested. APC offered an apology to the individual concerned for the delay in receiving the document.

The Information Commissioner's Office had since closed the case, after deciding that APC were not holding any more minutes, other than those that had been found and released. The Information Commissioner's Office had also advised on the procedures that could be followed in any future request for release of documents relating to reserved business.

15 Future Agenda Items

- Shop Sub-Committee
- NPG
- Website
- Connectivity Update
- Flagpole
- Dog Waste Bins
- Play Park
- Footpath by pond
- Resilience Plan
- Speed Indicator Device

District Cllr E Ware explained that Shrivenham now have their own Community Speed Watch team (CSW), supported by Thames Valley Police

Action- District Cllr E Ware to forward the details of the Police Officer in charge of CSW to the Clerk.

AOB

Cllr P Cowx raised concerns over the severe hedge cutting on the 3 parcels of land recently bought from a local farmer for horse grazing. District Cllr E Ware noted that there are regulations regarding the cutting of hedgerows etc, and would forward the contact details of the relevant person at VWH. Cllr C Prentice said that it needed to be examined whether a breach of these regulations had occurred and what recourse APC might then have. Cllr J Ruggiero volunteered to lead on this investigation.

Actions (i) District Cllr E Ware to send the Clerk the contact details of the VoWH officials responsible for the hedgerow regulations.

(ii) Cllr J Ruggiero to investigate and report whether the regulations had been breached.

National Trust have requested help from AP volunteers to plant tree saplings in Ashdown Woods in Dec -Jan. **Action- Volunteer appeal to be posted on the AP Website and Margaret Smith's newsletter**

The meeting closed at 7:22pm

The next meeting will be held on Monday 16th January 2023 at 6pm in the Village Hall

Signed.....Date.....

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Councillors Actions Arising

Cllr C Prentice (Chair)

- **Flagpole Action-** Cllr J Ruggiero and Cllr C Prentice to submit the bid for the County Councillor's Priority Fund for the Flagpole.
Welcome Pack - Action- Cllr C Prentice to check the Welcome Pack and update APC section as necessary.
- **Connectivity -Action-** Cllr C Prentice to send written request to County Cllr Y Constance for OCC help with the connectivity issues and Airband
- **Play Park- Action-** Cllr C Prentice to consult with the Toddler Group parents, as to what additional play equipment would be their priority.
- **Footpath by pond - Action-**Continuing action for Cllr C Prentice to consult with Upper Mill Pond and Compton Beauchamp Estate regarding a future path by the pond to the allotments

Cllr J Greenham

- **Action-** Cllr J Greenham to chase the Solicitors for the invoice
- **Resilience Plan - Action-** As Cllr J Greenham was absent, the Clerk to draw his attention to the Emergency Resilience article in the OALC update; and for Cllr. Greenham to consider necessary steps.

Cllr N Morgan

- **Grass Cutting-** Action- Cllr N Morgan to obtain at least one alternative quote for the grass cutting contract.

Cllr J Ruggiero

- **Flagpole Action-** Cllr J Ruggiero and Cllr C Prentice to submit the bid for the County Councillor's Priority Fund for the Flagpole.
- **Flagpole Action-** Cllr Ruggiero to ask the planning department whether planning permission is required to erect the flag pole.
- **Dog Waste Bins - Action-** Cllr Ruggiero to consult with the planning team at VWHDC regarding erecting two dog bins on the Village Green and the War Memorial green space.
- **Hedgerow - Action-** Cllr J Ruggiero to investigate and report whether the regulations had been breached.

Cllr P Cowx –

- **Climate Fund- Action-** Cllr P Cowx to send a short description of the IR camera project to District Cllr E Ware who will check with the funding department regarding the purchase of an Infra-red camera under the grant and to inform Cllr P Cowx.
- **Natural Trust-** Action- Volunteer appeal to be posted on the AP Website and Margaret Smith's newsletter

Cllr A Reynolds

- **Risk Assessment- Action-** Cllr A Reynolds to find information on Cyber risk assessment and add to the review.

Clerk

- **Action-** Clerk to keep Ashbury Shop Sub-Committee on the agenda.
- **Budget - Action-** Clerk to inform Cllr A Reynolds of the cost of a new laptop
Bus stop litter bin - Action- Clerk to write to the waste team formally requesting the bin in the bus shelter be added to their litter mapping project.

Ashbury Shop Sub-Committee

No Actions

District Councillors

- **Road resurfacing - Action-** Cllr E Ware to feed back the two outstanding requirements to County Cllr Y Constance (Pound Piece and Idstone)

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- **Climate Fund - Action-** - District Cllr E Ware- Check with the funding department regarding the purchase of an Infra-red camera under the grant and to inform Cllr P Cowx.
- **Resilience Plan -Action-** District Cllr E Ware to also send a copy of a neighbouring Parishes resilience plan.
- **CSW-** District Cllr E Ware to forward the details of the Police Officer in charge of CSW to the Clerk.
- **Hedgerow - Action-** District Cllr E Ware to send the Clerk the contact details of the VoWH officials responsible for the hedgerow regulations.

NPG

No Actions

APCC Draft

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Appendix 1

Connectivity Update

1. Airband

Airband have provided new diagrams for their Kingston Winslow deployment, which has been funded by Oxfordshire under the government's rural broadband scheme.

They said they were still waiting for a wayleave for one pole before they could complete phase 1 (8 premises in the Lower Mill area). However, during the meeting information was provided that this pole has already been erected, so it is hoped that work will be continuing to connect the phase 1 houses in the next few weeks.

Phases 2 and 3 are still in the planning stage, with Airband considering various options.

The extremely slow progress on this fully funded deployment is very unimpressive.

Airband have not provided any more information on connection of homes in the main part of Ashbury, nor have they indicated that they could provide a service to Idstone which currently suffers from an extremely poor BT/OpenReach fibre to the cabinet service.

Post meeting note: Airband vehicles and contractors have been visible working in the Ashbury cross roads area recently.

Given their work in starting to deploy in Uffington and, as was mentioned in the meeting, their advertising on television, it appears that Airband may well be compounding the problems they are already facing which appear to be due in some part to the rapid growth of the company and its over extension into new deployments.

This project is now many, many months overdue and people who have signed up to the service in Kingston Winslow have been let down time and again.

2. PSTN Turn Off

BT are still working to their original timetable of turning off all public switched telephone network exchanges by the end of 2025 at the latest. They have indicated that they will not be offering PSTN service to new customers from 2023 even in those areas where the PSTN exchange has not been turned off.

Post meeting note: for a contract that has very recently come up for renewal in Ashbury, BT have indicated that the new contract will only provide for VoIP (voice over internet protocol) telephony and have asked for the customer's agreement that they will not be relying on the VoIP telephony service as their only way of contacting emergency services etc.

3. Mobile Coverage

There has been no movement on potential 5G deployment in Ashbury, a planning document that was sent to the Vale was sent erroneously and actually related to a deployment in Colchester.

3G services are due to be turned off during 2023, and for at least one of the mobile networks (Vodafone) there is only 3G coverage in the majority of Kingston Winslow. This means that there is a risk of this part of the parish becoming a mobile black spot unless 4G coverage is improved.

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Appendix 2

Report to Ashbury Parish Council (APC) from Ashbury Neighbourhood Plan Group (NPG) for period September 14th - 14th November 2022

Internal Activity

1. No of planning application received and or responses completed: None
Received notice of 'conditions of discharge' x 1 for 1 build (planning permissions in place), requires no NPG/APC response
2. NPG meeting October 11th 2022 Issues discussed:
 - NPG climate Change and Sustainability agenda for current property build in parish (to note since meeting PS is not able to progress this piece of work)
 - Actions to promote NP, its use and work of NPG, see below for piece for Welcome pack and a similar piece is required for the parish website.

FOR APC to discuss/agree NPG piece attached for the Parish Welcome Pack. The Welcome Pack is currently held by Margaret Smith and available for all new residents to Ashbury Parish. This NPG piece is to form the 2nd page of the piece for APC – which needs updating

- ONGOING Ashbury Website and NP/NPG requirements: NPG Requests have been made and registered to the APC Website Officer for a number of actions/changes required since July 2022 to the Ashbury website re NP and NPG documents

They are as follows for example:

NP heading/section – the content for this has the Referendum PDF copy of the Nplan to download BUT requires all the Appendix PDF documents for Appendix 1 to be uploaded and listed in the order of the NP (the NP states the ONLY place for these documents to be accessed is via the parish website)

The NPG heading/section – There are several headings to do with NP/planning/planning applications. There only needs to be 1 of these that includes the NPG Terms of Reference in PDF, the Annual reports in PDF submitted to APC, (the 2 monthly reports reported to APC are added to the notes of the APC meetings), all consultation responses in PDF (Oxfordshire 2050 plan, LDP drafts by Vale and South etc) written by NPG and submitted via APC + pieces outlining the role of NPG and the offer to Residents re any planning applications

External Activity

Levelling up and Regeneration Bill/agenda – this includes the NPPF update and housing numbers

To note that the target for 300,000 new house build per year by the mid 20's has been reinstated by the Levelling up, Regeneration and Housing Minister in a statement Oct 2022.

This albeit with an understanding of the difficulty of achieving this because of the economic situation, that there is a global shortage supply of building materials, their costs have increased and 'tight labour market'. Commitment to quality build versus quantity has been provided, (Chancellor Hammond set this target in 2017) as well as recognition for the need for house build to be better aligned to demographics and ageing population and identified local community needs.

Implications for Vale and South Local plans in place – None at this point. The current Vale Local Plan with agreed housing build numbers is in place till 2031. This Local plan is currently under review jointly with South, for adoption by 2024. The house build numbers for this revised plan which will be in place till 2041, are to be set and circulated for comment during 2023.

Pauline Smith as Chair Ashbury Neighbourhood Plan Group November 2022

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Appendix 3

ASHBURY PARISH COUNCIL

FINANCE REPORT TO 31 OCTOBER 2022

1. The Parish precept for 2022/2023 is £14,536 and both tranches have now been received.
2. To 31 October 2022, precept-related expenditure was expected to be £12,086.
3. To 31 October 2022, precept-related expenditure was actually £6,776. The underspend was mainly due to no costs having been incurred to date in relation to the work undertaken on the website, and the new laptop not having been bought yet. The shop lease has been renewed but no invoice has yet been received in respect of the legal costs. There was no requirement for a reserve to be established for the bus shelter as the work has been undertaken by parish residents, at a fraction of the cost. The details can be found in the attached report.
4. At 31 October 2022, total reserves stood at £54,488 (compared to £46,840 at 31 March 2022) of which £34,689 related to earmarked reserves. Again, the details can be found in the attached report.

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Appendix 4

District Councillors Report to Parish Councils Watchfield and Shrivenham Ward October/early November 2022 Vale of White Horse District Council

Cost of Living – There is a range of information on the Vale website which is aimed to help those residents who are struggling to pay their bills and cope with the increased cost of living.

Information includes Financial and Housing support and how to reduce your energy and costs. Go to: www.whitehorsedc.gov.uk/costoflivinghelp

Homes for Ukraine For general Ukraine queries please go to www.oxfordshire.gov.uk/ukraine
Telephone helpline 01865 966444 Open 0845am-5pm Monday to Friday closed weekends and bank holidays

Email: ukraineresponse@oxfordshire.gov.uk

For general queries, housing and community support in the Vale go to www.whitehorsedcc.gov.uk/ukraine

Telephone helpline 01235 422600 Option 1 Open 0830am-5pm Monday to Thursday 0830am – 4.30pm Friday closed weekends and bank holidays

Email: communitysupport@southandvale.gov.uk

Planning

The number of planning applications for our Ward villages continues to rise. Details for each Parish may be found on the Vale website www.whitehorsedc.gov.uk/planning

Amongst the many applications that have been submitted is one for the change of use of land at Windmill View in Watchfield for the siting of 27 mobile homes, 26 touring caravans, 9 utility rooms and 15 dayrooms.

There are three Reserved Matters applications in Shrivenham that are still awaiting determination. These relate to Phase 2 of the Cross Trees Park development on Highworth Road. The Vale has received amendments from the developer and these are subject to further consultation. Once comments have been received these will be considered as part of the determination process.

It was encouraging to receive notification that the new primary school planning application had been granted. Unfortunately, the expected delivery date of the new school has been delayed from the scheduled September 2023 to February 2024. This is extremely disappointing and it is hoped that there will not be any further delays to the operational opening date.

The Vale has published an interactive webpage for the Call for Land and Buildings available for change as part of the Joint Local Plan 2041. Details may be found on the Vale website for the Joint Local Plan 2041. There are a number of sites that have been submitted for the Watchfield & Shrivenham Ward.

Planning Appeals

- 1) A date has been set for the public appeal hearing that has been submitted to the Planning Inspectorate for 26 dwellings on Townsend Road in Shrivenham on the grounds of non-determination within the specified timescale. The hearing will be heard on 24 January 2023 (with 25 reserved if needed) the time and venue to be advised.
- 2) An appeal has been submitted to the Planning Inspectorate for the application of five self-build dwellings on land at the rear of Swiss Cottage Faringdon Road Shrivenham. The grounds for the appeal are based on the reasons for refusal by the Vale. The appellant has requested that the appeal be held in public at a formal hearing. Date, time and venue to be advised.
- 3) The appeal submitted to the Planning Inspectorate for a two storey side extension to Acorn Cottage The Green Longcot has been dismissed.

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- 4) An appeal has been submitted to the Planning Inspectorate regarding the refusal to erect a porch canopy at Silver Trees Fernham. The appellant has requested that the appeal be dealt with by written representations.

Council Meeting – The next full Council meeting will be held at The Beacon Wantage on Wednesday 7 December. The agenda will be published on 30 November.

Climate Emergency Advisory Committee – The Committee met on Monday 10 October. The agenda included an update on the new Environment Act, Climate Action Plan Quarter 1 and decarbonisation of leisure centres. The draft minutes of this meeting are on the Vale website. The next meeting will be held on 5 December 2022.

£50,000 Climate Action Fund – Another round for applications is open until 25 November. If you there is a particular climate project or a scheme that could benefit from some additional funding why not apply. Details are on the Vale website www.whitehorsedc.gov.uk/grants

Swindon CCG/Integrated Care Alliance – As previously reported we met with the CCG in June and September for brief updates. A more in-depth meeting is scheduled for 1 December.

Elm Tree Surgery Newsletter – The surgery has launched a Newsletter which gives details about the staff and new and existing services. Details may be found on the surgery's website www.elmtreesurgery.co.uk

Moved again – A reminder - The Vale and South Oxfordshire District Councils have moved back to Abbey House Abingdon. This is a temporary move for around two years until the new offices are built at the Gateway in Didcot. Following the Covid pandemic the majority of council staff now have hybrid working arrangements. This means that they can work from home or other remote locations or in the office.

Swindon Borough Council – New Eastern Villages

South Marston - The first phase of the 2380 dwellings for the area north of the A420 in South Marston has been submitted to Swindon Borough Council. 134 dwellings are proposed for Skylark, The Woodlands, South Marston. Skylark is located just north of the railway bridge on Old Vicarage Lane and the development will be on both sides of the road.

As you know Elaine is a member of the **Faringdon Area Traffic Advisory Committee**. The Committee met on Monday 31 October and again Elaine raised the ongoing rat running around Shrivenham and the surrounding villages. The increase in traffic and the number of serious accidents on the A420 were also discussed. The amendment to the new A420 roundabout signage was welcomed. Please contact Elaine if there are any other transport issues that are causing concern.

Although we don't normally hold surgeries we are always available to deal with any issues.

Simon Howell – 01793 784491 – simon.howell@whitehorsedc.gov.uk

Elaine Ware - 01793 783026 - elaine.ware@whitehorsedc.gov.uk

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Appendix 5

WORK CARRIED OUT ON THE AP WEBSITE IN OCT / NOV 2022

Welcome section of website:

- The Ashbury Parish Welcome pack and the Welcome section of the AP Website are synchronised.

Neighbourhood plan:

- NP and Appendices converted from PDF to Word.Doc and forwarded to the Clerk for filing in Drop Box.
 - PDF documents for Appendix 1 are listed in the order of the NP
- Neighbourhood planning group sub section reformatted:

- NPG consultation responses to VWHDC
 - NPG meeting minutes
 - NPG guidance documents
 - NPG reports to APC
 - NPG Welcome pack piece outlining the role of NPG
 - NPG Health and Care Strategy
 - NPG terms of reference
 - Oxford plan 2050

Connectivity group:

- Access to Graham Turner's One drive file available for status of 5G, Broadband, etc