



Minutes of a Meeting of the Planning Committee of Western Valley Parish Council

Thursday 27th February 2025 at 19:45, The District Centre, 1 Gentian Mews, OX11 6GR

Public Session

None.

Members Present:

Chair	Cllr A Dearlove (AD)
Members	Cllr A Thompson (AT)
	Cllr P Knowles (PK) [Arrived item 24.12.4]
	Cllr L Durman (LD)

Officers Present:

Clerk to the Council	Mrs L White (LW) [Attended Virtually]
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Public and Press: None.

Meeting Started **19:46**

24.12.1. Apologies & Substitutions [LGA 1972 s85(1)]

24.12.1.1. To receive apologies for absence.

Apologies were received in advance of the meeting from Cllr Humphries.

24.12.1.2. To record councillor substitutions, allowed under the terms of reference of this committee.

None.

24.12.2. Declarations of Interests [LA 2011 s31]

24.12.2.1. To receive declarations of interest for items on this agenda

None.

24.12.2.2. To consider requests for Dispensations [LA 2011 s33]

None.



24.12.3. To approve the minutes of previous meetings [LA 1972 Sch 12. Para 41(1)]

24.12.3.1. Meeting of 24th October 2024

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

24.12.4. To consider applications and approve response to planning authority.

24.12.4.1. P25/V0004/HH - 18 Miles East, Harwell, OX11 6EE

Open new gateway in rear wall. Construct new brick wall, of same height and style as existing, from garage principal elevation to and along side boundary.

Taylor Wimpey have confirmed there are covenants on the property, including:

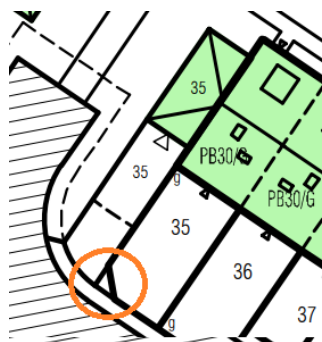
“Not to obstruct, place, allow any obstruction to remain on or to render access or maintenance more difficult to the Estate Road”. This land is question forms part of the Estate Roads.

There is a further restrictive covenant on the title for the Property which prohibits the resident from erecting or placing any building walls within any part of the Property which lie in front of the building line of the dwelling

Resolved: Approved Unanimously to submit the response OBJECTS, and submit the following in addition to our previous comments.

Whilst the applicants have updated the redline plan, and wall to not include land which is not in their ownership to the side of the property, they are still including land to the rear of the property in their red line, and demarking part of the public highway as part of their two parking spaces. The parking for this property has never included the public highway, and is in fact one space on the drive and one space in the garage.

- On egress, the proposed wall would disrupt the visibility splay to the right where the cycle/footway emerges onto Sir Chetwode Close. This is why there is a cut corner on the wall of number 18 Miles East garden, to give visual splay on to the footpath to the left.



- The applicants are still defining part of the highway/footpath as their parking (see plot 35 image below from the original RM application for this site). For this plot, #35 now known as 18 Miles East,



the 2 spaces are, one in the garage, one on the drive, similar to the 5-off neighbouring homes, formerly known as plots 36-40. Similarly, they all have access over the footpath to their parking and garage, but the footpath is not part of their parking.



- Further the addition of this wall will have a negative impact on the street scene from the main spine road through this part of our parish, blocking the open aspect and views down Sir Chetwode Close.



24.12.4.2. P25/S0283/FUL & P25/V0298/FUL - Phase 1 a Great Western Park, Sir Frank Williams Way, Didcot

Resolved: Approved Unanimously to submit the response NO OBJECTIONS.

24.12.4.3. P25/V0221/FUL - District Community Centre, 1 Gentian Mews, Harwell OX11 6GR

Artistic signage for external wall of the building (public art)

Resolved: Approved Unanimously to submit the response NO OBJECTIONS.



24.12.5. To note planning authority decisions

24.12.5.1. P24/V2073/RM - Valley Park Primary School, Valley Park, Didcot - *APPROVED*

Reserved Matters application (all matters reserved) for the construction of a Primary School, associated infrastructure and hard and soft landscaping. (Outline application subject to EIA - ES submitted at time of outline) Information also included to discharge Outline Conditions: Condition 12 (CEMP), Condition 13 (Landscape Maintenance Schedule & 15yr management plan); Condition 14 (Tree Protection Plan); Condition 15 (Hard and Soft Landscape Scheme); Condition 18 (Biodiversity Enhancement Plan) and Condition 27 (Ecology Construction Management Plan) from P14/V2873/O.

WVPC Response: NO OBJECTIONS, but concerns about parking outside the site, for drop-off and pick-up.

Noted.

24.12.6. Matters for future discussion.

None.

24.12.7. To confirm the date of the next meeting – 27th March 2025

Confirmed, subject to there being applications to discussed.

There being no further business to be transacted, the Chair closed the meeting **20:03**.



Minutes of a Meeting of the Planning Committee of Western Valley Parish Council

Thursday 22nd May 2025 at 19:45, The District Centre, 1 Gentian Mews, OX11 6GR

Public Session

None.

Members Present:

Chair	Cllr A Dearlove (AD)
Members	Cllr A Thompson (AT)
	Cllr P Knowles (PK) [Arrived item 25.02.5.1]
	Cllr L Durman (LD)
	Cllr V Humphries (VH)

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: At least 1.

Meeting Started **19:47**

25.02.1. Election of Chair

25.02.1.1. To elect a Chair for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved Unanimously to elect Cllr Dearlove as Chair of the Committee.

25.02.1.2. To receive Chair's declaration of acceptance of office [LGA 1972 s83(4)]

The Chair signed the declaration, it was countersigned by the Clerk and received.

25.02.2. Apologies & Substitutions [LGA 1972 s85(1)]

25.02.2.1. To receive apologies for absence.

None.

25.02.2.2. To record councillor substitutions, allowed under the terms of reference of this committee.

None.



25.02.3. Declarations of Interests [LA 2011 s31]

25.02.3.1. To receive declarations of interest for items on this agenda

None.

25.02.3.2. To consider requests for Dispensations [LA 2011 s33]

None.

25.02.4. To approve the minutes of previous meetings [LA 1972 Sch 12. Para 41(1)]

25.02.4.1. Meeting of 27th February 2025

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

25.02.5. To consider applications and approve response to planning authority.

**25.02.5.1. P23/S2621/FUL - Station Road Car Park, Station Road, Didcot, Oxfordshire, OX11 7NN -
AMENDED**

A proposed new office building together with associated development on the Didcot Gateway Site (as amended by revised plans and additional information 4 November 2024 and revised plans 30 April 2025).

WVPC Previous Response: *OBJECTS on the grounds of lack of parking & this site is already allocated for Housing.*

[Cllr Knowles Arrived]

Resolved: Approved Unanimously to resubmit the original objection:

OBJECTS on the grounds of lack of parking, particularly for future disabled visitors and staff, for whom getting from other nearby car parks will be too difficult. This site is already allocated for Housing under H2f, and South Oxfordshire District Council Brownfield Land Register (January 2021) shows this area and surrounding as being allocated for housing. Further to these material planning considerations we would like to also submit the comment that as an entrance to Didcot and the surrounding areas an opportunity has been missed to create a building of notable character, and it is not reflective of the Master Plan for Didcot Garden Town.

25.02.5.2. P24/V1099/RM - RM1b - Phase 2 Valley Park, Didcot - **AMENDED**

Reserved matters for access, appearance, landscaping, layout, and scale pursuant to outline permission reference P14/V2873/O relating to Phase 1b Phase 2 of the overall allocation regarding road and drainage infrastructure elements, and associated landscaping, to enable works for Phase A.

WVPC Previous Response: *NO OBJECTIONS, and ask that the comments from the Crime Prevention Officer be implemented along with confirmation of the location of the cycle racks*

Resolved: Approved Unanimously to resubmit the original comments, with added comment regarding the bus shelters.



NO OBJECTIONS, and ask that the comments from the Designing Out Crime Officer be implemented along with confirmation of the location of the cycle racks, the type of cycle-racks, and the location and type of bus stops, including a requirement to use plexi-glass not glass, and a staggered bus stop configuration.

25.02.6. Matters for future discussion.

Asking the Council to purchase parish online.

25.02.7. To confirm the date of the next meeting – 26th June 2025, and for the remainder of the year.

Confirmed, Subject to there being applications to be discussed.

There being no further business to be transacted, the Chair closed the meeting, **20:07**.

Title	Lists of street names to give to / propose to Vale of White Horse
Author	Responsible Financial Officer
Meeting	Western Valley Parish Council Meeting – 10 th July 2025

Disclaimer: The following was created with the help of the free version of ChatGPT.

This document proposes a unique and cohesive set of science-themed street names for the new housing development, “Valley Park,” located in the Thames Valley area. The naming scheme celebrates scientific pioneers, principles, and natural phenomena, fostering a modern, educational, and inspiring community identity.

All proposed street names have been vetted for uniqueness within the Thames Valley region to ensure compliance with local council regulations.

Scientist Tribute Cluster • Curie Mews • Turing Row • Hawking Rise • Fleming Close • Lovelace Lane • Darwin Drive • Tesla Grove • Galileo Gate	Physics & Astronomy Cluster • Photon Crescent • Quasar Drive • Neutrino Place • Orion Walk • Eventide Horizon • Kepler Way • Astrolabe Row • Nova Rise	Robotics & AI Cluster • Asimov Avenue • Turing Test Terrace • Robotics Row • Cybernetix Crescent • Neuronet Close • Autonomous Alley • Logic Gate Lane • Sentience Street
Biology & Chemistry Cluster • Helix Grove • Catalyst Close • Genome Park • Molecule Mews • Isotope View • Zymase Court • Carbon Vale • Bunsen Place	Theoretical Physics Cluster • Relativity Road • Quantum Court • Boson Boulevard • Singularity Lane • Entropy Rise • Planck Path • Dark Matter Drive • Wavefunction Way	Environmental & Earth Science Cluster • Lithos Lane • Stratus View • Eclipse Hollow • Tecton Rise • Biosphere Boulevard • Estuary Way • Ozone Court • Biomass Grove

Navigation & Surveying Instruments Theme

- Sextant Walk
- Theodolite Close
- Compass Rose Way
- Transit Arc
- Gnomon Rise
- Meridian Vale

Materials & Craftsmanship Theme

- Tinsmith Row
- Quarryglass Crescent
- Wroughton Lane (*play on "wrought"*)
- Steelgrain Walk
- Timberforge Way
- Flintbend Close

Classical Engineering & Architecture Theme

- Architrave Avenue
- Vitruvius Row
- Ionic Terrace
- Keystone Lane
- Parabola Place
- Caisson Mews

Mechanical Movements & Mechanisms Theme

- Fulcrum Crescent
- Ratchet Row
- Leverstone Court
- Latchkey Vale
- Pinion Walk
- Swivelgate Close

Old English Engineering Words Theme

- Wainwright Lane (*wagon builder*)
- Smiddy Hollow (*smithy*)
- Rafter Mead
- Lintel Reach
- Fettering Close (*fetter = joint or clasp*)
- Plumbline Rise

Bridge & Infrastructure Metaphors Theme

- Spanstone Avenue
- Trestle Way
- Viaduct Hollow
- Abutment Close
- Caisson Vale
- Crossbeam Walk

Fluid Dynamics Theme

- Laminar Rise
- Vortex Hollow
- Inertia Lane
- Fluxfield Walk
- Eddybank Close
- Driftline Crescent

Spice & Herb Trail

- Saffron Drive
- Cardamom Crescent
- Fenugreek Close
- Allspice Avenue
- Nutmeg Nook
- Coriander Court

UK Birds with Character

- Barnacle Lane
- Whimbrel Walk
- Siskin Street
- Stonechat Close
- Merlin Mead
- Pipit Place

Historic Ships & Voyages

- Endeavour Avenue
- Discovery Drive
- Mayflower Mews
- Beagle Bend
- Cutty Sark Close
- Santa Maria Street

Gemstone Ridge

- Peridot Place
- Garnet Grove
- Jasper Junction
- Calcite Crescent
- Onyx Orchard
- Zircon Way

Historic Trade Routes & Roads

- Via Regia Road
- Pilgrim's Path
- Wool Road
- Saltway Street
- Ironway Rise
- Tin Route Terrace

Medieval Craft & Trade

- Cooper Court (barrel maker)
- Mercer Mead (textile)
- Chandler Close (candle maker)
- Cordwainer Crescent (shoemaker)
- Collier Crescent (coal merchant)
- Fuller Way (cloth cleaner)



Bollards Working Group TERMS OF REFERENCE

1. Remit

- To create the detailed specification for the “Community Art Bollards Project”, for tender.
 - To liaise with local Parish Councils for community cohesion and approach.
- To review the tenders, make recommendation to the Council on chosen design.
- To liaise with the chosen artist, throughout the design and consultation phase (including public consultation)
- To advise the council on preferred options and phasing.

2. Frequency of Meetings

To meet as required to support the remit and scope of the Bollards Working Group.

3. Appointment of members

The Working Group will be comprised at least 3 members three members with a quorum of not less than three – please see the council standing orders for calculation of quorum, if membership exceeds 9. Membership of the bollards working group will be agreed as needed at a full council meeting, the Bollards Working group may not appoint its own members.

4. Delegated Authority

The Bollards Working Group has no delegated authority, decision regarding chosen artist, design to go to consultation, and chosen design & timescales to be decided at the next available full council meeting.

5. Scope

- To provide the same specification to all bidding artists
- Meet with all artists, with site visits.
- Review bids.
- Advise the council on the preferred bid.
- Engage with the successful artist to review the design, providing any additional information required.
- Liaising with the artist through working Group review of the designs, Parish Council review of the designs and submission to public consultation.
- Management of the Public Consultation and analysis of the results.
- Liaising with artists for modifications post-consultation.
- Advising the council on the preferred design and implementation.

6. DRAFT Specification for the Landscape Architects

Note: the final specification to be written by the working group, and submitted to the Council for formal approval.



Locations for the Bollards: Primarily in the district centre, to prevent anti-social parking.



The Working Group to fully scope all of the locations to include. To consider all locations where ad-hoc parking, rather than residents parking will occur, for example outside the Best-One, Greenfinch Road, which is within the Didcot TC boundary, and therefore will require liaison with Didcot TC.

Bollard Specification: Working Group to define the exact specification, ensuring compliance with all Oxfordshire County Council Highways requirements, including but not limited to height, impact protection, spacing etc. To ensure the bollards meet the requirement to be decorative/art installation, not standard bollards. To mitigate against issues in replacing the bollards in the event they are damaged, the design needs to facilitate easy replacement without heavy machinery. Points to consider, bollards to remove the ability for anti-social parking, but without impeding the ability for pedestrians of all mobility capabilities to safely cross roads, mount pavements, and go about their day to day business.

7. Deliverables of the Working Group

Working through a process to create the exact specification/artists brief first, receive feedback from community members, then some rough drawings for Full Council, then feedback from the full Council, then final drawings with enough detail (though can also be 'mood board' style if you feel best) so that we then can meaningfully consult with the village. We would then try to consolidate feedback and seek any further comments/ideas from the chosen landscape architect based on what the local folks said.

8. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th July 2025, it shall be reviewed periodically.

Signed:

S Peacock, Chair

Dated:



Neighbourhood Plan Working Group TERMS OF REFERENCE

1. Background

Western Valley Parish Council has determined that it intends to produce a Neighbourhood Plan and has established a Neighbourhood Plan Working Group to oversee the process.

2. Purpose & Mission Statement

The purpose of the Neighbourhood Plan Working Group (“the NPWG”) is to design and facilitate a process that will result in the preparation of a draft Neighbourhood Plan for Western Valley Parish, in order to achieve the respective vision for this Parish.

The process will be:

- **Inclusive** – offering everyone who lives or works in Western Valley opportunities to participate fully in the plan.
- **Comprehensive** - identifying all the important aspects of life in Western Valley for which we need to plan for the future.
- **Positive** – bringing forward proposals which will improve the quality of life in Western Valley.
- **Supported** – where there is a need for professional support to complete the process.

3. Remit

The NPWG, along with its technical advisers, will undertake the following tasks:

- Prepare an outline process for producing the Neighbourhood Plan.
- Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas.
- Organise meetings to gather views and consult on ideas.
- Assess existing evidence about the needs and aspirations of the Parish.
- Liaise with relevant businesses and organisations to secure their input in the process.
- Ensure that the views of the full range and diversity of interest Groups are sought through the process, as far as this is reasonably possible.
- Analyse the views, ideas and proposals received during the planning process and use them to prepare a draft Plan.
- Keep the Council fully informed of progress and, where appropriate, present NPWG Meeting Minutes for acceptance and subsequent adoption.

4. Frequency of Meetings

To meet as required to support the remit and scope of the Neighbourhood Plan Working Group.

5. Appointment of members

The Working Group will be comprised at least three members, including one Councillor, with a quorum of not less than three – please see the council standing orders for calculation of quorum, if membership exceeds 9. Membership of the Neighbourhood Plan Working Group



will be agreed as needed at a full council meeting, the Neighbourhood Plan Working Group may not appoint its own members.

Technical advisors present at any meeting will not have voting rights.

6. Delegated Authority

The Neighbourhood Plan Working Group has no delegated authority, decisions to be decided at the next available full council meeting. Should the Neighbourhood Plan group need to have decision making powers, such as power to spend, the Council shall reform them as a formal Committee of the Council.

7. Secretarial Arrangements

Each meeting shall nominate a Secretary/note taker. The sole duty of the Secretary is to provide brief Meeting Notes of each Meeting. A different member can be nominated as Secretary/note taker for each meeting. The Clerk to the Council may be the note taker, if they are available.

Meeting Notes must be provided to the Parish Council, in electronic form, and will be a matter of public record.

8. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th July 2025, it shall be reviewed periodically.

Signed:

S Peacock, Chair

Dated:

Title	Upcoming Training Courses
Author	Clerk to the Council
Meeting	Western Valley Parish Council Meeting – 10 th July 2025

ESSENTIALS OF EMPLOYING PEOPLE £35 08th October, Zoom

The session run by Chris Moses, OALC Employment Consultant, is aimed at Councillors and Clerks who want to avoid the numerous legal and practical pitfalls associated with being an Employer. It will provide an overview of the essentials of getting it right when employing a Clerk or other members of staff.

COUNCILLOR FUNDAMENTALS £65 09th October, Zoom

An online training session run by Kim Bedford, experienced trainer. In this session we will set the scene of local government;-Roles and responsibilities concerning the five main components of the council - Council, Councillor, Chairman, Clerk and Responsible Finance Officer (RFO) The importance of the law in meetings with an effective agenda and accurate minutes.

NATIONAL CONFERENCE 2025 - £660 – 13/14/15 October – In Person

The Clerk requests approval to attend the 2025 National Conference facilitated by the Society of Local Council Clerks (SLCC), scheduled to take place on Tuesday 14 and Wednesday 15 October 2025 at Leonardo Hotel Hinckley Island, Leicestershire. As the clerk to Western Valley Parish, I believe that attending this event is vital for our council's interests and my professional development.

Here are the benefits for my attendance:

- **Professional Development:** *The event offers workshops, seminars, and networking opportunities tailored to local council clerks. Attending these sessions will enhance my skills and knowledge, allowing me to better serve our council and community.*
- **Industry Insights:** *National Conference gathers sector experts and thought leaders who will share insights and best practices relevant to my work. These insights can help us address challenges more effectively and identify opportunities for improvement.*
- **Networking Opportunities:** *Networking with clerks from across England and Wales will provide invaluable opportunities for collaboration and idea exchange – sharing solutions to common issues.*
- **Policy Updates:** *National Conference will feature sessions dedicated to policy updates, legislative changes, and emerging trends in the local council sector. Staying informed about these developments is essential for ensuring our council remains compliant and proactive in serving our community.*
- **Return on Investment:** *The knowledge and connections gained from attending National Conference will contribute to our council's long-term success. I am committed to maximising the value of this investment by sharing insights and implementing best practices upon my return.*

I believe attendance at National Conference is a prudent investment in our council's future.

Thank you for considering this request. I am available to provide further information or address any concerns you may have.

The Clerk proposes to ask for a contribution from their other employers – further verbal information on this to be provided at the meeting.

COMMUNITY GOVERNANCE – LEVEL 4 – PROFESSIONAL QUALIFICATION

The Level 4 Certificate of Higher Education in Community Governance is a professional qualification, available to all local council staff, councillors and county officers, and builds on the knowledge gained in the Certificate in Local Council Administration (CILCA).

Community Governance looks at the way in which people and organisations work together and independently, making decisions for the benefit of a local community.

The qualification is awarded by De Montfort University (DMU) ranked Silver under the Teaching Excellence Framework (TEF).

Course Content:

- Community Governance
- Local Council Finance
- Community-led Planning or The Planning System
- Organisational Governance
- Local Council Law and Procedures
- Building Communities
- Managing People or Managing Projects

More information on the modules can be found in the [Community Governance Prospectus 2026](#)

Community Governance students are required to complete a dissertation as part of their degree. [Click here to view previous students research and findings](#) in a specific area of parish and town council work.

The Certificate of Higher Education in Community Governance is £6,800 (£3,400 per year)*. The fee can be paid in instalments over two years with an initial, non-refundable deposit of £400 due at the time of application. Student finance is not available. In undertaking this course, you may incur further costs that are not included in the tuition fee.

Bursaries area available, to apply for, and it would be appropriate to put a training contract in place, including a sliding scale of repayment, should the Clerk leave employment within 2-3 years as decided by the Council.

More verbal feedback from the Staffing Committee to be provided in the meeting.