

## LIAISON GROUP MEETING

26 JANUARY 2021

### RECORD OF DISCUSSIONS/ACTION POINTS

**Attendees:** Graven Hill Village Development Group Ltd (GHVDC)

Karen Curtin (KC), Managing Director  
Gemma Davis (GD), Sale, Marketing and Customer Service Manager

Graven Hill Residents' Association (referred to as GHRA)

Philip Sore (PS), Chairman  
Reverend Helen Baker (HB)

The Self-Builder and Purchaser's Group (referred to as SBVLG)

Simon Kirkman (SK)  
James Davies (JD)

Discussion	Action By
<b>Item 1 – Introductory Remarks/Matters Arising</b>  1.1 All Matters Arising would be covered as individual items during the meeting as per the agenda provided by the GHRA. PS was nominated to be Chair for today's proceedings.	
<b>Item 2 – Deleted – Self-builder issue.</b>	
<b>Item 3 – Speeding/Dangerous Driving Update</b>  3.1 PS reported that as part of the Community Speed Watch initiative Thames Valley Police had conducted speed monitoring on the development to date in marked vehicles and would continue to do so in marked and unmarked vehicles with offenders being contacted by letter. No data had been released yet.  <b>Action: prepare an article on the speed/dangerous driving monitoring for the next Graven Hill Residents' Newsletter.</b>	GHRA
3.2 On this subject, the GHRA had enquired if the mini roundabout on Graven Hill Road could be made 'proud' to reduce speeds. KC confirmed that this was part of planned works, with the roundabout and a stretch of Graven Hill Road through to the village centre being on a raised table when the final wearing course was laid.  <b>Action: publish details of the mini roundabout works in the next Graven Hill Residents' Newsletter.</b>	GHVDC

<p><b>Item 4 – Play Areas/Herras Fencing Update</b></p> <p>4.1 The GHRA had requested an update on the Play Areas. KC informed the meeting that Practical Completion certification was awaited on three of the Play Parks from Cherwell DC (CDC). CDC had been hastened and then the matter escalated. Following receipt of PC insurance is applied for, although insurers are being very thorough in this process presently. All things being well, these three Play Parks should be opened in February.</p> <p>4.2 The other Play Parks require some remedial works e.g. conifer planting and stone paths completing with the latter being difficult to source due to a UK wide lack of supply. As stated at the last meeting, GHVDC have spent hundreds of thousands of pounds building these Play Parks, do not want them sitting unused and do wish to transfer them to CDC as soon as possible but there is a process to follow and this is causing delay.</p> <p>4.3 The herras fencing around Play Parks will remain in-situ until CDC had provided Practical Completion certificates.</p> <p>4.4 As yet, there was no timescale for removal of the herras fencing alongside Westacott Rd.</p> <p><b>Action: advise GHRA of date herras fencing alongside Westacott Road will be removed.</b></p>	GHVDC
<p><b>Item 5 – Gateway Park Update</b></p> <p>5.1 KC reported that replacement planting would be taking place in February and March after which CDC would inspect and issue Practical Completion. As with the Play Parks, there is a process that is dictated to rather than set by GHVDC. As soon as it is able, GHVDC will open this amenity space.</p>	
<p><b>Item 6 – Allotments</b></p> <p>6.1 The GHRA requested that an indication of when the allotments would be provided to the community. KC responded that the land allocated for the allotments was in Phase 2, and although GHVDC had commenced some preparatory works in the area, the land still belonged to the MOD. That said, the delays on site because of the Pandemic and the necessity to revisit the Master Plan in the current economic climate may well mean the allotments are some 18 months away. An update when appropriate will be on the GHVDC website.</p>	
<p><b>Item 7 – Village Green Update</b></p> <p>7.1 SK informed the meeting that he had made little headway on this item because the power lines for the Village Green area run on the opposite of Chadwick Place and cannot be accessed without significant cost and disruption. Consequently, the only viable option would be to obtain a supply from the yet to be built Community Centre.</p>	

<p>7.2 The cost of these works would need to be met from grants and fundraising. However, KC stated she would commission a survey to obtain an indicative cost that the GHRA could use in negotiations with CDC.</p> <p><b>Action: obtain an indicative cost to provide power to the Village Green.</b></p>	GHVDC
<p><b>Item 8 – Landscaping</b></p> <p>8.1 Prior to the meeting the GHRA had requested an update on landscaping as it was evident some trees were in poor condition. However, last week Kings Landscaping had commenced schedule land scaping and tree works. SK asked if it would be possible to obtain the schedule of works. KC informed the meeting that information on forthcoming works would be publicised via the Residents' Newsletter.</p>	GHVDC
<p><b>Action: publish details of forthcoming landscaping works in the Residents' Newsletter.</b></p> <p>8.2 In closing, HB asked if further consideration had been given to providing a larger fir tree on the Village Green. In response, KC stated that if Kings identified trees that needed replacing the cost of these could be used to offset the cost of providing a larger fir tree if the one there now could be relocated without damage.</p> <p><b>Action: look at feasibility of providing a large fir tree and relocating the existing one.</b></p>	GHVDC
<p><b>Item 9 – Community Recycling Bins</b></p> <p>9.1 PS requested an update on when community recycling bins would be provided. KC informed the meeting that provision of such bins was directly linked to occupancy numbers under the Section 106 agreement. Whilst an area had been allocated to situate these, they were probably a couple of years away from being delivered. However, KC stated she would raise this with CDC to ascertain if they would vary the Section 106 agreement to allow delivery sooner.</p> <p><b>Action: discuss provision of recycling bins ahead of schedule with CDC.</b></p>	GHVDC
<p><b>Item 10 – Any Other Business</b></p> <p>10.1 <u>Parking Bay Signs</u>. GD relayed to the meeting that three complaints had been received since work commenced provide signage to car park spaces so that they were identifiable as being allocated to a specific household. This was disappointing given that this action was at the request of the community and had been done at a considerable cost by GHVDC to assist in stopping illegal parking. Parking on kerbs continued resulting in costly damage and complaints from residents. The GHRA supported GHVDC's efforts to stop this and would remind people about appropriate parking. However, should efforts prove ineffective then GHVDC may decide it is necessary to bring in enforcement.</p>	

<p><b>Action: remind residents about appropriate parking.</b>  <b>Action: monitor parking for the next month to gauge reaction.</b></p>	<b>GHRA GHVDC</b>
<p>10.2 <u>Connecting Road to Foundation Square.</u> PS reported that Foundation Square residents had requested confirmation on when they would have a direct road connection to the Main Site. KC responded that provision of a road was linked to Phase 2 development and would form part of the Western Spine Road. Foundation Square purchasers were made aware of this within their contract and the road was on current plans some two years away from being built.</p>	
<p>10.3 <u>Storage.</u> HB requested an update on her request for storage of community items. GD responded that following a conversation she had had with HB in November she awaited a response from the GHRA regarding a request for a grant for operating costs, of which obtaining a suitable storage medium e.g. shed/container could be part; PS stated that given the lack of community activity because of the Pandemic it was not currently possible for the GHRA to produce a budget for 2020/2021. In tandem, Careys had been approached for sponsorship and a response was awaited. It was suggested that storage may be available at the Community House and/or Danwood and other contractors could be approached for a contribution. Finally, should the GHRA obtain a shed/container it was requested that GHVDC identify a suitable location to site, subject to insurance and liability implications.</p>	
<p>10.4 In order to resolve this matter, KC suggested that the GHRA submit a request with costs for a shed/container and GHVDC would consider it.</p>	<b>GHVDC</b>
<p><b>Action: identify a location to site a shed/container.</b>  <b>Action: approach Danwood and other contractors for a contribution toward purchasing a shed.</b>  <b>Action: submit a grant request to purchase a shed/container.</b></p>	<b>GHRA GHRA</b>
<p>10.5 <u>Pioneer Memorial Wall.</u> PS enquired if any headway had been made with CDC on providing a wall with suitable wording as a memorial to the Pioneers. KC responded that there was an aspect of the Section 106 funding that GHVDC paid the Local Authority for public art. KC provided the name of the responsible officer at CDC and PS undertook to contact them.</p>	
<p>10.6 <u>Electric Car Charging Points.</u> SK asked if any update was available on the installation of electric car charging points given the Government's policy on these. KC informed the meeting that she fully supported the provision of these, but as had been relayed previously OCC had turned down the request. However, the officer who had said no had left therefore a new enquiry had been made to have these provided at the Community Centre and shopping parking bays. KC would provide an update as and when it arrived.</p>	
<p><b>Action: update GHRA/SBVLG on electric car charging points when OCC respond.</b></p>	<b>GHVDC</b>
<p><b>Item 11 – Date and Time of Next Meeting</b></p> <p>11.1 To be arranged for a date in late-March 2021.</p>	<b>GHVDC/ GHRA</b>

