

**BIX AND ASSENDON PARISH COUNCIL MEETING**  
**6<sup>TH</sup> NOV 2023**

**Parish Council Meeting - held on 6<sup>th</sup> Nov 2023 at Bix Village Hall.**

**Attendees:**

(Chair) Cllr Karen Duthie, Karen Wheeler (Clerk), Mr Robin Borton (cllr),  
, OCC Councillor David Bartholomew, Councillor Jeremy Montagu Williams, Jackie Walker Village Hall, 6 x members of the public.

Key: BAG – Bix & Assendon Grapevine alert email service to residents  
CIL – Community Infrastructure Levy  
OALC – Oxfordshire Association of Local Council  
FMS – Fix My Street – website to report highway problems

**1. Apologies for absence**

SODC Councillor Jo Robb, Mr William Murdoch (Vice Chair)

**2. Member's declarations of personal and prejudicial interests**

None.

**3. Confirmation of the minutes on 25<sup>th</sup> Sept 2023**

These minutes were declared a true and accurate account of the meeting, then signed by the chair, Karen Duthie.

**4. Matters arising from the minutes.**

- a. **Grass cutting – Land ownership** – Concluded that OCC owns the triangle at the fairmile and funds cutting once per year. Councillors agreed to maintain additional cuts via HTC to avoid safety issues.
- b. **Parish roads**
  - i. **Deep cleanse date has been set for 3 days over 21-27<sup>th</sup> Dec 2023** – Working Group to look at list of works to provide to SODC. Clerk to liaise.
  - ii. **Working committee** – working group set up, first meeting held and starting to look at issues raised by residents. Gathering more detailed information to support efforts to improve roads and support speed limits and so forth. Speed gun to be considered but may be better to approach OCC for a road strip.
- c. **Cross keys** – enforcement have confirmed that planning was agreed for this development.
- d. **Spring clean** – it was agreed to set a date at the January 24 meeting for a litter pick and obtaining equipment for sign cleaning. Note risk assessment must be completed.
- e. **New Parish Council website** - live and being updated <https://bixandassendon-pc.gov.uk/>
- f. **Parish council documents** – Councillors reviewed and approved Parish documents ahead of upload to new website.
- g. **Clerk** – introduction was given to Lucy Dalby, County Officer OALC who has kindly agreed to cover the role of Parish Clerk Jan-June 24.

**5. OCC Report – Cllr David Bartholomew**

See separate document. Further FMS tickets to be escalated – especially related to pot holes. Bix cycle path/foot way underway. It is noted that the PC should agree with OCC in regards to ongoing maintenance.

**6. SODC Report**

See separate document.

**7. Public comments/questions**

None - items raised throughout meeting.

**8. Chairs Report**

We had our first meeting of the Traffic Sub-Committee, many thanks to Tricia, Jackie, Trevor, and Kevin for volunteering. They are planning to meet to discuss all the villages, and are putting emphasis on, the crossing at the Bix bus stops for the children; the speed around the villages; and Fix My Street. They will reach out to others for information and support, please do your best to help them.

We have had several enquiries about the Assendon Stream, and the maintenance of the ditch. OCC have confirmed that responsibility lies with the residents that front this water course and not either OCC or, the Parish council. We wish to avoid another flood and will be looking into ways to do this by reporting issues with surrounding drainage.

I attended the annual meeting of the Citizens' Advice Bureau. They kindly provided me with the figures for Bix and Assendon Parish. There were 3 Clients with a total of 13 issues, they assisted in the last year. It is great to know that they can help our parishioners in this way.

Just to say, thanks for all the help and support, I have really appreciated it.

**9. Planning**

Cllr, William Murdoch

**New**

**P23/S2097/FUL**

**Lower Assendon Farm Old Bix Road Lower Assendon**

The proposal is for the demolition and replacement of the existing dilapidated outbuildings and stabling associated with Lower Assendon Farm. The proposal includes the construction of replacement stabling and a replacement garage and storage building equipped with equine facilities to support the considerable existing equine activities on the farm

**S3331/FUL**

**Four Oaks Caravan Site Marlow Road Henley-on-Thames RG9 2HY**

Proposed site wide improvement works which include replacing four grass pitches with new standard all weather pitches and new access road, removal of an all weather pitch to create space for new motorvan waste point and comprised road widening, reconfigure 13 existing all weather pitches to club standard details, convert four existing pitches to new serviced pitches with new water point. Also included in the proposed works is the demolition of the existing toilet block and the construction of a new replacement toilet block with service point and CCEP, new car park encompassing EV charging point and bin refuse compound. Internal refurbishment to the existing site managers accommodation /reception building and a new external ramp leading to reception are also part of the site wide works.

**P23/S3386/HH**

**Pond Cottage near Fawley RG9 6HU**

The erection of a two-storey, oak-framed and timber clad replacement outbuilding. The building would be multi-purpose and would be used to provide space for a stable, garage, home office, and yoga studio.

**P23/S3451/N4D**

**Dutch Barn Valley Farm Bix RG9 6BJ**

Notice of Change of Use from Agriculture to Flexible Commercial Use under Schedule 2, Part 3, Class R of the General Permitted Development Order (GPDO) from 8 January 2024 for Class B8 use (storage and distribution).

**Decisions**

**P23/S1378/HH**

**Windmill House Park View Farm Lower Assendon**

Remodelling of dwelling, raising of main pitch roof, alterations and extensions to the elevations, new external joinery. Detached double garage and office above. External swimming pool and engineering operations to alter ground levels to suit extensions.

**SODC GRANTED**

**P23/S3177/HH**

**Westward Bix**

Erection of a timber pre-fabricated single storey annexe for ancillary residential use associated to the main dwelling.

**SODC GRANTED**

**P23/S3128/FUL**

**Woodside Bix**

Sub-division of existing house to form two dwellings with associated parking, turning, landscaping, private amenity space and access arrangements.

**SODC GRANTED**

**Awaiting SODC decision**

**P23/S2915/HH**

**Park View Farm Lower Assendon Henley-on-Thames**

Proposed single-storey rear extension and associated works including dormer windows.

**P22/S3033/FUL**

**The Smith Centre Fairmile Henley-on-Thames**

Demolition of the existing office floorspace and construction of an Extra care residential development (C2 Class Use) together with ancillary amenity spaces, landscaping, car and cycle parking and associated plant.

*Considerable comments received by SODC and both Bix and Assendon Parish Council and Henley Town Council have raised concerns and recommended refusal – Further Amendments (no. 2, 3 and 4) 2023 Target decision 17<sup>th</sup> April 23*

**10. Village Hall report**

Communication to be sent on BAG to request additional volunteers. Dog waste bins discussion is still progressing alongside common holders. Next meeting on 5<sup>th</sup> Dec.

**11. Allotment report**

Vacant lots are being advertised on the village notice boards. If nobody comes forward, the clerk will contact nearby Parish Councils such as Pishill and Stonor to see if any residents would be interested as the allotments are becoming overgrown and would benefit from usage.

## **12. Footpath report - Path Report to the Bix & Assendon Council November 2023**

All paths in the parish are due to be walked for the end of November to report to the Chiltern Society. Any issues will be reported and minor ones dealt with by me, as Path Rep, and any major ones either by the Chiltern Society Path Maintenance Team, or reported to OCC for them to deal with.

### **Two issues were flagged up at the last PC meeting:**

Landlord notices regarding paths on Bix Hall Farm Partnership LLP land. - I have been in touch with the Chiltern Society Area Secretary and am advised that these are standard notices filed by landlords, usually on the advice of their Land Agents, recognising existing Rights of Way but, on a precautionary basis, preventing registration of new Rights of Way based on unofficial use of non right of way paths. Thus they are common, precautionary, and do not interfere with existing Rights of Way. See below extract from the official explanatory notes:

“This notice means that the Landowner has submitted a document known as a Highways Statement to Oxfordshire County Council. The document makes it clear that the landowner acknowledges the public rights of way recorded on their land and that at the time of making the deposit they do not wish to dedicate any other ways over the land shown with coloured edging on the accompanying map. This may prevent unrecorded public rights of way from being recorded on the Definitive Map and Statement on the basis of presumed dedication in the future. More information on this can be found at: [www.oxfordshire.gov.uk/landownerdeposits](http://www.oxfordshire.gov.uk/landownerdeposits).”

Rural grants for gates – The Chiltern Society is aware of these and takes responsibility for obtaining funding and for installation.

Regarding the latter, Maggie Templeton, Chiltern Society Area Secretary has given me the following details of the new works near Bix Dairy Farm to replace stiles with gates.

“Latest project for the SCPMV (South Chilterns Path Maintenance Volunteers), part of the Rights of Way Group within the Chiltern Society is a 12 gate project to replace all the stiles across the Dairy Farm at Bix - from the A4170 path through to the final stile which leads towards Famous Copse and the ponds - where stiles have already been replaced with gates (in another Chiltern Society project).

The project is being carried out with the full support of the landowner and the contract farmer, who has been particularly helpful.

The first of the metal kissing gates has recently been installed.

The new gates are funded from a variety of sources - Trust for Oxfordshire's Environment (whose money comes via Grundon Waste Management and the Landfill Tax), DEFRA Farming in Protected Landscapes scheme, Oxfordshire County Council and a private donor.

The new gates should make it far easier to walk this section of the Chiltern Way through the numerous fields and paddocks and the dairy herd.”

If anyone has issues or queries regarding official footpaths or bridleways within the parish, please contact me, via the Parish Clerk

Jane Aitken  
16 October 2023

## **13. Fix my street**

A number of standard FMS open mainly relating to potholes and condition of road. Escalating to Cllr David Bartholomew.

#### 14. Correspondence

##### Residents

Allotment trespass – referred to SODC

Email regarding advertising on triangle by Fairmile

Lower Assendon triangle

Filming request at church

Photographer request on ruins

Footpath development

Email regarding potholes Rectory Lane to Bix bottom and mowing (escalating FMS tickets)

Bix Hill Footway/cycle way

Townslands

#### 15. Finance

- a. **Payments** – Clerk salary £358.41, hmrc £10.40, £173.88 Ina Chantry refund web services pymt Note: NALC have provided the retrospective salary scale change to be applied to the clerks salary. This will be passed to C&M the payroll company.
- b. **Income received** – none
- c. **Bank balance:** Parish Council £11,648.41 at 31.10.2023.
- d. **Donation requests** – none
- e. **Budget** – Councillors approved to apply for a £12,750 precept for the year 2024/25.

#### 16. Any other business

Next meeting 8th Jan 2024

The meeting ended at 9.15pm