Woodcote
PARISH COUNCIL

Appendix A

Minutes of a Meeting of the Woodcote Parish Council Neighbourhood Plan Committee

Monday 10th August 2026 at 19:00, Lion's Den, Woodcote Community Centre

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr K Davies(KD) [From 19:05]
Members	Cllr N Dudley (ND)
	Mr M Smith (MS)
	Mrs F Cork (FC) [Until 20:29]

Officers Present

Deputy Clerk	Mrs L White (LW)

Public and Press at least one member of public and press was present.

Meeting Started: 19:00

26.04.1. Election of Chair

26.04.1.1. To receive the declaration of acceptance of office of co-opted members [LGA 1972 s83(4)]

The declarations of acceptance of office were signed by the co-opted members, FC and MS, and countersigned by the Deputy Clerk and received.

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

Resolved: Approved Unanimously to elect Cllr Davies.

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

Resolved: Approved Unanimously to receive the declaration of acceptance of office at the earliest opportunity after the meeting, as Cllr Davies had not arrived yet.

Resolved: Approved Unanimously Mr Smith to Chair the meeting.

26.04.2. To receive apologies for absence. [LGA 1972 s85(1)]

Apologies were received in advance of the meeting from Cllr Peirce. Cllr Davies was also absent.

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26.04.3. To receive declarations of interest for items on this agenda [LA 2011 s31]

The co-opted members were reminded that they must complete their register of members interest within 28 days, and return to the Deputy Clerk. No declarations of interest were made with respect to this meeting.

Cllr Davies arrived, and signed the declaration of acceptance of office to be the Chair, it was countersigned by the Deputy Clerk, and Cllr Davies took over chairing the meeting.

26.04.4. To approve the minutes of previous committee meetings. [LA 1972 Sch 12. Para 41(1)] – None

None – First meeting.

26.04.5. To receive nominations to join the Neighbourhood Plan Committee.
NOTE: Only the Council can approve adding members.

One member of public was present and expressed their interest in joining the committee. The committee agreed to propose them to the Full Council.

26.04.6. To discuss the neighbourhood plan process, to agree actions on how to proceed.
This may include: seeking additional members, a first questionnaire to the parish, delivery, message to deliver, potential policies to pursue, whether to consult before creating the list, or drafting a list to then consult with, etc.

a) Summary

The meeting was held to consider whether the Woodcote Neighbourhood Plan should now be reviewed and potentially updated, and to discuss the implications of the changing planning policy and housing requirements in South Oxfordshire.

It was noted that the current Neighbourhood Plan is due to reach the end of its five-year period in September next year. The meeting therefore provided an opportunity to consider what has changed since the plan was prepared, whether its policies are still effective, and whether there would be benefit in undertaking a review.

b) Housing requirements and the changing planning context

An explanation was given of how housing requirements are established through the planning system.

The District Council's Local Plan sets a housing requirement for the district over the plan period. This is based on the Government's standard method for calculating housing need, although historically districts have sometimes chosen to plan for a higher figure.

The district then determines how that housing requirement is distributed between towns, larger villages and smaller villages, together with any strategic development sites.

A significant issue is the District Council's current housing land supply position. Where a council cannot demonstrate the required five-year supply of deliverable housing sites, its housing policies can be considered out of date and the "tilted balance" may apply when planning applications are determined.

Under the transition arrangements associated with the current planning system, the housing-land-supply requirement is expected to become six years in the relevant circumstances.

The current Joint Local Plan (JLP) for South Oxfordshire and the Vale of White Horse is progressing under the previous planning framework and remains important during the transition period.

It was noted that, following the current planning changes and the introduction of a new standard method, future housing requirements are likely to be significantly higher than under the previous methodology.

The precise effect of these changes on South Oxfordshire, particularly following local government reorganisation, is not yet clear and further work will be needed to understand the likely future housing requirement.

c) The settlement hierarchy

Woodcote was historically identified as a "larger village" within the settlement hierarchy.

There had previously been considerable discussion about this classification, including the argument that Woodcote did not have the same level of services as some other settlements classified as larger villages.

Under the emerging Joint Local Plan, Woodcote has been treated differently and is now identified within a lower/medium-sized village category. This change may be significant when future housing requirements are considered.

It was suggested that this should be kept under review as the planning framework changes.

d) Local housing need

There was discussion about the distinction between:

- the **number of homes** that a settlement is required to accommodate; and
- the **type and mix of homes** that should be provided.

A Neighbourhood Plan cannot simply disregard a housing requirement imposed through the wider planning system. However, it can provide evidence about the type and mix of housing that is appropriate to the local community.

The previous Neighbourhood Plan was informed by demographic information and a detailed survey of households within the village.

This evidence suggested a particular need for smaller homes, including starter homes and homes suitable for people wishing to downsize.

It was acknowledged, however, that the original survey is now several years old and that people's housing preferences may have changed.

There was therefore interest in revisiting the evidence concerning local housing need at village level.

It was also noted that the previous analysis used demographic information and standard assumptions about household composition and the number of children and adults likely to occupy different sizes of homes.

The meeting recognised that the evidence base could potentially be refreshed as part of any Neighbourhood Plan review.

e) Effectiveness of existing Neighbourhood Plan policies

A key reason for reviewing a Neighbourhood Plan is not simply to respond to changes in housing numbers, but also to establish whether existing policies are actually achieving what the village intended.

Examples were discussed where policies in the previous plan had proved insufficiently precise when planning applications were subsequently determined.

One example concerned a development where the wording of the policy was considered too vague, allowing an interpretation that did not achieve the intended outcome.

The importance of drafting policies clearly and precisely was therefore emphasised.

The Parish Council should consider whether there are any existing policies which:

- are not giving the Parish Council the influence it expected;
- have been interpreted differently from their original intention;
- have proved difficult to apply when planning applications have been submitted; or
- need strengthening or clarification.

The aim should be to produce policies which provide genuine local control while remaining robust at examination and appeal.

f) The National Planning Policy Framework and changing "basic conditions"

The planning policy framework has changed since the existing Neighbourhood Plan was prepared.

Previously, one of the key requirements was that a Neighbourhood Plan should be in general conformity with the strategic policies of the Local Plan, together with meeting the other statutory "basic conditions".

The position is changing so that Neighbourhood Plans will now need to comply with the new National Development Management Policies (NDMPs), instead of complying with the Local Plan strategic policies.

The NDMPs form part of the developing national planning framework and are expected to become increasingly important when the Neighbourhood Plan is reviewed.

The meeting noted that the precise final form and implications of the new NDMPs were not yet completely clear and would need to be monitored.

The changing National Planning Policy Framework (NPPF) therefore provides another reason for considering whether the existing plan should be reviewed.

g) Housing allocations in the existing plan

The previous Neighbourhood Plan included a number of housing allocations.

It was noted that a number of these sites have now been completed or are substantially committed, including:

- the Garden Centre site;
- Chiltern Rise
- Long Toll site opposite the offices.
- the offices at Long Toll, some of which may have been converted under permitted development rights;
- Church Farm, where outline planning permission has been granted; and
- the Reservoir site, which has planning permission.

There was concern that, by the time a revised Neighbourhood Plan reaches examination, some of the remaining allocations may either have been completed or be sufficiently advanced that they can no longer be treated as future allocations.

This could potentially leave the revised plan without sufficient allocated sites to demonstrate that the housing requirement has been met.

The point was made that sites which have already been developed cannot simply continue to be counted as future allocations.

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h) Previous housing allocation and the National Landscape

Under the previous Neighbourhood Plan, the village was allocated an additional 115 homes.

The Parish Council argued that this level of development could not reasonably be accommodated because of the environmental constraints affecting Woodcote, particularly the National Landscape (formerly the Area of Outstanding Natural Beauty/AONB).

The Parish Council commissioned a Landscape and Visual Impact Assessment (LVIA) and used this evidence to demonstrate that the full allocation could not reasonably be accommodated.

Following assessment of the available sites, the evidence identified capacity for approximately 53 additional homes.

The District Council initially sought a higher level of provision, but ultimately accepted the evidence presented.

The meeting considered this evidence to remain potentially useful when considering future housing numbers.

It was also noted that the current NPPF places significant emphasis on protecting National Landscapes.

i) The importance of NPPF paragraph 14

A substantial part of the discussion concerned the protection available to communities with a qualifying Neighbourhood Plan under paragraph 14 of the NPPF.

Recent planning decisions and legal cases were discussed which indicate that simply having a housing requirement of zero does not necessarily provide sufficient protection.

The discussion suggested that, in order to benefit from the relevant paragraph 14 protection, a Neighbourhood Plan may need to allocate at least one site, even where the formal housing requirement is zero.

This was identified as a significant issue for Woodcote.

There was concern that, if the revised plan does not contain an appropriate allocation, the village could potentially lose an element of the protection that the Neighbourhood Plan currently provides.

The exact legal position should be checked carefully as part of any review before a decision is made.

j) Existing and potential future sites

A number of existing, previous or potential sites were discussed.

These included:

- the Reservoir site;
- Church Farm;
- the Garden Centre;
- the Long Toll offices;
- the site at the bottom of Wood Lane;
- land behind Yew Tree Farm/Behoes Lane;
- Chiltern Rise;
- the field alongside Bouchiers;
- the Coal Yard;
- and other sites previously submitted through the "call for sites".

It was recalled that approximately 17 sites had previously been put forward for consideration.

Some sites had subsequently been withdrawn, rejected through the LVIA process, developed, or otherwise become unsuitable for consideration as new allocations.

Chiltern Rise

The 2nd, previously reserve site at Chiltern Rise was discussed as a possible future allocation.

It had previously been rejected following the LVIA process and there were concerns about its landscape impact.

However, it was noted that there continues to be pressure for development on the site and that it may therefore need to be considered again if the Neighbourhood Plan is reviewed.

There was concern that reconsidering the site could be controversial locally.

Bouchiers

The Bouchiers site had previously been put forward but was subsequently withdrawn by the landowner.

It was therefore not currently available as an allocation unless circumstances changed.

Wood Lane site

The site at the bottom of Wood Lane was considered potentially problematic because of uncertainty over whether it would actually be developed.

If it remained the only significant outstanding allocation, there could be a risk that the village would be relying on a site which may not come forward.

Land near the Oratory school golf course

A number of strips of land and other potential areas were mentioned, including land near the edge of the golf course.

It was recognised that the suitability of such sites would need to be considered through the appropriate landscape assessment and planning evidence.

Rumsey's Field / Wayside Green

The historical development of Rumsey's Field was discussed.

Research into the development history of South Oxfordshire villages had identified Rumsey's Field as a site which had been considered for development historically but had never been developed.

The land had historically been associated with Christchurch and Wayside Green, and the site's history includes previous planning applications and continuing access arrangements.

It was acknowledged that the site has a significant local history and that there has previously been strong opposition to development there.

The meeting also recognised the general risk that, when land is considered for allocation, developers may seek a larger development than the Parish Council would wish to support.

k) Should further sites be identified?

A central question for the Parish Council is whether to:

1. review the existing plan without identifying additional housing sites; or
2. undertake a more substantial review which considers whether additional allocations are required.

There are arguments on both sides.

A more limited review would be considerably less work and would avoid reopening potentially contentious questions about new development sites.

However, there is a concern that simply updating the plan without identifying an allocation could leave the village vulnerable if existing allocations are no longer available and the housing-land-supply situation remains weak.

There was particular concern about whether a developer could challenge the plan on the basis that it did not adequately meet the housing requirement or did not provide the necessary allocation to benefit from the relevant NPPF protection.

The meeting therefore agreed that this issue requires careful consideration before deciding the scope of the review.

l) Infill development

It was noted that the existing plan allows for appropriate infill development.

However, it was explained that infill development cannot simply be counted towards meeting a housing requirement where the wider housing calculation has already assumed a level of windfall/infill development.

The distinction between allocated housing sites and general infill development therefore needs to be understood when considering whether the plan is meeting its housing requirement.

m) Character areas, design guides and design codes

A further significant opportunity arising from a review would be the introduction of **character areas, design guides and design codes**.

These can provide considerably more detailed local control over the design of new development and, in some circumstances, extensions.

The process could involve identifying different character areas within the village and describing the characteristics that make each area distinctive.

The plan could then establish design principles appropriate to those areas.

Potential matters for consideration include:

- building materials;
- architectural style;
- roof forms;
- porches;
- windows;
- building layouts;
- relationship to the street;
- extensions;
- landscaping and green space;
- parking;
- electric vehicle charging;
- and the relationship between new development and existing buildings.

It was noted that design codes can potentially provide a stronger basis for decision-making than general descriptive policies.

An example was discussed concerning the specification of extensions, including matters such as whether an extension should be single storey and how far it should be set back from the front of the existing property.

n) Parking and future transport requirements

The meeting also discussed the changing requirements around parking and electric vehicles.

There was concern that policies which seek to minimise or eliminate off-street parking may not adequately reflect the needs of residents, tradespeople, carers, district nurses and other people who need access to vehicles.

At the same time, the increasing use of electric vehicles means that future developments will need to consider charging infrastructure.

A reviewed Neighbourhood Plan could potentially contain requirements for electric vehicle charging points and other appropriate infrastructure.

It was noted that previous attempts to introduce stronger requirements had been considered too restrictive, but the planning environment may now be more supportive of such policies.

15. Funding

The Parish Council still holds approximately £9,000–£10,000 of funding previously awarded in connection with the preparation of the earlier Neighbourhood Plans.

Although the Locality Neighbourhood Planning grant scheme is no longer available for new applications, the existing funds remain available to the Parish Council and may be capable of being used for appropriate work associated with the Neighbourhood Plan.

It was suggested that this funding could potentially be used to commission specialist advice or consultancy work, for example in relation to:

- character assessments;
- design guides and design codes;
- landscape evidence;
- housing needs evidence; and
- reviewing or testing proposed policies.

A possible approach would be for the Parish Council to undertake as much of the initial work as possible itself, using the existing evidence and previous work, and then use a consultant to review and test the work. This could provide reassurance that proposed policies are robust and are not unnecessarily restrictive or vulnerable to challenge.

16. Overall considerations

The meeting recognised that undertaking a full Neighbourhood Plan review would be a significant piece of work.

The potential benefits include:

- retaining and strengthening local planning policies;
- updating policies which have proved ineffective;
- ensuring the plan reflects current local housing needs;
- establishing stronger design policies;
- potentially strengthening the village's position when planning applications are determined;
- and maintaining the protections available to a qualifying Neighbourhood Plan.

The disadvantages include:

- significant time and administrative work;
- the need for updated evidence;
- potential consultancy costs;
- reopening contentious questions about housing sites;
- the possibility that the review ultimately results in little change;
- and the risk that considering new sites creates expectations or controversy within the village.

The meeting therefore did not reach a final decision on whether to undertake a full review.

17. Suggested next steps

It was suggested that members should take some time to consider the discussion before deciding on the scope of any review.

In particular, the Parish Council should consider:

- Whether the Neighbourhood Plan should be reviewed now.
- Whether the review should be limited to updating existing policies or should include consideration of new housing allocations.
- What housing requirement, if any, is likely to apply to Woodcote under the emerging planning framework.

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- Whether at least one housing allocation is required to maintain the relevant NPPF paragraph 14 protection.
- Which of the existing allocations can still legitimately be treated as allocations at the time of submission of a revised plan.
- Whether the existing housing evidence and local housing-needs survey should be updated.
- Whether the previous LVIA evidence remains sufficiently robust or needs updating.
- Whether Chiltern Rise and any other previously considered sites should be reassessed.
- Whether character assessments and design codes should form part of the review.
- Whether any of the current policies need amending / updating / removing or add new ones, particularly:
    - More solar panels?
    - More trees?
    - Careful orientation of homes / roof pitch for sun capture.
- Whether specialist planning advice should be obtained before the Parish Council decides the precise scope of the review.

The overall conclusion was that the Parish Council should **not rush into opening up the whole Neighbourhood Plan without first understanding the risks and benefits**. A short period of further consideration and evidence gathering would allow members to decide whether a full review is justified and, if so, what its scope should be.

[FC Left the meeting 20:29]

26.04.7. Matters for future discussion.

See action items above.

26.04.8. Confirm the date and times of meetings for the year ahead.

It was agreed to hold meetings on 2nd and 4th Monday of the Month going forward, in the community centre, book for 1.5 hours

There being no further business to be transacted, the Chair closed the meeting **20:35**.

Appendix B

Minutes of a Meeting of the Woodcote Parish Council Neighbourhood Plan Committee

Monday 24th August 2026 at 19:00, Function Room – Village Hall

Public Session (Prior to the Start of the Meeting)

None.

Members Present:

Chair	Cllr K Davies(KD)
Members	Cllr N Dudley (ND)
	Mr M Smith (MS)

Officers Present

Deputy Clerk	Mrs L White (LW)

Public and Press at least one member of public and press was present.

Meeting Started: 19:03

26.05.1. To receive apologies for absence. [LGA 1972 s85(1)]

Cllr Pierce and Mrs Cork were both absent from the meeting.

26.05.2. To receive declarations of interest for items on this agenda [LA 2011 s31]

KD declared an interest in infill land adjacent to their home, should land parcels be discussed.

26.05.3. To approve the minutes of previous meetings – 10th August 2026. [LA 1972 Sch 12. Para 41(1)]

It was agreed the minutes were an accurate record of the meeting and subject to the amendments made, will be signed after the meeting.

26.05.4. To receive nominations to join the Neighbourhood Plan Committee.

No additional members were present who wished to join.

26.05.5. To discuss the neighbourhood plan process, to agree actions on how to proceed.

It was highlighted that to go to referendum next September, then we need to aim for December 2026 to get the draft written.

Cllr S Pritchard
Chair of the Council 21 October 2026

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Appendix B

1. Current LVIA and position on housing numbers

The existing **Landscape and Visual Impact Assessment (LVIA)** remains valid, although it may need to be reviewed to establish whether any of the underlying details have changed since it was undertaken.

The main concern identified is that, by September next year, there may be **no remaining deliverable housing sites** available.

The parish has **not been allocated additional housing**, but it has also not delivered the number of houses previously expected. This creates a potential vulnerability when the Neighbourhood Plan is reviewed, particularly if the parish is challenged on its ability to demonstrate an adequate supply of deliverable sites.

There was a general view that the parish should **not volunteer additional housing sites or numbers prematurely**. Instead, it should wait until there is a clear requirement to do so, particularly given the uncertainty surrounding the emerging planning position.

Risk associated with Wood Lane

One concern is that **Wood Lane could potentially become the only remaining housing allocation**.

If Wood Lane is subsequently challenged on the basis that it is not deliverable, the parish could find itself in a difficult position if there are no other allocations within the Neighbourhood Plan.

The discussion therefore considered whether it would be prudent to identify another site now, even if only for a relatively small number of houses, in order to provide some resilience.

Potential conversion of and Employment Site to Residential

A possible option discussed was converting previously identified employment sites in the Neighbourhood Plan to residential sites.

The suggestion was to approach the owners to see whether they would be willing to support a change of use from employment to housing. The important distinction is that this would involve **changing the proposed use of an existing allocated site**, rather than introducing an entirely new site into the Neighbourhood Plan.

It was suggested that this may mean that a formal **Call for Sites** is not necessary, although this needs to be confirmed.

Action: Speak to South Oxfordshire District Council, to establish whether employment sites could be dealt with in this way without undertaking a new Call for Sites.

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Existing sites and their deliverability

There are several sites already within the Neighbourhood Plan which have not yet been fully built.

Some appear likely to proceed, including the smaller sites where development is already well advanced or where planning permission is in place.

The discussion recognised that the definition of a **deliverable site** may become important. A site with only foundations in place, for example, may or may not be regarded as sufficiently deliverable, depending on how the planning inspectorate approaches the issue.

There was also discussion of several sites where outline permission exists or where development has not yet commenced.

The general approach should be to establish the current position of the existing allocations rather than automatically looking for new sites.

Action: Contact the owners/developers of existing allocations to establish whether they remain committed to bringing the sites forward and what their current position is.

Possible additional sites

A number of other potential sites were mentioned during the discussion, including land associated with the Oratory and other areas around the edge of the settlement.

However, there was concern that if a site has **not previously been formally identified in the Neighbourhood Plan**, including it now could require a formal Call for Sites which is a large exercise.

The discussion recognised that if the parish formally invites new sites, it could receive additional proposals that it then has to assess. This could leave the parish with a much larger body of work to complete.

Settlement boundary and potential development outside it

The settlement boundary was discussed in relation to whether potential sites outside it could be considered.

It was noted that the boundary is **not necessarily an absolute restriction on where sites can be offered**. Sites outside the settlement boundary could potentially be submitted and assessed, although their location and landscape impact would be important considerations.

There was particular discussion about how much development might realistically be expected outside the existing settlement.

Landscape assessment

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There was considerable discussion about the approach taken to the previous landscape work.

It was noted that South Oxfordshire District Council had asked the parish to undertake an **LVIA**, although this may not have been the normal assessment process for identifying the suitability of sites for development.

Normally, the process would involve:

1. Assessing whether a site is **suitable for development at all**.
2. If it is suitable, undertaking a **capacity assessment** to determine how much development could take place before landscape impact becomes unacceptable.
3. An LVIA would normally be associated with a specific development proposal and would assess the landscape impact of that particular development.

For the previous exercise, the parish effectively assumed that sites being assessed would be developed fully, rather than considering partial development.

This means that the existing LVIA may not necessarily answer every question that could arise during the next review.

Further housing allocation

There was a strong sense that the village is **unlikely to be enthusiastic about taking substantially more housing**.

The parish had already been pushed towards its previous housing numbers, and there was not an expectation of a large local demand for additional housing allocations.

There may be individual requests for particular types of housing, including more affordable housing, but this does not necessarily translate into a requirement to identify substantial additional housing sites.

The point was also made that the Neighbourhood Plan cannot simply require developers to provide housing at a particular price if the development would not be financially viable.

Consultation with the village

It was agreed that the parish will need to **consult the village as part of the Neighbourhood Plan review**.

However, there was a view that it may not be necessary to repeat the very detailed village-wide survey undertaken for the previous plan.

A possible approach would be to:

- Notify residents that the Neighbourhood Plan is being reviewed.
- Explain the current planning position and the reasons for the review.
- Explain that no additional sites are currently being proposed.
- Explain the work being undertaken on design codes.
- Seek views on the proposed direction of the review.

A more detailed consultation could then be undertaken if circumstances change or if additional sites become necessary.

Design codes

Regardless of what happens with housing allocations, work on **design codes** can continue.

The design and coding work is therefore not dependent upon the outcome of the discussions about additional housing sites.

The consultation material should explain clearly what design codes are and what they are intended to achieve.

Future housing numbers and the emerging planning position

There remains considerable uncertainty around future housing numbers.

The **new standard method for calculating housing need** had previously resulted in South Oxfordshire's figure approximately doubling. However, the proposed changes to the area, including land being transferred into Greater Oxford and the removal of strategic sites associated with Oxford's unmet need, could alter the calculation.

It is therefore not yet clear what the final housing requirement for the reduced South Oxfordshire area will be.

A further consideration is the parish's new **Tier 3 status**, which may affect the extent to which additional housing requirements are imposed.

The parish will also be able to point to the fact that:

- Housing sites have already been assessed.
- The existing allocations have not all been delivered.

- There may be limited suitable land remaining.
- Landscape constraints have already been investigated.

The practical argument is that, even if further housing is required, **there may simply not be suitable places within the parish to put it**.

Overall position

The discussion suggested a cautious approach to the Neighbourhood Plan review.

The immediate consideration was to not volunteer additional housing sites, particularly while the wider planning and housing-number position remains uncertain.

Instead, the parish should:

1. Check the current deliverability of all existing housing allocations.
2. Establish whether Wood Lane is likely to remain deliverable.
3. Investigate whether employment sites could be used as possible small additional allocations, subject to advice from South Oxfordshire District Council.
4. Confirm whether this change from employment to housing would require a formal Call for Sites.
5. Review the existing LVIA and establish whether any of its assumptions or evidence need updating.
6. Continue with the design code work.
7. Undertake an appropriate, proportionate village consultation on the Neighbourhood Plan review.
8. Monitor the emerging housing requirement and the implications of the new standard method and Tier 3 classification.

The key strategic concern is that the parish should avoid ending up in a position where Wood Lane is the only remaining allocation and is then found not to be deliverable. A small, carefully considered additional allocation such as employment site could potentially provide some protection against that risk without opening up a completely new search for development sites.

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[ACTION] LW to draft a leaflet drop, including:

- Slight bit of why we are doing it
- No intention to seek new sites
- Use design codes / design guides and what are they?
- 5 year protection

26.05.6. Decisions which may be considered:

26.05.6.1. Whether to add additional allocations of land, or remain with the current allocations

At the moment the committee does not want to add more sites, but potentially consider if an employment site could be reallocated for Houses, rather than employment. This decision could be revisited if strong response was received from the community from the leaflet drop.

26.05.6.2. Whether to add any design codes / design guide

The committee agreed to add in some design codes, including to accompany specific characters of the village.

To consider "zoning" the village, so that styles of properties would be retained in their different parts of the village.

First Task– need to divide the village in to character areas such as:

- Wayside green
- Bridle Path
- Grimmer Way
- Greenmore & Oakdene

Etc, in each of the styles.

Consider including a minimum garden requirement – such as in character area, then someone to write it up what is found.

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26.05.6.3. Which policies from the current plan to keep / modify / remove

The committee considered if any of the current policies aren't working.

- On South Stoke Road the planning inspector approved on appeal, an application which broke out of the settlement boundary.

To review all of the objections of the parish council and see which applications were approved despite an objection. Looking specifically for loopholes which developer may have found to circumvent the current neighbourhood plan – particularly the previous "in-fill" policy, in the first neighbourhood plan.

[ACTION] Find all of the "objection applications" from the last 4 years, filter out anything which wasn't really a neighbourhood plan objection, review what is left.

26.05.6.4. Whether to consider expanding / adjusting the settlement boundary

May need to consider updating the settlement boundary, only if additional site are included.

26.05.7. Matters for future discussion.

Items to include:

- Agreeing the character areas, drawing them up properly on a map, and drafting the descriptions of those character areas, such as "around the Village Green"
- Then to consider what design codes to apply to each of those character areas.

26.05.8. Confirm the date of the next meeting – 14th September 2026

Confirmed – noting the Community Centre has been booked for September, October and November.

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

Cllr S Pritchard
Chair of the Council

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Neighbourhood Plan 3 Working Group
TERMS OF REFERENCE

1. Background

Woodcote Parish Council has determined that it intends to produce a third edition of their Neighbourhood Plan and has established a Neighbourhood Plan ~~Committee~~ Working Group to oversee the process. The ~~Committee~~ Working Group is responsible for the creation of the draft Woodcote Neighbourhood Plan 3.

2. Purpose & Mission Statement

The purpose of the Neighbourhood Plan ~~Committee~~ Working Group ("the ~~NPC~~NPWG") is to design and facilitate a process that will result in the preparation of a draft Neighbourhood Plan for Woodcote Parish, in order to achieve the respective vision for this Parish.

The process will be:

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

3. Remit

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

- Prepare ~~an outline process for producing~~and draft the Neighbourhood Plan, for consideration by the Parish Council.
- 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 NPC 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 ~~Committee~~ Working Group, but not less than quarterly.

Woodcote
PARISH COUNCIL

5. Appointment of members

The ~~Committee~~ Working Group will be comprised of at least four members including 3 Councillors appointed annually at the Annual Council Meeting~~, with a quorum not less than three~~.

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

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

6. Chair

The Chair is to be elected annually by the ~~Committee~~ Working Group at their first meeting, before proceeding to any other business. The office shall be held for one year.

7. Voting

Only members appointed to the ~~committee~~ Working Group may vote at the meeting. In the case of an equal vote the Chair of the ~~Committee~~ Working Group shall have a second or casting vote. It should be noted that the Working Group is advisory, and any formal decisions regarding the neighbourhood plan, shall be decided by the Full Council.

~~8. Specific Delegated Powers~~

~~The Neighbourhood Plan Committee has delegated authority to draft the neighbourhood plan, including initial consultations of the parish. The final draft will be brought to the next available full council meeting for approval, prior to submission to the district council. The committee has delegated powers to spend up to the value of the earmarked reserves on appropriate professional advice, consultations, publications etc.~~

~~9.~~8. ~~Minutes~~Meeting Notes

~~Each meeting shall nominate a Secretary/minute taker. The sole duty of the Secretary is to provide Minutes of each Meeting. A different member can be nominated as Secretary/minute taker for each meeting.~~ The ~~Clerk to the Council or their~~ Deputy Clerk ~~may~~ shall be the ~~minute~~ meeting note taker, if they are available. Meeting ~~Minutes~~ notes ~~must~~ will be received by the Council at the next available meeting after ~~the minutes~~they have been ~~approved~~agreed.

~~10.~~9. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on ~~20th May~~21st October 2026, it shall be reviewed periodically, at least once per council term, nominally 4 years.

Signed: Dated: ~~20th May~~21st October 2026,

Cllr , Chair of the Council

Appendix D

Title	Neighbourhood Plan
Author	Deputy Clerk
Meeting	Woodcote Parish Council Meeting – 21st October 2026

5.4. To approve requests from the Working Group: Appendix D

- Donation of £400 to the local Scouts for delivering the newsletters.

This was the approach for previous iterations of the neighbourhood plan, an s137 donation of £400, rather then paying a commercial venture. The scouts have a significant shortfall to repair thie rbuilding at the moment, and whilst they are in Goring Heath they are the local scout troop for our village.

- To hold a public consultation in the village hall Saturday 28th November 1pm – 5pm, agree budget, refreshments etc.

We have provisionally booked the hall from 12:00 – 18:00 to include set up and take down.

Propose the council agree to some level of refreshments to encourage community engagement – being so close to Christmas the Deputy Clerk wonders if budget would stretch to minced pies and mulled wine – or non-alcoholic alternative. Seeking approval of the public consultation and refreshment budget.

Please see content of the minutes for updates on progress of the group so far.

Appendix E

Title	Public Spaces and Trees Matters		October 2026
Author	Clerk to the Council		

7.1 To consider proposals for upgraded CCTV.

SF Digital, the current supplier of CCTV to the Village Hall, has indicated that there are camera upgrades to give a higher resolution that would increase picture quality and therefore detail from 5 Megapixels to 8 Megapixels. A basic analogy would be going from something at A5 to A4.

However, at the distances we discussed, his recommendation was to install an additional camera that was permanently zoomed into the furthest areas i.e. the playground from the Village Hall.

The only other way to get much better coverage and quality images would be to have cameras sited closer to areas being looked at.

The upgraded cameras are about £240 + VAT with minimal installation costs, as they would use the existing wiring. There are 4 cameras already installed so upgrading them would be approximately £1000 + VAT.

Any additional cameras would cost the same plus installation costs of about £400.

The figures quoted are very indicative.

7.2 To review a DRAFT Woodcote Parish CCTV Policy and DPIA
Copy of both documents in Meeting pack.

7.3 To consider proposals for a permanent public toilet and agree further actions.

The success of the pilot public toilet scheme over the Spring and Summer of 2026 has been noted.

All feedback solicited from users has been very good with 100% approving the facility and the Parish Council spend to replace it with a more permanent solution.

The only negative feedback received was regarding it's location. Some users of the Village Hall were not entirely happy that it was located close to the school kitchen and residents living across the road from the Village Hall thought it was a bit of an eye sore. In addition users fed back that as it was not signposted or visible from the front of the building finding it was a matter of enquiry or chance.

Whilst the Village Hall has ample provision of toilets it is not possible to allow public access except for actual hirers of the Village Hall facilities. However the Village Hall does tend to be the focus of request for a public toilet.

Alternative locations would require some consideration as the main requirements are for members of the public out and about on the recreation field including the parents and children using the play ground.

The construction and installation requirements though involve considerations of plumbing and connections to drainage and power sources which would be a large undertaking away from any existing supply.

Purpose built option

A build of a facility connected to the existing power, water and waste water plumbing and the fabric of the Village Hall.

Initial ideas were to site a toilet where the current port-a-loo has been placed to take advantage of the existing plumbing arrangements. This would necessitate building exactly between two existing windows to what are currently a toilet and a quiet room both used by the Woodcote Youth Club. Available space 210cm. Height to Village Hall eaves from ground level 220cm.

An alternative site would be along the Village Hall East side facing into the car park where there are also existing toilets and plumbing that could be connected to. This would entail the loss of at least one parking place but would be closer to the playground and also a very visible facility for the general public.

Apart from design considerations there would be the complication of constructing a Partish asset onto a Village Hall under separate ownership and the shared use of power, water and drainage.

Depending on the design the toilet could potentially also be an easy unauthorised route onto the Village Hall flat roof.

Pros: A purpose built facility
Cons: Limited potential sites, attached to a building not under Parish management or ownership, not wholly visible to some users depending on the site chosen.
Cost estimates: Build £30,000 – 50,000. Fit out £12,000 - £15,000. Design, planning, first fit plumbing and electrical connections have not been priced. Quotes have been sought from two companies neither of whom have submitted any yet.
Planning: Required
Ongoing maintenance:

A modular (semi pre-fab)unit with conventional plumbing and power

Fully fitted modular units are offered by various companies to meet current accessibility requirements.

While still having the requirement for traditional plumbing supply and drainage and power supplies the modular toilet does have some advantages in that it could be sited as close to the Village Hall as possible without actually sharing a wall.

Wintec have provided a detailed quote and drawings for such a toilet which is appended to this document. The quote does however come with the caveats regarding connections to existing utility supplies have not been fully costed and that some simple structural foundations might need to be built i.e. 4 corner pad foundations or a small slab

The unit, being internally clad with laminate faced shower board and externally with timber in a steel frame would be a bit more vulnerable to structural damage from vandalism than a brick and tile build. The steel door however would allow it to be locked overnight.

Pros: No physical connection to the Village Hall
Cons: Limited potential sites to keep plumbing and drainage works lower cost.
Cost estimates: Build £26,209 including fit out. Costs for utility connections, and connection to drainage not fully worked out and potentially requires foundations.
Planning: At 3m tall I also assume that planning permissions would need to be obtained.
Ongoing maintenance:

A standalone compost toilet with solar power.
Kazuba toilets are dry toilet systems, for any location as it does not require access to plumbing. The system works without the need for water, electricity or chemicals.

Unlike most waterless and composting toilets the system works by separating out the solids from the liquids whilst the public use the facility like a normal flushing toilet i.e .no requirement to sit down, use sawdust etc. The waste is dried by the wind or the sun and reduced to a dehydrated to solids. The separated solid waste is removed after approximately 2000 uses and the procedure takes about 5 minutes. The advice received is that from the level of use we have been seeing in the village this would likely only be required annually and at worst twice a year.

I have been advised that there are no issues around odours emanating from the drying stack but that installation at 30m from residences is nevertheless advised.

The structure is composed of a galvanised steel structure clad with Birch plywood walls with tough phenol surface. The walls do not quite met the ground which could discourage persons from using it for purposes other than designed.

The units are completely free standing and have an optional solar panel to power lighting at £750 + VAT as well as a optional urinal module at £1,995 + VAT. To ensure it is accessible however it would have to be sited close to a paved path for wheelchair access whilst also being sited to facilitate delivery by vehicle and to allow for vehicle access for waste removal.

The Kazuba waterless and accessible model *KL2 Accessible* is £12,295 + VAT. The unit arrives as a flat-packed kit on an oversized pallet, ready to be installed. An installation service is also offered at a cost of £3,500 + VAT. The unit requires a basic hard standing foundation.

The company also offer a version called the Bumper. This operates in exactly the same way as the Kazuba KL2 but can be easily picked up and moved to a different site by a small fork lift. Unfortunately the price of the Bumper has gone up significantly in 2026 and is now over £24,000 + VAT with a very long lead time from order to delivery.

Pros: Can be sited wherever desired with caveats around wheelchair access and proximity to residences.
Cons: Public perceptions around composting toilets
Cost estimates: Build £16,545 + VAT (including solar light but no urinal and installation(. Costs for utility connections, and connection to drainage are nil.
Planning: At 2.4m tall planning permissions unlikely to be required thought the top of the wind stack is 3m so this would need to be confirmed.
Ongoing maintenance: The cost to pump out a small sewage tank typically ranges from £175 to £350 with an average cost of £200.

7.4 To consider full costs for water bottle filling station and agree further actions

The previously discussed option for a water bottle filler has increased in price. The Elke Outdoor wall mounted unit is now over £3000 + VAT.

An alternative unit at a third of the cost to the one previously described is the Aqua Pointe Surface Mount Non-Refrigerated Bottle Filler. The unit is surface mounted and purely mechanical requiring now power. Plumbing is minimal requiring a 15mm drinking water output and a standard drain pipe for waste.

£825.50 + VAT for the unit.

The site requirements are:

- A potable water supply in 15mm pipe directly through the wall at the installation point.
- A waste pipe directly through the wall at the installation point.
- The external wall structure must be capable of supporting 3Kg.

The Village Hall Trustees have expressed a willingness to have this installed on the village hall. The potable water source a d waste pipe access requirements mean there are certain considerations as to possible sites.

The simplest and most economical site would be between the two doors to the Village Car Park using the supply and drainage to the kitchen sink in the Committee Room. Site A

A pleasanter site would be on the back wall of the Village Hall at the Car Park end but would require some additional plumbing supply work as the potable water line seems to have been capped off and it is not immediately clear how to connect the waste water pipe. Site B

A quote from a local plumber has been obtained for the installation.

Site A: Unavailable at this time

Site B: Unavailable at this time

7.5 To consider a request to install a memorial bench at Greenmore Ponds

A request to install a memorial bench to a long term resident of the village has been received. The proposed site for the bench is Greenmore ponds.

The bench chosen is the parish approved version in Oak which can include soft ground anchors and the inscription would read:

Line 1 Margaret (Maggie) McCarthy
Line 2 December 1946- April 2024.
Line 3 We sit where you once walked.
Line 4 Now at peace and forever in our hearts

In consultation with the Woodcote Conservation Group and the requestee a suitable site has been identified.

Appendix F

Title	Traffic		October 2026
Author	Clerk to the Council		

8. Traffic

8.1. 20mph programme - To discuss the 20mph programme and consider WPC response to request for feedback

Email from the Senior Officer – Vision Zero

The implementation of the County Council's 20mph programme saw about 280 parish and town councils participating, and with the new limits in some cases now having been in place for three or more years we are keen to understand how they are working from a local perspective.

The very wide take up of the programme by local councils across Oxfordshire has supported the provision to provide a safer and more pleasant environment for all road users and residents.

We are now contacting all parish and town councils to seek your views on how the 20mph speed limits are working in your community, acknowledging that it will take time for a culture of lower speeds in our towns and villages to become the norm.

We would be very grateful to receive your comments on the following:

- *Examples of roads / parts of your town and village where the 20mph limits are working well and why you consider this to be the case.*

- *Examples where you consider 20mph is not working as effectively or as hoped, and what you think is the cause of this and what might be required to make it more effective.*

The County Council is also monitoring changes in the number of reported collisions and changes in traffic speeds. We would be happy to provide this information for roads in your area if of interest.

At the outset of the programme, it was also acknowledged that resources for providing traffic calming measures to help support the new lower limits was not possible through the 20mph programme, and would need to be funded locally through s106, CIL or other funding. This is still the case, but we would be very happy to support – by providing advice etc. – on possible measures should there be local funding opportunities.

Although there is no deadline for sending your observations, we would be grateful to receive any responses (by reply to this email) by the end of November.

We have been advised that in order to get Tidmore Lane designated as a 20mph road in line with the rest of the village, we should use the opportunity afforded by this request for feedback on the 20mph programme as a whole.

8.2. To review speed data from the new SIDs on the Reading Road

The following is a CHAT GPT summarised report of the data collected by the Bluetooth enabled SIDs sign installed by the PC on the Reading Road.

READING ROAD

Speed monitoring report

What the data tells us — and what it cannot yet tell us

94,891	25.9 mph	32.4 mph
vehicle records	**average speed**	**overall 85th percentile**
4 Aug–7 Oct 2026	reported software summary	reported software summary

8. Executive summary

The speed indicator recorded traffic on Reading Road from 4 August 2026 at 16:00 to 7 October 2026 at 15:59. The road's actual speed limit is 20 mph.

The dataset shows a substantial speed-management issue: the software summary reports an average speed of 25.9 mph and an 85th-percentile speed of 32.4 mph. In other words, the typical recorded speed is above the limit, and the faster end of traffic is considerably above it.

The report's own "speeders" figures use a 25 mph threshold, not the road's actual 20 mph limit. They must not be presented as the percentage exceeding the legal limit. The grouped speed bands also combine speeds from 20 to under 25 mph, so this export cannot tell us exactly how many vehicles exceeded 20 mph.

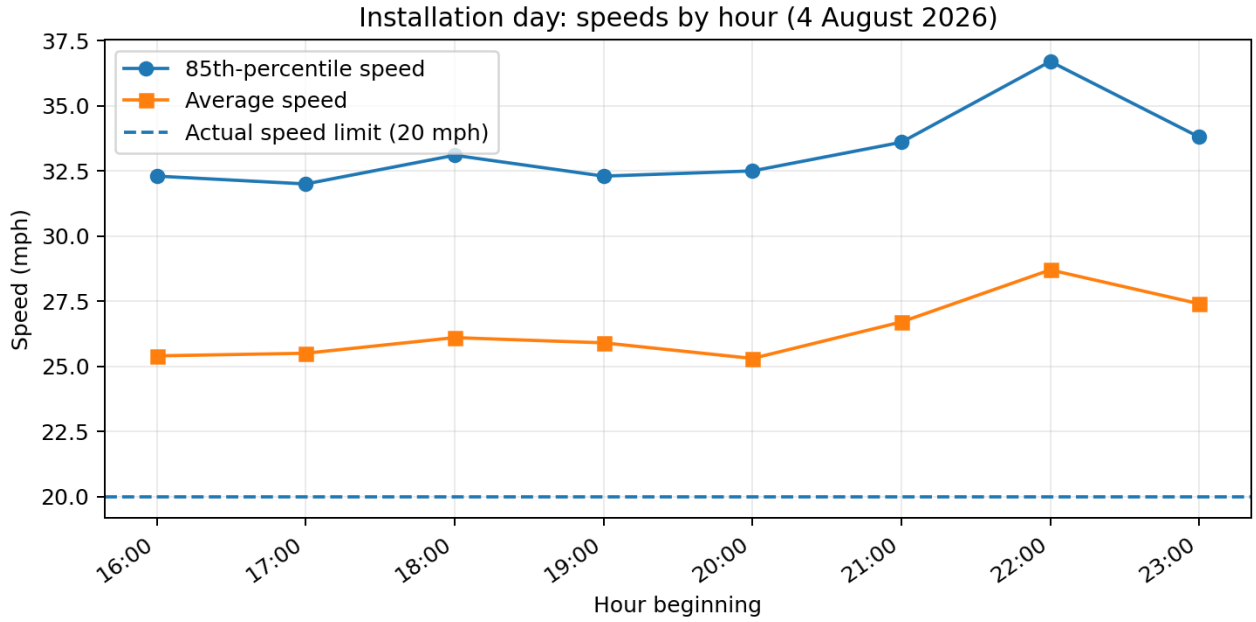
Your impression that speeds improved in the first few hours after installation is understandable, but this dataset alone cannot establish that the sign caused a reduction. There is no pre-installation baseline in the file, and speeds in the first recorded hours were still high. A like-for-like comparison with pre-installation data (or a carefully designed follow-up survey) would be needed.

9. What was recorded?

Monitoring period: 4 August 2026, 16:00 to 7 October 2026, 15:59. The summary reports 94,891 vehicle records, with a maximum recorded speed of 60 mph. The software summary gives an average speed of 25.9 mph, a median (50th percentile) of 26.1 mph and an 85th-percentile speed of 32.4 mph.

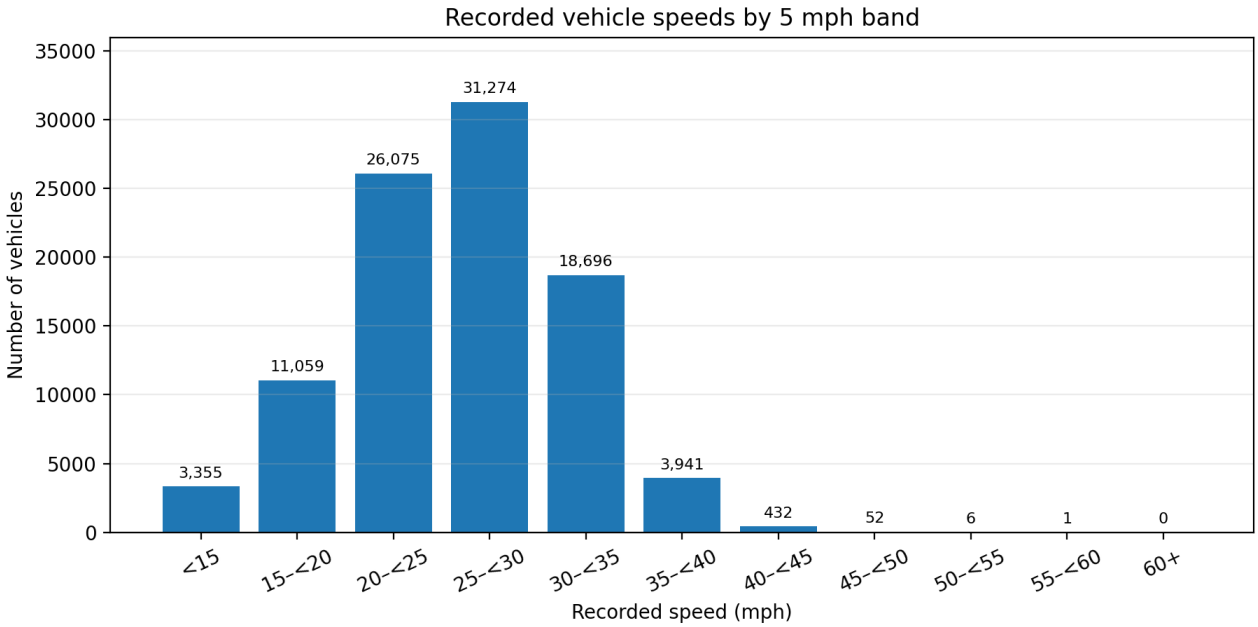
The 85th percentile is the speed at or below which 85% of vehicles were travelling; around 15% were travelling faster than that speed. It is a useful indicator of the speed environment, but it is not the same as the average speed or the percentage breaking the speed limit.

10. Installation day: the first few hours



The first recorded hour (16:00–16:59) had an average speed of 25.4 mph and an 85th-percentile speed of 32.3 mph. Across the first four recorded hours (16:00–19:59), hourly 85th-percentile readings were 32.3, 32.0, 33.1 and 32.3 mph. These figures do not show a clear immediate fall in speed during those hours. That does not rule out a short-lived behavioural effect: drivers may respond to seeing the sign, and the available report does not provide a "before" measurement. It simply means the claim cannot be demonstrated from this export.

11. How much speeding is there?

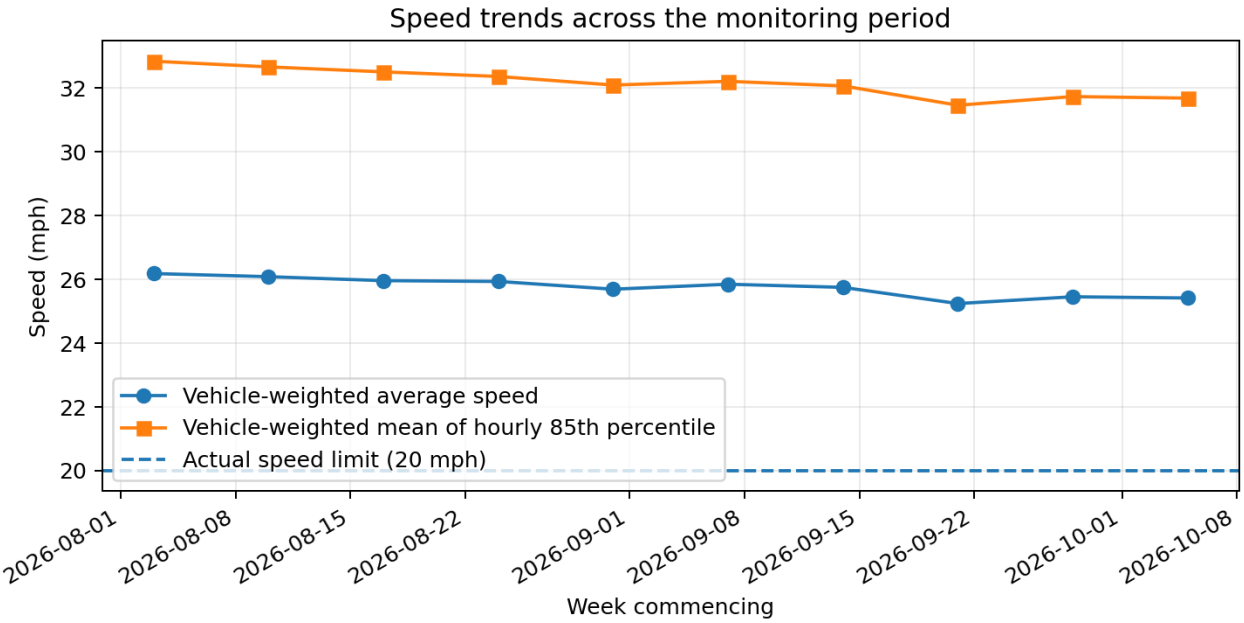


The chart above shows the exact number of recorded vehicles in each speed band, from below 15 mph through to 60 mph and above. The 60+ mph bar combines all higher bands in the source export (60–<65, 65–<70, 70–<75 and so on). The band from 20 to under 25 mph straddles the actual 20 mph limit, so the data cannot split that band into vehicles travelling at exactly 20 mph and those travelling above the limit.

All vehicles recorded at 25 mph or above were over the 20 mph limit; some vehicles in the 20–under-25 mph band were also over it.

The speed bands show 108,804 vehicles recorded at 25 mph or above out of 189,782 vehicle records (57.3%). This is a minimum count of vehicles exceeding the actual 20 mph limit, not the total number speeding. The software summary's "speeders" figure should be treated cautiously until the device/report configuration is checked against the road's actual 20 mph limit.

12. Does the sign appear to be working over time?



The weekly trend chart is useful for seeing whether speeds shift over the monitoring period. However, the values shown are weekly aggregates of hourly readings, and can be affected by traffic mix, time of day, weekday/weekend patterns, roadworks, weather and other conditions. A change in the graph is not proof that the sign caused it.

For a defensible assessment, compare the same weekdays and time periods before and after installation, ideally over at least a week on each side, and report vehicle counts alongside average and 85th-percentile speeds. If a pre-installation survey was not carried out, a future comparison can still help assess trends, but cannot reconstruct the original baseline.

13. Recommended next steps

1. Check the speed indicator software settings: the report lists the speed limit as 25 mph, whereas Reading Road is subject to a 20 mph limit.
2. Ask the supplier or operator to regenerate the report with the correct 20 mph threshold, if the software supports it. Keep the raw data so the analysis can be repeated consistently.
3. Continue monitoring and review results monthly, using the same metrics each time: total traffic, average speed, 85th-percentile speed, and the proportion travelling at 25 mph or more (clearly labelled as a minimum measure of speeding against the 20 mph limit).
4. If the Council wants to evaluate the sign's impact, arrange a comparable follow-up survey with a documented methodology and, where possible, a suitable comparison location or baseline.

14. Bottom line for councillors

The data confirms that speeds on Reading Road are a concern: the reported average is around 6 mph above the 20 mph limit, and the 85th percentile is around 12 mph above it. The first hours of data do not show an obvious immediate reduction, and without a pre-installation baseline we should avoid claiming that the sign has already reduced speeds. The most useful next step is to correct the report's 25 mph setting and continue a consistent, transparent review.

15. Data notes

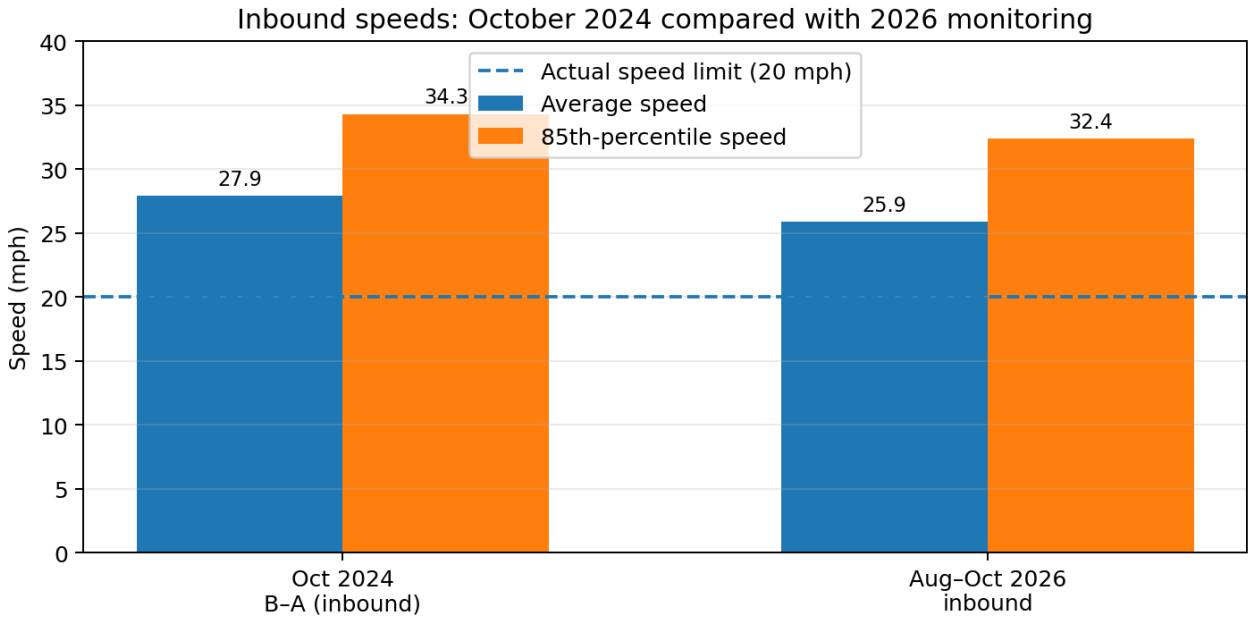
Source: "Reading Road Speed Report.xlsx", speed indicator software export generated 12 October 2026. The report summary states 94,891 vehicles for the monitoring period. Speed-band counts are grouped in 5 mph intervals; the 20–under-25 mph band prevents an exact count of vehicles above 20 mph. The summary lists a 25 mph speed limit, which conflicts with the Council's stated legal limit of 20 mph. Figures in this briefing distinguish the software's threshold from the actual road limit.

16. Comparison with the October 2024 speed survey

The October 2024 survey recorded traffic in both directions. You have confirmed that the B–A direction (Tidmore Lane east to Chiltern Gardens west) is the direction travelling into Woodcote. We can therefore compare the 2024 B–A figures with the current speed-indicator dataset, which also records inbound traffic only. This is a more appropriate directional comparison than using the 2024 two-way total.

The table below retains the A–B and two-way figures for context, but the key comparison for this report is the 2024 B–A (inbound) row against the 2026 inbound-only readings.

Survey / direction	Vehicles recorded	Average speed	85th-percentile speed
October 2024 — A–B	14,910	29.0 mph	35.4 mph
October 2024 — B–A (inbound)	13,343	27.9 mph	34.3 mph
October 2024 — two-way total	28,253	28.5 mph	34.9 mph
Aug–Oct 2026 — inbound only	94,891	25.9 mph	32.4 mph



On this directional comparison, the reported average speed is around 2.0 mph lower in the 2026 data (25.9 mph compared with 27.9 mph in 2024). The 85th-percentile speed is around 1.9 mph lower (32.4 mph compared with 34.3 mph). This is encouraging and is consistent with the possibility that speeds have reduced, but it does not prove that the speed indicator caused the difference. The surveys were conducted in different years and over different periods, and other factors may have affected traffic speeds.

The comparison is now directionally aligned, but it is not a controlled before-and-after test: the 2024 survey covered a short survey period in October, while the current data covers 4 August to 7 October 2026. A more robust assessment would compare equivalent weekdays and hours where the source data allows, and account for seasonal, traffic and environmental differences. In both workbooks, the 20–25 mph band straddles the actual 20 mph limit, so the grouped bands do not provide an exact count of all vehicles exceeding 20 mph.

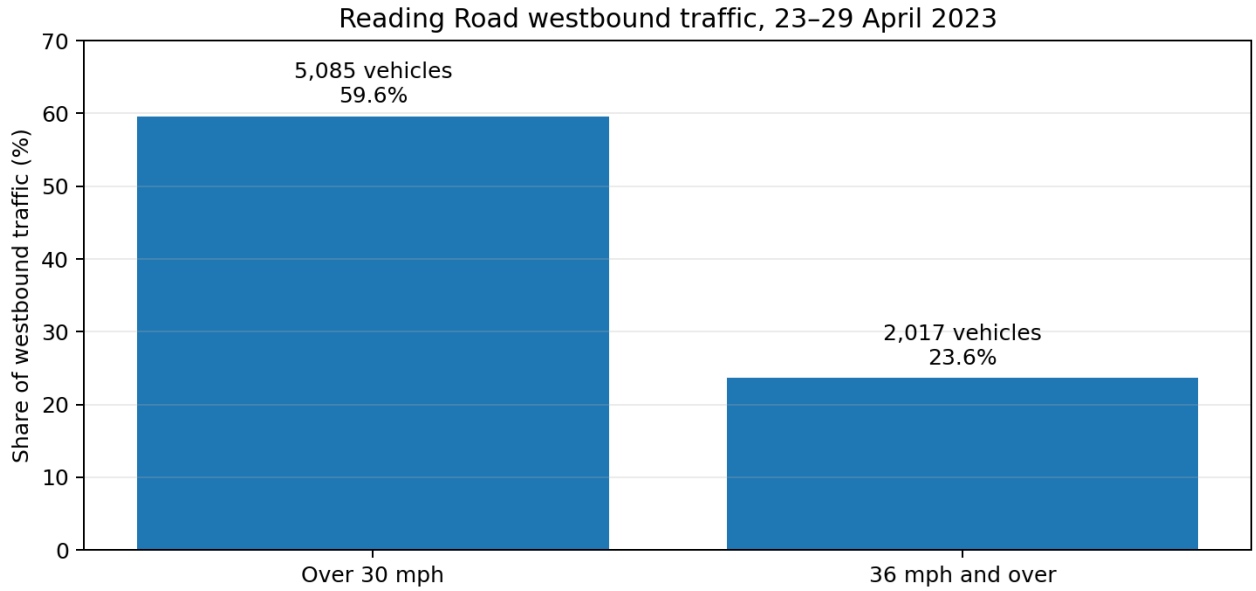
17. What this changes in our interpretation

The confirmed B–A comparison gives councillors a more meaningful historical reference than the 2024 two-way total. The 2026 inbound readings are lower by approximately 2 mph on both average and 85th-percentile speed. This is a positive indication, but the Council should describe it as a difference between surveys rather than a proven effect of the sign. Continued monitoring, ideally with comparable survey periods, will help establish whether the lower readings persist.

18. Historical context: before the 20 mph limit

A further survey provides a useful historical reference point. The survey at Reading Road, east of Greenmore, ran from Monday 23 April to Sunday 29 April 2023. This was before the road's speed limit was reduced from 30 mph to 20 mph. As requested, this section uses the westbound data only, representing traffic travelling into the village.

The survey recorded 8,536 westbound vehicles during the week. Of these, 5,085 were travelling above 30 mph (59.6%). A further 2,017 vehicles were recorded at 36 mph or above (23.6%). These are directly reported counts from the 2023 summary.



19. How this fits with the later surveys

The 2023 results show that, before the limit was reduced, a substantial proportion of inbound traffic travelled above the former 30 mph limit: around 6 in 10 vehicles exceeded 30 mph, and around 1 in 4 travelled at 36 mph or faster. This provides important context for why the road's speed environment was a concern.

The 2023 figures should not be treated as a directly equivalent before-and-after test of the speed indicator. They were collected in a different year, under the former 30 mph limit, and may have been gathered using different equipment or settings. The October 2024 inbound (B–A) survey and the August–October 2026 inbound monitoring are closer in direction and purpose, but survey duration, season, traffic conditions and data processing still need to be considered.

20. What we can reasonably conclude

- In April 2023, before the 20 mph limit, 59.6% of westbound traffic exceeded 30 mph and 23.6% travelled at 36 mph or above.
- The later inbound surveys report lower average and 85th-percentile speeds than the 2023 survey's threshold-based figures might suggest, but the 2023 workbook does not provide a directly comparable average or 85th-percentile speed in the summary.
- The 2023 data demonstrates the historical scale of the speeding problem; it cannot isolate the effect of either the 20 mph limit or the later speed indicator.
- For a robust evaluation of the sign, continue to compare like-for-like inbound data using consistent speed bands, traffic counts, average speed and 85th-percentile speed. Ensure all current reporting uses the actual 20 mph limit.

Appendix F

Source: “120423 reading road speed report summary v0-1.xlsx”, Sheet1, “Reading Road east of Greenmore”; We

Appendix G

Title	Clerk's Report		October 2026
Author	Clerk to the Council		

9.1 To review the general action tracker.

Action Item	Assigned to	Created on	Due Date	Priority	Status	Progress %	Notes
Seek advice on costs for Public Toilet Build	Clerk	20/8/25		Medium	**In progress**	*50*	
Put together costs for ongoing running and maintenance of public toilet	Clerk	20/8/25		Low	**In progress**	*25*	
Request usage stats from the 3 schools re the Car Park in term times	Clerk	28/8/25		High	**Parked**	*33*	Emailed Heads of the 3 schools 3/9/25. Cabin pre-school says they use 1 space every day and 2 more occasionally. Carpark and traffic meeting held Langtree school have sent partial survey results received. Not heard back from the Primary school at all.
Update Parish Website	RFO	15/9/25		Medium	**In progress**	*70*	In progress
Hire of Disabled access portaloo for installation outside Village Hall for 3 months.	Clerk	19/2/26	6 months in 2026	High	**Completed**	*95*	Initiative extended for further 3 months.
Explore improving public transport other than the x40	Clerk	6/5/26	none	Medium	**Parked**	*10*	No update from GFB.

Explore PC subsidising access for village residents to Oratory sports facilities	Cllt SC	6/5/26	none	Medium	**In progress**	*25*	NO response from Oratory. Please will a Cllr SC attempt contact.
Explore PC funding Youth Services	Cllr TO	6/5/26	none	Medium		*10*	Clerk has met with current organiser and approached neighbouring parishes to explore sharing a full time Youth Worker
Water bottle filling station near Village Hall Carpark playground	Clerk	6/5/26	none	Medium	**In progress**	*35*	Cheaper alternative unit identified, Quotes for installation sought.
Enter the Best Kept Village competition (or similar)	Cllt SC	6/5/26	none	Medium			No Update
Install planters by the 3 main village gates.	Cllt SC	6/5/26	none	Medium			No Update
Ask for a quote to repair and paint the 3 village gates.	Clerk	6/5/26	asap	High	**In progress**	*50*	Chiltern Woodcraft contacted to make the repairs. No contact from Rectory Homes.

9.2 To consider approving £50 donation to the Poppy Appeal for the Royal British Legion in lieu of purchasing a Poppy Wreath for the PC.

In 2025 the Parish purchased a hand made non plastic wreath which was laid by Cllr. Over. This was gathered up after a suitable interval and remains serviceable. As the Royal British Legion make much of their funds from the sale of Poppy Wreaths please would the Parish Council consider a donation in lieu of purchase again in 2026.

In addition please could a Parish Councillor be nominated to be at the service and lay the wreath on the PC's behalf.

9.3 To receive a report of the consultation with the Woodcote Youth Club supervisors.

A meeting with Heather Fleming, who currently runs the Youth Club, took place in the week of the 21st September.

Appendix G

The Youth Club is facing increasing difficulty with a lack of volunteers who are able to supervise the sessions regularly. There are 3 members of 'staff' and the occasional additional flexible volunteer in the form of previous staff. Unfortunately their availability cannot always be guaranteed.

Sessions take place on a Monday evening and are currently restricted to a single year group (year 10. The number of young persons on the Club register is approximately 50 and attendance on any one day is usually about 20 persons.

The club would like to expand to include other year groups though this would probably involve opening on another day as there is a reluctance to mix year groups.

The club is used for young people to get together and socialise. The volunteers also conduct occasional cookery lessons or demonstrations. There are also a lot of opportunities to have informal conversations around PHSE.

The Club operates a small 'tuck shop'.

The Clerk has contacted the Clerks in Goring, Goring Heath and South Stoke Parishes to ask about the possibility of jointly funding a full time Youth Worker for the area. Goring Parish will consider it. Stoke is too small to have a Youth Club and there has not been a response from Goring Heath.

Average Youth Worker Salery in England £29 – 35k p.a.

9.4 To note that Shield Group (who collect the litter and dog bin contents) are adding a fuel surcharge which increases their prices by 25%.

THE
SHIELD
GROUP
Industrial Cleaning &
Estate Maintenance

To Whom it may concern

We are writing to regrettably inform you of a fuel surcharge we are going to need to charge on to our Routine Litter and dog waste collection services.

As I am sure you will appreciate our service is particularly dependant upon diesel fuel and each collection has the requirement for us to travel between multiple locations with significant mileage and frequent stopping and starting. Fuel therefore represents a substantial and unavoidable element of the cost of providing this service.

When the original pricing structure was created, fuel costs where based on substantially lower diesel prices.

Back in September 2025 diesel prices were at 141.57p per litre, By the 28th September 2026 the average UK fuel price had reached 199.2p per litre representing almost a 40% increase. The RAC have announced hat fell prices are the highest in UK history and have warned that prices could continue to rise over and above £2.00 per litre. This represents an unprecedented increase in on of the principal operating costs associated with our collection service. Due to this sharp increase we also need to act immediately rather than being able to provide advanced notice.

This increase is affecting businesses throughout the waste, environmental services, transport and delivery sectors. Companies whose operations are heavily dependent upon vehicles and diesel fuel are increasingly introducing fuel surcharges or additional fuel-related charges to recover a proportion of these exceptional increases.

We have sought to absorb the additional costs wherever possible. However, the scale and persistence of the increase now makes this unsustainable without making an adjustment to our contract charges.

Accordingly, with effect of 1st of October 2026 we will introduce a fuel surcharge calculated as a percentage of the existing weekly contract value.

Tel: 01844 278666 Email: service@theshieldgroup.co.uk Web: www.theshieldgroup.co.uk
All quotations are excluding VAT at the standard rate.
Shield Maintenance Ltd. Company Registration No: 05542390.
Unit 21 Wornal Park, Menmarsh Road, Worminghall, HP18 9PH

THE
SHIELD
GROUP
Industrial Cleaning &
Estate Maintenance

The surcharge will be applied according to the following scale:

Existing weekly contract value | Fuel surcharge percentage |

Over £1,000 per week	10%
Over £300 up to £1,000 per week	15%
Over £100 up to £300 per week	20%
£100 per week or less	25%

The higher percentage applied to smaller contracts reflects the disproportionately high vehicle, travelling and collection costs associated with servicing individual locations and smaller rounds.

For example, a contract currently costing £500 per week would incur a 15% fuel surcharge, resulting in an additional £75 per week.

We regard this as an exceptional measure arising from circumstances outside our control rather than a general increase in our underlying service charges. We will continue to monitor diesel prices and the wider fuel market. The surcharge will therefore be reviewed periodically in order to provide fair and transparent costing.

Conversely, should fuel prices increase substantially further, we may need to review the surcharge to ensure that the service remains economically viable.
We very much value our relationship with the Parish Council and appreciate that Parish Councils themselves are operating under considerable financial pressure. We have therefore attempted to structure the surcharge so that it reflects the additional costs we are experiencing whilst allowing us to continue providing a reliable and consistent litter and dog waste collection service. We hope that the above explains the reasons for this necessary adjustment. Should you wish to discuss the surcharge or your current collection arrangements, please do not hesitate to contact us.

Yours sincerely,

Steve Partington
Managing Director
The Shield Group
01844 278666
07801323732
steve@theshieldgroup.co.uk

Appendix H

Title	Deputy Clerk Report
Author	Deputy Clerk
Meeting	Woodcote Parish Council Meeting – 21st October 2026

10.1. To consider training courses, approve budget and attendance.

- Planning: How to respond effectively to planning applications – In person Witney, half day, £70
    - 09th November 2026
- Parish Pros – In person Benson, half day, £85
    - 28th November 2026
    - The purpose of the session is to refresh knowledge of procedure and practice and to further empower councillors to handle council business effectively and confidently.
- Roles and Responsibilities – in person Benson, full day, £125
    - 03rd December 2026
    - This one-day course, aimed at newly elected councillors and also suitable for new clerks, will outline the roles and responsibilities of clerks and councillors so that they can work together effectively. It will also provide an introduction to law and procedure for local councils and a networking lunch break.
- Beyond the Basics: Risk, Funding & Annual Meetings – in person Benson, all day, £125
    - 25th February 2027
    - This practical course is ideal for clerks who are ready to build on their core knowledge and strengthen their confidence in more complex areas of council work. It focuses on real-world situations and good governance, helping you support your council effectively and professionally.

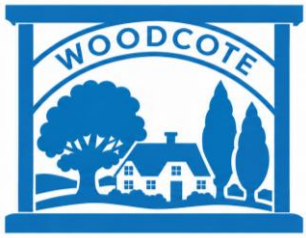
Appendix H

10.2. To approve adopting a formal "Parish Council Logo

A **Parish Council logo** would provide the Council with a consistent and recognisable visual identity across its communications and, as far as we can establish, the Parish Council does not appear to have had a dedicated logo previously. A simple, professional logo would make Council documents, agendas, newsletters, website pages, social media posts, correspondence and public notices immediately recognisable as coming from the Parish Council, while helping to distinguish official Council communications from those of other village organisations. Using a single-colour version in the Parish's established blue would also make it inexpensive to reproduce on printed documents. The proposed design incorporates elements representing Woodcote and the surrounding village, giving the Council a simple visual identity that can be used consistently across its work without requiring significant ongoing cost.

The proposed elements to used in general parish council branding are detailed below:







INSERT NAME HERE
CiLCA Qualified
Deputy Clerk & Responsible Financial Officer

Accounts@WoodcoteParish.gov.uk
07708607711
Woodcote Village Hall, Reading Road,
Woodcote, RG8 0QY



Appendix H

Woodcote PARISH COUNCIL

Colour Chart – Woodcote Parish Council Logo

These colours have been sampled directly from the provided logo image and should be used for any materials to ensure a consistent look and feel.

Woodcote Blue	Lighter Blue	Darker Blue	Very Light Blue
(Main Logo Colour)	(Used in anti-aliasing / subtle variations)	(Minor shading variations)	(Edge smoothing)
HEX: #0E70B9 RGB: 14, 112, 185 CMYK: 92, 43, 0, 0	HEX: #3B8ED0 RGB: 59, 142, 208 CMYK: 76, 31, 0, 0	HEX: #0A5EA0 RGB: 10, 94, 160 CMYK: 99, 53, 6, 1	HEX: #D7EAF8 RGB: 215, 234, 248 CMYK: 16, 3, 0, 0

Light Grey	Mid Grey	Dark Grey	White
(Subtle anti-aliasing)	(Subtle variation)	(Text/edge variation)	(Background)
HEX: #E6E6E6 RGB: 230, 230, 230 CMYK: 8, 6, 6, 0	HEX: #B3B3B3 RGB: 179, 179, 179 CMYK: 32, 25, 25, 0	HEX: #666666 RGB: 102, 102, 102 CMYK: 58, 49, 48, 16	HEX: #FFFFFF RGB: 255, 255, 255 CMYK: 0, 0, 0, 0

Recommended Primary Colour

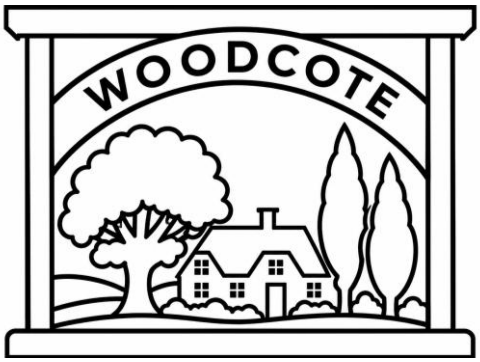
For best consistency, use Woodcote Blue (#0E70B9) for all printed and digital materials.

Colour values sampled from the Woodcote Parish Council logo (provided image). No changes have been made to the logo.

We can also have a suite of grey scale images, and even a black and white logo for the cheapest printing or full colour logo depending on what it is going on.



Woodcote PARISH COUNCIL





10.3. To approve purchase of ChatGPT licences for the Clerk and Deputy Clerk, £7 per licence

A **ChatGPT licence for the Clerk and Deputy Clerk** would provide a practical administrative tool to improve efficiency and reduce the time spent on a wide range of tasks. In particular, it has already allowed rapid searching of historical Parish Council minutes and documents, enabling staff to respond quickly and accurately to questions about decisions and actions taken before the current administration. It would also be particularly useful for summarising large volumes of information, such as the extensive historical documentation relating to Village Hall matters, making it easier to identify key decisions, dates and outstanding issues. It can also assist with drafting responses to residents: the Clerk or Deputy Clerk can dictate their thoughts and key points directly into the computer and use ChatGPT to turn these into a clear, appropriately worded response which can then be reviewed, amended and approved before being sent. **There are already clear examples of the time saved: the recent Neighbourhood Plan newsletter was predominantly drafted using ChatGPT, drawing on Council minutes and current Neighbourhood Plan information available online, was produced within an afternoon rather than the normal 1-2 days. Similarly the work on the proposed new Council logos took about 30 minutes, rather than an expensive graphic designer, for something so simple. Without this assistance, these tasks could potentially have taken longer to draft and develop from scratch, and costed more.** The licence would therefore support, rather than replace, professional judgement, while saving staff time and improving the speed, consistency and quality of the Council's work.

The deputy personally paid for a licence in September to create the newsletter, after extensive experience at their other Council. This request is for the Council to pay for licences for the Clerk and Deputy going forward. Whilst there are free version available, numbers of requests, revisions and specifically graphic creation is limited in the free version, hence the Deputy paid for a licence to create the Neighbourhood Plan newsletter.

10.4. To consider applying for the NALC Council award scheme – Bronze Level

Why Councils should apply from NALC:

"Engaging in the Local Council Award Scheme (LCAS) offers numerous advantages for parish and town councils. For those councils already confident in their high-performance standards, the scheme verifies them, affirming that they are contemporary and progressive according to sector benchmarks. For those aspiring to enhance their operations, it provides a structured framework to initiate and plan the initial stages of improvement, fostering increased performance and confidence. Establishing policies for continuous development becomes a key outcome, aiding councils in their pursuit of excellence.

Winning the award becomes a celebration for councillors and officers alike. It is a tangible acknowledgement and respect for their unwavering commitment and hard work.

Beyond the internal benefits, the award becomes a valuable tool for parish and town councils when collaborating with the local community or other partners. It instils confidence in these stakeholders, assuring them that the council operates at a national professional standard and is dedicated to delivering quality services.

The scheme's impact extends to the national reputation of parish and town councils, showcasing their achievements and commitment to continuous improvement. This contributes significantly to building a positive image of councils on a broader scale."

Why we should apply from the Clerk and Deputy Clerk:

With Local Government Reorganisation (LGR) set to reshape local government, it is increasingly important that parish councils can demonstrate the quality of their governance, professionalism and contribution to their communities. Although LGR is currently paused, the Government remains committed to its rollout. There is understandable concern across the local council sector that parish councils could become the "poor relation" within larger unitary authority structures, with their local knowledge, expertise and contribution to local democracy undervalued.

The Local Council Award Scheme provides an opportunity to demonstrate independently that our Council operates to recognised standards and is committed to continuous improvement. This is about more than gaining a certificate: it is about evidencing our value, strengthening public confidence and ensuring we are well placed to make the case for effective, locally accountable parish councils in the future.

Our gap analysis suggests that we are already close to meeting the Bronze criteria, with just four areas requiring attention:

- a current-year action plan (proposed later this meeting),
- evidence of considering crime and disorder when making decisions,
- a training and development policy,
- and a record of training undertaken by councillors and staff.

These are achievable objectives, and I recommend that we address them as a priority, with the intention of bringing the completed work to the November Council meeting and applying for Bronze as soon as possible thereafter.

However, I do not believe we should stop at Bronze. We should use this as the first milestone in a clear plan towards Silver accreditation. The Silver gap analysis has identified eight areas for development, including community engagement policies and action planning, encouraging public participation in local democracy, staff appraisals and a current qualified Clerk. Importantly, the Clerk's CiLCA training has already been approved and is underway, providing a clear pathway towards meeting the qualification requirement.

I recommend that we develop a plan to address the remaining Silver criteria alongside the CiLCA training, so that the Council is ready to progress to Silver as soon as the necessary requirements have been met. Gold can remain a longer-term aspiration.

This staged approach allows us to recognise the standards we already achieve, secure early recognition through Bronze, and build towards a more substantial award. More importantly, it demonstrates that our Council is proactive, ambitious and committed to raising standards, strengthening community engagement and protecting the important role of parish councils as local government evolves.

Proposed Resolution:

To approve that the Council:

- Will address the four outstanding Bronze criteria as a priority, with the aim of bringing the completed work to the November Council meeting.
- Subject to the above, submit an application for the Bronze Award as soon as the requirements have been met, budget £50 registration fee, plus £80 accreditation fee.
- Requests that the Clerk or Deputy prepare a Silver Award action plan, setting out how the remaining criteria will be addressed alongside the CiLCA training already approved and underway.
- Receives progress updates on the Silver action plan, with the intention of applying once all criteria have been satisfied.

This gives the Council an achievable immediate objective, a clear route towards Silver, and an opportunity to demonstrate measurable progress in governance, professional development and public engagement ahead of LGR.

Appendix I

Title	Finance 2026 - 2027
Author	Responsible Financial Officer
Meeting	Woodcote Parish Council Meeting – 21st October 2026

12.1. To approve a list of standing orders for the remainder of the year.

Some recurring expenses incurred by the Deputy Clerk are proposed to be reimbursed by **standing order** rather than being submitted individually each month. These are regular, predictable payments made on behalf of the Parish Council, and the standing order avoids the administrative time involved in adding the same items to the monthly payment schedule each month. The payments are made directly from the Deputy Clerk's personal bank account on the Council's behalf and are therefore reimbursed automatically each month, providing a simple and consistent audit trail. This is intended as a **temporary arrangement only**, pending Unity Trust Bank introducing a suitable free debit card facility for the Parish Council, at which point these expenses can instead be paid directly from the Council's bank account.

Payments to include:

- £12 for GiffGaff sim costs for the Clerk and Deputy £5 per phone + VAT
- £24.19 for Microsoft 365 for the Clerk and Deputy £20.08 per licence + VAT
- £14 for ChatGPT for the Clerk and Deputy £7 per licence.

12.2. To approve the finalised payments list for September 2026, to approve payments for October 2026

September

Voucher No	Date	Net	VAT	Total	Description	Supplier
120	14/09/2026	£ 10.00	£ -	£ 10.00	Bank Fees	Lloyds Bank plc
123	18/09/2026	£ 220.00	£ 44.00	£ 264.00	Playground inspection	The Play Inspection Company
124	18/09/2026	£ 301.96	£ 60.39	£ 362.35	Waste collection	Shield Maintenance Ltd
125	18/09/2026	£ 1,080.00	£ 216.00	£ 1,296.00	Tree Watering	Agricultural Engineering Ltd
126	18/09/2026	£ 312.00	£ 62.40	£ 374.40	Public Toilet	Mammoth
127	18/09/2026	£ 1,080.00	£ 216.00	£ 1,296.00	Grass Cutting	M & C Landscapes
128	18/09/2026	£ 45.00	£ -	£ 45.00	Membership Fees	The Open Spaces Society
129	18/09/2026	£ 137.50	£ -	£ 137.50	General Maintence	Noel Carter
130	18/09/2026	£ 20.16	£ 4.03	£ 24.19	MS365	Microsoft Limited
131	18/09/2026	£ 10.00	£ 2.00	£ 12.00	Simcard Costs	GiffGaff Ltd
132	18/09/2026	£ 5.49	£ 1.10	£ 6.59	Maintenance	Amazon Services Europe SarL
138	18/09/2026	£ 18.30	£ 3.66	£ 21.96	Stationery	Banner Group Limited
139	18/09/2026	£ 111.78	£ -	£ 111.78	Waste collection	Green Coco
140	18/09/2026	£ 1,325.00	£ 265.00	£ 1,590.00	Allotment HedgeCutting	Kings Tree Care Services Ltd
141	18/09/2026	£ 3,785.00	£ 757.00	£ 4,542.00	Hedge cutting	Kings Tree Care Services Ltd
142	18/09/2026	£ 46.95	£ 9.39	£ 56.34	Telephone & broadband	British Telecom (BT)
93	30/09/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust Bank
		£ 3,966.35	£ -	£ 3,966.35	Staff Costs	
		£ 12,482.49	**£ 1,640.97**	**£ 14,123.46**	**Total**	

Appendix I

October

Voucher No	Date	Net	VAT	Total	Description	Supplier
143	13/10/2026	£ 10.00	£ -	£ 10.00	Bank Fees	Lloyds Bank plc
146	23/10/2026	£ 43.56	£ -	£ 43.56	Meeting Room Hire	Woodcote Village Hall Trustees
147	23/10/2026	£ 488.75	£ 97.75	£ 586.50	Flat Roof	AKS Ward Ltd
148	23/10/2026	£ 312.00	£ 62.40	£ 374.40	Public Toilet	Mammoth
149	23/10/2026	£ 1,350.00	£ 270.00	£ 1,620.00	Grass cutting contract	M & C Landscapes
150	23/10/2026	£ 270.00	£ 54.00	£ 324.00	Tree Watering	Agricultural Engineering Ltd
151	23/10/2026	£ 219.83	£ 43.97	£ 263.80	Football Goal Repairs	Mark Harrod Ltd
152	23/10/2026	£ 38.45	£ -	£ 38.45	Expenses Various	P Tshering
153	23/10/2026	£ 35.00	£ 7.00	£ 42.00	Training	National Association of Local Councils (NALC)
154	23/10/2026	£ 35.00	£ 7.00	£ 42.00	Training	National Association of Local Councils (NALC)
155	23/10/2026	£ 20.16	£ 4.03	£ 24.19	MS365	Microsoft Limited
156	23/10/2026	£ 10.00	£ 2.00	£ 12.00	Sim Costs	GiffGaff Ltd
157	23/10/2026	£ 11.66	£ 2.34	£ 14.00	ChatGPT	OpenAI OpCo, LLC
158	23/10/2026	£ 208.54	£ -	£ 208.54	Neighbourhood Plan	Solopress
159	23/10/2026	£ 400.00	£ -	£ 400.00	Neighbourhood Plan	1st Goring Heath Scout Group
160	23/10/2026	£ 291.67	£ 58.33	£ 350.00	Remembrance	Royal British Veterans Enterprise (RBVE)
145	25/10/2026	£ 46.95	£ 9.39	£ 56.34	Internet services	British Telecom (BT)
144	31/10/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust Bank
		£ 4,431.23	£ -	£ 4,431.23	Staff Costs, Inc PAYE and Pension paid in November	
		£ 8,229.80	**£ 618.21**	**£ 8,848.01**	**Total**	

12.3. To note the receipts for September 2026.

Voucher No	Date	Net	VAT	Total	Description	Customer
26	30/09/2026	£ 702.54	£ -	£ 702.54	Bank Interest	Unity Trust Bank
27	30/09/2026	£ 526.45	£ -	£ 526.45	Bank Interest	Redwood Bank
22	11/09/2026	£ 6.44	£ -	£ 6.44	Bank Interest	Lloyds Bank plc
23	10/09/2026	£ 208.00	£ -	£ 208.00	Car Park Use	Soleluna Pizza 1
24	09/09/2026	£ 576.00	£ -	£ 576.00	Car Park Use	Soleluna Pizza
25	03/09/2026	£ 69,362.00	£ -	£ 69,362.00	Precept	South Oxfordshire District Council
		£ 71,381.43	**£ -**	**£ 71,381.43**	**Total**	

Appendix I

12.4. To note the reconciled bank balances, up to 30th September.

	Bank Reconciliation at 30/09/2026			
	Cash in Hand 01/04/2026			398,366.80
	ADD			
	Receipts 01/04/2026 - 30/09/2026			178,505.63
				576,872.43
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			191,118.88
A	**Cash in Hand 30/09/2026** (per Cash Book)			**385,753.55**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2026	0.00	
	Lloyds Current	30/09/2026	655.52	
	Lloyds Instant Access Savings	30/09/2026	0.00	
	Unity Trust Current	30/09/2026	63,215.31	
	Unity Trust Instant Access Savings	30/09/2026	121,356.27	
	Redwood 95day Saver	30/09/2026	200,000.00	
				385,227.10
	Less unpresented payments			
				385,227.10
	Plus unpresented receipts			526.45
B	**Adjusted Bank Balance**			**385,753.55**
	A = B Checks out OK			

Image Shows

Cash In hand (A) = £385,753.55

Adjusted Bank Balance (B) = £385,753.55

A = B, Checks out OK.

Adjusted Bank Balance is made up of

Lloyds Current Account	£ 655.52
Lloyds Instant Access Savings	£ 0.00
Unity Trust Current Account	£ 63,215.31
Unity Trust Savings	£ 121,35.27
Redwood 95day Saver	£200,000.00

Appendix I

12.5. To approve fees for 2026-2027 (Cricket; Football & Car Park Usage)

Currently

£16 per week Pizza Van in Car Park

£480 per Season Cricket Fees

£16 per match – please can we consider moving to a flat fee for the season, this billing method is difficult to manage. Total Fee 2025/2026 Season was £496.00.

Title	Major Projects and CIL Register
Author	Deputy Clerk
Meeting	Woodcote Parish Council Meeting – 21st October 2026

12.1. To review the major projects and CIL Register.

			Received	Spend By	IN BANK, this financial year	Goring Road Raised Table - 2026-2027	Public Toilet Indicative	Water Bottle Tap Indicative	Yellow Line Review Indicative	Remaining
P18/S2940/FUL	Chambers Place Goring Road near Woodcote RG8 7SJ	£11,139.96	25/10/2023	25/10/2028	£ 11,139.96				£ 4,711.26	£ 6,428.70 £ - £ -
P19/S4457/FUL	The Hollies Goring Road Woodcote RG8 0QE	£2,606.48 £5,212.97 £5,212.97	25/04/2022 26/10/2022 26/04/2023	25/04/2027 26/10/2027 26/04/2028	SPENT SPENT £ 5,212.97				£ 5,212.97	- - £ -
P20/S0559/FUL	Plot 1 Land at Chambers Place Goring Road Woodcote RG8 7SJ	£2,960.46	25/10/2023	25/10/2028	£ 2,960.46				£ 2,960.46	£ - £ - £ -
P20/S2110/FUL	Chiltern Rise Cottage, Stable Cottage, Garden Cottage & Woodcote Garden Centre Reading Road Woodcote RG8 0QX	£21,360.44 £42,720.87 £42,720.87	25/10/2021 26/10/2022 25/10/2023	26/10/2027 25/10/2028	SPENT £ 26,515.36 £ 42,720.87	£ 9,700.00	£ 16,815.36			- £ - £ 42,720.87
P21/S1975/FUL	Land adjacent to Beech Cottage Beech Lane Woodcote RG8 0PY	£1,634.73 £3,269.45 £3,269.45	23/10/2024 23/04/2025 23/10/2025	23/10/2029 23/04/2030 23/10/2030	£ 1,634.73 £ 3,269.45 £ 3,269.45					£ 1,634.73 £ 3,269.45 £ 3,269.45
P21/S2229/FUL	12 Gap Way Woodcote RG8 0RU	£6,130.22 £4,086.82	26/04/2023 26/04/2023	26/04/2028 26/04/2028	£ 6,130.22 £ 4,086.82		£ 3,184.64	£ 5,000.00	£ 1,130.18 £ 902.18	£ - £ - £ -
P21/S3399/FUL	8 Gap Way Woodcote RG8 0RU	£1,407.68 £2,815.36 £2,815.36	23/10/2024 23/10/2024 23/04/2025	23/10/2029 23/10/2029 23/04/2030	£ 1,407.68 £ 2,815.36 £ 2,815.36					£ 1,407.68 £ 2,815.36 £ 2,815.36

P21/S4165/FUL	Woodhaven Reading Road Woodcote RG8 0QX	£1,998.00	23/04/2025	23/04/2030	£ 1,998.00				£ 1,998.00
		£3,996.00	23/10/2025	23/10/2030	£ 3,996.00				£ 3,996.00
		£3,996.00			£ 3,996.00				£ 3,996.00
P21/S3399/FUL	8 Gap Way Woodcote RG8 0RU	£4,540.91	23/10/2025	23/10/2030	£ 2,150.00				£ 2,150.00
			23/10/2025	23/10/2030	£ 125.00				£ 125.00
			23/10/2025	23/10/2030	£ 603.94				£ 603.94
		£1,661.97			£ 1,661.96				£ 1,661.96
P22/S0429/FUL	Land at 69 West Chiltern Woodcote RG8 0SG	£7,288.91	25/10/2023	25/10/2028	£ 7,288.91			£ 7,288.91	£ -
									£ -
									£ -
P22/S4657/FUL	Wunthro Behoes Lane Woodcote RG8 0PS	£7,794.00	25/10/2023	25/10/2028	£ 7,794.00			£ 7,794.00	£ -
		£15,588.00	23/10/2024	23/10/2029	£ 15,588.00				£ 15,588.00
		£15,588.00	23/10/2025	23/10/2030	£ 15,588.00				£ 15,588.00
					£ 174,768.50	£ 9,700.00	£ 20,000.00	£ 5,000.00	£ 30,000.00	£ 110,068.50
						Spent	Indicative	Indicative	Indicative	

The indicative costs have been taken out of the sun remaining. Should the Council not consider these project to be achievable / desirable or of appropriate costings, need to add or deduct from the £110,068 remaining of CIL *after* these projects have been taken in to account.

Woodcote Recreation Ground CCTV Data Protection Impact Assessment

This document explains how Woodcote Parish Council record their DPIA process and outcomes. It follows the process set out in the Information Commissioner Officer DPIA guidance and European guidelines on DPIAs.

Submitting controller details

Name of controller	Woodcote Parish Council
Subject/title of DPO	Local Authority
Data Protection Officers (Parish Council) Secondary Data Protection Officer	P Tshering – Parish Clerk L White – Deputy Clerk and RFO Information Commissioners Office (ICO)

Step 1: Identify the need for a DPIA

To protect community assets and the users of the parish facilities, Woodcote Parish Council have installed CCTV to deter crime, theft and anti-social behaviour.

The CCTV system also allows the recording of such incidences to enable the Police and authorities to take legal action, such as prosecution.

The Data Impact Assessment is required due to the CCTV monitoring all users (general public) of the sports field, the village playground and the public car park.

Step 2: Describe the processing

The CCTV system will be connected to the hub based inside the Parish Council office in the Village Hall. The recordings are collected via a wired system and the data held remotely by Woodcote Parish Council for a maximum of 30 days only, at which point it will be overwritten, unless it is required for legal purposes.

The data will only be shared with the Police and other relevant authorities, and members of public should they have a reasonable reason to request the data via a Subject Access Request form. Only data requested via this means will be allowed and only if the reason is valid.

Data will only be stored on the CCTV hub. Should there be a need to share the data with the Police or other relevant authorities for legal reasons the requested data may be downloaded onto the secure Parish Office network from where it can be shared by upload to a secure data transfer link.

The scope of the processing

The CCTV system operates 24 hours a day, seven days a week and will therefore be transmitting/streaming data to the main hub within the Parish Council office constantly.

However, this data will only be stored for a maximum of 30 days unless otherwise required by the Police for prosecution reasons due to theft, criminal activity, or anti-social behavioural issues.

The data collected will involve recording all users and their use of the of the sports field, the village playground and the public car park.

The system is set up so as to avoid intrusion on the privacy of any neighbouring private properties and will only record within those aforementioned parameters.

Those affected by the use of CCTV will be the general public i.e., all users of the Woodcote Recreation Ground facilities, the village car park and the village play ground which includes all age ranges.

The context of the processing

The Parish Council's relationship to those using the parish facilities, is as their local authority for the parish. The general public will have no control over the use of the CCTV and can only submit a Subject Access Request for data/footage/images from the system for a reasonable and valid reason, and which the Parish Council deem necessary, due to the Data Protection Act 2018, General Data Protection and safeguarding regulations.

Due to the nature of the facilities, children and adults of all ages, including vulnerable individuals may be recorded. However, the Parish Council adhere to all regulations as set out by central Government and law, and are also signed up to the Information Commissioner Office (ICO) scheme concerning data protection and its use. As owners of the Woodcote Recreation Ground and the aforementioned facilities, Council felt it prudent to install CCTV to ensure the safety and security of all its users and its assets, along with those owned by various sporting clubs who utilise the grounds and its facilities.

Woodcote Parish Council will only use data recordings for legal purposes and will not share the data with anyone outside of its remit, the Police or other relevant authorities unless absolutely necessary, and where there is a reasonable request to do so.

Describe the purposes of the processing:

The Parish Council want to ensure the safety and security of all users of the Woodcote Recreation Ground and its facilities.

The benefit to processing this data is that knowledge of the CCTVs existence is a deterrent to any individual contemplating criminal or antisocial behaiviour.

If the deterrence is ineffective it also allows the authorities such as the Police to identify any individuals involved in anti-social behaviour, criminal damage, theft or any other crime.

The CCTV also engenders a feeling of security for the residents of Woodcote in the knowledge that should a criminal act take place, in particular towards a person or minor, there will be footage of the incident to enable the Police to take reasonable and appropriate action.

Step 3: Consultation process

The CCTV system was subject to several Parish Council discussions via monthly meetings for several months prior to its installation, allowing members of public the chance to state their views.

Records of this are available via the Parish Council agendas and minutes on its website.

Step 4: Assess necessity and proportionality

Compliance and proportionality measures

The system, will ensure the safety and security of all its assets and users of the Woodcote Recreation Ground and aforementioned facilities. Woodcote Parish Council are fully compliant with all laws and regulations surrounding the CCTV system and its use, with the Proper Officer (Clerk) acting as the main data controller on behalf of council and the Deputy Clark and RFO acting as a secondary data controller. The data will held securely and will not be used or viewed unless there is a reasonable reason to do so. The Clerk and Deputy Clerk will adhere to the same rules, laws, and schemes as the Parish Council and will ensure the system is run in accordance with them.

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	**Likelihood of harm**	**Severity of harm**	**Overall risk**
Anti-social behaviour	Probable	Significant	Medium
Criminal damage to public and/or private assets	Possible	Significant	Medium
Misuse of equipment by users	Possible	Minimal to significant	Low to medium
Physical harm to users, in particular minors Whilst using equipment	Possible	Minimal to severe	Low to medium
Physical harm to users, in particular minors, by other users, i.e. members of public	Possible	Minimal to severe	Low to medium

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5				
Risk	**Options to reduce or eliminate risk**	**Effect on risk**	**Residual risk**	**Measure approved**
Anti-social behaviour	**CCTV in operation**	Eliminated or reduced	Low	

Criminal damage to public and/or private assets	**CCTV in operation**	Eliminated or reduced	Low	
Misuse of equipment by users	**CCTV in operation**	Eliminated or reduced	Low	
Physical harm to users, in particular minors Whilst using equipment	**CCTV in operation**	Eliminated or reduced	Low	
Physical harm to users, in particular minors, by other users, i.e. members of public	CCTV in operation	Eliminated or reduced	Low	

Step 7: Sign off and record outcomes

Item	**Name/position/date**	**Notes**
Measures approved by:	Woodcote Parish Council	Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:	Woodcote Parish Council	If accepting any residual high risk, consult the ICO before going ahead

DPO advice provided:	Yes	DPO should advise on compliance, step 6 measures and whether processing can proceed
Summary of DPO advice: The DPO has advised all areas meet with current compliance and processing of data can take place in line with Council's DPIA and CCTV Policy.		
DPO advice accepted or overruled by:		If overruled, you must explain your reasons
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will kept under review by:	The Parish Clerk every 12 months and will ensure compliance is maintained on an ongoing basis.	The DPO should also review ongoing compliance with DPIA

CCTV POLICY

1. Background

The Woodcote Parish Council uses Closed Circuit Television (CCTV) and its images for the prevention, identification, and reduction of crime and to monitor the Woodcote Recreation Ground and other facilities, in order to provide a safe and secure environment for all council members, council employees and members of the public, i.e. users of the recreation ground and its facilities.

1.1 CCTV Surveillance at this site is intended for the purpose of:

- Protecting the Council owned recreation ground, the playground and car park 24 hours a day, 7 days a week
- Promoting the health and safety of staff, members and users
- educing the incidence of crime and anti-social behaviour (including theft and vandalism); Supporting the Police in a bid to deter and detect crime
- Assisting in identifying, apprehending, and prosecuting offenders and ensuring that all rules pertaining to the use of the grounds and other facilities are respected and can be managed properly.

1.2 The system comprises of 5 fixed cameras, which cover the recreation ground, playground and car park.

1.3 The CCTV system is owned and operated by Woodcote Parish Council and the deployment of which, is determined by the Clerk and the Deputy Clerk/RFO as Data Controllers and subsequently full council.

1.4 The CCTV is monitored centrally from the Parish Council office by two Data Controllers;
Parish Clerk – P Tshering
Deputy Clerk and RFO – L White

1.5 The Council's CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the Council's use and how it complies with the Act.

1.6 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to and disclosure of recorded images.

1.7 The Council complies with the Information Commissioner's Office (ICO) Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

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1.8 The use of CCTV system will be conducted in a professional, ethical, and legal manner and any diversion of the use of CCTV security technologies for other purposes are prohibited by this policy, e.g., it will not be used to monitor members of the public without just cause.

1.9 Monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by Council, including Dignity at Work Policy, Code of Conduct, Bullying & Harassment and other relevant policies.

2. Justification for Use of CCTV

2.1 The use of CCTV to control for security purposes, has been deemed to be justified by full Council. The system is intended to capture images of intruders or of individuals damaging council owned property, or removing equipment without authorisation, or anti-social behaviour.

2.2 CCTV Systems will not be used to monitor sporting events/activities or employees at work.

3. Data Protection Impact Assessment

3.1 Where new CCTV systems or cameras are to be installed, Council will carry out a full Data Protection Impact Assessment identifying risks related to the installation and ensuring full compliance with data protection legislation. This may involve consultation with local residents/neighbouring properties.

4. Location of Cameras

4.1 Cameras will be sited so they can only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectation are not violated.

4.2 Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act. Council has made every effort to position the cameras so that their coverage is restricted to council owned facilities only.

4.3 Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Woodcote Parish Council has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals, with cameras in external areas being

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positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

4.4 CCTV video monitoring and recording of public areas may include:

- **Protection of council land and property;** The Village Hall perimeter, car park main entrances and exits, the playground and the Recreation field
- **Criminal Investigations (carried out by Police):** Robbery, burglary and theft surveillance as well as anti-social behaviour.

5. Covert Surveillance

5.1 Woodcote Parish Council will not engage in covert surveillance

6. Notification

6.1 A copy of this CCTV policy is available on request and is also available free of charge to download from the Parish Council website. T

6.2 The location of the cameras will also be indicated via a plan, with adequate signage placed on and around the grounds of the Village Hall, to indicate that CCTV is in operation.

7. Storage and Retention of Images/Data

7.1 The images/data captured by the CCTV system will be retained for a maximum of 30 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

7.2 The images/recordings will be stored in a secure environment with a log of access kept.

7.3 Access will be restricted to authorised personnel only. Supervising the access and maintenance of the CCTV system is the responsibility of the Parish Clerk, who may delegate the administration of the CCTV system to another Data Controller.

7.4 In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

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8. Access

8.1 Recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel.

8.2 Access to the CCTV system and stored images will be restricted to authorised personnel only (Parish Clerk and Data Controllers).

8.3 When accessing images two Data Controllers (Parish Clerk and Deputy Clerk/RFO) must be present.

8.4 A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge.

8.5 Data will be provided to those requests authorised in a permanent format where possible. If this is not possible the data subject will be offered the opportunity to view the footage.

8.6 In relevant circumstances, CCTV footage may be accessed:

- By the Police where Brixworth Parish Council are required by law to make a report regarding the commission of a suspected crime, or:
- Following a request by the Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Woodcote Parish Council property, or;
- To the HSE and/or any other statutory body charged with child safeguarding; or
- To assist the Parish Clerk in establishing facts in cases of unacceptable behaviour, in which case, the individuals involved, will be informed; or
- To data subjects (or their legal representatives), pursuant to a Subject Access Request or
- To individuals (or their legal representatives) subject to a court order.
- To the Parish Council insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

9. Subject Access Requests (SAR)

9.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

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9.2 Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time, and location.

9.3 Council will respond to requests within 30 calendar days of receiving the request in line with the council's right of access policy.

9.4 Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

9.5 A record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and why they required it will be made.

9.6 In giving a person a copy of their data, Council will provide a still or series of still pictures with relevant images. However, other images of other individuals will be obscured before the data is released. Where footage contains images relating to 3rd parties, Council will take appropriate steps to mask and protect the identities of those individuals.

10. Complaints

10.1 Complaints and enquiries about the operation of CCTV within should be directed to the Parish Clerk in the first instance.

11. Staff Training

11.1 Staff authorised to access the CCTV system will be trained to comply with this policy. Staff will understand that all information relating to the CCTV images must be handled securely.

11.2 Staff will receive appropriate training to enable them to identify and handle different requests according to regulations.

11.3 Staff misuse of surveillance system information will lead to disciplinary proceedings.

12. Responsibilities

- The Parish Clerk will:
- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Woodcote Parish Council.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes.

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- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
- Ensure that the CCTV monitoring is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
- Maintain a record of access (e.g., an access log) to or the release of tapes or any material recorded or stored in the system
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- Give consideration to members of the public and council staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the setting and be mindful that no such infringement is likely to take place
- Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that monitoring footage are stored in a secure place with access by authorised personnel only
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 30 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
- Ensure that if a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas

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Signed: Dated: 21st Oct 2026

Cllr , Chair of the Council

Woodcote
PARISH COUNCIL

THREE TO FIVE YEAR

LONG TERM STRATEGIC PLAN

1. Introduction

This Strategic Plan is a statement of the Parish Council's vision, values, objectives and key priorities for Woodcote. This Strategic Plan is a "live" document that sets out what the Parish Council can realistically achieve either directly or indirectly through influencing other principal authorities such as South Oxfordshire District Council and Oxfordshire County Council.

The aim of the Strategic Plan is to provide Woodcote residents with a clear insight of what the Parish Council is trying to achieve and how it expects to deliver this. The Strategic Plan will identify the Parish Council's focus for the next 5 years and will be used as a guide each year to set both the budget for the next financial year, and an annual Action Plan. Actions and projects will be of short, medium or longer term.

The Strategic Plan will be implemented through either the Full Council, or Working Groups and/or Committees, which in turn will report to Full Council which will make all executive decisions.

2. Vision and Values Statement

Woodcote Parish Council seeks to continually improve the quality of life of its residents and encourage pride in the village and local environment by promoting an inclusive community, supporting local businesses and amenities, and shaping the future of the parish for a sustainable future. The Council will use its three - five year strategic plan to help inform and implement its Vision and support its Values.

3. Aims

The Parish Council aims to support its Vision and Values Statement through effective and considered management of all its functions and assets, together with ensuring sound management of its responsibilities as delegated by South Oxfordshire District Council and Oxfordshire County Council. The Council will also aspire to manage the Parish's assets and amenities to ensure that future community needs are considered and, where possible, met to create an improved community and physical environment that embraces the needs of all.

- ASSETS To manage and enhance the Parish Council's assets and manage its finances effectively and efficiently to achieve best value.

- AMENITIES To improve facilities which are socially inclusive, irrespective of age, gender culture, race or religion, and be committed to sustainable and environmentally friendly policies.

- COMMUNITY To fully engage with the whole community and work in partnership with local organisations and agencies to maintain and secure the parish's heritage, and represent the interests of parishioners giving residents the opportunity to influence their future.

4. Actions

The Council will agree on deliverable actions which will be reviewed on an annual basis, taking into consideration the Neighbourhood Plan, community surveys, and the changing needs and demands placed on the parish.

In 2022 a community survey highlighted concerns about Zebra Crossings; Speed Indicator Signs; 20mph Limit; Pump Track; Village Green Path Extension; fast chargers for Electric Vehicles in the Village Green Car Park; Outdoor Fitness Equipment & Speed Cushions.

Using this information, the parish council has already completed

- Additional Speed Indicator Signs
- 20mph
- Village Green Path Extension

Unfortunately, as recently reported:

- Zebra Crossing on the Goring Road, Co-op Cross Roads, is not viable.
- Electric Vehicle Fast Chargers are not possible because of the electricity infrastructure.

Still to be considered from the original consultation

- Reading Road Zebra Crossing – will be part of the Church Farm development through the Neighbourhood Plan
- Possibility of a pump Track
- Possibility of Outdoor fitness Equipment
- Speed Cushions and Increased Lighting on either the Goring Road, or Greenmore.

[TO BE CONSIDERED IN THIS MEETING]

The parish Council considered the following six medium and long term actions aimed at meeting these remaining concerns, and concerns raised since the 2022 consultation. All of these feed in to the Council's 5 Year Strategic Plan, which are:

1. To improve the Parish Council's communication with the residents of Woodcote
2. To provide and support community activities, amenities, events and projects
3. To keep our residents safe and support their wellbeing
4. To improve road safety in and around Woodcote to support alternatives to car use through alternative options.
5. To enhance and maintain open spaces
6. To help the village respond to environmental challenges

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5. Current Projects

Current an ongoing projects to support the six priority actions:

- Requesting a Yellow Line Review (1-2 year)
- Installation of a water bottle filling station (Current financial year)
- Temporary Public Toilet (Current Financial Year)
- Permanent Public Toilet (1-2 year)
- Neighbourhood Plan III (Current Financial Year – 1 year)
- Neighbourhood Plan IV (3-5 year)
- Burial Ground (5y +)
- Copse on the Village Green (Formerly Miyawaki forest) (1-2y)
- Tree Monitoring Greenmoor Ponds & Off Green Lane known as Snowdrop Woods (5y +)
- Reading Road Zebra Crossing (3-5 year)

6. Review

This document was approved for use at the meeting of the Parish Council on 21st October 2026, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed: Dated: 21st October 2026

Cllr S Pritchard, Chair of the Council

Appendix L

Title	Proposed Budget 2027-2028
Author	RFO
Meeting	Woodcote Parish Council Meeting – 21st October 2026

12.3. To consider a draft proposal for the 2027/2028 budget

	2026/2027		2027/2028	Notes
Tax Base	1109.5		1109.5	<--awaiting – this data is not available yet for next year.
BAND D	£ 125.03		£ 130.69	Per Year, per household.
Year in Year Percentage Increase	4.43%		4.52%	Year on Year Increase
	Approved Budget	**Current Value**	**Proposed Budget**	
General Income				
Bank Interest	£ 5,000	4,917.26	£ 4,500	
CIL Receipts	to EMR	5,430.92	to EMR	
Grants/S106/Donations	£ -	1,000	£ -	
Insurance				
Miscellaneous Income / Other		1,198.74	£ -	
Precept	£ 138,724	138,724	£ 145,000	
Property Income	£ 1,500	841.77	£ 2,000	
Recharges to Allotments	£ 850		£ 3,400	
Total Less the Precept	**£ 7,350**	**£ 6,759.03**	£ 9,900	
TRSFR to CIL EMR				
Total Available Income	**£ 146,074**	**£ 145,483.03**	**£ 154,900**	
Administration				
Allowances, Expenses, Training	£ 2,000	110	£ 2,000	To Include General Training Needs, + Clerk & Deputy Clerk attendance at National Conference
Election fees	-		£ 4,000	Assuming Contested Election
Hire of Meeting Room	£ 500	227.18	£ 500	
Publications & Communications	£ 1,000		£ 1,000	
Stationery, Postage, copies and printing	£ 400	59.96	£ 400	
Subscriptions	£ 1,200	423	£ 1,500	
Legal Fees	£ 4,000			Create a "Legal Fees" EMR with any surplus from this year, plan for £4,000, and plan in legal costs on any large projects to the main budget.
Website	£ 300	212.49	£ 350	
Total Administration	**£ 9,400**	**£ 1,032.63**	**£ 9,750**	

Appendix L

General Finance & Grants				
Audit and Accountancy	£ 900	1,090	£ 500	Completing AGAR digitally is free (will need to pay, then it is credited back) for 2 years as an incentive.
Bank Charges	£ 174	158.45	£ 84	Closing the Lloyds Account
Grants	£ 16,000	3,296.45	£ 8,000	
Staff Costs	£ 41,500	2,183.50	£ 46,000	Include 1 SCP increase, plus 3.3%, and projected minimum wage increase.
Chairman's Allowance	£ 250		£ 250	
Total General Finance & Grants	**£ 58,824**	**£ 6,728.40**	**£ 54,834**	
Facilities				
Climate & Environment				
Defibrillator	£ 200		£ 500	Likely need a new battery next year.
General Maintenance & Repair	£ 5,000	1,496.31	£ 5,000	
Grass - Weeding & Strimming	£ 14,000	9,930.59	£ 14,000	
Hedges/Fences/Gates/Trees	£ 10,000	10,277.99	£ 12,000	In anticipation of another harsh summer.
Inspections Surveys & Reports	£ 1,000	200	£ 1,000	
Insurance	£ 1,850	1,890.56	£ 2,000	
Office Equipment	£ 500		£ 500	
Playground Equipment Maintenance	£ 5,000	312.47	£ 5,000	
Software and back-ups	£ 1,300	296.78	£ 1,300	
Telephone & Internet	£ 1,000	560.89	£ 700	(£48 office internet + £10 sims) per month
Waste / Litter / Street Cleaning	£ 4,000	1,767.26	£ 5,500	Additional bins from this year, plus 25% fuel surcharge
Pond Regeneration (remaining from CIL)	£ -	813.93	z £ -	
Total Facilities	**£ 43,850**	**£ 27,546.78**	**£ 47,500**	
Village Hall				
General Grant (LGA(MP) 1976 s19(3))	£ 28,000		£ 25,000	With the improvements and greater use, to reduce granting load in line with original plans.
Office Rent	£ 6,000	6,000	£ 6,000	
VH CIO Creation				
VH Flat Roof EMR Spend		83,456		
VH FR CVI Costs EMR Spend		7,640		Flat Roof, and CIO Creation will be completed.
VH FR Structural Survey		488.75		
VH FR Clerk Costs	£ 2,100	2,042.26		
Total Village Hall	**£ 36,100**	**£ 99,627.01**	**£ 31,000**	
Strategic Projects				
CIL Projects (Spend from Reserves)	£ 60,000	11,761.50		From Long Term Plan, as agreed, which CIL can be used.
Zebra Crossing	£ 60,000	9,700		
Bins		2,061.50		
Total In Year Spend from CIL	£ 60,000	11,761.50		

Appendix L

Strategic Projects (in Year)	£ 7,943.53	£ 2,610.89	£ 5,816	From Long Term Plan, as agreed, not CIL
Soldier Statues - Remembrance		291.67		
Public Toilet (temporary)	£ 5,000	2,244	£ 5,000	Assuming need to keep for another full year.
Mini Football Goals		2,319.22		
Total Strategic Projects	**£ 12,943.53**	**£ 2,610.89**	**£ 10,816**	
Neighbourhood Plan				
General Expenses (Spend from Reserves)		660.79		As needed, should be predominately finished by next FY.
Staff Costs (Spend from Reserves)	£ 5,000	328.57	£ 1,000	
Total Neighbourhood Plan	**£ 5,000**	**989.36**	**£ 1,000**	
Total Income (LESS CIL)	£ 146,074	£ 145,483.03	£ 154,900	
Total Spend (LESS CIL)	£ 166,117.53	£ 138,535.07	£ 154,900	
Total to use from Reserves to reduce precept	£ -			
Amount to transfer to EMRs	-£ 20,043.53	£ 6,947.96	£ -	