

## LIAISON GROUP MEETING

22 MARCH 2021

### RECORD OF DISCUSSIONS/ACTION POINTS

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

Karen Curtin (KC), Managing Director  
Gemma Davis (GD), Sale, Marketing and Customer Service Manager  
Garry McCormack (GM) – HR/Office Manager

Graven Hill Residents' Association (referred to as GHRA)

Philip Sore (PS), Chairman

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

Simon Kirkman (SK)  
Steve Rayner (SR)  
Reverend Helen Baker (HB)

Discussion	Action By
<p><b>Item 1 – Introductory Remarks/Matters Arising</b></p> <p>1.1 All Matters Arising would be covered as individual items during the meeting as per the agenda provided by the GHRA. KC stated that it was the GHRA's meeting, PS should Chair the meeting.</p>	
<p><b>Item 2 – Plot Passports &amp; Golden Brick (GB) Case Study Comparison</b></p> <p>2.1 SK informed the meeting that Plot Passport information on the GHVDC Website still referred to Premier Guarantee (PG) as the sole warranty providers and they no longer provided this service. GD responded that PG were still a provider for some plots but acknowledged that other providers were now supplying this service. The GHVDC Website was currently under review and this was one of the updates scheduled.</p> <p>2.1 SK also stated that it was difficult to find the GB Case Study Comparison information on the GHVDC Website. GD replied that it was embedded within the self-build pages in an area entitled "How Much Does It Cost?" which seemed the most appropriate place for it. However, relocating this information would be considered as part of the review.</p> <p><b>Action: review Plot Passports and location of the GB Case Study Comparison information.</b></p>	<b>GHVDC</b>
<p><b>Item 3 – Play Areas/Westacott Road Herras Fencing Update</b></p> <p>3.1 The GHRA had requested an update on the Play Areas. KC informed the meeting that Practical Completion certifications were still awaited on some</p>	

<p>of the Play Parks (completion of remedial works) and the final inspections would take place on Monday 29 March. However, GHVDC had been unsuccessful in securing insurance due to a change in the market because of the Pandemic and had negotiated with CDC that on payment of a 12-month maintenance fee the Play Parks would be added to their insurance earlier than scheduled. This process would be subject to a conveyancing process that would take several months to complete.</p> <p>3.2 KC reiterated her statement from the last meeting that GHVDC were equally frustrated that Play Parks were not open, but GHVDC had no control over the Local Authority’s inspection timetable or the changes in the UK’s insurance market.</p> <p>3.3 The removal of the herras fencing alongside Westacott Rd was also subject to a CDC inspection on 29 March at which approval would be sought to open the wooded area to residents.</p> <p><b>Action: update GHRA on Play Park opening date once formally handed over to CDC and on removal of herras fencing.</b></p>	<p><b>GHVDC</b></p>
<p><b>Item 4 – Anticipated Delivery Dates/Triggers for Community Facilities – Quarterly Update</b></p> <p>4.1 KC informed the meeting that little had changed from her December 2020 update. Delivery of community facilities remained predicated, in the main, on occupation numbers. Current status was:</p> <p><b>Phase 1 Community Facilities</b>  Village Green and Entrance Green – open.  Swale Park – open.  Interim Community Centre – interim facility available in the “community house” bookings via Lesley Montague.  Phase 1a/b Play Areas – these have been constructed by GHVDC and awaiting practical completion/conveyance to CDC; will open once transferred and insured.  Gateway Park – Phase 2.  Primary School – enabling works underway and in discussions with OCC regarding academic year opening.  Community Centre – CDC is the client and either land is transferred at 500 occupations (based on triggers land transfer would be 2022 earliest) or GHVDC could deliver a constructed facility on a programme to be agreed. We are in discussions with CDC on revised specification and cost model.  Allotments – Phase 2.  Sports Pitches – Phase 2.</p> <p><b>Commercial Facilities</b>  Retail under Block E apartments – this has been formally launched and we would update the GHRA as each of the four units is contracted.  Nursery – we have signed Heads of Terms with an operator.  Retail under Block A apartments – includes convenience store (we have interest from three operators) and further retail spaces. Delivery estimated six months after completion of Block A apartments. This Block has been deferred; current forecast is delivery in 2023.</p>	

<p>Public House – current economic climate has seen no interest and we are reviewing options.</p> <p>4.2 As it was hoped would be appreciated, these were indications at this stage only and based on a programme as of March 21. The outcomes also rely on third parties, market demand and viable commercial interest in the commercial spaces.</p> <p><b>Action: provide update twice a year to the GHRA in May and November.</b></p>	<p><b>GHVDC</b></p>
<p><b>Item 5 – Village Green Enhancement Project Update</b></p> <p>5.1 PS enquired if KC had obtained an indicative quote for the provision of a power supply to the Village Green. KC reported that a response was awaited.</p> <p><b>Action: hasten power supply indicative quote.</b></p> <p>5.2 KC informed the meeting that CDC had included a power supply to the Village Green as an option within the Community Centre specification.</p>	<p><b>GHVDC</b></p>
<p><b>Item 6 – Provision of Electric Vehicle Charging</b></p> <p>6.1 Following a request from the GHRA seeking clarification on electrical extension cables crossing the public footpaths to charge electric vehicles, GM had investigated and updated the meeting on GHVDC’s position on this for managed areas and what the legal position for other areas.</p> <p>6.2 GHVDC’s decision is to not allow electric extension cables to cross paths pertains to those areas that are under the control of the Graven Hill Management Company Ltd and this decision has been made due to the health and safety hazard such cables could pose. It would seem there is no legal barrier to residents in those areas of the development not under the control of the Management Company to running a cable across a public footpath if it is suitably covered for the duration the vehicle is charging. However, some Local Authorities do not allow this so it would be a good idea to check with Cherwell District Council. If a resident does this though it is they who are responsible should their cable be the cause of an accident/injury and they may be subject to litigation.</p> <p>6.3 Whilst not specifically called for, GM provided information on installing Electric Charging Points to homes. Schedule 2, Part 2, Class D of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) stated that planning permission was not required for the installation of a wall mounted electrical outlet for recharging of electric vehicles as long as the area is lawfully used for off–street parking. However, permission needs to be obtained from the Distribution Network Operator (DNO) which is GTC as some chargers can cause disruption to electrical supplies depending on their size. This would apply to those residents who own their own home and have off-street parking.</p>	

<p><b>Item 7 – Graven Hill ‘Mini-Market’ and Traders Proposal</b></p> <p>7.1 GM informed the meeting that following PS’s email on the feasibility of the GHRA hosting a mini-market or a regular evening slot for a local trader (food and/or alcohol) at Graven Hill he proposed to contact the CDC Licencing Department to seek advice.</p> <p>7.2 Legislation stated that each trader would need to apply for a street trading licence to sell goods (e.g. coffee, food etc). This would essentially grant them a licence to trade on certain days and times and in an approved location. A street trading licence was necessary on any land that is freely accessible to the public and therefore licences will be required. Street trading licencing is not particularly cheap and costs a trader about £1,200 a year (invoiced in quarterly instalments).</p> <p>7.3 In terms of selling alcohol from a mobile bar, as had been suggested, fell under the Licencing Act, and would require a Temporary Event Notice or premises licence. Temporary Event Notices would not be possible if this was taking place every week as it did allow for that number of events. A premises licence would be possible but would be expensive and subject to much stricter requirements.</p> <p>7.4 In terms of taking this forward, KC stated that should the GHRA organise a mini-market and/or sole trader evening slot subject to the appropriate licences and insurances being obtained then she would identify and approve use of a suitable area at Graven Hill. Finally, PS requested the details of the CDC Licencing Department.</p> <p><b>Action: provide GHRA with the contact details of CDC Licencing Department.</b></p>	<p><b>GHVDC</b></p>
<p><b>Item 8 – Retails Units</b></p> <p>8.1 The GHRA had been made aware that the advertisement for the retail units under Block E ‘Trinity Retail’ had certain limitations mandated i.e. no hot food outlets or pharmacy. PS pointed out that residents would have appreciated being consulted on this as some may like both facilities and it seemed GHVDC was dictating to residents.</p> <p>8.2 First and foremost, KC pointed out that the types of retail units provided within Trinity Retail was a commercial decision that was GHVDC’s alone to make. However, the expectations of the residents had been considered and without wishing to prejudice confidential negotiations with other parties, KC explained that the reason a pharmacy was not allowed at Trinity Retail was because there would be an outlet elsewhere on the development. As regards a hot food outlet, this restriction was due to several factors:</p> <ul style="list-style-type: none"> <li>• Having a ‘take away’ style outlet can be problematical (e.g. litter and noise) and Graven Hill’s position was not dissimilar to other developments in the Bicester area.</li> <li>• The legal implications of having hot food outlets below residential accommodations had to be considered as some mortgage companies will not consider mortgages for apartments above such premises.</li> </ul>	

<ul style="list-style-type: none"> <li>Finally, whilst the Trinity House advertisement states ‘no hot food’ GHVDC are considering all options and several companies within the food service industry have made enquiries and they are being considered.</li> </ul>	
<p><b>Item 9 – Any Other Business</b></p> <p>9.1 <u>Parking</u>. Following the installation of signage to improve parking at Graven Hill there had been some social media commentary on this, predominantly anti-signage. The signage was installed to stop inappropriate parking and address the many complaints received about this. GHVDC will continue to monitor parking with all stakeholders. Finally, GD informed the meeting that the Estate Management Company responsible for Block E would be introducing parking permits and controls.</p> <p>9.2 <u>Managed Areas</u>. SK enquired about residents taking over control of the Managed Areas. GD informed him that these could not be sold until such time as the last home in the entire development had been sold.</p> <p>9.3 <u>Recycling Areas</u>. KC undertook to provide an update on whether an alternative area could be used as the location of the recycling bins pending the community centre.</p> <p><b>Action: provide update on recycling bins once located is confirmed.</b></p> <p>9.4 <u>Planters</u>. HB asked if GHVDC had confirmed and area(s) on which the Ministry’s Gardening Club could place planters. GD informed her that GHVDC did not object to this, but the decision rested with CDC as they would be taking over responsibility for the grounds in due course and it would be better to obtain their agreement. To move forward with this, it was agreed HB would email KC and CDC with the requirements and KC would intercede with CDC.</p> <p><b>Action: email Gardening Club wishes regarding planters to KC and CDC.</b></p> <p>9.5 <u>Marquee</u>. HB briefed the meeting on her Ministry’s wish to erect a marquee on the Village Green so that once COVID restrictions were relaxed mothers and toddlers would have a protected, socially distanced, outdoor space to meet. KC stated she had no objection in principle but was concerned that residents on Chadwick Place may not be supportive given it would be outside their homes. HB undertook to speak to those residents to obtain their support prior to the marquee going up. It was also confirmed that suitable public liability insurance would be in place and any damage to the turf made good. Finally, HB was asked to email KC with details of the proposal so that it could be considered.</p> <p><b>Action: email marquee proposal to KC.</b></p> <p>9.6 <u>East Circular Road Sign</u>. SK informed the meeting that the new East Circular Road sign has been positioned in the wrong locations. GD would visit the area with SK to review.</p> <p><b>Action: review location of East Circular Road sign.</b></p>	<p style="text-align: right;"><b>GHVDC</b></p> <p style="text-align: right;"><b>HB</b></p> <p style="text-align: right;"><b>HB</b></p> <p style="text-align: right;"><b>GHVDC</b></p>

**Item 10 – Date and Time of Next Meeting**

10.1 To be arranged for a date in late-May 2021.

**GHVDC/  
GHRA**