

LIAISON GROUP MEETING

27 JULY 2021

RECORD OF DISCUSSIONS/ACTION POINTS

Attendees: Graven Hill Village Development Group Ltd (GHVDC)

Gemma Davis (GD), Customer Experience Director
Abbie Warner (AW) Digital Marketing Executive

Graven Hill Residents' Association (referred to as GHRA)

Reverend Helen Baker (HB)

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

Simon Kirkman (SK) - Chair

Discussion	Action By
Item 1 – Apologies 1.1 None.	
Item 2 – Introductory Remarks/Matters Arising 2.1 All Matters Arising would be covered as individual items during the meeting as per the agenda provided by the GHRA.	
Item 3 – Updates to Warranty Information on Graven Hill Website 3.1 GD advised the meeting that Graven Hill's website has now been updated with generic warranty information and that all future Plot Passports would contain the updated information.	
Item 4 – Opening Remaining Play Area(s) 4.1 Cherwell District Council (CDC) have visited the remaining Westacott Road play area and verbally accepted that it is complete. GHVDC are chasing the certificate of completion. Westacott Road differs from the other LEAPs and LAPs in how it is integrated with the surrounding woodland, effectively sitting amongst the trees. GHVDC is hoping to have the woodland and amenity space handed over at the same time as the play area but is currently unable to confirm timescales on this.	

<p>Item 5 – Commercial Occupiers Update</p> <p>5.1 GHVDC continues to promote the commercial opportunities and White Commercial have undertaken 44 viewings of the units. Following feedback, GHVDC are considering splitting Units 2 and 3 into two separate units. Heads of Terms are signed with one occupier and other opportunities are progressing.</p> <p>Action: GHVDC to update GHRA once formal contract completions have been reached.</p>	GHVDC
<p>Item 6 – Car Charging Provision on Phase 2</p> <p>6.1 GD confirmed that GHVDC’s Masterplan for Phase 2 will provide the ability for car charging and that meetings on this are ongoing. Areas have been mapped out for the houses in Phase 2, which will be released in September/October and shared as noted under 16.3.</p>	
<p>Item 7 – Parking</p> <p>7.1 SK stated that the re-consultation from Oxford County Council regarding speed limits, loading prohibitions and parking time limits had prompted the residents to question what authority GHVDC have to impose parking restrictions. GD explained that GHVDC are the freeholder of the site and have full authority until the roads are handed over to the Council (excluding managed areas which are handled by Living City).</p> <p>7.2 HB asked if GHVDC would be adjusting the way in which parking is advertised on plots for sale and GD confirmed that plots are advertised with the parking they have available. If additional spaces are available, GHVDC offers them to be purchased. On affordable homes, the GHVDC representative works with the Housing Association on how homes are advertised. For Block C, the price of apartments will automatically include parking, rather than as an add-on.</p>	
<p>Item 8 – Connection from Main Site to Foundation Square</p> <p>8.1 GHVDC’s position has not changed from the previous update and the access is due as per original timescales in 2022 as part of the construction of the Western Spine Road which is subject to planning. GHVDC has written to the residents of Foundation Square and will be meeting with them week commencing 2nd August to demonstrate why an interim access is not possible due to health and safety.</p>	
<p>Item 9 – GHVDC Contribution to Community Events – GHVDC to Explain Partnership Agreement</p> <p>9.1 GHVDC issued a draft copy of the Partnership Agreement to PS on Monday 26/07. The agreement between GVDC and GHRA outlines basic terms of sponsorship arrangement until March 2023. An open meeting will be held on 4th August.</p> <p>Action: GHRA to check and provide comments on agreement ASAP</p>	GHRA

<p>Item 10 – Community Centre Update</p> <p>10.1 GHVDC have met with CDC to discuss design and specification and are currently awaiting confirmation from CDC so that GHVDC can provide the program. HB asked for confirmation on the site’s occupancy levels to help determine the timeframe of the community centre. GD advised that CDC should be liaised with directly on this.</p> <p>Action: GD to share details of contact at CDC</p>	<p>GHVDC</p>
<p>Item 11 – Public House Update</p> <p>11.1 GD confirmed that the site previously allocated to the pub will now become a nursery and residential location. As advised, GHVDC will consider the inclusion of a public house in future if the interest and viability improve and is looking to include another refreshment area within the commercial units. All attendees agreed that a public house will enhance the local community and GHVDC will be open and transparent as plans progress. HB suggested some ideas for a community-led facility.</p>	
<p>Item 12 – Trees at Chadwick Place</p> <p>12.1 GHVDC have confirmed that the fir tree on the village green is now budding and a live tree will not be removed. The watering regime has been increased in response to the warmer weather. All dead or dying trees will be replaced in October 2021 (earliest opportunity in the next tree planting season). These trees are being marked with red paint so that it is clear to residents which ones are being replaced.</p> <p>12.2 HB commented that residents would appreciate a proper community Christmas tree as a replacement for the dying trees.</p> <p>Action: GHVDC to check planning requirements for a larger tree</p> <p>GHVDC (G Davis) Update 02/08/21:- GHVDC will be planting trees in accordance with planning, this does not include the provision as requested of a Christmas Tree.</p>	<p>GHVDC</p>
<p>Item 13 – Provision of Defibrillator</p> <p>13.1 SK asked if GHVDC would consider funding the installation of a defibrillator at the proposed café site. GD confirmed that GHVDC would be happy to consider this and requested more information on costs. GD suggested that this could be funded within the existing sponsorship agreement.</p> <p>Action: GHRA to check and confirm cost of a defibrillator.</p>	<p>GHRA</p>

<p>Item 14 – Proposed 20mph Road Markings on East Circular Road</p> <p>14.1 GHVDC are awaiting the outcome of OCC’s re-consultation on the speed limits and will advise on next actions once this has been confirmed.</p>	
<p>Item 15 – Fencing and Concrete Edging Barrier Clearance at Roberts Drive</p> <p>15.1 GD advised that the contractor allocated with the task of filling the void behind the safety barriers has been awaiting delivery of a catchpit that has a long lead time, but that the work will be carried out as soon as possible.</p> <p>Action: GD to send scope of works to be done so that SK/HB can update residents.</p> <p>GHVDC (G Davis) Update 02/08/21:- Remove VCBs & heras, lift out the headwall and place it against back fence until we come to reinstate (circa 2023 onwards), fill in the hole level using soil, there will also be an inspection manhole cover. In essence it will be flat until we need to re-excavate.</p>	<p>GHVDC</p>
<p>Item 16 – Any Other Business</p> <p>16.1 Street signs - SK asked about a new street sign for East Circular Road, which GD confirmed will be added along with a sign for Westacott Road. HB asked for an update on the repair/replacement of the road sign at Read Place / Tancred Grove and requested that is moved further back towards Tancred Grove when replaced. GD asked that if there is anything dangerous on site that needs repairing, it should be logged to Graven Hill Customer Services rather than tagging on Facebook to ensure that items are attended to and not missed.</p> <p>Update: GHVDC have attended, made safe and ordered a new sign.</p> <p>16.3 An audience with Karen Curtin – SK asked to put a date in the diary with Karen and try to co-ordinate with the RA AGM in September – suggested date Wednesday 22nd. KC has requested 29th due to unavailability on 22nd This date would also allow a preview to be given ahead of Build It Live the following weekend.</p> <p>16.4 Landscaping – HB asked whether the parallel lines on the entrance green are to be planted on and if they could be filled with turf to provide more open community space. GD explained that this is unlikely to be possible as the landscaping has to adhere to the planning design when handed over to CDC.</p> <p>Action: GHDVC to review whether these are weeds or wildflowers and check what is being sprayed on the wildflowers near the playparks.</p> <p>GHVDC (G Davis) Update 02/08/21:- If any play area or members of the public are in the immediate vicinity of the area Kings wait until they are a sufficient distance away before spraying. Any large weeds are removed by hand, and it is just the control of the smaller weeds we spray.</p>	<p>GHVDC</p>

Kings have confirmed that they will ask operatives to display signage when undertaking spaying activities which is done in accordance with their Risk & Method Statements, along with COSHH Assessments.

In addition, we have asked Kings to review the areas and ensure that weeds are removed and only leaving the wildflower.

Item 17 – Date and Time of Next Meeting

17.1 Wednesday 15th September at 3pm