



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

ACTING TOWN CLERK and CEO: Katherine Jang

21st January 2025

SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE

TO: All Members of the Strategic Planning Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Monday 27th January 2025

TIME: 6:30pm

Katherine Jang
Acting Town Clerk & CEO

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Apologies for absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. Declaration of interests

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

3. Minutes

- a. To approve the minutes of the Committee meeting held on the 11th November 2024.
- b. To note the minutes of the Traffic Advisory Sub-Committee held on the 16th January 2025.
- c. To note the minutes of the Climate and Ecology Working Group held on the 13th January 2025.

4. Public Participation

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

5. Committee action plan

To note committee action plan.

6. East Chipping Norton Development

To receive any updates

7. Cemetery

To receive a report about Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church.

8. Grounds Maintenance

To receive a report regarding equipment and the depot at Worcester Road Estate and agree next steps.

9. Pool Meadow restoration project

To receive an update from Beaumont Rivers.

10. Planning Applications

To receive a schedule of planning application from West Oxfordshire District Council

11. Date of Next Meeting – Monday 10th March 2025



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Minutes of a Strategic Planning Committee meeting held on Monday the 11th November 2024 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

Present: Cllrs Mike Cahill (Chair), Sharon Wheaton, Ian Finney, Tom Festa, Alex Keyser, Dom Rickard, Sandra Coleman, Michael Rowe

Also present:

Katherine Jang, Acting Town Clerk

Heidi Davies, Admin and Customer Services Assistant

Paolo Oliveri, Maintenance Operative

1 Member of the public

SPC30	Apologies for absence Apologies were received from Cllr Jo Graves
SPC31	Declaration of interests None received
SPC32	Minutes <ol style="list-style-type: none">RESOLVED: That the Chair signs and approves the minutes of the Committee meeting held on the 16th September 2024.To note the minutes of the Traffic Advisory Sub-Committee held on the 3rd October 2024.
SPC33	Public Participation None received
SPC34	Committee Action Plan members noted the committee action plan. Cllr Cahill commented that Cllr Rachel Crouch is a member of the Witney Ward and not Chipping Norton as stated in the notes. Acting Town Clerk has actioned this to be amended. Cllr Coleman informed the members that Honorary Citizen Dr Shelia Parker who has recently passed away has a bench already in situ next to her husband Dr Bruce Parker located outside Jaffe and Neale. The Acting Town Clerk will organise a plaque in her remembrance to be placed on the bench. Also discussed that the Town Council will fly the flag at half mast on the day of Dr Shelia Parkers funeral at 10am as requested by the family.
SPC35	East Chipping Norton Development No updates received
SPC36	Cemetery Members received a report from the Acting Town Clerk on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church.



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	<p>The Acting Town Clerk informed the members that burials have started in the new section of the Worcester Road Cemetery.</p> <p>A discussion took place regarding the continued pest control. The Acting Town Clerk advised the members that new signage has been ordered reminding residents not to feed the wildlife. Also discussed that a resident is persistently feeding the wildlife and that a sensitive conversation will need to be held with them to discourage this. Cllr Keyser has volunteered to talk to this resident.</p> <p>An issue was raised by Cllr Rowe regarding a grass slope that he slipped on whilst gaining access to a grave. He asked members to consider a path to be installed. The Acting Town Clerk will investigate this.</p> <p>The Acting Town Clerk advised the members about the hole that has opened at the Closed Churchyard and informed them that the report by TigerGeo stated that the hole is in fact a vault which is halfway filled with water and that an underwater camera study may have to take place to see if there are burials in there. The Acting Town Clerk has been looking into possible family of 14 that could be buried in the vault, and this is still being investigated. It was discussed that there could be other vaults that need to be identified, and it was suggested that a survey should be done on the entire Closed Churchyard. The Acting Town Clerk advised the members that TigerGeo have already spotted above ground vaults that will need investigating. The Acting Town Clerk will bring this to the next Full Council Meeting.</p> <p>Cllr Cahill along with all the members thanked The Acting Town Clerk on the investigation work she has put into this.</p>
<p>SPC37</p>	<p>Pool Meadow restoration project Members received an update from Beaumont Rivers.</p>
<p>SPC38</p>	<p>Climate and Ecology Emergency</p> <p>a. To receive a proposal from Cllr Festa regarding the establishment of a Climate and Ecology working group, including the draft Terms of Reference. Cllr Festa noted that there is a desire to be a forward-thinking town and that organisations such as Transitions Chipping Norton have volunteered to join the working group.</p> <p>Members requested one change to the draft Terms of Reference, that no minimum number of Cllrs are required for the Working Group. This would not change the minimum 2 Cllrs to reach a quorum for meetings.</p> <p>Cllr Festa proposed to accept the draft Terms of Reference with the amendments as stated above, seconded by Cllr Cahill.</p>



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	<p>All in favour, motion carried.</p> <p>RESOLVED: That a Climate and Ecology working group is established, with member Cllr Festa.</p> <p>b. Members received a verbal update about progress towards installation of the Living Moss Filter on Horse Fair by Cllr Festa.</p>
<p>SPC37</p>	<p>Committee Budget 2025/26</p> <p>Members received a report from the Responsible Finance Officer and discussed committee spending priorities for 2025/26 to help inform the overall budget.</p> <p>Members noted that the cemetery income had been decreased to be more in line with the income from the previous two years. The budget for War Memorial repairs had also been decreased to reflect that the repairs had recently been undertaken.</p> <p>Cllr Finney proposed to accept the committee budget as stated without amendment. Seconded by Cllr Rickard, all in favour, motion carried.</p> <p>RESOLVED: That the draft committee budget is sent to the Finance and Resources Committee for review.</p>
<p>SPC38</p>	<p>Planning Applications</p> <ol style="list-style-type: none"> <p>APPLICATION NO: 24/02367/HHD</p> <p>PROPOSAL: Erection of rear extensions to create additional ground and first floor living space, along with construction of a front porch.</p> <p>ADDRESS: 26 Walterbush Road, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>APPLICATION NO: 24/02518/CLP</p> <p>PROPOSAL: Certificate of lawfulness (to allow the installation of air source heat pumps).</p> <p>ADDRESS: Chipping Norton Library, Goddards Lane, Chipping Norton</p> <p>Support</p> <p>APPLICATION NO: 24/02582/HHD</p> <p>PROPOSAL: Single storey rear extension.</p> <p>ADDRESS: 12 Coopers Square, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>APPLICATION NO: 24/02546/LBC</p> <p>PROPOSAL: External alterations to replace damaged stone and repointing.</p> <p>ADDRESS: 26 High Street, Chipping Norton, Oxfordshire</p>



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	<p>Support</p> <p>5. APPLICATION NO: 24/02554/HHD PROPOSAL: Conversion of store and stables to gym, guest bedroom and studio annex. ADDRESS: The Elm, Church Lane, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>6. APPLICATION NO: 24/02594/HHD PROPOSAL: Erection of infill and first floor extensions. Works to include alterations to fenestration, construction of a flat roof dormer extension and installation of roof lights. ADDRESS: The Cottage, 33 West Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>7. APPLICATION NO: 24/02614/ADV PROPOSAL: Installation of flat cut aluminum letters applied to existing non-illuminated fascia board (painted white) ADDRESS: 12 High Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>8. APPLICATION NO: 24/02729/LBC PROPOSAL: External alterations to change the signage on front elevation. ADDRESS: 12 High Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>9. APPLICATION NO: 24/02701/FUL PROPOSAL: Erection of a summerhouse on land adjacent to Albion Place ADDRESS: 4 Albion Place, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>10. APPLICATION NO: 24/02649/FUL PROPOSAL: First floor extension to existing bar area and ground floor extension to function suite with roof terrace over ADDRESS: Cotswolds Club, Chipping Norton, Southcombe, Chipping Norton</p> <p>No objection, no comment</p>
SPC39	Date of Next Meeting Monday 27 th January 2025



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The Chair closed the meeting at 7.15pm

Signed as an accurate record.....

Date.....

DRAFT



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Minutes of a Traffic Advisory Sub-Committee meeting held on the 16th January 2025 at 2pm, online via TEAMS

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Tom Festa, Jo Graves, Alex Keyser

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Odele Parsons, OCC

1 member of the public

TAC26	Apologies for absence Cllr Geoff Saul and Cllr Steve Akers gave apologies for the meeting.
TAC27	Declaration of interests None received
TAC28	Minutes Cllr Coleman proposed to accept the minutes as written, seconded by Cllr Keyser. RESOLVED: That the minutes from the sub-committee held on the 3 rd October 2024 were signed and approved by the Chair as an accurate record. Matters arising: <ul style="list-style-type: none">- Tree planting on the Leys, for OP to contact the trees officer- Members queried why there is no SID on Worcester Rd. OP replied that SIDs are not effective on roads with a high speed limit.- Cllr Coleman to follow up with Cllr Saul regarding the costs to close the town centre car park for events.
TAC29	Public Participation None received
TAC30	LCWIP Odele Parsons gave an update on the 6-stage LCWIP plan. Currently OCC are close to completing the Network plan for cycling, in collaboration with Cllr Festa, and the Network plan for walking. The next stage is ranking the routes and prioritising improvements. The final stage will be pulling together a completed active travel plan, which will be published for public consultation. The plan is slightly behind schedule due to sick leave over the Christmas period, but the consultation is due for the 1 st Feb, which will be taken to the cabinet for decision in April 2025. The public consultation will be on OCC's Let's Talk online portal and at Chipping Norton Library. <i>New Street/High Street/West Street Options Appraisal</i>



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	<p>The options appraisal study has been completed and circulated to key stakeholders in December 2024.</p> <p>Cllrs raised:</p> <ul style="list-style-type: none"> - The roundabout option (Option 5) has been discussed widely in town, and most residents believe this option to be the most sensible idea. Odele replied that the constraints with space at this junction meant that the two zebra crossings shown in other options were not possible. Additionally, due to the traffic studies done at the junction it showed that there were unequal traffic flows at the 3 arms, with the West Street arm with the lowest levels of traffic. Roundabouts only function well if all arms have equal levels of traffic. - Diversion of traffic along West Street will lead to queuing traffic. Would it be possible to model the impact on Albion Street? - Closing the gaps from the car park onto the pavement? Cllrs raised that there are no pedestrian routes into the car park (Topside) at all, and that pedestrians take these desire paths onto safe pavement. OP replied that the car park would need to be considered and refigured, most likely losing one row of spaces. <p>Timeline – At the moment there is no set timeline as no funding has been allocated.</p> <p><i>Windrush Valley HGV Study</i> The ANPR study report is due back Feb 2025. An update will be given by Cllr Saul at an upcoming meeting.</p> <p><i>Vision Zero Update</i> This primarily encompasses the new 20mph scheme for Oxfordshire. Implementation of large cycle symbols in the middle of lanes is planned on A and B roads in Chipping Norton.</p> <ul style="list-style-type: none"> - Walk to School Day, in May. Members discussed partnering with schools and publicising this more widely. To add to the next meeting’s agenda. <p>For the Clerk to write to Lee to ask about the delivery of the project, as it was understood that it was due within this FY.</p> <ul style="list-style-type: none"> - Copy in Cllr Festa and OP, meeting in Oxford. Junction markings.
<p>TAC31</p>	<p>County Officer’s Report As per OP’s report</p>
<p>TAC32</p>	<p>District Officer’s Report None received</p>
<p>TAC33</p>	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Cllr Saul not present</p> <p>Cllrs requested the Churchill SID data for the next meeting.</p>



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TAC34	Cycling Covered earlier in agenda Rusty Riders starting again in March 2025.
TAC35	Pedestrian and Road Safety Covered earlier in agenda
TAC36	Parking No updates received.
TAC37	Date of the next meeting Thursday, 27 th March 2025, 2pm via TEAMS

The Chair closed the meeting at 3:20pm

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Chipping Norton Climate and Ecology Working Group
Working Group to Strategic Planning Committee

Mission: To aim for carbon neutrality by 2030 as per Town Council 2019 declaration

Meeting Date: 13/01/25

Time: 6.30pm

Venue: Chipping Norton Council Chamber

Present: Tom Festa (Chair), Mike Cahill, Sandra Coleman, Simon Lloyd, Linda Aspey, Natascha Cavers, Cara Hedges, Alex Keyser

Also Present:

Katherine Jang, Acting Town Clerk

CWG1	Apologies None received The Chair gave an introduction and overview of members present.
CWG2	Minutes AGREED: That the Chair signs and approves the minutes of the meeting held on the 11 th November 2024 as an accurate record.
CWG3	Carbon Literacy education and promotion The Chair gave an overview of carbon emissions and the importance of carbon literacy education. Linda offered to provide carbon literacy training – Small99 three-hour workshop to Cllrs pro-bono to leave with an action plan. Members agreed for Linda to send a proposal through to consider at a future Climate WG meeting. Members discussed having a standing article (1/4 page) in Chippy News discussing sustainability and events and updates within the town and having a space with the Town Council’s monthly newsletter. The recurring Keep Chippy Beautiful litter pick creates a lot of discussion surrounding sustainability in town and could be brought into partnership with this initiative. The standing article should include practical tips to reduce individual carbon emissions at a low cost. For the Chair and members to pull together a list of stakeholders and groups within the town, such as: <ul style="list-style-type: none">- The allotment holders- Chippy Creatives

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	For the Town Clerk to set up a shared Google Drive for the Climate WG and invite individual members to join.
CWG4	<p>Setting a CNTC CO2e emissions reporting baseline</p> <p>Members discussed quantifying CNTC’s CO2 emissions, so that it sets a baseline and can give ideas on how to improve.</p> <p>Members discussed having the new grounds maintenance team use electric hand tools and vehicles as much as possible. The Town Clerk is currently scoping out these options and will be bringing them to a council meeting to be considered.</p> <p>Currently, considering the TC’s printing quantities, the emissions = 355kg CO2e. An easy win for the Town Council will be to stop bringing printed papers for committee meetings.</p> <p>For Natascha Cavers to share with TC staff steps to conduct a baseline audit starting from 2024, and report back at the next meeting.</p>
CWG5	<p>Review extreme weather preparation in Chipping Norton and surrounding areas</p> <p>Simon Lloyd gave a presentation on the Joint Oxfordshire Resilience Team (formerly Emergency Planning). The Town Council has an emergency plan in place, to but should be circulated more widely.</p>
CWG6	<p>CNTC Climate Change webpage</p> <p>For the Town Clerk to set up the shared drive and circulate the draft to members.</p>
CWG7	<p>Next Meeting</p> <p>24th March 2025, 6:30pm</p>

The Chair closed the meeting at 8:15pm

Agenda item 5 – Committee action plan

For committee to review for the new municipal year

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-21	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Exec member for stronger, healthy communities is now Cllr Rachel Crouch.
Promote active travel and transport in the Town	CNTC/Transition CN/Working group/TAC		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Committee. Rusty Riders initiative runs first Sat of each month (Winter break)
Delivering the East Chipping Norton Development Vision Statement	CNTC/OCC/WODC//working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
Restoring the town's municipal and memorial benches	CNTC staff/contractors	£500 from Street Furniture budget	July 24	March 25	The metal benches in town are now part of the works schedule. TBC this year.
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group	n/a	Ongoing	Ongoing	Working with OCC to help identify safer HGV routes.
Pedestrian and Road Safety	CNTC/OCC/TAC	n/a	Ongoing	Ongoing	OCC consultation on London Road/New Street junction commenced June 2024. Proposed improvements for Albion Street junction have been approved and should be installed this year. SID for Churchill Road is installed and operational.
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants	24/25 EMR £25,000	2020	Sept 25	Feasibility study complete. Awaiting final reports to support the planning application.
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	£4000 from repairs and maintenance budget	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing. Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sewn to enhance the wildflower area.

Encouraging cycling and active travel: Rusty Riders Initiative	CNTC/Community/OCC	n/a	March 2024	Ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride. This initiative is going well.
Improving Air Quality: Living Moss Filter Clean Air Day	CNTC/WODC	Needs to be identified	Sept 2023	TBC	Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality. An update to be received at this meeting (11 th November 24). The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day
CCTV for Chipping Norton	CNTC/WODC/TVP	TBC	June 2024	June 2025	WODC and TVP plan to upgrade the CCTV across West Oxfordshire. This includes planned installation of five cameras in Chipping Norton at key locations designed to prevent crime.
Community Safety and supporting local businesses	CNTC/TVP	n/a	May 2024	Ongoing	Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.
Town Centre flower beds	CNTC/WODC/OCC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance. WODC own the other beds and there may be opportunities for CNTC to take them on with permission. For Committee to consider and agree before a conversation is initiated with WODC

Item 7: Cemetery Report

Worcester Road Cemetery

The Council's pest control contractor has begun baiting again after taking a short break in December. He is now required by law to use Cholecalciferol as the active ingredient since Difenacoum has now been removed for use in "open areas not in or around buildings". Our contractor has put a notice in the notice board to warn visitors of its use.

Further signage has been installed at the cemetery to discourage residents from feeding animals at the cemetery.

The Town Clerk is also waiting for a quote to replace some of the damaged Victorian tiles within the colonnade.

Closed Churchyard, St Mary the Virgin

Progress to fix the caved-in grave at the Closed Churchyard has been slow, due to the wet weather causing unstable ground, making it unsuitable for further investigation. The current plan is to wait until the weather is drier to conduct any further scoping work required by the Oxfordshire Diocese.

The Town Clerk is in contact with the Oxfordshire Diocese and is hoping to resolve this without additional cost to the Council. Should further archaeological works/studies not be required, it is possible that the grave may be backfilled with earth.

As the Churchyard is within the curtilage of a Grade II listed building, and within a conservation area, all works would be subject to input from WODC's Conservation Officer and possible planning permission.

This report is to note only

Item 8: Grounds Maintenance

UK Shared Prosperity allocation of capital funding

The UK Shared Prosperity Fund (UKSPF) has allocated councils across England a share of £2.6 billion to enhance life chances through high-quality skills training, employment support, and fostering local pride. This funding presents an exciting opportunity to support town centres within our district.

West Oxfordshire District Council (WODC) has ring-fenced **£18,000 in capital funding** specifically for Chipping Norton's town centre, and we would like to invite you to submit a formal proposal outlining how this funding could be utilised to benefit your town.

Funding Scope and Objectives

E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs.

Objectives	Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects. Building resilient and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.
Example projects:	<ul style="list-style-type: none"> · Regenerating a town square or High Street - Boost the look and feel of your high street by investing in street planting, green spaces and seating areas · Public realm improvements, for example, street art, and street furniture, a refresh of the signage and wayfinding features or other decorative improvements.
Indicative Outputs	<ul style="list-style-type: none"> · Number and m2 of commercial buildings developed or improved · Amount of rehabilitated land or premises · Amount of public realm created or improved · Amount of low or zero-carbon energy infrastructure installed · Sqm of land made wheelchair accessible/step-free

E16: E16: Investment in open markets and improvements to town centre retail and service sector infrastructure

Objectives	Boosting community cohesion, through investments that build on existing industries and institutions, with visible improvements to local retail, hospitality and leisure sector facilities.
Example projects	Support the establishment and/or ongoing running of a new open-air market – perhaps you could purchase additional seating, tables, gazebos, marquees, and lighting to enable better use of indoor or outdoor spaces
Indicative Outputs	Number of local markets supported

Proposal Requirements

We invite you to submit a proposal detailing your suggested initiatives for the use of this funding. Proposals should align with the objectives and outputs listed above. Please ensure your submission includes:

- A description of the proposed activities or projects.
- Two quotes for each proposed purchase to demonstrate value for money.

Once your proposal is reviewed and approved, WODC will issue a formal grant agreement incorporating your proposal as part of its terms. This agreement will outline the conditions of the grant, including the requirement for the funding to be used solely for the approved purposes. By accepting the grant, you will be bound by the terms of the agreement, including accountability for ensuring the funded projects are completed as described.

The funding must be spent by **31 March 2025**, and all purchases will belong to the town council. The town council will also be responsible for the maintenance and repair of items procured.

Exclusions

Please note that this funding cannot support:

- Revenue expenditure (e.g., wages, operating costs).
- Direct financial support to businesses for premises adaptations or equipment purchases.
- Projects already funded by DEFRA.

Submission Deadline

We kindly request that you submit your proposal by **31 January 2025**. Proposals submitted after this date may not be considered.

The Town Clerk has sought quotes to apply for this funding within the scope of the new grounds maintenance team. This fits within the scope of Objective #1, to improve the town centre and green spaces. Funding would be sought to purchase self-watering planters and associated capital expenditure required (eg. Plug plants, compost).

There is also scope within this funding to update the fingerposting and wayfinding signage within the town centre. Cllrs Cahill and Coleman have already discussed possible options with the Market Towns Officer, WODC.

RECOMMENDATION: That the committee considers whether they wish to apply for this funding, and if so, to delegate the application to the Town Clerk and a group of Councillors.

Setting a budget for the current financial year

There is currently no budget set to procure items for the grounds maintenance team within this financial year. To ensure that work can continue smoothly, and that the team has a running start from the 1st April 2025, it is recommended that a budget is set so the Town Clerk can set up the depot and ensure that hand tools are provided to the team from the outset.

The annual grounds maintenance budget for FY 2025/26 minus salaries is £73,960, or £6,163.33 per month. Using this to inform the spend required would mean that £18,490 could be set aside for 3 months expenditure (Jan/Feb/March 2025).

Some of the items that should be purchased prior to the next financial year (1st April 2025) include but are not limited to:

- Hand tools and kit (eg. Strimmers, hedge cutting clippers, rakes, etc)
- Branded uniforms and PPE for the grounds maintenance team
- Setting up the depot:
 - CCTV and security system
 - Building in racking and tool storage
 - Building in the office area and rest space
 - Winch/pulley system to lift heavy items to the upper floor
 - COSSH cabinet and fuel storage cabinet
- Setting up mobile phone contracts for the grounds maintenance team
- Setting up the vehicle lease/purchase

Some of the capital expenditure for planting, purchasing self-watering planters and hanging frames for baskets can be purchased from the UKSPF grant as outlined above, should the Council agree to applying for this funding.

RECOMMENDATION: That the council considers setting an interim budget for the current financial year, to ensure that the Town Clerk can provide the grounds maintenance team with everything required from the 1st April 2025. This would be taken from the council's general reserves.

Vehicle Lease or Purchase Consideration

The Town Council's consultant (Reg Williams) working on the grounds maintenance specification has provided options below for acquiring two vehicles required for council operations.

The Town Clerk had requested that Reg scope options for electric vehicles, considering the Council's aspirations toward sustainability and net-zero emissions. The two vehicles scoped below are not electric vehicles. Unfortunately, Reg has reported that there are currently no suitable electric tipper trucks, and the panel vans he had sourced were prohibitively expensive. However, he is happy to conduct further enquiries to look into this further.

1. Vehicle Usage and Value

- Both vehicles are expected to have low annual mileage due to their intended use.
- With proper maintenance, the vehicles could remain operational for at least 10 years, retaining high resale value.
- The specified vehicles meet CNTC's operational needs and will be fitted with tow-bars and signage.
- Purchasing outright provides the council with ownership of the vehicles, whereas leasing involves ongoing costs without accruing asset value.

2. Financial Considerations



- **Citroen Relay BHD 140 Enterprise L2 H1 Panel Van:**
 - Purchase: £25,678 + VAT + Road Fund License (£390), total £30,814.
 - Contract Hire: Initial payment £3,994 + VAT, followed by 48 monthly payments of £665 + VAT.



- **Citroen Relay BHD Tipper 140 L2 with Toolpod:**
 - Purchase: £31,000 + VAT + Road Fund License (£390), total £37,590.
 - Contract Hire: Initial payment £4,187 + VAT, followed by 48 monthly payments of £697 + VAT.
- Combined purchase cost (excluding VAT, assuming reclaimable): approximately £56,678.
- Combined monthly lease cost: approximately £1,362 + VAT (over four years).

3. Budget Implications

- Consideration must be given to the current 2024/25 budget and any need to defer expenses to the next financial year starting April 2025.
- Purchasing outright allows for depreciation over a 10-year period if desired, while leasing requires ongoing revenue account allocations.

4. Current Actions

- Additional quotes for comparable vehicles are being sought to ensure competitive pricing.
- Confirmation on VAT reclaim eligibility is assumed but should be verified.

RECOMMENDATION:

That the Committee:

1. Determines whether the vehicles should be purchased outright or leased via contract hire. It is advisable that the committee make the decision to lease or hire within this meeting, and that further options for vehicle choices can be brought to Full Council (10th Feb) to consider, should the Committee wish to consider other options.
2. Consider the financial and operational implications of each option.

Item 9: Pool Meadow restoration project

Progress Overview

- The application for Ordinary Watercourse Consent has been submitted.
- Paperwork for Scheduled Monument Consent and Planning Permission is complete and ready.

Unexpected Challenges

We are encountering an unforeseen issue with Historic England (HE). While initial discussions during the feasibility and design process were positive, HE has now expressed concerns over the detailed designs, which could impact the scheme's approval.

The concern stems from the embankment surrounding Pool Meadow. If the embankment is deemed medieval, HE believes the proposed works would result in unacceptable alterations to the historic and archaeological features of the site. However, the archaeological report we commissioned suggests it is more likely a Victorian construct, built to ensure a consistent water supply to Bliss Mill. This is supported by the embankment's size and design, which deviate significantly from typical medieval fish pond features.

When the monument was originally scheduled, the embankment's age was unclear, leading to blanket protection.

Next Steps

To address HE's concerns, they have requested an archaeological evaluation. This will involve:

- Excavating 2-3 slots through the embankment.
- Comparing these with 2 additional slots dug elsewhere to determine its age.

This evaluation will require its own Scheduled Monument Consent, although this process is expected to be more straightforward.

Actions

- A quote has been requested from the archaeologists working on the scheme to carry out the evaluation.
- Scheduled Monument Consent and Planning Permission applications are being held temporarily to align with HE's requirements.

Financial Implications

While costs for the evaluation are not yet available, it is anticipated they will be manageable.

Nonetheless, this is an unforeseen expense, and early warning is being provided to identify potential funding sources or underspend within the current financial year.

Current Status

The project is essentially ready to proceed once HE's concerns are addressed and the archaeological evaluation is completed.

This report is to note only.

Item 10: Planning Applications

1. **APPLICATION NO:** [24/02917/HHD](#)

PROPOSAL: Conversion of existing garage into living space including replacing garage door with French/bifolding doors.

LOCATION: The Granary Worcester Road Chipping Norton

2. **APPLICATION NO:** [24/03023/HHD](#)

PROPOSAL: Erection of single storey rear and two storey side extensions along with construction of a detached garage/workshop and associated works.

LOCATION: 2 Bell Piece Cottage Burford Road Chipping Norton

3. **APPLICATION NO:** [24/03273/HHD](#)

PROPOSAL: Erection of a detached garage with first floor workshop

LOCATION: 19 Lewis Road, Chipping Norton

Updates to note

- **[Erection of outbuilding and associated landscaping. \(Retrospective\).](#)**

The Old Bank 16 Market Place Chipping Norton Oxfordshire OX7 5NA

Ref. No: 24/02751/FUL | Validated: Wed 20 Nov 2024 | Status: Approve

CNTC comment: No objections but would have preferred consultation prior to works taking place.

- **[External alterations to change the signage on front elevation](#)**

12 High Street Chipping Norton Oxfordshire OX7 5AD

Ref. No: 24/02729/LBC | Validated: Wed 23 Oct 2024 | Status: Approve

CNTC comment: None

- **[Erection of a summerhouse on land adjacent Albion Place](#)**

4 Albion Place Chipping Norton Oxfordshire OX7 5BT

Ref. No: 24/02701/FUL | Validated: Wed 30 Oct 2024 | Status: Approve

CNTC comment: None

- **[First floor extension to existing bar area and ground floor extension to function suite with roof terrace over](#)**

Cotswolds Club Chipping Norton Southcombe Chipping Norton Oxfordshire OX7 5QH

Ref. No: 24/02649/FUL | Validated: Thu 31 Oct 2024 | Status: Approve

CNTC comment: None

- **[Installation of flat cut aluminium letters applied to existing non illuminated fascia board \(painted white\)](#)**

12 High Street Chipping Norton Oxfordshire OX7 5AD

Ref. No: 24/02614/ADV | Validated: Wed 23 Oct 2024 | Status: Approve

CNTC comment: None

- **Erection of infill and first floor extensions. Works to include alterations to fenestration, construction of a flat roof dormer extension and installation of roof lights. (amended plans)**

The Cottage 33C West Street Chipping Norton Oxfordshire OX7 5EU

Ref. No: 24/02594/HHD | Validated: Fri 18 Oct 2024 | Status: Approve

CNTC comment: None

- **Single story extension to rear of property.**

12 Coopers Square Chipping Norton Oxfordshire OX7 5DG

Ref. No: 24/02582/HHD | Validated: Mon 07 Oct 2024 | Status: Approve

CNTC comment: None