



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

TOWN CLERK: Luci Ashbourne

1st October 2024

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 7th October 2024

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Luci Ashbourne
Town Clerk

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 for absence.

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

To approve the minutes of the Full Council Meeting held on 22nd July 2024.

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. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

6. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

7. Civic announcements

To receive a report from The Mayor on Civic engagement and activities.

8. Reports from representatives of outside bodies

To receive an update from members who sit on outside bodies.

9. Minutes and reports from Committees

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Staffing Sub-Committee, 13th August 2024
- b. Planning Sub-Committee, 14th August 2024
- c. Community Committee, 9th September 2024
- d. Strategic Planning Committee, 16th September 2024
- e. Finance and Resources Committee, 23rd September 2024
- f. Staffing Sub-Committee, 1st October 2024
- g. Traffic Advisory Sub-Committee, 3rd October 2024

10. Correspondence

To receive any correspondence for Council to note or respond to.

11. Council Action Plan

To note the Council Action Plan

12. CCTV in Chipping Norton

To receive a recommendation from the Strategic planning committee regarding CCTV upgrade in West Oxfordshire.

13. The Local Council Awards Scheme

To receive and note and awards letter and certificate confirming that the Council has received the Quality Award as part of the Local Council's Award Scheme.

14. Sustainability Road Map

To receive a proposal from Cllr Festa regarding next steps for establishing a sustainability roadmap.

15. Planning Applications

To receive a schedule of planning applications from West Oxfordshire District Council.

16. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of items 17-20.

17. Christmas Lights

To receive a confidential report.

18. Property and Estates

To receive a confidential report.

19. Grounds and General Maintenance

To receive a report regarding the Council's maintenance and ground maintenance options.

20. Staffing matters

To receive a confidential report.

21. Date of the next meeting – Monday 9th December 2024



Minutes of a Chipping Norton Town Council meeting held on the 22nd July 2023, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Mark Walker, Dom Rickard, Michael Rowe, Alex Keyser, Jo Graves, Athos Ritsperis, Mike Cahill, Sharon Wheaton, Ian Finney, Tom Festa, Ben Bibby (entered at 6:40pm)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO
Katherine Jang, Deputy Town Clerk and Estates Manager
Cllr Geoff Saul (WODC and OCC)
13 members of the public

FC48	Apologies for absence Apologies were received from Cllrs Andrews, Whitmill and Weaver, Cllr Rizvana Poole (WODC)
FC49	Declaration of interests None received
FC50	Minutes RESOLVED: That the minutes of the annual Council Meeting held on the 10 th June 2024 were signed by the Town Mayor as an accurate record with one amendment. FC31 – To change “Chair of Planning WODC” to “Deputy Chair of Planning WODC”
FC51	Public Participation <ul style="list-style-type: none">• Verges and weeds in town centre: A resident came to raise concerns about the messy state of the town centre and the overgrown verges. The resident was not happy with the tidiness of the trees and bushes in Middle Row and the planters in the town centre. The Town Mayor agreed and responded that the Town Council agrees and is having proactive conversations with Oxfordshire County Council. The Town Clerk confirmed that the trees and bushes in Middle Row are due to be trimmed the week of 5th August 2024 and should be looking much tidier.• Girls’ sanitary facilities at Greystones: A member of Chipping Norton Swifts came to request permission to install temporary sanitary facilities at Greystones. The Town Mayor responded that the Town Council has no issue with the Swifts installing temporary sanitary facilities on the shared field at Greystones. The Town Clerk agreed to liaise with the Swifts to arrange an on-site meeting to determine the best place to install the temporary facilities.• New St pedestrian crossing and skatepark: A resident raised concerns about the plans for a skatepark at New St play park, specifically noting that there are no safe crossing points at New St. He also mentioned that the gates to the park are not wide enough for wheelchairs to pass through. The Town Mayor noted that the Town Council has seen a feasibility study from OCC which has proposed replacing all pedestrian islands with zebra crossings within Chipping Norton. This will



	<p>include the crossing at New St, and is not within the budget for this financial year but is in progress.</p> <ul style="list-style-type: none">• Burford Road Housing application: A resident came to raise concerns about the proposed new development on Burford Road (APPLICATION NO: 24/00769/OUT). <p>The Town Mayor noted that the Town Council had previously raised an Objection response to this planning application, and that it was also on the agenda to discuss later in the meeting.</p> <ul style="list-style-type: none">○ The Chair of Enstone Parish Council had provided written correspondence to the Town Clerk noting an objection to the planning application due to concerns about its impact on traffic on the Lidstone Track (connecting the B4026 to Neat Enstone). <ul style="list-style-type: none">• Overgrown verges and footpaths: A resident and business owner in town came to raise the issue of overgrown and impassable footpaths in the town centre. <p>The Town Mayor responded that while the pavements and footpaths are OCC’s responsibility to maintain, that the Town Council works proactively to report problems when residents report them to us. The Mayor answered that the best way to get action from OCC is to raise reports on the Fix My Street Oxfordshire site.</p>
FC52	<p>West Oxfordshire District Councillors update</p> <p>Members received updates and information from Chipping Norton’s Ward Councillors sitting on WODC. Cllr Geoff Saul gave a verbal update from the Executive meeting held on the 22nd July 2024:</p> <ul style="list-style-type: none">- There has been some bid funding received for CCTV to prevent fly-tipping. This would include putting night-vision CCTV cameras in known fly-tipping sites.- The draft charging schedule for CIL has been agreed.- The Local Plan 2041 will be approved soon, submitted for examination in 2025 – consultation in October 2024 including an invitation for sites.- Our House project extended – funding for young people at risk of homelessness. Three houses in partnership with Cottsway have been provided at a very low rate of rent. In addition, education, training and support are provided to these residents. On average the people in this scheme are in the scheme for about a year and then going forward are in full-time employment and can move out of the scheme.- More WODC services will be brought in-house rather than with the external provider Publica. <p>Cllr Akers queried what the timeline will be to bring services back in-house from Publica, and what the benefits will be to bringing staff and contracts in-house. Cllr Saul responded that chiefly the staff will no longer be shared between three district councils, and that there would be more transparency in the management and staff structure. The first tranche of staff being brought back in house will be this autumn and winter 2024/25.</p> <p>Cllr Graves asked about the Our House project, and asked how young people would be supported in Chipping Norton. Cllr Saul answered that the houses provided are not based in Chipping Norton, but that if any young people were vulnerable or at risk of homelessness, they would be available to them. The project was started in 2018 and has been very successful.</p>
FC53	<p>Oxfordshire County Councillors update</p> <p>Members received updates and information from Chipping Norton’s Ward Councillors sitting on OCC. Cllr Saul gave a verbal update about County matters. The primary complaints received now are to do with verges, grass, and potholes.</p> <p>At the moment the policy includes a single cut per year for verges and all other areas. Cllr Saul</p>



	<p>believes this policy needs a re-think, and reported that the county will do a re-cut of an area if it causes a danger, eg. Epicormic growth causing a visibility issue around a corner etc.</p> <p>Cllr Finney asked about devolution and the effect on Oxfordshire. Cllr Saul answered that there have been a few changes:</p> <ul style="list-style-type: none"> - New funding settlements noting that there will be more funding available to local councils. Currently they are only provided with 1-year plans which does not give councils any security or ability to plan more long-term.
FC54	<p>East Chipping Norton development No updates received</p>
FC55	<p>Civic announcements Members received a report from The Mayor on civic engagement and activities.</p> <ul style="list-style-type: none"> - There is a new Chipping Norton Community Award event being held in September 2024 and nominations are now open for several different awards. - The skatepark design survey is now open online and there will be a pop up skatepark at New St play area on the 11th August 2024.
FC56	<p>Reports from representatives of outside bodies Members received an update from members who sit on outside bodies.</p> <p>Cllr Wheaton gave an update as the Town Council’s Thames Valley Police Liaison. There has been progress with Speedwatch and volunteers have signed up to join the group. Shopwatch has been offered to Chipping Norton – the official response is that the Town Council had been offered it and rejected it (10 years ago). The Town Council office to look into this and liaise with Cllr Wheaton. The King’s Speech has given more powers to prosecute perpetrators of harassment of shopkeepers.</p> <p>Cllr Akers proposed that he becomes a member and formal representative of the Town Council of the Keep the Horton campaign group in Banbury. Cllr Walker queried if this is to keep the whole of the hospital open or just the maternity ward, Cllr Akers responded yes.</p> <p>Cllr Rickard proposed, seconded by Cllr Wheaton. All in favour, motion carried.</p> <p>RESOLVED: That Cllr Akers is appointed the Town Council representative on the Keep the Horton Campaign group.</p>
FC57	<p>Minutes and reports from Committees Members noted the draft minutes of the following committee and sub-committee meetings:</p> <ol style="list-style-type: none"> Community Committee, 17th June 2024 Traffic Advisory Sub-Committee, 27th June 2024 Strategic Planning Committee, 1st July 2024 Finance and Resources Committee, 8th July 2024 Cycling Action Group, 15th July 2024
FC58	<p>Correspondence Members noted the following correspondence:</p> <ul style="list-style-type: none"> - A letter of correspondence was received from a resident noting concerns about the proposed skatepark at New St play area. She raised issues regarding traffic and crossing at New St, and the lack of consultation with residents at the nearby Penhurst Gardens care home. <p>The Town Clerk noted that as mentioned earlier during Public Participation there are plans for a</p>



	<p>pedestrian crossing to replace the island crossing at New St. However, this isn't part of the Town Council's skatepark project. The Town Clerk answered that the contractor needed to be in place prior to having conversations with local residents, and that the needs of the wider community should be balanced with nearby residents.</p> <p>The contractors will be holding a meeting with residents of Penhurst gardens to hear their views and amend plans to ensure local views are heard.</p> <p>It was reiterated that a large majority of the funding for the skatepark will be sought from grants and S106 funding that is specifically set aside for skateparks and recreation, and therefore can not be diverted to other projects.</p> <p>Members agreed for the Town Clerk to write a response to the resident to cover the points raised.</p> <p>Cllrs received a request from a resident to provide defibrillator training for residents in Chipping Norton. The request mentioned that while the Town Council provides defibrillators in town for residents to use, that they did not feel confident enough to use one in the case of an emergency and that it would be helpful to have training in this.</p> <p>Cllr Coleman proposed to provide a one-off training session held at the Town Hall with the £150 fee taken from the Defibrillator budget, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Council agrees the cost of £150 to provide a training course for residents, with the cost taken from the Defibrillator budget.</p> <p>The Deputy Clerk will arrange a suitable date for the training course in the Town Hall and will publicise the event to residents.</p>
<p>FC59</p>	<p>Council Action Plan</p> <p>Members received the draft Council Action plan which is informed by the individual committee plans. Some things have been removed from the action plan as they have been achieved or completed during the previous year.</p> <p>RESOLVED: That the 2024/25 action plan is adopted and reviewed throughout the year.</p>
<p>FC60</p>	<p>The Oxfordshire Garden Tree Giveaway</p> <p>Members received and considered a request for a financial contribution to the Oxfordshire Garden Tree Giveaway organised by the International Tree Foundation.</p> <p>Cllr Walker supported this idea saying that anything to increase the number of trees is desirable.</p> <p>Cllr Finney asked if the ongoing maintenance had been factored in, and Cllr Coleman reported that this is for people to plant on their own land and gardens.</p> <p>Cllr Bibby proposed a £150 donation, seconded by Cllr Walker. All in favour. Motion carried.</p> <p>RESOLVED: That the Town Council provides a one-off £150 donation to the Oxfordshire Garden Tree Giveaway.</p>
<p>FC61</p>	<p>Planning Applications</p> <p>Members received a schedule of planning applications from WODC.</p> <p>APPLICATION NO: 24/00769/OUT</p> <p>PROPOSAL: Outline planning application, with all matters reserved other than principal means of access to the highway, for the construction of up to 104 residential dwellings, together with the provision of open space, landscaping and associated infrastructure.</p> <p>LOCATION: Land South of Charlbury Road, Chipping Norton, Oxfordshire</p> <p>RESOLVED: Objection, Cllrs noted that the initial concerns raised still stand.</p> <p>For Cllr Akers and Coleman to draft a response to the planning application.</p> <p>Cllrs agree that rejecting the money for off-site provision of allotments and that the provision</p>



	<p>should be assigned on site. Cllrs noted that a member of the public had come to speak specifically in objection to the planning application, and that the Town Council had received correspondence from Enstone Parish Council strongly objecting to the application.</p> <p>APPLICATION NO: 24/01730/PIP PROPOSAL: Permission in principle for the construction of up to 7 dwellings. LOCATION: Land at (N) 429852 (N) 226882 Kennels Lane, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No comment, no objection.</p> <p>APPLICATION NO: 24/01789/CND PROPOSAL: Discharge of conditions 4 (upper floor windows serving plot 9), 8 (car parking areas) and 14 (rapid electronic vehicle charging points) of approved planning permission 22/02980/FUL (Demolition of the existing buildings. Erection of 12 dwellings with associated access, parking, and amenity.) LOCATION: Bliss, Brassey, and Wilkins House, Hailey Avenue, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No comment, no objection.</p>
<p>FC62</p>	<p>Public participation policy Members reviewed the draft Public Participation policy and had no amendments. Cllr Akers proposed to adopt the policy as drafted with no amendments, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That the Public Participation policy is adopted without further amendments.</p>
<p>FC63</p>	<p>Confidential Session RESOLVED: That the Council resolves to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press left the meeting during consideration of the following items.</p>
<p>FC64</p>	<p>Estates and Facilities Members received a confidential report regarding the grounds maintenance in Chipping Norton agreed that further consideration be given to the options available. Members discussed the benefits and risks of this at length.</p> <p>Cllr Coleman proposed to suspend the standing orders to extend the meeting by 30 minutes. All in favour, motion carried.</p> <p>Cllr Walker proposed that the Council agree the aspiration to have an in-house service provided by the Town Council from April 2025, seconded by Cllr Akers. 10 in favour Two against (Cllrs Festa and Graves) One abstention (Cllr Keyser)</p> <p>RESOLVED: That Council resolves to investigate further options for the grounds maintenance service from April 2025.</p> <p>The Green Gym requested permission to plant 5 trees at the Community Orchard. This land is part of the cemetery extension for use in the future and is currently in use as a bonfire for the Green Gym.</p>



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	<p>Cllr Graves proposed to accept the Green Gym’s proposal, seconded by Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Green Gym is given permission to plant 5 trees in the Worcester Road Cemetery extension to expand the Community Orchard.</p> <p>Members discussed the request from the Chipping Norton Swifts to install temporary sanitary facilities at Greystones.</p> <p>Cllr Festa proposed that permission for the facilities is granted for a fixed period 1-2 years, pending relevant due diligence taking place. Seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Swifts are given provisional permission to build temporary sanitary facilities on site, pending due diligence.</p>
FC64	Date of the next meeting Monday 7 th October 2024

The Chair closed the meeting at 9:00pm.

DRAFT

Agenda item 7 - Mayor's Report October 2024

The programme for August is different to the rest of the year and it is good to be back to normal business.

I must start my report by announcing the departure of our Clerk, Luci Ashbourne, as she is leaving us to take up a new position that fits better with her family. We all know how much Luci has contributed to the Council and the town we serve. It is down to her that we have been awarded the Local Council Quality Award, but more importantly that we have been able to introduce new projects and function as a modern, efficient Council. It is down to her that refurbishment of our play area at Cotswold Crescent not only gave the local families a much better play area, but also that this was completed before the summer holidays when it was most needed. I know she is disappointed to leave before our new skatepark is finished, and whilst the Pool Meadow Project is ongoing, but that these will happen at all is also down to her hard work and commitment to providing the best facilities for local residents. Of course, these are just a few examples of the work she has done, and you will be able to think of many more! Luci will be with us for a few more weeks so we won't say good-bye yet- but this is her final Town Council Meeting, so it is appropriate to record our thanks today.

It is also right that I mention our Community Awards Evening that took place last week. We had 39 fantastic nominations for awards, and invited winners and runners up to a reception with presentations here in the Town Hall. It was lovely to see people stay behind to chat after the presentations, and I have had many positive comments about the evening. Nominations for next years awards can be made at any point in the year by completing the online form, emailing the office, or visiting the Guildhall to obtain a paper form.

As you can see from my diary, I meet with residents when requested. Staff are currently putting together a calendar for Councillor Surgery sessions out in the community, which I hope will enable more interesting conversations with local residents.

Mayor's Diary

25 th July	Allotment inspections
30 th July	Meeting with a resident
7 th August	Meeting concerning Sustainability Roadmap with Councillor Festa
9 th August	Meeting concerning allotment competition
11 th August	Attended pop-up skate park
13 th August	Staffing Sub-committee
14 th August	Planning Sub-committee
15 th August	Flag flying- in memory of Betty Hicks (Honorary Citizen)
16 th August	Meeting with OCC re public EV charging points
20 th August	Flag flying- RAF Ensign Service at War Memorial with British Legion
21 st August	Open Garden event at Henry Cornish Care Home
2 nd September	Judging panel for Community Awards

9 th September	Community Committee
11 th September	WODC Executive Meeting in Chipping Norton Town Hall
13 th September	Site meeting with OCC re footpath off London Road (S106)
16 th September	Strategic Planning Committee
17 th September	Meeting to support a resident
19 th September	Meeting at Crown and Cushion re football club
20 th September	Community Awards Evening
23 rd September	Stakeholders meeting about the future of SOFEA Larder Finance Committee
26 th September	Meeting with resident to discuss skatepark proposal
29 th September	Apple Day celebrations
1 st October	Staffing sub-committee
2 nd October	Meeting with Chipping Norton Music Festival representative
5 th October	Keep Chippy Beautiful Litter Pick

Agenda item 8 - Police and Crime Activity in Chipping Norton

Community Speed watch is up and running. The first session was held on Churchill Rd by Cllr Rowe, Cllr Cahill and David Riley. Their presence was appreciated by passers-by! The data has been collated and forwarded to TVP. Sixty-nine vehicles were clocked and a proportion of those were speeding. More volunteers are needed; if anyone is keen to help, please come forward!

Shop watch on the High Street is taking shape. Cllr Cahill and Cllr Wheaton met with Carl Duarte from MRS Communications Ltd based in Cardiff. They specialise in putting in place radio systems between shopkeepers and the police and have successfully installed such systems in towns and cities across the UK and recently in Oxfordshire.

A transmitter is the best plan of action for our town; a conversation is being held with the HQ of the Co-op, about siting an aerial on their roof. Six stores would benefit from the radios in the first phase: Boots, WH Smiths, QD, Sainsburys, Co-op and M&S. This would give immediate coverage between the stores and our PCSO's and police officers in the instance of theft or attempted theft. Once up and running it will be opened to other retailers and charity shops in the town. There is a small charge for radio hire of £6 approx. per week to the retailer. Carl is sorting out the legality with the Co-op and we could well get this up and running by early next year, at the latest.

There have been substantial thefts at Boots and Corbett's in the last month.

Theft of, and theft from, motor vehicles is still a problem. Car parks, quiet locations and outside properties are the main targets.

Alarmingly, theft of vehicles with electronic keys is on the rise as signal readers are being used to collect data from keys left inside properties.

Once data has been downloaded thieves can gain access to the car outside the house and drive the vehicle away. Faraday pouches are a good way to keep your keys safe once home, by blocking the signal, easily and cheaply available from Amazon etc. Article in this month's issue of Chippy News reminding people to be vigilant.

Theft of Koi Carp worth over £5000 has been reported in the town. This is a sophisticated theft which could have been done to order.

Statistics

Top four crimes reported in the Chipping Norton area for

May 2024: Violent & Sexual offences 40; Vehicle Crime 13; Shop Lifting 10; ASB 15

June 2024: Violent and Sexual 33; Vehicle Crime 14; ASB 13; Shoplifting 7

July 2024: Violent and Sexual 33; ASB 14 / Public Shouting 12; Burglary 9; Vehicle Crime 9

Delighted to report that we will have the full complement of PCSO's in Chipping Norton by next February. Nick Ashby will be transferring to the town, and we will then have a team of three.

Cllr Sharon Wheaton



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Tuesday 13th August at 12noon**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Mike Cahill

Cllr Sandra Coleman

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SS1	Election of Chair Members received nominations for Chair of the Staffing Sub-Committee for the municipal year 2024/25. Cllr Finney nominated Cllr Akers, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Chair of The Staffing Sub-Committee for the municipal year 2024/25.
SSC2	Election of Vice-Chair Members received nominations for Vice-Chair of the Staffing Sub-Committee for the municipal year 2024/25. Cllr Finney nominated Cllr Coleman, seconded by Cllr Akers. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Vice-Chair of The Staffing Sub-Committee for the municipal year 2024/25.
SSC3	Apologies for absence. Apologies were received from Cllr Whitmill.
SSC4	Declarations of interest There were no declarations.
SSC5	Minutes RESOLVED: That the minutes of the meeting held on 21 st March 2024 are approved as a correct record and signed by the Chair.
SSC6	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC7	Staffing matters Members received a confidential report regarding staffing matters. Cllr Finney proposed that the recommendations included in the report is supported, Cllr Cahill seconded. All in favour, motion carried. RESOLVED: That a temporary amendment is made to the Admin and Customer Service Assistant's contract of employment to temporarily uplift their weekly hours from 22.5 to 37 so they can cover the hours from the currently unrecruited venue assistant role.

	<p>Members discussed a proposal regarding the Council employing a retained HR service in order to ensure the Council is robustly and professionally supported when HR matters arise. Critchley's have been highly recommended from several local organisations.</p> <p>Cllr Cahill proposed that a recommendation be sent to the Finance and Resources Committee to approve the cost of this, Cllr Finney seconded.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That a recommendation is sent to Finance and Resources Committee to approve to costs of the Council having a retained HR service.</p>
SSC8	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 12:25pm

Signed as an accurate record

Chair.....

Date.....



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TOWN CLERK: Ms Luci Ashbourne

Minutes of a Planning Sub-Committee meeting held on the 14th August 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Ian Finney, Sandra Coleman

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

PSC1	Election of Chair Members received nominations for the election of Chair for the municipal year 2024/25. Cllr Coleman nominated Cllr Cahill, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Chair for the municipal year 2024/25.
PSC2	Election of Vice-Chair Members received nominations for the election of Vice-Chair for the municipal year 2024/25. Cllr Cahill nominated Cllr Finney, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Finney is elected Vice-Chair of the Planning Sub-Committee for the municipal year 2024/25.
PSC3	Apologies for absence Apologies were received from Cllr Rickard.
PSC4	Declarations of interest None received
PSC5	Minutes RESOLVED: That the Minutes of the Sub-Committee held on the 8 th January 2024 were signed and approved as an accurate record by the Chair.
PSC6	Public Participation No members of the public were present
PSC7	Applications for consideration 1. APPLICATION NO: 24/01734/FUL PROPOSAL: Installation of automated prescription collection machine and associated works to include changes to existing windows and replacement of glazing with solid panel. ADDRESS: Chipping Norton Health Centre, Russell Way, Chipping Norton



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TOWN CLERK: Ms Luci Ashbourne

<p>RESOLVED: No comment, No objection</p> <p>2. APPLICATION NO: 24/01765/HHD PROPOSAL: Demolition of garage and erection of two-storey side extension ADDRESS: Becketts Close, 3 Toy Lane, Chipping Norton</p> <p>RESOLVED: No comment, No objection</p> <p>3. APPLICATION NO: 24/01574/FUL PROPOSAL: Replacement of sales building with new pre-fabricated shed ADDRESS: Applegarth Nurseries, Banbury Road, Chipping</p> <p>RESOLVED: No comment, No objection</p> <p>4. APPLICATION NO: 24/01791/HHD PROPOSAL: Erection of single-storey rear extension with associated internal and external works, detached garage and new access. ADDRESS: 2 Bell Piece Cottage, Burford Road, Chipping Norton</p> <p>RESOLVED: This application is outside Chipping Norton's parish boundaries and therefore not within the Town Council's remit to comment. For the Deputy Clerk to contact WODC Planning to let them know that the planning consultation should be sent to Chadlington Parish Council instead.</p> <p>5. APPLICATION NO: 24/00955/OUT PROPOSAL: Outline planning application for the erection of a new 50 bedroom motel and formation of access onto Banbury Road (access and scale). ADDRESS: Chapel House Farm, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection – While Cllrs do not wish to raise a formal objection, and they are supportive of employment creation within the town that the development will bring, they raised some reservations with the plan and implementation. Firstly, they noted that Thames Water have confirmed that they are unable to cope with the water coming off the site, and Cllrs would like to confirm that this detail is resolved prior to approval. Cllrs also noted that within the Biodiversity report, the plan noted that biodiversity will be reduced and that there were no plans in place to mitigate the loss. Access off the roundabout onto Banbury Road also needs to be carefully considered.</p> <p>6. APPLICATION NO: 24/01837/S73 PROPOSAL: Alterations to include erection of first floor and two-storey extensions along with a replacement single storey extension. Works to increase of hard surface to the existing driveway. ADDRESS: 3 Cox Lane, Chipping Norton, Oxfordshire</p>
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TOWN CLERK: Ms Luci Ashbourne

	<p>RESOLVED: No objection - Cllrs raised reservations about the provision of adequate drainage on site. Cllrs wanted to ensure that the proposed French drains would be sufficient for the increase in hard standing.</p> <p>Members noted that the former Barclays Bank site 15 High Street has received an offer. Although this property was marketed as a “Terraced House” by the estate agent online, this property had not received any planning permission to conversion to dwelling. WODC has approved conversion to a restaurant/coffee shop.</p>
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The Chair closed the meeting at 2:25pm.

DRAFT



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TOWN CLERK: Ms Luci Ashbourne

Draft minutes of a Community Committee meeting held on the 9th September 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

Present: Cllrs Sandra Coleman (Chair), Michael Rowe (substituting – left at 7:13pm), Emily Weaver, Mike Cahill, Alex Keyser, Ben Bibby, Jo Graves, Athos Ritsperis

Also Present:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk

Paolo Oliveri, General Maintenance Operative

2 Members of the public

CC14	Apologies for absence Members received apologies from Cllr Akers.
CC15	Declaration of interests None received
CC16	Minutes RESOLVED: That the minutes of the meeting held on the 17 th June 2024 were signed as accurate record by the Chair.
CC17	Public Participation A member of the public came to speak about the Community Awards. He asked why the date of the Awards was changed from the 20 th to the 27 th September. The Town Mayor answered that this was due to a clash with the Chippy Mop Fair which is organised by OCC. He also asked if the Town Council will be awarding the shield awards for the Sports portion of the ceremony. The Town Clerk replied that all Awards have been changed to certificates so that winners can have a memento that they can keep forever rather than return them annually.
CC18	Committee Action Plan review Members received and received the updated Committee Action Plan. Cllr Ritsperis asked if the Council has received The Branch's Community Action Plan and the Town Clerk replied that she will be meeting Emma Kennedy from the Branch and will request a copy.
CC19	Domestic Abuse Friends and Champions Members received a presentation from Emma Teasdale, the Community and Friends Officer from Reducing the Risk. Reducing the Risk is an Oxfordshire-based charity which supports residents who are victims of domestic abuse. Emma publicised the Mental Health charity Shout, which provides free mental health support from advisors via a text/sms messaging service.



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CC20	<p>Town Hall</p> <ul style="list-style-type: none"> a. Members received an update about the Town Hall booking capacity and income to date. b. Members received a maintenance update about the work at the town hall including upgrades to the electrics, storage, and Town Hall blinds. c. Dishwashers: Members received notice that both dishwashers at the Town Hall need replacement and Cllrs discussed renting or purchasing replacements. RESOLVED: That Cllrs requested that the Facilities and Events Officer provides further information before making a concrete decision. d. Reception window and shutter: Members received a quote to replace the broken shutter and window at the Town Hall reception desk. Cllr Graves proposed to purchase just the window, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That the quote to install a new sliding window hatch at a cost of £3,040 plus VAT is accepted. e. Council Chamber Magistrate desk and chair: Members discussed possibly relocating the Magistrate desk and chairs from the Council Chamber. The desk and chairs are a historic record of what has happened in the Town Hall, but there have been occasions where public participants at meetings have not been able to be accommodated due to the space constraints. Some discussions arose querying why the Town Council does not currently use the desk and chairs. The Town Mayor answered that when the Magistrate’s chair was used it was difficult to participate in conversations and that the Magistrate’s chair was never designed for use by the Town Mayor. Other members were torn about being respectful about the history and tradition of the room, while also moving to become a more informal and inclusive council. Some members noted that the first impression of the of the room can make the Town Council seem very intimidating, especially for young people. Members agreed that it could not be relocated elsewhere in the Town Hall due to potential damage. Members agreed for the Facilities and Events Officer to do further research about alternative options and to bring the options to Full Council for decision. Cllr Cahill proposed to accept the consideration, seconded by Ben Bibby. Cllr Graves abstained. RESOLVED: That the Facilities and Events Officer conducts further research to find a suitable alternative location for the Magistrate desk and chairs and brings the options to the next Full Council meeting to consider.
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	<p>f. Paintings: Members received a written report from the Town Hall working group about potential new locations for hanging paintings within the Town Hall. There are also opportunities to create a new gallery wall showcasing a rotating exhibition of art by residents.</p> <p>Members received a proposal that the Town Hall working group continues work to arrange the artwork in the Town Hall.</p> <p>Cllr Cahill proposed the recommendation, seconded by Cllr Ritsperis.</p> <p>Cllr Keyser abstained.</p> <p>RESOLVED: That the Town Hall working group continues working on a strategy for hanging the artwork at the Town Hall.</p>
<p>CC21</p>	<p>Events</p> <p>a. Members received an update about new recurring events at the Town Hall including Bingo, Turning Point, and tribute band events.</p> <p>b. Past events: Big events this summer included the Town Festival and the pop-up Skatepark at New St.</p> <p>c. Future events: Town Community Awards 27th Sept, Public Art workshops on the 21st and 22nd September, and the Christmas Lights Switch on 28th November.</p> <p>d. Christmas in Chippy Market: The Christmas in Chippy team has informed the Town Council that they will no longer be able to run the event due to time pressure on volunteers. The Events and Facilities Officer has been in discussions with Cotswold Markets to provide an alternative market and proposed that the Town Council work to provide an alternative market for residents.</p> <p>Cllr Graves proposed that the Town Council works with Cotswold Markets to provide a replacement Christmas market, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Council works with Cotswold Markets to provide a Christmas Market for Chipping Norton this winter 2024.</p>
<p>CC22</p>	<p>Play Areas</p> <p>Members received an update regarding ongoing routine maintenance at the play areas. The Council’s Health and Safety consultant has conducted an on-site examination of Cornish Road, Evans Way and Cotswold Crescent play parks and has provided the following recommendations for the committee to consider:</p> <p>A. Providing a bin a Cornish Road play park: £700, to be installed by the Town Council’s General Maintenance Operative.</p> <p>Cllr Coleman proposed to purchase a new bin at a cost of £700, seconded by Cllr Ritsperis. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council will purchase a new bin for £700 for Cornish Road play park, and the cost of emptying will be factored into the budget.</p> <p>B. That an additional disabled suitability assessment at a cost of £35 + VAT is added on to the routine RoSPA annual inspection.</p>



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	<p>Cllr Graves proposed to move forward with this assessment, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council requests the additional disabled suitability assessment</p>
CC23	<p>Skatepark Project</p> <p>Members received an update from the Town Clerk who reported that the next steps would be for Maverick to hold a final design meeting with the skatepark users' group, and to meet with residents who have concerns (9th October 2024). After this Maverick will put together a detailed design which will be submitted for planning permission. Following the approved planning application, the Town Council would be able to apply for grant funding and the S106 funding identified can be formally applied for. Cllr Graves proposed that the submission of the planning application is delegated to the Town Clerk, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>RESOLVED: That the submission of the planning application is delegated to the Town Clerk in consultation with the skatepark users' group and the Chair.</p>
CC24	<p>Keep Chippy Beautiful</p> <p>Members were reminded of the next Keep Chippy Beautiful litter pick which will be held on the 5th October 2024.</p> <p>Members also thanked the General Maintenance Operative for his work around town clearing weeds.</p> <p>Cllr Keyser has formed a "Weeds and Wildflowers" group on Spring Street, and the volunteers have been weeding the lower part of Spring Street and Market Street. They have since been in contact with WODC and have conducted a site visit to discuss the bins on Market Street.</p>
CC25	<p>Public Art Project</p> <p>Members received an update from the Town Clerk noting that the public art workshops will be held on the 21st and 22nd September at the Town Hall and the Pillars respectively. There is an online form which interested participants can sign up to if they wish to RSVP to the workshops.</p>
CC26	<p>Councillor Surgeries</p> <p>Members received a proposal from the Chair regarding Councillor Surgeries. The Mayor and Town Clerk have visited care homes in Chipping Norton, and both have noted that they would encourage Councillor Surgeries to take place in their homes. The Mayor noted that this would serve a dual-purpose with bringing members of the public in to speak with residents combating loneliness and social isolation for residents, as well as serving a public service as it would be open to any member of the public. The Mayor proposed one surgery every 2 months – 4 dates between now and May 2025.</p> <p>This would not preclude other surgeries being held in conjunction with other events in town.</p>



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TOWN CLERK: Ms Luci Ashbourne

	Members agreed for the Town Clerk to arrange 4 suitable dates to hold the Councillor surgeries at the care homes in Chipping Norton.
CC27	Date of the next meeting Monday 4 th November 2024

The Chair closed the meeting at 8:20pm.



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Minutes of a Strategic Planning Committee meeting held on Monday the 16th September 2024 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

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

Also present:

Katherine Jang, Deputy Town Clerk and Estates Manager

1 Member of the public

SPC15	Apologies for absence Apologies were received from Cllr Walker
SPC16	Declaration of interests None received
SPC17	Minutes <ul style="list-style-type: none">a. RESOLVED: That the minutes of the committee meeting held on the 1st July 2024 were signed by the chair as an accurate record.b. Members noted the minutes of the Cycling Action on the 15th July 2024.c. Members noted the minutes of the Planning Sub-Committee meeting on the 14th August 2024.
SPC18	Public Participation None received
SPC19	Committee Action Plan Members received and received the committee action plan for the municipal year 2024/25.
SPC20	East Chipping Norton Development No updates received
SPC21	Cemetery Members received a written report from the Deputy Clerk noting ongoing maintenance at Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church.
SPC22	Pool Meadow restoration project No updates received. Members agreed to bring this item to the next relevant meeting to discuss.
SPC23	Living Moss Filter No updates received. Members expressed disappointment that no communication had been received thus far from OCC.



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	<p>Members discussed and raised disappointment with the pollution monitoring update received from the WODC Executive meeting held on the 11th September 2024, which purported decreasing levels after the COVID pandemic. Councillors were skeptical about this as they noted that Horsefair shops are inundated with dust and particulate matter from passing vehicle traffic.</p> <p>Members discussed the proposed alternative location for the Moss Air Filter, and Cllr Festa stressed that the Air Filter should be located directly where the air quality monitor was located to target the area in Chipping Norton with the highest recorded rates of air pollution.</p> <p>Cllr Wheaton shared a verbal report on the Shopwatch initiative. The latest initiative includes radios connecting shopkeepers in town and the police person on shift, funded by the Shopwatch initiative. The new PCSO has been appointed for Chipping Norton and has been getting to know the town. The shops have given extremely positive feedback about the Shopwatch initiative, and members thanked Cllr Wheaton and Cahill for their work in putting this in place.</p>
<p>SPC24</p>	<p>Rusty Riders Initiative</p> <p>Members received an update from Cllr Festa. The sessions have remained well attended and the rides have become longer, now ending at a café. Cllr Festa reported that October's session will be the last session for the year, with a break over the winter months to reopen in the Spring.</p>
<p>SPC25</p>	<p>Middle Row Trees</p> <p>The Chair thanked Cllr Keyser's work with tidying up Spring Street, Market Street and areas close to the Guildhall with the volunteer group.</p> <p>Members received a report from the Town Clerk regarding the tree health of the Chestnut tree on Middle Row closest to the Guildhall. The Town Council's arboriculturists have noted that this tree has a dense amount of deadwood in the crown and rot penetrating into the heart of the tree, making the tree dangerous and recommending removal.</p> <p>Members noted that the roots of the tree should be considered prior to planting another tree to replace it within close proximity.</p> <p>Cllr Coleman proposed that a quote is brought to the next relevant meeting for a replacement tree planting.</p> <p>All members in agreement that the tree work costs at £950 + VAT is taken from the contingency fund.</p> <p>RESOLVED: That the chestnut tree on Middle Row is felled at a cost of £950 + VAT, and that a quote to replace this tree with a suitable species is brought to a future meeting.</p>
<p>SPC26</p>	<p>Chipping Norton Markets Consultation</p> <p>Members discussed the challenges facing the Chipping Norton Markets. Some specific challenges mentioned included vehicles being in close proximity to the stalls, the dwindling number and variety of stall holders, and the timing of the</p>



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	<p>markets during a weekday which makes it difficult for those with full-time jobs to attend.</p> <p>The Chair requested that members complete the WODC Chipping Norton Markets Consultation survey, which is open to responses until the 30th Sept 2024.</p>
<p>SPC27</p>	<p>Draft Community Infrastructure (CIL) Charging Schedule</p> <p>Members agreed to delegate the response on the consultation from West Oxfordshire District Council on the draft CIL charging schedule to Cllr Cahill and the Deputy Clerk.</p> <p>Subject: Response to Draft Community Infrastructure (CIL) Charging Schedule</p> <p>Chipping Norton Town Council is writing in response to the Draft Community Infrastructure (CIL) Charging Schedule. In principle, Councillors are supportive of the CIL in conjunction with S106 funding, recognizing that each serves different but complementary purposes in funding local infrastructure.</p> <p>However, the following points are raised for clarification and consideration:</p> <ol style="list-style-type: none"> 1. Definition of "Commencement" In paragraph 5.1, it states, "CIL payments must be made within 60 days of the commencement of any chargeable development." Councillors would like clarification on the definition of "commencement," as it appears ambiguous. The Town Council is particularly concerned given the experience with the Old Hospital site, where the development has lingered in an unfinished and deteriorating state for years. Councillors believe that clearer wording or criteria for "commencement" could help encourage developers to begin work more promptly, especially if payments are required at an earlier stage. 2. Definition of Terms in Section 3.5 Councillors seek clarification on the definition of "Large format stores" and "all other non-residential development." There is concern that certain lucrative businesses, such as veterinary practices, may be nil rated under the current definitions despite being quite profitable. The Town Council suggests reviewing these categories to ensure fairness and consistency in the application of the charges. 3. Allocation and Transparency of CIL Funding Chipping Norton Town Council would appreciate further detail on how the 75% of CIL funds, which is not allocated to the Town Council, will be spent. Additionally, Councillors request more transparency regarding how CIL funding is being allocated and suggest that regular reports be provided to the Town Council. 4. Section 6.4 Discrepancies The Town Council notes that the figures provided in Section 6.4 do not add up to 100%. Could you please review and correct this section to ensure clarity and accuracy? <p>Chipping Norton Town Council appreciates your attention to these matters and looks forward to your response. It is important that the CIL charging schedule is implemented fairly and transparently to ensure it delivers the maximum benefit to our community.</p>



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SPC28	Planning Applications 1. APPLICATION NO: 24/02124/HHD PROPOSAL: Proposed garage conversion to single-storey rear extension LOCATION: 1 The Green, Chipping Norton, Oxfordshire RESOLVED: No comment, no objection 2. APPLICATION NO: 24/02237/HHD PROPOSAL: Replacement windows and front door LOCATION: 44 New Street, Chipping Norton, Oxfordshire RESOLVED: Support, the alteration to restore the character to the house is welcomed. 3. APPLICATION NO: 24/02168/FUL LISTED BUILDING CONSENT APPLICATION No: 24/02169/LBC PROPOSAL: Construction of an external staircase, increase in the depth of a proposed lightwell, elevation repairs to No. 1-4 Hitchman Mews, the re-roofing of No. 2-3 Hitchman Mews and fabric alterations to the basement of No. LOCATION: Hitchman Mews, Albion Street, Chipping Norton RESOLVED: No objection, no comment
SPC29	Date of Next Meeting Monday 11 th November 2024

The Chair closed the meeting at 7:40pm.



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Minutes of a Finance and Resources Committee meeting held on the 23rd September 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Mike Cahill, Alex Keyser (substituting), Emily Weaver (entered at 18:39)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative (entered at 18:49)

No members of the public were present

FR14	Apologies for absence Apologies were received from Cllrs Whitmill and Bibby.
FR15	Declaration of interests None received
FR16	Minutes <ul style="list-style-type: none">a. RESOLVED: That the Chair signed and approved the minutes of the Finance and Resources Committee meeting as an accurate record held on the 8th July 2024.b. Members noted the minutes of the Staffing Sub-Committee held on the 13th August 2024.
FR17	Public Participation None received
FR18	Committee Action Plan Members reviewed the ongoing committee action plan.
FR19	Income and Expenditure Members received detailed current income and expenditure reports by budget heading. Members noted that the Legal and Professional Fees have been overspent, but members are aware that this is due to retaining the external health and safety consultant. 6417 – Pool Meadow: Members noted that the overspend was due to medium priority tree works undertaken. 6408 – Members queried the £15,000 budget for the Town Hall equipment and asked if there were plans to upgrade the PA system in the Upper Hall. To follow up with the



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	Facilities and Events Officer and Cllr Keyser following their recent meeting with an audio engineer.
FR20	<p>Schedule of payments for approval</p> <p>Members received the schedule of payments</p> <p>Members noted that the portion of the Guildhall rent that the Town Council pays has exceeded the budget due to the work taking place to replace the fire doors. As the Town Council has a Licence to Occupy and not a traditional lease, the Town Council is obligated to pay for a portion of any work taking place on site. This will be marked as an overspend from general reserves.</p> <p>Members noted that the £13,554.45 payment would be taken from general reserves.</p>
FR21	<p>Appointment of Internal Auditor</p> <p>Members received a report from the Responsible Finance Officer regarding the appointment of the Council's internal auditor.</p> <p>Cllrs noted that it is good practice to regularly change internal auditors, and agreed to change next year which would mark 5-years with the current auditor.</p> <p>Cllr Rickard proposed to continue with the current internal auditor for another year, seconded by Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the Council chooses to appoint Auditing Solutions Ltd for the current financial year.</p>
FR22	<p>External Audit Report and Certificate</p> <p>Members received the report from the Council's external auditor and noted the statement of conclusion of audit.</p> <p>Members thanked the Responsible Finance Officer for her hard work to ensure that the audit went smoothly.</p>
FR23	<p>Retained HR Services</p> <p>Members received a recommendation from the Staffing Sub-Committee regarding retaining an external HR consultant.</p> <p>Cllr Coleman proposed to accept the quote to retain an external HR consultant (Critchley's HR Services), seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the council agrees to retain Critchley's HR Services at an ongoing cost of £195 per month excluding VAT.</p>
FR24	<p>Forward Work Programme</p> <p>a. Members reviewed the following policies:</p> <p>a. Mayor's Allowances Members agreed to replace the last paragraph of the policy noting that the Mayor's allowance is not paid as a round sum. To amend the policy to align with the working practice being paid in arrears upon proof of receipt.</p> <p>b. Investment Strategy Members wanted to ensure that the funds were invested ethically and</p>



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	<p>that was reflected in the policy. To follow up with the Responsible Finance Officer with this.</p> <p>b. Members approved the following draft policy:</p> <p>a. Flag Flying Policy Members received a draft Flag Flying Policy. Cllr Keyser proposed that the Flag Flying Policy is adopted as written with one amendment to include the flag flying calendar as the second page, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Flag Flying Policy is adopted as written and to include the flag flying calendar on the second page.</p>
FR25	<p>Grants</p> <p>a. Members received a grant application requesting £1,500 from Chipping Norton Music Festival. Cllr Coleman proposed to that the Chipping Norton Music Festival is given £750 with the stipulation that they work with the Facilities and Events Officer to ensure that the use of the Town Hall is not impacted outside of their booked hours, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That the Chipping Norton Music Festival is given £750 with a stipulation that they must work with the Facilities and Events Officer to ensure that the use of the Town Hall is not interrupted. Cllrs would also like to request an update report for next year noting how children in Chipping Norton schools have benefited from the grant funding.</p> <p>b. Members received and noted letters of thanks following the recent grant applications.</p>
FR26	<p>Date of the next meeting Monday 18th November 2024</p>

The Chair closed the meeting at 7:43pm.



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Tuesday 1st October at 2:30pm**

The following members were present:

Cllr Steve Akers (Chair)
 Cllr Mike Cahill
 Cllr Sandra Coleman
 Cllr Ian Finney
 Cllr Natasha Whitmill
 Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC9	<p>Opening comments. The Chair and members thanked the Town Clerk and CEO for her dedication, professionalism, empathy and vision while she has been in post with the Council. Members wished the Town Clerk all the best in her new role.</p>
SSC10	<p>Apologies for absence. No apologies were received.</p>
SSC11	<p>Declarations of interest There were no declarations.</p>
SSC12	<p>Minutes RESOLVED: That the minutes of the meeting held on 13th August 2024 are approved as a correct record and signed by the Chair.</p>
SSC13	<p>Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.</p>
SSC14	<p>Staffing matters Members received a confidential report regarding a transition plan following the Town Clerk's resignation. It was proposed that the Deputy Town Clerk would take on the role of Acting Town Clerk and CEO on SCP 37 and that the Admin and Customer Service Assistant work full time hours based in the Guildhall to take on administration tasks to support the Acting Town Clerk. This arrangement should start on Monday 4th November in order that there are two weeks training time before the Town Clerk leaves on 15th November 2025. It was also proposed that professional locum support should be identified on a 1 day a week basis in order to ensure the Acting Clerk and CEO has robust support in place.</p> <p>Cllr Cahill proposed that the above proposal be approved, Cllr Akers seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Deputy Clerk and Estates Manager be Acting Clerk from 4th November 2025 with a temporary salary uplift to SCP 37 £45,441 commensurate with the duties required, and that the Admin and Customer Service Assistant take on temporary full-time hours based in the Guildhall to provide support for this arrangement.</p> <p>The Town Clerk noted that the Town Hall need to take on agency staff to help run the bar at a</p>

	<p>number of very busy commercial events.</p> <p>Cllr Finney proposed that this is approved, Cllr Cahill seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Council use Berry Recruitment agency for temporary events staff where required.</p>
SSC15	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 15:35

Signed as an accurate record

Chair.....

Date.....

DRAFT



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

MINUTES OF A TRAFFIC ADVISORY SUB-COMMITTEE MEETING HELD ON THE 3rd OCTOBER 2024, ONLINE VIA MICROSOFT TEAMS AT 2PM

PRESENT: Cllrs Steve Akers (Chair), Sandra Coleman, Alex Keyser.

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Nigel Rose, Representative for Chippy News

Cllr Geoff Saul, OCC and WODC

Natalie Moore, OCC

Odele Parsons, OCC

TAC13	Opening words The Chair noted that this meeting would be the last one that the current Town Clerk and CEO would attend due to the fact she is leaving in November. Members thanked the Town Clerk for her work on the committee and wished her the best for her new role.
TAC14	Apologies for absence Apologies were received from Cllr Jo Graves, Cllr Tom Festa, Cllr Walker, Maria Wheatley (WODC), Lee Turner and James Wright (OCC). Members noted that Mike Dixon has resigned from the sub-committee as the bus users rep and noted thanks for his work on the committee over the past few years.
TAC15	Declarations of Interest There were no declarations
TAC16	Minutes <ol style="list-style-type: none">RESOLVED: That pending correction of three grammatical errors the minutes from the sub-committee meeting held on the 27th June 2024 will be signed as an accurate record by the Chair at the earliest convenience.Members noted the minutes of the Cycling Action Group meeting held on the 15th July 2024.
TAC16	Public Participation None received
TAC17	Local Cycling and Walking Infrastructure Plan (LCWIP) Natalie Moore (OCC) noted that she is working on network for walking and the cycling scheme. A number of site visits have taken place in Chipping Norton to help shape these schemes. A draft LWCIP should be ready for public consultation in early January. Officers will keep members of TAC appraised as things progress with this. Cllr Akers asked about the 4-6 week consultation time, and time for Cabinet approval and enquired about time for completion. Officers confirmed that the document should be presented to Cabinet for Approval in April.



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TAC18

County Officer's Report

Cllr Sandra Coleman asked if the traffic cameras in town were part of this scheme. Officers and Cllr Geoff Saul confirmed that they're HGV monitoring cameras for the Windrush Valley study area and will be in place for two days.

Cllr Coleman also asked if there is any need for extra support re the anti social behaviour reported in back alley in the report. Officers confirmed that the reports are of general anti social behaviour and not specific incidences.

Members and officers discussed the New Street/High Street/West Street Options Appraisal. Cllr Akers enquired as to whether there is a recommendation regarding a specific option. Officers confirmed that the consultants are assessing each scheme under the designated criteria and that while it is looking likely that recommendation will be option 2b, it will be a few weeks before this is final.

Odele Parsons presented an overview of option 2b which includes:

- Installing zebra crossings
- Remove central refuge at the top of New Street and widen the one further down
- Widen the footway
- Built out curb line to slow vehicles down turning into west street
- Vegetation cut back to improve visibility
- Remove left turn on West Street

The Chair asked members to feedback and ask questions. Cllr Alex Keyser enquired as to whether the access from the new street car park would be dangerous for pedestrians. Cllr Alex Keyser also noted that a full one way system would address the issue more comprehensively and noted that the road markings are worn out and there are no markings the let drivers know who has priority at the top of New Street, and also that he would support pelican crossings instead of zebra crossings.

The Chair noted that the Guildhall staff have written to OCC re the road markings and have not heard back. Officers confirmed they will chase this up.

Cllr Geoff Saul asked if there is room for a small path between the town hall and the pelican crossing. Cllr Saul also noted that while he supports Cllr Keyser's comments that it is important to focus on this junction.

Nigel Rose raised the point that when the MOP fair was there was a near miss with a HGV an several pedestrians at that junction because there is not enough space for the HGV to swing round without the rear of the HGV mounting the pavement. Officers noted this and will feedback to the consultants.

The Chair noted the proposal of one lane in one direction and how helpful that will be for safety reasons.



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	<p>The Chair asked if there was time line for next steps with this proposal.</p> <p>Officers confirmed that this is the concept design stage, then a feasibility design will take place. After that a preliminary design will take place, the a consultation before final detailed design for engineers.</p> <p>Cllr Sandra Coleman noted support for many aspects but is concerned that taking out a lane may increase the traffic coming up West Street and that the zebra crossing being further away from the top of the junction may mean drivers and pedestrians take more risks than they currently do. Officers confirmed there are physical conditions that mean the crossing cannot be where the current central refuge is.</p> <p>Cllr Alex Keyser noted that he works in an industry with HGVs and confirmed that building up the footways may make the HGV swing more exaggerated and agreed that the zebra crossing may be less safe than a pelican crossing. Officers confirmed that the positioning of the zebra crossing is designed so that motor vehicles can see it, that funding is a consideration and that zebra crossings promote the 20mph scheme. Cllr Alex Keyser noted that he has witnessed motorists ignoring zebra crossings and feels that lights are respected by drivers more. Officers confirmed that safety assessments will be carried out on any proposed action.</p> <p>Cllr Geoff Saul noted that the proposals are all pro pedestrian safety and not about traffic management. He asked if removing the central refuge at the top will help HGVs navigate the turn easier. Officers confirmed that this could be helpful indeed.</p> <p>Cllr Sandra Coleman asked about trees being taken down on the Leys and if any will be replacing them. OCC Officers confirmed that trees are generally replaced, but they will put members in touch with the tree team at OCC.</p>
<p>TAC19</p>	<p>District Officer’s Report No written reports were received.</p>
<p>TAC20</p>	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Members received a progress report from Cllr Saul. Cllr Saul confirmed that data collection is being carried out for the Windrush Valley HGV study area. Once this is complete it will take ten weeks to collate data into results. Officers confirmed that a steering group will take place in the first half of 2025 to discuss the outcomes.</p> <p>Cllr Geoff Saul noted that a resident has asked if there is going to be a review of the 20mph scheme and asked if officers could investigate if this will be happening and if so what that will look like.</p>



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	<p>Cllr Saul also noted that he has had reports of vehicles speeding from Salford into Chipping Norton into the Worcester Road and wondered if a speed indicator device could be put up, but noted that these devices aren't usually installed in national and 50mph speed zones. Officers confirmed they will consult the safety team and come back with information about this.</p>
TAC21	<p>Cycling The Town Clerk noted that the Rusty Riders initiative has been paused now until March 2025.</p>
TAC22	<p>Pedestrian and Road Safety Members received a data analyses report from the speed indicator device (SID) on Churchill Road. The report shows that the average incoming speed is 25.84mph, with the average outgoing speed at 31.59mph. The Chair noted that the SID has improved the speed at which traffic is entering the town. The Chair also noted that there is now an active Speedwatch team that work within Churchill Road. Members noted thanks to Cllr Geoff Saul for the funding.</p>
TAC 23	<p>Parking No updates have been received from WODC re car parks.</p> <p>Cllr Sandra Coleman noted that when the Town Council close the road outside the Town Hall for community events that a levy has now been placed on road closures with parking spaces which means a cost circa £1000 per event and that this feels unreasonable and costly, and is a policy that works for roads in general but not for areas where "off road parking" is more like a large car park. Cllr Geoff Saul confirmed he will look into it and report back.</p> <p>Cllr Keyser left the meeting at 3:31pm</p>
TAC24	<p>Air Quality The West Oxfordshire Air Quality Action Plan have been approved by cabinet. Cllr Saul confirmed that many of the action points lie with other authorities. The levels at the moment are below the national thresholds, and if they stay at that rate for three years then there will be no need for an air quality action plan. The reason for the improvement seems to be largely due to modern less-polluting diesel vehicles. Members noted that the improvement in air quality is welcome.</p> <p>The Chair noted that the Town Council has been considering installing a living moss air filter and enquired as to whether that formed part of the action plan. Cllr Saul confirmed that it does contain that as an aspiration but that it would be unlikely to receive any grant funding due to the safe levels now being reported.</p>



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	The Chair noted that the Council are running events in town for Road Safety Week which runs 17 th -23 rd November and invited County Officers along.
TAC25	Date of the next meeting Thursday 16 th January 2025, 2pm via TEAMS.

The Chair closed the meeting at 3:39pm

DRAFT

RE: Chipping Norton Community Awards Ceremony, formal invitation

Dear Katherine,

I hope this email finds you well.

I am writing on behalf of Cllr Alison Rooke, Chair of Oxfordshire County Council, to express our heartfelt thanks for the wonderful Community Awards Ceremony held on Friday, 27th September.

She said it was truly inspiring to witness the community spirit and the appreciation for the incredible work that various groups and individuals are doing for our town. The official recognition of their efforts was particularly moving.

Cllr Rooke and her consort thoroughly enjoyed the event and were honoured to be part of such a special occasion. We would be grateful if you could kindly pass on Cllr Rooke's thanks to everyone involved in organising the ceremony.

Thank you once again for a memorable evening.

Hannah Newell
Executive Assistant – Civic Support
Law & Governance

My working hours are 8am – 1pm Monday to Friday

Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND |



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From: [Kelly Gough](#)
To: [Luci Ashbourne](#)
Cc: [Caitlin Timms](#)
Subject: Kelly Gough Rosewood Nursery - letter for your town meeting.
Date: 18 September 2024 11:17:38
Attachments: [image001.png](#)
Importance: High

Good morning Luci,

Thank you for taking the time to speak with me on the phone last week.

As we discussed, we are hoping to use the fenced-off grassland area opposite the Bowls Club, which is also used by Chipping Norton Swifts Football Club, The Ruby Club, and the Scouts. Regular outdoor time is highly beneficial for children's mental health, development, and overall well-being. While the children attending Rosewood Nursery have access to our garden, its small size presents some limitations.

Our nursery operates Monday to Friday, 51 weeks of the year, excluding the week of Christmas, with opening hours from 7:30 am to 6:00 pm. We are hoping for access to the grounds between 9:00 am and 5:00 pm, Monday to Friday. I've spoken with Martyn from the Swifts Club, and he was very supportive of us joining the partnership. We understand that the other groups primarily use the grounds during the evenings and weekends, and we will ensure that we clear the site of all equipment and children in time for the next organisation to carry on with their activities as scheduled.

Rosewood Nursery is fully committed to supporting the other organisations and contributing to the upkeep of the site as a token of our appreciation.

We will prioritise the safety of our children and others utilising the Greystones area. Comprehensive risk assessments will be conducted, and we will remain respectful of the community and the shared space.

We are truly grateful for this opportunity, and we are hopeful that it will allow us to further enrich the experience of the children at Rosewood Nursery while strengthening our ties within the community.

Kind Regards,

Kelly

Kind Regards,

Kelly Gough



Kelly Gough | Nursery Manager

Greystones House, Burford Road, Chipping Norton, Oxfordshire, OX7 5UY

www.rosewoodnursery.co.uk

Tel: 01608 238065 | Mobile: [REDACTED]

What3Words: <https://what3words.com/prayers.raven.holds>



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Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving community services
CE	Community engagement
MC	A modern, safe and forward thinking Council
WP	Working in partnership

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Whose involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	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 Chipping Norton Ward member Cllr Rizvana Poole.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		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.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	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.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£500 from street furniture budget	July 24	March 25	The metal benches in town are now be part of the works schedule. TBC this year.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)

BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		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.
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Jun 25	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs. Roof report is back and a report is on the agenda to agree next phase of works. Possibility of PV panels has been agreed in principle and scoping works have taken place. Awaiting report.
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£4000 from repairs and maintenance budget 24-25	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.
OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible. New play equipment at Cotswold Crescent is well used by the community with youth activities taking place there too. The fitness equipment at New Street Rec is not in the ideal location. There is scope for this to be relocated within the site as part of the skatepark plans. Cornish Road play area has no vehicular access for emergency vehicles – this has been logged with South Central Ambulance Service who have assessed and signed off as suitable. They have a what3words location to alert medics that on foot access is required.

MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24	Feasibility study complete. Awaiting final reports to support the planning application.
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	Christmas lights 2022 was a success. Little trees have brought in house and will be delivered by the Council's contractors. New infrastructure has been installed. The 2023 lights and switch on event were a huge success and the feedback from residents has been very positive. 2024 switch on booked for Thursday 28 th November. Item on the agenda to consider.
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	24-25 £16,500	July 2024	Feb 2025	New grant policy approved. Grants were considered by the Finance and Resources Committee in July 24 Second tranche will be considered and allocated in Feb 25.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete To commence next lease update this year.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section complete. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place.
MC2	Health and Safety Audit	FR	CNTC/GH Safety	£3000	June 2024	Ongoing	New Health and Safety Audit has taken place and actions being worked through systematically in priority order.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.

CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	£8400 Telephone and comms £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2024-25 were reviewed and amended in March 2024. Next review early 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. External Audit is complete. Internal auditor has been approved and the 2024-25 audit will commence soon.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved..
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2024	CNTC received the Local Council's Foundation Award in October 2023. CNTC received the Local Council Quality Award in August 2024. On the agenda.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	2023 event a huge success. A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and will now manage the event and be expected to apply for grant funding for 2025.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000	April 23	Summer 2025	The Council has selected Maverick Industries Ltd as the preferred contractor. Community consultation to agree design is complete. Meeting to take place early October to meet with residents who live in close proximity to hear any concerns or ideas, and with the skatepark

				Budget £250,000			users group to draw up final design ahead of submitting a planning application.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	The admin and customer service assistant will take on the management and volunteer coordination of Keep Chippy Beautiful. Litter pick event to take place 5 th October 2024.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner. This needs to be finalised as the grant needs to be spent during this financial year. This needs to be completed as soon as possible as the expected timeframe for delivery is overdue.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	The committee agreed to expand the sports awards into a wider community awards ceremony. An event policy and procedure has been agreed. First ceremony was held on 27 th September 2024 and was a huge success.
BT/CE2	Public Art Project	CC	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for	July 2024	March 2025	Local graphic artist Luke Emden delivered community workshops in September 2024. Hundreds of people attended and contributed to the collaborative public art project to be displayed from the Town Hall windows. The project should be complete and installed by end of November 2024.
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly 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. Rusty Riders is now on pause for the winter. To re-start in March 2025.
OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality. The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	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.
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	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

Adopted by Full Council on 22nd July 2024

Agenda item 13 – CCTV in Chipping Norton

The Strategic Planning Committee received a report from WODC regarding a new CCTV system being installed in Chipping Norton. The minutes from the Committee are as follows:

CCTV upgrade and monitoring

Members received information from West Oxfordshire District Council regarding CCTV for Chipping Norton and discussed next steps.

Cllr Coleman proposed that the Council supports the new funding formula in principle and the contribution for CCTV monitoring, seconded by Cllr Finney.

RESOLVED: That the Committee agrees -

1. That the committee supports the new local funding formula in principle and;
2. That the committee include a budget line for CCTV monitoring contribution from 2025-26 is agreed for the amount of £2,347.

Members noted that there is a shortfall in WODC's budget for the capital investment for the installation of cameras, and that they are requesting that Town Councils cover some of this shortfall.

Cllrs queried if more cameras would mean less police presence within the town. Cllr Cahill reported that from his conversations with TVP, CCTV would only comprise a small part of the overall policing strategy for Chipping Norton. The Town Clerk reported that the contribution requested is much less than what they were originally asking for from the Town Council.

Cllr Cahill proposed to pay £5,500 towards costs, seconded by Cllr Coleman. This proposal will be sent to Full Council to be approved.

All in favour, motion carried.

RESOLVED: That the committee sends a recommendation to Full Council regarding the request from WODC for a contribution towards the shortfall in installation costs, and that the £5,500 is taken from the Council's general reserves.

Recommendation

That the Council approve the recommendation from the strategic planning committee as outlined above.

LOCAL COUNCIL AWARD SCHEME — QUALITY AWARD ACHIEVEMENT

August 2024

Dear Luci

As chair of the National Association of Local Councils (NALC), it is with great pleasure that I confirm that **Chipping Norton Town Council** has achieved the Quality Award.

Receiving the Quality Award is an excellent achievement showing that your local (parish and town) council achieves good practices in governance, community engagement and council improvement. Furthermore, this award shows that your council has gone above and beyond the legal obligations; you lead your community and continuously seek opportunities to improve and develop even further. Therefore, the council is to be congratulated immensely.

I want to express my sincere thanks to you **Luci Ashbourne**, for your hard work submitting the Quality Award application and the additional work throughout the assessment process.

My expression of thanks is also given to **Chipping Norton Town Council**. Your service to your community and supporting your Local Council Award Scheme application are recognised and reflected in your achievement.

As your council has shown its commitment to continuous improvement and development, I very much look forward to **Chipping Norton Town Council** applying for the Quality Gold Award and celebrating more achievements.

Yours sincerely,



NALC Chair



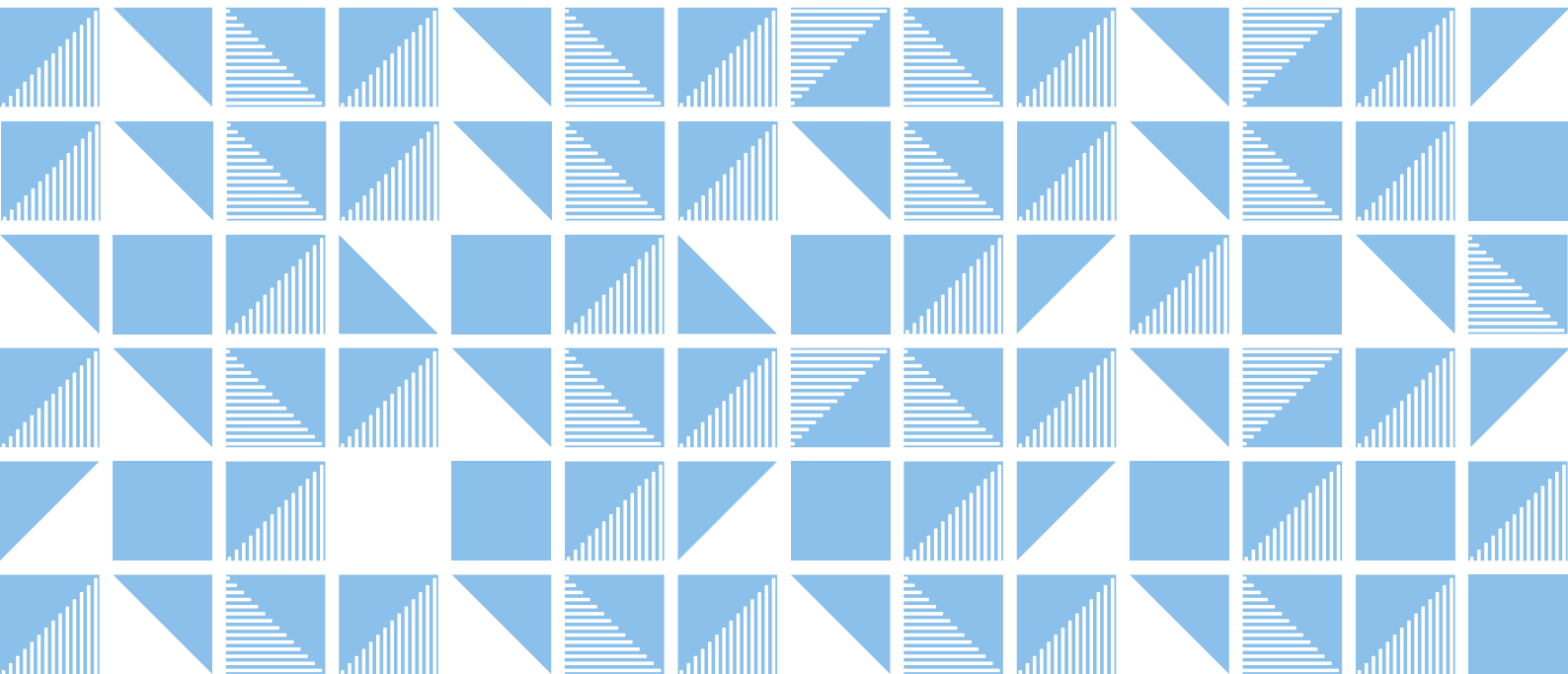
LOCAL COUNCIL AWARD SCHEME QUALITY

Keith Stewart

start date

valid until

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.



Agenda item 14 - Sustainability Roadmap

In 2019 Chipping Norton Town Council, like many others declared a Climate and Ecology Emergency. This declaration is attached to this report.

Cllr Tom Festa has proposed that this is look at again, and a sustainability roadmap is created for the Council. Cllr Festa suggests the following actions as a starting point:

1. That members read the declaration as a reminder of the targets agreed.
2. That the need to set-up a 'working group' is acknowledged.
3. To organise a separate 'sustainability' evening session to remind Cllr members of some of the UN CoP definitions/targets and discuss how we can play our role. OCC sustainability presenters would be welcome. I suggest 90mins to include Q&A

Recommendation

That members consider the above proposal and if in agreement; a working party is set up to undertake a review of the targets and plan a sustainability evening. It should be noted that the Council have a variety of events before the end of the year, and that combined with the transition of the current Clerk leaving means that it is sensible to plan the session in for the new year.

Chipping Norton Town Council

Chipping Norton Declaration of Climate and Ecology Emergency

Chipping Norton Town Council recognises:

1. That climate change is a key emerging issue affecting the wellbeing and health of residents of Chipping Norton, employment and the continued prosperity of the town. The climate change already underway will have major local impacts for which a responsible council must be prepared.
2. That many residents, especially the younger generation, expect and increasingly are demanding that Chipping Norton Town Council takes a proactive stance. That having a clear and progressive position on these issues is important to address the concerns and needs of residents.
3. That beyond this, adopting a strong clear and visible policy can greatly enhance the profile of Chipping Norton as an attractive and forward-looking place to live, work and invest.
4. That national climate policy has a target of achieving net-carbon neutrality by 2050 and that all levels of government and institutions will be required to play their part in achieving or exceeding this goal. Local authorities should not wait for national government to lead. Given that major changes are inevitable, there are advantages and opportunities for Chipping Norton if it can place itself at the forefront of change and pro-actively adopt necessary policy. Conversely there are major costs in holding back until such changes are enforced by central government.
5. That Bold action to mitigate changes in climate and ecosystems can deliver economic benefits such as jobs, budget savings and market opportunities, as well as improved personal, social and environmental wellbeing.
6. That climate change is a global crisis and the consequences of global temperatures rising above 1.5°C are severe. Preventing this must take top priority. All governments, national and local, have a duty to stop this from happening, and limit negative impacts of climate and ecosystem changes.
7. This is an opportunity for the council, businesses, institutions and residents of Chipping Norton to come together around a shared purpose and enjoy a renewed sense of pride in their community.

This Town Council therefore acknowledges a climate and ecology emergency, and pledges to:

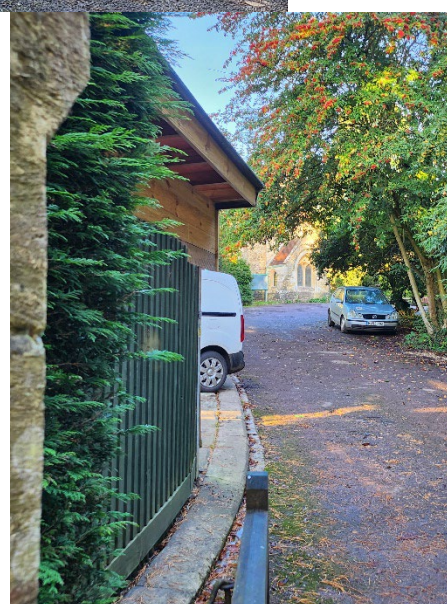
1. Work together within the Council and with local businesses, landowners, community organisations and residents to make a beneficial impact on the environment and biodiversity in the local area.
2. Appoint a council working group to establish and monitor an action plan. This plan will

- reduce negative environmental impact of work carried out by the Town Council;
 - aim for carbon neutrality before 2030
 - anticipate and prepare for predicted climate impacts
 - protect the health of vulnerable residents
 - prepare for extreme weather events
 - advise and seek advice for planning decisions
 - Adapt to future challenges.
3. Review existing work practices and contractors and set guidelines for the choice of future contractors based on a principle of carbon neutrality.
 4. When working with local organisations and making grants and awards, to consider environmental impact, setting clear and ambitious carbon and ecosystem goals.
 5. Consider how to incorporate climate and ecosystem change and resilience in our Standing Orders, Terms of Reference and Agendas in order to create an infrastructure within the Town Council which prioritises ecologically responsible action.
 6. Lobby to ensure that all planning decisions are consistent with an ecological action plan. For example, that building planning and land development decisions are fully consistent with national conservation policy, the protection of SSSI's and enhancing habitat for native species; and that planning permission is not granted to development on land that may be affected by future climate impacts (such as flooding) or may increase run off.
 7. Make local decisions regarding transport, including decisions regarding new roads, availability of parking and public transport include a recognition to the wider climate impacts. When making such decisions Chipping Norton Town Council will always choose policies that will encourage public transport and cycling and reduce the levels of vehicle use and congestion.
 8. Work constructively with district, and county councils to provide an adequate framework of policy, regulations and resources to make this possible, particularly, with regard to planning and infrastructure.
 9. Publicly report twice a year on actions undertaken to address this emergency and planned actions for the next period.
 10. Engage with the whole community, to acknowledge the expertise and commitment of others, to work alongside, encourage as appropriate. Make recommendations regarding strategy and action. This engagement will include investment in outreach and information for all residents, business and institutions, including public exhibitions and public consultation on the challenges and opportunities of the climate crisis seeking to build a strong and shared sense of community purpose.

The Town Council will keep this declaration under review and revise and strengthen commitments as necessary.

Item 17: Planning Applications

1. **APPLICATION NO:** [24/02035/LBC](#)
PROPOSAL: Replacement shop front door, two windows and a rear door
LOCATION: 14 New Street, Chipping Norton, Oxfordshire
2. **APPLICATION NO:** [24/02429/HHD](#)
PROPOSAL: Removal of single storey rear extensions and erection of single storey rear extension
LOCATION: 47 The Leys, Chipping Norton, Oxfordshire
3. **APPLICATION NO:** [24/01506/HHD](#)
PROPOSAL: Erection of store shed at side of property (retrospective)
LOCATION: Bliss Lodge, Worcester Road, Chipping Norton
*This application is adjacent to the Worcester Road Cemetery, which the Town Council owns and manages.



4. **APPLICATION NO:** [24/02448/HHD](#)

PROPOSAL: Demolition of existing single storey side extension and erection of new two storey extension, insertion of addition dormer in existing front elevation and rooflights in West (side) elevation together with the installation of solar panels, replacement rear windows and replace existing concrete roof tiles with reconstructed stone tiles. Removal of one chimney. Associated hard and soft landscaping.

LOCATION: 34 Churchill Road, Chipping Norton, Oxfordshire

Updates to note:

[Discharge of condition 18 \(details of electric vehicle charging points\) of Planning Permission 23/00536/OUT](#)

Land South Of Hit Or Miss Farm Banbury Road Chipping Norton Oxfordshire

Ref. No: 24/01592/CND | Validated: Thu 13 Jun 2024 | Status: Approved

CNTC comment: No comment

[Conversion of existing dwelling to form two flats with associated internal alterations \(additional info submitted\)](#)

22A High Street Chipping Norton Oxfordshire OX7 5AD

Ref. No: 24/00944/FUL | Validated: Wed 24 Apr 2024 | Status: Approve

CNTC comment: No comment