



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 Full Council meeting held on the 10th June 2024, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

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

ALSO PRESENT:

Cllr Geoff Saul, OCC and WODC

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Ali Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Services Assistant

Paolo Oliveri, General Maintenance Operative

12 members of the public

FC27	Apologies for absence Apologies were received from Cllr Emily Weaver, Rizvana Poole (WODC)
FC28	Declaration of interests None received
FC29	Minutes RESOLVED: That subject to the following amendment the minutes of the Annual Council Meeting held on the 13 th May 2024 were signed by the Chair as an accurate record. P3 – Strategic Planning Committee (Cllr Sharon Wheaton to be added)
FC30	Public Participation <ul style="list-style-type: none">• David Hearnshaw – Skatepark<ul style="list-style-type: none">○ A resident raised concerns about the costs and the proposed location of the skatepark at New St play area. Believes that the skatepark at Moreton-In-Marsh is underused and should be consulted. Traffic on the A44 is heavy and he queried if a road crossing is planned. Queried if approval had been granted from Field Reeves for the use of the land.<ul style="list-style-type: none">▪ In response the Town Clerk clarified that £35,000 is being spent by the Town Council but the rest of the funding would come from S106 Funding set out for skateparks and grant funding and would not pose a tax burden on Chipping Norton residents.▪ Skateboard GB have advised the Town Council about underused skateparks and stressed that this is why early and thorough community consultation and an appropriate site is required to determine community needs and future use.▪ Field Reeves have been consulted about the skatepark and are in support of the use of the land.



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	<ul style="list-style-type: none"> ▪ Cllr Coleman noted that several meetings with OCC have taken place regarding road safety, but that the skatepark progress should not be hindered due to the slow progress with OCC. • Nick Jones – Skatepark Users Group <ul style="list-style-type: none"> ○ A parent of a young person who initially requested the skatepark came to speak in support of the project. He noted overwhelming interest from young people, 500 people responded to the community survey that they launched to prove that there is a need and desire for a skatepark in Chipping Norton. <ul style="list-style-type: none"> ▪ The Town Clerk reported that there was a popup skatepark put up, and it was very well engaged with – over 500 adults and children used it on the two occasions. ▪ Cllr Graves noted that she is a long serving Cllr and has been part of the skatepark discussions for many years – noted that several other sites had been scoped but discounted due to various reasons (eg. Too far out of town, too sheltered and would encourage anti-social behaviour, etc.) ▪ Cllr Rowe noted that he was extremely impressed by the articulate presentation by the young people at the Full Council meeting last year. • Glynn Pearman – Heythrop Hunt <ul style="list-style-type: none"> ○ He understands that a previous resident came to speak to Council against the Heythrop Hunt and gave an impassioned speech in favour of tolerance and retaining traditional events in Chipping Norton.
<p>FC31</p>	<p>West Oxfordshire District Councillors update Members received an update from Chipping Norton’s Ward Councillors sitting on WODC. Cllr Walker is now Deputy Chair of Planning at WODC. Cllr Saul is proposing to the Executive to complete an overhaul of CCTV in the district. If approved, that would mean 5 new cameras for Chipping Norton. Cllr Saul noted that Chipping Norton’s data would feed into a hub in Abingdon. Cllr Saul reported that WODC had a meeting regarding Tank Farm / East Chipping Norton Strategic Development Area to produce a comprehensive development plan in a proactive manner.</p>
<p>FC32</p>	<p>Oxfordshire County Councillors update Members received an update from Chipping Norton’s Ward Councillors sitting on OCC. Cllr Saul said that the HGV Windrush Valley study is ongoing, the next step is assigning 36 sites for data collection, two sites in Chipping Norton (High St and West St).</p>
<p>FC33</p>	<p>East Chipping Norton Development No updates received</p>



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<p>FC34</p>	<p>Civic Announcements</p> <p>Members received an update from the Town Mayor Sandra Coleman about civic engagement and activities.</p> <p>Cllr Coleman noted correspondence regarding health and safety concerns about the Heythrop Boxing Day Hunt.</p> <p>Cllrs Walker and Festa requested that correspondence be signed in future.</p> <p>Cllr Akers thanked the staff for their hard work on the second Chipping Norton Pride event and members for attending the D-Day Memorial Service at the War Memorial.</p> <p>The Branch opening day is the 17th June and all members were welcome to join.</p>
<p>FC35</p>	<p>Reports from representatives of outside bodies</p> <p>Members received an update from members who sit on outside bodies.</p> <p>Cllr Wheaton provided a written report as the official liaison with Thames Valley Police. If there is anything that Cllrs wish to report back to TVP please do get in contact directly with her to pass on.</p> <p>Cllr Akers thanked Cllr Wheaton for her work with TVP, as communication with small retailers has raised concerns with theft and shoplifting in town.</p> <p>Cllr Coleman noted that the Chipping Norton Town Mayor is a Trustee Ex-Officio of the Chipping Norton School Educational Trust Fund.</p>
<p>FC36</p>	<p>To receive the accounts and balance sheet for 2023-24</p> <p>Members received the accounts for year ending 31st March 2023.</p> <p>Cllr Finney as Chair of Finance and Resources Committee had no further comments to make and agreed the accounts were as expected.</p>
<p>FC37</p>	<p>To receive the internal audit reports for 2023-24</p> <p>Members received and noted a report from the internal auditor, which did not raise any .</p> <p>Members thanked the Council’s Responsible Finance Officer for her hard work.</p>
<p>FC38</p>	<p>AGAR Section 1 – Governance Statements</p> <p>Members approved the AGAR Section one Governance Statement.</p> <p>Cllr Finney proposed to approve the AGAR Section One Governance Statement, seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Governance Statement. The statement was signed by the Town Clerk and the Mayor.</p>
<p>FC39</p>	<p>AGAR Section 2 – Accounting Statements</p> <p>Members approved the AGAR Section One Accounting Statements.</p> <p>Cllr Graves proposed to approve the AGAR Section One Accounting Statements, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Accounting Statements. The statements were signed by the Responsible Finance Officer and the Mayor.</p>
<p>FC40</p>	<p>Notice of public rights and the publication of the AGAR</p>



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	The Council noted the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.
FC41	<p>Cemetery</p> <p>Members received a request for a double-width memorial (6ft wide) in Worcester Rd Cemetery, which exceeds the regulations which state a maximum width of 2ft. The Deputy Clerk noted that a previous memorial of the same width had previously been approved in the cemetery, but that the width had caused issues with encroachment into surrounding plots.</p> <p>The Deputy Clerk suggested that the double width memorial is only approved with amendment to a maximum 4ft in width.</p> <p>Cllr Finney proposed that the double-width memorial is approved with an amended 4ft width, seconded by Cllr Walker. All in favour, motion carried.</p> <p>RESOLVED: That the memorial application approved with a revised 4ft width and that a formal letter is sent to the memorial stonemasons with the reasons behind the decision.</p>
FC42	<p>The Safety Bill</p> <p>Members received a request for the Council to support a campaign to improve the safety of lithium batteries and their disposal.</p> <p>Cllr Akers proposed to support the campaign and add Chipping Norton Town Council's name to the bill, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Council supports the campaign to improve the safety of lithium batteries and their disposal.</p>
FC43	<p>Planning Applications</p> <ol style="list-style-type: none"> <p>APPLICATION NO: 24/00937/FUL PROPOSAL: Replacement windows LOCATION: 2 New Street, Chipping Norton, Oxfordshire</p> <p><i>Neutral, no comment.</i></p> <p>APPLICATION NO: 24/01098/FUL PROPOSAL: Alterations to raise roof height, installation of photovoltaic roof panels and new roof lights. LOCATION: Travis Perkins Trading Company LTD, Station Yard Industrial Estate, Station Road, Chipping Norton, Oxfordshire</p> <p><i>Support, Chipping Norton Town Council is supportive of this application and encourages proposals which include sustainable energy provision within the town. While Cllrs acknowledge that this building lies within the Chipping Norton Conservation area, they do not think that the proposal will materially affect the character of the surrounding area as it already lies within an industrial estate.</i></p> <p>APPLICATION NO: 24/01088/FUL PROPOSAL: Conversion of roof space above 1st floor flat, including insertion of</p>



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rear dormer, to create 1 bedroom with en-suite and office space.

LOCATION: 25 Finsbury Place, Chipping Norton, Oxfordshire

Neutral, no comment.

4. **APPLICATION NO:** [24/01145/HHD](#)

PROPOSAL: Conversion of existing single garage into home studio and erection of 1.8m high timber fence with pedestrian access gate across driveway (part retrospective).

LOCATION: 8 Philips Drive, Chipping Norton, Oxfordshire

Neutral, no comment.

5. **APPLICATION NO:** [24/01135/HHD](#)

PROPOSAL: Erection of single storey rear extension

LOCATION: 38 Over Norton Road, Chipping Norton, Oxfordshire

Neutral, no comment.

6. **APPLICATION NO:** [24/01237/S73](#)

PROPOSAL: Variation of condition 11 of permission [10/1819/P/FP](#) to allow change from natural stone to rendered blockwork.

LOCATION: 2 Bell Yard, 56 West Street, Chipping Norton, Oxfordshire

Objection, Chipping Norton Town Council raised concerns about the proposal for rendered blockwork in an exposed area which would need constant maintenance. Cllrs agreed with the neighbour who objected to the application and would support rebuilding the wall using Bradstone, which would be more in keeping with the surrounding area.

7. **APPLICATION NO:** [24/01315/HHD](#)

PROPOSAL: Erection of single-storey front extension, first floor side extension, and conversion of garage into residential living space.

LOCATION: 40 Insall Road, Chipping Norton, Oxfordshire

Neutral, no comment.

8. **APPLICATION NO:** [24/01269/S73](#)

PROPOSAL: Variation of conditions 2 and 3 of Planning Permission [20/01933/FUL](#) to allow for alterations to the fenestration, roof and design and changes to the approved roof materials.

LOCATION: (Former) Police Station, Banbury Road, Chipping Norton, Oxfordshire

Support, no comment.

9. **APPLICATION NO:** [24/01274/FUL](#)

PROPOSAL: Construction of new vehicular access off A44 for new water booster



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	<p>station. LOCATION: Southcombe, Chipping Norton</p> <p><i>Support, Chipping Norton Town Council would like to support this application as it improves infrastructure for the town. Cllrs noted that this lies adjacent to a busy intersection and request that the road markings for the access route are clearly marked.</i></p>
FC44	<p>Skatepark tender report</p> <p>Members received a report from the Town Clerk following the submission of tenders for the skatepark project for Council to select a preferred contractor. Members discussed significant variances between the quotes received from the three contractors, noting that the contractors have quoted a significant difference in materials costs (concrete and steel, etc.)</p> <p>Cllr Akers proposed to choose Contractor C, seconded by Cllr Bibby. Cllrs Keyser and Finney abstained from voting. All voting members in favour. Motion carried.</p> <p>RESOLVED: That Maverick Industries is chosen as the preferred skatepark contractor with a budget of £250,000 subject to funds being obtained and planning permission granted.</p>
FC45	<p>Confidential Session</p> <p>The Chair noted that the property matters will be brought to the next Full Council meeting.</p>
FC46	<p>Property Matters</p> <p>The property matters were deferred to the next Full Council meeting in July 2024.</p>
FC47	<p>Date of the next meeting</p> <p>Monday 22nd July 2024</p>

The Chair closed the meeting at 8:01pm