



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	<p>Apologies for absence Apologies were received from Cllrs Andrews, Whitmill and Weaver, Cllr Rizvana Poole (WODC)</p>
FC49	<p>Declaration of interests None received</p>
FC50	<p>Minutes RESOLVED: That the minutes of the annual Council Meeting held on the 10th 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”</p>
FC51	<p>Public Participation</p> <ul style="list-style-type: none"> <p>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.</p> <p>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.</p> <p>Girls’ sanitary facilities at Greystones: A member of Chipping Norton Swifts came to request permission to install temporary sanitary facilities at Greystones.</p> <p>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.</p> <p>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.</p> <p>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>



	<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>
<p>FC52</p>	<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>
<p>FC53</p>	<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.
<p>FC54</p>	<p>East Chipping Norton development No updates received</p>
<p>FC55</p>	<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.
<p>FC56</p>	<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. 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>
<p>FC57</p>	<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"> a) Community Committee, 17th June 2024 b) Traffic Advisory Sub-Committee, 27th June 2024 c) Strategic Planning Committee, 1st July 2024 d) Finance and Resources Committee, 8th July 2024 e) Cycling Action Group, 15th July 2024
<p>FC58</p>	<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>



CHIPPING NORTON TOWN COUNCIL

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	<p>Clr 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>Clr Festa proposed that permission for the facilities is granted for a fixed period 1-2 years, pending relevant due diligence taking place. Seconded by Clr 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	<p>Date of the next meeting Monday 7th October 2024</p>

The Chair closed the meeting at 9:00pm.

Signed as an accurate record.....

Date.....