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CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice on Monday 20th January 2020 at 7.15 pm in the Council Chamber, the Town Hall, the following members were present: -

 Cllr. D. Davidson, Town Mayor

Cllr. R. Benfield

Cllr. N. Bradley

Cllr. G. Brown

Cllr. C. Butterworth

Cllr. L. Carter

 Cllr. S. Coleman

Cllr. J. Graves

 Cllr. D. Heyes

 Cllr. G. Mazower

 Cllr. R. Poole

 Cllr. L. Tuckwell

 Cllr. M. Tysoe

 Officer: Mrs J. Sparrowhawk, Town Clerk

1. Mayors Welcome

The Mayor welcomed everyone to the meeting.

7370 The minutes of the meeting held on the 16th December 2019 – were approved as a correct record and signed by the Mayor at the meeting.

7371 Public Participation

 Planning Application 19/03318/FUL 18-19 Market Place, Chipping Norton

 Two representatives from the applicants for the above planning application provided a brief outline of the application and the benefits that this would bring to the town along with employment opportunities. It was hoped that the hotel would also reinvigorate the town centre. The applicants had engaged with the local community who had been positive about the proposals. The applicants acknowledged that parking was an issue and were looking to identify additional parking within the town, including increasing public parking. The applicants had worked very hard on the application and had created a new hotel brand, which if successful will be taken forward into other market towns.

7372 Apologies for absence

Apologies for absence had been received from Cllr. E. Coles, Cllr. M. Jarratt, Cllr. H. Biles and Cllr. M. Cahill.

7373 Declarations of Interest

 There were no declarations of interest to report at the meeting.

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7374 Mayoral Announcements

The Mayoral Announcements had been circulated with the agenda showing the functions which the Mayor had attended since the previous Town Council meeting.

7375 Update from Thames Valley Police

This item was moved up the agenda with the express permission of the Mayor as PC Webb was on duty. A report had been provided by Thames Valley Police prior to the meeting. The report now identified the figure for domestic violence which had previously been included within the assaults figures. The report was noted. PC Webb advised that there is support for people affected by domestic violence through county wide agencies and information was available on Thames Valley Police’s website. Cllr. L. Carter was concerned that there needed to be local groups that could support people that could not travel outside of the town. Cllr. G. Mazower advised that the Council would support the Police to ensure services would be provided within the locality if there was a continued increase in figures.

PC Webb advised that there was no public facing service at the new location for the Neighbourhood Team.

Cllr. D. Heyes enquired about the enforcement of the new 20mph speed limit within the town. PC Webb advised that this should be self-enforcing by road users.

7376 Oxfordshire County Council

The representative from Oxfordshire County Council had provided apologies for the meeting.

7377 West Oxfordshire District Council Cllr. G. Saul reported and updated on the following:

* The Community Infrastructure Levy (CIL) would be implemented by November 2020 according to the key dates issued by WODC. Cllr. M. Tysoe enquired if this would be available on the Tank Farm development. Cllr. G. Saul advised that CIL would be specific to a development and this should apply to Tank Farm.
* East Chipping Norton Development Framework (Supplementary Planning Documents) included a number of specific items for consideration and these would underpin the overall development framework plan. WODC’s Planning Policy Team would lead the work and a timetable had been issued for this.
* Carbon Action Plan for West Oxfordshire – WODC had committed to becoming a carbon neutral Council by 2030. The Council had calculated the current carbon emissions over which it had direct control and these figures were available on WODC’s website.
* Climate Change Strategy – WODC are introducing a strategy to deliver climate action across the District in partnership with other organisations and individuals.

These points were further detailed in Cllr. G. Saul’s report distributed at the meeting.

Cllr. G. Brown advised that the New Street car park is still very icy and constantly flooding. Cllr. G. Saul advised that WODC Officers are aware of the issues and staff are requested to grit the car park when freezing conditions are forecast.

Cllr. L. Carter reported on the following:

* Cllr. L. Carter would be attending the Full Council meeting scheduled for Wednesday 22 January 2020 and the Economic and Social Overview and Scrutiny Committee

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scheduled for Thursday 23 January 2020. These meetings would cover a detailed policing report, the Leisure Management Contract Working Party, Citizens Advice contract, affordable housing, enforcement powers in housing and planning, refugee housing and support, Homes4all and domestic violence.

7378 Planning

(a) Council decided to make the observations set out under the heading ‘comments’ on

 Appendix A – 20th January 2020.

(b) Decisions

None received.

7379 Town Clerk’s Report

 Council approved the following payments: -

1. Imprest Account for December 2019: £9,839.10.
2. General Account: Accounts for payment as at 20th January 2020: £7,384.58.
3. Correspondence received - The report was noted.

The Town Clerk highlighted the 2020 training programme for Councillors and Officers from OALC. The training was highly recommended and a number of training requests had been received.

Members agreed unanimously that the proposed building name for the 80 extra care apartments at Russell Way should be named after a notable resident. It was recommend to propose “Padley House” to WODC as opposed to “Golden Mill” as proposed by the developer.

7380 Committee Terms of Reference

 Cllr. M. Tysoe introduced the draft General Terms of Reference which would apply to each committee. Each committee would subsequently have their own specific terms of reference. Each committee was currently drafting there draft Terms of References for consideration by Council. A minor amendment was identified to item 3, paragraph 3, line 2 to read “at” instead of “of”.

 RESOLVED: To adopt the draft General Committee Terms of Reference with the amendment as detailed above.

7381 Draft Town Emergency Response Plan

Cllr. M. Tysoe introduced the draft Town Emergency Response Plan. Details of the plan would be available for public access; however the contact details for key holders listed within the plan would remain confidential and only be available to Emergency Planning Officers at OCC and WODC, Town Mayor and the Town Clerk.

Cllr. M. Walker enquired if this was a statutory document required by the Council. Cllr. D. Davidson advised that is was a document that should be in place but was not a document required by statute.

RESOLVED: To adopt the draft Town Emergency Response Plan.

7382 Update from Climate Working Group

 Cllr. S. Coleman had provided a progress report that had been distributed to Members prior to the meeting. The report included proposals for consideration by the Council. Cllr. S. Coleman requested that there was co-ordination by the Council regarding media contact and press releases. Members agreed that a co-ordinated and pro-active approach to media

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 activities were required. Cllr. D. Davidson advised that this should be considered by the Town Hall and Publicity Committee. Cllr. S. Coleman requested that each committee reported on Climate Actions to the Council every six months. Members discussed this further and agreed that accountability was required to ensure the Council moved forward with Climate Actions. The reports should be presented annually by each committee.

RESOLVED: Each committee of the Council is to provide an annual report to the Full Council in September relating to its progress on Climate Actions.

7383 Update on Tank Farm Development

Cllr. D. Heyes had provided a progress report that had been distributed to Members prior to the meeting. Cllr. D. Heyes had provided Members with a copy of an article from the Observer dated 19 January 2020 titled “Serious design flaws in many housing estates, report claims” for further reading and consideration. Cllr. D. Heyes advised that there was an increasing amount of work being done by the working group, including the business development of the site. A visit to a development at Waltham Forest was planned for 4th February 2020. The working group confirmed that a meeting was yet to be held with Oxford University but arrangements were being made for meetings with Mr Barton, Business Development Manager, WODC and Begbroke Park. Cllr. G. Mazower advised that it was important to communicate that the report from Maccreanor Lavington Ltd. would be part of a long process and a timeline would be worked on by the working group.

7384 Update from Town Working Group

Cllr. N. Bradley advised Members that the Town Working Group had recently met. The meeting was very positive and the group had discussed the action required to enable adults and children to walk and cycle around the town, tidying the town and signage. The group felt that these issues are relevant to the whole of the town. Parking and the major changes that were happening within the town centre were also discussed including, empty shops. Special events, Christmas decorations and installation of green walls were all ideas to be discussed further by the group. The group discussed the WODC funding of £1,700 and the possibility that this could be used to rebuild and enhance the public seating area by Jaffe and Neale. It was hoped that the group would be able to meet within the next few weeks to progress ideas further.

7385 Exclusion of Press and Public RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting because of the confidential nature of the business to be transacted.

7386 Staffing Committee

The Council received the minutes of the Staffing Committee meeting held on 7th January 2020.

RESOLVED: To adopt the recommendations within the confidential minutes - Appendix A.

7387 Civic insignia Members considered Cllr. D. Davidson’s verbal report on the Council’s civic insignia. It was agreed that further research should be undertaken and that a report should be presented to a future Council meeting for consideration.

The meeting closed at 9.40 pm.