

CHIPPING NORTON TOWN COUNCIL

The Minutes of the Strategic Planning Committee Meeting

held on 12th November 2020

A meeting of the Strategic Planning Committee meeting was held on 12th November 2020 via Zoom at 7.15pm

The following members were present: -

Cllr Butterworth
Cllr J Graves
Cllr Heyes
Cllr G Mazower
Cllr M Walker

Officers: Janet Eustace

In attendance: Cllr Coleman, Cllr Jarratt and Cllr Tysoe.

1. **Election of Chairman**. Cllr Mazower was elected to Chair the Committee for the rest of the Civic year.
2. **Appointment of Vice Chairman**. Cllr Graves was appointed as Vice Chairman of the Committee for the rest of the Civic year.
3. **Apologies for absence**. There were none.
4. **Declaration of interests**. There were none.
5. **Public Participation**. There had been no requests for public participation.
6. **Scheme of Delegation and Terms of Reference**: The Committee **agreed** the following:

Delegation

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Strategic Planning Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- Promote the economic development of Chipping Norton
- Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- Keep the Chipping Norton Neighbourhood Plan under review
- Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- Review possible green infrastructure projects, develop partnerships to deliver such projects and make recommendations to the Council
- Authorise items of expenditure which are provided for within the approved budget for the Committee
- Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Planning Sub Committee:

- Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- Monitor planning decisions made by the planning authority
- Make representations on planning enforcement matter
- Make representations, as appropriate, on planning appeals.

Functions which may be delegated to the Traffic Advisory Sub Committee:

- The Committee shall consist of 5 Town Councillors and Chipping Norton members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity.
- The Quorum shall be at least 4 CN Town Councillors
- A Chairman shall be elected at the first meeting of the new municipal year
- The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
- The committee has no budget responsibility or delegated powers apart from those set out in the paragraph below.

- On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
- The scope of the Committee will include traffic related matters-
 - HGVs
 - Road safety
 - Speed data
 - 20mph limit & other traffic limits
 - Traffic and Traffic flow
 - Travel choices
 - School Travel
 - Air Quality and Pollution
 - Ironware
 - Line Painting
 - Parking
 - Repairs to Pavements and Roads
 - Street lighting
 - This list is not exhaustive.
- The Committee shall meet at least four times per year (March, June, October and December alternating between mornings and evenings) and such other occasions as deemed necessary.

7. Membership of Sub Committees

Planning. It was agreed that Cllrs Buttrworth and Heyes should serve on the Planning Committee and that **two other Town Councillors should be asked to join**. The Planning agendas would be copied to all Town Councillors who were invited to contribute comments via other Councillors or attend planning meetings as appropriate.

Traffic Advisory. It was agreed that Cllr Graves, Walker and Coleman should serve on TAC and that **two other Town Councillors should be asked to join**.

Cllr Walker left the meeting.

8. Forward Work Programme

The Guildhall. WODC officers had advised that a paper would be going to Cabinet in January and had asked the Town Council for their thoughts on the future use of the building. The Committee agreed that there were various possibilities including purchase with subletting and renting. Expenditure would to be incurred and it was agreed that a line should be included in the budget.

The Committee recommends to Council that the Locum Clerk advises WODC that the Town Council would be interested in exploring a range of options over the coming months.

ECND Master Plan was expected to be published shortly. It is not known whether this will include the aspirations set out in the Town Council's Vision Statement. The Town Council had already received helpful, free advice from RIBA. It was agreed that these discussions should continue and that money should be included in the budget in case the Council is in need of further professional advice. The Clerk was asked to speak to Cllr Saul about the consultation document recently issued by WODC on the subject of developer contributions.

WODC's Draft COVID Recovery Plan sets out the District Council's priorities including how the it will support investment in the District's market towns, offering business support, backing for training organisations and investment in tourism. Cllr Carter had been at the WODC meeting at which this was discussed and it was agreed that she be asked to brief the Town Council.

HGVs and signage. Cllr Tysoe reported that at the recent meeting of the HGV Working Group there had been discussions about signs on the motorway. These had been priced at £25,000 and were the responsibility of Highways England rather than OCC. Cllr Mazower reported that signage at the Quiet Woman might be in the region of £10,000. It was agreed that this should be included in the budget. It was noted that OCC was not able to influence the programming of Sat Navs.

Projects to improve the public realm. In the short term it was agreed that a general tidy up of the Town centre was needed. Councillors were asked to let the Clerk have a list of the work that needs doing. The Clerk was asked to clarify which authority is responsible for what. In the longer term, the Council might wish to employ some additional labour.

Town Council 2017 'wish list'. The Clerk was asked to circulate this for further consideration. It was agreed that Cllr Tysoe should establish the cost of updating a report into a possible one way system for the town and that this should be added to the budget.

9. The Budget 2021/22

The Committee recommends the following budget to the Finance and Resources Committee.

Strategic Planning Committee budget 21/22

		2020/2021 Budget	2021/22 Budget
102			
Miscellaneous			
	6460 Streetscene (weeds)	5000	5000
	6462 grit/snow bins	1000	1000
	6490 Trees/flowers middle row	2500	2500
	6495 Street furniture	3000	3000
New items	Future of the Guildhall		10000
	HGV Signage Quiet Woman		10000
	Update One Way Report		
	ECND Professional advice		50000
			81500

10. Section 106 funding

The Committee received details of the s106 funding being held by OCC for Highways projects. It was agreed that this should be on the agenda for the next meeting. The Clerk was asked to establish how much other s106 funding WODC might be holding.

11. **Schedule of meetings**. It was agreed that the Council should meet monthly starting in January. The Clerk would circulate a list of dates.

The meeting ended at 9.15 pm