



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: cntc@btconnect.com

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

2nd June 2021

SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE

TO: All Members of the Strategic Planning Committee

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Wednesday 9th June 2021

TIME: 7:15pm

Luci Ashbourne
Town Clerk

Cllr Butterworth, Cllr Foakes, Cllr Graves, Cllr Heyes, Cllr Holmes, Cllr Mazower, Cllr Miles, Cllr Walker, Cllr Whitmill

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. Election of Chair

To elect the committee Chair for the municipal year 2021/22

2. Election of Vice-Chair

To elect the committee Vice-Chair for the municipal year 2021/22

3. Apologies for absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (chippingnorton.townclerk@gmail.com) prior to the meeting, stating the reason for absence.

4. 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

5. Minutes

To approve the Minutes of the Committee meeting held on 11th May 2021

6. 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.

7. East Chipping Norton Development Update

To receive the following WODC cabinet paper

<https://meetings.westoxon.gov.uk/documents/s2213/Local%20Development%20Scheme%20LDS%20Update.pdf>

8. Section 106

To receive an update from the Clerk on Section 106 funding for Chipping Norton, and relevant information regarding Community Infrastructure Levy for developments.

9. Committee work programme

To receive a progress report on the town centre list and agree next steps, including:

- a. Considering the Chair's report and proposed budget of £660 to deliver the town piano project
- b. Considering a proposed budget of £300 for plants for the planters
- c. Considering a proposed budget of £500 to deliver the Museum shop window project

10. Bring Sites Consultation

To receive and respond to WODC's consultation on their proposal to remove bring sites in West Oxfordshire. Addendum include previous correspondence from Chipping Norton Town Council to West Oxfordshire District Council on this in order to help the committee formulate a response.

11. Planning Applications

- a. To receive the minutes of the Planning Sub-Committee held on 25th May 2021
- b. To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

12. 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 8, 9 & 10

13. The Guildhall

To receive report from the valuation survey of The Guildhall

14. Date of Next Meeting Wednesday 8th September 2021, 7:15pm.

Agenda item 5



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Minutes of a meeting of the **Strategic Planning Committee** held in Chipping Norton Town Hall on **Tuesday 11th May, 2021 at 7.15 pm.**

The following members were present:

Cllr Mazower (Chair)

Cllr Walker

Cllr Heyes

Cllr Coleman (Substitute for Cllr Graves)

Cllr Bradley (Substitute for Cllr Butterworth)

Also in attendance:

Cllr Poole

Luci Ashbourne, Town Clerk

One member of the public

1. Apologies for absence

Apologies for absence were received from Cllrs Graves and Butterworth.

2. Declaration of interests

There were no declarations.

3. Minutes

RESOLVED: That the minutes of the last meeting held on 24th March 2021 be approved as a correct record and signed by the Chair.

4. Public Participation

No members of the public asked to participate.

5. Committee work programme

a. Town Centre List

The Mayor updated the committee on progress and next steps:

- Railings – have now been painted, need straightening up.

RESOLVED: The Clerk to make enquiries with WODC about this.

- Fledgling tress – protected by chickenwire. Clerk to ask WODC about option such as raising the bed height so chickenwire can be removed. Cllr Bradley made a suggestion about changing the layout. Cllr Bradley to send a sketch to committee for consideration. Cllr Walker reminded members that there may be an opportunity to enhance the memorial benches nearby.

- Crossing – Cllr Graves has been having conversations with OCC about the potential for a school crossing attendant. Update at a future committee meeting.
- Air quality box.

RESOLVED: Clerk to chase WODC regarding progress on removal of the redundant air quality box.

- Pedestrianisation – The Mayor updated members about a site visit regarding planters for Middle Row. Plans for planters in the town centre have been drawn up with WODC. Proposal that CNTC funds the planters, plus the cost of filling the planters and planting the beds. Chair proposed committee approve a budget of £3,000 to be used from the street scene budget.

Cllr Bradley left the meeting at 7:58pm.

RESOLVED: Proposal for £3,000 for the purchase and planting of planters carried unanimously.

b. East Chipping Norton Development

Cllr Heyes confirmed that there were no updates since the last committee meeting. There have been no communications with CALA Homes since 24th March. There will be a masterplan prepared.

Chair proposed that the Council make contact with the people who took part in the original Tank Farm community engagement project. Priorities: Affordability; housing to meet the needs of the community; integrating old and new; active travel and healthy town.

- c. Traffic/parking/market square consultation** – The Chair updated members on this and proposed that the Clerk contacts WODC to obtain a copy of their parking strategy document. Members discussed potential for HGV weight limit in Chipping Norton but concluded this option had been exhausted.

RESOLVED: The Clerk to request a copy of WODC's Parking Strategy Document.

6. Planning Applications

The Council considered the following planning applications:

1. [21/01141/HHD](#)
28 Park Rd, C/N
Removal of existing garage and erection of single storey front, single and two storey side and single storey rear extensions.

RESOLVED: The Council raises no objections to this planning application.

2. [21/00816/HHD](#)
8 Tilsley Rd, C/N
Construction of detached double garage.

RESOLVED: The Council raises no objections to this planning application.

3. [21/00878/HHD](#)

12 Coopers Square, C/N
Loft conversion to create extra bedroom.

RESOLVED: The Council raises no objections to this planning application.

4. [21/01127/HHD](#)

27 The Leys, C/N

Alterations to include the erection of a single storey side extension and changes to fenestration.

RESOLVED: The Council raises no objections to this planning application.

7. 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.

8. Restoring Benches

The Clerk updated Committee that the contractor has confirmed they're insured and has a team to help the Maintenance Operative transport the benches safely. The contractor will complete the first two benches and re-quote for the final 8 due to the extra work needed to complete the project. Chair proposed amending the budget to £1,300 to cover additional costs.

RESOLVED: That the original budget of £880 be amended to £1,300 to cover the cost of the project.

9. The Guildhall

The Committee considered quote for valuation survey of the Guildhall.

RESOLVED: Committee approved budget of £1,375 for valuation survey of the Guildhall.

The Clerk updated members on the visit from Makerspace/Meanwhile project, who had visited the Guildhall the previous week, and who were interested in what potential the building has in terms of community use while any potential longer-term plans are being drawn up.

10. Adoption of BT Phone Kiosk

- a. The Committee noted formal adoption of the BT phone kiosk.
- b. The Committee noted the related guidance from BT.
- c. The Clerk updated members that the phone kiosk is in a difficult location to restore in situ, and is also difficult and complex to move due to electrics into the ground. Members debated different options, and concluded that having the kiosk restored by a professional would be the prudent course of action given the practical complications.


RESOLVED: That the committee set a £4,000 budget from the street scene budget for full restoration for the phone kiosk.

11. Date of Next Meeting Wednesday 9th June 2021, 7:15pm.

The Chair closed the meeting at 9:10pm.

Signed as a correct record:

Chair.....

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Meeting</p>	<p>Cabinet: Wednesday 26 May 2021</p>
<p>Report Number</p>	<p>Agenda Item No. 8</p>
<p>Subject</p>	<p>Local Development Scheme (LDS) Update</p>
<p>Wards affected</p>	<p>ALL</p>
<p>Accountable member</p>	<p>Councillor Jeff Haine, Cabinet Member for Strategic Planning Email: jeff.haine@westoxon.gov.uk</p>
<p>Accountable officer</p>	<p>Chris Hargraves, Planning Policy Manager Tel: 01993 861686; Email: Chris.Hargraves@publicagroup.uk</p>
<p>Summary/Purpose</p>	<p>To approve an update of the Council’s Local Development Scheme (LDS), which provides information on which planning policy documents the Council intends to prepare and when, to ensure transparency and enable effective community engagement. The LDS also provides information on Neighbourhood Planning.</p>
<p>Annex</p>	<p>Annex A - Local Development Scheme (2021 – 2024)</p>
<p>Recommendations</p>	<p>That the updated Local Development Scheme attached at Annex A to the report be approved.</p>
<p>Corporate priorities</p>	<p>The LDS is a procedural document and has no direct effect/implications in terms of the priorities and objectives set out in the Council Plan (2020 – 2024) however, the planning documents it refers to relate to a large number of the plan’s priorities and objectives including climate action, strong local communities and healthy towns and villages.</p>
<p>Key Decision</p>	<p>No</p>
<p>Exempt</p>	<p>No</p>
<p>Consultees/ Consultation</p>	<p>None</p>

I. BACKGROUND

- 1.1. Members will be aware that a Local Development Scheme (LDS) is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).
- 1.2. The LDS must specify (among other matters) the development plan documents (i.e. Local Plans) which form (or will form) the development plan for the area. Local planning authorities are also encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as neighbourhood plans. The LDS can also include details of any supplementary planning documents (SPDs) which the authority has adopted or intends to adopt.
- 1.3. The LDS must be made publicly available including on the Council's website and must be kept up to date, being revised at least annually or more frequently where the need arises.
- 1.4. The Council's most recent LDS was approved in November 2020, however since then, a number of issues have arisen which mean that it is necessary to agree a further update.

2. LOCAL DEVELOPMENT SCHEME UPDATE (2021 – 2024)

- 2.1. The updated LDS is attached at Annex A and covers the period May 2021 – May 2024. The main changes from the previous version are summarised below.

East Chipping Norton, West Eynsham, North Witney and East Witney SPDs

- 2.2. Members will be aware that strategic housing sites at East Chipping Norton, West Eynsham, North Witney and East Witney are allocated for development as part of the West Oxfordshire Local Plan 2031 and form a key part of the Council's overall strategy for meeting identified housing needs to 2031.
- 2.3. Members will also be aware that in previous iterations of the Council's LDS, the Council has indicated an intention to prepare supplementary planning documents (SPDs) to guide the future development and delivery of each site.
- 2.4. The NPPF defines a supplementary planning document as documents '*which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan*'.
- 2.5. It is relevant to note however that the Local Plan does not require the preparation of a supplementary planning document rather, for each site, the Local Plan refers to '*comprehensive development to be led by an agreed masterplan*'.
- 2.6. The Government's planning practice guidance on design explains what a masterplan is:
'Masterplans set the vision and implementation strategy for a development. They are distinct from local design guides by focusing on site specific proposals such as the scale and layout of development, mix of uses, transport and green infrastructure. Depending on the level of detail, the masterplan may indicate the intended arrangement of buildings, streets and the public realm'.
- 2.7. Notwithstanding the fact that the Local Plan does not require a supplementary planning document for the four strategic sites, in the absence of agreed developer-led masterplans, the Council has previously committed to preparing supplementary planning documents to provide a vision and broad framework for the development of each site – effectively to guide any future masterplanning and facilitate the delivery of new homes in accordance with Local Plan timescales.

- 2.8. The most advanced of these is East Chipping Norton with a draft SPD having been scheduled for consideration by Cabinet in March 2021. However, shortly before that meeting was due to be held, correspondence was received from one of the land controlling interests, expressing concerns about the scope, purpose and need for the SPD.
- 2.9. Effectively, the argument has been made that the East Chipping Norton SPD as drafted 'over-steps the mark' in terms of what a supplementary planning document can do and fetters the Local Plan which, as outlined above, requires an '*agreed masterplan*' for each of the strategic sites rather than a supplementary planning document.
- 2.10. In light of these concerns, Officers have sought independent legal advice which has confirmed that aspects of the East Chipping Norton SPD, as currently drafted, do potentially conflict with the relevant legislative requirements, in particular the inclusion of specific requirements that are intended to guide the determination of applications for planning permission (which need to be addressed through a Local Plan rather than a supplementary planning document).
- 2.11. Alongside this, Officers have held discussions with the land controlling interests at West Eynsham who have expressed similar reservations regarding the preparation of a SPD for that site on the basis that it is not required by the Local Plan 2031.
- 2.12. It is also relevant to note that limited progress has been made in respect of the SPDs for East Witney and North Witney due to Officer resources having been focused on other matters, primarily the preparation of the Salt Cross Garden Village Area Action Plan. This is likely to remain the case over the coming months as the AAP is subject to independent examination.
- 2.13. In light of the above considerations, the updated LDS attached at Annex A no longer refers to the preparation of SPDs for the four strategic development areas. Officers will instead, focus resources on continuing to proactively engage with the relevant land controlling interests in order to agree a comprehensive masterplan for each site as soon as possible.
- 2.14. This will include discussions on the most appropriate form and extent of stakeholder engagement to ensure that the views of the local community and other interested parties are able to be taken into account.
- 2.15. As outlined above, the four strategic sites form a key part of the Council's overall strategy for housing delivery to 2031 and with the housing trajectory in the Local Plan 'stepping up' in the second half of the plan period (i.e. from 2021/22 onwards) it is imperative that effective progress is made in bringing these sites forward.
- 2.16. Officers will therefore continue to work closely with the various land controlling interests to expedite the masterplanning process and in doing so, ensure that important considerations including the Council's own technical evidence and previous and future stakeholder engagement is properly taken into account.
- 2.17. Any agreed masterplan would then become a material consideration for relevant planning applications that have either already come forward or come forward in the future for each site.

Hanborough Station Masterplan SPD

- 2.18. Members will be aware that the previous LDS published in November 2020 included reference to the potential development of masterplan for Hanborough Station to be taken forward as a SPD.
- 2.19. Subsequently, in December 2020 Cabinet formally approved to release funding from the Council's unallocated Housing and Planning Delivery Grant (HPDG) to take the SPD forward through external consultants as a jointly funded project with Oxfordshire County Council.

- 2.20. The updated LDS attached at Annex A therefore commits to the preparation of the Hanborough Station masterplan, albeit the scope and timing of the process are still currently being determined.

Other changes

- 2.21. The other changes to the LDS are more minor and include a slight shift from September 2021 to November 2021 for the initial consultation on the review of the Local Plan to 2040. This is to reflect the fact that Officer resources will be focused primarily on the Garden Village AAP over the summer months.
- 2.22. Dates for the AAP itself have also been updated to reflect the fact that it was formally submitted in February 2021 with hearing sessions now scheduled for June/July 2021.
- 2.23. The section on neighbourhood planning has been updated to reflect new neighbourhood plans which are now in preparation for Ascott under Wychwood and Cassington.
- 2.24. The other minor change is that reference to the Community Infrastructure Levy (CIL) has been removed on the basis that there is no specific requirement for this to be reported as part of the LDS.
- 2.25. Officers are currently in the process of determining the most appropriate way forward in light of the CIL consultation responses received in autumn 2020 (around 170 responses) responses to the draft Developer Contributions SPD received in December 2020, the supporting CIL evidence base as well as the Government's stated intention to abolish CIL (and Section 106) and replace it with a new, nationally set, value-based flat rate charge.
- 2.26. Further updates on the proposed way forward in respect of CIL will therefore be published on the Council's website in due course.

3. FINANCIAL IMPLICATIONS

- 3.1. The report raises no specific financial implications.

4. LEGAL IMPLICATIONS

- 4.1. The preparation and maintenance of an up to date Local Development Scheme (LDS) is a legislative requirement.

5. RISK ASSESSMENT

- 5.1. The report raises no significant risks. Failure to maintain an up to date LDS could put the Council at risk of legal challenge through the plan making process.

6. EQUALITIES IMPACT

- 6.1. The report raises no specific implications for any particular equality strand.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

- 7.1. The report raises no specific implications in relation to climate change although the various documents referred to in the LDS clearly present an opportunity to address the climate emergency through various mechanisms.

8. ALTERNATIVE OPTIONS

- 8.1. No alternatives have been considered.

9. BACKGROUND PAPERS

- 9.1. None.

Agenda item 9

Strategic Planning Committee: Town Centre List - updated June 2021.

NB. tems in Green have an update to note or require committee decision

	LIST OF TOWN CENTRE WORK	Status - June 2021
Railings	Replace or repaint wonky railings especially the walk-way down to the lights which always looks terrible.	These have been painted. Clerk contacted WODC regarding fixing them. WODC have confirmed they belong to OCC. The Clerk has contacted OCC and is awaiting reply.
Phone box	Adopt and set up scheme run by community for use. 1. Clean it 2. Paint it (use professional) What are the guidelines on it?	Adopted. Professional contractor has been employed to restore the phone box. This should be complete in the next few weeks.
Weeds	Regular programme of minimising	Paolo has cleared some. UBICO to advise on new methods they are using to minimise impact on the environment. CNTC to consider letting contract to UBICO.
Base of trees	Plant with ground-covering plants	Discuss with Green Gym or a town gardener. CNTC to get a price from Toparius?
Fledgling trees	Take grotty chicken wire away and non-essential supports and tidy bases.	Complete
Tree and bench by Jaffe and Neale	Tree is dying – plan for good -looking enhanced seating area for when this happens, with planting. Combine with Ascott Martyrs/Bliss Mill sculpture? Look for contributions from SETHA and Church. Look at closing off the end of lower Middle Row so that seating stretches from bookshop to the site of the tree with proper planting around it? Discuss with consultants.	In first instance establish ownership of tree. Will Barton to raise with Nick Dalby (WODC tree man) – has this been done already?
Benches	Look at positions of benches. Where to place so you don't look on to a road or a car park? Sand and revarnish all benches. Choose attractive colour for the metal ends of all benches. Repaint using professional painter	Insurance for moving benches sorted. Risk assessment complete. Just awaiting sign off by contractor and work can commence.

Mural	Scope out possibility of the wall of the house next to Harpers (on left as you enter town) becoming site for a mural.	Establish ownership of property. Cllr Coleman to talk to CAB contacts. Has this happened?
Crossing next to garage	This is a danger area – children crossing, many near misses. Needs reviewing and action. Lollipop lady?	Cllr Graves to update committee
Black box next to The Tea Set	To be removed	The Clerk has contacted WODC. Email has been acknowledged and forwarded to the relevant officer. Awaiting confirmation of removal status.
Pedestrianisation	<p>Top Row Outside Crown and Cushion: commission to have a fake grass and planters section. Consult with Linda re look of it.</p> <p>Middle Row Some planters ready for delivery but their size may not deter drivers from routinely driving on to Middle Row. Site visit imminent – had been Tuesday but contractors had to cancel. Planters to be used elsewhere if no good and original Oxford Planters proposal accepted with, additional matching planters at the Bitter and Twisted end also commissioned. Decision made on whether permanent license needs to be sought in order to complete the job.</p> <p>Flower bed Short-term: Tidy up and plant with bulbs. Topiarus been contacted? Long-term: redesign to make this a proper feature.</p> <p>Lighting Festoon lighting being installed early New Year. Second site visit next Tuesday.</p>	<p>Planters are on order</p> <p>Festoon lighting. Design to avoid eyebolts being placed on the listed building has been identified. Columns quoted were temporary (lights contractor assumed the festoon lights were for Christmas time only). Contractor is checking if wooden columns will suffice.</p>

Parking including multi-storey /one-way/market square improvements/pedestrianisation	Commission study to address long-term issues.	In budget Strategic Planning Cttee to take forward. Jacky Cox at OCC has suggested she will work with CNTC on a review
Industrial bins – to right of jaffe and Neale, along lower Middle Row, on Market Street, and outside the theatre	Get quotes for creating bin housing for all these sites. Present to users.	Ubico advise that there was a bin store which was removed several years ago but it was abused and fell apart. Ubico to reconsider. Complaints that road sweeper is not clearing properly around bins. To be investigated by Ubico. Ubico agree that Road sweeper should blow leaves from steps and clear
Flower bed down the side of Sainsbury's, owned by OCC	This gives a bad impression of the town as you enter from north. Approach Sainsbury's to see if, in theory, they'd want to take it on and totally replant it. Negotiate with OCC.	Ubico responsible for planting. Agreed as top priority that these should be reduced to improve site lines at the crossing. Whole bed to be tidied.
Chippy in Bloom	Scope out costs and take up of a scheme of hanging baskets. Identify local supplier. See scheme in Henley on Thames.	CNTC to consider
Planting across the town	If Chippy in Bloom gets traction look to commission a local gardener to oversee planting schemes across the town. Chippy surrounded by the poshest, most beautiful private gardens – how to lever that in to the town. Talk to Prue Leith and Amanda Ponsonby. Lend the town your gardener scheme?!	CNTC to consider
Signage	Rationalise signage across the town centre to reduce visual clutter. Create budgets for revamped signage, including finger post signage. Clean up and repainting of some existing signs and	The maintenance operative has been restoring the old fashioned signs on the list. The Deputy Clerk has sent the list of signs to be replaced (identified in the audit carried out by Chippy News) to WODC

	replacement of other street signs. Draw up list.	
Shop window displays	Create budget for a window dresser in residence – a resource to be used by shop owners to improve their window displays. Cd be attached to the town for three months or do a series of presentations. Cd pay for a local person to do the training in return for work on shops.	CNTC to take forward
Shop awnings	Look at historic photos of Top Row and the use of awnings. Do R&D on the reintroduction of them with the aim of creating a covered walk-way on Top Row to attract passing trade.	

Disused shop windows	Continue to get community use of them. Next one is the Cook Shop next to Gills, and the antique shop on mini-roundabout.	Beales and old Newsagents already done. Luke Embden pursuing owners of old hospital site.
Museum shop window	Identify are funding source for them to have fittings and lighting for an improved display and signage.	Proposal to set budget of £500 for time and materials. To be taken from Street Scene Budget
A town piano	Look at having piano for use by passers-by in Withers Way.	Proposal to set budget of £660 for tuning, transport and signage To be taken from the Street Scene budget
Public loos	Look for ways for them to be permanently open and cleaned on a regular basis.	WODC owned. Will to establish current opening and cleaning regime.
Beales	Finish proposal for meanwhile use of building for cultural/food/community use.	
Farmers' Market	Work with organisers to enhance including looking to combine with a Makers'	

	Market. Work with Amanda Ponsonby on this.	
Wednesday Market	Look at ways to improve – attract more stalls, improve appearance.	
Makers' Market or other	Investigate the viability of a new market on a monthly basis.	
Signage for main doors to Town Hall.	Design panels that can be used when there are events that sit either side of the doors which are the right scale and proportion for the building which would advertise the events going on inside. Currently the make-shift placards etc are dwarfed by the pillars.	
The Stories of the town or make the most of what we have.	As part of phase 2 of web redesign (the Chipping Norton Town and surrounding area rather than phase 1 on the TC), work with organisation to tell the stories of the town and what there is on offer. Join this up and create trails, signage, walking routes. Eg Shakespeare's Way goes through Chippy; create a map for the route to the Rollright Stones. Link this to new What's On/Box office/Gateway to the Cotswolds information point in Beales, if that project gets buy in.	
Chippy Larder Car Boot	Talk to Fox again about moving car Boot to Cattle Market once a month, using the road and half their car park.	

Town piano proposal

Georgia Mazower

- The aim of this project is to provide a facility for pianists of all abilities to play in public; to increase the vibrancy of the town centre; to create shared and shareable moments; and - with time - to encourage our local choirs and groups to perform in public.
- We have been granted permission by Co-op Midcounties to site the piano in Withers Court (the walkway next to Nash's Bakery) and they are drawing up an agreement based on a six month pilot with a six month run-on, if there are no issues after the review. This will come into effect from the date of the piano installation
- Co-op Midcounties have liaised with their tenants.
- I have liaised with Will Barton at WODC re licensing which is not necessary as this is a privately owned walk-way.
- The likely site of the piano is half-way along the 'lunettes' of the old Beales store, but final decision will be made on this after a site visit and having talked to Nash's.
- There are many existing town piano schemes and in most cases the piano is painted to draw attention to it, and also to advertise that it is there for community use. For example: with "Play Me, I'm Yours" painted on. There are examples here of painted pianos: <https://www.fcgov.com/artspublic/pianos> or here <http://www.streetpianos.com/about/>. And the scheme you may know is in the St Pancras concourse https://www.youtube.com/watch?v=XUPY_fFCNpE.
- I've been working with Claire Bradshaw from Cotswold Stage School, and Shannon Harris <https://www.k-m.de/brand/en/endorser/shannon-harris/> thinking through the details on this. Once we have the go ahead on the budget we will hold a zoom briefing/meeting inviting local musicians with the aim of starting a 'piano family' and think about how people can book to play. We are also working on a high profile launch performance...
- Of course, this is a new venture, so we, as a council, will be learning as we go, and there will be some issues that will arise. Some outstanding work to do, aside from sourcing and installing the piano is: talking to WODC about CCTV;

Proposed budget for town piano:

£660 of which £150 is contingency

Piano:

From research we anticipate securing a FREE piano but

this is a contingency figure

£150.00

Stool/chair

£40.00

Piano transportation: secured for FREE from House and Carriage

£00.00

Cover:

£150.00

Piano tuning:

£60.00

Graphic design for signage near the piano

£60

Painting of the piano

£200

TOTAL

£660

(of which £150 is contingency)

Agenda item 10

Dear Clerk to the Council,

West Oxfordshire District Council's (WODC) Cabinet made a decision in November 2020 to remove the remaining community recycling centres across the district, details of these can be found on the council website here - <https://www.westoxon.gov.uk/bins-and-recycling/recycling-banks-and-centres/>

Before the sites are considered for removal, it was agreed that officers would consult with the associated town or parish councils' and the WODC Ward Members.

Now that step 3 of the National Roadmap out of Lockdown has been triggered by the Government I intend to undertake this consultation and I would be very grateful if you could send your views to Sian Edwards (sian.edwards@publicagroup.uk) by the 15th June.

To assist you, I hope the following information is helpful.

A comprehensive report outlining the benefits and issues of the community recycling service is on the council website here -

[https://meetings.westoxon.gov.uk/Data/Cabinet/20201118/Agenda/9%20Approval%20of%20the%20Approach%20to%20Community%20Recycling%20\(Bring%20Sites\)%20in%20West%20Oxfordshire.pdf](https://meetings.westoxon.gov.uk/Data/Cabinet/20201118/Agenda/9%20Approval%20of%20the%20Approach%20to%20Community%20Recycling%20(Bring%20Sites)%20in%20West%20Oxfordshire.pdf)

During the last year the council has, at the request of the town/parish council, removed a number of sites including the ones at Eynsham, Burford, Long Hanborough, Clanfield, and Carterton. The evidence from this is that it has successfully prevented businesses from disposing of trade waste illegally and fly-tipping of non-recyclable items. It has been positive in cleaning up the environment for residents who live in the area and visitors who are a critical part of the local economy. In addition, a number of the private recycling sites operated by supermarkets have also been removed during the last year.

All of the recycling material that residents can currently dispose of at community recycling sites can now be disposed of in their blue bin and box which are collected fortnightly, reducing the need for them to travel to the centre. Details of this service is on the council website here - <https://www.westoxon.gov.uk/bins-and-recycling/what-to-put-in-your-bin/recycling-blue-lidded-bin-and-black-box/>

In areas where sites have already been decommissioned we have removed the banks, any visible signage and structures and in the case of car parks, the space provides additional free parking to further support the local/visitor economy. Our intention would be to do this if we remove the remaining sites.

I thought it would be helpful to provide you with information should your council wish to retain the site at your own cost.

What I can say is that in order to provide a sustainable commercial service I believe there would need to be agreement between a number parish and/or town councils. The costs of providing 8 sites would be approximately £147,000. This would enable each site to be emptied twice a week. Any maintenance and repairs to the sites would be payable in addition to this. Parish and town councils would also be required to cover the costs of removing fly-tipping at the sites. Based on previous experience this would be in the region of £72,000 annually. In my view it would be difficult to 'police' who uses the sites and prevent those who are not residents in your town from using the facility. You would also need to determine which town should contribute, seek their agreement, and apportion the costs to each town council who are members of any new scheme.

I hope this email provides your council with the information you need about the proposed removal of the community recycling sites, please don't hesitate to contact me if I can provide you with any further information to assist you.

Please send your council's views to Sian Edwards (sian.edwards@publicagroup.uk) by the 15th June, I look forward to reviewing these.

Regards



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

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TOWN CLERK: Ms L Ashbourne

16th April 2021

Re: Community Recycling Sites in Chipping Norton

Dear Mr Oddy

Thank you for your letter dated 15th March consulting with us on the closure of the recycling centre (“Bring Site”) at Albion Street Car Park in Chipping Norton. As a Town Council we know both that the car park recycling centres are valued by our community, and also that maintaining these sites to a high standard is a challenge.

As a Town Council we are strongly opposed to the closure of any of these sites without proper facilities being provided for our residents to dispose of their rubbish. Removal of these sites would result in both a decrease in provision for our residents, and an increase in fly-tipping locally which will be expensive to clear.

With regards to the current proposal to close Albion Street so resources can be concentrated on New Street we would say:

- This decrease in provision is not justified given the popularity of the site.
- The volume of waste collected across the two sites could not be accommodated at New Street.
- This will lead to increased problems at the New Street site which is already inadequate.
- Proper monitoring and maintenance of both sites should be part of normal operations- one site should not need to be removed in order to operate the other more effectively.

With regards to the proposal to remove all Bring Sites and rely solely on kerbside collections:

- Chipping Norton town centre has a medieval street plan. Many older properties open directly onto the street and do not have space to accommodate the two or three wheelie bins, food bin and additional recycling box that the kerbside scheme entails. Some already make arrangements with neighbours to share bins to ease this problem. For those who live near the Bring Sites these provide a convenient place to dispose of excess recycling before collection day.
- Much of the more modern housing in Chipping Norton is also modest in size and has not been designed to accommodate multiple wheelie bins for each property leading to the same problem.
- Many residents are not aware of the broad range of items that can now be recycled at the kerbside- this lack of awareness needs to be addressed to increase take up of this service.
- Chipping Norton is many miles away from the larger waste recycling centres operated by Oxfordshire County Council making it difficult for residents to take occasional excess waste to these centres. The closest site is Alkerton which requires a 30 mile round trip, which is much further than most West Oxfordshire residents travel for the same service. Burford, Eynsham and Carterton, where you say Bring Sites have been removed, are all considerably closer to such sites.

We are also aware that the Bring Sites are not always used appropriately:

- Some items for recycling are left on the ground when the bins are full- this indicates that more bins are required or that the existing bins should be emptied more frequently- not that the service should be removed.
- Some of the items that are left are not appropriate because they are not suitable for recycling or are too large for the bins provided- this suggests that residents need appropriate provision for these items not that Bring Sites are unnecessary.
- Some of the waste that is deposited is trade waste, not domestic- this suggests lack of affordable local provision. Removal of the Bring Sites will not automatically stop traders from dumping their waste in or around the town and may actually increase the cost of removal.
- Inappropriate use of the sites by some should not result in removal of a facility for everyone- this inappropriate use should be tackled first by education and then if necessary by enforcement.

The high volume of waste at our Bring Sites suggests that removing them without a proper, workable plan in place is short sighted, is likely to result in increased fly tipping, and will therefore not result in savings to local Council Tax payers. Our residents need, and deserve, appropriate facilities to dispose of their waste. If Bring Sites are to be removed this should include:

- A service that can adapt to occasional larger amounts of kerbside recycling such as cardboard packaging that might not always fit within the wheelie bin. (We have observed large amounts of cardboard packaging left at the Bring Sites suggesting some residents find this a particular problem)
- Strong, effective communication regarding items that can be recycled at the kerbside.
- **Local** facilities where excess recyclable and non-recyclable waste can be taken between kerbside collections.
- Accessible and affordable trade waste disposal services.

WODC's Chipping Norton representatives Cllr Saul and Cllr Cahill have also confirmed that they are in support of this letter.

Thank you for consulting us on the future of this service. We hope our knowledge of our local community will be taken into consideration.

Yours sincerely

Cllr Sandra Coleman
Chair of Community Committee
Chipping Norton Town Council



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TOWN CLERK: Ms L Ashbourne

Minutes of the Planning Sub-Committee held online and via zoom video conference
on Tuesday 25th May 2021 at 7.00 pm.

The following members were present:

Cllr Coleman (Chair)

Cllr Butterworth

Cllr Graves

Cllr Heyes

Also in attendance:

Kay Linnington, Deputy Town Clerk

2 members of the public

1. Election of Chair

Nominations were received for Chair. Cllr Graves nominated Cllr Heyes, Cllr Coleman seconded.

Resolved: Cllr Heyes is elected Chair of the Planning Sub-Committee for the municipal year 2021/22

2. Minutes

Resolved: The minutes of the meeting held on the 2nd November 2020 were approved as a correct record and will be signed by the Chair.

3. Apologies for absence

There were no apologies for absence.

4. Declarations of Interest

There were no declarations.

5. Applications for consideration:

21/01178/HHD Cleeve Cot, 16 Over Norton Road.

Demolish chimney stack on the side roof.

Comments

No objection

21/01128/HHD 35 New Street.

Repair works to existing bay windows.

Comments

No objection – to be welcomed. The planning committee would like it to be noted for future reference that the surveyor had commented saying that the passing HGVs had contributed to the damage on the existing bay windows.

21/00872/S73 Heythrop Hunt Kennels.

Variation of condition 2 of planning permission 19/02946/FUL to allow changes to the design.

Comments

No objection

21/01204/FUL 29-30 High Street.

Proposed mixed use conversion and redevelopment of existing retail and residential premises to form a 2-screen cinema and eight residential apartments.

Comments

No objection

21/00785/FUL West End Farm

Erection of agricultural building.

WITHDRAWN

21/00985/FUL The Old Bank, 16 Market Place.

Change of use of former bank to provide a new community hub.

Comments

No objection

21/01374/HHD 41 The Leys.

Demolition and rebuilding of existing single garage and construction of a single storey garden room.

Comments

No objection

21/01281/FUL Chipping Norton Club, Evans Way.

Single storey side extension and alterations to fenestration

Comments

No objection

21/01382/HHD 20a Cross Leys.

Single storey rear extension to erect home office.

Comments

No objection

21/01533/HHD West End Farmhouse, 43 West Street.

Move existing front boundary wall and rebuild further back, to align with rear of house and create off street parking for one car.

Comments

No objection. However, the planning committee have concerns about the cars pulling out onto a busy road safely and they would like this to be considered before any decision is given. There are also reservations about dropped kerbs on properties, access problems and the removal of an established tree.

21/00975/HHD Oldner Barn, Oldner Hollow, Charlbury Rd.

Change of use from dwelling to holiday let.

Comments

No objection

6. Date of Next Meeting

The date of the next meeting was to be arranged as applications are received.

The meeting closed at 7.32 pm.

Signed by the Chair:

PLANNING APPLICATIONS

1. [21/01486/ADV](#)
Southcombe Garage, Oxford Rd, C/N
Erection of two free standing, one fascia and 2 wall mounted signs (all internally illuminated)
Comments

2. [21/01293/LBC](#)
4 West Street, C/N
Internal and external works including replacement guarding to balcony, rebuilding external retaining wall & installation of railings, relocation of gas box, re-render section of wall in lime render and paint, reinstatement of light well to basement and installation of external tanking and the construction of an entrance canopy.
Comments

3. [21/01709/HHD](#)
61 Walterbush Rd, C/N
Single storey front and side extensions
Comments