



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Minutes of a meeting of the **Strategic Planning Committee** held in Chipping Norton Town Hall on
Wednesday 9th June 2021

The following members were present:

Cllr Mazower (Chair)
Cllr Butterworth
Cllr Foakes
Cllr Heyes
Cllr Holmes
Cllr Miles
Cllr Walker
Cllr Whitmill
Cllr Coleman (Substitute for Cllr Graves)

Also in attendance:

Luci Ashbourne, Town Clerk
Cllr Bradley
Cllr Saul (WODC and OCC)
Two members of the public

SP1. Election of Chair

Nominations were received for Chair. Cllr Walker nominated Cllr Mazower, Cllr Coleman seconded.

RESOLVED: Cllr Mazower is elected Chair of the Strategic Planning Committee for the municipal year 2021/22.

SP2. Election of Vice-Chair

Nominations were received for Vice-Chair. Cllr Walker nominated Cllr Miles, Cllr Butterworth seconded.

RESOLVED: Cllr Miles is elected Vice-Chair of the Strategic Planning Committee for the municipal year 2021/22.

SP3. Apologies for absence

Apologies for absence were received from Cllr Graves.

SP4. Declaration of interests

There were no declarations.

SP5. Minutes

Cllr Butterworth queried what the term 'substitute' meant in the context of council committees. The Clerk explained that when a Councillor needs to send apologies for a Committee meeting, any member of the Council can be a substitute as a voting member in their absence. The Clerk confirmed that this is written into the Council's standing orders, and that while it is not vital, it is helpful to let the Clerk know in advance of the meeting.

Members reviewed the minutes from the last Committee meeting.

RESOLVED: That pending amendment of minute 5b. from "middle" to "top"; and delete the words "but concluded..." to the end of the sentence on minutes line 5c; that the minutes of the last meeting held on the 11th May 2021 be approved as a correct record and signed by the Chair.

SP6. Public Participation

No members of the public asked to participate.

SP7. East Chipping Norton Development update

Cllr Heyes reminded members that Cala Homes had presented a legal objection to the Supplementary Planning Document, and informed members that since this the legal objection had been upheld. A land controlling interest group will be formed, and Cllr Heyes stressed that he felt this should include all stakeholders.

Cllr Saul was invited to speak. Cllr Saul said that the legal opinion seems to be that OCC and Cala homes need to work together on coming up with the masterplan.

Cllr Saul reassured the Committee that he will push for engagement from OCC with CNTC. The need for continued engagement with the local community and CNTC from both Cala Homes and OCC was highlighted. It was also noted that the relationship with WODC and OCC needs to be nurtured.

Cllr Whitmill asked if it would be possible to invite OCC Cabinet members to visit the site, and Cllr Saul said it would be, and would look into it.

The Chair proposed that some briefing notes to be sent to Cllr Saul who will share them with George Eleftheriou (OCC Officer) and Cllr Callum Miller (OCC Cabinet member).

Cllr Foakes asked what the current status is of the East Chipping Norton Vision Statement. The Chair confirmed that Cala Homes have reassured CNTC that the vision statement will help inform the next phase.

RESOLVED: That briefing notes are sent to Cllr Saul.

SP8. Section 106

The Clerk informed members that she had been in touch with officers at WODC - both in terms of obtaining a list of Section 106 funding due to Chipping Norton, and to make enquiries about any training sessions that might be available. The Chief Finance Officer had responded and asked an officer to send a list from their new database to the Council when it is ready, and confirmed that it should be possible to set up a training session.

The Chair confirmed that she had sight of a previously obtained list of Section 106 funding and will circulate with members.

The Clerk has also made enquiries about the status of the proposal from WODC to zero rate the Community Infrastructure Levy for strategic developments (which includes the East Chipping Norton Development) and is awaiting a response.

Members discussed the differences between Community Infrastructure Levy and Section 106. Members also discussed the reason why the proposal from the planning authority is for Zero Rated. The Clerk confirmed there was a viability scoping document that has been published which outlined the reasons, and offered to circulate it to members.

Cllr Whitmill left the meeting at 20:18pm

RESOLVED: That WODC's CIL Viability document; the Section 106 list; and any related updates be circulated to members by email.

SP9. Committee work programme

Committee received a progress report on the town centre list and agreed next steps and spend to be taken from the street scene budget.

- a. The Chair shared her proposal on installing a public outdoor/undercover piano in Withers Court. Members enquired about the risk of the piano being vandalised. The Chair reassured members that while there is always a risk of vandalism, the shopping centre is locked at night and will reduce the risk. It was noted that it will be playable when Withers Court is open. Members discussed weather-proofing, and that a cover, and possibly bringing it into the Town Hall in inclement weather, will help mitigate potential problems. Discussions were had about noise and neighbours. The Chair confirmed that she is planning on talking to nearby residents and will report back. Members supported the project warmly.

RESOLVED: That a budget of £660 is agreed to deliver the town piano project.

- b. The planters are ready and will be delivered in the next few days. The Chair proposed a budget for £340 to purchase compost and plants.

RESOLVED: That a budget of £340 is agreed to purchase plants and soil for the planters that will be positioned on Middle Row.

- c. The Chair proposed that a project to decorate the museum shop windows will both support the museum and improve the aesthetics of Top Row. Members enquired as to how long the artwork will stay in place. The Chair confirmed that it will provide a new display/framework that can be used again and again.

RESOLVED: That a budget of £500 is agreed to deliver the museum shop window project.

- d. The Clerk informed members that WODC have confirmed the redundant air quality monitoring box is due to be disconnected on the 17th June, and it should be removed sometime the following week. Members welcomed this news, but shared concerns about air quality monitoring not being carried out at all.

- e. Railings on High Street - the Clerk confirmed that she has written to WODC regarding the bent railings leading to the High Street. WODC have said that they belong to OCC. The Clerk will follow up and report back to Committee by email.

- f. Phone Kiosk update - the Chair updated members regarding the type of restoration, in that taking it off-site would cost £7,000, and that the Deputy Clerk has found a contractor who can complete the restoration by hand on site within the previously agreed budget of £4,000. Members debated what the phone box would be used for once it is restored and if this would be value for money. The Chair confirmed that the plan is for the kiosk to be used by community groups in a creative way.

SP10. Bring Sites Consultation

Committee received WODC's consultation on their proposal to remove bring sites in West Oxfordshire. Members debated the points of the consultation.

A member shared that their experience of leaving cardboard by the recycling bin for collection is that it didn't happen. The Chair proposed that the Committee should ask to have a meeting with the relevant officer to discuss the particular points raised in the letter sent on behalf of the Council on 16th April 2021.

Members discussed the proposal in the consultation that the cost of providing the bring sites could be shared across Town and Parish Councils and concluded this was likely to be a bigger task than the Town and Parish Councils could resource. Members also questioned who would be responsible for fly-tipping if the bring sites are taken away altogether.

Cllr Walker proposed that working with WODC on solutions to the problems would be a positive way forward. Members agreed that the bring sites are very well used, but also abused and while it will be a loss to the community, it is understandable that WODC are considering removing them.

It was noted that Chipping Norton is far away from recycling centres. Members discussed the benefits of bringing back a recycling centre that would be closer to Chipping Norton and where this might go. Cllr Saul offered to start some discussion at OCC about the possibilities of this.

RESOLVED: That the following points are shared with WODC in response to the consultation:

If Bring Sites are to be removed this should include:

- *A service than 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.*

And; that the Clerk write to lead WODC officers inviting them to a meeting with the Committee.

At this point it was noted that two hours had elapsed and the meeting agree to suspend standing orders in order to allow the meeting to continue for another 30 minutes

SP11. Planning Applications

a. The Committee noted the minutes of the Planning Sub-committee held on 27th May 2021. It was noted that Cllr Heyes, not Cllr Coleman was Chair and that the minutes should be amended to reflect this.

b. The Committee considered the following planning applications:

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

RESOLVED: That subject to Highways approving the application on safety grounds, The Council raises no objections to this planning application.

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-rendering 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

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

3. 21/01709/HHD
61 Walterbush Rd, C/N
Single storey front and side extensions

RESOLVED: The Council raises no objections to this planning application

SP12. 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 Press Bodies (Admissions to Meetings) Act 1960.

SP13. The Guildhall

Members received the report from the valuation survey of the Guildhall. The recommendation from the surveyors is that an Energy Performance Certificate (EPC) is obtained for the building before making any decisions.

RESOLVED: That the Clerk write to WODC and enquire about whether the building has an Energy Performance Certificate and if not, ask that one is obtained.

SP14. Date of Next Meeting

Wednesday 8th September 2021, 7:15pm.

The Chair closed the meeting at 9:35pm

Signed as a correct record:

Chair.....

Date.....